

**SAN JUAN WATER DISTRICT
BOARD MEETING AGENDA
October 23, 2019
6:00 p.m.
9935 Auburn Folsom Road
Granite Bay, CA 95746**

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

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

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

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

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

I. ROLL CALL

II. PUBLIC FORUM

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

III. CONSENT CALENDAR

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

1. Minutes of the Board of Directors Meeting, September 25, 2019 (W & R)
Recommendation: Approve draft minutes
2. Minutes of the Board of Directors Special Meeting, October 3, 2019 (W & R)
Recommendation: Approve draft minutes
3. WTP Filter Basins Rehab Project (W)
Recommendation: Approve a construction contract with ERS Industrial Services, Inc., for the rehabilitation of the WTP filters
4. WTP Filter Basins Rehab Project CM/Inspection Support Services (W)
Recommendation: Approve a professional services contract with Kennedy Jenks Consultants, Inc., for construction support and inspection services during the construction phase of the WTP Filters Rehabilitation

IV. OLD BUSINESS

1. FY 2019-20 Operations Plan Report Card (W & R)
Review 1st Quarter Progress

V. NEW BUSINESS

1. WTP Filter Basins Rehab Project Anthracite and Nozzles Purchase (W)
Action: Approve procurement for the purchase of Anthracite Coal Filter Media and Filter Nozzles for the WTP Filter Basins Rehab Project
2. Introduction of Ordinance Amendments and Review of Proposed Water Service Discontinuation Policy to Comply with SB 998 requirements (R)
Staff will present a report on SB 998 compliance and proposed ordinance amendments, and introduce a proposed new policy on water service terminations to ensure District compliance with SB 998 by the February 1, 2020 deadline
Action: First Reading of Ordinance No. 19-01 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinances 15000, 17000 and 18000 of the District Code of Ordinances
Introduce Ordinance No. 19-01 and read the full text of the proposed ordinance or waive such reading by motion of the Board
3. Support of Director Pamela Tobin for ACWA Vice President (W & R)
Action: Adopt Resolution 19-07 in Support of Pamela Tobin for the Position of ACWA Vice President and Steve Lamar for the Position of ACWA President, 2020-2021 Term
Action: Consider a motion to increase budget for Director Tobin ACWA Vice President campaign
4. ACWA General Session Membership Meeting Delegate (W & R)
Action: Appoint delegate to serve as the authorized voting representative at the December ACWA General Session Membership Meeting

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
2. RWA
3. ACWA
 - 3.1 Local Government/Federal Affairs/Region 4 - Pam Tobin
 - 3.2 JPIA – Pam Tobin
 - 3.3 Energy Committee - Ted Costa
4. CVP Water Users Association
5. Other Reports, Correspondence, and Comments

VIII. COMMITTEE MEETINGS

1. Engineering Committee – October 15, 2019
2. Finance Committee – October 22, 2019

IX. UPCOMING EVENTS

1. Water Education Foundation – 2019 Water Summit
October 30, 2019
Sacramento, CA
2. ACWA Fall Conference
December 3-6, 2019
San Diego, CA

X. ADJOURN

UPCOMING MEETING DATES

November 13, 2019
December 11, 2019

I declare under penalty of perjury that the foregoing agenda for the October 23, 2019 regular meeting of the Board of Directors of San Juan Water District was posted by October 18, 2019, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public.

Teri Grant, Board Secretary

SAN JUAN WATER DISTRICT

Board of Director's Meeting Minutes
September 25, 2019 – 6:00 p.m.

BOARD OF DIRECTORS

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

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Operations Manager
Lisa Brown	Customer Service Manager
George Machado	Field Services Manager
Rob Watson	Engineering Services Manager
Greg Zlotnick	Water Resources Manager
Joshua Horowitz	Legal Counsel

OTHER ATTENDEES

Tom Gray	Fair Oaks Water District
Alan Driscoll	Forsgren Associates Inc.
Jim Peifer	Regional Water Authority

AGENDA ITEMS

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

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

I. ROLL CALL

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

II. PUBLIC FORUM

There were no public comments.

III. CONSENT CALENDAR

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

1. Minutes of the Board of Directors Meeting, August 28, 2019 (W & R)

Recommendation: Approve draft minutes

2. Minutes of the Board of Directors Special Meeting, September 3, 2019 (W & R)

Recommendation: Approve draft minutes

3. Hinkle Reservoir Liner and Cover Replacement Project Design Services (W)

Recommendation: Approve a contract with HDR Engineering, Inc., for the completion of the design of the Hinkle Reservoir Liner and Cover Replacement Project

Director Hanneman moved to approve Consent Calendar. Director Tobin seconded the motion and it carried unanimously.

In response to Director Miller's request, President Rich stated that discussion on Consent Calendar Item 3 can be completed under Agenda Item IV-2.

IV. OLD BUSINESS

1. RWA Update – Jim Peifer, Executive Director

President Rich congratulated Mr. Peifer on his new position as RWA Executive Director. Mr. Peifer conducted a presentation on RWA and SGA – a copy of the presentation will be attached to the meeting minutes.

Mr. Peifer reviewed the demographics of RWA and SGA, the RWA structure, staffing, budget, and RWA membership benefits. In addition, he reviewed the RWA Strategic Plan and reviewed the planning that is being completed in order to help update the strategic plan. He expects the RWA Strategic Plan to be updated by mid-year 2020, with the assistance of the RWA Executive Committee. Furthermore, he reported that RWA appointed a Federal Affairs Ad Hoc committee that will be looking into RWA's role at the federal level.

Mr. Peifer reviewed some of the greatest challenges presented to him by member agencies and member agencies' comments on the vision for RWA and the greatest value of RWA. He also reviewed the membership dues and some of the grant funding that RWA has obtained for its member agencies.

In response to Director Hanneman's question, Mr. Peifer informed the Board that RWA does wish to expand its membership and is working with a consultant to obtain more information on why agencies are not RWA members. Director Tobin

commented that members of Capital Region Climate Readiness Collaborative might be good candidates for member recruitment.

2. Hinkle Reservoir Rehabilitation Project (W)

Director Miller had requested to discuss Consent Calendar Item 3 - Hinkle Reservoir Liner and Cover Replacement Project Design Services - under this agenda item. He inquired about the funding for the project, the interest rate for the loan, an update on the loan and who controls the payout during the construction phase of the project. Ms. Silva responded that the District is embarking on a very large project for the replacement of the liner and cover of the Hinkle Reservoir and the financial plan assumes that the District would seek out bond financing. However, at President Rich's recommendation, staff has been researching the state's Drinking Water State Revolving Loan Fund (SRF), which would be a cheaper alternative to issuing bonds.

Ms. Silva explained that there are two resolutions before the Board for the funding with the state's Drinking Water State Revolving Loan Fund. One resolution states the Board's intent to recover any costs that the District incurs on the project prior to signing the financing agreement to be able to get reimbursed for those costs out of the loan. The second resolution authorizes a District staff member to file applications and sign documents during the process; however, the Board will provide final approval before the staff member signs the final loan documents.

Ms. Silva informed the Board that the design for the Hinkle Reservoir project was budgeted and is funded from the Wholesale Capital Outlay Fund reserves, while the construction and other costs will be funded through financing, which might include some gap financing. She informed the Board that bond financing is about 3-4% right now while the SRF rate will be about half of that. In addition, she explained that some of the construction costs would most likely be paid for with gap financing with the District being reimbursed by the SRF loan. She informed the Board that the application process is about half done and she does not expect any issues with receiving funding through the state's Drinking Water State Revolving Loan Fund.

Vice President Costa moved to adopt Reimbursement Resolution 19-05 stating San Juan Water District's intent and reasonable expectation to be reimbursed for expenditures paid prior to the issuance of funds from the Drinking Water State Revolving Fund or the approval by the State Water Board of the project funds. Director Hanneman seconded the motion and it carried unanimously.

Vice President Costa moved to adopt Authorizing Resolution 19-06 designating the Director of Finance or designee, as the authorized representative of the San Juan Water District to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the

State Water Resources Control Board and any amendments or changes thereto. Director Tobin seconded the motion and it carried unanimously.

V. NEW BUSINESS

1. California Voting Rights Act and Elections (W & R)

GM Helliker provided a staff report which will be attached to the meeting minutes. He reported that the City of Citrus Heights established five electoral divisions in June 2019, after they received a letter last year regarding the California Voting Rights Act (CVRA) and their at-large elections. He and Mr. Horowitz summarized the current status of elections by division for various agencies and the CVRA.

The Board discussed the issue and decided not to take any action at this time. Director Costa requested that the Legal Affairs Committee continues to have the responsibility for this issue, to which no one objected.

2. Placer County LAFCO Alternate Public Member Vacancy (W & R)

GM Helliker informed the Board that Placer County LAFCO has a vacancy for an alternate public member. There were no Board members interested in a nomination.

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 August which will be attached to the meeting minutes. He mentioned that the monthly report will be updated to include some suggestions from the Board.

