

SAN JUAN WATER DISTRICT

Board of Director's Meeting Minutes

January 23, 2019 – 6:00 p.m.

BOARD OF DIRECTORS

Dan Rich	President
Ted Costa	Vice President
Marty Hanneman	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
George Machado	Field Services Manager
Rob Watson	Engineering Services Manager
Chris von Collenberg	Information Systems Manager
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Ryan Bezerra	Legal Counsel

OTHER ATTENDEES

Ken Payne	Auburn Dam Council
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AGENDA ITEMS

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

President Rich called the meeting to order at 6:00 p.m. President Rich presented Director Hanneman with an award of appreciation for serving as Board President in 2018.

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. Ken Payne, from the Auburn Dam Council, addressed the Board and gave an update on the status to form a local sponsored JPA for the Auburn Dam project.

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 12, 2018 (W & R)

Recommendation: Approve draft minutes

2. SCADA Master Plan Project (W & R)

Recommendation: To award a services contract to Westin Technology Solutions in the amount of \$250,909 for the development of a SCADA (Supervisory Control and Data Acquisition) Master Plan

Vice President Costa moved to approve the Consent Calendar. Director Hanneman seconded the motion and it carried unanimously.

IV. OLD BUSINESS

1. FY 2018-19 Operations Plan Report Card (W & R)

Mr. Helliker reviewed the 2nd quarter progress on the FY 2018-19 Operations Plan Report Card. The report card will be attached to the meeting minutes. He explained that there are three items where the objectives will not be completed this fiscal year.

Ms. Silva explained that staff had contacted ADP to provide payroll processing. She stated that an agreement was put in place; however, the ADP implementation team was continuously changing and ADP failed to provide staff with the banking information needed to transfer the payroll funds. Therefore, after six months, Ms. Silva cancelled the agreement. She explained that payroll will remain in-house and staff is looking into the electronic timesheet module, and other payroll and HR benefits that the Tyler system can provide.

Mr. Barela informed the Board that the program goals for distribution operations are completed on a calendar year basis. He explained that 50% of the maintenance goal for the Air/Vacuum relief valves was completed in 2018. He reported that the Hydrant Maintenance program for 2018 included 150 hydrants and 92 were completed. He informed the Board that he will give more information on this item next month.

Mr. Helliker informed the Board that there will be a new Operations Plan and report card associated with the budget for FY 2019-20.

2. Collaboration/Integration Studies Summaries (W & R)

Mr. Helliker conducted a brief presentation on the Collaboration/Integration Studies Summaries which he had previously shared with the SSWD/SJWD 2x2 Ad Hoc Committee. A copy of the presentation will be attached to the minutes.

Mr. Helliker informed the Board that there are two projects which have occurred which are similar to what is being discussed at the SSWD/SJWD 2x2 Ad Hoc Committee meetings. He explained that the Tri-Valley Agencies project included five agencies (California Water Service – Livermore, City of Livermore, City of Pleasanton, Dublin San Ramon Services District, and Zone 7 Water Agency) that collaborated on an effort to look at all the range of options that they had regarding the challenges they had in 2011. Their goals were to improve all operations in their various arenas, save customers money, and optimize their operations.

Mr. Helliker explained that their options ranged from inter-agency agreements/contracts to creating one water agency. He stated that out of the ten options, the group selected two options to look at further, then broke that down to the operational and support opportunities that they would consider in their next study. He explained that, since 2011, a couple of the projects have been completed but no integration of operations took place.

Mr. Helliker informed the Board that, in northern Los Angeles County, Castaic Lake Water Agency (wholesaler), Santa Clarita Water Division, and Newhall County Water District merged into one agency (Santa Clarita Valley Agencies) at the beginning of 2018. He explained that they are one agency that manages all the surface water and groundwater in the basin. He explained that their goal was to reduce staffing, save \$2.7 million the first year then \$1.6 million annually, and improve surface and groundwater management.

Mr. Helliker commented that these were two examples of collaboration with different results, and staff will consult with the two groups as the committee moves forward.

Mr. Helliker informed the Board that the general managers met in January and discussed the different tasks that were reviewed at the last Board meeting. In addition, he commented that they discussed refining the tasks, and defining the specific scope of work which would include another evaluation similar to the Phase 1 and 2 studies but may include the other agencies interested in participating.

Mr. Helliker reported that the goal is to have the scope of work defined then meet with each organization's board of directors for a participation commitment by March. He explained that the list of participants would be compiled by March/April and a meeting with the Board would then occur to discuss the scope of work and timeline. In response to Director Hanneman's question, Mr. Helliker explained that the level of participation was also discussed and a table would be developed showing which option each agency was interested in.

Vice President Costa voiced concern regarding the District's water rights and suggested that a joint board meeting be scheduled to discuss the process to date prior to obtaining other agencies' commitments to participate. President Rich commented that to avoid what happened in 2015, where the other agencies didn't feel included in the discussions, it would be best to bring them in sooner. Director Hanneman commented it would be best to hear from the other agency boards and not just from the general managers. Mr. Helliker commented that the general managers are meeting again in early February with the task of finalizing the scope of work then each agency will go to their board for their commitment level. He proposed that after the February meeting, the scope of work be brought back to the 2x2 committee for review for any changes.

President Rich commented that he would like to hear from the other agencies on whether they feel like the way we are organized or the nature of the contracts is hindering the ability to maximize the use of the water. Mr. Helliker commented that part of the reason SJWD and SSWD are looking at this is because the infrastructure and service area was already in place with the other wholesale customer agencies, and partnering with SSWD offered other opportunities. Mr. Helliker offered to provide a summary of the analysis of the Phase 1 and Phase 2a reports and the current status at a future board meeting.

In response to Director Miller's question, Mr. Helliker explained that the Phase 2a study included information regarding the differences of a community services district versus a county water agency. Mr. Helliker commented that the Phase 2a study recommended that if the agencies merged then it would be best to remain a community services district.

V. NEW BUSINESS

1. 2019 Conferences and Events (W & R)

Mr. Helliker provided the Board with a list of conferences and events for 2019 and mentioned that there could be other conferences that might come up over the course of the year. He stated that they are removing the NWRA Federal Water Issues Conference on April 1-3 from the list. Mr. Zlotnick commented that the NWRA Western Water Seminar might also be removed but that will be determined once the agenda is reviewed.

In response to Director Hanneman's question, Director Tobin stated that it is probably more important to attend the R2 DC Trip than Cap-to-Cap since it is more focused with our federal lobbyist. She commented that Cap-to-Cap is good for relationship building (networking). Mr. Helliker commented that the R2 DC Trip is on the list and mentioned that the Cap-to-Cap trip conflicts with the ACWA Spring Conference. Director Hanneman commented that he would like to keep the Cap-to-Cap event open as he feels it is a valuable event with regards to networking. Director Tobin commented that she will attend the Cap-to-Cap planning meetings and will bring back the issues that will be taken to Washington D.C. so that the Board can make an informed decision on whether or not to attend.

Vice President Costa requested to attend the California Water Policy Conference with Mr. Zlotnick in April.

2. 2019 Committee Assignments (W & R)

President Rich informed the Board that he made the 2019 Committee Assignments which were included in the Board packet and will be attached to the meeting minutes. Vice President Costa requested that an alternate be assigned to the 2x2 ad hoc committees. President Rich appointed Director Hanneman to the 2x2 PCWA/SJWD Ad Hoc Committee and Director Tobin to the 2x2 SSWD/SJWD Ad Hoc Committee.

3. Low Income Water Rate Assistance Draft Report (W & R)

Mr. Helliker provided the Board with a staff report which will be attached to the meeting minutes. He explained that there is a difference between safe drinking water and affordable water legislation. The water tax last year referred to safe drinking water as compared to the affordable drinking water analysis this year. He stated that the State Water Board was required by AB 401 in 2015 to develop a plan for the funding and implementation of the Low-Income Water Rate Assistance Program. Although it is a year late, the State Water Board released their draft report on a Low Income Water Rate Assistance Program in early January 2019.

Mr. Helliker reviewed the details in his written staff report. He explained that one concern is statements made in the draft report that the State Water Board is seeking authority over the rate setting process for public water agencies. He stated that he drafted a comment letter on the draft report that covers all the points, and RWA will be drafting a letter as well that will cover some of these same points. Director Tobin suggested that the comment letter include the impacts of Prop. 218, so Mr. Helliker will revise the letter to include comments about Prop. 218. Director Tobin commented that ACWA's position is that they are very much against the water tax; however, they are working on identifying how low-income assistance could be paid for through the general fund.

4. RWA Executive Director Position (W & R)

Mr. Helliker provided the Board with a staff report which will be attached to the meeting minutes. He reported that the RWA Executive Committee met today and approved a recruitment contract with a recruiting agency and assigned the RWA Executive Committee as the committee to oversee the recruitment process. He explained that the RWA Board has the authority to define the salary level for the position, but there was no discussion regarding the salary at the meeting today. He reminded the Board that the RWA Executive Director salary was an issue in 2017.

Mr. Helliker informed the Board that the Executive Committee discussed the fact that the succession planning process was initially scoped due to the Finance Manager's impending retirement. Director Tobin commented that she was on the Succession Planning Committee and it was created for the express purpose

and design for the recruitment and replacement of the Executive Director. She explained that the committee was tasked with identifying consulting firms for the recruitment and for establishing the process to follow. Director Tobin announced the RWA Executive Committee members. Mr. Helliker stated that Jim Peifer will not be involved in the recruitment process and Ron Greenwood may also recuse himself.

Director Tobin read an email that was addressed to the Board from Mr. John Woodling, RWA Executive Director, in response to the written staff report. A copy of the email will be attached to the meeting minutes. Mr. Helliker's response to that email was included in the email attachment.

Mr. Helliker informed the Board that at the RWA Executive Committee meeting this morning, they discussed the additional costs that may be incurred when hiring a new Finance Manager, due to a higher level position that may be brought in and an overlap during the transition period. Mr. Helliker stated that RWA needs to look at ways to save money on the Executive Director position, without losing the ability to hire a well-qualified candidate. He stated that the salary of the RWA Executive Director has increased 42% over the last five years, which is a pretty significant increase. He stated that the RWA board will need to make a decision on the salary level of the Executive Director and that is the purpose of placing this item on the agenda for the Board to discuss and give direction to the RWA representatives.

Director Tobin stated that RWA needs to follow the process based on RWA policy. Mr. Helliker stated that he agrees with that but the RWA board makes the decision regarding the salary range; therefore, the SJWD Board needs to give direction to its RWA representatives regarding their position on this topic.

In response to Director Hanneman's question, Mr. Bezerra explained that a special Executive Committee meeting will be scheduled for next week to discuss the process, and they may or may not end up creating a Selection Committee. Mr. Bezerra stated that the Executive Committee will be talking with the consultant prior to the meeting.

President Rich commented that he sees the only issue as being the salary range and the discrepancy between the local salaries and the RWA Executive Director's salary. He anticipates that the RWA Board will address this. In response to Director Hanneman's comment, Mr. Bezerra commented that the RWA Executive Committee plans to discuss interim coverage at the meeting next week.

In response to President Rich's question, Mr. Helliker commented that it could take a few months to fill the position and could be late March/early April before a decision is made.

Director Costa commented that if the salary increased 42% over the last five years then there will be a substantial amount of unfunded liability to cover the

pension that will need to be covered by the RWA membership. He suggested that the salary of the incoming Executive Director be carefully considered.

Mr. Bezerra commented that after the special meeting next week, the recruitment information should be public information and he anticipates that the May RWA Board meeting will be an important meeting to attend.

VI. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

Mr. Helliker provided the Board with a written report for December which will be attached to the meeting minutes. Ms. Silva reported that revenues are down about 2.1% (with the transfer revenue removed) but she does not see this as a red flag since it is similar to last year at this time and the District finished the year just fine.

1.2 Miscellaneous District Issues and Correspondence

Mr. Helliker reported that Folsom Reservoir storage went from 33% to 49% full and 96% of average (117% of the 15-year average). He reported that precipitation is at 104% of normal and the snow pack is at 115% of average statewide.

Mr. Helliker reported that the final payment was received for the water transfer and a report will be completed and sent to DWR by March. He explained that it was agreed that the District will hold onto the funds from the water transfer and will be applied to cover costs for final water transfer report.

Mr. Helliker informed the Board that there have been conversations with SSWD regarding delivering more water to them. SSWD will be looking at all of their water supply needs and will consider the District's proposal to deliver some of our water supplies to them.

Mr. Helliker reported that the wholesale customer agencies met to discuss the water shortage policy. The water shortage policy was completed in 2008 then terminated in 2015. SJWD staff proposed that a shortage policy be based on the 3-year average of historic use as the mechanism to define the proportional share of surface water supplies that would be provided to each Wholesale Customer Agency. He informed the Board that Mr. Zlotnick sent out a draft document for review by the wholesale customer agencies. Mr. Helliker expects to bring a contract amendment back to the Board for review.

Mr. Helliker informed the Board that PCWA is interested in contracting for a portion of treatment and transmission capacity. He explained that, prior to offering any amount, a demand projection for the next 30 years needs

to be completed; therefore, Mr. Zlotnick began the process to update the Urban Water Management Plan a year in advance in order to obtain the demand projections.

Mr. Helliker reported that there are two spot bills that were introduced in the Assembly associated with water tax, and there is a constitutional amendment that is being promoted to dedicate 2% of general fund revenue to pay off Prop. 1 and provide funding to DWR and the State Water Board for different projects for water supply. In addition, there is also a bond measure, with no funds defined yet, that would be for wildfire, drought and flood with categories for water supply and water quality projects.

Mr. Helliker informed the Board that the February Board meeting will include a presentation regarding field operations, information on the RWA Executive Director recruitment, and more discussions on water quality control plan issues.

Mr. Helliker informed the Board that the Bartkiewicz, Kronick & Shanahan fee schedule for 2019 was included in the Board packet.

Mr. Helliker informed the Board that the City of Citrus Heights received a letter regarding their election structure and they will be moving to elections by division. He stated that a meeting with the Legal Affairs Committee will be scheduled to discuss this in the near future to assess the risks to the District.

Mr. Helliker informed the Board that the District received the JPIA President's Special Recognition Award for achieving a low ratio of "paid claims and case reserves" to "deposit premiums" in the Property and Liability programs, as was mentioned at the Employee Award presentations in December.

2. DIRECTOR OF FINANCE'S REPORT

2.1 2019 Fees, Charges and Deposits

Ms. Silva reported that the Board adopted a resolution in 2017 which authorized the General Manager to annually update the Schedule of Fees, Charges and Deposits (Schedule) with the stipulation that an update would be provided to the Board. She provided a staff report which was included in the Board packet. She informed the Board that the fee schedule was reviewed at the Finance Committee meeting.

2.2 Miscellaneous District Issues and Correspondence

Ms. Silva reported that the Finance Committee received a presentation on the audit. At the request of the Finance Committee, Ms. Silva reported the results of the FY 2017-18 audit which showed that the District received a clean audit opinion, with no material weaknesses or significant deficiencies in internal control. She mentioned that the CAFR (Comprehensive Annual

Financial Report) was available on the District's website and she had hardcopies for the Board.

Ms. Silva reported that the Governance Letter and Management Letter were provided by the auditors as well. She informed the Board that the Governance Letter reported that there were no audit adjustments, the accounting records were clean, there were no difficulties in performing the audit, and no unusual accounting practices were discovered. She stated that the Management Letter provided recommendations on ways to strengthen the internal control structure. She explained that most of the recommendations were for internal controls in the Customer Service Department which have already been addressed with the system conversion and additional staffing.

Ms. Silva commended the Accounting Department staff and the Customer Service Department staff for their hard work on keeping the accounting records clean. Mr. Helliker commented that it was a great audit and an announcement will be posted on the District's website. Director Hanneman commended staff and commented that it has been 2 years in a row with a great audit with no findings or adjustments.

Ms. Silva reported that staff is working on a joint contract with Carmichael Water District and Bryce Consulting to perform the compensation study. She stated that it will be a joint study since a lot of the comparator agencies will be the same and will save some costs for the District. Mr. Helliker informed the Board that Ms. Silva received three bids for the study and determined that Bryce Consulting was the best option for the study.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela informed the Board that negotiations with the consulting firm that was selected for the meter program are being conducted in order to bring down the cost of the project. He reported that a meeting is set up to discuss the final cost then another meeting needs to be scheduled with the participating agencies to finalize the participation level. He reported that it might take a number of months to finalize the contracts.

4. LEGAL COUNSEL'S REPORT

4.1 Legal Matters

Mr. Bezerra reported that Ernest Conant is the new director for the Mid-Pacific Region at the Bureau of Reclamation. Mr. Bezerra commented that there will be a closed session.

VII. DIRECTORS' REPORTS

1. SGA

Director Tobin reported that at the December SGA meeting, the audit was accepted with no findings and a clean report. She reported that the 2019 SGA Officers were elected and she will serve as the Chair for 2019 and Caryl Sheehan will serve as the Vice-Chair. A report on the Sustainable Groundwater Management Act and a Groundwater Management Program Update were given at the meeting.

2. RWA

Director Tobin reported that she was unable to attend the RWA Executive Committee meeting this morning. She reported that she forwarded a summary to the Board regarding the meeting and that the agenda included items for approval in the Consent Calendar, development of the FY 2019-20 Budget, a Legislative/Regulatory Update, Regional Water Reliability Plan Update, discussion on Retiree Health Benefits, and selection of Roberts Consulting Group for the Executive Director recruitment.

3. ACWA

3.1 Local/Federal Government/Region 4 - Pam Tobin

Director Tobin provided the Board with a summary of the Federal Affairs Committee meeting. A copy of the report will be attached to the minutes.

3.2 JPIA - Pam Tobin

No report.

3.3 Energy Committee - Ted Costa

No report.

4. CVP WATER USERS ASSOCIATION

Vice President Costa reported that the CVP Water Users Association met on January 15, 2019 and he attended via conference call.

5. OTHER REPORTS, CORRESPONDENCE AND COMMENTS

There were no other matters discussed.

VIII. COMMITTEE MEETINGS

1. Public Information Committee – December 14, 2018

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

2. Engineering Committee – January 15, 2019

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

3. Finance Committee – January 22, 2019

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

The Board Secretary informed the Board that the minutes from the December 7, 2018, Personnel Committee were included in the January Board packet since they were inadvertently not included in the December Board packet.

IX. UPCOMING EVENTS

- 1. JPIA Board Training Webinar – Robert’s Rules Made Simple**
February 19, 2019 @ 10:00 am
- 2. 2019 ACWA DC Conference**
February 26-28, 2019
Washington, DC
- 3. 2019 ACWA Legislative Symposium**
March 6, 2019
Sacramento, CA
- 4. 2019 ACWA Spring Conference**
May 7-10, 2019
Monterey, CA
- 5. 2019 Cap To Cap – Metro Chamber**
May 4-8, 2019
Washington DC

President Rich called for Closed Session at 7:52 pm.

X. CLOSED SESSION

1. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(d)(4); potential for litigation involving the State Water Resources Control Board’s proceedings related to the California Water Fix and the Bay-Delta Water Quality Control Plan Update.

President Rich returned to Open Session at 8:35 pm.

XI. OPEN SESSION

There was no reportable action from the closed session.

XII. ADJOURN

The meeting was adjourned at 8:35 p.m.

ATTEST:

TERI GRANT, Board Secretary

DAN RICH, President
Board of Directors
San Juan Water District

STAFF REPORT

To: Engineering Committee
From: Chris von Collenberg, CISSP,
IT Manager
Date: 23 January, 2019
Subject: SCADA Master Plan

Recommended Action

The Engineering Committee reviewed staff's request on January 15, 2019, and recommends a motion to award a services contract to Westin Technology Solutions in the amount of \$250,909 for the development of a SCADA (Supervisory Control and Data Acquisition) Master Plan.

Background

Staff determined the need for a Master Plan governing the Districts SCADA system specifically with regard to the following areas:

- *7-10 Year planning horizon*
- *Vision and Governance*
- *Change Management*
- *System Health and Functionality*
- *Disaster Recovery*
- *Cybersecurity (NIST)*
- *Maintenance*
- *Alternative Approaches*

The result being a schedule of short-term tactical plans and long-term strategic plans to bring SCADA to a desired state.

