

**SAN JUAN WATER DISTRICT
BOARD MEETING AGENDA
9935 Auburn Folsom Road
Granite Bay, CA 95746**

**April 28, 2021
6:00 p.m.**

This Board meeting will be conducted both in-person at the District's Boardroom at the address above, and via videoconference. Due to State guidelines on physical distancing in public gatherings, the Boardroom can accommodate a maximum of 10 members of the public at one time. The District recommends that members of the public participate in Board meetings via videoconference per the instructions below. Persons who do plan to attend the meeting in person are urged to contact the Board Secretary prior to the meeting. The contact information for the Board Secretary is:

**Teri Grant
(916) 791-6905
tgrant@sjwd.org**

To attend via videoconference, please use the following link:

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

<https://global.gotomeeting.com/join/527405941>

This meeting is locked with a password: SJWD2021

You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 527-405-941

Please mute your line.

Whether attending via videoconference or in person, the public is invited to listen, observe, and provide comments during the meeting. The Board President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

*****Important Notice: For any meetings that include a closed session, the videoconference will be terminated when the Board adjourns into closed session. Members of the public who would like to receive the report out from closed session and time of adjournment from closed session into open session and adjournment of the meeting should provide a valid email address to the District's Board Secretary, Teri Grant, at: tgrant@sjwd.org, before or during the meeting. No other business will be conducted after the Board adjourns from closed session into open session. Promptly after the meeting, the Secretary will email the written report to all persons timely requesting this information.**

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

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

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

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting, please call Teri Grant, Board Secretary, at 916-791-0115, or email Ms. Grant at tgrant@sjwd.org.

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

I. ROLL CALL

II. PUBLIC FORUM AND COMMENTS

This is the opportunity for members of the public to comment on any item(s) that do not appear on the agenda. During the Public Forum, the Board may ask District staff for clarification, refer the matter to District staff or ask District staff to report back at a future meeting. The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determination to add the matter to the agenda.

III. CONSENT CALENDAR

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

1. Amended Minutes of the Board of Directors Meeting, January 27, 2021 (W & R)
Recommendation: Approve amended minutes
2. Minutes of the Board of Directors Meeting, February 24, 2021 (W & R)
Recommendation: Approve draft minutes
3. Minutes of the Board of Directors Special Meeting, March 19, 2021 (W & R)
Recommendation: Approve draft minutes
4. Minutes of the Board of Directors Meeting, March 24, 2021 (W & R)
Recommendation: Approve draft minutes
5. Minutes of the Board of Directors Special Meeting, April 7, 2021 (W & R)
Recommendation: Approve draft minutes

IV. OLD BUSINESS

1. Supplemental Payment to Unfunded Pension Liability (W & R)
Action: Approve supplemental payment
2. 2021 Hydrology and Operations Update (W & R)
Information
3. FY 2020-21 Operations Plan Report Card (W & R)
Review 3rd Quarter Progress

V. NEW BUSINESS

1. FY2021-22 Budget Assumptions (W & R)
Discussion
2. Surface Water Supply and Water Shortage Contingency Plan (W)
Action: Approve the proposed Surface Water Supply and Water Shortage Contingency Plan

VI. INFORMATION ITEMS

1. General Manager's Report
 - 1.1 General Manager's Monthly Report (W & R)
Staff Report on District Operations
 - 1.2 Miscellaneous District Issues and Correspondence

2. Director of Finance's Report
 - 2.1 Miscellaneous District Issues and Correspondence
3. Operation Manager's Report
 - 3.1 Miscellaneous District Issues and Correspondence
4. Engineering Services Manager's Report
 - 4.1 Miscellaneous District Issues and Correspondence
5. Legal Counsel's Report
 - 5.1 Legal Matters

VII. DIRECTORS' REPORTS

1. SGA – T. Costa
2. RWA – D. Rich
3. ACWA
 - 3.1 ACWA – P. Tobin
 - 3.2 JPIA – P. Tobin
 - 3.3 Energy Committee – T. Costa
4. CVP Water Association – T. Costa
5. Other Reports, Correspondence, Comments, Ideas and Suggestions

VIII. COMMITTEE MEETINGS

1. Legal Affairs Committee – March 31, 2021
2. Personnel Committee – April 5, 2021
3. Finance Committee – April 27, 2021

IX. UPCOMING EVENTS

1. 2021 ACWA Spring Conference
May 12-13, 2021
Virtual

President Tobin to call for Closed Session

X. CLOSED SESSION

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

XI. OPEN SESSION

Report from Closed Session

XII. ADJOURN

UPCOMING MEETING DATES

May 26, 2021

June 23, 2021

I declare under penalty of perjury that the foregoing agenda for the April 28, 2021 regular meeting of the Board of Directors of San Juan Water District was posted by April 23, 2021, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and on the District's website at sjwd.org, and was freely accessible to the public.

Teri Grant, Board Secretary

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes
January 27, 2021 – 6:00 p.m.

Conducted via Videoconference & In-Person

BOARD OF DIRECTORS

Pam Tobin	President via videoconference
Ken Miller	Vice President
Ted Costa	Director via videoconference
Marty Hanneman	Director via videoconference
Dan Rich	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
Adam Larsen	Field Services Manager
Andrew Pierson	Engineering Services Manager
Greg Turner	Water Treatment Manager
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Jennifer Buckman	Legal Counsel

OTHER ATTENDEES

Joanna Gin	Legal Counsel, Citrus Heights Water District
Dane Wadle	CSDA
Amber Beckler	Customer
Alan Driscoll	Forsgren Associates, Inc.

AGENDA ITEMS

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

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

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present in-person: Ken Miller and Dan Rich. The following directors were present via teleconference: Ted Costa, Marty Hanneman and Pam Tobin.

II. PUBLIC FORUM

Mr. Dane Wadle, CSDA representative, addressed the Board and provided an update on CSDA activities.

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 16, 2020 (W & R)**
Recommendation: Approve draft minutes
- 2. Wholesale Water Rate Fee Schedule Revision (W)**
Recommendation: Approve revisions to the Wholesale Water Rate Fee Schedule, effective January 1, 2021, to change the allocation of the fixed service charge
- 3. Rates, Fees, Charges and Deposits – User Fee Revisions and Additions (W & R)**
Recommendation: Approve revisions to specific user fees to reflect increased costs and approve new equipment use charges

Director Hanneman moved to approve the Consent Calendar. Director Rich seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin
Noes: None
Absent: None

IV. OLD BUSINESS

1. FY 2020-21 Operations Plan Report Card (W & R)

GM Helliker reviewed the 2nd quarter progress on the Operations Plan Report Card. He provided updates on the items which are delayed.

2. Hinkle Reservoir Update (W & R)

Mr. Barela provided a brief presentation on the Hinkle Reservoir Project, a copy of the presentation will be attached to the meeting minutes. He reviewed the completed operational project components, explained the operational response

testing and the functional testing. He reviewed the improvements and challenges that staff are working through.

Mr. Andrew Pierson continued the presentation and reported that staff has returned the 95% design plans and specifications to the consultant. He explained that once the 100% package is received then there may be some contractual changes and the bid documents should be available in March. In addition, he reported that the SFR loan technical package was submitted. In response to Director Rich's question, Ms. Silva explained that there are wholesale reserves which could cover funding before the SRF loan is in place and there is no issue with entering into a contract prior to the SRF loan being in place. Mr. Pierson explained that SRF informed the District that the loan would reimburse the District for funds dispersed prior to securing the loan.

V. NEW BUSINESS

1. 2021 Committee Assignments (W & R)

President Tobin informed the Board that she made the 2021 committee assignments which were included in the Board packet. The Board discussed the external assignments and Carmichael Water District's potential appointment of Mr. Zlotnick to the Carmichael Water District Board of Directors. Legal Counsel Buckman explained that she will do some research to determine if there is any incompatibility of offices in the role of Mr. Zlotnick representing SJWD at RWA should he receive the appointment.

Director Hanneman moved to approve the external committee assignments for RWA and SGA.

Director Hanneman amended his motion to only include RWA. President Tobin seconded the motion.

Director Rich moved to make a substitute motion to have the RWA representatives be Dan Rich and Greg Zlotnick with Ted Costa as the alternate representative. Director Miller seconded the motion.

In response to Director Costa's comment and question, Legal Counsel Buckman explained that the committee assignments are at the pleasure of the Board President with the exception of RWA and SGA. She stated that the current motion is a request for a substitute motion to be accepted by the Board and if accepted then the substitute motion is presented and voted on.

The substitute motion request carried with the following roll call vote:

Ayes: Directors Costa, Miller, Rich and Tobin

Noes: Hanneman

Absent: None

Director Rich moved to have the RWA representatives be Dan Rich and Greg Zlotnick with Ted Costa as the alternate representative. Director Miller seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Miller, Rich and Tobin

Noes: Hanneman

Absent: None

Director Costa suggested that President Tobin and Dan Rich discuss the RWA assignment. President Tobin informed the Board that she had asked Amber Beckler to serve as a public member to the Water Forum. Ms. Beckler addressed the Board and provided some background information about herself.

2. New Warren Act Contract (Interim) (W)

Mr. Zlotnick informed the Board that the Warren Act contract expires at the end of February and he has been working with Reclamation to negotiate a new contract. He provided a staff report which will be attached to the meeting minutes. He explained that Reclamation can only do a 5-year (interim) contract at this time and the contract is substantially the same as the existing long-term contract.

Director Miller moved to authorize President Tobin to sign final version of proposed new 5-Year Warren Act Contract with the United States Bureau of Reclamation, upon recommendation of the General Manager and District Counsel, if it is materially the same as the draft contract. Director Rich seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin

Noes: None

Absent: None

3. Facilitation (W)

President Tobin informed the Board that she would like to have the Board hold a facilitated workshop to assess the Board needs, Board efficiency and building internal/external relationships. The Board discussed the matter and President Tobin will bring back more information to a future meeting for the Board to review and discuss.

4. ACWA News and the Region (W)

President Tobin requested that the Board have discussion on increasing regional visibility and outreach. GM Helliker provided a written report which will be attached to the meeting minutes. He explained that some of the southern California water agencies have dedicated staff who provide ACWA with news articles; however, he will work to encourage more news be submitted to ACWA.

VI. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

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

1.2 Miscellaneous District Issues and Correspondence

GM Helliker provided a hydrology report on current conditions. He pointed out that the Sacramento Valley region is trending toward the 2014 precipitation numbers with 10.7 inches as of this morning. He reminded the Board that the District spent a lot of time working on the drought issues in 2014-15. He reviewed comparisons from that drought period to current levels including storage levels at Folsom Reservoir, releases, Reclamation's forecasts, temporary urgency change orders, and conservation regulations. He informed the Board that conversations with Reclamation and region leaders regarding possible drought issues this year has started.

GM Helliker reported that he initiated a meeting with the wholesale customer agencies regarding the water supply agreements.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

Ms. Silva reported that all financial information that Citrus Heights and Fair Oaks Water Districts requested has been provided and she is available for any questions that they may have.

Ms. Silva reported that the contract for the Retail Financial Plan was signed with Hildebrand Consulting.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

No report.

4. ENGINEERING SERVICES MANAGER'S REPORT

4.1 Miscellaneous District Issues and Correspondence

No report.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

No report.

VII. DIRECTORS' REPORTS

1. SGA

Director Costa reported that SGA is looking into working with agencies south of the river. He also mentioned that they are discussing governance with managing the groundwater basin.

2. RWA

Director Rich reported that the Executive Committee met this morning and they are working on their strategic plan. President Tobin announced the RWA award recipients for 2020. GM Helliker reported that RWA hired Michelle Banonis as the Manager of Strategic Affairs. GM Helliker reported that he will be signing the Major Projects Program agreement with RWA.

3. ACWA

3.1 ACWA - Pam Tobin

President Tobin provided a written report on ACWA activities which will be attached to the meeting minutes.

3.2 JPIA - Pam Tobin

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

3.3 Energy Committee - Ted Costa

Director Costa reported that the Energy Committee meets on February 24th.

4. CVP WATER ASSOCIATION

Director Costa reported that CVP Water Association hired a new Executive Director and they are in the process of revising their Bylaws regarding election of Board of Directors.

5. OTHER REPORTS, CORRESPONDENCE, COMMENTS, IDEAS AND SUGGESTIONS

Director Miller commended the Public Information team, especially Lisa Brown, regarding the notification to the retail customers regarding the flushing of water lines - the communication piece was very well done.

VIII. COMMITTEE MEETINGS

1. Finance Committee – January 26, 2021

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

IX. UPCOMING EVENTS

- 1. ACWA DC2021 Conference**
February 24, 2021
Virtual
- 2. 2021 ACWA Legislative Symposium**
March 11, 2021
Virtual
- 3. 2021 ACWA Spring Conference**
May 12-13, 2021
Virtual

At 8:00 p.m., President Tobin announced that the public videoconference would be terminated and that the Board was adjourning to Closed Session.

X. CLOSED SESSION

1. Conference with District Counsel regarding significant exposure to litigation pursuant to Gov. Code § 54956.9(b): up to 4 potential matters
2. Conference with District Counsel regarding potential initiation of litigation pursuant to Gov. Code § 54956.9(c): 1 potential matter before State Water Resources Control Board acting in its quasi-adjudicatory capacity
3. Conference with District Counsel regarding anticipated litigation pursuant to Gov. Code § 54956.9(c): 1 potential matter

XI. OPEN SESSION

The Board approved the Common Interest Agreement.

XII. ADJOURN

The meeting was adjourned at 9:00 p.m.

ATTEST:

PAMELA TOBIN, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

testing and the functional testing. He reviewed the improvements and challenges that staff are working through.

Mr. Andrew Pierson continued the presentation and reported that staff has returned the 95% design plans and specifications to the consultant. He explained that once the 100% package is received then there may be some contractual changes and the bid documents should be available in March. In addition, he reported that the SFR loan technical package was submitted. In response to Director Rich's question, Ms. Silva explained that there are wholesale reserves which could cover funding before the SRF loan is in place and there is no issue with entering into a contract prior to the SRF loan being in place. Mr. Pierson explained that SRF informed the District that the loan would reimburse the District for funds dispersed prior to securing the loan.

V. NEW BUSINESS

1. 2021 Committee Assignments (W & R)

President Tobin informed the Board that she made the 2021 committee assignments which were included in the Board packet. The Board discussed the external assignments and Carmichael Water District's potential appointment of Mr. Zlotnick to 's appointment to the Carmichael Water District Board of Directors. Legal Counsel Buckman explained that she will do some research to determine if there is any incapability incompatibility of offices in the role of Mr. Zlotnick representing SJWD at RWA should he receive the appointment.

Director Hanneman moved to approve the external committee assignments for RWA and SGA.

Director Hanneman amended his motion to only include RWA. President Tobin seconded the motion.

Director Rich moved to make a substitute motion to have the RWA representatives be Dan Rich and Greg Zlotnick with Ted Costa as the alternate representative. Director Miller seconded the motion.

In response to Director Costa's comment and question, Legal Counsel Buckman explained that the committee assignments are at the pleasure of the Board President with the exception of RWA and SGA. She stated that the current motion is a request for a substitute motion to be accepted by the Board and if accepted then the substitute motion is presented and voted on.

The substitute motion request carried with the following roll call vote:

Ayes: Directors Costa, Miller, Rich and Tobin

Noes: Hanneman

Absent: None

Director Rich moved to have the RWA representatives be Dan Rich and Greg Zlotnick with Ted Costa as the alternate representative. Director Miller seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Miller, Rich and Tobin
Noes: Hanneman
Absent: None

Director Costa suggested that President Tobin and Dan Rich discuss the RWA assignment. President Tobin informed the Board that she ~~would like~~ had asked Amber Beckler to serve as a public member to the Water Forum. Ms. Beckler addressed the Board and provided some background information about herself.

2. New Warren Act Contract (Interim) (W)

Mr. Zlotnick informed the Board that the Warren Act contract expires at the end of February and he has been working with Reclamation to negotiate a new contract. He provided a staff report which will be attached to the meeting minutes. He explained that Reclamation can only do a 5-year (interim) contract at this time and the contract is substantially the same as the existing long-term contract.

Director Miller moved to authorize President Tobin to sign final version of proposed new 5-Year Warren Act Contract with the United States Bureau of Reclamation, upon recommendation of the General Manager and District Counsel, if it is materially the same as the draft contract. Director Rich seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin
Noes: None
Absent: None

3. Consensus Building Institute Facilitation (W)

President Tobin informed the Board that she would like to have the Board hold a facilitated workshop to assess the Board needs, Board efficiency and building internal/external relationships. The Board discussed the matter and President Tobin will bring back more information to a future meeting for the Board to review and discuss.

4. ACWA News and the Region (W)

President Tobin requested that the Board have discussion on increasing regional visibility and outreach. GM Helliker provided a written report which will be attached to the meeting minutes. He explained that some of the southern California water agencies have dedicated staff who provide ACWA with news articles; however, he will work to encourage more news be submitted to ACWA.

VI. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes
February 24, 2021 – 6:00 p.m.

Conducted via Videoconference & In-Person

BOARD OF DIRECTORS

Pam Tobin	President
Ken Miller	Vice President
Ted Costa	Director
Marty Hanneman	Director via videoconference
Dan Rich	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
Adam Larsen	Field Services Manager
Andrew Pierson	Engineering Services Manager
Greg Turner	Water Treatment Manager
Greg Zlotnick	Water Resources Manager
Rob Watson	Retired Annuitant
Teri Grant	Board Secretary/Administrative Assistant
Jennifer Buckman	Legal Counsel

OTHER ATTENDEES

Joanna Gin	Legal Counsel, Citrus Heights Water District
Dave Wheaton	Board President, Citrus Heights Water District
Sandra Harris	Customer
Alan Driscoll	Forsgren Associates, Inc.
John Woodling	GEI Consultants
Ellen Cross	Strategy Driver

AGENDA ITEMS

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

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

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present in-person: Ted Costa, Ken Miller, Dan Rich and Pam Tobin. The following directors were present via teleconference: Marty Hanneman.

II. PUBLIC FORUM

There were no public comments.

III. CONSENT CALENDAR

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

1. Minutes of the Board of Directors Meeting, January 27, 2021 (W & R)

Recommendation: Approve draft minutes

2. New Warren Act Contract (W)

Recommendation: Approve adoption of Resolution 21-01

3. Reservoir Outage Temporary Tanks Project – Construction Management/Inspection Services (W)

Recommendation: Consider approval of a contract amendment to Inferrera Construction Management Group, Inc. for Construction Management & Inspection Services during Construction of the Hinkle Reservoir Outage Temporary Tank Project

4. Professional Services Agreement with Human Resources Consultant to Assist with Board's Review of General Manager (W & R)

Recommendation: Consider approval of a professional services contract with Silvers HR LLC to assist the Board in conducting the General Manager's evaluation

5. Professional Services Agreement with Consultant to Facilitate Relationships Between and Among Board and Executive Management Staff (W & R)

Recommendation: Consider approval of a professional services contract with Strategy Driver, Inc., to facilitate Relationships Between and Among Board and Executive Management Staff

6. Treasurers Report – Quarter Ending December 31, 2020 (W & R)

Recommendation: Receive and File

7. Vehicle # 24 Replacement (R)

Recommendation: Authorize the purchase of a replacement vehicle for vehicle #24

Director Costa requested that item 5 be removed from the Consent Calendar and Director Hanneman requested that items 4 and 5 be removed from the Consent Calendar for discussion.

Director Hanneman moved to approve Consent Calendar items 1, 2, 3, 6 and 7. Director Costa seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin

Noes: None

Absent: None

Regarding item 5, concern was voiced regarding the wording of the proposed contract for a facilitator and whether it was appropriate to include staff and the General Manager in a facilitation. Concern was also voiced that there was no staff report regarding this item, the item on the agenda was too vague, and it was questioned whether the District needed the facilitation outlined in the scope of work at this time. It was explained that President Tobin wanted to have a facilitator work with the Board to function more efficiently together and provide consensus-building, and this was not a means for staff to bring forward issues they may have with the General Manager, but was about how the Board functions.

Ms. Ellen Cross addressed the Board and explained that the scope of work could be adjusted to identify the goals of the process and the outcomes that the Board wants to create. It was expressed that the facilitator was not necessary at this time. The Board discussed the item and did not take action on this item.

Regarding item 4, Director Hanneman asked that the changes that were made to the contract be explained. Legal Counsel Buckman and Ms. Silva explained the changes that were made to the indemnification provision and the insurance provision of the District's standard contract.

Director Hanneman moved to approve Consent Calendar item 4. Director Costa seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin

Noes: None

Absent: None

Director Miller requested that the Board minutes, page 3 New Business, be reworded to reflect that Carmichael Water District is the agency considering the appointment of Mr. Zlotnick to their board of directors. Legal Counsel Buckman noted that the next sentence needs to be corrected to read incompatibility instead of incapability.

IV. NEW BUSINESS

1. General Manager 2020-21 Performance Review (W & R) – P. Tobin

President Tobin informed the Board that she wanted to discuss and review the form that will be used to evaluate the General Manager and consider the proposed changes. Legal Counsel Buckman clarified, before the Board began its consideration of this item, that the document labeled as a staff report, which was provided in the Board packet, was not actually a staff report from the General Manager, but should be considered as a request from Mr. Helliker in his individual capacity regarding changes to the evaluation form. GM Helliker explained that he prepared the form with suggested changes to the evaluation and submitted it for consideration by the Personnel Committee in December, and the second form was submitted by President Tobin. Legal Counsel Buckman advised that because of the common law conflict of interest on this issue, another person will need to take over the role of staffing the Personnel Committee. Mr. Helliker opined that there is no conflict of interest, but Legal Counsel stated her legal opinion that the dual roles constituted a conflict.