1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported that Folsom Reservoir storage is about 74% full and 127% of average. He reported that the unimpaired inflow was 4 million acre feet, which is 144% of a 15-year average. He reviewed the temperature profile and commented that there is some colder water available for release downstream. In addition, he stated that the total precipitation this year is at 70.1 inches which is 134% of average, and the temperature forecast is above normal.

GM Helliker reported on discussions last week with Congressional staff about funding for the groundwater bank, and discussions with RWA about the impending draft resilience portfolio which is due out in November. He informed the Board that the RFP was finalized and Del Paso Manor Water District is now interested in joining the group for the collaboration/integration study. GM Helliker stated that Carmichael Water District, Citrus Heights Water District, Del Paso Manor Water District, City of Folsom, Rio Linda/Elverta Community Water District, Sacramento Suburban Water District and San Juan will be included in the RFP.

GM Helliker reported that negotiations are still on-going with the voluntary agreement. He stated that Governor Newsom might veto SB-1, and explained that SB-1 would keep in place the provisions of the 2009 biological opinions, which would be a deal-breaker for some agencies.

GM Helliker reported that the Water Board had a “listening session” on drought preparedness this week. He informed the Board that the Water Board held a workshop on water loss regulations. Ms. Lisa Brown reported that the model that the Water Board developed has significant issues which she reviewed with the Board.

2. DIRECTOR OF FINANCE’S REPORT

2.1 Miscellaneous District Issues and Correspondence

Ms. Silva reported that the market-based groundwater substitution transfer from last year had a gross profit of \$96,483 for the District, and after expenses, the net profit was \$62,333. She informed the Board that the funds are reflected in the wholesale operating fund and, at the end of the year, excess funds are transferred to the wholesale capital fund.

3. OPERATION MANAGER’S REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela reported on the PG&E Public Safety Power Shut-offs. He stated that there are two District facilities that might be vulnerable to the shut-offs; therefore, operations will be modified at those locations should the District be affected by any shut-offs.

4. ENGINEERING SERVICES MANAGER’S REPORT

4.1 Miscellaneous District Issues and Correspondence

Mr. Rob Watson reported that the Fair Oaks 40-inch Pipeline Rehabilitation Project is complete. Mr. Barela stated that Fair Oaks Water District has turned off their connection to the pipeline.

5. LEGAL COUNSEL’S REPORT

5.1 Legal Matters

No report.

VII. DIRECTORS’ REPORTS

1. SGA

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

2. RWA

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

3. ACWA

3.1 Local/Federal Government/Region 4 - Pam Tobin

Director Tobin provided a written report which will be attached to the minutes. She informed the Board that she is continuing to collect resolutions for support in her quest for the ACWA Vice President position. She will seek a floor nomination at the Fall Conference. Mr. Zlotnick informed the Board that the ACWA process will be followed and he explained the process briefly. Mr. Zlotnick commented that another support resolution may be needed, and he will research what the actual process will be, the Board will also need to delegate a representative to cast the vote, and discuss the budget for the campaign.

3.2 JPIA - Pam Tobin

No report.

3.3 Energy Committee - Ted Costa

No report.

4. CVP WATER USERS ASSOCIATION

Vice President Costa reported that the CVP Water Users Association meets October 15, 2019.

5. OTHER REPORTS, CORRESPONDENCE AND COMMENTS

Director Tobin asked that the Board members read the information in her staff report regarding membership with Capital Region Climate Readiness Collaborative and consider joining the group. Mr. Helliker commented that the membership is \$1,500 per year and he will sign up unless he hears otherwise.

Vice President Costa commented on division voting and incumbents.

VIII. COMMITTEE MEETINGS

1. Engineering Committee – September 20, 2019

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

2. Finance Committee –September 24, 2019

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

IX. UPCOMING EVENTS

1. Water Education Foundation – 2019 Water Summit

October 30, 2019
Sacramento, CA

2. ACWA Fall Conference

December 3-6, 2019
San Diego, CA

X. ADJOURN

The meeting was adjourned at 7:55 p.m.

ATTEST:

DAN RICH, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

SAN JUAN WATER DISTRICT

Board of Director's Special Meeting Minutes
October 3, 2019 – 3:30 p.m.

BOARD OF DIRECTORS

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

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Paul Helliker	General Manager (GM)
Teri Grant	Board Secretary/Administrative Assistant

OTHER ATTENDEES

Janice Thompson	JD Thompson & Associates
-----------------	--------------------------

AGENDA ITEMS

- I. Closed Session
- II. Open Session
- III. Adjourn

President Rich called the meeting to order at 3:30 p.m.

President Rich called for Closed Session at 3:30 pm.

I. CLOSED SESSION

- 1. Public employee performance evaluation involving General Manager; Government Code sections 54957.

President Rich returned to Open Session at 4:45 pm.

II. OPEN SESSION

There was no reportable action from the closed session.

III. ADJOURN

The meeting was adjourned 4:45 p.m.

ATTEST:

DAN RICH, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

STAFF REPORT

To: Board of Directors
 From: Rob Watson, Engineering Services Manager
 Date: October 23, 2019
 Subject: Water Treatment Plant (WTP) Filter Basins Rehab Project

RECOMMENDED ACTION

Staff recommends a motion to award a construction contract to ERS Industrial Services, Inc. for the amount of \$3,126,754 with a construction contingency of \$312,675 (10%) for an authorized total construction budget of \$3,439,429. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

BACKGROUND

This project involves the rehabilitation of the District’s Sidney N. Peterson Water Treatment Plant Filter Basins, including removing all existing filter media and replacing with new media, preparing and coating the concrete surfaces of the filter cells with an elastomeric polyurethane liner, replacing all filter nozzles, and applying a cementitious coating to the interior walls of the Filter Basins. This project is needed to rehabilitate and extend the useful life of the Filter Basins which have naturally deteriorated over time, as well as replace the filter media which was last completed in 2002.

STATUS

The Project was advertised for bidding on September 13, 2019. Six prospective contractors, and one subcontractor attended the pre-bid conference on September 25th. Bids for the project were received on October 10th and are summarized as follows:

Bidder	Bid Amount
ERS Industrial Services, Inc.	\$3,126,754
Gateway Pacific Contractors, Inc.	\$4,186,439
Auburn Constructors, LLC	\$4,417,300
Myers and Sons Construction, LLC	\$5,011,000
Syblon Reid	\$5,035,700
Sierra National Construction, Inc.	\$5,976,690

ERS Industrial Services, Inc. (ERS) was the lowest responsive, responsible bidder. ERS’s bid documents were reviewed and found to be complete and in order, including license, insurance and bonds.

FINANCIAL CONSIDERATIONS

The Project was included in the District’s approved Wholesale CIP budget for Fiscal Year 2019-2020, and the approval of the Project is within the authorized budget.

STAFF REPORT

AGENDA ITEM III-4

To: Board of Directors
From: Rob Watson, Engineering Services Manager
Date: October 23, 2019
Subject: Water Treatment Plant (WTP) Filter Basins Rehab Project – Construction Management/Inspection Contract

RECOMMENDED ACTION

Staff recommends a motion to award the WTP Filter Basins Rehab Project – Construction Management and Inspection Services contract to Kennedy Jenks for the amount of \$459,105 with contingency amount of \$22,950 (5%) for an authorized total budget of \$482,055. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

STATUS

On September 20, 2019, the District requested proposals for construction management and inspection services for the construction of the WTP Filter Basins Rehab Project. Proposals were received on October 10, 2019, from the following two firms:

- Kennedy/Jenks Consultants, Inc. (K/J)
- Inferrera Construction Management Group, Inc. (ICM)

Each proposal was submitted consisting of a Technical Proposal and a Cost Proposal. A 5-person review panel reviewed and ranked each Technical Proposal on the basis of Project understanding, work plan, responsiveness, experience and qualifications, innovation, and other Project-specific criteria. The reviewers unanimously ranked K/J as the top technical proposal. Subsequent to the technical ranking, the cost proposal were opened and reviewed. The following table summarizes the proposed costs from each firm.

Consultant	CM/Inspection Services
Inferrera Construction Management Group, Inc. (ICM)	\$374,896
Kennedy/Jenks Consultants, Inc. (K/J)	\$459,105

After evaluating and comparing both cost proposals, it was noted K/J included costs for some additional tasks not outlined in the RFP. Cost for these additional tasks are summarized below.

Additive Task	Cost
Filter media material testing for QA/QC	\$29,383
Construction Management QA/QC	\$18,558
SWPPP summary reports and monitoring	\$6,489
Prepare and submit a Health and Safety Plan	\$2,139
Total	\$56,569

Other differentiators ranking the K/J proposal higher include having inspection performed by a licensed California T-5 WTP Operator, and providing an on-call structural engineer to respond to RFI's or issues that may arise. When subjectively compared for the RFP tasks (excluding additive tasks), the cost proposals were within 7% (K/J's is approx. \$27,640 more). Based on the reviewer's evaluation of the technical proposals, and taking into consideration the proposal differentials, it was determined that interviews would not be necessary, and that K/J is the recommended consultant to complete the construction management and inspection services for the Project.