Status

On October 2, 2018, the District requested proposals for services for the design of a SCADA Master Plan. Proposals were received on November 9, 2018 from the following firms:

- Carollo Engineers
- West Yost Associates
- Westin Technology Solutions

Each proposal was submitted in separate sealed envelopes consisting of a Proposal and a Cost Proposal. A review panel reviewed and ranked each Proposal on the basis of the firm's credentials, project understanding, project scope and approach, cost and timeframe. The reviewers unanimously ranked Westin Engineering as the top proposal.

Subsequent to the proposal ranking, the cost proposals were opened and reviewed. The following table summarizes the proposed costs from each firm.

Consultant	Cost
Carollo Engineers	\$235,900
West Yost Associates	\$296,351
Westin Technology Solutions	\$250,909

When compared based on the proposals only, Westin Engineering proposed a process that offered more extensive and thorough research into the District's SCADA environment and processes than the other respondents. Based on the reviewer's evaluation it was determined that interviews would not be necessary, and that Westin Engineering is the recommended consultant to complete the work for this project.

Budget Impact

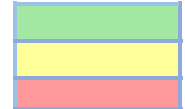
The budget for this project is \$250,000 which is included in the FY2018-2019 Information Technology budget. Westin Technology Solutions proposal is \$909 higher than estimated. At this time, additional budget for the project is not being requested.

AGENDA ITEM IV-1

On Track

Delayed

Issues



Operations Plan Report Card

ADMINISTRATION/WATER RESOURCES/IT

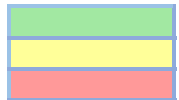
Task	Original Target Date	Updated Target Date	Completion Date
Coordinate and complete a groundwater substitution transfer from the San Juan Water District, the Fair Oaks Water District and the Citrus Heights Water District to a water agency(s) south of the Delta	9/30/2018		9/30/2018
Water Fix – represent the American River region agencies in negotiating a settlement agreement between DWR and Reclamation, to prevent or mitigate impacts from WaterFix	9/30/2018	Unknown	
WaterFix – oversee the management of the District’s litigation on the WaterFix CEQA documents	6/30/2019		
Water Quality Control Plan – lead the effort to secure approval of conserved water transfers as a central component of the region’s proposed settlement agreement, and participate in the negotiations with the Administration on such an agreement	9/30/2018	3/1/2019	
Organize and conduct deliberations concerning joint efforts to improve water supply reliability and potential reorganization with SSWD	6/30/2019		
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	Post-14 > 4/1/19 Pre-14 > 6/30/19 Reclamation > 3/31/19		
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD’s PCWA deliveries	The 10 th of the following month		Monthly
Complete Letter of Interest for WIFIA Low Interest financing for up to 49% of Hinkle & Kokila project cost	7/31/2018		7/31/2018
Complete State SRF application for low interest financing for Hinkle & Kokila project	12/31/2018	tdb	
Complete joint WaterSmart grant application through RWA for intertie projects	10/1/2018		4/1/2018
Assist with the implementation of the Geographic Information System (GIS)	6/30/2019		
Complete a Supervisory Control and Data Acquisition (SCADA) Master Plan	4/1/2019	6/30/2019	
Implement improvements to the Wonderware Software System.	1/1/2019	3/1/2019	
Guide candidates and potential candidates through the 2018 General Election process for three seats on the Board of Directors	8/15/2018		8/15/2018
Hold an open house for retail and wholesale customers in October 2018	10/6/2018		10/6/2018

ENGINEERING SERVICES

Task	Target Date	Updated Target Date	Completion Date
Complete the design, permitting and construction of FY 2018-19 Wholesale and Retail Capital Improvement Projects.	6/30/2019		
Complete an ADA Transition plan and pre-design analysis to determine the costs for a new building and existing building improvements as identified in the Facility Needs Assessment work done in fiscal year 2017-18.	1/31/2019	4/24/2019	
Implementation of a replacement Geographic Information System (GIS)	6/30/2019		
Complete an update of the Ordinance sections related to service connections and development	12/31/2018	6/30/2019	
Complete an update of the Retail Master Plan	6/30/2019		
Update the e-based System Map and Hydraulic Model	6/30/2019		

Operations Plan Report Card

On Track
Delayed
Issues



FINANCE

Task	Target Date	Updated Target Date	Completion Date
Implement the Governmental Accounting Standards Board (GASB) Pronouncement's 74 and 75 pertaining to accounting for Other Post Employment Benefits (OPEB)	12/31/2018		10/1/2018
Complete the outsourcing of payroll processing and implement the use of electronic timesheets	12/31/2018	6/30/2018	
Complete an overhaul of the Employee Manual, updating District ordinances and policies as necessary	3/31/2019		
Complete Disaster Preparedness Planning and Documentation for Business Continuity	6/30/2019		
Identify and begin preliminary planning for debt issuance for Hinkle and Kokila cover and lining replacement projects	6/30/2019		
Propose updates to District's Reserve Policy	12/31/2018		9/25/2018
Propose updates to District's Record Retention Policy	9/30/2018	3/31/2019	
Complete a Capital Facility Fee Study and recommend fee changes as identified in the study	12/31/2018	2/28/2019	
Complete a Master Fee Study and recommend fee changes as identified in the study	12/31/2018	4/30/2019	
Complete a Compensation Study and identify the desired market position. Adjust compensation if necessary	6/30/2019		

CONSERVATION

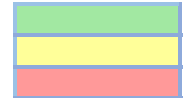
Task	Target Date	Updated Target Date	Completion Date
Rehabilitate outdated sections of the demonstration WEL (Water Efficient Landscape) Garden (wholesale)	10/5/2018		10/5/2018
Provide 4 educational customer workshops and an annual mulch give-a-way event (wholesale)	6/30/2019		
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	6/30/2019		
Conduct a student art calendar contest to be distributed to all wholesale agencies	6/30/2019		

CUSTOMER SERVICE

Task	Target Date	Updated Target Date	Completion Date
Cross train customer service staff to be proficient in all customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	6/30/2019		
Work with Field Service staff to update manually read meters with radio or touch read meters to improve reading efficiency	6/30/2019		12/1/2018
Work with Field Service staff to diagnose customer meter problems and repair promptly	6/30/2019		
Incorporate any recommendations from 2018 Customer Satisfaction Survey results into Customer Service processes to improve customer interaction	9/28/2018		9/28/2018

Operations Plan Report Card

On Track
Delayed
Issues



DISTRIBUTION (Field Services)

Task	Target Date	Updated Target Date	Completion Date
Replace 20+ large commercial meters	Dec 2018	Feb 2019	
Complete the backflow testing program for 2018 (100% Tested) and define and implement plan for 2019 testing operations.	Dec 2018		12/3/2018
Achieve Air/Vacuum relief valve maintenance goal for 2018 and define and Implement plan for 2019 operations.	Dec 2018		
Evaluate the CMMS program to determine if it can be modified to meet District needs or needs replacement	Mar 2019	April 2019	
Complete the corrosion protection system evaluation and calibration	Jun 2019		
Conduct evaluations of the Booster Pump Stations to identify improvements needed	Oct 2018	Dec 2018	12/14/2018
Lower, then re-raise the infrastructure in Oak Avenue, between Hazel and Main, to accommodate the Sacramento County's road rehabilitation project	Sac County to determine		
Replace the HVAC units at two pump stations	Dec 2018	June 2019	
Complete the Hydrant Maintenance program for 2018 and define and implement plan for 2019 testing operations.	Dec 2018		
Complete a meter replacement study in conjunction with the Citrus Heights Water District, with participation of other regional partners.	Sept 2019		
Complete an evaluation of the District's Comprehensive Safety Program	Dec 2018		Dec-18
Install nine electrical service disconnects to allow for safer operations.	May 2019		
Replace electric panels in the Administration Building for improved performance and safety	May 2019		

WATER TREATMENT

Task	Target Date	Updated Target Date	Completion Date
Install external and internal chlorine reading displays	Sept 2018		9/12/2018
Complete a study of compliance solids residuals disposal	Jul 2018	Sept 2018	9/15/2018
Evaluate a potential conversion from chlorine to hypochlorite	Nov 2018	May 2019	
Evaluate the CMMS program to determine if it can be modified to meet District needs or needs replacement	Mar 2019	April 2019	
Complete the corrosion protection system evaluation and calibration	Jun 2019		
Replace the Lime Feed system electric panel	Mar 2019		
Replace/repair the Flocculation/Sedimentation Basin drive chain	Apr 2019		
Complete repairs, replacement and painting of perimeter security fencing	Nov 2018	May 2019	
Evaluate the safety program and identify improvements needed	Dec 2018		Dec-18
Install window in office at the Water Treatment Plant	Jun 2019		
Complete clarifier wall/lining leakage repair	May 2019		
WTP site paving, slurry seal, and re-stripe	Jun 2019		
10 year replacement of chlorine gas pressure piping	Apr 2019		

**Sacramento Suburban Water District and San Juan Water District
2x2 Water Management / Re-Organization Committee Meeting Notes**

**San Juan Water District
9935 Auburn Folsom Road
Granite Bay, CA**

**December 10, 2018
4:30 p.m.**

Call to Order

Director Hanneman called the meeting to order at 4:30 p.m.

Roll Call

Committee Members: Marty Hanneman, SJWD Director
Ted Costa, SJWD Director
Craig Locke, SSWD Director (arrived at 4:42 p.m.)
Dave Jones, SSWD Director

Staff Present: Paul Helliker, SJWD General Manager
Dan York, SSWD General Manager
Teri Grant, SJWD Board Secretary/Administrative Assistant

Public Present: Steve Nugent, CWD General Manager
Hilary Straus, CHWD General Manager
David Gordon, CHWD Operations Manager
Debra Sedwick, DPMWD General Manager
Michael Nisenboym, FOWD Operations Manager
Joe Duran, OVWC General Manager
Mark DuBose, OVWC Operations Manager
Greg Zlotnick, SJWD Water Resources & Strategic Affairs
Mike Huot, SSWD Assistant General Manager
Bill Eubanks, SSWD Ratepayer

1. Public Comment

There were no public comments.

2. Update From GM Discussions

SJWD's General Manager Paul Helliker (GM Helliker) and SSWD's General Manager Dan York (GM York) provided a staff report which will be attached to the meeting minutes. GM Helliker reminded the committee that the last meeting was October 3rd wherein the committee directed the SSWD and SJWD general managers to meet with the other water agencies' general managers. GM Helliker stated that there were two meetings with the general managers from Citrus Heights Water District (CHWD), Fair Oaks Water District (FOWD), City of Folsom, Orange Vale

Water Company (OVWC), Rio Linda/Elverta Community Water District, Carmichael Water District (CWD), and Del Paso Manor Water District (DPMWD).

GM Helliker reported that, at the first meeting of the general managers, they reviewed the background and the two reports that were provided from the studies. He stated that, at the second meeting, they reviewed the problem statements that were presented to the committee at the October meeting then discussed some revisions to the problem statements, goals and possible tasks, which are included in the staff report.

GM York reviewed the six problem statements which includes the water supply issues in the American River, infrastructure needs, capacity in the system, financial and operational challenges, and legislative and regulatory issues.

Director Costa voiced concern regarding the Bureau draining Folsom Reservoir and wanted to know if that was discussed. GM Helliker explained that is covered under Problem Statement 1 regarding variability and risk of water supplies. In response to another question from Director Costa, GM Helliker replied that the Phase 2a study was the foundation for the discussions with the general managers. In response to Director Costa's third question, GM York explained that he used the Cooperative Transmission Pipeline as an example of a facility being under-utilized by SSWD.

GM York reviewed the goals that the participating agencies would collaborate on which includes enhancing water supply reliability by optimizing the use of surface water and groundwater supplies; repair, replace and improve water supply infrastructure; provide excellent service and the best value to customers; and achieve more effective advocacy and the best outcomes possible on legislation and regulations in both Sacramento and Washington, D.C..

GM York commented that this was a collaboration from the general managers who attended the last two meetings. He stated that the next meeting with the general managers is scheduled for January 8th at Citrus Height Water District.

GM Helliker stated that the problem statements were extracted from the Phase 1 and Phase 2a reports and then were updated and go beyond what was defined in the two studies. He stated that the items that were highlighted in the first two studies were focused on water supplies and optimizing the ability to use the water supplies in a manner to protect them and provide as much reliability as possible. In addition, he stated that the two studies included some infrastructure investment needs, operational costs, staffing, and highlighted being more politically influential.

GM Helliker commented that the goals define the purpose of addressing the problem statements, and the alternative methods of doing so range from status quo to conducting projects cooperatively to potential joint powers agreements to full integration, i.e., merger. This compares to the previous Phase 1 & 2a options of

business as usual, more inter-agency agreements and merger. He explained that these goals are not focused specifically on SSWD and SJWD, but are defined more broadly, so that they can apply to specific problems faced jointly by the various water agencies in the SSWD/SJWD neighborhood. In response to Director Hanneman's question regarding governance, GM York explained that governance was analyzed in the Phase 2a study. GM Helliker explained that governance and some other issues pertain specifically to a merger and, while that is a potential solution to the problem statements as a way to achieve the goals, the general managers were trying to define alternatives to consider other than those defined in the other two studies.

GM Helliker stated that the comments received from the participants at the October committee meeting suggested that the committee take a good look at what the problems are that the committee is trying to identify, what the best alternatives are to consider to address those problems, and how they will be analyzed.

Director Locke commented that the discussion in the past was focused on the best utilization of the water rights in the region. He voiced concern that problem statement 1 contains several issues that could be broken down into more problem statements but he believes that the most compelling argument is securing the water supply and making the best use of water supply for the region.

Director Jones questioned what the end goal is and suggested that the first goal should be where the agencies want to end up at in order to provide a roadmap. He would like to see the pros and cons of doing agreements versus a merger.

GM Helliker commented that a concern that was heard was that they did not want to start with the solution but instead define the alternatives which need to be evaluated and then develop the criteria to evaluate the alternatives. GM York commented that the SSWD Board wanted to look at the other alternatives first before diving into the merger discussions.

Director Costa commented that the agencies have hired two consultants to perform two separate studies and SJWD accepted the studies and was waiting for SSWD to take a position on the second study. He commented that if other alternatives need to be looked at then they should be included; however, he feels that the document provided by the general managers is broad and vague. Director Hanneman also feels that the document is vague and nebulous and there is no direction.

Director Costa suggested that if the other water agencies want to participate in the discussions with SJWD and SSWD then they should have their boards send a letter to the two agencies so that their Board position is understood.

CHWD's General Manager Hilary Straus (GM Straus) commented that he felt today was just a check-in with the committee to show the committee where the general managers are with the discussions to date and make sure that the general managers

are on track with the committee's direction. In addition, he stated that there are some agencies participating in the discussions who are new to the information being discussed. Therefore, he believes that the process needs to slow down a bit in order for the other agencies to get up to speed. He commented that the process is starting out broad with all the problem statements and goals, then all the practical alternatives will be identified before the alternatives are narrowed down.

CWD's General Manager Steve Nugent (GM Nugent) commented that this is a great opportunity to look for opportunities and believes that this is a starting point to a final solution. He stated that CWD is interested in watching the process and in opportunities to work with other agencies.

DPMWD's General Manager Debra Sedwick (GM Sedwick) commented that SSWD and SJWD are familiar with the original studies; however, her agency is not and her board is changing in 2019 so they are unfamiliar with these activities. She would appreciate that the committee not go too fast so it will allow the other agencies to get up to speed with this process.

GM Helliker commented that there were a number of comments in 2015 regarding the analysis and plans that were being proposed. He stated that there was concern about what the analysis meant and if the alternatives were fully evaluated. He stated that merger was identified as the solution but that might not have been the best solution for the problems that were identified. He agreed that the proposed problem statements are more general but feels that they more accurately characterize the challenges that local water agencies face. He commented that the original Phase 1 and 2A studies solely addressed solutions for SSWD and SJWD. He commented that the choice now is to broaden the project to include other agencies or continue with just the original two agencies (SSWD and SJWD).

Director Costa commented that, when the Cooperative Transmission Pipeline (CTP) was constructed, the agreement was that Northridge Water District would merge with SJWD eventually; however, that did not happen. He commented that the SJWD Board conducted a workshop and set a policy that if another water agency was interested in merging with SJWD that they would need to submit a letter and then discussions could be instigated, which is what happened with SSWD. He suggested that other water agencies, that want to be included in the process, go to their board of directors and then send SJWD a letter of their intent.

Director Hanneman commented that from the October 3rd committee meeting the position was that the process would be inclusive and that all the general managers would meet to discuss the problem statements so that they reflect all the agencies that are interested in this topic.

Director Locke commented that he agreed with Director Costa and that the other agencies should bring back their boards' positions on the topic.

GM Straus commented that the direction that he received from the CHWD board is that they are interested in an interest-based process versus a position-based process. In other words, they are interested in looking at the full range of options not just one to the exclusion of all others. He commented that it may take some time to come to agreement on the shared problem statements and goals, and if there is genuine interest to bring on additional partners then they need to be given the opportunity and time to participate.

Director Locke commented that more specific problem statements such as extra capacity in the treatment plant or under-utilized transmission pipelines are problem statements that can be addressed versus issues like climate change. GM Straus commented that there was discussion regarding turning the problem statements into SMART objectives - Specific, Measurable, Achievable, Relevant, Time bound.

Director Locke commented that he knows the interest of his board and of San Juan's board but not the other agencies. GM Straus commented that he is hoping to see if they can collaborate around shared goals and objectives. In response to Director Hanneman, GM Straus commented that the CHWD board has discussed this issue. GM Sedwick commented that she has a new board starting in January and will bring this to their attention after their first meeting in January. Representatives from CWD, FOWD and OVWC stated that their boards have discussed the issue and directed them to attend the meetings.

GM Helliker commented that the tasks that are listed in the document cover the basis of what needs to be done at this point. He commented that a lot of the work was completed with respect to just SSWD and SJWD, with the same level of analysis not yet completed for the other agencies. He reviewed the tasks that were included in the document and explained that the general managers would like to put more detail in the list then have each board review the list. He commented that once the list is provided to the boards then it would be reasonable to ask each board if they would be participating in the effort.

GM York commented that one of the issues in 2015 was that the other agencies were not allowed to be at the table; however, GM Helliker commented that he was told that they were invited. Director Costa commented that the smaller water agencies would need to request to participate and that the larger agency would not be seeking out the smaller agencies to join.

Mr. Eubanks, a SSWD ratepayer, addressed the committee and voiced his concern regarding some issues. He commented that if the boards want to make some progress then they should pick something out and go for it; otherwise, these meetings will continue on endlessly.

Director Hanneman commented that he didn't see reference to inter-agency agreements in the goals. GM Helliker explained that improving inter-agency agreements would be an alternative to try to achieve the goals as defined in the Phase 1 study.

Director Jones commented that there needs to be defined goals as the ones provided were more general, and talking points might be helpful. The committee voiced concurrence regarding defined goals.

GM Helliker conducted a brief presentation on projects that are similar to the current topic. A copy of the presentation will be attached to the meeting minutes. He explained that the Tri-Valley Agencies project included five agencies (California Water Service – Livermore, City of Livermore, City of Pleasanton, Dublin San Ramon Services District, and Zone 7 Water Agency) that collaborated on an effort to look at all the range of options that they had regarding the challenges they had in 2011. Their goals were to improve all operations in their various arenas, save customers money, and optimize their operations.

GM Helliker explained that their options ranged from inter-agency agreements/contracts to creating one water agency. He stated that out of the ten options, the group selected two options to look at further, then broke that down to the operational and support opportunities that they would consider in their next study.

GM Helliker informed the committee that, in northern Los Angeles County, Castaic Lake Water Agency (wholesaler), Santa Clarita Water Division, and Newhall County Water District (Santa Clarita Valley Agencies) created one agency at the beginning of 2018. He reviewed their challenges, opportunities, and cost savings. He explained that they are one agency that manages all the surface water and groundwater in the basin. He explained that they have separate divisions and haven't completely integrated all their functions, but over time will probably do so.

GM Helliker commented that these were two previous examples of collaboration with different results, which could inform the committee's deliberations. He commented that the work done by the agencies in the other examples could complement the work that we have already completed.