It was suggested that the form should be returned to the Personnel Committee for a recommendation to the Board, and the Personnel Committee should be staffed by someone other than the affected employee.

It was suggested that the form that should be used for this evaluation period should be the existing form. A request was made that Kim Silvers be present to staff the next Personnel Committee meeting.

Director Rich moved to refer this back to the Personnel Committee for review and to bring the revised form back to the Board.

GM Helliker explained that the scope of work for Silvers HR, in the contract which the Board had just approved, is based on the existing form and more time would be needed and the scope of work would need to change should the form need to be revised. GM Helliker indicated that using the existing form makes sense because the performance period for his evaluation was for the previous year, when the existing form was in existence. GM Helliker noted that if the Board changed the form and applied it to his performance review this year, it would delay his review. GM Helliker asked the Board to decide whether they wanted the changes to be applied prospectively to his next performance review or whether they wanted it to be applied to this review.

It was suggested that Ms. Silvers should work with the Personnel Committee and the GM should let the Personnel Committee and Ms. Silvers handle his evaluation. The GM stated that he intended to be involved in his evaluation, and it was agreed that he would be involved, but not as part of the evaluation team. In response to a question from the Board, Legal Counsel confirmed that staffing the Personnel Committee with Ms. Silvers would be appropriate for the GM's evaluation.

A question was posed whether the Board could make changes to the form after the evaluation period had passed and it was stated that any revisions that are needed should be applied to the new evaluation period. It was noted that this concept was not consistent with the pending motion. It was explained that the form was being considered now because the Personnel Committee did not meet until December but it was a follow up from the GM's evaluation several months before.

It was confirmed that the Personnel Committee met in December, staffed by the General Manager, and the Committee did not recommend any changes to the form following that meeting. Legal Counsel confirmed that the process should be that the GM is considered to be representing himself in these discussions because he has an interest in the outcome, and others who are not self-interested should serve as staff for the District for this process. It was questioned whether the matter should be referred back to the Personnel Committee with the Committee staffed by Ms. Silvers, and a question was asked how much that would delay the evaluation process.

It was stated that the current form covered the evaluation period of 2020-2021, and that recommendations for changes should only be for a prospective evaluation, not this one. The Board discussed what form and process should be used to conduct the General Manager's evaluation.

Director Rich moved to amend his motion to use the evaluation form that the Personnel Committee agreed to for the current evaluation of the General Manager, to work with Silvers HR as staff to the Personnel Committee for this matter, and to refer the matter to the Personnel Committee for consideration and recommendation of potential changes to the evaluation form.

The Board discussed Ms. Silvers staffing the Personnel Committee. Legal Counsel confirmed that the Personnel Committee had not "agreed to" any form, as the Personnel Committee has no authority to take action and merely provides a recommendation for Board consideration.

GM Helliker emphasized that the scope of work for Ms. Silvers was premised on using the existing evaluation form. It was noted that the Personnel Committee could recommend changes to the scope of work for Ms. Silvers, subject to approval by the Board.

It was suggested that the Board should follow the recommendations of the Personnel Committee, and that it would be unfair for the Board to evaluate the General Manager using a new form when so much of the evaluation period had already passed by the time the Personnel Committee considered changes to the form.

Director Rich withdrew his motion.

Legal Counsel advised that the Board would need another motion to take action.

Director Miller moved to use the existing evaluation form for the current evaluation and refer the form back to the Personnel Committee for revisions for the next evaluation of the General Manager. Director Costa seconded the motion and it carried with the following roll call vote:

***Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin
Noes: None
Absent: None***

V. OLD BUSINESS

1. 2x2x1 Temporary Advisory Committee (with FOWD, CHWD, and interested members of the public) for the limited purpose of identifying means of improving relations between SJWD and its customers (W & R) – P. Tobin

In response to President Tobin's question, the Board Secretary informed the Board that no meeting of this committee has been scheduled at this time. President Tobin informed the Board that she received an email from CHWD requesting that an independent facilitator, who has not been used by any of the agencies, be used for these meetings. She reported that each agency will suggest a facilitator and the committee will agree on one.

The Board discussed the reason the President set up the committee. Director Rich suggested that the Board hold listening sessions to hear the agencies' concerns and requests before a facilitator is brought in. President Tobin explained that the first meeting will be with the agency board members to discuss the names of facilitators then from there it would be decided if and who to use.

Mr. Tony Barela requested that the Board make a request of the Fair Oaks Water District Board of Directors to allow him to make a presentation on the Hinkle Reservoir Project at one of their Board meetings.

Director Costa moved to request that the Fair Oaks Water District Board of Directors place on their agenda a presentation regarding the Hinkle Reservoir Project. Director Rich seconded the motion and it carried with the following roll call vote:

***Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin
Noes: None
Absent: None***

2. RWA/SGA Subscription Program Agreement for Groundwater Bank (W & R) – G. Zlotnick/D. Rich

GM Helliker provided a staff report which will be attached to the meeting minutes. He explained that this is the Phase 2 agreement on the RWA/SGA Subscription Program for the groundwater bank.

Director Hanneman moved to authorize the General Manager to sign the RWA/SGA Subscription Program Agreement for Groundwater Bank. Director Costa seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin
Noes: None
Absent: None

3. 2021 Hydrology and Operations Update (W & R) – P. Helliker

GM Helliker informed the Board that the precipitation level is 50% of normal and not much is expected in the next few weeks, and snowpack is at 66% overall, which is better than 2014-15. He reviewed the projections for precipitation and temperature. He reported that Folsom is at 35% capacity and storage is at 63% average.

GM Helliker reported that Reclamation's forecast from last week shows Folsom at 341 TAF of storage at the end of December 2021. He reviewed the Water Forum projected run-off and explained that the projection is for a Hodge Year, in which SSWD will not be able to receive water from PCWA. He explained that the water inflow into Folsom Reservoir is expected to be above 400 TAF which means that it will not be a Conference Year. He informed the Board that he will be having discussions with other agencies on messaging for conservation efforts and dry year actions.

In response to Director Miller's question, GM Helliker explained that the CVP allocations were released and the District is able to receive 55% of historic use, which would be zero for the District since we haven't used any CVP water during the last three years. In addition, GM Helliker commented that we do not anticipate any curtailments this year of the District's water rights water. GM Helliker informed the Board that there may be an opportunity this year for a conserved water transfer.

4. Water Transfer with Sacramento Suburban Water District (W & R) – G. Zlotnick

Mr. Zlotnick provided a staff report which will be attached to the meeting minutes. He explained that a water transfer with Sacramento Suburban Water District for up to 6,000 AF should be able to occur this year for a conserved water transfer.

Director Hanneman moved to make a finding that the water proposed to be sold to Sacramento Suburban Water District is excess to that necessary to meet the Wholesale Customer Agencies' demands. Director Costa seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin
Noes: None
Absent: None

Director Costa moved to adopt the CEQA Notice of Exemption. Director Miller seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin
Noes: None
Absent: None

Director Costa moved to authorize the General Manager to sign the Proposed Agreement Between San Juan Water District and Sacramento Suburban Water District to Provide Surface Water Supplies to Enhance Groundwater Stabilization. Director Hanneman seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin
Noes: None
Absent: None

VI. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

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

1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported that Greg Zlotnick and he met with Orange Vale Water Company, Del Paso Manor Water Agency, Carmichael Water District and Sacramento Suburban Water District to discuss conjunctive use groundwater banking. He explained that SSWD is looking at their pumping capacity in their northern service area for conjunctive use groundwater banking. He explained that there is no direct connection with CWD for groundwater banking; however, there may be a possibility to transfer water to them for mutual aid in case they get in a curtailment situation. He reported that once the discussions are finalized, any proposed agreements will be brought to the Board for approval.

GM Helliker reported that he met with FOWD and CHWD to discuss current year water transfers. He explained that he is meeting with all of the wholesale customer agencies and will do so in conjunction with the 2x2x1 committee efforts.

GM Helliker reported that the Folsom Operations MOU between Reclamation and the Water Forum is finalized and proceeding through the levels of review in Reclamation leading to signature. He informed the Board that he will be meeting with the Central Valley Operations office and Folsom in late March.

GM Helliker reported that there are a few legislative bills to watch, such as SB 222 regarding establishing a fund for low income assistance which ACWA is opposing unless amended. He reported that SB 223 would require water districts to forgive debt, and ACWA has taken an oppose position. He mentioned that Assemblymember Friedman has a bill which is looking to change indoor water use standard lower than the existing requirement. He will report back as needed.

GM Helliker and Ms. Lisa Brown reported that the District received an email from a customer who was concerned about his mother's bill and that she was unable to save any money due to the District's rate structure, even if she reduced her consumption.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

No report.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela had prepared a brief presentation but will hold off on making a report on the Hinkle Reservoir Project until the next Board meeting.

4. ENGINEERING SERVICES MANAGER'S REPORT

4.1 Miscellaneous District Issues and Correspondence

No report.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

No report.

VII. DIRECTORS' REPORTS

1. SGA

Director Costa reported that SGA continues to look into merging with the south area.

2. RWA

Director Rich reported that the Executive Committee met on Monday and provided a written report which will be attached to the meeting minutes. He reported that the District's dues should be going down since the wholesale customer agencies pay separately. President Tobin explained that the wholesale customer agencies have separate memberships in order to have a vote. Director Rich reported that the RWA Strategic Workshop is scheduled for March 18th.

3. ACWA

3.1 ACWA - Pam Tobin

President Tobin provided a written report on ACWA activities which will be attached to the meeting minutes.

3.2 JPIA - Pam Tobin

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

3.3 Energy Committee - Ted Costa

Director Costa reported that the Energy Committee met on February 23rd. He reported that the State Energy Commission will be mandating implementation of a zero emissions plan by 2035. He explained that there are concerns regarding diesel back-up generators.

4. CVP WATER ASSOCIATION

Director Costa reported that CVP Water Association hired a new Executive Director. Mr. Zlotnick informed the Board that Kevin Kasberg accepted the position.

5. OTHER REPORTS, CORRESPONDENCE, COMMENTS, IDEAS AND SUGGESTIONS

Director Costa informed the Board that he would like to look into Channel 14 and broadcasting the board meetings. He will look into it and bring it back to the Board.

Director Rich inquired about the customer requests regarding separating the SJWD Retail into its own agency. The Board discussed putting it on the March Board agenda; however, GM Helliker informed Director Rich that the Board discussed this issue at the August Board meeting, which Director Rich was absent at. The Board decided not to place the item on the March Board agenda.

VIII. COMMITTEE MEETINGS

1. Engineering Committee – February 10, 2021

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

2. Finance Committee – February 23, 2021

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

IX. UPCOMING EVENTS

1. 2021 ACWA Legislative Symposium

March 11, 2021
Virtual

2. 2021 ACWA Spring Conference

May 12-13, 2021
Virtual

X. ADJOURN

The meeting was adjourned at 7:44 p.m.

ATTEST:

PAMELA TOBIN, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

SAN JUAN WATER DISTRICT

Board of Director's Special Board Meeting Minutes
March 19, 2021 – 9:00 a.m.

Conducted via videoconference and in person

BOARD OF DIRECTORS

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

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Operations Manager
Andrew Pierson	Senior Engineer
Greg Zlotnick	Water Resources Manager

OTHER ATTENDEES

Edward Kreisberg	Kreisberg Law Firm
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AGENDA ITEMS

- I. **Roll Call**
- II. **Ethics Training**
- III. **Adjourn**

President Tobin called the meeting to order at 9:00 a.m.

I. ROLL CALL

GM Helliker took a roll call of the Board. The following directors were present in-person: Ted Costa and Ken Miller. The following directors were present via teleconference: Marty Hanneman, Dan Rich and Pam Tobin.

II. ETHICS TRAINING

Mr. Edward Kreisberg conducted the Ethics and Brown Act training pursuant to AB 1234.

III. ADJOURN

The meeting was adjourned at 11:14 a.m.

ATTEST:

PAMELA TOBIN, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes

March 24, 2021 – 6:00 p.m.

Conducted via Videoconference & In-Person

BOARD OF DIRECTORS

Pam Tobin	President
Ken Miller	Vice President
Ted Costa	Director
Marty Hanneman	Director via videoconference
Dan Rich	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
Adam Larsen	Field Services Manager
Andrew Pierson	Engineering Services Manager
Greg Turner	Water Treatment Manager
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Jennifer Buckman	Legal Counsel

OTHER ATTENDEES

Joanna Gin	Legal Counsel, Citrus Heights Water District
Alan Driscoll	Forsgren Associates, Inc.
Cullen Wilder	Customer
Paul Little	

AGENDA ITEMS

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

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

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present in-person: Ted Costa, Ken Miller, Dan Rich and Pam Tobin. The following director was present via teleconference: Marty Hanneman.

II. PUBLIC FORUM

Ms. Joanna Gin inquired how the public would know when to return to Open Session after the Closed Session ends. The Board Secretary informed the public that they could remain on the line, as the Board would be dialing into a separate GoToMeeting line and would be returning to the Open Session GoToMeeting line once the Closed Session adjourns. Director Costa suggested that the Closed Session be placed at the end of the meeting; however, President Tobin did not agree to change the agenda.

Director Miller moved to have the Closed Session be held at the end of the regular business.

Legal Counsel Buckman made a point of order that the Board would have to return to Open Session after the Closed Session. In addition, she stated that there is no procedure under the Board Rules to change the agenda as it is set by the President. GM Helliker stated that the Board can take action on any item on the agenda, including changing the order of the agenda. The Board discussed the Closed Session and President Tobin informed the public that the Closed Session would take approximately 20 minutes. Director Miller voiced concern that he was not allowed to make a motion to change the order of the agenda.

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, February 24, 2021 (W & R)

Recommendation: Approve draft minutes

2. Vehicle #8 Replacement (W)

Recommendation: Authorize the purchase of a replacement vehicle for vehicle #8 with a Ford F450, with Scelzi utility bed, and Auto Crane from Downtown Ford

3. Equipment #15 Replacement (R)

Recommendation: Authorize the purchase of a replacement for the current backhoe with a new (mini) Hydraulic Excavator, a Takeuchi TB250-2, from Global Machinery of Sacramento

4. ACWA Elections (W & R)

Recommendation: Adopt Resolution 21-02 nominating Pam Tobin for ACWA President

5. ACWA/JPIA Executive Committee (W & R)

Recommendation: Support a candidate for the ACWA JPIA Executive Committee

President Tobin removed item number 1 from the Consent Calendar for discussion. At Director Miller's request, President Tobin removed item 4 from the consent calendar for discussion.

Director Rich moved to approve Consent Calendar items 2, 3 and 5.

At Director Hanneman's request, President Tobin removed item 5 from the consent calendar for discussion.

Director Rich moved to amend his motion to approve Consent Calendar items 2 and 3. Director Hanneman seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin

Noes: None

Absent: None

President Tobin informed the Board that she pulled Consent Calendar item 1, the meeting minutes from the February 24, 2021, Board meeting because there should be some corrections. Legal Counsel Buckman informed the Board that she sent an email earlier in the day with revisions to the Board minutes. She explained some of the corrections needed, stated that all of her other clients have legal counsel review the minutes and that the January minutes, which Director Miller requested be corrected, will need to be approved as amended at the April Board meeting.

Director Costa moved to have the Board Secretary work with Legal Counsel on the February 24, 2021, Board minutes and bring them back at the April meeting for approval. President Tobin seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin

Noes: None

Absent: None

President Tobin directed staff to include Board Meeting Minutes to the April Board meeting. She suggested that verbatim minutes be considered.

In response to Director Miller's question on Consent Calendar item 4, regarding the dates for the office of the ACWA President, President Tobin informed the Board that the election takes place November 2021 and the release of

information is usually in May/June, with the Nominating Committee being announced after the ACWA Spring Conference in May. President Tobin explained that she wanted to get support from the Board now since it will be difficult to campaign virtually this year. In response to Director Miller's question, President Tobin explained that she only expects the expense of postcards this year and she will cover the cost if the Board does not agree to cover the expense.

Director Rich would like to see more information regarding the costs to the District in the event that she is elected as ACWA President.

Director Hanneman moved to adopt Resolution 21-02 nominating Pam Tobin for ACWA President. Director Costa seconded the motion.

Director Costa and President Tobin explained that the resolution does not have any costs associated with it. Director Rich explained that he would like to see the future costs and table the motion for a month so that everything is completed together. Legal Counsel Buckman stated that it is usually a cost savings when a Board member is elected as the ACWA President.

Director Hanneman requested that President Tobin call for the vote.

The motion carried with the following roll call vote:

Ayes: Directors Costa, Hanneman and Tobin

Noes: Miller and Rich

Absent: None

Director Rich requested that the cost information be brought back to the Board at a future meeting.

Under Consent Calendar item 5, President Tobin informed the Board that the deadline to submit a nominating resolution for the ACWA JPIA Executive Committee has passed; however, she would still like the Board to support the candidates.

President Tobin moved to support the two incumbents on the ACWA JPIA Executive Committee.

Director Hanneman, who requested this item be pulled, voiced his concern that he was unfamiliar with the candidates and wanted to know why the Board is being requested to vote on this. President Tobin explained that the District gets a vote and they asked for support.

Director Costa seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin

Noes: None

Absent: None

Director Miller asked to discuss Consent Item 4, which he and Director Rich would have preferred been tabled until the costs were discussed, and now there is a split vote on the nomination. He stated that he would like to Board to show full support for President Tobin's candidacy as the intent was to receive more information, and would like to know what could be done to promote this. GM Helliker suggested that he could request that this be on the next meeting agenda and then re-visit the resolution. Legal Counsel Buckman informed the Board that they would have to undo the resolution then redo it; however, she recommends that the Board do a resolution of support in conjunction with the cost.

President Tobin announced that the Board members and Legal Counsel would be the only ones in the Closed Session. Legal Counsel Buckman explained that the first item is to answer questions regarding the letter that BKS sent to the Board and, for the second item, if the Board wants to invite the General Manager to join then that is their decision.

At 6:42 p.m., President Tobin announced that the Board was adjourning to Closed Session under a separate conference line.

IV. CLOSED SESSION

1. Public Employee Performance Evaluation: General Counsel (Government Code sections 54954.5(e) and 54957).
2. Public Employment: General Counsel (Government Code sections 54954.5(e) and 54957).

V. OPEN SESSION

At 7:45 p.m., President Tobin reported that the Board voted to accept Legal Counsel's resignation and re-appoint the Legal Affairs Committee with Ted Costa as Chair and Marty Hanneman as a member.

VI. NEW BUSINESS

1. District Counsel (W & R)

GM Helliker provided a staff report and informed the Board that recruitment of Legal Counsel should begin with the Board directing staff on the structure of the Request for Proposals (RFP):

- One RFP for legal services OR
Two RFPs – one counsel for general and one counsel for water – with firms submitting proposals on either or both.
- Timeframe
- Establish Legal Affairs Committee – which happened under Closed Session

President Tobin stated that the Legal Affairs Committee would be charged with seeking out the RFPs, have the RFP authored by Eddie Kreisberg (later Director

Costa mentioned another attorney that he would like to contact), and possibly making the RFP a Request for Qualifications (RFQ) instead.

President Tobin reviewed some of the issues that she had with the RFP and then referred review of the RFP to the Legal Affairs Committee.

Director Costa stated that the committee would draw up guidelines on how Legal Counsel would work with the General Manager, the Board Secretary and the Board.

VII. OLD BUSINESS

1. 2021 Hydrology and Operations Update (W & R)

GM Helliker reviewed current precipitation and snowpack levels and projections for precipitation and temperature. He reported that Folsom is at 35% capacity and storage is at 58% average. He reviewed the run-off projections and informed the Board that storage levels are projected to be at 183,000 AF by the end of December.

GM Helliker informed the Board that there is no curtailment at this time for the District's 1854 water rights water; however, he does expect to see more information from the State Water Board regarding curtailments which could affect the 1928 water rights water. In addition, PCWA informed the District that there should be no issues supplying water up to the full contract amount. He informed the Board that he expects the City of Roseville to call on the 4,000 AF of water that is in our contract with them. He also informed the Board that there is up to 10,000 AF of water available through the Antelope Pump Station.

GM Helliker reported that the District's total water supply is 64,000 AF while demands are expected to be 42,284 AF this year. In response to Director Rich's question regarding conducting water transfers with the unused portion, Legal Counsel Buckman stated that the inflow projections are sketchy and Folsom is projected to end at a lower level this year than in 2014. GM Helliker informed the Board that 4,000 AF of water will be transferred to Sacramento Suburban Water District. He stated that this will be a good year for water transfers and informed the Board that if Carmichael Water District receives a curtailment from the State Water Board, then there is a possibility that the District could assist them with about 2,000 AF water transfer.

GM Helliker informed the Board that staff is looking into a conserved water transfer with an agency that is not reliant on DWR or Reclamation for water transfers. He explained that the white paper for conserved water transfers will not be ready for months. However, the agency for this transfer does not rely on DWR or Reclamation for their water supply, so the District would only need approval from the contract officer to release the water rights water to the base of the dam, similar to 2018.