BUDGET IMPACT

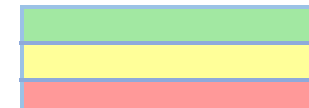
The Project was included in the District's approved Wholesale CIP budget for Fiscal Year 2019-2020. The construction contract combined with this recommended construction management and inspection services contract are within the total approved Project budget.

Operations Plan Report Card FY 2019-20

On Track

Delayed

Issues



ADMINISTRATION/WATER RESOURCES/IT

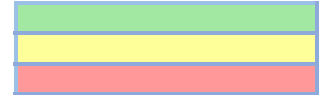
Task	Original Target Date	Updated Target Date	Completion Date	Comments
Water Quality Control Plan – Voluntary Agreement: participate in American River agency negotiations with the Administration to achieve adoption by the SWRCB of acceptable 15-year agreement	Ongoing			
Water Fix – engage as necessary 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	2/28/2020			
Manage completion of demand, treatment and conveyance capacity (DTCC) assessment study	12/31/2019			
Initiate discussions with PCWA regarding potentially available treatment and conveyance capacity for their West County needs based on information developed in DTCC assessment study	6/30/2020			
Initiate collaborative efforts and RFP development with WCAs for 2020 UWMP Update [due mid-2021]	6/30/2020			
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer	6/30/2020			
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	Post-14 > 4/1/20 Pre-14 > 6/30/20 Reclamation > 3/31/20			
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries	10 th of the following month			
Complete State SRF application for low interest financing for Hinkle & Kokila project	Work in Progress			
Assist with the implementation of the Geographic Information System (GIS)	6/30/2019	12/30/2019		
Complete a Supervisory Control and Data Acquisition (SCADA) Master Plan	8/30/2019	10/30/2019		
Implement improvements to the Wonderware Software System	5/1/2019	9/30/2019		Redundant Historian
1 st Annual SJWD Employee Kids Day	8/9/2019		8/9/2019	
Propose updates to District's Record Retention Policy	6/30/2020			
Re-apply for SDLF District Transparency Certificate of Excellence	9/30/2019		10/10/2019	

CUSTOMER SERVICE

Task	Target Date	Updated Target Date	Completion Date	Comments
Cross train customer service staff to be proficient in all customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	6/30/2019	6/30/2020		In process.
Work with Field Service staff to update manually read meters with radio or touch read meters to improve reading efficiency	6/30/2019	6/30/2020	6/30/2020	Ongoing
Work with Field Service staff to diagnose customer meter problems and repair promptly	6/30/2019		6/30/2020	This is ongoing. Staff is replacing roughly 22 registers a week for Field
Incorporate any recommendations from 2018 Customer Satisfaction Survey results into Customer Service processes to improve customer interaction	9/28/2018		9/28/2018	
Modify Customer Service billing and notification practices to meet the new SB998 legislation requirements	2/1/2020			To legal in August for review

Operations Plan Report Card FY 2019-20

On Track
Delayed
Issues



DISTRIBUTION (Field Services)

Task	Target Date	Updated Target Date	Completion Date	Comments
Replace failed large commercial meters	12/31/2019	5/1/2020		To be completed after testing.
Complete the backflow testing program for 2019 (100% Tested) and define and implement plan for 2020 testing operations	12/31/2019			1 left as of 10/2 in Rob's court
Achieve Air/Vacuum relief valve maintenance goal for 2019	12/31/2019			
Implement New CMMS for District Operations	6/30/2020			
Complete electrical upgrade of Douglas Pump Station including a new mag meter	12/31/2020			
Complete Valve Exercising Program. 580+ valves	12/31/2019	9/17/2019	9/17/2019	
Complete the Hydrant Maintenance program for 2019. 300+ hydrants	12/31/2019	9/17/2019	9/17/2019	
Complete a meter replacement study in conjunction with the Citrus Heights Water District, with participation of other regional partners	12/31/2020			
Replace the HVAC units at two pump stations	9/30/2019		10/2/2019	FS to finish up punch list.

ENGINEERING SERVICES

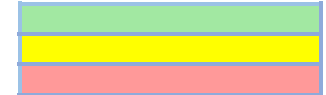
Task	Target Date	Updated Target Date	Completion Date	Comments
Complete the design and construction of the WTP Filters Basin Resurfacing, Nozzle, Media, and BW Hood Improvements Project	6/30/2020			
Complete funding, planning, and design of the Hinkle Reservoir Lining and Cover Replacement Project (for Const. in 20/21)	6/30/2020			
Integration of record documents with the recently implemented Geographic Information System (GIS)	6/30/2020			
Complete an update of the Construction and Development Standard Details and the Construction Notes	6/30/2020			
Complete an update of the Retail Master Plan	6/30/2020			
Update and calibrate the RSA Hydraulic Model	6/30/2020			
Complete installation of "Low Flow" pumps in the Lower ("Castellanos") and Upper Granite Bay Pump Stations	12/31/2019			
Complete the Electrical Improvements at the Bacon Pump Station	5/31/2020			
Install HVAC Units at the Bacon Pump Station	10/30/2019		10/2/2019	
Complete the SJWD/PCWA Kokila Intertie	6/30/2020			

Operations Plan Report Card FY 2019-20

On Track

Delayed

Issues



FINANCE

Task	Target Date	Updated Target Date	Completion Date	Comments
Complete Applications for State Revolving Loan Funds for Hinkle and Kokila Reservoir Projects	12/31/2019			
Complete a Master Fee Study and recommend fee changes as identified in the study	8/30/2019	11/13/2019		
Propose amendment to Compensation Policy to bring into alignment with target market position	8/30/2019		8/28/2019	
Propose and implement new allocation methodology and rate schedule for Wholesale Water Rates	12/31/2019			
Complete Disaster Preparedness Planning and Documentation for Business Continuity	6/30/2020			
Review Investment Policy and Propose Updates if needed	6/30/2020			
Complete an overhaul of the Employee Manual, updating District ordinances and policies as necessary	6/30/2020			

WATER EFFICIENCY

Task	Target Date	Updated Target Date	Completion Date	Comments
Rehabilitate outdated sections of the demonstration WEL (Water Efficient Landscape) Garden (wholesale)	6/30/2020			work in progress
Provide 4 educational customer workshops and an annual mulch give-a-way event (wholesale)	6/30/2020			
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	6/30/2020			
Conduct a student art calendar contest to be distributed to all wholesale agencies	6/30/2020			

WATER TREATMENT

Task	Target Date	Updated Target Date	Completion Date	Comments
Hinkle Reservoir 48' bypass pipe cleaning and repair	3/31/2020			
Complete the corrosion protection system evaluation and calibration	9/30/2019			
Replace the Lime Feed system electric panel	9/30/2019		Sep-19	
Solids Handling Building VFD replacements	12/31/2019			
Tag line replacement for NW & SW hoods	6/30/2020			
WS meter vault float and level switches	6/30/2020			
Install window in office at the Water Treatment Plant	8/31/2019			
SC200 instrument replacement (6)	11/30/2020		Oct-19	
Purchase lab top turbidimeter (new)	10/31/2019		Aug-19	

STAFF REPORT

To: Board of Directors
From: Rob Watson, Engineering Services Manager
Date: October 23, 2019
Subject: Anthracite Coal Filter Media and Filter Nozzle Material Procurement for Water Treatment Plant (WTP) Filter Basins Rehab Project

RECOMMENDED ACTION

Approve the purchase of Anthracite Coal Filter Media and Filter Nozzles for the WTP Filter Basins Rehab Project. Staff will provide a verbal recommendation regarding vendor selection at the Board meeting.

STATUS

The District is embarking upon the Water Treatment Plant Filter Basins Rehabilitation Project. This construction project involves the removal of the existing filter media and media support plate nozzles, resurfacing of the spalled concrete filter basins floors and walls, and then placement of new filter media. The selection of the construction contractor and construction manager were both on the agenda for the Engineering Committee held on October 15, 2019, and are on the agenda for the October 23, 2019, Board of Directors meeting. This construction project has a constrained schedule due to the fact it must be completed during the lowest water demand time of the year when portions of the WTP can be taken off-line to accommodate the construction work.

Due to lengthy procurement timelines, and the real potential for media shortages, the District needs to purchase the anthracite coal filter media and filter nozzles in advance to be ready and delivered in time for the construction project. Due to the cost of these materials, the procurement must be publicly bid and approved by the Board of Directors.

Bids for the procurement of the materials will be publically opened and read on October 22, 2019. Staff will share the bid results and provide a recommendation to award at the October 23, 2019, Board Meeting.

FINANCIAL CONSIDERATIONS

The Project was included in the District's approved Wholesale CIP budget for Fiscal Year 2019-20.

STAFF REPORT

To: Board of Directors

From: Lisa Brown, Customer Service Manager

Date: October 23, 2019

Subject: Review of New Water Service Discontinuation Policy to Comply with SB 998 requirements and introduction of proposed revisions to Ordinances 15000, 17000, and 18000

RECOMMENDED ACTION

Introduce Ordinance No. 19-01 of the Board of Directors of the San Juan Water District Amending Ordinance Nos. 15000, 17000 and 18000 of the District Code of Ordinances for first reading. Read the full text of the proposed ordinances or waive such reading by motion of the Board. Introduce the Disconnection of Residential Water Service For Nonpayment Policy for review. Recommendation for approval of the Policy will occur at a subsequent Board Meeting.