The committee would like to know the cost and length of time of the Tri-Valley Agencies and Santa Clarita Valley Agencies projects. In addition, they would like to know what happened to the water rates. GM Helliker will report back to the committee with the information.

3. Next Steps

GM Helliker commented that the general managers are proposing an inclusive approach, looking at the issues and bringing all the agencies together to identify what the best solutions are for the issues. He commented that the problem

statements, goals, and tasks need to be developed in more detail, and a scope developed during the next couple of months for the expanded project. This information would then be presented to each agency, who would then decide whether or not they are interested in joining the effort.

Director Hanneman commented that the general managers are meeting on January 8th at CHWD then the committee can meet in February/March at SSWD. GM Helliker commented that by February/March each of the other agencies should be able to inform the committee of their level of participation in this effort. GM Sedwick requested that the committee meet in March/April so that she has time to address this issue with her new board.

The meeting was adjourned at 5:35 p.m.

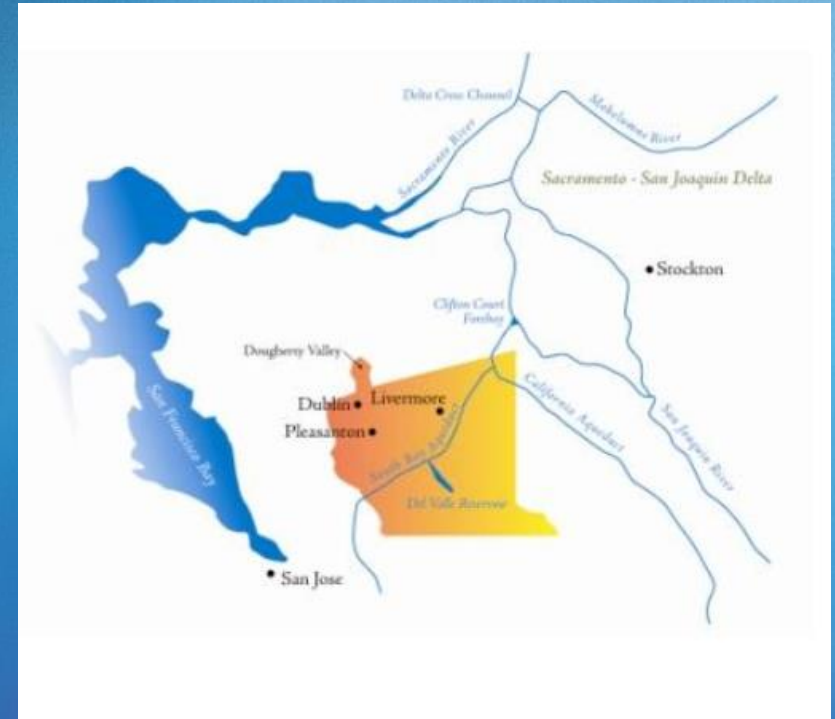


Collaboration/Integration Studies Summaries

December 10, 2018

Tri-Valley Agencies

- California Water Service – Livermore
- City of Livermore
- City of Pleasanton
- Dublin San Ramon Services District
- Zone 7 Water Agency



Tri-Valley Agencies Information

Table 3. General Overview of Tri-Valley Agencies

Fiscal Year 2012 13 Data	Zone 7	DSRSD	Dublin	San Ramon	Livermore	Pleasanton	Cal Water
Municipal/Service Population	220,000	157,000	49,890	74,000	82,000	70,285	X
Population Receiving Water Service	220,000 ¹	62,000	X	X	32,000	71,000	50,000
Population Receiving Wastewater Service (Collection)	X	71,000	X	X	84,335	70,000	X
Population Receiving Wastewater Service (Treatment)	X	141,000	X	X	84,335	X	X
Customers Receiving Recycled Water Service	X	283 ²	X	X	n/a ²	X	n/a
Acres Receiving Water Service	425 square miles ³	14,595	X	X	7,120	16,000	n/a
Acres Receiving Recycled Water Service	X	7,300 ⁴	X	X	2,200 ⁵	X	n/a
Acres Receiving Wastewater Service (Collection)	X	9,294	X	X	16,580	13,700	n/a
Total Financial Assets	\$329,341,200	\$438,491,355	\$28,917,962	\$63,596,557	\$231,301,169	\$208,002,704	n/a
Total Physical Assets⁵	\$404,316,000	\$322,654,000	\$28,478,000	\$72,452,000	\$259,749,000	\$206,698,000	n/a
Staffing							
Total Full-Time Equivalent Employees	103.00	109.00 ³	4.25	4.19	60.75	31.34	17-18

Tri-Valley Agencies: Integration Options

Table 2. Major Integration Options¹

No.		Potable Water	Recycled Water	Waste water	Storm Water	Consider for Phase 2 ² Analysis
1	Integrate management of stormwater under one entity				X	X
2	Provide recycled water services under one entity		X			X
3	Integrate all wastewater services under one entity			X		
4	Integrate all wastewater services under one entity, including the Livermore Amador Valley Water Management Agency (LAVWMA) system			X		
5	Integrate all water distribution system and retail water services under one, two, or three entities	X				
6	Integrate all water treatment, distribution system, and retail water services under one entity	X				
7	Integrate all water services under one agency	X				
8	Integrate all water and wastewater services under one agency	X		X		
9	Integrate all water, wastewater, and recycled water services under one agency	X	X	X		
10	Integrate all utilities under one agency	X	X	X	X	

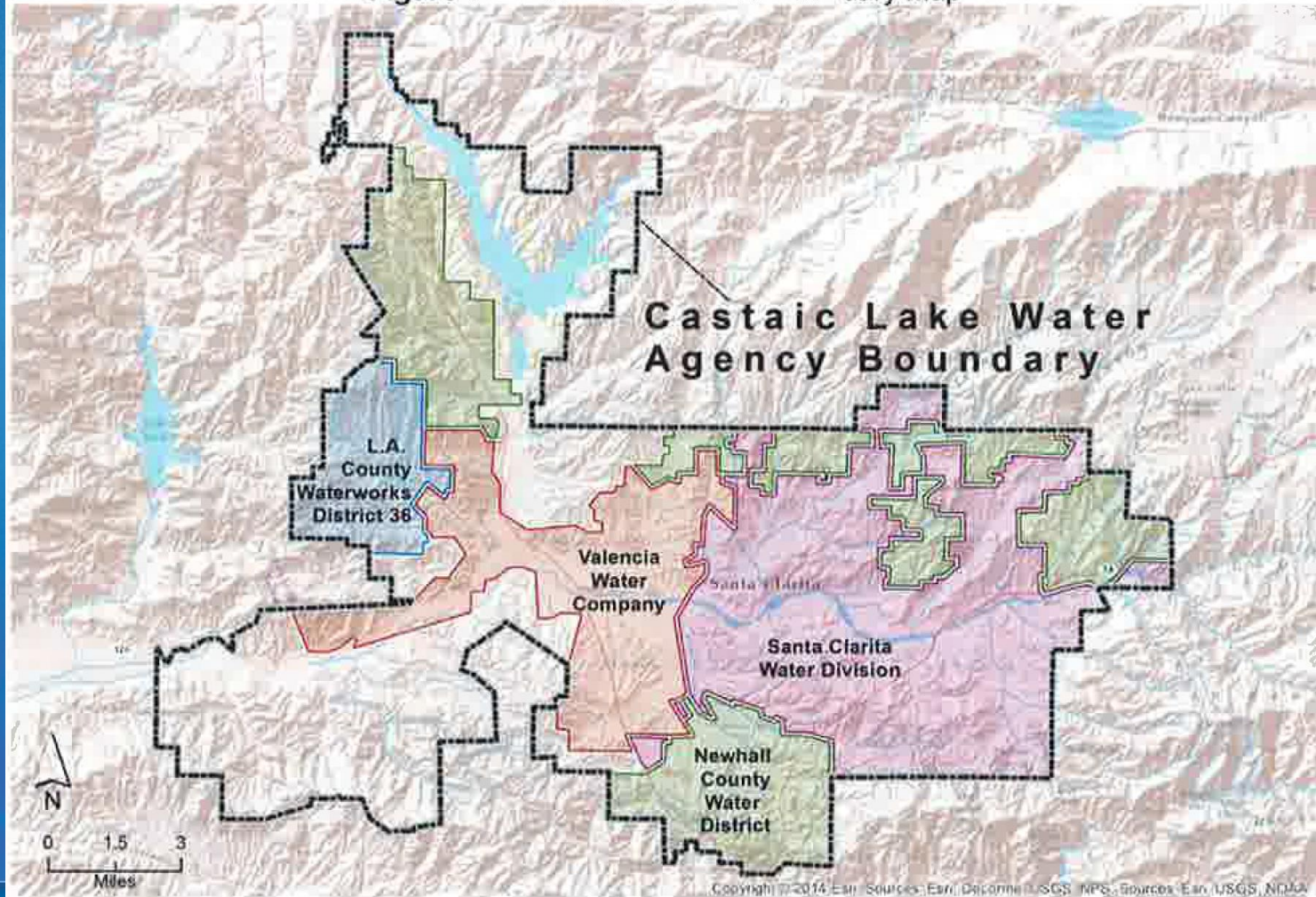
Tri-Valley Agencies: Opportunities

Table 1. *Operational and Support Opportunities*

Opportunity	Consider for Phase 2 Analysis
OSI 1: Expand Utility Fleet Maintenance Integration	X
OSI 2: Integrate Operation and Maintenance of Wells	
OSI 3: Integrate SCADA Systems for Pump/Lift Stations	
OSI 4: Integrate Water Conservation Programs	X
OSI 5: Integrate Utility Information Technology (IT) Functions	
OSI 6: Integrate Inventory Control and Management	X
OSI 7: Integrate Meter Reading Services	
OSI 8: Expand on Laboratory Services Integration	X
OSI 9: Integrate Construction and Engineering Services	
OSI 10: Integrate Regulatory Compliance, Environmental Management, and Security/Vulnerability Systems	
OSI 11: Integrate Sewer Collection System Maintenance	
OSI 12: Integrate Water Distribution Systems Maintenance	
OSI 13: Integrate Closed Circuit TV Inspection of Sewers and Storm Drains	X
OSI 14: Integrate After-Hours Call Out/Emergency Response	X
OSI 15: Create Contract Labor Pool Management	

Santa Clarita Valley Agencies

Figure 3-1 Water Service Area Boundary Map



SCVWD: Retail Sectors

Table 4-2

Retail Water Service – Economies of Scale

	SCWD*	NCWD	Current Total	Projected Combined Retail Service
No. of Employees	62	30	92	86
No. of Accounts	30,681	9,746	40,427	40,427
Employees per thousand retail connections	2.0	3.1	2.3	2.1
Population	122,700	45,000	167,700	167,700
Population Served Per Employee	1,979	1,500	1,823	1,950

Note: *The SCWD employee count includes 4 Full-Time Equivalent (FTE) shared employees with CLWA.

SCVWD: Challenges and Opportunities

Table 1-1 New District Formation Challenges and Opportunities	
Challenge	Opportunity
Changes NCWD's and CLWA's current board system to a more regionally integrated board	Improve on current structure to provide a more effective, locally representative and regionally integrated voice for water governance
Maintain high level of customer service	Improve on current customer service models and achieve efficiency through economy of scale
Ensure that ratepayers from one entity are not unfairly burdened with obligations of the others	Create a financial structure that accounts for existing debts, liabilities and assets and provides for a fully transparent and accountable system which shares gained efficiencies
Maintain high level of operations and infrastructure management	Improve on current level of operations and infrastructure management by fully integrating distribution networks and resources
Keep pace with an ever changing environment impacting water resource development and planning	Provide a single forum to debate and set policy to achieve the most effective way to develop and manage water resources

SCVWD: Cost Savings

- Reduce Staffing from 170 to 158
- Save \$2.7 M in first 3 years, \$1.6 M annually thereafter
- Improve surface and groundwater management

AGENDA ITEM V-1

2019 Conferences & Events With Required Travel

Event	Location	Date	Participants
NWRA - Leadership Forum	Phoenix, AZ	January 10-11	Greg Zlotnick
Mid-Pacific Region Water Users' Conference (USBR)	Reno, NV	January 23-25	Paul Helliker
ACWA DC Trip	Washington, DC	February 26-28	Director Tobin & Greg Zlotnick
R2 DC Trip	Washington, DC	TBD	Paul Helliker
NWRA - Federal Water Issues Conference	Washington, DC	April 1-3	Greg Zlotnick
California Water Policy Conference	San Diego, CA	April 4-5	Greg Zlotnick & one additional Board or staff member
Cap-to-Cap	Washington, DC	May 4-8	None – conflicts with ACWA Spring Conference
ACWA Spring Conference	Monterey, CA	May 7-10	Board & Staff
NWRA - Western Water Seminar	Portland, OR	August 7-9	Greg Zlotnick
NWRA - 88th Annual Conference	Houston, TX	November 6-8	Greg Zlotnick
ACWA Fall Conference	San Diego, CA	December 3-6	Board & Staff

**SAN JUAN WATER DISTRICT
DIRECTOR COMMITTEE ASSIGNMENTS
2019**

INTERNAL COMMITTEE ASSIGNMENTS

<u>Committee</u>	<u>Chair</u>	<u>Member</u>	<u>Alternate</u>
Engineering	Dan Rich	Ted Costa	Marty Hanneman
Finance	Ted Costa	Ken Miller	Dan Rich
Legal Affairs	Ted Costa	Ken Miller	
Personnel	Ken Miller	Marty Hanneman	Pam Tobin
Public Information	Marty Hanneman	Pam Tobin	Ken Miller
Water Supply & Reliability	Pam Tobin	Dan Rich	Ted Costa
2x2 PCWA/SJWD Ad Hoc		Ken Miller / Pam Tobin	
2x2 SSWD/SJWD Ad Hoc		Ted Costa / Marty Hanneman	

EXTERNAL COMMITTEE ASSIGNMENTS

<u>Committee</u>	<u>Assignment</u>	<u>Alternate</u>
ACWA Energy	Ted Costa	
ACWA Region 4/Federal Affairs/ Local Government	Pam Tobin	
ACWA JPIA	Pam Tobin	Ted Costa
CVP Water Users Assn.	Ted Costa	
RWA	Pam Tobin/Paul H.	Marty Hanneman
SGA	Pam Tobin	Marty Hanneman

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: January 23, 2019
Subject: Low Income Water Rate Assistance Program Draft Report

RECOMMENDED ACTION

Discussion

BACKGROUND

In 2012, the California Legislature passed, and Governor Brown signed AB 685, entitled the “Human Right to Water Act.” It defines the policy of the state to be “that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes.” However, the bill goes on to articulate that “The implementation of this [legislation] shall not infringe on the rights or responsibilities of any public water system.”

In 2015, the Legislature passed, and the Governor signed AB 401, which requires the State Water Resources Control Board to do the following (reference to the Water Code):

189.5 (b) No later than January 1, 2018, the board, in collaboration with the State Board of Equalization and relevant stakeholders, shall develop a plan for the funding and implementation of the Low-Income Water Rate Assistance Program, which shall include all of the following elements:

(1) A description of the method for collecting moneys to support and implement the program, including a discussion of any constitutional restrictions on public water agency ratesetting.

(2) A description of the mechanism for providing funding assistance under the program through either direct credits to enrollees in the program or reimbursements to water service providers, including a method for verifying income eligibility of low-income ratepayers, clarification of the role of the Public Utilities Commission and water utilities in determining and verifying customer eligibility, and recommendations regarding the structure of the program, particularly whether it will be administered by the state or locally administered.

(3) A description of the method to be used to determine the amount of moneys that may need to be collected from water ratepayers to fund the program. The plan shall include a set of recommendations and best practices of cost-savings measures to ensure water utilities are demonstrating whether and how they are

keeping rates low. This section does not authorize the imposition of a state charge to fund the program.

(c) In developing the plan required in subdivision (b), the board may consider the existing rate assistance programs authorized by the Public Utilities Commission for investor-owned water utilities pursuant to Section 739.8 of the Public Utilities Code.

(d) The plan may also include recommendations for other cost-effective methods of offering assistance to low-income water customers besides rate assistance, including billing alternatives, installation of water conservation devices, and leak repair. In considering other methods, the board may consider the Public Utilities Commission's "Assessment of Water Utility Low-Income Assistance Programs."

On January 3, 2019, Board staff released their draft report on a Low Income Water Rate Assistance Program. They are seeking comments by February 1 on the report. We are working with RWA and ACWA to develop comments.

The report does have some positive aspects. For example, it proposes a funding mechanism for assisting customers whose income is below 200% of the Federal poverty level (FPL) to offset their water bills. Funding would be supplied by a tax on Californians whose incomes are above \$1 million per year. It also proposes a tax on bottled water sales, and only short reference is made in the appendices to a potential tax on water bills, which is identified as a less desirable approach, which the Board does not recommend pursuing.

The report also notes that 72% of the households who would fall into the universe of those below 200% of the FPL do not currently receive water bills (because they live in apartments or other buildings which do not have water meters on individual dwelling units.) Consequently, providing discounts on water bills would not be a viable mechanism to implement the proposed subsidy. Subsidies delivered via electricity or gas bills, via the CalFresh (food stamps) program or via an electronic bank transfer program are the options identified as more viable in the report.

One basic flaw in the report is that there is a lot of discussion about rising water bills, due to investments necessary to maintain or replace infrastructure, increasing regulatory costs and increasing impacts due to climate change. However, there is no direct correlation in the report to household expenses associated with water bills, particularly among the universe of Californians whose incomes are below 200% of the FPL. In fact, the report states that 72% of Californians in this category do not receive water bills, because they live in apartments or other housing that are master-metered, with no individual dwelling unit meters. Consequently, the argument that these households are increasingly unable to afford rising water bills is not supported by any coherent analysis.

The report proposes three tiers of subsidies, based on the amount of the monthly water bill:

- Tier 1: 20% discount to all households that have incomes below 200% of the federal poverty level (FPL) in water systems where monthly water expenditures (at 12 CCF) are below \$90,
- Tier 2: 35% discount to all households that have incomes below 200% of the FPL in water systems where monthly water expenditures (at 12 CCF) are between \$90 and \$120, and
- Tier 3: 50% discount to all households that have incomes below 200% of the FPL in water systems where monthly water costs (at 12 CCF) are above \$120.

However, given the statement in the report that 72% of the universe of eligible recipients of the subsidy do not receive water bills, the report does not describe how a subsidy could be calculated for them.

Perhaps most worrisome is Appendix L, "Options for Improving Affordability That Do Not Include Direct Rate Assistance." This appendix purports to discuss three items - 1) progressive rate structures, which can keep rates low for low-water using households; 2) water use reduction strategies, such as conservation rebates or leak repair assistance; and 3) consolidations of financially unsustainable systems. But the sole focus of the chapter is on "progressive" rate structures, which charge customers who use greater amounts of water higher rates via tiered rate structures, with the additional revenues potentially applied to subsidies of low-income customers. The Appendix then goes on to criticize high ratios of fixed charges as problematic for low-income customers (most of whom do not even receive water bills, according to earlier sections of the report.) This Appendix ends with the following sentences:

"Recognizing that a high proportion of the state's water systems currently employ mixed billing with a substantial fixed charge component, only mandatory state or federal standards regarding drinking water system rate design can overcome this obstacle. Thus, one of the Board's proposals is for the Legislature to evaluate (or direct the Board to evaluate) options for additional state oversight and direction on how public water systems set rates. During the drought, Governor Brown directed the Board to examine rate structures via Executive Order B-29-15.112 The Board has determined that there are multiple ways the state could exert additional oversight over rates without violating Proposition 218, including: providing more detailed guidelines or requirements for cost-of-service studies, developing sales forecasts, and enhancing public process associated with rate increase proposals. Making these actions mandatory, however, would require new statutory authorities."

This level of meddling in water agency operations is unacceptable, and violates the direction in the "Human Right to Water" legislation that "the implementation of this [legislation] shall not infringe on the rights or responsibilities of any public water system."