In response to Director Miller's question, GM Helliker explained that the City of Roseville, per our contract with them, is entitled to 4,000 AF of water out of the 25,000 AF of PCWA water that we are entitled to. In addition, GM Helliker explained that the City of Roseville's contract required them to install wells during a period where they were not paying for or receiving the 4,000 AF of water. GM Helliker explained that he renegotiated the contract in 2017 and the City of Roseville started paying the District for that water regardless of them using it or not. GM Helliker will look at the contract to verify Director Miller's comments about the wells.

2. FY 2020-21 Mid-Year Budget Review (W & R)

Ms. Silva was having technical difficulties, so GM Helliker started the presentation on the mid-year budget review. He reviewed Ms. Silva's staff report which will be attached to the meeting minutes. He explained that Wholesale Operations revenues are anticipated to be higher than budgeted and expenses should be close to those budgeted, which will result in an anticipated transfer to Wholesale Capital reserves of around \$3 million. GM Helliker reported that Wholesale Capital revenues are anticipated to come in slightly above the budget while expenses should be slightly below budget. He explained that 10 of the 24 projects are being pushed into fiscal year 2022-23 or beyond.

GM Helliker reported that Retail Operations revenues are anticipated to be higher than the budget while expenses are tracking lower than the budget. Ms. Silva explained that this should result in an anticipated transfer to Retail Capital reserves of around \$1.9 million.

Ms. Silva reported that Retail Capital revenues are anticipated to come in 77% higher than the budget due to an increase in unexpected capital facility connection fees. She explained that Retail Capital expenses will come in below budget due to 15 of 30 projects being pushed into fiscal year 2022-23 or beyond. She informed the Board that this will result in an increase in the expected ending reserves from \$3,179,640 to \$10,942,751.

In response to Director Rich's question, Ms. Silva informed the Board that she is meeting with the consultant for the Retail Financial Plan in the next week or so and anticipates bringing something back to the Board in June/July.

3. Water Loss Regulations (R)

GM Helliker provided a staff report which will be attached to the meeting minutes. He informed the Board that the State Water Board came out with a model in November 2020 regarding water loss regulations. This model will result in over two-thirds of the RWA agencies, including the District, facing the prospect of having to reduce water loss by more than 50% by 2028. He reported that there was a workshop today with the State Water Board to review the peer reviews. He explained that the peer reviewers' questions were related more to the economic modeling rather than the feasibility of the regulations, which is the main issue for the water agencies.

GM Helliker informed the Board that RWA conducted an independent review with a well-known economic firm and some of their comments are included in the staff report. He reported that RWA is doing a great job of keeping on top of this issue for the region.

Mr. Cullen Wilder addressed the Board and inquired about the District having to reduce leakage by 50% and wasn't sure how the District could accomplish that. GM Helliker explained that the District's proposed standard would actually be a 76% reduction and that would be based on the annual water loss audit that the District conducts. GM Helliker explained that the District's real losses are 4-5% and the differences that make up the water loss could be due to meter inaccuracies, reading the meters incorrectly and actual water loss from the pipelines.

VIII. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

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

1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported there have been two reports produced for the Collaboration/Integration Study and the draft of the third report is being reviewed by the general managers. He informed the Board that a meeting of the Ad Hoc committee will be scheduled in April/May.

GM Helliker reported that a meeting is scheduled to discuss conjunctive use and groundwater banking with Orange Vale Water District next week.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

No report.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela reported that staff has been conducting performance testing on the Hinkle Reservoir Project for operations and emergency response planning. He informed the Board that a 5-day continuous operation via the temporary tanks is in progress with Hinkle Reservoir completely offline.

Mr. Barela reported that he conducted a brief presentation at the Fair Oaks Water District board meeting regarding the Hinkle Reservoir Project which went well; however, the discussion turned towards master agreements which GM Helliker addressed.

4. ENGINEERING SERVICES MANAGER'S REPORT

4.1 Miscellaneous District Issues and Correspondence

No report.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

Legal Counsel Buckman reiterated that the January and February minutes will need to be revised and approved at the April Board meeting. At her request, President Tobin directed the Board Secretary to revise the January Board minutes and bring back to the April Board meeting.

Legal Counsel Buckman requested that the Board meeting minutes be reviewed by Legal Counsel prior to being finalized.

Legal Counsel Buckman suggested that the April Board meeting agenda include an item to indicate that Kim Silvers will be the designated person to staff the Personnel Committee meetings when it is considering the evaluation of the General Manager, as that reference was not included in the final motion at the February Board meeting. In addition, she recommends that the April Board meeting agenda include some action items related to the drought year since the inflow and CVP numbers are not great this year and the Board may need to take action. GM Helliker commented that the hydrology update is included on the agenda.

IX. DIRECTORS' REPORTS

1. SGA

No report.

2. RWA

Director Rich referred the Board to the written report which will be attached to the meeting minutes. He reported that RWA held a strategic planning workshop on March 19th. Mr. Zlotnick reported that the strategic plan had a 20-page synopsis which identified priorities. Mr. Zlotnick explained that, at the workshop, the plan was reviewed but discussion was limited. He expects to see more discussion on the plan as it is developed in conjunction with the budget. Mr. Zlotnick and Director Rich commended Jim Peifer, RWA Executive Director, for responding to the requests of the region.

3. ACWA

3.1 ACWA - Pam Tobin

President Tobin provided a written report on ACWA activities which will be attached to the meeting minutes.

3.2 JPIA - Pam Tobin

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

3.3 Energy Committee - Ted Costa

Director Costa reported that the Energy Committee has been discussing reducing emissions and he voiced concern regarding access to back up diesel generators. Legal Counsel Buckman commented that hydroelectric might become a topic of discussion this summer with the reservoir levels being so low and expectations of running out of energy by September. GM Helliker pointed out that there is a zero-emission vehicle fleet rule that is in the works which may affect the District's operations.

4. CVP WATER ASSOCIATION

No report.

5. OTHER REPORTS, CORRESPONDENCE, COMMENTS, IDEAS AND SUGGESTIONS

Director Hanneman noticed that some Board members on the videoconference are not wearing masks and is concerned that the District is not following the CDC guidelines. President Tobin thanked Director Hanneman for bringing this to the attention of the Board. Legal Counsel Buckman informed the Board that the CDC guidelines were recently updated and allow for fully vaccinated people to be able to not wear masks; however, it was then discovered that not everyone had been fully vaccinated. Ms. Silva informed the Board that the District's Pandemic Response Plan requires that everyone within 6' of each other inside wears a mask.

Director Costa inquired about Ms. Kim Silvers being appointed to the Personnel Committee as a staff person. Legal Counsel Buckman explained that the final motion from Director Miller did not include having Ms. Silvers appointed as staff to the committee and should be added to the April Board meeting agenda to clarify the point of contact. Director Costa commented that he requested that Mr. Zlotnick attend the Legal Affairs Committee meetings and questioned whether that needed Board approval. Legal Counsel Buckman informed the Board that approval for that was not needed.

X. COMMITTEE MEETINGS

1. Engineering Committee – March 16, 2021

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

2. Finance Committee – March 23, 2021

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

XI. UPCOMING EVENTS

- 1. 2021 ACWA Spring Conference**
May 12-13, 2021
Virtual

XII. ADJOURN

The meeting was adjourned at 8:44 p.m.

ATTEST:

PAMELA TOBIN, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

SAN JUAN WATER DISTRICT

Board of Director's Special Board Meeting Minutes
April 7, 2021 – 6:00 p.m.

Conducted via videoconference and in person

BOARD OF DIRECTORS

Pam Tobin	President (absent)
Ken Miller	Director
Ted Costa	Director via videoconference
Marty Hanneman	Director via videoconference
Dan Rich	Director via videoconference

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Paul Helliker	General Manager
Tony Barela	Operations Manager
Teri Grant	Board Secretary/Administrative Assistant

OTHER ATTENDEES

Craig Locke	Sacramento Suburban Water District
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AGENDA ITEMS

- I. Roll Call
- II. Legal Services RFP (W & R)
- III. Adjourn

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

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following director was present in-person: Ken Miller. The following directors were present via teleconference: Ted Costa, Marty Hanneman and Dan Rich. President Pam Tobin was absent.

II. LEGAL SERVICES RFP (W & R)

GM Helliker informed the Board that the Legal Affairs Committee reviewed the draft Request for Proposals (RFP) for legal services and recommended that the Board direct the General Manager to release a RFP and not a Request for Qualifications (RFQ). He explained that the draft RFP was reviewed by Attorney Eddie Kreisberg, who made a few edits.

GM Helliker reviewed the draft RFP and schedule with the Board. He informed the Board that if they approved the RFP at this meeting then he would release the RFP tomorrow with a one-month deadline to submit proposals and a Legal Affairs Committee meeting held the week of May 10th to review the proposals. The Board would then conduct interviews the weeks of May 17th and May 24th. The rest of the schedule is incorporated into the draft RFP which was included in the Board packet.

Director Hanneman moved to approve the release of the Request for Proposals for Legal Services on April 8, 2021. Director Rich seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller and Rich

Noes: None

Absent: Tobin

III. ADJOURN

The meeting was adjourned at 6:10 p.m.

ATTEST:

KENNETH MILLER, Vice President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

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

STAFF REPORT

To: Board of Directors
From: Donna Silva, Director of Finance
Date: April 28, 2021
Subject: Payment to Reduce Unfunded Actuarial Pension Liability

RECOMMENDED ACTION

Authorize staff to make a payment of \$200,000 from wholesale and retail reserves to reduce the unfunded pension liability.

BACKGROUND

The District contracts with CalPERS to provide defined benefit pension benefits to all eligible employees. The District offers pension benefits under three different plans, depending upon employee hire date as follows:

Plan Name	Plan Benefit	Calculated on:	For Employees Hired:	# of Employees in Plan
Misc. First Tier Plan	3% at 60	Highest consecutive 12 months	Prior to February 1, 2009	13
Misc. Second Tier Plan	3% at 60	Highest consecutive 36 months (3 years)	After February 1, 2009	16
PEPRA Misc. Plan	2% at 62	Highest consecutive 36 months (3 years)	On or after January 1, 2013 unless a "classic member"	17

In order to calculate the liability associated with future pension benefits, CalPERS actuaries estimate the future cost of the benefits, making assumptions about interest earnings over time (the "discount rate"), the life span of employees, final compensation, etc. From that number they subtract the total current market value of the pension assets. The Difference is either an unfunded liability or a net plan asset.

Unfunded liabilities can be caused in a number of ways including investment returns below expectations, changes in assumptions on future returns, mortality rates, etc. In order to smooth the effect of the unfunded liability, CalPERS "amortizes" them over a long period of time. This means that entities pay for those liability over time, with interest, rather than in the year they are incurred. Investment gains and losses are spread out (amortized) over 30 years and

changes in assumptions are spread out over 20 years. There are currently 18 different gains losses or assumption changes that are being amortized over a period of 20 to 30 years. The annual payment from each of these 18 bases are combined and result in the annual payment towards the unfunded liability.

At the direction of the Board of Directors two voluntary payments have been made to reduce the unfunded liability, \$4,112,000 in 2017 and \$2,787,800 in 2018. As of the most recent actuarial valuation reports the District's pension plan is about 91% funded with an unfunded pension liability of approximately \$3.68 million. Relative to other jurisdictions throughout the State, this is a very strong funding position, but the unfunded liability does create increased costs, as CalPERS assesses a 7% interest rate on the unfunded liability.

During the FY 2020-21 budget adoption process the Board requested regular annual supplemental payments to gradually reduce and/or eliminate the unfunded pension liability.

CURRENT STATUS

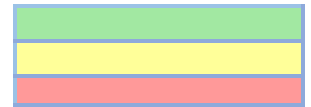
The current year adopted budget anticipates a payment of \$200,000 and per the mid-year budget review, District finances are sufficient to support this payment. *The remittance of \$200,000 will produce interest savings of approximately \$175,000 over the next 20 years.* Staff will work with CalPERS staff to apply to payment to the amortization base(s) that will produce the maximum savings for the District.

Operations Plan Report Card FY 2020-21

On Track

Delayed

Issues



ADMINISTRATION/WATER RESOURCES/IT

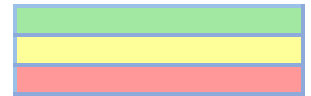
Task	Original Target Date	Updated Target Date	Completion Date	Comments
Water Quality Control Plan – represent District interests and collaborate with regional and statewide partners to ensure the WQCP is reasonable and achievable.	Ongoing			
Delta conveyance – engage as necessary to protect District interests as new project developed, permits sought.	Ongoing			
Organize and conduct joint project with neighboring water agencies on collaboration and integration of projects and programs	1/2021	4/2021		
Monitor and respond to regulatory proposals from the SWRCB and DWR in the “Making Conservation a Way of Life” program (water loss regulations, indoor and outdoor efficiency standards, reporting, etc.); collaborate with ACWA, RWA and others around the state to ensure regulations are reasonable	Ongoing			
Develop an agreement with PCWA to provide treatment and conveyance capacity for their West County water supply needs.	6/2021	Ongoing subject to PCWA timeline		
Prepare 2020 Urban Water Management Plan, including collaboration with WCAs	6/2021	6/2021		
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer	6/2021	6/2021		
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	Post-14 > 4/1/21 Pre-14 > 6/30/21 Reclamation > 3/31/21	Post-14 > 4/1/21 Pre-14 > 6/30/21 Reclamation > 3/31/21	Post-14 > 3/30/21 Reclamation 2/2021	
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	The 10th of the following month	Ongoing	
2 nd Annual SJWD Employee Kids Day	8/2021	Cancel due to Covid		Recommend cancelling
Complete Board Policy Updates	6/2021			In progress
Facilitate Records Inventory Process	6/2021			

CUSTOMER SERVICE

Task	Target Date	Updated Target Date	Completion Date	Comments
Cross train customer service staff to be proficient in customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	6/2021			
Work with Field Service and Water Efficiency staff to diagnose customer meter problems and repair promptly	6/2021			

Operations Plan Report Card FY 2020-21

On Track
Delayed
Issues



DISTRIBUTION (Field Services)

Task	Target Date	Updated Target Date	Completion Date	Comments
Complete the 2020 CO-OP Maintenance Program	6/2021		1/2021	
Complete the 2020 Cross Connection Control Program	12/2020		12/2020	
Complete the 2020 Leak Detection Program	6/2021		12/2020	
Complete the 2020 Air/Vacuum Relief Valve Program	6/2021		12/2020	
Complete the 2020 Dead End Flushing Program	6/2021		8/2020	
Complete the 2020 Valve Exercise Program	6/2021		3/2021	
Complete the 2020 Hydrant Maintenance Program	6/2021		3/2021	
Complete the 2020 Commercial Meter Program	6/2021		12/2020	
Complete the 2020 Residential Meter Program	12/2020		12/2020	
Implement the new GIS/Cityworks Programs for District Operations	12/2020		8/2020	
Complete a meter replacement study in conjunction with the Citrus Heights Water District, with participation of other regional partners	12/2020	6/2021		

ENGINEERING SERVICES

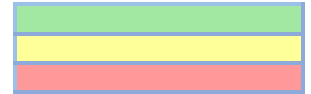
Task	Target Date	Updated Target Date	Completion Date	Comments
Complete the construction of the WTP South Filter Basin Rehabilitation Project	5/2021			
Complete construction of the Hinkle Reservoir Outage Temporary Tanks and Civil Site Improvements	12/2020	4/2021		Adding additional connections to the tanks.
Complete the SJWD/PCWA Intertie	12/2020	9/2021		Extension granted by USBR due to pandemic
Complete the 2020 Arc Flash Hazard Assessment Project	6/2021			
Complete an update of the Wholesale Master Plan	6/2021	12/2021		RFP posted, anticipating contract award in May
Complete construction of the WTP Residual Area Storm Water Lift Station	6/2021			
Complete installation of "Low Flow" pumps in Castellanos Pump Station and Upper Granite Bay	12/2020	6/2021		Waiting for electrical equipment to be delivered

Operations Plan Report Card FY 2020-21

On Track

Delayed

Issues



FINANCE and HUMAN RESOURCES

Task	Target Date	Updated Target Date	Completion Date	Comments
Complete funding agreement for State Revolving Loan Funds for Hinkle Reservoir Project	6/2021			Submittals Complete. Waiting on SRF to provide draft agreement.
Complete funding application for Kokila Reservoir Project	6/2021			
Implement GASB Statement 87 on Accounting for Leases	6/2021	6/30/2021		due date extened by GFOA due to pandemic
Complete review of District's Compliance with FLSA.	9/1/2020	10/2020	10/2020	Review complete - process changes made. Back pay processed.
Complete Disaster Preparedness Planning and Documentation for Business Continuity	12/2020	6/30/2021		First Draft Complete
Commence 5-Year Financial Plan and Rate Study	1/2021			Underway
Complete an overhaul of the Employee Manual, updating District ordinances and policies as necessary	9/2020	12/2020	12/2020	
Complete revisions to Treatment Plant Shift Operators MOU	9/1/2020	8/1/2021		

WATER EFFICIENCY

Task	Target Date	Updated Target Date	Completion Date	Comments
Rehabilitate outdated sections of the demonstration WEL (Water Efficient Landscape) Garden (wholesale)	6/2021			
Provide 4 educational customer workshops (wholesale)	6/2021			Promoting online workshops via RWA
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	6/2021			May be delayed if COVID restrictions still in place
Conduct a student art calendar contest to be distributed to all wholesale agencies	6/2021		Canceled	2022 calendar canceled due to Covid restrictions (no school)
Test and replace inoperable radio read units upon failure and send failed meter information to Field Services for replacement.	6/2021			

WATER TREATMENT

Task	Target Date	Updated Target Date	Completion Date	Comments
Complete Breaker Replacements in Backwash Hoods	3/2021		9/2020	
Complete 1 Year Phosphorus Study and Effects on Raw Water	11/2020		11/2020	
Purchase New Lab Top Particle Counter	8/2020		8/2020	
Install New Operator Work Stations	4/2021			
Develop/Implement Valve Identification System	6/2021			
Evaluate/Study Backwash Water Strategy for Power Optimization	6/2021			
Upgrade Chlorine Building Security Monitoring	5/2021			

AGENDA ITEM V-1

STAFF REPORT

To: Board of Directors
From: Donna Silva, Director of Finance
Date: April 28, 2021
Subject: Discuss Assumptions for the Fiscal Year 2021-22 Budget

RECOMMENDED ACTION

Receive presentation and provide feedback on assumptions to use in building the Fiscal Year 2021-22 Budget.

BACKGROUND

The District prepares annual operating and capital projects for its fiscal year running from July 1 to June 30. The creation of a budget includes a number of assumptions about cost inflation, staffing levels, water demand, water prices and projects.

CURRENT STATUS

See attached power point presentation.



Fiscal Year 2021-2022

Budget Assumptions





Proposed Assumptions for FY 2021-22 Budget - Revenue

- No rate increases: Wholesale and Retail
- Hinkle Reservoir Cover and Liner Replacement Project Completion
- Property Tax Revenue: 2% increase
- Water Demand: Wholesale and Retail



Proposed Assumptions for FY 2021-22 Budget - Other

Wholesale Customer Agency	Projected Demand FY 2020-21/AF	Proposed Demand Assumption FY 2021-22/AF	Variance/AF
San Juan Retail	12,800	12,200	-600
Citrus Heights Water District	10,900	9,800	-1,100
Fair Oaks Water District	7,900	6,800	-1,100
Orange Vale Water Company	4,000	3,900	-100
City of Folsom	<u>1,200</u>	<u>1,150</u>	<u>-50</u>
Total	36,800	33,850	-2,950 (8%)



Proposed Assumptions for FY 2021-22 Budget - Revenue

- Water Rates: Wholesale and Retail
- Water Demand: Wholesale and Retail
- Hinkle Reservoir Cover and Liner Replacement Project Completion
- SRF Financing for Hinkle (affects WCA's payments in FY 22-23 and beyond)



Hinkle Financing Options

Estimated Wholesale Capital Reserves \$15,793,700
(**\$9.3 million available**)

Option #1 – Finance Entire Project as Anticipated in Financial Plan (\$23.1 million) – save excess reserves to achieve future pay go status.

Net Impact: Interest Expense of \$4.6 million over 30 years (\$12 million less than anticipated in financial plan)

Option #2 – Use Reserves to Reduce the Project Financing (New debt \$13.8 and use \$9.3 million of Reserves)

Net Impact: Saves \$1.86 million more than option #1

Option #3 – Use \$5.2 million excess reserves to payoff Wholesales Share of 2012 Bonds and use remaining \$4.1 excess to reduce new debt (New debt \$19 million)

Net Impact : saves \$2.5 million more than option #1



Proposed Assumptions for FY 2021-22 Budget - Expense

- Salaries and Benefits
 - PERS assumptions applied
 - 3% COLA and merit increases according to age/years of service table
 - No new positions
 - \$60,000 for Incentive Award Program
 - \$200,000 supplemental payment towards unfunded pension liability
 - 5% Health Care Increase
 - 2-3% increases for other insurance coverages
 - Workers Compensation expected to decrease by as much as 35% due to decrease in experience factor per JPIA.
- Other Expenses:
 - Liability and Property Insurance expected to increase by 10%
 - General increase in materials and supplies due to weather and COVID related supply chain issues

STAFF REPORT

To: Board of Directors

From: Greg Zlotnick
Water Resources Manager

Date: April 28, 2021

Subject: Surface Water Supply and Water Shortage Management Plan

Recommended Action

Approve the proposed Surface Water Supply and Water Shortage Management Plan (Attached).