BACKGROUND

SB 998 was passed into law on September 28, 2018, and becomes effective February 1, 2020. This bill requires water agencies to have a written policy on discontinuation of water service to residential customers for nonpayment of services to be available in the prescribed languages. Among other things, this bill prohibits a water agency from discontinuing residential service for nonpayment until a payment has been delinquent for at least 60 days. It also limits certain fees to low income households and requires the agency to allow tenants, under certain circumstances, to become customers.

CURRENT STATUS

In response to this legislation, staff has evaluated all applicable ordinance sections and is proposing amendments to meet the requirements set forth in SB 998. This includes modifications to specific ordinances. Proposed amendments to Ordinance 15000, "Customer Deposits for New or Delinquent Accounts" are recommended as the District is considering collecting security deposits from tenants, as SB 998 requires agencies to offer service to tenants under certain circumstances. Minor grammatical amendments are being proposed in Ordinance 17000, "Metered Services". Ordinance 18000, "Issuance and Payment of Water Bills," has been modified significantly where large portions were removed from the ordinance and placed in the newly created Policy.

A new proposed Policy on disconnection of residential water service for nonpayment was created to capture all SB 998 requirements. Any related, duplicative or contrasting language was removed from the ordinances and added

STAFF REPORT

Proposed Ordinance amendments and new SB 998 policy review
Lisa Brown, Customer Service Manager

to the proposed Policy. This Policy, if approved, will be located on the District's website and will be available in all languages specified by law.

The ordinance revisions and Policy have been reviewed by the District attorney and meet the intent of SB 998.

ATTACHMENTS

Attached to this report is Amending Ordinance 19-01 with the redline-strikeout modifications to the following ordinances:

- Ordinance 15000 Customer Deposits for Accounts
- Ordinance 17000 Metered Services
- Ordinance 18000 Issuance and Payment of Water Bills

Also included is a newly created *FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy* that will be available to customers in hard copy and on the District's website, to satisfy SB 998 requirements.

ORDINANCE NO. 19-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN JUAN WATER DISTRICT AMENDING
ORDINANCE NOS. 15000, 17000 and 18000
OF THE DISTRICT CODE OF ORDINANCES**

The Board of Directors of the San Juan Water District ordains as follows:

Section 1. Purpose and Authority. The purpose of this ordinance is to amend the District's procedures concerning delinquency and non-payment for water service to comply with the requirements of SB 998 (2018), codified in Health and Safety Code sections 116900 through 116926. This ordinance is adopted pursuant to Government Code sections 61045 and 61060, and other applicable law.

Section 2. Amendments. Ordinance No. 15000 (Customer Deposits for Accounts), Ordinance No. 17000 (Metered Services), and Ordinance 18000 (Issuance and Payment of Water Bills) of the District Code of Ordinances are hereby amended as depicted in the redline versions that are attached to this ordinance as Exhibits 1, 2, and 3, respectively, and are incorporated into this ordinance by reference.

Section 3. Effective Date. This ordinance shall take effect 30 days after its adoption.

Section 4. Publication. Within 15 days from the date of adoption of this ordinance, the District Secretary shall publish it once in a newspaper of general circulation published and circulated within the District.

INTRODUCED by the Board of Directors on the 23rd day of October 2019.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the 13th day of November 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dan Rich
President, Board of Directors

Attest:

Teri Grant
Board Secretary

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	15000 - Customer Deposits for New or Delinquent Accounts	Date Amended	June 25, 2008 <u>Nov. 13, 2019</u>

15000.01 Deposit Upon Application for New Service

When an Applicant makes a request for a new water service, the District may require that the Applicant make a cash deposit to assure payment of the account as a condition of providing the requested new service. ~~The Deposit shall equal the amount specified in the District's current schedule of Rates, Fees, Charges, and Deposits. A deposit may be waived when the owner of the property or his or her authorized agent guarantees payment for service when the property is leased by signing a District provided tenant/landlord agreement. The District will determine the amount of any required deposit based solely on the credit worthiness of the Applicant as reasonably demonstrated by the Applicant's past payment history as a Customer, if any, or as the result of a credit report on the Applicant obtained from a recognized credit reporting agency. As part of the application for service, the District may require the Applicant to pay the cost of obtaining a credit report. In no case shall a required deposit be in an amount greater than one year's estimated water usage based on the proposed use in the application for service.~~

15000.02 Deposit for Non-Payment of Service Charges or Other Fees and Charges

Whenever a Customer's ~~credit payment history~~ with the District becomes unacceptable ~~because due to of delinquency non-payment~~ of the billed water charges or other fees and charges due to the District, the District may require the Customer to make a cash deposit ~~in a sum equal to four months estimated water usage as determined by an average of the Customer's as specified in the District's current schedule of Rates, Fees, Charges, and Deposits, previous twelve months' water bills.~~ A Customer's failure to pay the required deposit to the District is grounds for termination of service in accordance with Section 18000.03.5 of this Code. In cases where a Customer has an existing deposit on file, ~~the and service has been disconnected due to non-payment, District will a portion of or all of the deposit shall be used to offset the delinquent water bill. Water service shall not be reinstated until the full amount of the deposit is restored with the District. apply that deposit to any Customer account that is delinquent for more than 60 days and will notify the Customer of such application of their deposit. Water service may be terminated in accordance with Section 18000.03.5 of this Code if the Customer does not fully pay the account and restore the full amount of the deposit within 30 days from the date of a notice of delinquency sent by the District.~~

~~15000.03 Letter of Credit~~

~~An irrevocable letter of credit in U.S. Dollars drawn on a United States bank with offices or a branch in Sacramento or Placer Counties may be submitted to the District to satisfy the deposit requirements of Sections 15000.01 and 15000.02.~~

15000.043 Deposit Duration Refund of Deposit

The District normally returns customer deposits after two years of service and a payment history indicating no delinquent or dishonored payments. However, any customer who makes a delinquent or

dishonored payment during the initial 24-months of service shall not have their deposit returned until their service is terminated or they no longer pose a substantial credit risk for a consecutive 24-month period.

Upon voluntary termination of service, the deposit may be applied against any unpaid balance. Any remaining balance will be returned to the Customer.

All deposits will be returned to the Customer without interest. Deposits, ~~that~~which remain unclaimed after the expiration of ~~five~~three years from the date the deposit became refundable, will become property of the District in accordance with its Unclaimed Funds Policy.

~~Where funds have been on deposit for twelve months and the Customer has not incurred any delinquent payments on the applicable account during that period, the District will refund the deposit to the Customer. The District also will return a deposit upon termination of a Customer's water service and full payment of all rates and charges owed to the District, or at such earlier time as the District may determine that the credit of the Customer is satisfactory.~~

Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
<u>11/13/19</u>	<u>Ord. 19-01 revisions to comply with SB 998</u>	

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	17000 - Metered Services	Date Amended	June 25, 2008 Nov. 13, 2019

17000.01 District Standards, Specifications, and Requirements

Metered services connected to the District water distribution system shall conform to District standards, specifications, and requirements.

17000.02 Ownership of Meters

The District shall retain title to all meters installed within the District. Payment by a Customer of connection fees, including installation fees, capital facilities fees, meter charges, tapping charges or any other fees or charges shall not transfer ownership of a meter from the District to the Customer.

17000.03 Service to Subsequent Customers

After connection and all other fees have been paid to establish water service to a Premise, the same class of service will be made available to subsequent Customers occupying that land without payment of further fees, except for additional fees for increased water use as provided in Section 14000.04 and/or deposits required for service and service charges, as provided elsewhere in this Code.

17000.04 Relocation of Service

Prior to inspection approval, all services must be at the specified grade, and located outside proposed driveways. Should a service require a change in grade or relocation outside a proposed driveway, a Change of Service fee or Service Relocation must be paid prior to final inspection approval. See District's Schedule of Rates, Fees, Charges, and Deposits for current fees.

With prior District approval, water meters may be moved at the request of the owner from one location to another location on the same parcel owned by the Customer upon payment of a deposit based on an estimate of time and material costs in an amount determined by the District.

17000.05 Service Turn-Off Requested by Customer

In non-emergency situations, upon receipt of two days' notice by the owner, either in writing, by phone, or in Person, water service will be turned off and locked by the District without charge. All water charges up to and including the date of discontinuance must be paid before service will be turned off and locked.

17000.05.1 Request for Turn-Off Without Notice

Where notice is not given, the Owner will be required to pay for water service until two days after the District has actual knowledge that the Customer has vacated the Premises or otherwise discontinued water service.

17000.05.2 Reconnect Fee

Before service is restored, a reconnect fee will be required. See District's current Schedule of Rates, Fees, Charges, and Deposits.

17000.05.3 Request for Turn-Off by Landlord

A Landlord may not request a service turn-off on any occupied leased or rented dwelling unit where water charges are paid current, except for emergency turn-offs related to public health or safety or to prevent loss of life or property damage.