To: Board of Directors
From: Paul Helliker, General Manager
Date: January 23, 2019
Subject: RWA Executive Director Recruitment

RECOMMENDED ACTION

Discussion and potential action

BACKGROUND

On January 18, 2019, John Woodling announced his resignation from the RWA Executive Director position, effective March 1, 2019. In anticipation of a potential transition such as this, the RWA Executive Committee had designated in August of last year a subcommittee to develop a request for proposals for an executive recruitment. Director Tobin was one of the members of this subcommittee. Sometime during the intervening months, the RFP was released and three bids were received. On January 23, 2019, the RWA Executive Committee will consider a recommendation to select Roberts Consulting Group to conduct the recruitment, at a price not to exceed \$30,000.

While the RWA Executive Committee will likely manage the recruitment contract, the RWA Board will need to determine who among its membership will be on the interview panel. Interviews will likely occur during March of this year, and the next RWA Board meeting is on March 14, which may be early enough for the Board to determine the interview panel. If that decision needs to be made sooner, the RWA Board can convene a special meeting. The SJWD Board may want to discuss whom it would recommend be part of the interview team.

Another issue that will need to be addressed is the salary level to offer the finalist in the ED recruitment, as well as how to characterize the potential salary range in the recruitment brochure. In 2017, the Executive Committee recommended a salary increase for the ED of 5.5% plus a COLA. This recommendation was rejected by the RWA Board of Directors at its September 14 meeting, during which a final salary package was negotiated with the ED of 3% plus a COLA in 2017 and again in 2018. The RWA Board will again need to determine what salary level to offer in the upcoming ED recruitment. The salary level in 2017 was negotiated in the context of a compensation survey that included statewide associations, agencies in the Bay Area, Monterey and Southern California, and regional planning and transportation agencies in the Sacramento area (see list from 2017, below.) During the 2018 performance review for the RWA ED, the Executive Committee stated that statewide associations and the agencies in other parts of the state would no longer be part of the comparison. My recommendation is that the salary and benefits be determined by using the RWA member agency general manager and utility director positions as the comparison pool, and the compensation be set near the median of this range. For the recruitment brochure, my recommendation is that the salary reference be “depending on qualifications”, and the final decision be made by the RWA Board of Directors.

Attachment

Executive Director Salary Comparison - RWA

Agency	Maximum Base Salary	with 3%+COLA
RWA	\$ 221,256	\$ 233,872.00
ACWA	\$ 312,804	
ACWA-JPIA	\$ 270,840	
CA Special Dist Assoc	\$ 268,716	
State and Federal Water Contractors	\$ 230,172	
State Water Contractors	\$ 230,976	
Mean	\$ 262,702	
Bay Area Water Supply and Cons Agcy	\$ 205,890	
Chino Basin Watermaster	\$ 282,456	
Monterey Peninsula WMD	\$ 204,996	
Mean	\$ 231,114	
Placer Co Transportation Agency	\$ 227,292	
SACOG	\$ 302,364	
SAFCA	\$ 208,080	
Mean	\$ 245,912	
Citrus Heights WD	\$ 177,301	
City of Folsom	\$ 162,445	
City of Roseville	\$ 212,520	
City of Sacramento	\$ 182,000	
El Dorado Irrigation Dist	\$ 211,996	
Fair Oaks WD	\$ 157,111	
PCWA	\$ 243,434	
Sacramento Suburban	\$ 198,194	
San Juan Water District	\$ 177,000	
Mean	\$ 191,333	
Labor Market Mean	\$ 249,516	
Plus 12.5%	\$ 269,242	

STAFF REPORT

To: Board of Directors
 From: Paul Helliker, General Manager
 Date: January 23, 2019
 Subject: General Manager's Monthly Report (December)

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production for December

Item	2018	2017	Difference
Monthly Production AF	2,185.23	1,654.27	32.1%
Daily Average MG	22.97	17.39	32.1%
Annual Production AF	46,684.71	47,184.99	-1.1%

Water Turbidity

Item	December 2018	November 2018	Difference
Raw Water Turbidity NTU	2.79	4.46	-37%
Treated Water Turbidity NTU	0.026	0.025	4%
Monthly Turbidity Percentage Reduction	99.06%	99.44%	

*Folsom Lake Reservoir Storage Level AF**

Item	2018	2017	Difference
Lake Volume AF	330,969	615,892	-46%

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

Other Items of Interest:

- Completed and delivered American River Watershed Sanitary Update 2018 Update to SWRCB DDW
- Integrate Hinkle Piezometer Project into SCADA for project completion

SYSTEM OPERATIONS

Distribution Operations:

Item	December 2018	November 2018	Difference
Leaks and Repairs	4	4	0
Mains Flushed	8	15	-7
Valves Exercised	10	7	+3
Back Flows Tested	0	0	0
Customer Service Calls	31	34	-3

Distribution System Water Quality:

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

Other Items of Interest:

- Field Services contracted with Utility Service Associates and had 5.2 miles of water main and service laterals checked for leakage. A total of 3 leaks were identified in this process.

CUSTOMER SERVICE ACTIVITIES

Billing Information for Month of December

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5224	819	251	24

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)
2	81	5	N/A

Other Activities

- Began recruitment for Customer Service Technician I/II. Interviews to be held in January.
- Conservation continues to assist Field Services with testing low reading meters, replacing faulty registers and repairing leaking gaskets.

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status	Issues / Notes
Ali Minor Subdivision	3-Lot Subdivision	In Design Review	Revision to plans being evaluated
Barton Ranch	10-Lot Subdivision	In Construction	
Chula Acres	4-Lot Minor Subdivision	Approved for Construction	
Colina Estates	10-Lot Subdivision	In Construction	
Eureka at GB (former Micherra Place Proj.)	28 Condominium Units	In Design Review	DDW Waiver for SD proximity is req'd
GB Memory Care	Commercial Business	In Design Review	
Granite Rock Estates	16-Lot Subdivision	In Design Review	Annexation process will be required for SJWD to supply
Greyhawk III	44 high-density, and 28 single family Lots	In Design Review	
Wellquest Senior Living (prior Ovation)	Commercial Business (114-Unit 2-story Assisted Living Facility)	In Design Review	3,125-GPM fire hyd capacity req'd
Placer County Retirement Residence	Commercial Business (145-Unit Multi-story Assisted Living Facility)	In Design Review	
Pond View	Commercial Business	Approved for Construction	Planning to begin const in spring 2019
SPFD Station 15	Fire Station Bldg Improvements, with water service upgrades	In Construction	
Quarry Ridge Prof. Office Park	Commercial Business (4 parcels to develop four general/medical office buildings)	In Design Review	
Rancho Del Oro	89 Lot Subdivision	Will need re-approval for Construction	On hold pending County Approvals
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)	In Construction	Re-start in spring 2019
The Park at Granite Bay	56 lot Subdivision	Approved for Construction	Mass grading done. Closed for winter. Re-start in 2019.
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	Planning Dept review underway
Whitehawk II	56-Lot Subdivision	In Design Review	Planning Dept review underway

ENGINEERING - CAPITAL PROJECTS

Status Update for Current Retail Projects

Project Title	Description	Status	Issues / Notes
Douglas Blvd Main Replacement	Replacement of ±4,125-LF of old steel main with new 16-in and 12-in pipeline between Auburn Folsom Rd and Hidden Lakes Dr.	In Construction Phase (90% const Complete)	Phase IV is now underway
Dambacher Drive Services Replacement	Replacement of ±19 aged, corroded steel service taps with new bronze saddle taps to reduce potential for failures and leaks	In Construction Phase (95% Complete)	None. (Slurry seal remains to be done in spring 2019)
Lou Place Main Replacement	Replacement of approximately 460-LF of aged main and 4 services on Lou Place between Troy Way and Crown Point Vista	In Design (Nearing ready to bid phase)	
Edward Ct Main Replacement	Replacement of approximately 300-LF of aged main and 3 services on between Lou Place and the south end of Edward Court	In Design (Nearing ready to bid phase)	
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	
Cavitt Stallman 12" (Oak Pines to Sierra Ponds)	Install new pipeline on Cavitt Stallman between Oak Pines Lane and Sierra Ponds Lane	In Design	
Cavitt Stallman 12" (Mystery Cr to Oak Pines)	Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.	In Design	
Woodminister Services Replacements	Replace 18 aged services	In Design	
Redbud/Lupin/Meadowlark Services Replmts	Replace 43 aged services	In Design (Nearing ready to bid phase)	
Sandstone & Auberry to Hill Rd 8" Ext & Serv	Replace pipeline and services	In Design (Nearing ready to bid phase)	
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	In Design	Working with RWA on Grant Funding

Project Title	Description	Status	Issues / Notes
Mooney Tank Building New Roof	Replace the existing aged roof before failure	Design consultant is selected.	
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	In Design (Control Valve pre-purchase is done)	
Eastridge Dr CV Station	Design and construct CV station between Sierra and Gravity Zones. Needed to supply 3,125-gpm fire flow for the Wellquest project on SCB	In Design	
Vactor Solids Handling Station	Design and construct a storage and drying station for managing the vactor truck solids.	In Design	
UGB & LGB Low Flow Pumps and LGB/CP MOV	Installation of two new low flow pumps, one each at the Lower and Upper Granite Bay pump stations	In Design. Ready to pre-purchase the pumps	

Status Update for Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues/ Notes
WTP Thickeners Lining	Clean, repair and line the interior walls and floor of the three thickeners to eliminate leakage and protect the concrete and reinforcing from damage	In Design (TM is done, preparing Bid Docs now)	
FO-40 T-Main Relining	Relining of the existing ±11,000 foot long steel pipeline	In Construction	
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
Hinkle Res. Monitoring Level Probes	Installation of level probes into the monitoring wells to provide consistent monitoring data for DSOD reporting	In Construction	SCADA integration done, calibrating the probes now
WTP On-Site Residuals Management Improvement Project	Management of the WTP residuals disposal area and improvements needed to meet regulatory requirements.	In Pre-Design Evaluation.	

SAFETY & REGULATORY TRAINING – DECEMBER 2018

Training Course	Staff
CPR Academic	FS, Eng, Conservation, WTP, Admin, & Maintenance
Forklift Qualification - Part 3	FS, Eng, WTP, & Maintenance
Bloodborne Pathogens	All Staff
Process Safety Management (PSM)	Treatment
Emergency Response Plan (PSM) Policy Review	Treatment

FINANCE/BUDGET

See attached.



San Juan Water District, CA

Wholesale Operating Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 12/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESALE					
Revenue					
41000 - Water Sales	12,666,300.00	12,666,300.00	1,203,153.25	7,120,208.33	5,546,091.67
43000 - Rebate	1,500.00	1,500.00	425.29	660.52	839.48
45000 - Other Operating Revenue	0.00	0.00	0.00	21,280.53	-21,280.53
49000 - Other Non-Operating Revenue	151,900.00	151,900.00	19,103.74	36,255.74	115,644.26
Revenue Total:	12,819,700.00	12,819,700.00	1,222,682.28	7,178,405.12	5,641,294.88
Expense					
51000 - Salaries and Benefits	3,514,900.00	3,514,900.00	245,652.18	1,596,738.34	1,918,161.66
52000 - Debt Service Expense	955,000.00	955,000.00	0.00	80,422.09	874,577.91
53000 - Source of Supply	2,006,800.00	2,006,800.00	2,412.00	963,103.57	1,043,696.43
54000 - Professional Services	887,400.00	887,400.00	8,741.93	218,056.99	669,343.01
55000 - Maintenance	450,900.00	450,900.00	42,771.04	182,535.46	268,364.54
56000 - Utilities	90,500.00	90,500.00	774.73	90,441.51	58.49
57000 - Materials and Supplies	478,300.00	478,300.00	8,900.91	270,194.11	208,105.89
58000 - Public Outreach	88,500.00	88,500.00	0.00	12,114.55	76,385.45
59000 - Other Operating Expenses	470,300.00	470,300.00	10,614.62	223,369.41	246,930.59
69000 - Other Non-Operating Expenses	2,700.00	2,700.00	0.00	1,473.50	1,226.50
69900 - Transfers Out	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Expense Total:	11,722,200.00	11,722,200.00	319,867.41	3,638,449.53	8,083,750.47
Fund: 010 - WHOLESALE Surplus (Deficit):	1,097,500.00	1,097,500.00	902,814.87	3,539,955.59	-2,442,455.59
Total Surplus (Deficit):	1,097,500.00	1,097,500.00	902,814.87	3,539,955.59	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	1,097,500.00	1,097,500.00	902,814.87	3,539,955.59	-2,442,455.59
Total Surplus (Deficit):	1,097,500.00	1,097,500.00	902,814.87	3,539,955.59	



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 12/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	3,994.27	16,294.52	1,078,405.48
44000 - Connection Fees	75,000.00	75,000.00	686.00	111,957.00	-36,957.00
44500 - Capital Contributions - Revenue	2,285,400.00	2,285,400.00	0.00	21,850.00	2,263,550.00
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	44,876.79	20,123.21
49990 - Transfer In	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Revenue Total:	6,297,000.00	6,297,000.00	4,680.27	194,978.31	6,102,021.69
Expense					
55000 - Maintenance	3,101,000.00	3,101,000.00	0.00	257,687.03	2,843,312.97
61000 - Capital Outlay	1,755,700.00	1,755,700.00	6,998.35	70,582.74	1,685,117.26
63000 - Contributions to Others	0.00	0.00	0.00	-38,318.00	38,318.00
Expense Total:	4,856,700.00	4,856,700.00	6,998.35	289,951.77	4,566,748.23
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	1,440,300.00	1,440,300.00	-2,318.08	-94,973.46	1,535,273.46
Total Surplus (Deficit):	1,440,300.00	1,440,300.00	-2,318.08	-94,973.46	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
011 - Wholesale Capital Outlay	1,440,300.00	1,440,300.00	-2,318.08	-94,973.46	1,535,273.46
Total Surplus (Deficit):	1,440,300.00	1,440,300.00	-2,318.08	-94,973.46	



San Juan Water District, CA

Retail Operating Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 12/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	11,479,700.00	11,479,700.00	879,217.71	4,380,631.20	7,099,068.80
45000 - Other Operating Revenue	379,600.00	379,600.00	29,950.78	155,484.87	224,115.13
49000 - Other Non-Operating Revenue	116,200.00	116,200.00	383.50	49,423.02	66,776.98
Revenue Total:	11,975,500.00	11,975,500.00	909,551.99	4,585,539.09	7,389,960.91
Expense					
51000 - Salaries and Benefits	4,720,300.00	4,720,300.00	334,123.87	2,191,429.96	2,528,870.04
52000 - Debt Service Expense	531,000.00	531,000.00	0.00	44,723.70	486,276.30
53000 - Source of Supply	3,095,300.00	3,095,300.00	173,624.19	1,584,198.56	1,511,101.44
54000 - Professional Services	1,213,400.00	1,213,400.00	21,709.29	287,972.38	925,427.62
55000 - Maintenance	345,800.00	345,800.00	25,346.01	125,824.66	219,975.34
56000 - Utilities	246,200.00	246,200.00	9,778.42	163,995.26	82,204.74
57000 - Materials and Supplies	292,800.00	292,800.00	10,449.58	142,248.13	150,551.87
58000 - Public Outreach	65,000.00	65,000.00	0.00	47,905.79	17,094.21
59000 - Other Operating Expenses	577,600.00	577,600.00	20,044.32	253,800.49	323,799.51
69000 - Other Non-Operating Expenses	2,200.00	2,200.00	0.00	1,473.50	726.50
69900 - Transfers Out	275,300.00	275,300.00	0.00	0.00	275,300.00
Expense Total:	11,364,900.00	11,364,900.00	595,075.68	4,843,572.43	6,521,327.57
Fund: 050 - RETAIL Surplus (Deficit):	610,600.00	610,600.00	314,476.31	-258,033.34	868,633.34
Total Surplus (Deficit):	610,600.00	610,600.00	314,476.31	-258,033.34	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	610,600.00	610,600.00	314,476.31	-258,033.34	868,633.34
Total Surplus (Deficit):	610,600.00	610,600.00	314,476.31	-258,033.34	



San Juan Water District, CA

Retail Capital Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 12/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	3,994.28	16,294.53	1,078,405.47
44000 - Connection Fees	100,000.00	100,000.00	15,726.00	51,351.00	48,649.00
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	28,594.14	36,405.86
49990 - Transfer In	275,300.00	275,300.00	0.00	0.00	275,300.00
Revenue Total:	1,535,000.00	1,535,000.00	19,720.28	96,239.67	1,438,760.33
Expense					
54000 - Professional Services	358,000.00	358,000.00	0.00	0.00	358,000.00
55000 - Maintenance	150,800.00	150,800.00	0.00	103,306.91	47,493.09
61000 - Capital Outlay	5,505,300.00	5,505,300.00	16,016.85	1,253,142.77	4,252,157.23
Expense Total:	6,014,100.00	6,014,100.00	16,016.85	1,356,449.68	4,657,650.32
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-4,479,100.00	-4,479,100.00	3,703.43	-1,260,210.01	-3,218,889.99
Total Surplus (Deficit):	-4,479,100.00	-4,479,100.00	3,703.43	-1,260,210.01	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-4,479,100.00	-4,479,100.00	3,703.43	-1,260,210.01	-3,218,889.99
Total Surplus (Deficit):	-4,479,100.00	-4,479,100.00	3,703.43	-1,260,210.01	

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
121965	Oak Avenue - American River Canyon I	0.00	5,261.50	-5,261.50
141043	2014 Drought Response - SSWD Antel	0.00	-33,883.00	33,883.00
171107	FO 40 Transmission Pipeline Re-Lining	0.00	242,407.03	-242,407.03
171109	GIS Assessment and Implementation	0.00	13,951.25	-13,951.25
175105	6690-7767 Douglas Boulevard & Assoc	0.00	875,726.46	-875,726.46
175107	5700-5708 & 5640-5682 Main Avenue	0.00	17,206.88	-17,206.88
175109	9151-9219 Oak Avenue Main Replacer	0.00	17,972.75	-17,972.75
175113	7225-7355 Dambacher Drive	0.00	138,604.44	-138,604.44
175117	Bacon Pressure Zone - Olive Ranch PR	0.00	6,292.00	-6,292.00
175119	Bacon Pressure Zone - Cavitt Stallman	0.00	5,138.72	-5,138.72
181110	Alum Feed Pumps Replacement	0.00	392.53	-392.53
181130	Hinkle Reservoir Monitoring Wells Lev	0.00	24,644.70	-24,644.70
181150	Madison #2 Mag Meter Replacement	0.00	30,479.63	-30,479.63
185115	Lou Place 8" Tray Way to Crown Point	0.00	12.78	-12.78
185135	Upper & Lower GB Pump Stn Low Flov	0.00	7,974.34	-7,974.34
185140	Canyon Falls Village Pressure Reducing	0.00	3,461.65	-3,461.65
185160	Containment Area for Vacuum & Mate	0.00	8,495.00	-8,495.00
185165	Field Services/Engineering Building (Sf	0.00	84,185.20	-84,185.20
185185	Edward Court Mainline - South of Lou	0.00	12.79	-12.79
191260	On-Site Residuals Management Impro	0.00	8,090.26	-8,090.26
191275	Clarifier Wall Lining & Leakage Repairs	0.00	4,512.50	-4,512.50
195205	Electrical Improvements to Field Servi	0.00	1,480.17	-1,480.17
195210	SCADA Radio Replacments North Phas	0.00	1,150.00	-1,150.00
195230	Redbud/Lupin/Meadowlark Svc Replac	0.00	12.78	-12.78
195235	Sandstone & Auberry Court to Hill Roa	0.00	12.78	-12.78
195255	Bacon Pump Station Security Improve	0.00	4,375.00	-4,375.00
195260	Replace Variable Frequency Drives (3 I	0.00	50,624.43	-50,624.43
195270	SCADA Fiber Optic Comm Cabling - Ba	0.00	55.00	-55.00
Project Totals:		0.00	1,518,649.57	-1,518,649.57

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	1,310,125.54	-1,310,125.54
CIP - Capital Contribution	0.00	-33,883.00	33,883.00
CIP - Expense	0.00	242,407.03	-242,407.03
Group Totals:	0.00	1,518,649.57	-1,518,649.57

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	-33,883.00	33,883.00
Engineering	0.00	1,256,620.45	-1,256,620.45
Field Services	0.00	9,975.17	-9,975.17
Information Technology	0.00	55.00	-55.00
Water Treatment Plant	0.00	285,881.95	-285,881.95
Type Totals:	0.00	1,518,649.57	-1,518,649.57