Background

The Wholesale Water Supply Agreements between San Juan Water District ("District") and the City of Folsom ("Folsom"), Orange Vale Water Company ("OVWC"), Citrus Heights Water District ("CHWD") and Fair Oaks Water District ("FOWD"), collectively the Wholesale Customer Agencies ("WCAs"), reference a Surface Water Supply and Water Shortage Management Plan ("Plan") that was developed in 2008 to address situations when the District's available surface water supplies were not sufficient to meet all WCA demands.

However, as was stipulated in the 2017 agreements between the District and FOWD and CHWD settling their claims for reimbursement for pumping groundwater in 2014, at the District's request, to supplement their supplies in lieu of taking wholesale surface water, the 2008 Plan had never been formally finalized and adopted by the District and all WCAs.

Consequently, at present, Section 5(H) [6(H) for Folsom] of the Wholesale Water Supply Agreements is controlling with respect to a situation when available surface water supplies or treatment capacity are insufficient to meet WCA demands. It states: "San Juan will allocate its water supplies in an equitable manner."

The proposed Plan was discussed with the WCAs in 2018 and 2019. Consensus was achieved among the WCAs on the proposed Plan, including a FOWD/CHWD requested change to how wholesale fixed charges would be calculated going forward. Nevertheless, FOWD and CHWD declined to agree to approve the Plan without the District also accepting and incorporating revisions to the Wholesale Water Supply Agreements that they desired, which the District and the other WCAs could not support.

The Plan's formula for allocating deliveries during a shortage, i.e. on a pro-rata basis, using the ratio of the average amount of supplies delivered to each WCA during the five prior non-shortage years, divided by the average of the total wholesale deliveries in those years, reflects the consensus previously achieved.

Water Code Section 10632 requires every urban water supplier, including wholesale agencies, to develop a water shortage contingency plan, and incorporate that plan into their 2020 Urban Water Management Plan update (UWMP). The proposed Plan is intended to be the core component of the District's Wholesale water shortage contingency plan. The District's draft 2020 UWMP will be released next month and come before the Board for approval in June. The proposed Plan is before the Board tonight so that it may be incorporated into the District's draft Wholesale UWMP.

Budget Impact

None.

SAN JUAN WATER DISTRICT
SURFACE WATER SUPPLY AND WATER SHORTAGE MANAGEMENT PLAN
April 28, 2021

BACKGROUND

The Wholesale Water Agreement(s) (“Agreement(s)”) between San Juan Water District (“San Juan”) and each of the Member Agencies, include the section “Water Shortages and Interruptions in Water Deliveries”, which specifies shortages of surface water supplied by San Juan Wholesale to the Member Agencies will be allocated in accordance with a “Surface Water Supply and Water Shortage Management Plan” (“Plan”).

This Plan provides the framework and guidance for managing and distributing San Juan’s available surface water supplies during times of shortage arising from drought, regulatory mandates, or system outage.

Citrus Heights Water District (“CHWD”) and Fair Oaks Water District (“FOWD”) possess and regularly operate groundwater extraction facilities to supplement their purchase and delivery of surface water supplies from San Juan, and to support conjunctive use operations undertaken in collaboration with San Juan. Orange Vale Water Company (“OVWC”) currently does not utilize groundwater resources, but this may change in the future.

San Juan’s retail enterprise, the City of Folsom (“Folsom”) and OVWC, in partnership with the Sacramento Suburban Water District (SSWD), funded the construction of a “Pump Back Project” to provide for the potential delivery of groundwater extracted by SSWD to San Juan, Folsom and OVWC.

PRINCIPLES

This Plan is based on the following principles:

1. All conditions and limitations related to the disposition of surface water delivered by San Juan to the Member Agencies, as delineated in their individual Agreements, remain in force and are in no way modified by this Plan.
2. This Plan is intended to provide a framework for the allocation of San Juan’s surface water supplies when those supplies are determined to be insufficient to meet demands throughout its wholesale service area under regular operations.
3. San Juan and the Member Agencies are committed to the coequal objectives of the Water Forum Agreement to: (a) provide a reliable and safe water supply for the Sacramento region's economic health and planned

development through the year 2030; and (b) preserve the fishery, wildlife, recreational and aesthetic values of the Lower American River. San Juan's purveyor-specific Water Forum Agreement includes specified reductions in the amount of surface water that San Juan will divert from Folsom Reservoir during specified dry-year conditions. This Plan, and operations pursuant to it, will be consistent with the terms of the Water Forum Agreement.

4. San Juan will consult with the Member Agencies prior to making a surface water Shortage Year declaration initiating implementation of the Plan. The decision to make such a declaration, or not, however, is within the exclusive purview of the San Juan Board of Directors.

5. San Juan Retail and the Member Agencies will equitably share available surface supplies during times of shortage. A proportional allocation, based upon average surface water deliveries to San Juan Retail and each of the Member Agencies over the five (5) non-shortage years prior to the Shortage Year shall be used to determine the amount of surface water available to each entity during the Shortage Year. This calculation will incorporate necessary accounting for additional groundwater pumping undertaken in support of a groundwater substitution transfers should one or more have occurred during the prior five (5) non-shortage years, i.e. under such a circumstance an appropriate baseline of average pumping plus the associated surface water supply foregone will be applied in the proportional allocation calculation.

6. This Plan will be implemented in a manner that protects the water supplies and financial interests of affected ratepayers, including investments in existing facilities.

DEFINED TERMS

In addition to the terms defined in the Agreement, the following terms are defined as set forth in this section:

7. **“Emergency Shortage”** means a situation in which water supplies are temporarily interrupted due to equipment failure, power outage, or other incident not related to dry hydrology.

8. **“Member Agencies”** means, collectively, CHWD, FOWD, Folsom and OVWC.

9. **“Shortage Year”** means a timeframe during which available surface water supplies are inadequate to meet projected demands, due to dry hydrologic conditions.

10. **“San Juan’s Water Treatment and Conveyance Facilities”** means the water diversion, pumping, treatment and conveyance facilities that are used by San Juan to make surface water available to the Member Agencies.

11. **“Water Forum Agreement”** means the Memorandum of Understanding dated January 2000 among various signatories that includes a purveyor-specific agreement for San Juan’s wholesale service area.

SURFACE WATER SUPPLY SHORTAGE

Surface Water Supplies Generally Available To San Juan

12. San Juan delivers to the Member Agencies, pursuant to individual Agreements, and its retail enterprise, surface water from supplies that are available to San Juan from time to time, as described in the Agreements.

13. The total amounts of water delivered to San Juan by Reclamation under its pre-1914 water right and its appropriative water right permit is 33,000 acre-feet per year. San Juan’s 1954 settlement agreement with Reclamation requires this water to be delivered to San Juan in perpetuity without diminution. These water rights are subject to potential curtailment by the State Water Resources Control Board (SWRCB).

14. The amount of water available annually under San Juan's Central Valley Project (CVP) Water Service and Facilities Repayment contract and San Juan's water supply agreement with Placer County Water Agency (PCWA) are subject to reduction during times of shortage in accordance with the terms of those agreements. In addition, under the Water Forum Agreement, San Juan is expected to reduce surface water diversions as specified during certain dry years.

15. San Juan's ability to deliver water supplies to meet Member Agency demands is subject to interruption as a result of damage to and/or maintenance of the water storage and conveyance facilities used by Reclamation to deliver San Juan's water supplies, or as a result of damage to and/or maintenance of San Juan's Water Treatment and Conveyance Facilities. Should this occur, an Emergency Shortage may be declared by San Juan and the Mutual Aid and Assistance Agreement entered into by San Juan and the Member Agencies on November 3, 2011 will be implemented.

Process for Determining and Invoking a Shortage Year Declaration

16. San Juan will inform the Member Agencies of interim and final CVP allocations when received from Reclamation, as well as whether there is concern

regarding potential SWRCB curtailment of either of San Juan's water rights and/or a shortage imposed by PCWA on San Juan's PCWA contract entitlement. San Juan will convene a meeting with the Member Agencies each February to discuss estimated wholesale surface supply availability, based on then current information regarding access to water rights, its CVP allocation, and availability of PCWA entitlement water, as well as data related to snowpack, reservoir levels, precipitation and weather forecasts: including, but not limited to; the Department of Water Resources' (DWR) California Snow Water Content, Percent of April 1 Average graph; DWR's North Sierra Precipitation 8 Station Index graph; the Water Forum's Unimpaired Inflow to Folsom Reservoir reports; and American River Group Monthly Folsom Storage Forecasts. San Juan and the Member Agencies will also review demand projections from each Member Agency and then jointly and collaboratively evaluate whether or not a Shortage Year declaration recommendation may be necessary.

17. Should a Shortage Year declaration appear to be necessary, or should conditions change subsequent to the February meeting, San Juan will timely convene subsequent meetings/conference calls with the Member Agencies to refine the analysis and consider potential response actions.

18. The decision to make a Shortage Year declaration, or not, resides within the exclusive purview of the San Juan Board of Directors.

19. If a Shortage Year is declared, San Juan Wholesale will deliver a percentage of the total surface water available to San Juan Retail and each of the Member Agencies equivalent to the average of each agency's total deliveries divided by the average of total surface water deliveries to San Juan Retail and the Member Agencies by San Juan Wholesale during the five (5) non-shortage years prior to that Shortage Year, taking into account additional groundwater pumping undertaken in support of groundwater substitution transfers as described in Article 5 above.

20. If a Shortage Year is declared, San Juan and the Member Agencies will work collaboratively to develop a monthly delivery schedule, whereby aggregate deliveries to San Juan Retail or any Member Agency in that water year will not exceed its proportional share of the total supply of surface water available to San Juan Wholesale.

Annual Review

21. San Juan and the Member Agencies will have an opportunity to review and discuss potential amendments to this Plan annually as part of the consultations described in Article 17 above. Any revisions, if adopted by the San Juan Board of Directors, will go into effect no later than the following July 1st.

STAFF REPORT

To: Board of Directors
 From: Paul Helliker, General Manager
 Date: April 28, 2021
 Subject: General Manager's Monthly Report (March)

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production

Item	2021	2020	Difference
Monthly Production AF	1,899.80	1,859.90	2.1%
Daily Average MG	19.97	19.55	2.1%
Annual Production AF	4,892.21	5,275.85	-7.3%

Water Turbidity

Item	March 2021	February 2021	Difference
Raw Water Turbidity NTU	2.57	2.43	6%
Treated Water Turbidity NTU	0.024	0.022	9%
Monthly Turbidity Percentage Reduction	98.05%	99.09%	

*Folsom Lake Reservoir Storage Level AF**

Item	2021	2020	Difference
Lake Volume AF	360,914	477,414	-24%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

* Total Reservoir Capacity: 977,000 AF

Other Items of Interest:

- Renewed 153.53 MHz radio license.
- Replaced Thickener #1 oil seal
- Install new anode in Thickener #1

SYSTEM OPERATIONS

Distribution Operations:

Item	March 2021	February 2021	Difference
Leaks and Repairs	4	9	-1
Mains Flushed	132	68	+15
Valves Exercised	430	359	359
Hydrants Maintanenced	177	128	128
Back Flows Tested	86	9	+5
Customer Service Calls	32	23	-7

Distribution System Water Quality:

Water Quality Samples Taken	# Failed Samples	Supporting Information
50 Lab 23 In-House	0 1	Procedures were followed and addition samples were taken. All additions samples came back negative.

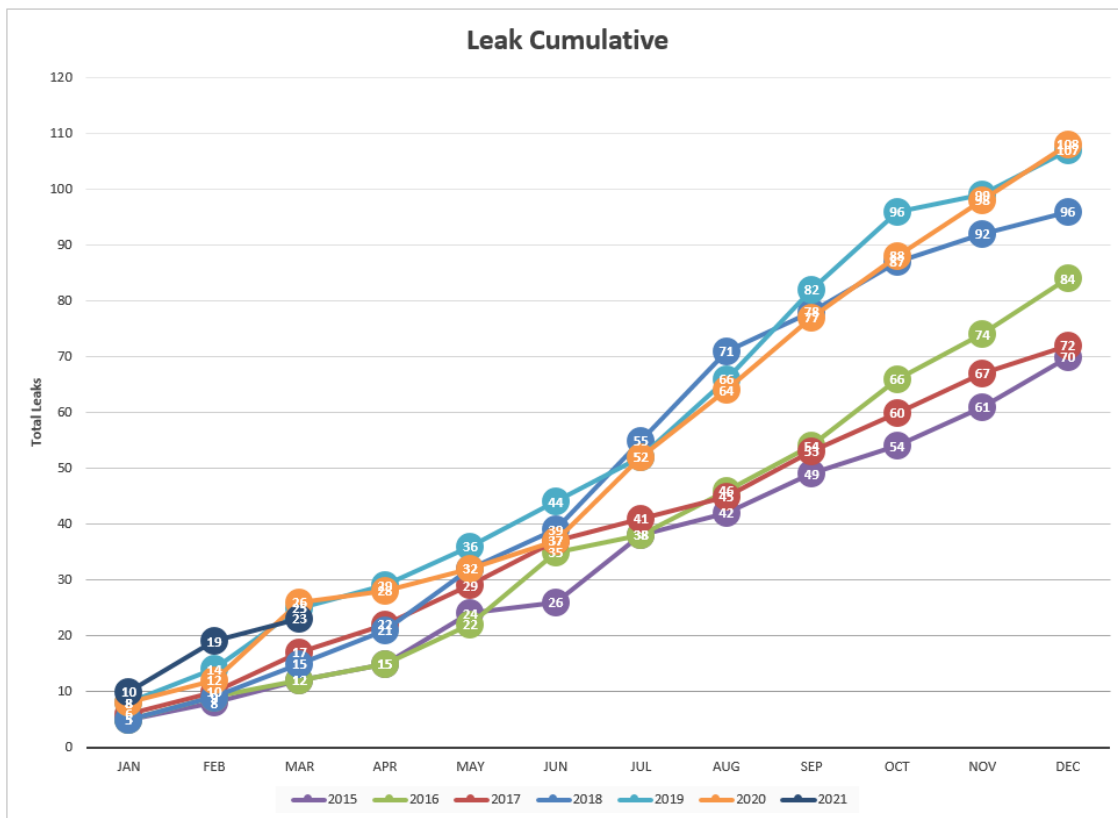


Figure 1: Annual Distribution System Leaks

CUSTOMER SERVICE ACTIVITIES

Billing Information for Month of March

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5353	451	0	0

Water Efficiency 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)
8	78	6	129

Other Activities

- None

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status	Issues / Notes
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	In Construction	Water main installed. Construction in process.
GB Memory Care	Commercial Business (6400 Douglas Blvd)	In Design Review	Planning to begin construction in 2021.
Eureka Grove (former Greyhawk III Proj.)	44 high-density & 28 SFR lots (NE Cor. Eureka & SCB)	In Construction	Construction started October 2020.
Premier Soleil (formerly Granite Bay Townhomes)	52-Lot Subdivision (Douglas, east of Auburn Folsom)	In Construction	Construction started October 2020.
Greenside Parcel Split (5640 Macargo)	Minor parcel split of 2.0-Ac parcel into 3 lots	In Design Review	Design reviewed and returned. Waiting for resubmittal.
Placer County Retirement Residence (3905 Old Auburn)	Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd)	Approved for Construction	Planning to begin construction in 2021.
Pond View	Commercial Business (5620 5630 5640 Douglas Blvd)	Approved for Construction	Planning to begin construction in 2021
Quarry Ridge Prof. Office Park	Comm Business (4 parcels to develop 4 gen/med office Bldgs; NE Corner of Douglas and Berg)	Complete	Project completed.
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)	In Construction	Construction complete. In project close-out.
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	Approved for Construction	Mass grading done. Re-start in 2021.
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	
Ventura of GB	33-Lot High Density Subdivision (6832 Eureka Rd)	In Design Review	Initially will only have one source of supply connection, planning for a future 2 nd connection.
Wellquest Senior Living (prior Ovation)	Commercial Business (114-Unit 2-story Assisted Living Facility; 9747 Sierra College Blvd.)	In Construction	Construction nearing completion, finish in 2021.
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	In Design Review	Design submitted, under review now
Rancho Del Oro Estates	89-Lot Subdivision (Olive Ranch Rd, east of Cavitt Stallman)	In Design Review	Design submitted, under review now
Canyon Terrace Apartments	Apartment Complex (7 new buildings; 1600 Canyon Terrace Lane)	In Design Review	Design submitted, under review now

ENGINEERING - CAPITAL PROJECTS

Status Update for Current Retail Projects

Project Title	Description	Status	Issues / Notes
Retail Master Plan Update	Update the 2005/7 Retail Master Plan	Underway	
SCADA Radio Replacements – North Phase	Replace outdated 900 MHz radios with 173 MHz equipment	Under Construction	Radio router issues have now been resolved
GIS Implementation	Update the aged GIS with new software and integrate with the CMMS and FIS/CIS systems	In Project Close-out	Testing and training sessions completed.
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	Construction in FY 21/22.
Cavitt Stallman 12" (Mystery Cr to Oak Pines)	Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.	In Design	Construction in FY 20/21
Woodminister Services Replacements	Replace 18 aged services	In Design	Construction in FY 20/21
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	In Design	Partial funding with RWA grant. Construction in FY 20/21
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.	East PRS is now completed, doing design for West PRS	Construction in FY 21/22
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 Construction	Installation and commission in FY 20/21

Status Update for Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues/ Notes
WTP Filters Improvements	R&R Filter Materials, nozzles, and resurface spalled filter floor and wall areas	In Construction	North Basin completion in FY 19/20 with South Basin in FY 20/21
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner.	In Design Phase. 95% Design Plans & Specs review comments returned	Applying for SRF funding.
Temporary Storage Tanks	Installation of two temporary ±1.0-MG finished water storage tanks to operate when Hinkle Reservoir is out of service	In Construction	Construction complete. In project close-out.
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
WTP On-Site Residuals Management Improvement Project	Management of the WTP residuals disposal area and improvements needed to meet regulatory requirements.	In Construction	Contractor began work in Jan 2021. Construction to be completed in FY 20/21.
Bacon and Upper Granite Bay Pump Station Generator Replacements	Replacing generators at both the Bacon Pump Station Facility and at Upper Granite Bay Pump Station	In Design	
Baldwin Chnl Lining and Solar Field Culvert Replacement Project	Lining the Baldwin Ditch on the main campus to minimize costs for maintenance within the ditch and the replacement of the Solar Field Culvert to provide emergency discharge capacity to Baldwin Reservoir	Design and Environmental Underway	

SAFETY & REGULATORY TRAINING – March 2021

Training Course	Staff
Confined Space Entry	Operations Staff

FINANCE/BUDGET

See attached



San Juan Water District, CA

Wholesale Operating Income Statement

Group Summary

For Fiscal: 2020-2021 Period Ending: 03/31/2021

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESALE					
Revenue					
41000 - Water Sales	9,264,600.00	9,264,600.00	0.00	7,564,578.94	1,700,021.06
43000 - Rebate	1,500.00	1,500.00	284.37	743.29	756.71
45000 - Other Operating Revenue	0.00	0.00	1.19	643.60	-643.60
49000 - Other Non-Operating Revenue	114,000.00	114,000.00	11,061.58	41,792.26	72,207.74
Revenue Total:	9,380,100.00	9,380,100.00	11,347.14	7,607,758.09	1,772,341.91
Expense					
51000 - Salaries and Benefits	4,071,700.00	4,071,700.00	379,887.13	2,652,906.59	1,418,793.41
52000 - Debt Service Expense	896,200.00	896,200.00	37.60	531,196.64	365,003.36
53000 - Source of Supply	503,600.00	503,600.00	129,333.33	490,998.00	12,602.00
54000 - Professional Services	814,400.00	814,400.00	49,065.97	398,501.38	415,898.62
55000 - Maintenance	359,300.00	359,300.00	13,911.00	282,979.03	76,320.97
56000 - Utilities	149,300.00	149,300.00	515.10	138,306.35	10,993.65
57000 - Materials and Supplies	616,100.00	616,100.00	29,802.55	317,581.88	298,518.12
58000 - Public Outreach	49,400.00	49,400.00	0.00	9,820.40	39,579.60
59000 - Other Operating Expenses	562,600.00	562,600.00	6,898.33	422,061.55	140,538.45
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,450.50	49.50
69900 - Transfers Out	617,500.00	617,500.00	0.00	0.00	617,500.00
Expense Total:	8,641,600.00	8,641,600.00	609,451.01	5,245,802.32	3,395,797.68
Fund: 010 - WHOLESALE Surplus (Deficit):	738,500.00	738,500.00	-598,103.87	2,361,955.77	-1,623,455.77
Total Surplus (Deficit):	738,500.00	738,500.00	-598,103.87	2,361,955.77	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESAL	738,500.00	738,500.00	-598,103.87	2,361,955.77	-1,623,455.77
Total Surplus (Deficit):	738,500.00	738,500.00	-598,103.87	2,361,955.77	