17000.06 Reading of Meters

Meters shall be read every other calendar month or at a frequency established by the District to permit the computation, preparation and mailing of bills as soon thereafter as practicable.

Meters also are read when ownership of a property transfers from one Customer to another, when water service is discontinued and then restored, when maintenance is required at the meter, or when the Customer has requested assistance with irrigation problems or locating leaks. When the District does not receive advance notice of a change of ownership and the meter is not read when ownership transfers, the District shall estimate water use based on the Customer's historical consumption.

17000.07 Adjustment for Meter Inaccuracies

17000.07.1 Failure of Meter to Register During Service

Should any meter in service fail to register during a billing period, a bill will be issued by the District for the estimated amount of water used during the period of the meter failure based on prior use under that account.

17000.07.2 Meter Testing

Initial Test: Prior to installation, each meter may be tested by the manufacturer or by the District.

Customer Request: A Customer may, giving not less than one week's notice, request the District to test the meter serving the Customer's Premises. The District will require the Customer to deposit the current fee to cover the cost of the test. See District's current Schedule of Rates, Fees, Charges, and Deposits.

The deposit will be returned if the meter is found to register more than three percent error. The Customer will be notified not less than two days in advance of the time and place of the test. The Customer shall have the right to be present or to be represented by a designated representative. A written report, giving the results of the test, will be given to the Customer within 14 days after completion of the test. When, upon

testing, a meter is found to be registering more than three percent higher than actual usage under conditions of normal operation, the District will repair or replace the meter and refund to the Customer the full amount of the overcharge based on estimation of corrected meter readings for the period not exceeding six months that the meter was in use by the Customer.

When, upon testing, a meter is found to be registering more than three percent lower than actual usage under conditions of normal operation, the District will repair or replace the meter. The Customer's deposit for testing will not be refunded. The District may issue a bill for the estimated amount of water used during the period of the meter failure based on prior use under that account.

17000.07.3 Upon written request from the Customer, the District will consider a one-time credit during a single billing period for excessive consumption due to leaks in a Customer's service line. The Customer's written request shall describe the leak situation, include date(s) of leak, and must affirm that the leak has been repaired. Credits are based on the **Customer's property's** historical consumption and shall be determined by the District on a case-by-case basis.

17000.08 Meter or Service Connection Downsizing or Upsizing

17000.08.1 Voluntary:

Customers may request the downsizing, but in no case smaller than one inch, or upsizing of their meter or service size. If the District approves a Customer's upsizing or downsizing request, the Customer shall pay for all costs of the conversion on a time and material basis. In addition, if a larger meter is desired, the Customer shall pay the difference between the current connection fee for the larger meter and the current connection fee for the existing meter size. The District will provide the Customer with a cost estimate. The Customer must pay the difference in connection fee and provide the District a deposit in the amount of the cost estimate for time and materials prior to the District starting work. If the change in water service requested would require a meter or service connection of a smaller size, no refund shall be due or payable for fees previously paid, including capital facilities fees.

17000.08.2 Involuntary:

Pursuant to Section 13000.02, if the size or water demand of the parcel(s) receiving water service does not qualify for the current size of meter or service connection, the District reserves the right to involuntarily decrease or increase the size of meter or service connection and backflow prevention assembly. The District will make every attempt to notify the Customer in advance and schedule the work at the Customer's convenience. However, if after thirty days following notice from the

District the Customer has not responded or taken action to correct the problem, the District will schedule and complete the work as stated in the notice and charge all costs and fees owing for the work to the Customer.

17000.09 Recommended Flows for District Meters

Customers are cautioned to control rates of flow of water through District meters. Customer-caused damage to a water meter is subject to a District charge to repair or replace a damaged meter. The District may terminate water service if a Customer fails to pay any charges for meter repair or replacement or to correct a continuing flow problem. Operation of a meter that flows in excess of the manufacturer’s recommendation can cause severe damage to operating parts. Rated capacities for meters used in the District are as follows:

Standard Meters

Maximum Rate per Meter Size (size in inches)	Maximum rate per meter* Gallons per Minute
1	50
1 1/2	100
2	160
3	350
4	1000
6	2000

Compound Meters

2	160
3	320
4	500
6	1000

* Maximum rates listed are for intermittent flow only. Maximum continuous flow rates are typically 50% of maximum intermittent flow rate but are specific by meter type and size.

17000.10 Damaging or Tampering with Meters

Whenever the District has determined that a water meter has been willfully damaged or tampered with in such a manner that the meter does not properly register the consumption of water, the meter shall be locked or removed and the water service terminated. The meter shall not be opened or reinstalled for service until all of the following charges have been paid:

- A. Outstanding water bills for the Premises being served by that meter;
- B. An unauthorized connection fee as set forth in the District’s current Schedule of Rates, Fees, Charges, and Deposits, if applicable;
- C. A charge for servicing, repairing, or replacing the meter equal to the District expense for time and materials;

- D. A meter installation fee in accordance with Section 12000.03; and
- E. A charge for estimated quantity of water consumed but not paid for since the last regular correct reading, which shall be determined on the basis of prior use under the Customer's account for the damaged or tampered meter.

17000.11 Angle Stop

Every service connection is equipped with an angle stop valve on the inlet side of the meter. The District's responsibility for maintenance terminates at the Customer's side of the water service meter box. The angle stops are for the exclusive use of the District in controlling use of the water through the service connection and/or meter. If the angle stop should be damaged or worn out through use by a Customer to an extent requiring replacement or repair, the District shall charge the Customer for such replacement and/or repair.

17000.12 Customer Responsibility

The District assumes no responsibility for maintenance and operation of the Customer's water system beyond the service connection. The Customer assumes all liability and responsibility of every kind to the end that the District shall be kept whole and harmless at all times of any claim resulting from matters involving quantities, quality, time or occasion of delivery, or any other phase of the maintenance, operation and service of the Customer's water system.

The District recommends for convenience and safety that the water system on the Customer's Premises be equipped with a wheel valve for the customer's use to isolate their water system and turn off their water supply. The wheel valve shall be placed at some known accessible location between the meter and the building.

17000.13 Service/Meter Enhancements

Any Customer desiring to make any improvements or changes requiring cutting, refitting, raising, lowering or relocating service connections shall make an application to the District. Upon approval of the application by the District, a deposit will be required prior to the work commencing. District personnel or approved contractors shall perform all work. Should the deposit be in excess of the actual cost, the difference shall be refunded. Should the cost exceed the deposit, the additional amount due will be payable in full to the District upon presentation of the bill.

17000.14 Minimum Pressure

The District ordinarily will provide a minimum of 20-psi residual pressure at the meter/service connection. When a Customer's Premises would be serviced at an expected minimum pressure of less than 20-psi, the District agrees to pay for, construct and maintain a booster pump facility and a reduced pressure principle backflow prevention device, per Section 10000.04 prior to or at the District's service of water to the Premises. Only District employees shall be permitted to operate booster pumping equipment and any unauthorized use of such equipment may be grounds for termination of water service.

17000.15 Maximum Pressure

Whenever the District provides pressure greater than 80-psi, the customer will install and maintain a pressure regulator controlling the pressure on their premises per the California State Plumbing Code.

Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	



Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	18000 - Issuance and Payment of Water Bills for Water Service	Date Amended	June 25, 2008 Nov. 13, 2019

18000.01 ~~Issuance, Due Date and Final Payment Date of Statement of Charges for Service~~
Bills For Water Service

18000.01.1 ~~Issuance of Statements~~Invoices

~~Statements~~InvoicesBills for water service or other charges will be mailed or presented in the ~~following~~ month ~~after~~ following the water meter ~~reading has been read~~ and/or the applicable charges have been determined. Issuance shall be every other month. Final invoices for sale of property are exempt from this billing cycle.

18000.01.2 Fixed Base Charge

Billing for water service includes a fixed base charge that primarily funds fixed costs. This typically includes facilities, infrastructure maintenance, debt service, customer service, and other similar needs that have to be paid for regardless of how much water is delivered to customers. The fixed base charge is due regardless of whether any water is actually used. Customers whose service has been discontinued in accordance with section 18000.03 or has requested that their service be discontinued in accordance with District ordinance section 17000.05 will not be assessed the fixed base charge for months subsequent to discontinuance.

18000.01.3 Consumption Charge

Billing for water service includes a consumption charge that primarily funds the expenses to the District necessary for the purchase and distribution of water to customers. The consumption charge, as set forth in the District's most current rate study, is assessed for each one-hundred cubic feet (CCF) of water actually consumed.

18000.01.4 Billing Periods

Invoices for general water service generally will be rendered bi-monthly by the District. Bills for special water services (temporary water service, construction water, fire hydrant use) may be rendered more frequently. Special meter readings will be made for opening or closing billing purposes.

18000.01.5 Billing on Non-Owner-Occupied Residences

California Government Code section 54347 authorizes public agencies to collect charges from property owners for services to tenants on those properties. Therefore, with the property owner's authorization, evidenced by a signed Landlord/Tenant Agreement from the legal owner of the property, and a deposit that meets the requirements of District ordinance section 15000.01, the District shall provide a bill copy to the service address for water service. However, the property owner shall be responsible to pay any charges not paid by the tenant. The District shall not share any account information with the tenant, other than the outstanding balance, in the absence of the completed Landlord/Tenant Agreement application which imposes primary responsibility to pay the water bill on the tenant.