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
010-220-54120	Professional Services - Other	0.00	11,113.99	11,113.99
011-20030	Retentions Payable	0.00	4,435.00	4,435.00
011-700-57120	Maintenance - Facility	0.00	-10,767.50	-10,767.50
011-700-61145	Maintenance - Facility	0.00	257,687.03	257,687.03
	Capital Outlay - WTP & Improv...	0.00	8,482.79	8,482.79

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	24,644.70	24,644.70
011-700-61160	Capital Outlay - Equipment and..	0.00	19,365.64	19,365.64
011-700-61180	Capital Outlay - Software	0.00	6,975.62	6,975.62
011-700-74090	Contributions to Others	0.00	-38,318.00	-38,318.00
055-20030	Retentions Payable	0.00	-2,252.79	-2,252.79
055-700-61135	Capital Outlay - Pump Stations...	0.00	66,490.42	66,490.42
055-700-61140	Capital Outlay - Buildings & Im...	0.00	98,591.17	98,591.17
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	1,064,075.87	1,064,075.87
055-700-61160	Capital Outlay - Equipment and..	0.00	1,150.00	1,150.00
055-700-61180	Capital Outlay - Software	0.00	6,975.63	6,975.63
	GL Account Totals:	0.00	1,518,649.57	1,518,649.57



San Juan Water District, CA

Balance Sheet

Account Summary

As Of 12/31/2018

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	6,157,153.25	9,940,145.16	2,348,905.34	5,759,060.68	24,205,264.43
10510 - Accounts Receivable	901,037.76	0.84	278,367.95	0.06	1,179,406.61
11000 - Inventory	0.00	0.00	211,370.82	0.00	211,370.82
12000 - Prepaid Expense	29,920.00	0.00	29,920.00	0.00	59,840.00
14010 - Deferred Outflows	4,779,860.95	0.00	5,666,543.09	0.00	10,446,404.04
17010 - Capital Assets - Work in Progress	119,719.83	0.00	1,200,506.28	0.00	1,320,226.11
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	83,970.80	0.00	898,076.39
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	35,529,240.97	0.00	16,000.00	0.00	35,545,240.97
17400 - Capital Assets - Mains/Pipelines & Improvements	29,288,015.94	0.00	42,097,313.07	0.00	71,385,329.01
17500 - Capital Assets - Reservoirs & Improvements	2,876,930.81	0.00	2,492,421.90	0.00	5,369,352.71
17700 - Capital Assets - Equipment & Furniture	13,623,189.97	0.00	1,051,807.09	0.00	14,674,997.06
17750 - Capital Assets - Vehicles	316,440.00	0.00	510,886.87	0.00	827,326.87
17800 - Capital Assets - Software	447,653.38	0.00	403,200.40	0.00	850,853.78
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-35,623,074.98	0.00	-27,567,347.98	0.00	-63,190,422.96
19015 - 2012 Premiums on Refunding Bonds	-552,686.28	0.00	-300,093.04	0.00	-852,779.32
Total Type 1000 - Assets:	67,815,554.11	9,940,146.00	34,272,960.31	5,759,060.74	117,787,721.16
Total Asset:	67,815,554.11	9,940,146.00	34,272,960.31	5,759,060.74	117,787,721.16
Liability					
Type: 1000 - Assets					
10510 - Accounts Receivable	0.00	0.00	97,801.62	0.00	97,801.62
Total Type 1000 - Assets:	0.00	0.00	97,801.62	0.00	97,801.62
Type: 2000 - Liabilities					
20010 - Accounts Payable	61,045.88	11,490.61	105,500.64	35,005.17	213,042.30
20100 - Retentions Payable	0.00	10,767.50	0.00	62,339.99	73,107.49
21200 - Salaries & Benefits Payable	36,416.09	0.00	56,400.97	0.00	92,817.06
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	313,125.59	0.00	470,930.53	0.00	784,056.12
21500 - Premium on Issuance of Bonds Series 2017	1,382,904.36	0.00	777,883.70	0.00	2,160,788.06
21600 - OPEB Liability	1,868,077.67	0.00	2,435,346.48	0.00	4,303,424.15

Balance Sheet

As Of 12/31/2018

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21700 - Pension Liability	1,985,100.80	0.00	2,816,714.96	0.00	4,801,815.76
22010 - Deferred Income	0.00	0.00	42,977.03	0.00	42,977.03
22050 - Deferred Inflows	1,448,541.04	0.00	1,934,601.33	0.00	3,383,142.37
24200 - 2012 Bonds Payable	6,414,133.42	0.00	3,482,693.34	0.00	9,896,826.76
24250 - Bonds Payable 2017 Refunding	16,115,200.00	0.00	9,064,800.00	0.00	25,180,000.00
29010 - Other Payables	230,200.00	0.00	0.00	0.00	230,200.00
Total Type 2000 - Liabilities:	29,854,744.86	22,258.11	21,187,848.97	97,345.16	51,162,197.10
Total Liability:	29,854,744.86	22,258.11	21,285,650.59	97,345.16	51,259,998.72
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	33,105,804.95	0.00	13,014,612.39	0.00	46,120,417.34
30500 - Designated Reserves	1,315,048.71	10,012,861.35	230,730.67	6,921,925.59	18,480,566.32
Total Type 3000 - Equity:	34,420,853.66	10,012,861.35	13,245,343.06	6,921,925.59	64,600,983.66
Total Total Beginning Equity:	34,420,853.66	10,012,861.35	13,245,343.06	6,921,925.59	64,600,983.66
Total Revenue	7,178,405.12	194,978.31	4,585,539.09	96,239.67	12,055,162.19
Total Expense	3,638,449.53	289,951.77	4,843,572.43	1,356,449.68	10,128,423.41
Revenues Over/Under Expenses	3,539,955.59	-94,973.46	-258,033.34	-1,260,210.01	1,926,738.78
Total Equity and Current Surplus (Deficit):	37,960,809.25	9,917,887.89	12,987,309.72	5,661,715.58	66,527,722.44
Total Liabilities, Equity and Current Surplus (Deficit):	67,815,554.11	9,940,146.00	34,272,960.31	5,759,060.74	117,787,721.16



San Juan Water District, CA

Check Report

By Check Number

Date Range: 12/01/2018 - 12/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
03638	Airco Mechanical, Inc.	12/03/2018	Regular	0.00	84,185.20	53540
03681	Allied Electronics Inc.	12/03/2018	Regular	0.00	439.68	53541
03406	Alpha Analytical Laboratories Inc.	12/03/2018	Regular	0.00	423.00	53542
01073	Amarjeet Singh Garcha	12/03/2018	Regular	0.00	300.00	53543
01026	American River Ace Hardware, Inc.	12/03/2018	Regular	0.00	33.92	53544
01138	AT&T Mobility II LLC	12/03/2018	Regular	0.00	63.24	53545
01182	Bartkiewicz, Kronick & Shanahan	12/03/2018	Regular	0.00	14,284.00	53546
03594	Borges & Mahoney, Inc.	12/03/2018	Regular	0.00	1,599.51	53547
01378	Clark Pest Control of Stockton	12/03/2018	Regular	0.00	150.00	53548
02556	Costa, Ted	12/03/2018	Regular	0.00	37.06	53549
03424	Davis, Aaron	12/03/2018	Regular	0.00	196.92	53550
03548	Digital Deployment, Inc.	12/03/2018	Regular	0.00	400.00	53551
01634	Folsom Lake Ford, Inc.	12/03/2018	Regular	0.00	54.00	53552
01659	Gary Webb Trucking	12/03/2018	Regular	0.00	375.00	53553
01068	Glenn C. Walker	12/03/2018	Regular	0.00	1,010.40	53554
01681	Golden State Flow Measurements, Inc.	12/03/2018	Regular	0.00	375.38	53555
03091	Granite Bay Ace Hardware	12/03/2018	Regular	0.00	68.41	53556
03072	HUNT & SONS INC.	12/03/2018	Regular	0.00	3,869.78	53557
01028	Larsen, Adam	12/03/2018	Regular	0.00	203.74	53558
03578	Maldonado, Ray	12/03/2018	Regular	0.00	64.60	53559
03627	Mckay, James	12/03/2018	Regular	0.00	119.32	53560
02131	Office Depot, Inc.	12/03/2018	Regular	0.00	133.92	53561
02150	Pace Supply Corp	12/03/2018	Regular	0.00	211.44	53562
03178	Paul, Scott	12/03/2018	Regular	0.00	209.13	53563
03026	PFM Asset Management	12/03/2018	Regular	0.00	939.21	53564
02281	Ray A Morgan Company Inc	12/03/2018	Regular	0.00	66.11	53565
02223	Rexel Inc (Platt - Rancho Cordova)	12/03/2018	Regular	0.00	7,488.76	53566
02298	Richardson & Company, LLP	12/03/2018	Regular	0.00	17,160.00	53567
02302	Riebes Auto Parts, LLC	12/03/2018	Regular	0.00	150.21	53568
03670	River City Painting, Inc.	12/03/2018	Regular	0.00	9,758.00	53569
02328	Rocklin Windustrial Co	12/03/2018	Regular	0.00	7,159.16	53570
	Void	12/03/2018	Regular	0.00	0.00	53571
	Void	12/03/2018	Regular	0.00	0.00	53572
03480	Sacramento River Watershed Program	12/03/2018	Regular	0.00	1,000.00	53573
02395	SAFETY KLEEN SYSTEMS INC.	12/03/2018	Regular	0.00	961.15	53574
02638	Tyler Technologies, Inc.	12/03/2018	Regular	0.00	20,684.16	53575
02651	United Parcel Service Inc	12/03/2018	Regular	0.00	46.54	53576
02700	Viking Shred LLC	12/03/2018	Regular	0.00	50.00	53577
02743	Wienhoff & Associates, Inc.	12/03/2018	Regular	0.00	770.00	53578
03690	California Department of Tax and Fee Administrat	12/07/2018	Regular	0.00	22,526.89	53581
03406	Alpha Analytical Laboratories Inc.	12/10/2018	Regular	0.00	551.00	53582
01073	Amarjeet Singh Garcha	12/10/2018	Regular	0.00	1,500.00	53583
01026	American River Ace Hardware, Inc.	12/10/2018	Regular	0.00	5.80	53584
03316	Brown, Lisa	12/10/2018	Regular	0.00	32.60	53585
01372	City of Folsom	12/10/2018	Regular	0.00	2,417.00	53586
01378	Clark Pest Control of Stockton	12/10/2018	Regular	0.00	506.00	53587
01416	Corix Water Products (US) Inc.	12/10/2018	Regular	0.00	1,583.01	53588
02214	County of Placer Engineering & Surveying	12/10/2018	Regular	0.00	6,156.25	53589
01554	Electrical Equipment Co	12/10/2018	Regular	0.00	938.90	53590
03621	Eletrick Motorsports, Inc.	12/10/2018	Regular	0.00	2,372.68	53591
01659	Gary Webb Trucking	12/10/2018	Regular	0.00	942.00	53592
01681	Golden State Flow Measurements, Inc.	12/10/2018	Regular	0.00	34,366.82	53593
03091	Granite Bay Ace Hardware	12/10/2018	Regular	0.00	94.22	53594
01706	Graymont Western US Inc.	12/10/2018	Regular	0.00	6,396.06	53595

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Date Range: 12/01/2018 - 12/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01768	Hopkins Technical Products, Inc.	12/10/2018	Regular	0.00	173.23	53596
01890	Johnson Petroleum Construction, Inc.	12/10/2018	Regular	0.00	252.18	53597
03679	L and D Landfill Limited Partnership	12/10/2018	Regular	0.00	8,899.62	53598
01916	Miller, Ken	12/10/2018	Regular	0.00	1,757.98	53599
02210	Placer County Water Agency	12/10/2018	Regular	0.00	6,695.91	53600
03691	Pumping Efficiency Testing Services, LLC	12/10/2018	Regular	0.00	3,000.00	53601
02283	Recology Auburn Placer	12/10/2018	Regular	0.00	643.47	53602
02223	Rexel Inc (Platt - Rancho Cordova)	12/10/2018	Regular	0.00	536.68	53603
02302	Riebes Auto Parts, LLC	12/10/2018	Regular	0.00	274.66	53604
02452	Sierra National Construction, Inc.	12/10/2018	Regular	0.00	16,138.57	53605
02514	State Water Resources Control Board - SWRCB	12/10/2018	Regular	0.00	2,268.00	53606
02334	Strohmaier, Rose	12/10/2018	Regular	0.00	23.50	53607
01411	SureWest Telephone	12/10/2018	Regular	0.00	1,617.57	53608
02581	The Ferguson Group, LLC	12/10/2018	Regular	0.00	6,000.00	53609
02651	United Parcel Service Inc	12/10/2018	Regular	0.00	42.58	53610
02766	Youngdahl Consulting Group, Inc.	12/10/2018	Regular	0.00	594.00	53611
03445	Zlotnick, Greg	12/10/2018	Regular	0.00	391.19	53612
03406	Alpha Analytical Laboratories Inc.	12/17/2018	Regular	0.00	2,463.50	53613
01026	American River Ace Hardware, Inc.	12/17/2018	Regular	0.00	23.22	53614
01164	Backflow Distributors Inc	12/17/2018	Regular	0.00	469.87	53615
01182	Bartkiewicz, Kronick & Shanahan	12/17/2018	Regular	0.00	13,326.53	53616
01372	City of Folsom	12/17/2018	Regular	0.00	30.24	53617
01378	Clark Pest Control of Stockton	12/17/2018	Regular	0.00	150.00	53618
02556	Costa, Ted	12/17/2018	Regular	0.00	574.87	53619
03376	Del Paso Pipe & Steel Inc.	12/17/2018	Regular	0.00	342.94	53620
01494	Dewey Services Inc.	12/17/2018	Regular	0.00	85.00	53621
01644	Franchise Tax Board	12/17/2018	Regular	0.00	535.26	53622
03091	Granite Bay Ace Hardware	12/17/2018	Regular	0.00	86.85	53623
01733	Harris Industrial Gases	12/17/2018	Regular	0.00	113.58	53624
03533	M&C Bliss Enterprises Inc	12/17/2018	Regular	0.00	28.95	53625
02024	MCI WORLDCOM	12/17/2018	Regular	0.00	73.28	53626
02131	Office Depot, Inc.	12/17/2018	Regular	0.00	401.02	53627
02150	Pace Supply Corp	12/17/2018	Regular	0.00	162.59	53628
02146	PG&E	12/17/2018	Regular	0.00	1,891.95	53629
	Void	12/17/2018	Regular	0.00	0.00	53630
02223	Rexel Inc (Platt - Rancho Cordova)	12/17/2018	Regular	0.00	6,525.68	53631
02293	RFI Enterprises, Inc	12/17/2018	Regular	0.00	51.34	53632
03092	Rich, Dan	12/17/2018	Regular	0.00	213.43	53633
02302	Riebes Auto Parts, LLC	12/17/2018	Regular	0.00	7.53	53634
02328	Rocklin Windustrial Co	12/17/2018	Regular	0.00	757.32	53635
02357	Sacramento Municipal Utility District (SMUD)	12/17/2018	Regular	0.00	14,192.97	53636
02553	TDJE Incorporated	12/17/2018	Regular	0.00	6,063.02	53637
02463	The New AnswerNet	12/17/2018	Regular	0.00	275.36	53638
02667	US Bank Corporate Payments Sys (CalCard)	12/17/2018	Regular	0.00	17,193.85	53639
	Void	12/17/2018	Regular	0.00	0.00	53640
	Void	12/17/2018	Regular	0.00	0.00	53641
	Void	12/17/2018	Regular	0.00	0.00	53642
	Void	12/17/2018	Regular	0.00	0.00	53643
	Void	12/17/2018	Regular	0.00	0.00	53644
	Void	12/17/2018	Regular	0.00	0.00	53645
	Void	12/17/2018	Regular	0.00	0.00	53646
	Void	12/17/2018	Regular	0.00	0.00	53647
	Void	12/17/2018	Regular	0.00	0.00	53648
	Void	12/17/2018	Regular	0.00	0.00	53649
	Void	12/17/2018	Regular	0.00	0.00	53650
03284	Vavrinek, Trine, Day & Co, LLP	12/17/2018	Regular	0.00	260.00	53651
02690	Verizon Wireless	12/17/2018	Regular	0.00	1,234.47	53652
01687	W. W. Grainger, Inc.	12/17/2018	Regular	0.00	34.47	53653
03649	Caggiano General Engineering, Inc.	12/19/2018	Regular	0.00	121,538.73	53659
01423	County of Sacramento	12/19/2018	Regular	0.00	365.75	53660
03091	Granite Bay Ace Hardware	12/19/2018	Regular	0.00	50.04	53661

Check Report

Date Range: 12/01/2018 - 12/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03682	HydroScience Engineers, Inc.	12/19/2018	Regular	0.00	8,090.26	53662
03383	Inferrera Construction Management Group, Inc.	12/19/2018	Regular	0.00	9,965.00	53663
01796	Insomniac Productions Inc.	12/19/2018	Regular	0.00	112.61	53664
01814	J. Fletcher Creamer & Son, Inc.	12/19/2018	Regular	0.00	204,582.50	53665
03658	Johnson Farm Machinery Co Inc	12/19/2018	Regular	0.00	17,710.69	53666
02150	Pace Supply Corp	12/19/2018	Regular	0.00	4,632.13	53667
02216	Placer County Public Works	12/19/2018	Regular	0.00	75.00	53668
03532	Quincy Engineering Inc	12/19/2018	Regular	0.00	3,963.75	53669
02223	Rexel Inc (Platt - Rancho Cordova)	12/19/2018	Regular	0.00	600.19	53670
02293	RFI Enterprises, Inc	12/19/2018	Regular	0.00	623.02	53671
02580	The Eidam Corporation	12/19/2018	Regular	0.00	11,713.85	53672
03644	Tully & Young, Inc.	12/19/2018	Regular	0.00	770.00	53673
01034	Advanced Utility Systems, a Division of N Harris Co	12/04/2018	EFT	0.00	-56.79	405736
01034	Advanced Utility Systems, a Division of N Harris Co	12/03/2018	EFT	0.00	56.79	405736
01048	Airgas, Inc	12/03/2018	EFT	0.00	86.99	405737
03221	Chemtrade Chemicals Corporation	12/03/2018	EFT	0.00	8,364.97	405738
01611	Ferguson Enterprises, Inc	12/03/2018	EFT	0.00	171.77	405739
03628	Lees Automotive Repair Inc.	12/03/2018	EFT	0.00	95.60	405740
01736	MailFinance Inc	12/03/2018	EFT	0.00	489.23	405741
02367	McClatchy Newspapers, Inc.	12/03/2018	EFT	0.00	617.78	405742
02027	Mcmaster-Carr Supply Company	12/03/2018	EFT	0.00	1,146.93	405743
01472	Mel Dawson, Inc.	12/03/2018	EFT	0.00	4,835.28	405744
02275	Ramos Oil Recyclers, Inc.	12/03/2018	EFT	0.00	75.00	405745
03220	Solenis LLP	12/03/2018	EFT	0.00	3,822.39	405746
03387	WageWorks, Inc	12/03/2018	EFT	0.00	351.15	405747
02730	Western Area Power Administration	12/03/2018	EFT	0.00	2,411.00	405748
01521	DataProse, LLC	12/10/2018	EFT	0.00	8,019.18	405749
01486	Department of Energy	12/10/2018	EFT	0.00	3,400.73	405750
01611	Ferguson Enterprises, Inc	12/10/2018	EFT	0.00	566.28	405751
01721	Hach Company	12/10/2018	EFT	0.00	802.57	405752
03593	Hanneman, Martin W	12/10/2018	EFT	0.00	837.87	405753
01741	HDR Engineering, Inc.	12/10/2018	EFT	0.00	1,376.74	405754
02308	River City Staffing, Inc.	12/10/2018	EFT	0.00	1,100.64	405755
02572	Thatcher Company of California, Inc.	12/10/2018	EFT	0.00	4,226.40	405756
02592	The Reed Group, Inc.	12/10/2018	EFT	0.00	4,482.50	405757
02162	Tobin, Pamela	12/10/2018	EFT	0.00	321.59	405758
03221	Chemtrade Chemicals Corporation	12/17/2018	EFT	0.00	4,209.33	405759
01486	Department of Energy	12/17/2018	EFT	0.00	842.68	405760
03097	E.S West Coast, LLC.	12/17/2018	EFT	0.00	1,449.51	405761
03628	Lees Automotive Repair Inc.	12/17/2018	EFT	0.00	295.78	405762
02027	Mcmaster-Carr Supply Company	12/17/2018	EFT	0.00	144.10	405763
02158	Pacific Storage Company	12/17/2018	EFT	0.00	90.48	405764
02308	River City Staffing, Inc.	12/17/2018	EFT	0.00	1,817.20	405765
03387	WageWorks, Inc	12/17/2018	EFT	0.00	351.15	405766
03681	Allied Electronics Inc.	12/19/2018	EFT	0.00	229.58	405767
03221	Chemtrade Chemicals Corporation	12/19/2018	EFT	0.00	4,196.80	405768
01611	Ferguson Enterprises, Inc	12/19/2018	EFT	0.00	162.92	405769
03237	GM Construction & Developers, Inc	12/19/2018	EFT	0.00	6,006.85	405770
03628	Lees Automotive Repair Inc.	12/19/2018	EFT	0.00	1,386.67	405771
02027	Mcmaster-Carr Supply Company	12/19/2018	EFT	0.00	534.68	405772
03077	VALIC	12/14/2018	Bank Draft	0.00	4,087.81	0007645980
03077	VALIC	12/28/2018	Bank Draft	0.00	4,090.97	0007659577
01641	Sun Life Assurance Company of Canada	12/06/2018	Bank Draft	0.00	9,893.68	100427021
03078	CalPERS Health	12/03/2018	Bank Draft	0.00	37,527.17	1001213813
03078	CalPERS Health	12/03/2018	Bank Draft	0.00	39,874.33	1001213813
03078	CalPERS Health	12/03/2018	Bank Draft	0.00	39,874.33	1001213813
03130	CalPERS Retirement	12/06/2018	Bank Draft	0.00	4,512.71	1001216743
03130	CalPERS Retirement	12/06/2018	Bank Draft	0.00	83.64	1001216743
03130	CalPERS Retirement	12/14/2018	Bank Draft	0.00	186.24	1001223468
01366	Citistreet/CalPERS 457	12/14/2018	Bank Draft	0.00	2,709.18	1001223469
03130	CalPERS Retirement	12/14/2018	Bank Draft	0.00	34,363.50	1001223475