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

For Fiscal: 2020-2021 Period Ending: 03/31/2021

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,173,000.00	1,173,000.00	0.00	672,873.40	500,126.60
44000 - Connection Fees	75,000.00	75,000.00	32,817.00	133,617.00	-58,617.00
44500 - Capital Contributions - Revenue	68,600.00	68,600.00	0.00	68,657.74	-57.74
49000 - Other Non-Operating Revenue	178,000.00	178,000.00	0.00	85,974.98	92,025.02
49990 - Transfer In	617,500.00	617,500.00	0.00	0.00	617,500.00
Revenue Total:	2,112,100.00	2,112,100.00	32,817.00	961,123.12	1,150,976.88
Expense					
55000 - Maintenance	250,000.00	250,000.00	0.00	3,746.95	246,253.05
61000 - Capital Outlay	5,829,000.00	5,829,000.00	267,734.45	3,728,573.16	2,100,426.84
Expense Total:	6,079,000.00	6,079,000.00	267,734.45	3,732,320.11	2,346,679.89
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	-3,966,900.00	-3,966,900.00	-234,917.45	-2,771,196.99	-1,195,703.01
Total Surplus (Deficit):	-3,966,900.00	-3,966,900.00	-234,917.45	-2,771,196.99	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
011 - Wholesale Capital Outlay	-3,966,900.00	-3,966,900.00	-234,917.45	-2,771,196.99	-1,195,703.01
Total Surplus (Deficit):	-3,966,900.00	-3,966,900.00	-234,917.45	-2,771,196.99	



San Juan Water District, CA

Retail Operating Income Statement

Group Summary

For Fiscal: 2020-2021 Period Ending: 03/31/2021

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	12,806,500.00	12,806,500.00	944,784.82	8,132,646.86	4,673,853.14
45000 - Other Operating Revenue	420,000.00	420,000.00	12,690.57	220,425.95	199,574.05
49000 - Other Non-Operating Revenue	204,700.00	204,700.00	11,059.75	103,478.91	101,221.09
Revenue Total:	13,431,200.00	13,431,200.00	968,535.14	8,456,551.72	4,974,648.28
Expense					
41000 - Water Sales	0.00	0.00	-1.93	258.36	-258.36
51000 - Salaries and Benefits	5,403,300.00	5,403,300.00	527,488.04	3,587,392.11	1,815,907.89
52000 - Debt Service Expense	498,600.00	498,600.00	20.42	294,869.90	203,730.10
53000 - Source of Supply	3,034,700.00	3,034,700.00	0.00	2,271,302.85	763,397.15
54000 - Professional Services	1,459,200.00	1,478,100.00	65,080.74	556,743.31	921,356.69
55000 - Maintenance	226,800.00	226,800.00	11,169.05	207,328.71	19,471.29
56000 - Utilities	313,700.00	294,800.00	10,467.85	293,442.85	1,357.15
57000 - Materials and Supplies	463,900.00	463,900.00	37,808.44	383,415.47	80,484.53
58000 - Public Outreach	70,500.00	70,500.00	0.00	44,571.13	25,928.87
59000 - Other Operating Expenses	750,200.00	750,200.00	28,677.00	408,775.08	341,424.92
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,450.50	49.50
69900 - Transfers Out	592,400.00	592,400.00	0.00	0.00	592,400.00
Expense Total:	12,814,800.00	12,814,800.00	680,709.61	8,049,550.27	4,765,249.73
Fund: 050 - RETAIL Surplus (Deficit):	616,400.00	616,400.00	287,825.53	407,001.45	209,398.55
Total Surplus (Deficit):	616,400.00	616,400.00	287,825.53	407,001.45	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	616,400.00	616,400.00	287,825.53	407,001.45	209,398.55
Total Surplus (Deficit):	616,400.00	616,400.00	287,825.53	407,001.45	



San Juan Water District, CA

Retail Capital Income Statement

Group Summary

For Fiscal: 2020-2021 Period Ending: 03/31/2021

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,173,000.00	1,173,000.00	0.00	672,873.41	500,126.59
44000 - Connection Fees	100,000.00	100,000.00	116,374.00	1,020,094.00	-920,094.00
49000 - Other Non-Operating Revenue	52,600.00	52,600.00	0.00	45,037.73	7,562.27
49990 - Transfer In	592,400.00	592,400.00	0.00	0.00	592,400.00
Revenue Total:	1,918,000.00	1,918,000.00	116,374.00	1,738,005.14	179,994.86
Expense					
54000 - Professional Services	33,000.00	33,000.00	0.00	26,614.39	6,385.61
61000 - Capital Outlay	5,434,300.00	5,434,300.00	37,729.08	555,521.69	4,878,778.31
Expense Total:	5,467,300.00	5,467,300.00	37,729.08	582,136.08	4,885,163.92
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-3,549,300.00	-3,549,300.00	78,644.92	1,155,869.06	-4,705,169.06
Total Surplus (Deficit):	-3,549,300.00	-3,549,300.00	78,644.92	1,155,869.06	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-3,549,300.00	-3,549,300.00	78,644.92	1,155,869.06	-4,705,169.06
Total Surplus (Deficit):	-3,549,300.00	-3,549,300.00	78,644.92	1,155,869.06	

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
171109	GIS Assessment and Implementation	0.00	10,967.74	-10,967.74
181105	Lime System Control & Feeder System	0.00	8,950.00	-8,950.00
185135	Upper & Lower GB Pump Stn Low Flov	1,159.75	47,012.20	-45,852.45
185180	Cavitt Stallman Main - Mystery Crk & (0.00	11,769.32	-11,769.32
191235	Solar Site Access Culvert Replacement	0.00	38,276.87	-38,276.87
191255	WTP Filter Basins Rehab Project	59,061.66	1,275,947.34	-1,216,885.68
191260	WTP Residual Area Storm Water Lift S	12,973.00	317,543.75	-304,570.75
191275	Clarifier Wall Lining & Leakage Repairs	-14,388.00	3,747.00	-18,135.00
191280	Hinkle Reservoir Cover	0.00	230,769.90	-230,769.90
195210	SCADA Radio Replacments North Phas	0.00	-2,409.78	2,409.78
195225	Kokila SJWD/PCWA Intertie	0.00	1,267.68	-1,267.68
195265	Douglas Booster Pump Station Electric	0.00	313.73	-313.73
201111	Hinkle Reservoir Overflow Channel Lin	0.00	31,256.27	-31,256.27
201120	Tag Line Replacement for BW Hoods	0.00	366.46	-366.46
201135	Sludge Feed Pump Replacement	0.00	15,331.71	-15,331.71
201144	Hinkle Reservoir Temporary Tanks anc	51,459.05	1,703,122.91	-1,651,663.86
201171	CMMS Implementation	0.00	33,231.33	-33,231.33
201505	Hinkle Reservoir 48" Bypass Pipe Clear	0.00	2,966.62	-2,966.62
205114	AFR 6 inch Main Extension Replaceme	0.00	19,141.81	-19,141.81
205120	Air/Vacuum Relief Valve Replacement	0.00	58,876.46	-58,876.46
205123	Five Hydrant Replacements	0.00	46,146.00	-46,146.00
205135	ARC South #1 thru #4 VFD Replacemei	0.00	81,747.44	-81,747.44
205138	UGB Auxiliary Genset Receptacle	0.00	592.98	-592.98
205153	Ford F450 Purchase	0.00	50,805.12	-50,805.12
205159	ARC-North Main Breaker Replacemen	0.00	9,384.60	-9,384.60
211122	Backwash Hoods Electric Breaker Repl	0.00	11,971.30	-11,971.30
211137	Lab Particle Counter Replacement	0.00	32,796.45	-32,796.45
215111	ARC South Main Breaker Replacement	0.00	11,640.82	-11,640.82
215114	Bacon Pump Station Generator Repla	0.00	42,876.68	-42,876.68
215117	Upper Granite Bay Pump Station Gene	0.00	21,413.32	-21,413.32
Project Totals:		110,265.46	4,117,824.03	-4,007,558.57

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	124,653.46	4,111,110.41	-3,986,456.95
CIP - Expense	-14,388.00	6,713.62	-21,101.62
Group Totals:	110,265.46	4,117,824.03	-4,007,558.57

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	33,231.33	-33,231.33
Engineering	52,618.80	2,149,168.12	-2,096,549.32
Field Services	0.00	60,189.72	-60,189.72
Water Treatment Plant	57,646.66	1,875,234.86	-1,817,588.20
Type Totals:	110,265.46	4,117,824.03	-4,007,558.57

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
010-15000	Capital - Work In Progress	0.00	0.00	0.00
011-20030	Retentions Payable	-109,105.71	2,966.62	-106,139.09
011-700-57120	Maintenance - Facility	0.00	3,747.00	3,747.00
011-700-61120	Capital Outlay - Land Improve...	0.00	31,066.56	31,066.56
011-700-61145	Capital Outlay - WTP & Improv...	0.00	1,630,110.56	1,630,110.56

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	1,972,359.39	1,972,359.39
011-700-61160	Capital Outlay - Equipment and..	0.00	32,796.45	32,796.45
011-700-61180	Capital Outlay - Software	0.00	11,049.75	11,049.75
050-210-52000	Materials and Supplies	0.00	1,746.46	1,746.46
050-300-50010	Salaries and Wages	0.00	1,267.68	1,267.68
055-12000	Accounts Receivable	0.00	-2,409.78	-2,409.78
055-20030	Retentions Payable	-1,159.75	0.00	-1,159.75
055-700-61135	Capital Outlay - Pump Stations...	0.00	214,981.77	214,981.77
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	134,187.13	134,187.13
055-700-61155	Capital Outlay - Reservoirs & I...	0.00	0.00	0.00
055-700-61170	Capital Outlay - Vehicles	0.00	50,805.12	50,805.12
055-700-61180	Capital Outlay - Software	0.00	33,149.32	33,149.32
	GL Account Totals:	-110,265.46	4,117,824.03	4,007,558.57



San Juan Water District, CA

Balance Sheet

Account Summary

As Of 03/31/2021

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	4,232,288.88	14,598,677.50	3,442,050.25	9,219,872.98	31,492,889.61
10510 - Accounts Receivable	0.00	0.01	331,629.19	-0.01	331,629.19
11000 - Inventory	0.00	0.00	149,773.56	0.00	149,773.56
12000 - Prepaid Expense	115,833.91	0.00	34,806.12	0.00	150,640.03
14010 - Deferred Outflows	2,763,407.36	0.00	2,774,087.63	0.00	5,537,494.99
17010 - Capital Assets - Work in Progress	3,980,626.89	0.00	875,230.51	0.00	4,855,857.40
17150 - Capital Assets - Land Non-depreciable	98,212.00	0.00	166,272.00	0.00	264,484.00
17160 - Capital Assets - Land Improvements	824,743.09	0.00	94,608.30	0.00	919,351.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	6,083,048.68	0.00	13,130,226.68
17300 - Capital Assets - Buildings & Improvements	1,279,892.05	0.00	275,982.16	0.00	1,555,874.21
17350 - Capital Assets - Water Treatment Plant & Imp	35,618,552.26	0.00	16,000.00	0.00	35,634,552.26
17400 - Capital Assets - Mains/Pipelines & Improvements	28,209,998.95	0.00	46,000,012.63	0.00	74,210,011.58
17500 - Capital Assets - Reservoirs & Improvements	2,923,447.50	0.00	2,492,421.90	0.00	5,415,869.40
17700 - Capital Assets - Equipment & Furniture	13,691,268.95	0.00	1,118,898.17	0.00	14,810,167.12
17750 - Capital Assets - Vehicles	304,780.00	0.00	548,262.51	0.00	853,042.51
17800 - Capital Assets - Software	445,614.45	0.00	415,403.40	0.00	861,017.85
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-39,469,850.00	0.00	-29,722,911.57	0.00	-69,192,761.57
Total Type 1000 - Assets:	62,732,190.29	14,598,677.51	35,095,575.44	9,219,872.97	121,646,316.21
Total Asset:	62,732,190.29	14,598,677.51	35,095,575.44	9,219,872.97	121,646,316.21
Liability					
Type: 1000 - Assets					
10510 - Accounts Receivable	0.00	0.00	115,555.67	0.00	115,555.67
Total Type 1000 - Assets:	0.00	0.00	115,555.67	0.00	115,555.67
Type: 2000 - Liabilities					
20010 - Accounts Payable	87,678.86	264,757.96	121,154.41	34,994.39	508,585.62
20100 - Retentions Payable	0.00	214,983.63	0.00	1,159.76	216,143.39
20150 - Customer Deposits	147.40	0.00	0.00	0.00	147.40
21200 - Salaries & Benefits Payable	75,330.69	0.00	121,499.76	0.00	196,830.45
21250 - Payroll Taxes Payable	26,462.82	0.00	31,915.12	0.00	58,377.94
21300 - Compensated Absences	384,418.36	0.00	494,414.58	0.00	878,832.94
21500 - Premium on Issuance of Bonds Series 2017	1,679,588.29	0.00	936,350.59	0.00	2,615,938.88
21600 - OPEB Liability	1,362,313.49	0.00	1,765,048.61	0.00	3,127,362.10

Balance Sheet

As Of 03/31/2021

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21700 - Pension Liability	1,059,627.55	0.00	1,396,796.86	0.00	2,456,424.41
22010 - Deferred Income	0.00	0.00	232,015.70	0.00	232,015.70
22050 - Deferred Inflows	1,174,187.61	0.00	1,525,245.84	0.00	2,699,433.45
24200 - 2012 Bonds Payable	5,576,900.50	0.00	3,028,099.50	0.00	8,605,000.00
24250 - Bonds Payable 2017 Refunding	14,992,000.00	0.00	8,433,000.00	0.00	23,425,000.00
Total Type 2000 - Liabilities:	26,418,655.57	479,741.59	18,085,540.97	36,154.15	45,020,092.28
Total Liability:	26,418,655.57	479,741.59	18,201,096.64	36,154.15	45,135,647.95
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	33,720,732.31	0.00	16,166,351.01	0.00	49,887,083.32
30500 - Designated Reserves	230,846.64	16,890,132.91	321,126.34	8,027,849.76	25,469,955.65
Total Type 3000 - Equity:	33,951,578.95	16,890,132.91	16,487,477.35	8,027,849.76	75,357,038.97
Total Total Beginning Equity:	33,951,578.95	16,890,132.91	16,487,477.35	8,027,849.76	75,357,038.97
Total Revenue	7,607,758.09	961,123.12	8,456,551.72	1,738,005.14	18,763,438.07
Total Expense	5,245,802.32	3,732,320.11	8,049,550.27	582,136.08	17,609,808.78
Revenues Over/Under Expenses	2,361,955.77	-2,771,196.99	407,001.45	1,155,869.06	1,153,629.29
Total Equity and Current Surplus (Deficit):	36,313,534.72	14,118,935.92	16,894,478.80	9,183,718.82	76,510,668.26
Total Liabilities, Equity and Current Surplus (Deficit):	62,732,190.29	14,598,677.51	35,095,575.44	9,219,872.97	121,646,316.21



San Juan Water District, CA

Check Report

By Vendor Name

Date Range: 03/01/2021 - 03/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	Void	03/15/2021	Regular	0.00	0.00	56579
	Void	03/15/2021	Regular	0.00	0.00	56588
	Void	03/15/2021	Regular	0.00	0.00	56589
	Void	03/15/2021	Regular	0.00	0.00	56590
	Void	03/15/2021	Regular	0.00	0.00	56591
	Void	03/15/2021	Regular	0.00	0.00	56592
	Void	03/15/2021	Regular	0.00	0.00	56593
	Void	03/15/2021	Regular	0.00	0.00	56594
	Void	03/22/2021	Regular	0.00	0.00	56616
	Void	03/22/2021	EFT	0.00	0.00	407242
03781	A-1 Construction General Engineering Inc	03/15/2021	EFT	0.00	21,920.26	407226
01041	Afman, Todd R	03/01/2021	Regular	0.00	787.12	56515
01041	Afman, Todd R	03/22/2021	Regular	0.00	525.53	56599
03109	Alfa Laval Inc.	03/01/2021	EFT	0.00	517.48	407198
03681	Allied Electronics Inc.	03/01/2021	EFT	0.00	423.51	407199
03681	Allied Electronics Inc.	03/08/2021	EFT	0.00	202.25	407211
03681	Allied Electronics Inc.	03/15/2021	EFT	0.00	126.68	407227
03406	Alpha Analytical Laboratories Inc.	03/01/2021	Regular	0.00	846.00	56516
03406	Alpha Analytical Laboratories Inc.	03/08/2021	Regular	0.00	513.00	56544
03406	Alpha Analytical Laboratories Inc.	03/15/2021	Regular	0.00	653.00	56570
03406	Alpha Analytical Laboratories Inc.	03/22/2021	Regular	0.00	508.00	56600
03406	Alpha Analytical Laboratories Inc.	03/29/2021	Regular	0.00	320.00	56632
01073	Amarjeet Singh Garcha	03/08/2021	Regular	0.00	1,500.00	56545
01039	American Family Life Assurance Company of Colu	03/25/2021	Bank Draft	0.00	60.59	Q3869 03-25-21
01039	American Family Life Assurance Company of Colu	03/25/2021	Bank Draft	0.00	60.59	Q3869 03-25-21
01039	American Family Life Assurance Company of Colu	03/25/2021	Bank Draft	0.00	542.96	Q3869 03-25-21
01039	American Family Life Assurance Company of Colu	03/25/2021	Bank Draft	0.00	542.96	Q3869 03-25-21
01328	Association of California Water Agencies / Joint P	03/22/2021	EFT	0.00	7,522.64	407241
01138	AT&T Mobility II LLC	03/08/2021	Regular	0.00	63.24	56546
03739	Azteca Systems Holdings, LLC	03/22/2021	EFT	0.00	100.00	407243
01164	Backflow Distributors Inc	03/01/2021	Regular	0.00	116.04	56517
01165	Backflow Technologies	03/01/2021	Regular	0.00	940.44	56518
03789	Banner Bank	03/08/2021	Regular	0.00	4,237.25	56547
01182	Bartkiewicz, Kronick & Shanahan	03/01/2021	Regular	0.00	13,151.05	56519
01182	Bartkiewicz, Kronick & Shanahan	03/22/2021	Regular	0.00	20,492.50	56601
03807	Blue Mountain Construction	03/08/2021	Regular	0.00	2,879.80	56548
01232	Brower Mechanical, Inc.	03/08/2021	EFT	0.00	1,015.00	407212
01242	Bureau of Reclamation-MPR	03/08/2021	EFT	0.00	17,275.50	407213
01242	Bureau of Reclamation-MPR	03/08/2021	EFT	0.00	2,552.55	407214
01242	Bureau of Reclamation-MPR	03/15/2021	EFT	0.00	3,174.60	407228
01242	Bureau of Reclamation-MPR	03/15/2021	EFT	0.00	28,792.50	407229
03080	California State Disbursement Unit	03/08/2021	Bank Draft	0.00	1,611.68	PAY0000000003
03080	California State Disbursement Unit	03/19/2021	Bank Draft	0.00	1,611.68	PAY0000000003
01290	California Surveying & Drafting Supply Inc	03/22/2021	EFT	0.00	994.21	407244
03078	CalPERS Health	03/04/2021	Bank Draft	0.00	40,433.73	1001799387
03078	CalPERS Health	03/04/2021	Bank Draft	0.00	48,673.24	1001799387
03078	CalPERS Health	03/04/2021	Bank Draft	0.00	48,673.24	1001799387
03130	CalPERS Retirement	03/05/2021	Bank Draft	0.00	538.39	1001800306
03130	CalPERS Retirement	03/05/2021	Bank Draft	0.00	36,861.25	1001800306
03130	CalPERS Retirement	03/19/2021	Bank Draft	0.00	36,829.34	1001808724
03130	CalPERS Retirement	03/19/2021	Bank Draft	0.00	215.36	1001808724
03226	Capitol Sand and Gravel Co.	03/15/2021	Regular	0.00	3,186.34	56571
01330	CDW Government LLC	03/22/2021	EFT	0.00	1,722.75	407245
03221	Chemtrade Chemicals Corporation	03/22/2021	EFT	0.00	5,042.31	407246