18000.01.6 Back Billing

If a customer uses water for which no bills have been issued for more than one billing cycle, and a beginning meter reading is not available, the customer will be billed the fixed base charge for the period plus a consumption charge calculated from the average water usage over the most recent six billing cycles. This amount, which shall not be less than the fixed cost base charge if no billing history is available, will be billed to the customer based on the number of billing cycles the customer has been occupying or in possession of the premises without paying bills.

18000.01.7 Refunds

If a customer is erroneously overcharged for service, the District may refund any overage paid by the customer up to two years.

18000.01.8 Disputed Charges

When a customer disputes the amount of a bill for any reason, the customer should contact the District office. If the bill is disputed, to avoid discontinuance of water service, the customer must deposit at the District office, before the disconnect date, the full amount of the disputed bill or proof of previous payment of the disputed bill with a letter setting forth the basis for the dispute and requesting a review by the Finance Director or General Manager. The Finance Director or General Manager's findings and decisions will be final and binding. If the customer's complaint concerns the meter, he or she may request that his or her meter be tested pursuant to Section 17000.07.2 Meter Testing of the District's most current water ordinance. Nothing in this section is intended to affect a customer's rights under Health & Safety Code sections 116900 and following and the District's Policy on

Discontinuation of Residential Water Service for Nonpayment (“Policy”) implementing those rights.

18000.01.~~92~~ Due Date

Each ~~statement-invoice~~ issued by the District for such charges shall be due and payable on the date of ~~mailing-issuance~~ or other presentation to the Customer.

18000.01.~~103~~ Final Payment Date

~~All charges in each statement must be paid on or before the final payment date shown on the statement, which shall be at least 20 calendar days following the date of mailing or presentation of the statement. Bills become overduedelinquent and subject to discontinuation of service if not paid within sixty (60) days from the bill issuance date.~~

18000.02 Payment of Charges

- A. Payment Responsibility: The District is required to continue providing water service to each Premises or Parcel connected to the District water system as long as each such Premises or Parcel pays its fair share of the costs of receiving the service and such fair share of costs are chargeable to and run with each Premises or Parcel receiving District water service. Therefore, payment of all water service rates, fees and charges shall be the responsibility of the owner of record of the subject Premises or Parcel and payment of all charges is an obligation of ownership of a Premises or Parcel. As such, any subsequent owner of a Premises or Parcel is responsible for paying any unpaid or delinquent fees, rates and charges due on a Premises or Parcel that are in any way connected to District water service as a condition of service being continued to the Premises or Parcel. A change in ownership does not terminate any outstanding rates, fees and charges due for previous water service to said parcel, whether or not those rates, fees and charges were incurred by the present Premises or Parcel owner or a previous owner or tenant.
- B. Crediting of Payment: Payments shall be credited to a Customer’s account when cash, an electronic funds transfer, a check drawn on an account with sufficient funds a money order or a Visa or MasterCard payment has been received by the District at the District business office during regular office hours. Deposit of payment in the mail shall be credited to a Customer’s account when received at the District’s business office.
- C. ~~Returned Check Charge~~Dishonored Payment Charge: A returned ~~check-item~~ charge as set forth in the District’s current Schedule of Rates, Fees, Charges, and Deposits shall be added to a Customer’s account in each instance where payment has been made to the District ~~with a check~~ that has been returned to the District by the bank upon which it is drawn.
- D. The District offers an ~~equalized-average monthly or equalized~~ payment plan to balance water bills that can fluctuate seasonally. The equalized amount is based on the customer’s average

consumption during the current 12-month period. ~~Equalized~~ Average monthly or equalized payment plans are reconciled annually and adjusted as needed.

E. The District offers online bill presentment and payment to Customers who wish to view their bill and/or pay by check or Visa or MasterCard via the internet.

~~E.F.~~ Customers may make payment arrangements with the District. Defaulting on a payment arrangement may lead to disconnection of service.

18000.03 Delinquent Accounts

18000.03.1 For Non-Payment of Charges

Except as otherwise prohibited by law, Aa delinquent account from a Premises within the District will be applied to a new account opened by the same Customer for a different Premises, and the District may require payment of the delinquent amount (plus penalties and interest) as a condition of opening the new account, or the District ~~can~~ may pursue any other remedy for collection of delinquent accounts provided for in this Code or other District rule, regulation or policy, or applicable state and federal law.

18000.03.2 Late-Payment Charge

A late-payment charge shall be added to each delinquent account upon preparation of an Intent to Disconnect Notice at the time of delivery of a 48-hour (door hanger) shut-off notice (see Section 18000.03.5.C and D). When a late-payment charge is imposed, such charge shall be added to the account as of the date the ~~48-hour~~ notice is ~~delivered to the Premises~~ prepared, and such charge shall become part of the amount due ~~as of~~ that time. The current late-payment fee amount is set forth in the District's Schedule of Rates, Fees, Charges, and Deposits. The District may, at its discretion, apply a late-payment charge upon other reasonable notification to Customer for connections where a door hanger cannot be delivered (i.e. connections for irrigation service or for residences or commercial buildings under construction.)

18000.03.3 Partial Payment on Delinquent Accounts

A partial payment on a delinquent account may be accepted and credited to a Customer's account. The partial payment shall not cause removal of the account from an existing delinquent status or preclude assessment of fees and charges for delinquent payment, nor shall the partial payment preclude the meter/service from being turned off for delinquency or cause duly disconnected service to be restored.

18000.03.4 ~~Financial Arrangements~~ Discontinuation of Service to ~~for~~ Delinquent Accounts

A. ~~Disc~~Continuation of Service: ~~The General Manager, or any Person delegated by the General Manager his/her designee, may authorize e~~Continuation of service to a delinquent account will be permitted only as set forth in the Policy, adopted and amended from time to time by the Board of Directors, if financial arrangements, satisfactory to the District, have been established in accordance with the Policy. ~~A Customer default on a payment arrangement made with the District shall result in service to that Customer being terminated until all late or delinquent water service charges are paid and the Customer reaffirms the payment arrangements.~~

B. Requirement of Deposit: If a Customer permits his or her account to become delinquent, the General Manager or his/her designee may require the Customer to make a deposit in accordance with the provisions of Section 15000 of this Code.

~~C. Commencing on the date the first payment arrangement is entered into, Customers who have agreed to but fail to comply with set payment arrangements will not be eligible to establish future payment arrangements for a period of 24 months.~~

~~18000.03.5~~ Termination of Water Service Under Delinquent Account

~~The District may terminate and lock off water service to any Customer if payment has not been made in accordance with Section 18000.01 the a notice of delinquency. A termination may be made in accordance with the following procedures:~~

~~A. A District bill for water service is not paid in full within 19 days after the bill is mailed or otherwise presented to the Customer.~~

~~B. The District mails to the Customer at his or her last known address a notice of delinquent water bill at least 20 days after the original bill was mailed, and at least 15 days before water service is to be terminated.~~

~~C. The District gives final notice of the delinquent water bill and pending termination at least 48 hours before water service is to be terminated. The 48-hour termination notice will be personally delivered to the property and attached to the front of or to the principal entrance or any structure located thereon if the notice~~

~~cannot be delivered to a person 18 years of age or older at the property. At the discretion of staff, this notice may be given by phone or mailed by certified mail, return receipt. The 48-hour period will commence upon contact with the customer by phone or signature date on the return receipt.~~

~~D. Every notice of service termination required by this shall include all of the following information:~~

- ~~1. The name and address of the Customer whose account is delinquent.~~
- ~~2. The amount of the delinquency.~~
- ~~3. The date by which payment or arrangements for payment is required in order to avoid discontinuance of service.~~

~~— The procedure by which the Customer may initiate a complaint or request an investigation concerning service or charges, unless the District's bill for services contains a description of that procedure.~~

- ~~4. The procedure by which the Customer may request amortization of the unpaid charges.~~

~~— The telephone number of a representative of the District's who can provide additional information or institute arrangements for payment.~~

18000.03.57 Lien for Delinquent Charges

- ~~1. When a customer's water bill becomes delinquent and/or when the District terminates water service as provided elsewhere in this Code, or when the District has determined that the recovery of the amount due may be uncertain due to abandonment of a premise and/or water service~~To the extent permitted by law, then the District may file with the Placer or Sacramento County Recorder a Notice of Lien (whichever is the County in which the property is located), setting forth the legal description of the property, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties

and interest, are a lien against the premise to which the service was provided in accordance with Government Code Section 54354.

2. All outstanding account balances, interest and lien release charges (if applicable) must be paid in full prior to re-establishing service in the owner's name at the same, or different property within the boundaries of the District.
3. Current accounts that have incurred a large amount of fines, or the owner that maintains the account has refused to pay any balance owed and the District may be placed in a position of incurring bad debt may have a lien placed against the property being served by the District until the balance associated with those charges is paid in full.