Check Report

Date Range: 12/01/2018 - 12/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03130	CalPERS Retirement	12/19/2018	Bank Draft	0.00	1,037.95	1001225474
03130	CalPERS Retirement	12/28/2018	Bank Draft	0.00	34,381.10	1001231248
01366	Citistreet/CalPERS 457	12/28/2018	Bank Draft	0.00	2,709.14	1001231252
03163	Economic Development Department	12/14/2018	Bank Draft	0.00	8,231.74	0-007-342-912
03163	Economic Development Department	12/14/2018	Bank Draft	0.00	-1.66	0-007-342-912
03080	California State Disbursement Unit	12/13/2018	Bank Draft	0.00	750.92	RMFJYOI6660
03080	California State Disbursement Unit	12/27/2018	Bank Draft	0.00	750.92	SD2URYK6658
03163	Economic Development Department	12/28/2018	Bank Draft	0.00	8,212.74	0-503-585-600
03163	Economic Development Department	12/19/2018	Bank Draft	0.00	293.84	1-449-872-192
01039	American Family Life Assurance Company of Colu	12/27/2018	Bank Draft	0.00	567.84	Q3869 12-27-18
01039	American Family Life Assurance Company of Colu	12/27/2018	Bank Draft	0.00	567.84	Q3869 12-27-18
03164	Internal Revenue Service	12/14/2018	Bank Draft	0.00	170.28	2708748557951
03164	Internal Revenue Service	12/14/2018	Bank Draft	0.00	42,934.76	2708748644438
03164	Internal Revenue Service	12/14/2018	Bank Draft	0.00	82.54	2708748644438
03164	Internal Revenue Service	12/14/2018	Bank Draft	0.00	-6.03	2708748644438
03164	Internal Revenue Service	12/19/2018	Bank Draft	0.00	618.37	2708753152137
03164	Internal Revenue Service	12/28/2018	Bank Draft	0.00	40,609.94	2708762345868

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	175	113	0.00	757,101.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	14	0.00	0.00
Bank Drafts	28	28	0.00	319,115.79
EFT's	64	38	0.00	69,320.32
	267	193	0.00	1,145,538.04

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	175	113	0.00	757,101.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	14	0.00	0.00
Bank Drafts	28	28	0.00	319,115.79
EFT's	64	38	0.00	69,320.32
	267	193	0.00	1,145,538.04

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	12/2018	1,145,538.04
			1,145,538.04



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2018 - 12/31/2018

Payment Date Range -

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description				Amount	Account Number	Account Name		Dist Amount					
Vendor Set: 01 - Vendor Set 01													
02556 - Costa, Ted													
Exp Reimb 11-2018	ACWA Fall Conf Expense Reimbursement 11-11/30/2018					53619	12/17/2018	574.87	0.00	0.00	0.00	574.87	574.87
ACWA Fall Conf Expense I		0.00	0.00	574.87	010-010-52110			574.87	0.00	0.00	0.00	574.87	574.87
					050-010-52110	Training - Meetings, Education & Trai		287.44					
						Training - Meetings, Education & Trai		287.43					
01916 - Miller, Ken													
Exp Reimb 08-2018	Exp Reimb 08-2018-Mileage PCWA 2x2 Meet 8/31/2018					53205	9/10/2018	16.90	0.00	0.00	0.00	16.90	16.90
Exp Reimb 08-2018-Mileage		0.00	0.00	16.90	010-010-52110			16.90				16.90	16.90
					050-010-52110	Training - Meetings, Education & Trai		15.21					
						Training - Meetings, Education & Trai		1.69					
Exp Reimb 10-2018	Mileage Reimbursement -SGA 20th Annivers:10/18/2018					53478	11/13/2018	13.63	0.00	0.00	0.00	13.63	13.63
Mileage Reimbursement		0.00	0.00	13.63	010-010-52110			13.63				13.63	13.63
					050-010-52110	Training - Meetings, Education & Trai		6.82					
						Training - Meetings, Education & Trai		6.81					
Exp Reimb 11-2018	ACWA Fall Conference Exp Reimb 11-20:11/30/2018					53599	12/10/2018	1,757.98	0.00	0.00	0.00	1,757.98	1,757.98
ACWA Fall Conference Ex		0.00	0.00	1,757.98	010-010-52110			1,757.98				1,757.98	1,757.98
					050-010-52110	Training - Meetings, Education & Trai		878.99					
						Training - Meetings, Education & Trai		878.99					
03092 - Rich, Dan													
Exp Reimb 09-2018	Mileage Reimb-EE BBQ			9/30/2018		53350	10/15/2018	6.00	0.00	0.00	0.00	6.00	6.00
Mileage Reimb-EE BBQ		0.00	0.00	6.00	010-010-52110			6.00				6.00	6.00
					050-010-52110	Training - Meetings, Education & Trai		3.00					
						Training - Meetings, Education & Trai		3.00					
Exp Reimb 10-2018	Mileage Reimbursement-SGA 20th Anniversa10/18/2018					53488	11/13/2018	9.27	0.00	0.00	0.00	9.27	9.27
Mileage Reimbursement-		0.00	0.00	9.27	010-010-52110			9.27				9.27	9.27
					050-010-52110	Training - Meetings, Education & Trai		4.64					
						Training - Meetings, Education & Trai		4.63					
Exp Reimb 11-2018	ACWA Fall Conference Expense Reimb 11-20:11/30/2018					53633	12/17/2018	213.43	0.00	0.00	0.00	213.43	213.43
ACWA Fall Conference Ex		0.00	0.00	213.43	010-010-52110			213.43				213.43	213.43
					050-010-52110	Training - Meetings, Education & Trai		106.72					
						Training - Meetings, Education & Trai		106.71					
02162 - Tobin, Pamela													
Exp Reimb 07-2018	Mileage Exp Reimb-Variou Meetings & ACW/7/30/2018					405547	8/7/2018	105.75	0.00	0.00	0.00	105.75	105.75
Mileage Exp Reimb-Vario		0.00	0.00	105.75	010-010-52110			105.75				105.75	105.75
					050-010-52110	Training - Meetings, Education & Trai		52.88					
						Training - Meetings, Education & Trai		52.87					
Exp Reimb 08-2018	Mileage Expense Reimbursement-Variou M€8/31/2018					405608	9/10/2018	38.70	0.00	0.00	0.00	38.70	38.70
Mileage Expense Reimbu		0.00	0.00	38.70	010-010-52110			38.70				38.70	38.70
					050-010-52110	Training - Meetings, Education & Trai		19.35					
						Training - Meetings, Education & Trai		19.35					
Exp Reimb 09-2018	Mileage & Exp Reimb-Variou Meetings			9/30/2018		405667	10/15/2018	173.33	0.00	0.00	0.00	173.33	173.33

Vendor History Report

Posting Date Range 07/01/2018 - 12/31/2018

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 & Exp Reimb-Var	0.00	0.00	173.33	010-010-52110	Training - Meetings, Education & Trai	86.66						
				050-010-52110	Training - Meetings, Education & Trai	86.67						
Exp Reimb 10-2018	Mileage Reimbursement-Variou	10/26/2018		405718	11/13/2018	83.93	0.00	0.00	0.00	83.93	83.93	
Mileage Reimbursement-	0.00	0.00	83.93	010-010-52110	Training - Meetings, Education & Trai	41.97						
				050-010-52110	Training - Meetings, Education & Trai	41.96						
Exp Reimb 11-2018	ACWA Fall Conference Expense Reimburse	11/30/2018		405758	12/10/2018	321.59	0.00	0.00	0.00	321.59	321.59	
ACWA Fall Conference Ex	0.00	0.00	321.59	010-010-52110	Training - Meetings, Education & Trai	160.80						
				050-010-52110	Training - Meetings, Education & Trai	160.79						
Exp Reimb 12-2018	Mileage Reimbursement Various Meetings 1	12/26/2018		405803	1/15/2019	19.62	0.00	0.00	0.00	19.62	0.00	
Mileage Reimbursement	0.00	0.00	19.62	010-010-52110	Training - Meetings, Education & Trai	9.81						
				050-010-52110	Training - Meetings, Education & Trai	9.81						
Vendors: (4)						Total 01 - Vendor Set 01:	3,335.00	0.00	0.00	0.00	3,335.00	3,315.38
Vendors: (4)						Report Total:	3,335.00	0.00	0.00	0.00	3,335.00	3,315.38



Payroll Set: 01-San Juan Water District

Employee Number	Employee Name	Pay Code	# of Payments	Units	Pay Amount
0690	Costa,Ted	Reg - Regular Hours	6	24.00	3,000.00
			0690 - Costa Total:	24.00	3,000.00
1028	Hanneman,Martin W	Reg - Regular Hours	6	25.00	3,125.00
			1028 - Hanneman Total:	25.00	3,125.00
0670	Miller,Ken	Reg - Regular Hours	6	23.00	2,875.00
			0670 - Miller Total:	23.00	2,875.00
1003	Rich,Daniel T	Reg - Regular Hours	6	17.00	2,125.00
			1003 - Rich Total:	17.00	2,125.00
0650	Tobin,Pamela	Reg - Regular Hours	6	42.00	5,250.00
			0650 - Tobin Total:	42.00	5,250.00
			Report Total:	131.00	16,375.00



Payroll Set: 01-San Juan Water District

<u>Account</u>	<u>Account Description</u>	<u>Units</u>	<u>Pay Amount</u>
010-010-58110	Director - Stipend	65.50	8,187.50
	010 - WHOLESALE Total:	65.50	8,187.50
050-010-58110	Director - Stipend	65.50	8,187.50
	050 - RETAIL Total:	65.50	8,187.50
	Report Total:	131.00	16,375.00



Pay Code Report

Pay Code Summary

7/1/2018 - 12/31/2018

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	30	131.00	16,375.00
		Report Total:	131.00	16,375.00

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

July - December 2018								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	7,170.93	\$ 1,568,581	7,150.66	\$ 1,566,937	(20.27)	-0.3%	\$ (1,645)	-0.1%
Citrus Heights Water District	6,317.52	\$ 1,545,656	5,458.29	\$ 1,475,938	(859.23)	-13.6%	\$ (69,718)	-4.5%
Fair Oaks Water District	4,538.18	\$ 1,111,904	3,707.44	\$ 1,044,498	(830.74)	-18.3%	\$ (67,407)	-6.1%
Orange Vale Water Co.	2,330.35	\$ 525,515	2,442.30	\$ 534,598	111.95	4.8%	\$ 9,084	1.7%
City of Folsom	699.73	\$ 154,302	675.30	\$ 152,320	(24.43)	-3.5%	\$ (1,983)	-1.3%
Granite Bay Golf Course	196.63	\$ 8,500	200.80	\$ 8,681	4.17	2.1%	\$ 180	2.1%
Sac Suburban Water District	8,400.00	\$ 1,482,516	8,376.23	\$ 1,478,321	(23.77)	-0.3%	\$ (4,195)	-0.3%
Water Transfer	3,840.00	\$ 1,536,000	3,050.02	\$ 1,220,008	(789.98)	-20.6%	\$ (315,992)	-20.6%
TOTAL	33,493.35	\$ 7,932,974	31,061.04	\$ 7,481,299	(2,432.31)	-7.3%	\$ (451,675)	-5.7%

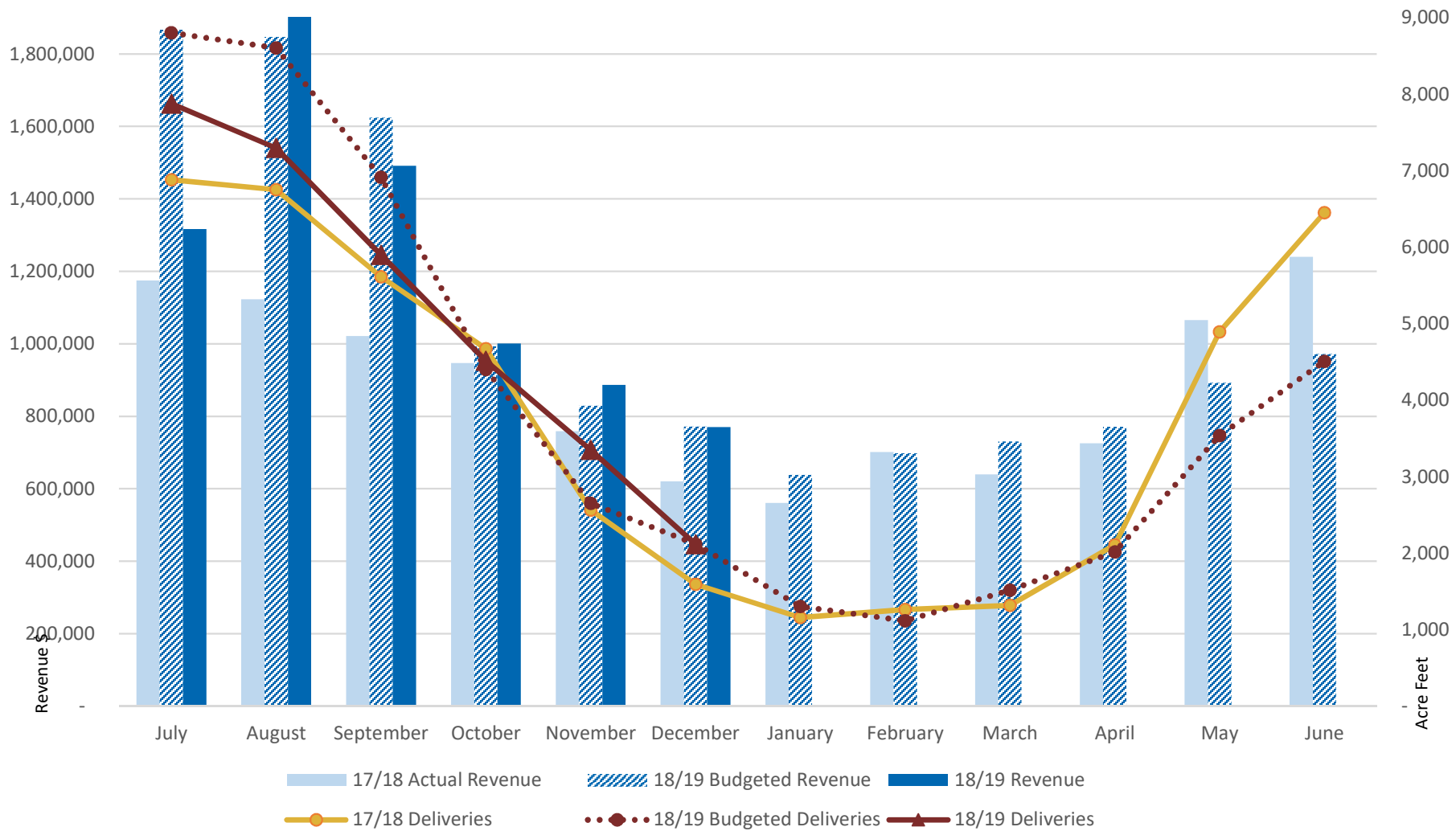
Budgeted Deliveries	33,493.35
Actual Deliveries	31,061.04
Difference	(2,432.31)
	-7.3%

Budgeted Water Sale Revenue	\$7,932,974
Actual Water Sale Revenue	\$7,481,299
Difference	\$ (451,675)
	-5.7%

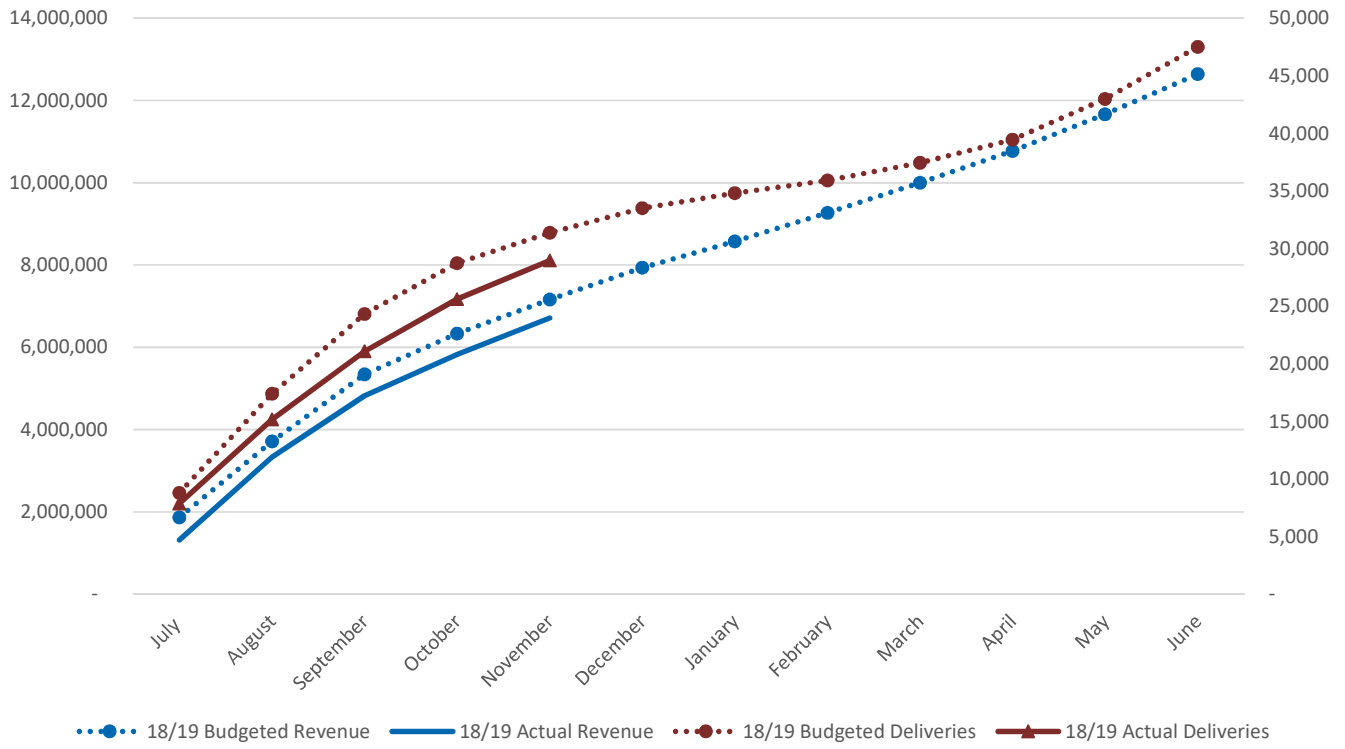
Conclusion:

With half of the year over, water deliveries are 7.3% lower than anticipated, generating revenues that are 5.7% less than budgeted for the period. But for the decrease in the acre feet transferred, the wholesale agencies and SSWD took 5.5% less than expected in the first six months of the fiscal year, resulting in revenues which are tracking fairly well with the budget, just 2.1% under budget. The decrease in revenues from the water transfer is partially offset by a decrease in the amount owed to Citrus Heights and Fair Oaks for groundwater, which is not factored into this analysis.