Check Report

Date Range: 03/01/2021 - 03/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01366	Citistreet/CalPERS 457	03/05/2021	Bank Draft	0.00	4,808.38	1001800310
01366	Citistreet/CalPERS 457	03/19/2021	Bank Draft	0.00	4,888.55	1001808728
01372	City of Folsom	03/01/2021	Regular	0.00	31.55	56520
01372	City of Folsom	03/22/2021	Regular	0.00	32.95	56602
01374	City of Sacramento - Department of Utilities	03/08/2021	Regular	0.00	500.00	56549
01378	Clark Pest Control of Stockton	03/08/2021	Regular	0.00	1,825.00	56550
01378	Clark Pest Control of Stockton	03/22/2021	Regular	0.00	150.00	56603
02616	Darr, Toni	03/29/2021	Regular	0.00	11.63	56633
01521	DataProse, LLC	03/08/2021	EFT	0.00	3,295.66	407215
01521	DataProse, LLC	03/15/2021	EFT	0.00	1,350.00	407230
03424	Davis, Aaron	03/22/2021	Regular	0.00	132.40	56604
01494	Dewey Services Inc.	03/22/2021	Regular	0.00	99.00	56605
01532	E&M Electric & Machinery, Inc.	03/29/2021	EFT	0.00	3,300.00	407264
03163	Economic Development Department	03/19/2021	Bank Draft	0.00	8,301.27	0-233-946-272
03163	Economic Development Department	03/08/2021	Bank Draft	0.00	8,665.27	1-026-411-680
03163	Economic Development Department	03/08/2021	Bank Draft	0.00	464.55	1-831-718-048
03163	Economic Development Department	03/08/2021	Bank Draft	0.00	65.61	1-831-718-048
03775	ECORP Consulting, Inc.	03/22/2021	Regular	0.00	954.39	56606
03776	EETS Inc.	03/15/2021	EFT	0.00	9,055.00	407231
03776	EETS Inc.	03/22/2021	EFT	0.00	1,895.00	407247
03749	Eide Bailly LLP	03/01/2021	EFT	0.00	875.00	407200
01554	Electrical Equipment Co	03/15/2021	Regular	0.00	15,829.57	56572
03621	Eletrick Motorsports, Inc.	03/01/2021	Regular	0.00	2,552.81	56521
01566	Empire Safety & Supply	03/08/2021	Regular	0.00	302.05	56551
03699	Enviromental System Research Institute, Inc.	03/01/2021	EFT	0.00	3,000.00	407201
01584	ERS Industrial Services, Inc.	03/15/2021	EFT	0.00	99,750.00	407232
01604	Fastenal Company	03/22/2021	EFT	0.00	62.14	407248
01611	Ferguson Enterprises, Inc	03/01/2021	EFT	0.00	445.25	407202
01611	Ferguson Enterprises, Inc	03/08/2021	EFT	0.00	21.55	407216
01611	Ferguson Enterprises, Inc	03/22/2021	EFT	0.00	2,558.86	407249
03702	Flowline Contractors, Inc.	03/22/2021	EFT	0.00	61,879.00	407250
01630	FM Graphics, Inc.	03/15/2021	Regular	0.00	1,258.39	56573
01634	Folsom Lake Ford, Inc.	03/01/2021	Regular	0.00	134.77	56522
01634	Folsom Lake Ford, Inc.	03/08/2021	Regular	0.00	1,178.49	56552
01068	Glenn C. Walker	03/08/2021	Regular	0.00	1,299.76	56553
03091	Granite Bay Ace Hardware	03/01/2021	Regular	0.00	101.03	56523
03091	Granite Bay Ace Hardware	03/08/2021	Regular	0.00	77.19	56554
03091	Granite Bay Ace Hardware	03/29/2021	Regular	0.00	8.68	56634
02567	Grant, Teri	03/15/2021	Regular	0.00	131.60	56574
01706	Graymont Western US Inc.	03/22/2021	EFT	0.00	6,568.50	407251
03804	Guy Rents, Inc	03/22/2021	Regular	0.00	453.69	56607
01721	Hach Company	03/22/2021	EFT	0.00	1,193.92	407252
01733	Harris Industrial Gases	03/01/2021	Regular	0.00	109.88	56524
03235	HD Supply Construction Supply LTD	03/01/2021	Regular	0.00	158.76	56525
01741	HDR Engineering, Inc.	03/01/2021	EFT	0.00	33,687.36	407203
01741	HDR Engineering, Inc.	03/08/2021	EFT	0.00	13,484.24	407217
01741	HDR Engineering, Inc.	03/15/2021	EFT	0.00	2,347.98	407233
01741	HDR Engineering, Inc.	03/22/2021	EFT	0.00	2,202.24	407253
03810	Hildebrand Consulting, LLC	03/08/2021	Regular	0.00	1,470.00	56555
01768	Hopkins Technical Products, Inc.	03/01/2021	Regular	0.00	164.30	56526
03072	HUNT & SONS INC.	03/22/2021	Regular	0.00	1,616.82	56608
03682	HydroScience Engineers, Inc.	03/29/2021	Regular	0.00	7,042.35	56635
01416	ICONIX Waterworks (US) Inc.	03/01/2021	EFT	0.00	2,517.17	407204
01778	IDEXX Distribution, Inc.	03/22/2021	EFT	0.00	46.18	407254
03383	Inferrera Construction Management Group, Inc.	03/22/2021	Regular	0.00	28,862.50	56609
03383	Inferrera Construction Management Group, Inc.	03/29/2021	Regular	0.00	1,397.50	56636
03164	Internal Revenue Service	03/05/2021	Bank Draft	0.00	50,680.37	2701464116484
03164	Internal Revenue Service	03/05/2021	Bank Draft	0.00	2,051.50	2701464902171
03164	Internal Revenue Service	03/05/2021	Bank Draft	0.00	248.92	2701464902171
03164	Internal Revenue Service	03/05/2021	Bank Draft	0.00	710.91	2701464902171
03164	Internal Revenue Service	03/19/2021	Bank Draft	0.00	49,627.16	2701478426561

Check Report

Date Range: 03/01/2021 - 03/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03772	Larsson, Thomas	03/01/2021	Regular	0.00	1,000.00	56527
03628	Lees Automotive Repair Inc.	03/01/2021	EFT	0.00	1,119.08	407205
03628	Lees Automotive Repair Inc.	03/08/2021	EFT	0.00	177.36	407218
03628	Lees Automotive Repair Inc.	03/15/2021	EFT	0.00	835.13	407234
03628	Lees Automotive Repair Inc.	03/22/2021	EFT	0.00	206.46	407255
03628	Lees Automotive Repair Inc.	03/29/2021	EFT	0.00	3,104.49	407265
01959	Les Schwab Tire Centers of California Inc	03/08/2021	Regular	0.00	228.78	56556
01959	Les Schwab Tire Centers of California Inc	03/15/2021	Regular	0.00	602.74	56575
02367	McClatchy Newspapers Inc	03/22/2021	EFT	0.00	647.38	407256
03785	McGuire and Hetser	03/08/2021	Regular	0.00	80,507.75	56557
02024	MCI WORLDCOM	03/15/2021	Regular	0.00	111.06	56576
02027	Mcmaster-Carr Supply Company	03/01/2021	EFT	0.00	779.37	407206
02027	Mcmaster-Carr Supply Company	03/08/2021	EFT	0.00	188.55	407219
02027	Mcmaster-Carr Supply Company	03/22/2021	EFT	0.00	542.86	407257
01472	Mel Dawson, Inc.	03/15/2021	EFT	0.00	4,968.86	407235
02069	Motion Industries	03/08/2021	EFT	0.00	8.02	407220
03464	National Water Resources Association Inc (Nwra)	03/22/2021	Regular	0.00	525.00	56610
02093	NDS Solutions, Inc	03/15/2021	Regular	0.00	16.57	56577
02463	New AnswerNet Inc.	03/08/2021	EFT	0.00	260.00	407221
03402	Normac, Inc	03/22/2021	Regular	0.00	116.21	56611
02131	Office Depot, Inc.	03/15/2021	Regular	0.00	1,051.50	56578
02131	Office Depot, Inc.	03/22/2021	Regular	0.00	561.43	56612
02150	Pace Supply Corp	03/01/2021	Regular	0.00	1,694.29	56528
02150	Pace Supply Corp	03/08/2021	Regular	0.00	8,784.48	56558
02150	Pace Supply Corp	03/15/2021	Regular	0.00	3,857.27	56580
02150	Pace Supply Corp	03/22/2021	Regular	0.00	2,906.05	56613
02158	Pacific Storage Company	03/22/2021	EFT	0.00	88.07	407258
03752	Pavement Coatings Co.	03/08/2021	Regular	0.00	-1,727.76	55824
03752	Pavement Coatings Co.	03/08/2021	Regular	0.00	1,727.76	56559
03801	PeopleReady, Inc	03/01/2021	Regular	0.00	1,400.00	56529
03801	PeopleReady, Inc	03/08/2021	Regular	0.00	1,120.00	56560
03801	PeopleReady, Inc	03/15/2021	Regular	0.00	1,426.25	56581
03801	PeopleReady, Inc	03/22/2021	Regular	0.00	1,531.25	56614
03026	PFM Asset Management	03/22/2021	EFT	0.00	1,488.88	407259
03026	PFM Asset Management	03/29/2021	EFT	0.00	894.54	407266
02146	PG&E	03/08/2021	Regular	0.00	5,021.94	56561
02146	PG&E	03/15/2021	Regular	0.00	10.00	56582
02146	PG&E	03/22/2021	Regular	0.00	5,063.59	56615
02146	PG&E	03/29/2021	Regular	0.00	3,138.00	56637
02210	Placer County Water Agency	03/22/2021	Regular	0.00	113,145.98	56617
03150	Professional Id Cards Inc	03/01/2021	Regular	0.00	26.50	56530
03543	Quadient Finance USA, Inc. - Postage	03/15/2021	EFT	0.00	571.00	407236
01736	Quadient Leasing USA, Inc. - Lease	03/08/2021	EFT	0.00	489.23	407222
01736	Quadient Leasing USA, Inc. - Lease	03/29/2021	EFT	0.00	79.59	407267
02275	Ramos Oil Recyclers Inc	03/01/2021	EFT	0.00	110.00	407207
02275	Ramos Oil Recyclers Inc	03/22/2021	EFT	0.00	110.00	407260
03377	RDO Construction Equipment Co.	03/15/2021	EFT	0.00	1,322.11	407237
02283	Recology Auburn Placer	03/22/2021	Regular	0.00	1,332.48	56618
02223	Rexel Inc (Platt - Rancho Cordova)	03/01/2021	Regular	0.00	17,908.34	56531
02223	Rexel Inc (Platt - Rancho Cordova)	03/08/2021	Regular	0.00	2,726.86	56562
02223	Rexel Inc (Platt - Rancho Cordova)	03/15/2021	Regular	0.00	19,451.47	56583
02223	Rexel Inc (Platt - Rancho Cordova)	03/22/2021	Regular	0.00	323.63	56619
02293	RFI Enterprises, Inc	03/01/2021	Regular	0.00	51.34	56532
02293	RFI Enterprises, Inc	03/22/2021	Regular	0.00	51.34	56620
02298	Richardson & Company, LLP	03/08/2021	Regular	0.00	24,160.00	56563
02302	Riebes Auto Parts, LLC	03/01/2021	Regular	0.00	1.82	56533
02302	Riebes Auto Parts, LLC	03/08/2021	Regular	0.00	94.81	56564
02302	Riebes Auto Parts, LLC	03/22/2021	Regular	0.00	79.64	56621
03183	River City Printers LLC	03/01/2021	Regular	0.00	1,473.35	56534
02328	Rocklin Windustrial Co	03/01/2021	Regular	0.00	347.21	56535
02328	Rocklin Windustrial Co	03/08/2021	Regular	0.00	2,689.42	56565

Check Report

Date Range: 03/01/2021 - 03/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02328	Rocklin Windustrial Co	03/22/2021	Regular	0.00	257.40	56622
03385	S J Electro Systems Inc	03/15/2021	EFT	0.00	1,442.00	407238
02357	Sacramento Municipal Utility District (SMUD)	03/22/2021	Regular	0.00	11,281.02	56623
02384	Sacramento Suburban Water District	03/22/2021	Regular	0.00	4,368.72	56624
02395	SAFETY KLEEN SYSTEMS INC.	03/29/2021	Regular	0.00	1,081.55	56638
02452	Sierra National Construction, Inc.	03/15/2021	Regular	0.00	20,849.12	56584
02459	Sierra Safety Company	03/15/2021	Regular	0.00	69.71	56585
02464	Signs Made In A Day, Inc	03/01/2021	Regular	0.00	220.89	56536
02466	Silvers HR, LLC	03/22/2021	EFT	0.00	2,300.00	407261
03375	Sorensen, Elishia	03/08/2021	Regular	0.00	75.05	56566
03783	Stratus Building Solutions of Northern California, I	03/01/2021	EFT	0.00	1,550.00	407208
01641	Sun Life Assurance Company of Canada	03/04/2021	Bank Draft	0.00	10,104.53	528104
01411	SureWest Telephone	03/01/2021	Regular	0.00	3,463.54	56537
01411	SureWest Telephone	03/08/2021	Regular	0.00	3,371.00	56567
02572	Thatcher Company of California, Inc.	03/29/2021	EFT	0.00	4,500.00	407268
02580	The Eidam Corporation	03/22/2021	Regular	0.00	5,993.75	56625
02581	The Ferguson Group, LLC	03/15/2021	EFT	0.00	6,000.00	407239
01844	Thorne, Jedediah	03/29/2021	Regular	0.00	105.00	56639
03799	Thrikettle Corporation	03/01/2021	Regular	0.00	4,324.32	56538
03799	Thrikettle Corporation	03/08/2021	Regular	0.00	2,012.62	56568
03799	Thrikettle Corporation	03/22/2021	Regular	0.00	18,103.80	56626
02624	Trace Analytics LLC	03/01/2021	Regular	0.00	677.16	56539
03763	Trucksmart	03/22/2021	Regular	0.00	127.63	56627
03644	Tully & Young, Inc.	03/08/2021	Regular	0.00	3,362.50	56569
03644	Tully & Young, Inc.	03/22/2021	Regular	0.00	3,990.00	56628
02638	Tyler Technologies, Inc.	03/01/2021	Regular	0.00	960.00	56540
02651	United Parcel Service Inc	03/01/2021	Regular	0.00	324.29	56541
02651	United Parcel Service Inc	03/15/2021	Regular	0.00	76.58	56586
03298	United Rentals (North America), Inc.	03/01/2021	EFT	0.00	1,630.73	407209
03637	Urban Futures Inc	03/01/2021	Regular	0.00	1,960.00	56542
02667	US Bank Corporate Payments Sys (CalCard)	03/15/2021	Regular	0.00	23,539.98	56587
03077	VALIC	03/08/2021	Bank Draft	0.00	4,240.21	179738
03077	VALIC	03/19/2021	Bank Draft	0.00	4,240.21	180882
02690	Verizon Wireless	03/15/2021	Regular	0.00	2,185.60	56595
02700	Viking Shred LLC	03/22/2021	Regular	0.00	50.00	56629
01687	W. W. Grainger, Inc.	03/01/2021	Regular	0.00	31.05	56543
01687	W. W. Grainger, Inc.	03/15/2021	Regular	0.00	43.18	56596
02710	WageWorks, Inc	03/08/2021	EFT	0.00	104.00	407224
02710	WageWorks, Inc	03/22/2021	EFT	0.00	104.00	407263
03387	WageWorks, Inc	03/08/2021	EFT	0.00	268.30	407223
03387	WageWorks, Inc	03/22/2021	EFT	0.00	268.30	407262
01486	WAPA - Department of Energy	03/08/2021	EFT	0.00	2,043.15	407225
01486	WAPA - Department of Energy	03/15/2021	EFT	0.00	3,037.20	407240
03791	Water Systems Consulting, Inc.	03/01/2021	EFT	0.00	12,172.50	407210
02730	Western Area Power Administration	03/29/2021	EFT	0.00	6,621.00	407269
02766	Youngdahl Consulting Group, Inc.	03/22/2021	Regular	0.00	1,320.00	56630
02766	Youngdahl Consulting Group, Inc.	03/29/2021	Regular	0.00	1,315.00	56640

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	162	114	0.00	540,412.94
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	-1,727.76
Bank Drafts	27	27	0.00	365,752.45
EFT's	113	72	0.00	400,949.45
	302	223	0.00	1,305,387.08

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	162	114	0.00	540,412.94
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	-1,727.76
Bank Drafts	27	27	0.00	365,752.45
EFT's	113	72	0.00	400,949.45
	302	223	0.00	1,305,387.08

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	3/2021	1,305,387.08
			1,305,387.08



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2020 - 03/31/2021

Payment Date Range -



Payroll Set: 01-San Juan Water District

Employee Number	Employee Name	Pay Code	# of Payments	Units	Pay Amount
0690	Costa, Ted	Reg - Regular Hours	9	62.00	7,750.00
			0690 - Costa Total:	62.00	7,750.00
1028	Hanneman, Martin	Reg - Regular Hours	9	47.00	5,875.00
			1028 - Hanneman Total:	47.00	5,875.00
0670	Miller, Ken	Reg - Regular Hours	9	35.00	4,375.00
			0670 - Miller Total:	35.00	4,375.00
1003	Rich, Daniel	Reg - Regular Hours	8	40.00	5,000.00
			1003 - Rich Total:	40.00	5,000.00
0650	Tobin, Pamela	Reg - Regular Hours	9	90.00	11,250.00
			0650 - Tobin Total:	90.00	11,250.00
			Report Total:	274.00	34,250.00



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	137.00	17,125.00
	010 - WHOLESALE Total:	137.00	17,125.00
050-010-58110	Director - Stipend	137.00	17,125.00
	050 - RETAIL Total:	137.00	17,125.00
	Report Total:	274.00	34,250.00



Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg - Regular Hours	Regular Hours	44	274.00	34,250.00
		Report Total:	274.00	34,250.00

2020/21 Actual Deliveries and Revenue - By Wholesale Customer Agency

July 2020 - March 2021								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	7,401.94	\$ 2,191,482	9,184.68	\$ 2,336,134	1,782.74	24.1%	\$ 144,652	6.6%
Citrus Heights Water District	7,385.68	\$ 2,115,631	7,710.26	\$ 2,141,967	324.58	4.4%	\$ 26,336	1.2%
Fair Oaks Water District	4,837.70	\$ 1,463,855	5,921.17	\$ 1,551,768	1,083.47	22.4%	\$ 87,913	6.0%
Orange Vale Water Co.	2,407.70	\$ 726,564	2,852.70	\$ 762,671	445.00	18.5%	\$ 36,107	5.0%
City of Folsom	755.27	\$ 220,144	859.88	\$ 228,632	104.61	13.9%	\$ 8,488	3.9%
Granite Bay Golf Course	154.75	\$ 5,471	276.11	\$ 9,760	121.36	78.4%	\$ 4,290	78.4%
Sac Suburban Water District	-	\$ -	3,792.55	\$ 1,005,426	3,792.55		\$ 1,005,426	
TOTAL	22,943.04	\$ 6,723,146	30,597.35	\$ 8,036,359	7,654.31	33.4%	\$ 1,313,212	19.5%

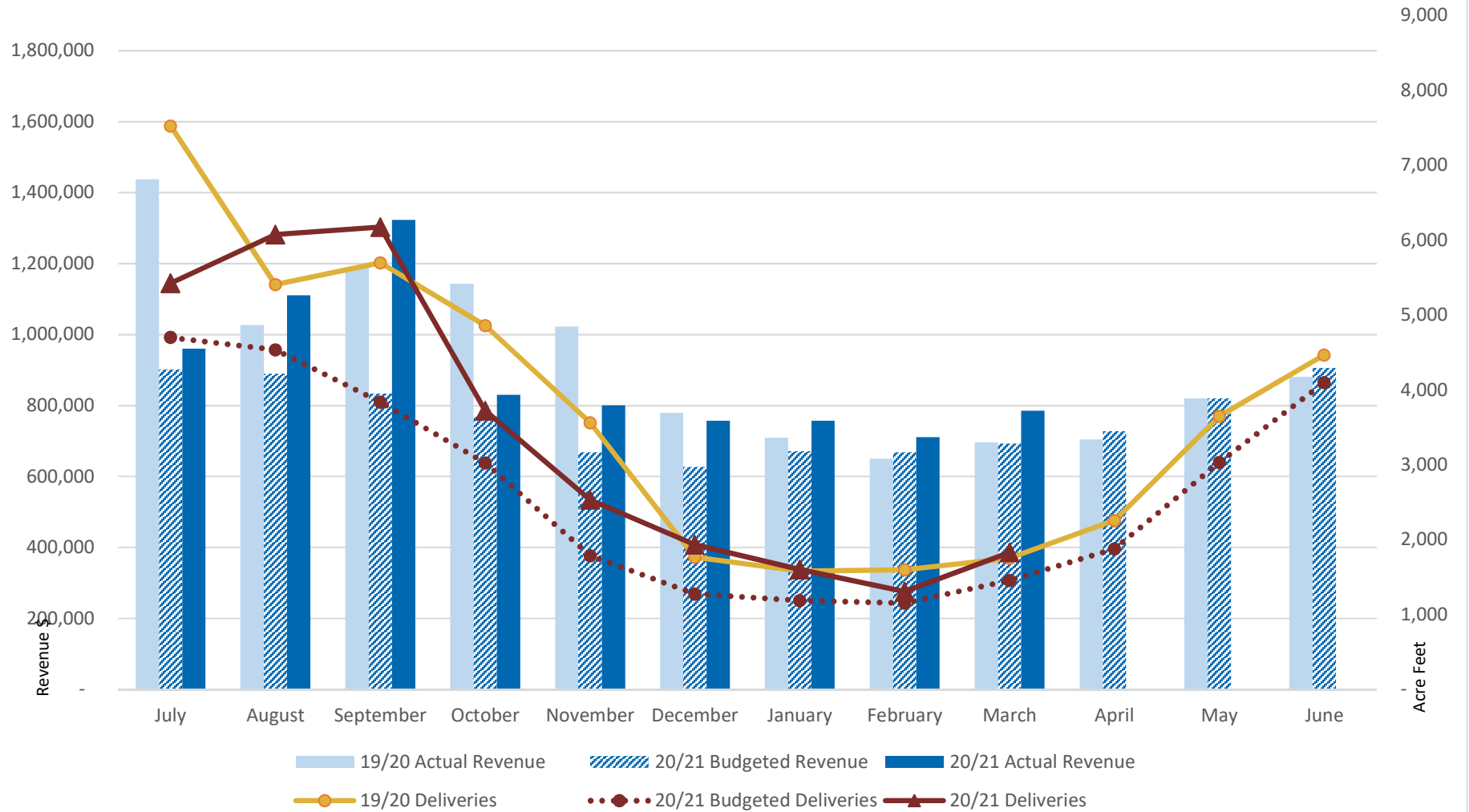
Budgeted Deliveries	22,943.04
Actual Deliveries	30,597.35
Difference	7,654.31
	33.4%
Budgeted Water Sale Revenue	\$ 6,723,146
Actual Water Sale Revenue	\$ 8,036,359
Difference	\$ 1,313,212
	19.5%