18000.03.6 Reinstatement of Water Service Under Delinquent Accounts

~~Water Service accounts terminated for non-payment shall be reinstated as provided in the Policy. Water service terminated for delinquency may not be reinstated until all amounts due and payable, including late payment charges and service "reconnect" charges, and any required deposit, have been paid at the District business office, or unless payment arrangements satisfactory to the District have been made. Current late and reconnect fees can be found in the District's Schedule of Rates, Fees, Charges, and Deposits.~~

~~If a Customer becomes delinquent in the payment of water charges or system charges and such delinquency continues after written notice from the District as provided for elsewhere in this Code, the District may, at its discretion, remove the Customer's water meter and/or discontinue water service. If, within six months after removal of the meter or discontinuance of water service, water service is subsequently requested for the same address or location, service will be resumed only upon payment of the following:~~

- A. ~~All charges that were delinquent at the time of removal of the meter or discontinuance of water service including any outstanding fees and charges due from the Customer for service at the Customer's current address and any outstanding balance on any active, closed or discontinued account in Customer's name located anywhere within the District Service Area;~~
- B. ~~All costs incurred on a time and material basis to remove the meter;~~

~~C. If the meter is actually removed, the District's then-current charges for meter installation of the size to be installed for the resumption of service.~~

~~D. The reconnect fee listed in the District's current Schedule of Rates, Fees, Charges, and Deposits.~~

~~E. Any deposit required by the District in accordance with Section 15000 of this Code.~~

~~18000.03.7 — Exceptions to Termination of Service for Non-Payment of Water Bills —~~

~~Residential water service shall not be discontinued for nonpayment of water bills and charges during any pending investigation by the District of a Customer dispute or complaint; or when a Customer has been granted an extension of the period for payment of a bill (unless Customer defaults on his or her payment arrangement); or on the certification of a licensed physician or surgeon that to do so would be life-threatening to the Customer, or the Customer is financially unable to pay for service within the normal payment period, and is willing to enter into an amortization agreement with the District to pay the bill over a period not to exceed twelve months or as determined by the District (unless Customer defaults on their payment arrangement).~~

~~18000.03.8 — Lien for Delinquent Charges~~

~~When a Customer's water bill becomes delinquent and/or when the District terminates water service as provided elsewhere in this Code, or when the District has determined that the recovery of the amount due may be uncertain due to abandonment of a Premises and/or Water Service, then the District may file with the Placer or Sacramento County Recorder a Notice of Lien (whichever is the County in which the property is located), setting forth the legal description of the property, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the Premises to which the service was provided in accordance with Government Code Section 54354.~~

18000.04 Termination of Master Meter Accounts

This Section applies to termination of water service through a master meter, or through individually-metered service in a multi-unit residential structure or mobile home park, where the owner or manager, is listed by the District as the Customer of record of the service. Termination and reinstatement of such accounts will be in accordance with the Policy. A Person subject to a master metered account that was not directly billed by the District, who opens an individual service accounts after the termination of a

master metered account, shall be subject to all applicable provisions of this Code and all other applicable District rules, regulations, and policies.

~~**18000.04.1** — For any proposed termination of a master metered account, the notice of termination provided in Section 18000.03.5 also shall inform the actual users that they have the right to become District Customers without being required to pay the amount due on the delinquent account. In addition to mailing the Intent to Disconnect Notice at least 15 days before termination, the District also shall make every good faith effort to provide the notice to the actual users of the services (e.g., through a “door hanger” notice) that service will be terminated in 10 days. The District is not required to make service available to the actual users of a terminating master metered account unless the actual users of water agree to and actually fulfill all terms and conditions of receiving District water service, and meet all requirements of the District’s ordinances, rules, regulations, policies, and tariffs. Even if all actual water users of a master metered account do not agree, however, if one or more actual users are willing and able to assume responsibility for the entire account to the satisfaction of the District, or if there are physical means, legally available to the District, of selectively terminating service to those actual users who have not or are unwilling to meet the District’s requirements for receiving water service, the District shall make service available to the actual users who have met those requirements.~~

~~(See Government Code Section 60371.)~~

~~**18000.04.2** — **48-Hour Notice of Termination**~~

~~The District shall make a reasonable, good faith effort to contact an adult Person residing at the Premises of the Customer by telephone or in Person at least 48 hours prior to any termination of service, except that, whenever telephone or Personal contact cannot be accomplished, the District shall give, by mail or by posting in a conspicuous location at the Premises, a notice of termination of service, at least 48 hours prior to termination. The 48-hour notice shall include the same information as the notice described in Section 18000.03.5, Subsection (D), except that it does not need to include items 5 and 6.~~

~~**18000.04.3** — **Service Reconnect Charge for Delinquent Accounts**~~

~~A reconnect charge shall be made for restoring service to any account that has previously been turned off for a delinquent account. See the District’s current Schedule of Rates, Fees, Charges, and Deposits for the amount.~~

~~18000.04.4 Individual Accounts After Termination of Master Metered Account~~

Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
<u>11/13/19</u>	<u>Ord. 19-01 revisions to comply with SB 998</u>	

Section	FIN-5 Finance	Approval Date	
Policy	FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy	Latest Revision	

FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy

5.10.1 General Provisions

a. Application

This Policy applies only to disconnection of residential water service for nonpayment. The District's existing ordinances, resolutions, policies, and procedures shall continue to apply to any non-residential water service accounts and to disconnection of residential water service for other reasons, including the termination of a service connection by the District due to a customer violation of any other ordinance, rule, regulation or policy of the District. In the event of any conflict between this Policy and any other ordinance, rule, regulation or policy of the District, this Policy shall prevail.

b. Customer Responsibility

Under applicable District ordinances, bills for water service are rendered to each customer on a bi-monthly basis, and are due and payable upon presentation. Water service bills become delinquent if not paid within 60 days from the date on the bill. It is the customer's responsibility to ensure that payments are received at the District office in a timely manner. Payment may be made at the District office, online or to the address for remittance of mailed payments.

c. Availability of Policy

The District shall provide this Policy and all written notices given under this Policy in English, in the languages listed in Section 1632 of the Civil Code, and in any other language spoken by at least 10 percent of the people residing in the District's service area. This Policy shall be posted and maintained on the District's Internet website.

d. Telephone Number

The District's Customer Service Department can be reached at (916) 791-0115 for assistance concerning the payment of water bills and to discuss options for stopping disconnection of residential service for nonpayment.

5.10.2 Disconnection of Residential Water Service for Nonpayment

a. 60-day Delinquency Period

The District shall not disconnect residential water service for nonpayment of a service bill until a customer's payment has been delinquent for 60 days.

b. 10-Day Notice

Not less than 10 business days before disconnection of residential service for nonpayment, the District shall contact the customer named on the account by telephone or written notice.

- i. When the District contacts the customer named on the account by written notice under this section, the written notice of payment delinquency and impending disconnection shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant."
- ii. The written notice shall include all of the following information in a clear and legible format:
 - 1. The customer's name and address.
 - 2. The amount of the delinquency, including an itemization of any late payment penalties and interest to be applied to the delinquent charges.
 - 3. The date and time by which payment or arrangement for payment must be made in order to avoid disconnection of water service.
 - 4. A description of the process to apply for an extension of time to pay the delinquent charges.
 - 5. A description of the procedure to petition for bill review and appeal.
 - 6. A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with this Policy.
 - 7. The District's telephone number, business address, and hours of operation of the customer service desk.
- iii. The District may alternatively provide notice to the customer of the impending disconnection of service by telephone. If notice is provided by telephone, the District shall offer to provide the customer with a copy of this Policy and also offer to discuss with the customer the options for alternative payments and the procedures for review and appeal of the customer's bill.
- iv. If the District is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave, or place in a conspicuous place, a notice of imminent disconnection of residential service for nonpayment and a copy of this Policy.

c. 48-hour Posting Notice

The District shall make a reasonable, good faith effort to contact an adult person residing at the premises of the customer by telephone or in person at least 48 hours prior to any termination of service except that whenever telephone or personal contact cannot be accomplished, the district shall give, by mail or by posting in a conspicuous location at the premises, a notice of termination of service, at least 48 hours prior to termination. The notice of termination of service shall include all of the following information:

- i. The customer's name and address.

- ii. The amount of the delinquency, including an itemization of any late payment penalties and interest to be applied on any delinquent charges.
- iii. The date and time by which payment or arrangements for payment is required in order to avoid termination.
- iv. The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.
- v. The telephone number of a representative of the District who can provide additional information or institute arrangements for payment.

d. Service Restoration Information

Upon disconnection, the District shall provide the customer with information on how to restore residential service.

5.10.3 Restrictions on Disconnection of Water Service

- a. The District shall not disconnect residential water service in any of the following situations:
 - i. During the time that the District is investigating a customer dispute or complaint under section 8 of this Policy.
 - ii. When a customer has been granted an extension of the period for payment of a bill.
- b. In addition to the situations described in subsection (a), above, the District shall not disconnect residential service if all of the following conditions are met:
 - i. The customer, or a tenant of the customer, submits to the District the certification of a primary care provider, as defined in section 14088(b)(A)(1) of the Welfare and Institutions Code, that disconnection of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the property receiving service;
 - ii. The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if (1) any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (2) the customer declares that the household's annual income is less than 200 percent of the federal poverty level.
 - iii. The customer is willing to enter into an alternative payment arrangement, consistent with the provisions of Section 4 of this Policy.