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



Cumulative Water Deliveries and Revenues FY 2017-18



BARTKIEWICZ, KRONICK & SHANAHAN

RICHARD P. SHANAHAN
ALAN B. LILLY
RYAN S. BEZERRA
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Retired
PAUL M. BARTKIEWICZ
STEPHEN A. KRONICK

December 19, 2018

Mr. Paul Helliker
General Manager
San Juan Water District
P.O. Box 2157
Granite Bay, CA 95746-2157

Re: Legal Services Fees for 2019

Dear Paul:

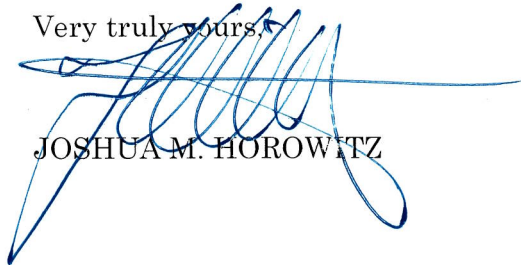
In accordance with our legal services agreement, this letter provides notice to the District concerning our 2019 billing rates for legal services. For 2019, we are proposing to increase our hourly rates by \$5 per hour for legal services provided to the San Juan Water District. The new billing rates, effective January 1, 2019 will be:

Shareholder I:	\$305
Shareholder II:	\$260
Associate I:	\$215
Associate II:	\$195

Our proposed fee increase represents a 1.7% increase in our existing Shareholder I rate. This increase is necessary to keep pace with the rising costs for medical and other insurance premiums, supplies, and other business costs. We will continue to make our best efforts to control costs so that we are able to provide the highest quality legal services to the District at the most reasonable rates possible.

Thank you for the opportunity to serve the District's needs for legal services. Please contact me if you have any questions concerning this letter.

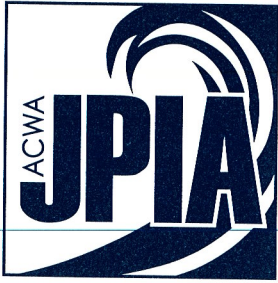
Very truly yours,



JOSHUA M. HOROWITZ

JMH:tmo

AGENDA ITEM VI-1.2



YOUR BEST PROTECTION

January 10, 2019

ACWA JPIA

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

phone
916.786.5742
800.231.5742

direct line
916.774.7050
800.535.7899

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916.774.7040

claims fax
916.786.0209

www.acwajpia.com

President

E.G. "Jerry" Gladbach

Vice President

Tom Cuquet

Chief Executive Officer

Walter "Andy" Sells

Executive Committee

Tom Cuquet

David Drake

E.G. "Jerry" Gladbach

David T. Hodgkin

W.D. "Bill" Knutson

Steven LaMar

Melody A. McDonald

J. Bruce Rupp

Kathleen Tiegs

San Juan Water District (S033)
Paul Helliker
P.O. Box 2157
Granite Bay, CA 95746-2157

Dear Paul:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present San Juan Water District (S033) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2019.

Sincerely,

A handwritten signature in cursive script that reads "Jerry Gladbach".

E.G. "Jerry" Gladbach
President

Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award

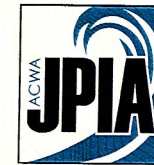
*The President of the
ACWA JPIA
hereby gives Special Recognition to*

San Juan Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Liability Program for the period 10/01/2014 - 09/30/2017
announced at the Board of Directors' Meeting in San Diego.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



November 26, 2018

President's Special Recognition Award

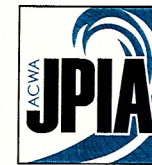
*The President of the
ACWA JPIA
hereby gives Special Recognition to*

San Juan Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 04/01/2014 - 03/31/2017
announced at the Board of Directors' Meeting in San Diego.*

E. G. "Jerry" Gladbach

E. G. "Jerry" Gladbach, President



November 26, 2018

STAFF REPORT

To: Board of Directors
From: Lisa Brown, Customer Service Manager
Date: January 23, 2019
Subject: 2019 Fees, Charges and Deposits

RECOMMENDED ACTION

This report is for information only.

BACKGROUND

On January 25, 2017, the Board approved Resolution 17-02 that authorized the General Manager to update the Schedule of fees, charges and deposits (Schedule) at least annually to reflect actual costs including fully burdened labor costs. Fees and charges not based on labor may be adjusted using actual costs, if known, or the most recent November Consumer Price Index for Western Cities. The Resolution also stated that each January staff will provide the Board the updated Schedule as an informational item.

The Schedule has been updated for 2019 using current fully burdened labor costs, actual equipment costs based on recent invoices and, when actual costs were not available, the November Consumer Price Index of 3.3%.

The Capital Facilities Fees became effective January 1, 2019, and have been provided to the Wholesale agencies for use. The remaining Schedule became effective January 1, 2019.

CAPITAL FACILITIES FEES EFFECTIVE 1/1/2019

The capital facilities fees for a connection to the District water distribution system shall be determined in accordance with the following table and shall be adjusted annually based on the specified U.S. Bureau of Labor Statistics Consumer Price Index. The capital facilities fee will be charged for all new connections to the District water distribution system.

Meter Size	Retail Capital Facilities Fee	Wholesale Capital Facilities Fee	Combined Capital Facilities Fee
3/4-inch	\$ 15,726	\$ 426	\$ 16,152
Up to 1-inch	\$ 15,726	\$ 709	\$ 16,435
1 1/2-inch	\$ 31,452	\$ 1,419	\$ 32,871
2-inch	\$ 50,323	\$ 2,270	\$ 52,593
3-inch	\$ 100,648	\$ 4,537	\$ 105,185
4-inch	\$ 156,191	\$ 7,092	\$ 163,283
6-inch	\$ 314,525	\$ 17,726	\$ 332,251
8-inch	\$ 566,157	\$ 25,527	\$ 591,684
10-inch	\$ 912,141	\$ 41,127	\$ 953,268
12-inch	\$ 1,352,485	\$ 60,982	\$ 1,413,467

Alternative Retail Capital Facilities Fees

Capital Facilities Fee \$ 12,687/AF

The alternative retail capital facilities fee applies to only those customers who were allowed to pay capital facilities fees in 0.25 acre increments and entered into an Acreage Agreement. The rate assumes 3 acre feet per year per acre which is typical residential water consumption.

FEES, CHARGES, AND DEPOSITS EFFECTIVE 1/01/19

INSPECTION FEE

A \$655 inspection fee will be charged for each new residential connection or commercial connection requiring a one-inch meter, including the cost for the one-inch radio-read meter. Connections requiring a meter larger than one-inch will be charged a \$220 inspection fee, with the customer providing their own meter per District specifications.

RE-INSPECTION FEE

For new residential or commercial connections that require more than two standard inspections, a \$90 re-inspection fee will be charged for each additional inspection.

LATE FEE

A late fee of \$20 is added to accounts upon creation of a 48-hour door hanger notification of impending shut off for non-payment of water bill or other unpaid charges or fees associated with customer's property. When a door hanger cannot be delivered, a late fee will be added to accounts upon contact with the customer by phone or mail.

DISCONNECTION FEE

A disconnection fee of \$65 will be added to accounts where personnel has been dispatched to disconnect service or where service has been shut off, whether for non-payment of water bill or on customer request that service be discontinued.

AFTER-HOURS RECONNECTION FEE

A reconnection fee of \$195 will be added to accounts where service has been shut off, whether for non-payment of water bill or on customer request that service be discontinued, when reconnection is made after normal business hours.

RETURNED CHECK FEE

The returned check fee is \$35.00.

UNAUTHORIZED CONNECTION FEE

An unauthorized connection fee of \$250.00 will be charged for each unauthorized connection to a private or District pipeline or water system ancillary. If water facilities are damaged, the violator and/or property owner will be charged time and materials for the cost of repair.

LOCK REPLACEMENT FEE

A lock replacement fee of \$21 will be added to an account if an installed meter or service lock is damaged or removed.

METER SERVICE BOX CLEARING FEE

A charge of \$60 per hour (with a \$60 minimum fee) shall be charged to a customer's water account when the District must clear a customer's water meter service box of landscape material and/or debris if work had not been completed by the customer within a specified time period.

CHANGE OF SERVICE GRADE FEE

A change of service grade fee will be on a time and material basis. The District will provide the customer with an estimate of the total costs. The customer must provide a deposit in the amount of the estimate for the work to be performed on a time and material basis prior to any work being performed.

CHANGE OF SERVICE SIZE FEE

In addition to capital facilities and other fees that may be due, a change of service size, if approved, will be on a time and material basis. The District will provide the customer with an estimate of the total costs. The customer must pay any additional capital facilities fees plus provide a deposit in the amount of the estimate for the work to be performed on a time and material basis prior to any work being performed.

RELOCATE SERVICE FEE

The fee to relocate a service will be on a time and material basis. The District will provide the customer with an estimate of the total costs. The customer must provide a deposit in the amount of the estimate for the work to be performed on a time and material basis prior to any work being performed.

TAPPING FEE

The fee for a new tap will be on a time and material basis. The District will provide the customer with an estimate of the total costs. The customer must provide a deposit in the amount of the estimate for the work to be performed on a time and material basis prior to any work being performed.

METER TESTING FEE

Upon Customer request to test their meter, the customer must provide a deposit in the amount of \$160 to cover the cost of testing their meter. The deposit will be returned if the meter is found to register more than three percent error.

HYDRANT METER PERMIT AND RENTAL FEE

The fee for hydrant meter rental is \$6.00 per day. The hydrant permit fee is \$70 with water use billed at the current commercial metered consumption rate.

HYDRANT METER DEPOSIT

The deposit for a standard-sized hydrant meter with backflow prevention assembly is \$2,085.00 with the amount refunded according to Section 12000.03.2.E. The District will determine if special circumstances warrant the use of a smaller meter. The deposit for less than 2-inch hydrant meter with connector is \$1,260.00, with the amount refunded according to Section 12000.03.2.E.

CONSTRUCTION WATER - UNMETERED

Unmetered construction water will be charged a \$70 permit fee, with water use billed at the current commercial metered consumption rate, with a minimum charge of \$25.

To obtain a truckload permit, customers shall apply at the District office and pay a deposit based upon the expected duration of the job:

Duration	Deposit
1-2 weeks	\$150.00
3-4 weeks	\$250.00
5-6 weeks	\$500.00

WATER CONSERVATION PROGRESSIVE RECONNECT FEE

The water conservation reconnect fee shall be progressive by violation (failure to correct or eliminate water waste condition) as follows:

1 st Reconnect Fee	-	\$ 80.00
2 nd Reconnect Fee	-	\$160.00
3 rd Reconnect Fee	-	\$320.00
4 th Reconnect Fee	-	\$650.00

CROSS CONNECTION RETESTING FEE

There is no charge for initial cross connection testing performed during normal business hours. When a testing is required to be conducted after hours, a fee of \$225 will be added to the customer’s account. A cross connection retesting fee of \$85 will be added to the customer’s account where retesting is required during normal working hours due to a failed test.

DOCUMENT COPYING FEE

The fee for copies of documents shall be \$0.25 per page payable in advance.

ENGINEERING SERVICES FEES, CHARGES, AND DEPOSITS

The following fees and charges are for use when a fixed-rate or fee-based-rate is applicable to a given project. For non-fixed-rate (typically larger) projects the District may instead calculate specific project-related fees and charges in lieu of the following. The District reserves the right to review and modify the applicability and reasonableness of fees and charges.

FLOW/PRESSURE ANALYSIS FEE (NOTE 1)

A minimum flow and pressure analysis fee of \$450 (per each analysis) will be charged when receiving a request from a customer, developer, designer, engineering firm, or other interested party, asking for the available flow and/or pressure at a given location within the District's Retail Service Area distribution system. This fee recovers the cost of labor and materials associated with performing such tasks as system operational and as-built document and facilities research, hydraulic calculations, hydraulic modeling, and preparing summary letters and reports.

HYDRANT FLOW TEST FEE (NOTE 1)

A minimum hydrant flow test fee of \$545 (per hydrant, per test) will be charged when receiving a request from a customer, developer, designer, engineering firm, or other interested party, asking for the available flow at a given existing hydrant location within the District's distribution system. Hydrant flow testing may be performed as an option when modeling or other analysis methods are not available. This fee includes the preparation of a summary report to be provided to the requestor or a third party.

PLAN REVIEW MINIMUM FEE

A minimum plan review fee of \$440 will be charged for minimum plan review services associated with reviewing a relatively simple set of plans for conformance with the District's Design and Construction Standards and Specifications. Examples of the relatively simple types of design documents associated with this minimum fee are single residential construction, plumbing or landscaping plans. Other relatively simple types of documents that can qualify for this minimum fee will be established by the Engineering Services Manager on a case-by-case basis.

CONSTRUCTION INSPECTION MINIMUM FEE

A minimum construction inspection fee of \$380 will be charged for minimum period of construction inspection time associated with a relatively simple construction project. Examples of the relatively simple types of inspection occurrences associated with this minimum fee can include simple single service tap installations and single small fire service tap installations. Other relatively simple types of inspections that can qualify for this minimum fee will be established by the Engineering Services Manager on a case-by-case basis.

HYDROSTATIC TESTING FEE

A minimum hydrostatic testing fee of \$195 (per test) will be charged for services associated with the District's Construction Inspector, Field Operations personnel, other qualified District representative traveling to the project location to observe pressure gauges and other test equipment for conformance with the specific pressure testing requirements for the project. This fee does not include provision of any pumping and filling equipment, gauges, testing equipment or other materials or labor; this fee only includes the District's staff time associated with observation of a singular hydrostatic test and preparation of a test observation report for the project file and as needed for project approval.

BACTERIOLOGICAL TESTING FEE (NOTE 2)

A minimum bacteriological testing fee of \$240 (per test) will be charged for services associated with the District's Construction Inspector, Field Operations personnel, or other qualified District representative traveling to the project location to gather/collect a representative sample of the water contained within a pipeline or service line for the project and transport that sample to the laboratory for testing. This fee does not include provision of any sampling port/tap, testing equipment or other materials or labor; only the provision of the sample bottle, and the District's staff time associated with travel and sample collection, sample transport, laboratory analysis, and preparation of a test results report for the project file and as needed for project approval.

DEVELOPMENT PROJECT PLAN REVIEW MINIMUM DEPOSIT

When a minimum fee amount will not fully cover cost for service, a minimum deposit amount for plan and project review will be developed by the District's Engineering Department for each submitted project on a case-by-case basis.

DEVELOPMENT PROJECT CONSTRUCTION INSPECTION MINIMUM DEPOSIT

When a minimum fee amount will not fully cover cost for service, a minimum deposit amount for construction inspection will be developed by the District's Engineering Department for each submitted project on a case-by-case basis.

DEVELOPMENT PROJECT FACILITIES CONSTRUCTION/INSTALLATION MINIMUM DEPOSIT

A minimum deposit amount for the construction or installation, or repair of new or existing water system facilities to support a request for service will be developed by the District's Engineering Department and/or Field Operations Department for each submitted project on a case-by-case basis.

NOTES:

1. On January 1, 2011, the state approved Building Standards Commission adopted code for residential automatic fire sprinkler systems became effective. This state code requires new residential construction to include fire sprinkler systems and this requirement results in requests to the District for flow and pressure capacity information to be provided to regulatory entities.
2. Bacteriological testing is required under state of California water code.

The above fees and charges are established in some instances to assist developers and customers with providing documentation necessary to satisfy planning department, building department or fire department plan and design reviews as required by those jurisdictional entities for project approvals.

AGENDA ITEM VII-2

Teri Grant

From: Pam Tobin <petpyrs@surewest.net>
Sent: Monday, December 17, 2018 4:30 PM
To: Teri Grant
Cc: petpyrs@sureweste.net
Subject: Dec 5th RWA Executive Meeting

This is the Summary of the RWA Executive Meeting on Dec 5th, 2018. Please include this in my “Tobin” report for the next board meeting. Thank you.

The Executive Committee met on December 5, 2018. The agenda is available at <https://rwah2o.org/wp-content/uploads/2018/12/BoardPacket12-5-18.pdf>

The following summary of the meeting, primarily addressing items on which the EC took action, is intended to keep the broader RWA Board informed and does not represent the minutes of the meeting. If you have any questions regarding the meeting, please contact me or any of the Executive Committee members.

Agenda Item 4 – After discussing the potential involvement of additional RWA agencies in the Water Marketing Strategy activities, the EC voted unanimously to recommend approval of the MOA by the RWA Board in January.

Agenda Item 5 – Following a presentation of the audit report by Peggy VandeVooren from Gilbert Associates, Inc., the EC voted unanimously to recommend acceptance of the audit by the RWA Board in January.

Agenda Item 6 – With a few minor edits, the EC voted unanimously to recommend approval of the updated Personnel Rules, Policy 400.1 by the RWA Board in January.

Agenda Item 8 – The EC voted unanimously to recommend adoption of the schedule of RWA Board meetings for 2019, including meeting on May 2, 2019 to not conflict with the Spring ACWA Conference.

REMINDER – The next RWA Board meeting is Thursday, January 10th, 2019 at 9:00 a.m. This meeting will include election of the Executive Committee and the Chair and Vice Chair.

Pamela E. Tobin, Director
San Juan Water District
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AGENDA ITEM VII-3.1

To: San Juan Water District Board of Directors

From: Director Tobin

Re: Notes from January 17, 2019 ACWA Federal Affairs Committee Meeting

- Shutdown: No end in sight. Request made for examples from ACWA members regarding how shutdown affecting their operations, etc.
- Headwaters/Forests: A forum is being considered for Sacramento in May regarding forest management reforms to be co-hosted by CAFWA (forestry management group ACWA engaged with) and new, similar group getting underway in Colorado. NWRA likely to participate as well. Governor Newsome budget request of \$400M for forestry and fires. Governors of California, Washington and Oregon sent joint letter to President asking for doubling federal forestry management budget. Unlikely. A marker.
- Infrastructure Legislation: Bill will be moving. Trying to get water infrastructure more of a focus rather than just transportation. Seeking new and expanded low interest loan programs to be included.
- Congressman Huffman (D-Marin) new Chair looking to rename Water, Oceans and Power Subcommittee of the House Natural Resources Committee. New name would be “Water, Oceans and Wildlife Subcommittee” (WOW). Expectation is jurisdiction would not change, but up in the air at this point.
- Committee took support position on moving a bill to address Reclamation’s Indian Water Settlements Fund problem. Currently, 12% of Reclamation’s budget is going to pay these settlements, and it’s going up 2% per year.

AGENDA ITEM VIII-1

DRAFT

Public Information Committee Meeting Minutes
San Juan Water District
December 14, 2018
2:00 p.m.

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

District Staff & Consultants: Paul Helliker, General Manager
Lisa Brown, Customer Service Manager
Donna Silva, Finance Director
Teri Grant, Board Secretary/Administrative Assistant
Lucy Eidam, Lucy & Company
Meagan Luevano, Lucy & Company

Topics: Wholesale Mailer Review (W)
Other Public Information Matters
Public Comment

1. Wholesale Mailer Review (W)

Mr. Helliker informed the committee that the last wholesale mailer was sent in 2016 and is usually sent on an annual basis. In addition, the Consumer Confidence Report is mailed to both wholesale and retail customers on an annual basis. He stated that the wholesale mailer needs some minor updates but is on the agenda for the committee to review the topics, format and highlights in the mailer.