Conclusion:

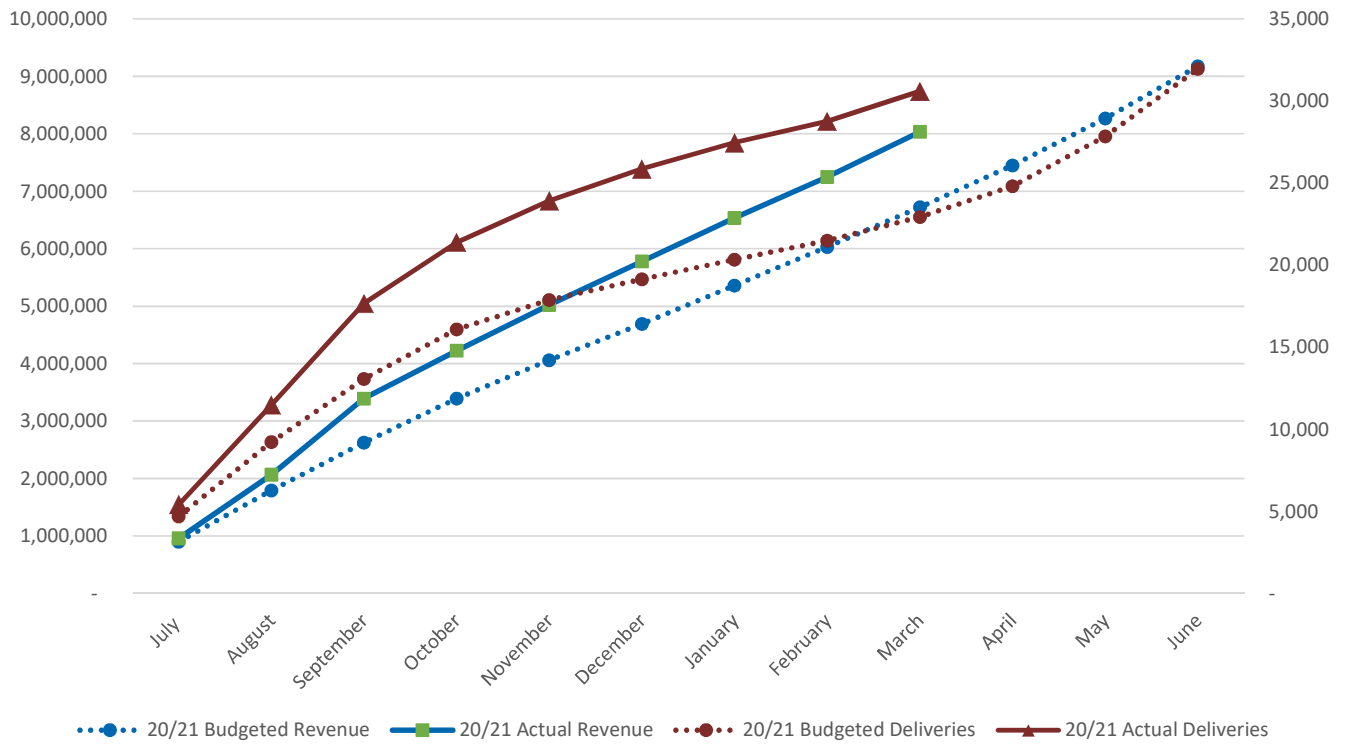
Due to the possible effects from the COVID-19 pandemic, the budget anticipated a 10% decline in water deliveries. Those effects have not materialized. The budget did not anticipate selling water to SSWD but an agreement was reached subsequent to budget adoption. As a result, deliveries from July - March are 33.4% greater than anticipated in the budget and revenues outpace the budget by 19.5%.

Excluding SSWD, deliveries for July-March outpaced the prior year by 882 acre feet (3.4% increase).

Comparison of Fiscal Year 2019/2020 Actual to 2020/2021 Projections of Deliveries and Revenue



Cumulative Water Deliveries and Revenues FY 2020-21



AGENDA ITEM VII-2

RWA Exec Comm notes

4/28/21

FY 2020-21 Budget

No overall increase in dues. Some agencies (such as San Juan) will see changes, associated with the new dues structure. San Juan's dues will drop from \$77,751 to \$66,000 (a 15% reduction). Other member agency dues will rise. Total RWA expenses are projected to rise from \$2.08 million in FY 2020-21 to \$2.56 million in FY 2021-22. \$0.28 million of this difference will be drawn from reserves, and the rest will be paid by the new subscription programs.

San Juan's expenses associated with RWA/SGA also include the Water Efficiency Program (\$15,246), Phase 2 of the Groundwater Bank (\$30,000/yr), the Major Projects Program (\$18,813/yr)

SCGA

RWA/SGA has secured Gina Bartlett from CBI to be the facilitator, through the Water Forum contract. Gina will interview 15 stakeholder agencies (including San Juan). No meeting among the three Boards has yet been scheduled.

Office Operations

RWA employees have been working from home, but come in from time to time to do various tasks. RWA has updated protocols for employees who do go to the office.

Discounted Dues for New Members

CMUA has a phase-in program for dues for new members. Jim Peifer is proposing a similar approach for RWA – 50% discount the first year and 25% discount for the second year. The EC sent this recommendation to the RWA Board.

Groundwater Substitution Transfer

EC approved subscription program agreement for current year transfer.

Legislation

AB 1434 – indoor use – looks like RWA and CWA may succeed in killing bill.

SB 222, 223 – Senate is putting out a drought relief budget packet. Part of that includes ratepayer relief of over \$1 billion. This could change the discussion on SB 222.

The EC approved the positions on bills proposed by RWA staff. The EC also supported a letter of support for Tanya Trujillo as Assistant Secretary of the Department of Interior.

RWA April Board Meeting Agenda

Exec Comm approved agenda.

Executive Director Report

May 10 meeting of GMs, to discuss water supply conditions.

Legislative meeting next week on dry conditions.

RWA 20th anniversary celebration this year?

Director reports

Carmichael – forensic audit

Sacramento – groundwater substitution transfer

Roseville – WIFIA loan for ASR, recycling

AGENDA ITEM VII-3.1 & 3.2

April 21, 2021

Director Tobin's Report

ACWA-JPIA

- The four incumbents are the only candidates running for this election. The incumbents are: Director Tom Cuquet, South Sutter Water District; Director David Drake, Rincon Del Diablo Municipal Water District; Director Melody McDonald, San Bernardino Valley Water Conservation District; and Director Randall Reed, Cucamonga Valley Water District. No resolutions were received for any other candidates.
- That the Executive Committee approve the Comprehensive Annual Financial Report for year ended September 30, 2020, as presented.
- That the Executive Committee approve the Proposed Operating Budget for Fiscal Year 2021-22, as presented.
- That the Executive Committee approve Westside Water Authority's application for admission into the Property Program. and
- New Members: Westside Water Authority into the Property Program. San Mateo County Floor & Sea Level Rise Resiliency District into the Workers' Compensation Program., Groundwater Banking Joint Powers Authority into the Liability Program.
- Relevant Discussion on current relevant issues:
 - • Workers' Compensation COVID positive cases reporting and related claims
 - • New employee: Sr. Claims Adjuster
 - • Current Liability and Property claims case load
 - • Commitment to Excellence Best Practices resources
 - • Remote ergonomic assessments
 - • Virtual and in person Risk Assessments
 - • Medicare plan change for approval by Employee Benefits Program Committee
 - • COVID medical claims update
 - • JPIA staff back to work schedule
 - • Recruitment for Assistant CEO
 - • Finance and Audit Committee structure change

Insurance Market Update

- The excess/ reinsurance market for the Liability and Property Programs continues to be very challenging. Both JPIA programs saw significant increases in the costs of the excess/reinsurance purchased for the 2019/20 and 2020/21 policy years. Looking forward to the 2021/22 policy years, the current projections are anticipating continued increases in the excess reinsurance costs.

April 21, 2021

Director Tobin's Report

ACWA

ACWA Virtual Conference May 12-13, 2021

<https://www.acwa.com/wp-content/uploads/2020/02/SC21-brochure.pdf>

ACWA UPDATE ON PRIORITY ISSUES

A high-level look at recent ACWA activity and initiatives.



APRIL 2021

Federal Investments in Water Infrastructure

Last month, the Biden Administration released a [fact sheet](#) for the American Jobs Plan, a piece of the Build Back Better initiative. ACWA joined a national coalition of more than 200 agriculture organizations and urban and rural water districts in encouraging the Administration and Congressional leaders to bolster water infrastructure provisions. The American Jobs Plan focuses on the need for resilient infrastructure against climate change and support for disadvantaged communities and rural America. The plan outlines \$111 billion for drinking water infrastructure; \$50 billion for various drought, wildfire and agricultural resources management infrastructure investments; \$45 billion for lead pipe cleanup; and \$10 billion in funding to monitor and remediate PFAS in drinking water.

ACWA also sent a joint letter with national water associations to the U.S. Department of the Treasury to advocate for the swift rollout of funding made available for water infrastructure in the recently passed American Rescue Plan. ACWA signed onto a coalition letter sent March 19 to the California Congressional Delegation on the urgent need for long-term low-income water rate assistance funding and investments for water infrastructure. The letter urges leaders to include funding as part of any new federal water or infrastructure-related Congressional actions for long-term water affordability and for Clean Water and Drinking Water State Revolving Funds. All three letters are available at www.acwa.com/resources.

ACWA is closely tracking the development of an infrastructure package this Congress and will continue to participate in coalitions that advocate for investment in water infrastructure.

STAFF CONTACT

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ACWA-Sponsored SB 323 (Caballero)

ACWA-sponsored SB 323 passed out of the Senate Government and Finance Committee on March 25, following a hearing in which ACWA staff and members testified in support. The bill passed out of the committee on a 4-1 vote and is scheduled to be heard by the Senate Judiciary Committee on April 20. The bill would improve financial stability for public agencies by creating a 120-day statute of limitations for legal challenges to water and sewer service rates. It comes as water and wastewater agencies have faced increased litigation from ratepayers over whether agency rates comply with Proposition 218 and other existing laws. More than 80 organizations have joined ACWA's coalition in support of the bill. A [fact sheet](#) with more information about the bill is available at www.acwa.com/resources.

STAFF CONTACT

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Climate Bond Proposals

ACWA staff testified with a support-if-amended position on two climate resilience bond proposals that are currently advancing through the state Legislature and could be headed for the June 2022 ballot. SB 45 (Portantino) passed the Senate Natural Resources and Water Committee on March 16 with a 7-2 vote in favor. The bill would place a \$5.5 billion General Obligation Bond on the ballot. SB 45 has been re-referred to the Senate Committee on Budget and Fiscal Review. Another bond proposal, AB 1500 (E. Garcia), passed the Assembly Water, Parks and Wildlife Committee on April 8. The bill would place a \$6.7 billion bond measure on the ballot and will be heard next by the Assembly Natural Resources Committee. ACWA has a support-if-amended position on both bills.

ACWA, with input from the State Legislative Committee's Bond Working Group, sent a letter March 9 requesting amendments to SB 45 to add funding for water-related climate resilience projects that help provide a reliable water supply during drought and flood. The letter requests funding for conveyance, dam safety, groundwater protection and sustainable groundwater management, flood management, integrated regional water management and safe drinking water for disadvantaged communities, as well as water quality and water reuse. The full comment letter is available at www.acwa.com/resources.

STAFF CONTACT

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Water Affordability (SB 223 and SB 222)

ACWA's State Legislative Committee has taken an oppose-unless-amended position on SB 222 (Dodd) and an oppose position on SB 223 (Dodd).

SB 222 (Dodd) would require the Department of Consumer Services and Development to create an overly broad and costly water and wastewater affordability program that would likely be implemented in part by public water systems. ACWA believes a water and wastewater low-income rate assistance program, designed in a reasonable, efficient and effective manner and funded with a progressive funding source, is the right approach. SB 223 (Dodd) would require urban and community water systems to determine if they could, using non-rate revenue, provide arrearage management plans as specified. If the systems found that they could do so, they would be required offer plans that include forgiveness of the entire balance of a customer's unpaid water debt if the customer enters into the arrearage management plan. The bill would re-write the restrictions on discontinuation of residential water service that the enactment of SB 998 (Dodd, 2018) put into place.

Separate from SB 222 and SB 223, ACWA, along with other statewide associations, is seeking state funding to help public water and wastewater agencies assist customers, who have been financially impacted by COVID-19, with water and wastewater debt.

STAFF CONTACT

For SB 222

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For SB 223

Kristopher Anderson

Legislative Advocate
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State Water Board Water Rights Updates

On March 31, ACWA submitted comments to the State Water Resources Control Board on its draft "[Recommendations for an Effective Water Rights Response to Climate Change](#)." The report identifies potential approaches for an effective water rights response to climate change and recommends changing specified aspects of future water rights applications and other procedures to include more climate change considerations. ACWA's comments address the need to improve climate change understanding while avoiding the creation of uncertainty for water rights holders and applicants. The full comment letter is available at www.acwa.com/resources.

STAFF CONTACT

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Lead and Copper Rule

The U.S. Environmental Protection Agency (EPA) [announced](#) last month that it is extending the effective date for the recently revised Lead and Copper Rule (LCR) to allow time for more public input. To achieve this goal, EPA issued two notices regarding the LCR. The first extends the LCR effective date from March 16, 2021 to June 17, 2021. The second notice proposes to extend the effective date an additional six months to Dec. 16, and extend the compliance deadline from Jan. 16, 2024 to Sept. 16, 2024. EPA opened a 30-day comment period and ACWA submitted comments on April 12. The full comment letter will be available at www.acwa.com/resources.

EPA also recently announced it will be hosting virtual engagements beginning this month to receive further public input on EPA's LCR revisions. EPA is particularly interested in obtaining feedback from individuals and communities that are most at-risk of exposure to lead in drinking water. Public listening sessions are scheduled for April 28 and May 5 from 10 a.m. to 10 p.m. (ET). Those who cannot attend these sessions may submit written comments by June 30. More information is available at www.epa.gov/safewater.

STAFF CONTACT

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PFAS Regulatory Determination

The U.S. Environmental Protection Agency (EPA) on March 11 published the proposed fifth Unregulated Contaminant Monitoring Rule (UCMR 5) for public water systems and announced corresponding public meetings. The UCMR 5 was initially on hold due to a regulatory freeze issued on the first day of the Biden Administration. After further review, EPA determined that the UCMR 5 is consistent with EPA's efforts to address PFAS in drinking water and published the proposed rule in the Federal Register. The proposed UCMR 5 would require public water systems to collect national occurrence data for 29 PFAS and lithium.

There is a 60-day comment period with comments due on May 10. EPA also hosted two identical virtual public meetings on April 6 and 7 and ACWA provided comments during the meetings.

STAFF CONTACT

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California Water Commission

The California Water Commission (Commission) is currently assessing a state role in financing conveyance projects that could help meet needs in a changing climate. The Commission expects to release a draft white paper this month for state policymakers that will describe the essential criteria for resilient water conveyance projects, the potential benefits of such projects and the implications of various financing options. The whitepaper is expected to be finalized mid-2021.

ACWA submitted comments to the Commission on Feb. 17 calling for state investment for conveyance projects and detailing a wide range of benefits that would stem from greater state investment. ACWA staff also met with Commission staff on March 15 to discuss ACWA's recommendations and next steps. The full comment letter is available at www.acwa.com/resources.

STAFF CONTACT

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Safe and Affordable Drinking Water Fund Implementation

The State Water Board hosted a workshop on April 13 to release the results of its Needs Assessment for the Safe and Affordable Funding for Equity and Resilience (SAFER) program. State Water Board staff provided an overview of the results of the risk assessment, cost assessment and affordability assessment. ACWA will continue to engage with the State Water Board on the implementation of the Safe and Affordable Drinking Water Fund to help ensure that the \$130 million per year for the program can achieve the results that it was intended to achieve.

STAFF CONTACT

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Water Loss Updates

The State Water Board is expected to release a revised draft economic model for the development of water loss standards. The revision follows a recent independent peer review of the draft material and is in anticipation of the formal rulemaking for the development of water loss standards in the following months. ACWA has been working in coordination with a coalition to advocate in support of improvements to the economic model and additional policy considerations to ensure that water agencies can successfully meet the standards. The water loss standards will be included as part of urban retail water agencies water use objectives. ACWA is asking water agencies to review their draft performance standards for feasibility and cost-effectiveness.

STAFF CONTACT

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Proposed Clean Fleets Regulation

ACWA recently provided comments to the California Air Resources Board (CARB) on the proposed Clean Fleet Rule. The proposed rule would require public agencies to purchase zero emission vehicles for their medium and heavy duty fleet vehicles as early as 2024. ACWA's comments focus on ensuring that water and wastewater agencies can maintain critical public services while striving to help the state reach its climate goals. The full comment letters are available at www.acwa.com/resources.

STAFF CONTACT

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Upcoming Event - Visit ww.acwa.com/events for more

- **ACWA 2021 Virtual Spring Conference and Exhibition** - May 12-13

AGENDA ITEM VIII-1

DRAFT

Legal Affairs Committee Meeting March 31, 2021 3:00 p.m.

Committee Members: Ted Costa, Chair
Marty Hanneman, Director

District Staff: Paul Helliker, General Manager
Greg Zlotnick, Water Resources Manager
Teri Grant, Board Secretary/Administrative Assistant
Jennifer Buckman, Legal Counsel

Members of the Public: Ken Miller, SJWD Board Member
Pam Tobin, SJWD Board Member
Joanna Gin, Citrus Heights Water District Legal Counsel

Topics: Legal Counsel RFP (W & R)
Rules for Board Proceedings (W & R)
Roles of Board, GM and Counsel (W & R)
HIPAA Questions (W & R)
Other Legal Affairs Matters
Public Comment

1. Legal Counsel RFP (W & R)

Director Costa confirmed that Director Hanneman had the most recent version of the document and requested that staff indicate version numbers on the document when any changes are made. In response to Director Hanneman's question, Legal Counsel Buckman informed the committee that the Board did not give authority to the committee to issue the Request for Proposals (RFP) for legal services and a recommendation should be returned to the full Board, either at the regular April meeting or a Special Board meeting.

GM Helliker recommends that a Special Board meeting be set as soon as possible to receive authorization from the Board to proceed with the RFP. In response to Director Hanneman's question regarding direction for a Request for Qualifications (RFQ) versus an RFP, Legal Counsel Buckman recommends that the District engage with legal counsel. GM Helliker informed the committee that he drafted the RFP from various models including an RFP from Atherton and an RFQ from the Sites Authority. The committee discussed the use of an RFP or an RFQ and decided to use an RFP.

GM Helliker reviewed the RFP with the committee. He explained that the committee will need to recommend issuing one or two RFPs to cover general and water issue legal services. In response to Director Costa's question, Mr. Greg Zlotnick stated that the RFP could be done either way depending on the committee's desire to either have one legal counsel for everything or two separate counsels – one for general and one for water issues. GM Helliker voiced concern that if the RFP is for one legal counsel for everything, then that would eliminate firms, which specialize in water issues only, from responding.

Director Hanneman inquired if Legal Counsel Buckman reviewed the RFP and she stated that she had not. The committee discussed the RFP and GM Helliker confirmed that, per Director Costa's request, he sent the RFP to outside legal counsel for review.

The committee requested that the 10 year requirement for experience be changed to 7 years. Director Costa mentioned that the new Legal Counsel interaction with Board and staff be reviewed and would like the committee to discuss this topic at the next committee meeting. The committee recommends that the Board call a Special Board meeting to review this item and provide a clean draft of the RFP. The Board Secretary will contact the Board President to request a Special Meeting for Wednesday, April 7th at 6:00 pm.

2. Rules for Board Proceedings (W & R)

Director Costa suggested that the proposed edits to the Rules for Board Proceedings for this item be tabled until the new attorney is hired, Director Hanneman agreed and the topic was tabled.

Director Costa mentioned that there are references to Robert's Rules of Order, Rosenberg's Rules of Order, and even rules derived from Paul Bartkiewicz, in the Rules for Board Proceedings and he would like the committee to settle on which rules to use.

GM Helliker called the committee's attention to Rule 25, which states that the Board may temporarily suspend these rules in whole or in part or amend these rules in whole or in part, or both, by motion at any meeting. He informed the committee that should there be any issues during a meeting, that this Rule could be used to suspend or amend a Board Rule. Legal Counsel Buckman suggested that the Board have the new legal counsel review the Board Rules since they were initially enacted by ordinance and a motion to amend the Board Rules might complicate the ability to amend them.