The committee reviewed the mailer and was pleased with the content and look of the mailer. The committee suggested some edits such as including contact information under each logo and including City of Folsom's logo as well.

Ms. Luevano commented that information from the wholesale mailer will be used in future e-blasts.

Mr. Helliker stated that the wholesale toolkit was sent to the wholesale customer agencies. He informed the committee that the wholesale mailer will be sent in January.

2. Other Public Information Matters

Ms. Eidam and Ms. Luevano informed the committee that the wholesale e-blast was sent to approximately 100 emails and resulted in a 44% open rate and a 15% click through rate. Lucy & Company will work with Lisa regarding resending the e-blast to our Board members and possibly to those who did not open the email. Director Tobin suggested copying the e-blast content and placing it in a regular email and resend to the email addresses that did not open the e-blast in order to save the cost of using Constant Contact.

Ms. Eidam informed the committee that the From Source to Tap infographic was prepared and is now on the District's website under the Wholesale Operations webpage. Mr. Helliker explained that this is a graphic that shows customers where their water comes from. Ms. Luevano commented that the GIFs do not work yet and their programmer is working on a solution. It was suggested that the page be linked to the first page carousel and the What's New webpage. Ms. Brown commented that she is looking into having 30-second videos added to the infographic webpage. Ms. Luevano commented that the infographic could also be sent as an e-blast.

3. Public Comment

There was no public comment.

The meeting adjourned at 2:28 pm.

**Engineering Committee Meeting Minutes
San Juan Water District
January 15, 2019
3:30 p.m.**

Committee Members: Dan Rich, Chair
Ted Costa, Director

District Staff: Tony Barela, Operations Manager
Rob Watson, Engineering Services Manager
Chris von Collenberg, IT Manager
Andrew Pierson, Senior Engineer
Teri Grant, Board Secretary/Administrative Assistant

Topics: SCADA Master Plan Project (W & R)
GIS – Status Update (W & R)
FO-40 T-main Rehab Phase III – Status Update (W)
Douglas Main Replacement Project Status Update (R)
Other Engineering Matters
Public Comment

1. SCADA Master Plan Project (W & R)

Mr. von Collenberg provided the committee with a staff report which will be attached to the meeting minutes. He informed the committee that staff determined the need for a SCADA Master Plan to be developed for the District. Therefore, he placed the item in the current budget and issued an RFP in October.

Mr. von Collenberg reported that three companies provided proposals for the project and a committee of himself, Mr. Barela, Mr. Watson and other staff reviewed the proposals. Staff all agreed that Westin Technology Solutions' proposal best fit the needs of the District. He explained that although there was one proposal at a slightly lower cost that proposal provided a template based plan for the SCADA system. Staff concurred that the Westin proposal stood out as compared to the others. Mr. Barela explained that the proposals were reviewed by staff and Westin was selected as the top proposal prior to reviewing the cost proposals.

Mr. von Collenberg informed the committee that he has had discussions with the two companies that staff are not recommending. In addition, he has discussed the project with Westin but has not talked directly with the Project Manager. Director Rich suggested that Mr. von Collenberg meet with the Project Manager prior to the January 23rd Board meeting.

Director Costa inquired what staff will do once the plan is complete. Mr. von Collenberg stated that once the plan is complete then staff will discuss next steps. Mr. Watson informed the committee that review of SCADA is a periodic project. Mr. von Collenberg informed the committee that hardware for the District is budgeted on a 5-year rotational basis.

The Engineering Committee recommends consideration of a motion to award a services contract to Westin Technology Solutions in the amount of \$250,909 for the development of a SCADA (Supervisory Control and Data Acquisition) Master Plan

2. GIS – Status Update (W & R)

Mr. Watson informed the committee that he has received feedback from the other Departments at the District regarding their interest in the GIS Improvement Project. He reported that a Needs Assessment, Conceptual Plan, and an Implementation Plan were completed in 2018. The Implementation Phase work was then put out to RFP in September 2018. HDR Engineering was selected and started work on the Implementation Plan in November 2018.

Mr. Watson informed the committee that the detailed work plan was completed on January 4th and acquisition of the software is underway. He reported that the three servers which will support the project have been set up by IT. Furthermore, the project is within budget and on schedule, with an estimated completion date of July 31, 2019.

In response to Director Rich's questions, Mr. Watson reported that when this work is complete there will be a fully functional GIS and that no more costs are anticipated. And Mr. Barela informed the committee that staffing resources for GIS and CMMS is being reviewed and will be brought back with more information at a later date.

For information only; no action requested.

3. FO-40 T-main Rehab Phase III – Status Update (W)

Mr. Pierson informed the committee that the Fair Oaks-40 T-Main Relining Project was separated into North and South Phases. He explained that the North Phase is currently being worked on from Oak Avenue to Orangevale Avenue. The South Phase covers from Orangevale Avenue to Pershing Avenue. He reported that the project consists of removing the lining, inspecting the pipeline for holes, repairing the holes then relining the pipeline.

Mr. Pierson reported that more pipe wall holes than anticipated were revealed once the old lining was removed. He explained that he discussed this with the contractor and the contractor agreed to reduce the amount to repair each hole due to the volume increase in repairs, which will help keep the project within budget. In addition, Mr. Pierson informed the committee that a detailed log of all repairs by stationing is being kept and this information will be retained in the as-built files.

Mr. Pierson informed the committee that the contractor should start installing the mortar lining to the North Phase by January 28th and then will begin work on the South Phase in February. He stated that the project is about 20% complete and within budget with an estimated completion date of May 15, 2019.

For information only; no action requested.

4. Douglas Main Replacement Project Status Update (R)

Mr. Pierson reported that the project is almost complete with the final phase (Phase IV) estimated to be completed by the end of January. He informed the committee that there is approximately 160 linear feet of pipe remaining to be installed along with 4 tie-ins. Once Phase IV is complete then paving of all phases will begin in the spring when the weather is warmer.

Mr. Pierson informed the committee that staff continuously updated the project status on the District webpages, updated the roadway notification signage, and coordinated with Placer County. In addition, staff met with affected customers as needed during the construction phase of this project. He stated that the project is now approximately 85% complete and is within budget.

For information only; no action requested.

5. Other Engineering Matters

Mr. Watson informed the committee that staff is working on state and federal financing options for the Hinkle and Kokila Liner and Cover Replacement Projects. He commented that the project is scheduled for design work soon and he will bring the information back to the committee for review. He informed the committee that the design work is scheduled for FY 2019-20 and project construction for FY 2020-21. Mr. Barela informed the committee that he will be meeting with the wholesale customer agency operation managers to discuss the project and the need to manage the water supply and distribution regionally while the project is underway.

In response to Director Rich's questions, Mr. Watson informed the committee that staff is not looking to downsize the Hinkle Reservoir and haven't decided whether to do the design work in house or outsource the work. Mr. Pierson commented that we will be talking to a couple firms regarding the design work.

Director Costa commented that the Health Department had concerns a couple of years ago with the type of liner and cover that the District utilizes for potable water storage. Mr. Watson informed the committee that the State Health Department has completed their review of membrane storage, this is no longer an issue and is an approved storage method under the current regulations.

Mr. Barela and Mr. Watson informed the committee that along with replacing the liner and cover, staff will be inspecting the gates, the concrete, the under-drain system, the monitoring system, and the baffles. Director Rich commended the Engineering staff for the amount of work that they are able to perform for the District.

6. Public Comment

There were no public comments.

The meeting was adjourned at 4:14 p.m.

**Finance Committee Meeting Minutes
San Juan Water District
January 22, 2019
4:00 p.m.**

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

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

Members of the Public: Ted Costa, CHWD Customer (SJWD Board Director)
Ingrid Shepline, Richardson & Company, LLP
Dave Chiaravalloti, Richardson & Company, LLP

1. Presentation from Richardson & Company, Certified Public Accountants – Audit Results - Fiscal Year Ending June 30, 2018

Ms. Silva introduced Ingrid Shepline and Dave Chiaravalloti from Richardson & Company, LLP, and explained that they conducted the independent audit of the District's financials for fiscal year ending June 30, 2018. Ms. Silva explained that the auditors would present their findings to the committee, similar to last year, and only to the Board if so desired by the Board.

Ms. Shepline provided the committee with their agenda, the Governance Letter, and the Management Letter. A copy of each document will be attached to the meeting minutes. In addition, staff provided the committee with the Comprehensive Annual Financial Report (CAFR). The CAFR is available online under the District's Financial Audits webpage. In addition, the CAFR will be provided to the other Board members at the January 23rd Board meeting.

Ms. Shepline reviewed the Audit Presentation Agenda and informed the committee that they issued an unmodified (clean) opinion in the Independent Auditor's Report. She explained that the District implemented GASB 75 for OPEB and explained that the District's actuary took a position on age-adjusted premiums different from other actuary positions on the topic, which resulted in a smaller liability than would otherwise be calculated. In addition, she explained that the financials are prepared on accrual basis which is different from the District's budgetary reporting which may lead to some differences in the numbers.

Director Miller suggested that the District highlight the audit results on the District's website and it was suggested that this be added to the next Public Information Committee agenda.

Ms. Shepline informed the committee that there were no material weaknesses to report regarding internal controls and that the District has complied with laws and contracts that are material to the financials.

Ms. Shepline reviewed the Governance Letter, which is a required communication, and reviewed the accounting estimates. In addition, she informed that committee that there were no audit adjustments, which is remarkable, and that there were no difficulties in performing the audit and no unusual accounting practices. Director Hanneman commended staff for this being the second year in a row that the accounting department has kept the books in order, such that no audit adjustments were necessary.

Mr. Chiaravalloti reviewed the Management Letter and informed the committee that there were no internal control weaknesses. He reviewed the two recommendations for improvements. The first recommendation was to improve various procedures and controls for customer billing/receipts. Ms. Shepline noted that the audit is for 2017-18 and the District was implementing new customer billing software for water use and has addressed these recommendations subsequent to year-end. The second recommendation was to reevaluate whether capacity fees currently collected are for future expansion and would therefore need to be recorded in a special revenue fund. Ms. Silva commented that the wholesale capital fees are being reviewed and are set to a “buy-in” methodology of the existing system. She informed the committee that the capital fees study will be brought to the Board in February. Ms. Silva explained that the consultant who is performing the capital fee analysis has recommended that the retail capital fees remain stagnant until the Retail Master Plan is completed. The Retail Master Plan is slated to occur this year.

Mr. Costa addressed the committee as a Citrus Height Water District customer and asked that the next Finance Committee meeting include “Cash” on the agenda. Director Miller instructed Ms. Silva to present a summary of the audit at the January 23rd Board meeting.

2. Review General Manager Reimbursements (W & R)

There was no reimbursement request from the General Manager.

3. Review Check Register from December 2018 (W & R)

The committee reviewed the December 2018 check register from the January 23rd Board meeting packet and found it to be in order.

4. 2019 Fees, Charges and Deposits (W & R)

Ms. Lisa Brown informed the committee that the Board passed Resolution 17-02 in 2017, which authorized the General Manager to update the Schedule of Fees, Charges and Deposits (Schedule). She provided a staff report which was included in the Board packet. She explained that, as part of the resolution, staff is required to provide the Board an annual update on the Schedule. She explained that some fees increased according to the November Consumer Price Index of 3.3%.

In response to Director Miller’s inquiry, Ms. Brown explained that staff will be reviewing the unauthorized connection fee and the hydrant meter rental fee in the future.

5. Other Finance Matters (W & R)

There were no other matters discussed.

6. Public Comment

There were no public comments.

The meeting was adjourned at 4:48 p.m.

SAN JUAN WATER DISTRICT
FINANCE COMMITTEE
AUDIT PRESENTATION AGENDA

January 22, 2019

Presentation by Richardson & Company, LLP of the results of the audit, including the following communications required by Generally Accepted Auditing Standards:

Reports issued

- Auditor's opinion
- Report on internal control and compliance
- Governance (required communications) letter
- Management letter with recommendations

Independent auditor's report

- Unmodified (clean) opinion
- Financials are management's responsibility
- Reference to implementation of GASB 75 for OPEB (\$3.6 million reduction—page 37)
- Reference to Note J, difference opinion among actuaries
- Financials prepared on accrual basis, different from budgetary reporting

Financial Highlights

- Unrestricted net position of \$18 million (page 12)
- Water sales increased \$2.8 million, expenses down \$3.7 million, resulting in net income of \$4.5 million (page 13)
- Breakdown of reserves in Note H, including \$13 million of capital reserves (page 29)
- Pension liability decreased to \$4.8 million, after a \$4.1 million payment toward unfunded liability, offset by increase due to change in discount rate (pages 30 to 33)
- Full OPEB liability now reflected, increased by \$4.2 million (pages 33 to 35)

Internal Control and Compliance report (CAFR pages 75 to 76)

- No weaknesses in internal control
- Complied with laws, contracts material to financials

Governance letter

- Accounting estimates
 - Depreciable lives and methods used to depreciate cap assets
 - Pension and OPEB liabilities
 - Pension liability of \$4.8 million, based on 2017 valuation
 - Full OPEB liability now recorded of \$4.3 million based on actuarial valuation

Audit adjustments

- No adjustments as a result of our audit
- Accounting records are clean
- No difficulties in performing the audit and no unusual accounting practices

Management letter

- No internal control weaknesses
- Areas for improvement identified
 - Recommendations to improve procedures and controls for customer billing/receipts
 - Reevaluate whether capacity fees currently collected are for future expansion



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GOVERNANCE LETTER

To the Board of Directors
San Juan Water District
Granite Bay, California

We have audited the financial statements of the San Juan Water District (the District) for the year ended June 30, 2018, and have issued our report thereon dated December 12, 2018. Professional standards require that we provide you with the information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards (GAAS)

As stated in our engagement letter dated April 28, 2017, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. No internal control weaknesses were noted as a result of our audit.

We performed the audit according to the planned scope previously communicated to you in our engagement letter dated April 28, 2017.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note A to the financial statements. The District adopted Governmental Accounting Standards Board (GASB) Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions as of July 1, 2017, which resulted in the District recording a restatement of beginning net position at July 1, 2017 to increase the other postemployment benefit (OPEB) liability related to health benefits provided to retirees as discussed in Note N of the financial statements. Implementation of GASB No. 75 resulted in an increase in the OPEB liability of \$4,182,721 as of July 1, 2017. Additional required disclosures under GASB Statement No. 75 were also added to Note J to the financial statements due to the adoption of this Statement. No other new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transaction entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were: depreciable lives and method used to depreciate capital assets and the accruals for postemployment and pension benefits. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The accrual for postemployment and pension benefits was determined by actuarial valuations, which are required to be performed by a District-contracted actuarial every two years for postemployment benefits and by CalPERS every year for pension benefits.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the following:

- Information on the District's pension plan, including the District's share of the unfunded pension liability, is shown in Note I. The District's share of the unfunded pension liability at June 30, 2017, the most recent measurement date, was \$4,801,816, which is reflected as a liability in the District's financial statements as of June 30, 2018. As a result of the changes in the net pension liability and related deferred inflows and outflows, the District's pension expense is \$1,239,721 primarily because of the Plan's difference between projected and actual investment earnings on pension investments.
- The postemployment benefit (OPEB) disclosure in Note J shows that the District's share of the unfunded OPEB liability at June 30, 2017, the most recent measurement date, was \$4,303,424 which is reflected as a liability in the District's financial statements as of June 30, 2018. As a result of the recording of the net OPEB liability and related deferred inflows and outflows, the District's OPEB expense is \$364,236, primarily to record changes in the net OPEB liability and deferred outflows and inflows. In calculating the District's OPEB liability, the District's actuary did not include age-adjusted healthcare premiums in the computation of the net OPEB liability. Many other actuaries consider it necessary under actuarial standards to use age-adjusted premiums in the computation of the OPEB liability. Had age-adjusted premiums been used, the District's OPEB liability would have been significantly larger. This is an apparent lack of consensus in the industry that was disclosed in Note J to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No adjustments were noted as a result of our audit.

Disagreements With Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 12, 2018.

Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants, other than consultation with another firm regarding the accounting for various agreements and contracts.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to required supplementary information (RSI) as reported in the table of contents of the financial statements that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on separate wholesale and retail financial statements listed in the table of contents, which accompany the financial statements but are not RSI. Such information has not been

subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide an assurance on it.

We were engaged to report on the introductory and statistical sections, which accompany the financial statements but are not Required Supplementary Information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Richardson & Company, LLP

December 12, 2018



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MANAGEMENT LETTER

To the Board of Directors and Management
San Juan Water District
Granite Bay, California

In planning and performing our audit of the financial statements of the San Juan Water District (the District) as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given those limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

However, during our prior year audit, we became aware of the following matters that have been included in this letter for your consideration:

Cash Receipts/Billings

In an optimal internal control environment, certain processes should be adequately segregated to prevent a misstatement of financial information. This is accomplished when no single person can initiate, record and control distribution of a single transaction. In some instances, the personnel constraints of the organization does not always allow for ideal segregation of duties. During the course of our prior year audit, we noted the following areas where retail water billing and cash receipts processes can be improved. The District updated its billing and payment system and processes during fiscal year 2017/18, but not until late in the fiscal year or after the end of the fiscal year. As a result, most of these items have been addressed, but after the period under audit.

- Among the duties that should be segregated are the processing of payment and making adjustments or changes to customer bills or customer accounts. During the year under audit, the Customer Service Manager was able to process payments and make adjustments to customer accounts, but the Customer Service Manager duties were subsequently changed to only review adjustments.
- The Customer Service Manager should not make adjustments to cash receipt batches without approval by someone that does not have access to make changes to customer accounts. Procedures were changed after the fiscal year-end whereby the Finance Director now approves the cash receipt batches.
- During the year under audit, billing adjustments and adjustments to customer accounts performed by the Customer Service Manager were not being reviewed. Billing adjustments are now being performed by the customer service representatives and are reviewed by the Customer Service Manager, who does not have access to input adjustments.
- Customer service representatives should have sole access to the cash drawer and should be reconciled each day by a non-customer service employee.
- The Finance Department should be involved in the review process related to retail water sales, such as reviewing the billing registers for reasonableness to ensure they are complete. The Finance Department should also be reviewing the delinquency reports to ensure timely follow-up is being made on delinquent accounts. This item has been subsequently resolved since the Customer Service Manager now reports to the Finance Director and performs more of a review function.

Capacity Fees

Currently the capacity fees collected under Government Code Section 66013(d) and (e) are assumed to be applied against capital costs incurred in prior years. However, this approach is based on a 2007 study. The District is in the process of re-evaluating this approach and update the study to determine whether the capacity fees collected need to be held in a restricted account for future facility expansion.

* * * * *

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us during the course of the examination. This communication is intended solely for the information and use of management, the Board of Directors, and others within the organization, and is not intended to be, and should not be, used by anyone other than the specified parties.

Richardson & Company, LLP

December 12, 2018

**Personnel Committee Meeting
San Juan Water District
December 7, 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

Topics: Other Personnel Matters (W & R)
Public Comment (W & R)
Closed Session
Open Session

1. Other Personnel Matters

Mr. Helliker informed the committee that the current budget includes a compensation study which will be discussed with the committee and the Board early in 2019. He suggested that the Board decide which agencies to use for the comparison and the process for the study. He also recommends that the study be focused on compensation comparison information, and leave any discussion of a target compensation level to subsequent deliberation.

In response to Director Hanneman's comment regarding Sacramento Suburban Water District's recent compensation study, Mr. Helliker informed the committee that he will respond to any media inquiries that we might receive, but that he doesn't anticipate that there will be many, given that the information from the SSWD study has been available to the public for a few months. Mr. Helliker commented that the 2015 SJWD compensation study showed that San Juan's compensation level was above the median, but not at the top of the list of agencies compared.

2. Public Comment

There were no public comments

3. Closed Session

Public employee performance evaluation involving the General Manager; Government Code sections 54954.5(e) and 54957(b)(1)

4. Public Comment

There was no report from the Closed Session.

The meeting was adjourned at 9:21 a.m.