Director Costa closed discussion on this item as the proposed changes to the Rules were tabled until new legal counsel is hired.

3. Roles of Board, GM and Counsel (W & R)

GM Helliker reviewed his staff report which will be attached to the meeting minutes. He explained that the staff report provides various code citations for the roles of the Board, General Manager and Legal Counsel as background for the committee's discussion on this topic. Legal Counsel Buckman stated that there is a Rule of Professional Responsibility that applies when a lawyer represents an organization as a client. She stated that Legal Counsel is employed by the Board. In addition, she mentioned that there are some SJWD ordinances that the Board might want to consider reviewing. Director Costa commented that Legal Counsel works for the Board and should the Board give direction to the Legal Counsel then Legal Counsel has the authority to carry out those marching orders.

Legal Counsel Buckman stated that there are several individual Board members who want to direct the attorney and there is already language in place that specifies that that should not happen; however, the issue is implementing that language. Director Costa suggested that Board members talk to Legal Counsel during meetings and if Board direction is needed, then the Board would provide that direction. Legal Counsel Buckman stated that consistent direction is needed, especially when direction is being received from

both the Board and staff. She explained that legal counsel, in that instance, would follow the direction of the Board.

GM Helliker reviewed the District's code regarding direction to staff and commented that the language is unique, as compared to other agencies, in that it gives specific authority to the President to direct staff to implement policies and decisions of the Board. He reviewed some of the language in the legal services agreement as well.

4. HIPAA Questions (W & R)

GM Helliker informed the committee that the District follows the Cal OSHA requirements with guidance from the CDC regarding protocols for District access during the Covid-19 pandemic. Once the guidelines change, then the protocols will be updated. Legal Counsel Buckman recommended that the protocols be reviewed by legal counsel. GM Helliker will have Attorney Kreisberg review the protocols.

5. Other Legal Affairs Matters (W & R)

Director Costa inquired about the recent Public Records Act request that was received. GM Helliker informed the committee that the PRA request from Defend Granite Bay was received on March 26th and they are requesting records regarding the division-based election process. GM Helliker stated that a meeting is scheduled to discuss the records with Legal Counsel Buckman and the response will be provided within the 10-day window; however, it is a comprehensive request and staff will provide them with the documents as expeditiously as possible.

6. Public Comment

There were no public comments.

The meeting was adjourned at 4:01 p.m.

STAFF REPORT

To: Legal Affairs Committee
From: Paul Helliker, General Manager
Date: March 31, 2021
Subject: Roles of Board, General Manager and Legal Counsel

RECOMMENDED ACTION

Discussion

BACKGROUND

San Juan is in the process of selecting a new legal counsel. The Legal Affairs Committee and Board may want to review the statutory language, guidance from California associations and Agreement for Legal Services provisions, to ensure that Board and staff are familiar with these documents.

Attached is a collection of relevant excerpts from such documents.

Roles of Board of Directors, General Manager and Legal Counsel Relevant Statutory Citations and Other References

Board/General Manager

California Government Code

61040(a) Except as provided in Section 61040.1, a legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district's general manager.

(b) No person shall be a candidate for the board of directors unless he or she is a voter of the district or the proposed district. No person shall be a candidate for the board of directors that is elected by divisions or from divisions unless he or she is a voter of that division or proposed division.

(c) All members of the board of directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public as a whole in furthering the purposes and intent of this division. Where the members of the board of directors have been elected by divisions or from divisions, they shall represent the interests of the entire district and not solely the interests of the residents and property owners in their divisions.

(d) Service on a municipal advisory council established pursuant to Section 31010 or service on an area planning commission established pursuant to Section 65101 shall not be considered an incompatible office with service as a member of a board of directors.

(e) A member of the board of directors shall not be the general manager, the district treasurer, or any other compensated employee of the district, except for volunteer firefighters as provided by Section 53227.

(f) This section shall be repealed on January 1, 2035.

61043 (a) Within 45 days after the effective date of the formation of a district, the board of directors shall meet and elect its officers. Thereafter, within 45 days after each general district or unopposed election, the board of directors shall meet and elect the officers of the board of directors. A board of directors may elect the officers of the board of directors annually.

(b) The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve.

(c) A board of directors may create additional offices and elect members to those offices, provided that no member of a board of directors shall hold more than one office.

61044 A board of directors shall hold a regular meeting at least once every three months. Meetings of the board of directors are subject to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.

61045(a) A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.

(b) The board of directors shall act only by ordinance, resolution, or motion.

(c) Except as otherwise specifically provided by law, a majority vote of the total membership of the board of directors is required for the board of directors to take action.

(d) The minutes of the board of directors shall record the aye and no votes taken by the members of the board of directors for the passage of all ordinances, resolutions, or motions.

(e) The board of directors shall keep a record of all its actions, including financial transactions.

(f) The board of directors shall adopt rules or bylaws for its proceedings.

(g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies required by this division.

61047 (a) The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for each day of service. A member of the board of directors shall not receive compensation for more than six days of service in a month.

(b) The board of directors, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation that may be received by members of the board of directors.

(c) The board of directors may provide, by ordinance or resolution, that its members may receive their actual and necessary traveling and incidental expenses incurred while on official business. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3.

(d) A member of the board of directors may waive any or all of the payments permitted by this section.

(e) For the purposes of this section, a "day of service" means any of the following:

(1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.

(2) Representation of the district at a public event, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public event.

(3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public meeting or public hearing.

(4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the corporation's meeting.

(5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting, and that the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

61048 A board of directors may appoint one or more advisory committees to advise the board of directors about the district's finances, policies, programs, or operations.

61050(a) The board of directors shall appoint a general manager.

(b) The county treasurer of the principal county shall serve as the treasurer of the district. If the board of directors designates an alternative depository pursuant to Section 61053, the board of directors shall appoint a district treasurer who shall serve in place of the county treasurer.

(c) The board of directors may appoint the same person to be the general manager and the district treasurer.

(d) The general manager and the district treasurer, if any, shall serve at the pleasure of the board of directors.

(e) The board of directors shall set the compensation, if any, for the general manager and the district treasurer, if any.

(f) The board of directors may require the general manager to be bonded. The board of directors shall require the district treasurer, if any, to be bonded. The district shall pay the cost of the bonds.

61051 The general manager shall be responsible for all of the following:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.
- (c) The supervision of the district's facilities and services.
- (d) The supervision of the district's finances.

Excerpts from the California Special Districts Association publication "Board Member Handbook"

The specific responsibilities of the board are clustered into five areas (p. 10):

1. Setting the direction for the district;
2. Establishing and supporting the policies and structure of the district;
3. Overseeing the financial resources necessary to fund the district;
4. Guiding employee relations policy, including the hiring and supervising of the general manager who, in turn, operates the district and hires/manages its staff; and
5. Serving as community leaders who communicate effectively on behalf of the district.

4. Guiding Employee Relations (more detail p. 11)

The board's charge is to support and assess the performance of the general manager, approve personnel policies, establish salary structure and benefits packages, approve memorandums of understanding (MOUs) negotiated with labor, approve job descriptions and organizational structure, and establish a strong communications link between the board and general manager.

One of the most important decisions a board will ever make is the hiring of a general manager. Other than a district's general counsel and some rare additional exceptions for large special districts, the general manager is the only individual the board hires and supervises.

The general manager is responsible for hiring and supervising all other staff, sometimes through senior or mid-level managers in larger districts. Empowering the general manager to successfully carry out this key duty is critical to the success of the district. This should include a fair and constructive annual general manager evaluation process.

Role of the General Manager and Staff (p. 12)

The general manager is the executive staff officer of the district and for the board. This individual administers the district, providing day-to-day leadership, and maintains exclusive management and control of the operations and works of the district within State law and the policies of the board. In some districts, this position may be referred to as the district administrator, chief executive officer, executive director, district director, or another title. For the purposes of this handbook, it will be referred to as general manager.

Overarching best practices for a general manager include:

1. Developing and delivering reports to keep the board of directors and public well-informed of district operations and the status of district goals;
2. Providing recommendations on actions requiring board approval, including policies, resolutions, ordinances, and other matters;
3. Maintaining and advancing the operations of the district and implementing those policies, strategies, and directives approved by the board; and
4. Playing an active role in moving the district forward in serving its mission, carrying out its strategic plan, and attaining its vision.

As noted previously, the general manager has authority over and directs all employees, including hiring, supervision, evaluations, promotions, disciplinary actions, and terminations. All directives for staff should be given by the general manager or designated supervisor within the district. Authority may be delegated to other staff or consultants at the general manager's discretion.

The general manager should dutifully and faithfully carry into effect the lawfully expressed policies of the board, including planning the short, medium, and long-term work program for the district, facilitating constructive and harmonious board relations, preparing and managing the district budget, conducting studies, and delivering written and oral presentations.

For more information about the specific duties of San Juan's General Manager, see the attached job description.

Legal Counsel

California Government Code

61060 A district shall have and may exercise all rights and powers, expressed and implied, necessary to carry out the purposes and intent of this division, including, but not limited to, the following powers:

...

- (f) To appoint employees, to define their qualifications and duties, and to provide a schedule of compensation for performance of their duties.
- (g) To engage counsel and other professional services.

54956.9 (a) Nothing in this chapter shall be construed to prevent a legislative body of a local agency, based on advice of its legal counsel, from holding a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.

Excerpts from the Agreement for Legal Services for San Juan Water District (with Bartkiewicz, Kronick and Shanahan, dated 2-26-2020)

1. Scope of Engagement. District retains Attorneys to provide general counsel legal services to District, including providing advice on District water right and water supply issues, governance, legal compliance, rates fees and charges, public works and other contracts, operations, and other matters as the District may request. District and Attorneys may modify this scope of legal services by mutual agreement, which may be informal. Joshua M. Horowitz (“Shareholder”) will be the principal attorney representing District under this Agreement. He will be assisted as needed by Ryan S. Bezerra, Jennifer T. Buckman and other attorneys in the firm. If requested by District and agreed to by Attorneys, Attorneys will represent District in other matters as may be requested by District from time to time.

2. Duties of Attorneys and District. Attorneys will provide legal services reasonably required to represent District in the matters referred to in Section 1. Attorneys will take reasonable steps to keep District informed of progress and significant developments in a timely manner and bill the District only for those legal matters requested for. The District’s requests for services may be informal through verbal direction, telephone conversations, or email exchanges with responsible District officers and employees. District will cooperate with Attorneys, keep Attorneys informed of developments and changed circumstances, abide by this Agreement and pay Attorney’s bills in a timely manner. An attorney-client relationship requires mutual trust between the client and attorney. It is understood that communications exclusively between Attorneys and District are confidential and protected by attorney-client privilege.

3. Relationship of District and Attorney. The District, acting through its Board of Directors, is Attorney's client. Attorneys shall provide those legal services requested by the District through its Board of Directors or General Manager. The Directors and staff of the District individually are not clients of Attorneys, and Attorneys may advise individual Directors or staff members only for the purposes of advancing, implementing and enforcing Board direction and duly adopted District ordinances, resolutions, regulations and policies.



San Juan Water District
9935 Auburn Folsom Road
Granite Bay, California 95746 (916) 791-0115
www.sjwd.org

Position Description

General Manager

Status: FLSA Exempt, Non-Safety Sensitive
Supervisor: Serves at the will and pleasure of the Board of Directors
Effective Date: August 2, 2018

Supervision Received and Exercised

Receives policy direction from the Board of Directors and exercises direct supervision over management, professional and administrative support personnel.

Primary Function

To plan, organize, direct and review the overall administrative activities and operations of the District; to advise and assist the Board of Directors; to effectively represent the District's interests at a local, State and Federal level; and to serve as a leader on regional issues.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Direct the development and implementation of District goals and objectives as well as policies and procedures necessary to provide District services; approve new or modified programs, systems, administrative/personnel policies and procedures.
- Coordinate District operations, between wholesale and retail divisions, wholesale customer agencies, and with outside agencies and organizations; make appropriate decisions or recommendations for Board consideration and adoption; provide staff assistance to the Board of Directors.
- Direct and oversee the development and implementation of District-wide work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Direct the development, presentation and administration of the District budget.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the District.
- Direct the planning and execution of a comprehensive and integrated program of activities relating to the production, storage, treatment, transmission and distribution of the District's water supply.
- Confer with department heads concerning administrative and operational problems.
- Review District contracts and other legal and financial documents; monitor all contractual agreements.
- Prepare and submit to the Board annual reports of financial and administrative activities; keep the Board advised of financial conditions, program progress, and present and future needs of the District.

- Oversee the enforcement of all rules and regulations pertaining to water districts; protect District resources.
- Direct the preparation of plans and specifications for work which the Board orders.
- Interpret, analyze and explain policies, procedures and programs.
- Set the example for subordinate managers in dealing with day-to-day problems, decision making and communication.
- Confer with residents, rate payers, businesses, and other individuals, groups and outside agencies having an interest or potential interest in the affairs of the District; respond to the most difficult complaints and requests for information.
- Maintain the District's open-door policy.
- Ensure the District's human resource administration function is properly executed in a fair and equitable manner.
- Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research, prepare and present technical and administrative reports and studies to the Board and a variety of committees; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Water issues impacting the Western United States.
- Principles, practices and techniques of public administration.
- Methods used in the construction, operation, and maintenance of water facilities and systems.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles of communication and conflict resolution.
- Principles and practices of budget preparation and administration.
- Principles of California water law, including water rights.
- Effective community relations practices.
- Principles and practices of safety management.

Ability to:

- Plan, direct and control the administration and operations of the District.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe

performance and evaluate staff; problem solve District related issues; and explain and interpret policy.

- On a continuous basis, sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means.
- Serve as a strong leader when working with the Board of Directors, a diverse staff and regional partners.
- Delegate and oversee employees with measureable results.
- Lead by example using demonstrated intellectual and listening skills.
- Demonstrate a strong sense of integrity and trust.
- Effectively implement and embrace change.
- Prepare and administer the District budget.
- Develop and implement District policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion and encourage and participate in an open exchange of ideas.
- Analyze problems, identify alternative solutions, project consequences of proposed actions make sound decisions under pressure and implement recommendations in support of District goals.
- Provide recommendations and be accountable to multiple stakeholders, including the Board of Directors and the public.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Exercise leadership, authority, and management tactfully and effectively.
- Act as a strong team orientated leader who uses employee training and development, clear direction, encouragement and systems of accountability effectively.
- Work effectively under time deadlines and within limited financial and staffing resources.
- Address difficult issues by building consensus and developing appropriate resolutions.
- Effectively coordinate the activities of a full service water district.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner and make sound policy and procedural recommendations.
- Ensure the District is represented in its relationships with local, state, and national organizations.
- Proficiently use computers and applicable software.
- Initiate, maintain and follow safety practices.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of education, experience and training that has led to the acquisition of the knowledge, skills, and abilities as indicated above is qualifying. A typical way to obtain the required

knowledge and abilities would be:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration, law, engineering, or a closely related field.

Experience:

Eight years of progressively responsible experience in an administrative or managerial capacity within the water industry that included responsibility for planning, organizing, implementing, and supervising varied work programs. Experience working in a multifaceted agency is highly desirable.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing				
Hearing Standing/Walking				
Climbing/Stooping/Kneeling				
Lifting/Pulling/Pushing				
Approximate Maximum Weight to Lift				
Fingering/Grasping/Feeling		20 Pounds		
Describe Working Conditions				
80 Percent Indoors, 20 Percent Outdoors				

**Personnel Committee Meeting Minutes
San Juan Water District
April 5, 2021
12:30 p.m.**

Committee Members: Ken Miller, Chair
Ted Costa

District Staff: Paul Helliker, General Manager
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Kim Silvers, Silvers HR, LLC

Topics: Public Comment (W & R)
General Manager Performance Review Form (2021-22) (W & R)
Closed Session
Open Session

1. Public Comment (W & R)

There were no public comments.

2. General Manager Performance Review Form (2021-22) (W & R)

Ms. Kim Silvers reviewed the proposed process and timeline with the committee. She explained that there were a couple items that she needed to have defined by the committee. The committee discussed the process and timeline and decided that it will be announced at the April 28th Board meeting that the Board Members will have one week to provide edits to the General Manager Performance Review form, then the committee will meet in early May to review any edits provided by the Board. The final review form will be provided to the Board at the May Board meeting.

Director Miller called for closed session at 12:52 pm.

3. Closed Session

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

4. Open Session

There was no reportable action from the closed session.

The meeting was adjourned at 1:15 p.m.

AGENDA ITEM VIII-3

**Finance Committee Meeting Minutes
San Juan Water District
April 27, 2021
4:00 p.m.**

Committee Members: Ted Costa, Director (Chair)
Ken Miller, Director (Alternate)

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

Member of the Public: Joanna Gin, Citrus Heights Water District Legal Counsel

1. Review General Manager Reimbursements (W & R)

There was no reimbursement request from the General Manager.

2. Review Check Register from March 2021 (W & R)

The committee reviewed the March 2021 check register and found it to be in order.

3. Other Finance Matters (W & R)

Director Miller inquired about the BKS billings as a follow up from the last committee meeting. GM Helliker reviewed the spreadsheet that was prepared after the last committee meeting, which will be attached to the meeting minutes. In response to Director Miller's specific question, GM Helliker explained that the BKS invoices from last fiscal year averaged about \$600 - \$800 for items associated with Board meetings, and in the last three months, these costs have risen to \$5,640, \$10,160 and \$9,040 for January, February and March, respectively.

GM Helliker informed the committee that, under Section 3 of the legal services agreement with BKS, legal services can be rendered by direction from either the General Manager or the Board of Directors. Director Miller voiced concern regarding requests from individual directors for services that have not been approved by the Board of Directors. He stated that he would like to discuss this topic at the April 28 Board meeting.

4. Public Comment

There were no public comments.

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

ANALYSIS OF ANNUAL LEGAL EXPENSES

Category	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 YTD (thru March)
Cal Water Fix CEQA Litigation	\$ 8,414	\$ 3,577	\$ 583	\$ 58
EDWPA Water Right Application	1,785	-	-	-
BDCP Review	94,787	19,183	5,050	1,449
SWRCB Flow & WQCP Update Proceedings	56,343	119,780	70,081	18,606
Biological Opinion Litigation	-	-	11,281	9,206
Water Transfer	57,763	4,739	734	356
General Legal Services - Wholesale	39,722	30,557	82,963	119,318
General Legal Services - Retail	17,670	16,007	16,431	42,972
Payment to BKS passed through to Shenkman Hughes (elections settlement)	-	-	-	30,000
Total Annual Payments to BKS	\$ 115,155	\$ 51,302	\$ 100,127	\$ 192,646
Other Legal Expenses (Not paid to BKS):				
Labor Related	\$ 4,175	\$ 3,813	\$ 31,234	\$ 2,327
Bay Delta Jont Defense and Expert Cost Share	8,350	-	7,056	-
American River Joint Defense Cost Sharing	33,966	61,686	10,556	-
ADA Exposure Analysis	-	-	-	2,200
Total Other Legal Expenses	\$ 46,491	\$ 65,499	\$ 48,846	\$ 4,527
TOTAL ANNUAL LEGAL EXPENSES	\$ 161,646	\$ 116,801	\$ 148,973	\$ 197,173

BKS General Legal Activities Charges

FYs 2019-20 and 2020-21

Fiscal Year 2019-20 General Legal Activities (excludes direct expense reimbursements)

Month	Total	Agenda and Board Meetings	Ordinances and Policies	CVP Contract	CVRA	Public Records Act Requests	Hinkle Project	D.C. Trip
Jul-19	\$ 3,425			\$ 824			\$ 229	
Aug-19	8,583	1,144		4,682			76	
Sep-19	7,717	1,449	915	915	1,525			1,601
Oct-19	5,926	305	4,233	473				
Nov-19	5,185	1,525		2,638			381	
Dec-19	5,663	457		1,937				395
Jan-20	9,023	1,902		772			4,325	
Feb-20	7,214	1,496		2,166			157	
subtotal	52,736	8,278	5,148	14,407	1,525	-	5,168	1,996
Mar-20	6,064	315		472				
Apr-20	14,023	1,575			6,851			
May-20	9,505			835	4,961		472	
Jun-20	16,233			1,323	10,028			
Totals	\$ 82,328	\$ 10,168	\$ 5,148	\$ 17,037	\$ 23,365	\$ -	\$ 5,640	\$ 1,996

Fiscal Year 2020-21 General Legal Activities (excludes direct expense reimbursements)

Month	Total	Agenda and Board Meetings	Ordinances and Policies	CVP Contract	CVRA	Public Records Act Requests	Hinkle Project	Dec 2020 Discussion
Jul-20	\$ 22,358	\$ 630		\$ 1,825	\$ 14,322			
Aug-20	28,765	630		1,496	21,010			
Sep-20	17,496	787		518	12,285			
Oct-20	18,792	236	5,985	866	6,772	2,940		
Nov-20	18,134	788	6,100		2,333	5,408	1,024	1,601
Dec-20	17,843	709		173	945	6,221		8,086
Jan-21	9,561	5,040		960	240			
Feb-21	16,522	10,160						
Mar-21	12,753	9,040				160		
Apr-21								
May-21								
Jun-21								
Totals	\$ 162,224	\$ 28,020	\$ 12,085	\$ 5,838	\$ 57,907	\$ 14,729	\$ 1,024	\$ 9,687