- c. The District is prohibited from terminating water service to any customer or tenant of a customer on any Saturday, Sunday, legal holiday, or outside of its normal operating hours.

5.10.4 Alternative Payment Arrangements

a. Options

If a customer meets the three conditions listed in Section 3(b), above, the District shall offer the customer one or more of the following options:

- i. Amortization of the unpaid balance;
- ii. Participation in an alternative payment schedule;
- iii. A partial or full reduction of the unpaid balance, financed without additional charges to other ratepayers; and/or
- iv. Temporary deferral of payment.

b. District Administration

The District General Manager, or his or her designee, may choose which of the payment options described in section 4(a), above, may be available to the customer and may set the parameters of that payment option. Ordinarily, the repayment option(s) offered should result in repayment of any remaining outstanding balance within 12 months. The District may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case. The District may charge an administrative fee for the cost of administering alternative payments under this provision.

c. Customer Obligations

The customer shall remain current on any new water service charges as they are billed in each subsequent billing period. The customer may not request further amortization or reduction of any unpaid charges on subsequent bills while paying delinquent charges under an alternative payment arrangement.

- d. Commencing on the date the first payment arrangement is entered into, customers who fail to comply with an agreed payment arrangement will not be eligible to establish future payment arrangements for a period of 12 months, except as otherwise prohibited by law.

5.10.5 Disconnection after Failure to Comply with Alternative Payment Arrangements

- a. The District may disconnect service no sooner than five business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:
 - i. The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

- ii. While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.
- b. If a customer fails to comply with an amortization agreement under subsection 5(a)(i), above, the District shall not terminate service without giving notice to the customer of the conditions the customer is required to meet to avoid termination. This notice does not entitle the customer to further investigation or provision of alternative payment arrangements by the District.

5.10.6 Disconnection in Master Meter Landlord-Tenant Situations

a. Applicability

This section applies to District service through an individual meter to a detached single-family dwelling, a multi-unit residential structure, mobile home park, or permanent residential structure in a labor camp, only if the owner, manager or operator is the customer of record and there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the building.

b. Notice

The District shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. This notice shall further inform the residential occupants that they have the right to become District customers, to whom the service will then be billed, without being required to pay any amount which may then be due on the delinquent account.

c. Service to Occupants

The District is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of District water service and meets the requirements of law and the District's ordinances, rules, regulations, and policies. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's ordinances, rules, regulations, and policies, the District shall make service available to those residential occupants who have met those requirements.

d. Proof of Credit

If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent or other credit obligation acceptable to the District for that period of time is a satisfactory equivalent.

e. Detached Single-Family Dwellings

In the case of a detached single-family dwelling, the District may do any of the following:

- i. Give notice of termination at least ten days prior to the proposed termination.

- ii. In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling.

5.10.7 Additional Considerations for Financial Hardship

- a. If a customer who demonstrates to the District household income below 200 percent of the federal poverty line, the District shall both:
 - i. Set a reconnection of service fees for reconnection during normal operating hours at \$50.00 and for reconnection during nonoperational hours at \$150.00. These fees shall not exceed the actual cost of reconnection if those costs are less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.
 - ii. Waive interest charges on delinquent bills once every 12 months.
- b. The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if:
 - i. Any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children; or
 - ii. The customer declares that the household's annual income is less than 200 percent of the federal poverty level.

5.10.8 Procedure to Contest or Appeal a Bill

The procedure to be used to appeal the amount set forth in any bill for residential water service is as follows:

a. General Appeal

Within five days of receipt of the bill for water service, a customer has a right to request an appeal or review of any bill or charge rendered by the District. The request must be made in writing and be delivered to the District's office. For so long as the customer's appeal and any resulting investigation is pending, the District cannot disconnect water service to the customer.

b. 10-Day Notice Appeal

In addition to the appeal rights under subsection (a), above, a customer who receives a 10-Day Notice described in Section 3(c) of this Policy may request an appeal or review of the bill to which the notice relates within five business days of the date of the notice. However, no such appeal or review rights shall apply to any bill for which an appeal or request for review under subsection (a) above, has been made. Any appeal or request for review under this subsection must be in writing and must include documentation supporting the appeal or the reason for the review. The request for an appeal must be delivered to the District's office within the five day period. For so long as the customer's appeal and any resulting investigation is pending, the District cannot disconnect water service to the customer.

c. Appeal Process.

- i. Following receipt of a request for an appeal or review under subsections (a) or (b), above, the District's General Manager, or his or her designee shall evaluate the request for review and evidence provided by the customer and the information on file with the District concerning the water charges in question. Within 10 business days after receipt of the customer's request for review, the General Manager, or his or her designee, shall render a decision as to the accuracy of the water charges set forth on the bill and shall provide the appealing customer with a brief written summary of the decision.
- ii. If water charges are determined to be incorrect, the District will provide a corrected invoice and payment of the revised charges will be due within 10 calendar days of the invoice date for revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected. Prior to disconnection, the District shall provide the customer with the 10-Day Notice in accordance with Section 3(c), above. Water service will only be restored upon full payment of all outstanding water charges, penalties, interest, and any applicable reconnection charges.
- iii. If the water charges in question are determined to be correct, the water charges are due and payable within three business days after the General Manager's, or his or her designee's, decision is rendered and mailed to the customer. At the time the decision is rendered, the customer will be advised of the right to further appeal before the District's Board of Directors. Any such appeal must be filed in writing within five calendar days after the General Manager's, or his or her designee's, decision is rendered. The appeal hearing will occur at the next regular meeting of the District's Board of Directors, unless the customer and General Manager, or his or her designee, agree to a later date.
- iv. If the customer does not timely appeal to the District's Board of Directors, the water charges in question shall be immediately due and payable. In the event the charges are not paid in full within 60 calendar days after the original billing date, then the District shall provide customer with the 10-Day Notice in accordance with Section 3(c), above, and may disconnect water service to the customer's property if the outstanding bill is not timely paid.
- v. When a hearing before the Board of Directors is requested, the customer will be required to personally appear before the Board and present evidence and reasons as to why the water charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the customer, as well as the information on file with the District concerning the water charges in question (including the General Manager's/designee's decision) and any staff presentation, and render a decision as to the accuracy of said charges. The Board's decision shall be final and binding.
- vi. If the Board finds that the water service charges in question are incorrect, the customer will be invoiced for the revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of expiration of that

period. The District shall provide the customer with the 10-Day Notice in accordance with Section 3(c), above.

- vii.** If the water service charges in question are determined to be correct, they shall be due and payable within three business days after the decision of the Board is rendered and mailed to the customer. In the event the charges are not paid in full within 45 calendar days after the original billing date, then the District shall provide with the 10-Day Notice in accordance with Section 3(c), above, and may disconnect water service to the customer’s property if the outstanding bill is not timely paid.

- d.** Any overcharges due from the District will be reflected as a credit on the next regular bill to the customer, or refunded directly to the customer, at the sole discretion of the General Manager or Board of Directors.

- e.** Water service to any customer shall not be disconnected at any time during which the customer’s appeal to the General Manager or the Board of Directors is pending.

Revision History:

Revision Date	Description of Changes	Requested By

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: October 23, 2019
Subject: ACWA President and Vice President, 2020-21 Term

RECOMMENDED ACTION

Approve Resolution 19-07, supporting the floor nomination of Pamela Tobin for ACWA Vice-President, and directing San Juan's delegate to vote for Steve Lamar for President and Pamela Tobin for Vice-President of ACWA for the 2020-21 term.

Approve additional funding for Director Tobin to use for expenses associated with her campaign to become ACWA Vice-President (VP).

BACKGROUND

On June 26, 2019, the San Juan Board nominated Director Tobin for the position of ACWA VP. In September, Director Tobin interviewed with the ACWA Nominating Committee for this position, but the Committee decided to nominate Sarah Palmer for the VP position. Director Tobin plans to seek a nomination from the floor for the VP position at the Fall ACWA Conference. Resolution 19-07 provides for support of Director Tobin's nomination from the floor, and directs San Juan's delegate to vote for Steve Lamar for President and Pamela Tobin for Vice-President of ACWA for the 2020-21 term.

The Board approved the budget at the June meeting which authorized the District to reimburse Director Tobin for her expenses associated with her candidacy for ACWA VP. Those funds were expended by the end of September, and she will be incurring additional expenses associated with her campaign during the months of October, November and early December. The Board may want to consider authorizing additional funding to assist Director Tobin in her campaign.

RESOLUTION NO. 19-07

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN JUAN WATER DISTRICT
IN SUPPORT OF PAMELA TOBIN
FOR THE POSITION OF ACWA VICE PRESIDENT AND
STEVE LAMAR FOR THE POSITION OF ACWA PRESIDENT, 2020-2021 TERM**

WHEREAS, at the General Session Membership Meeting of ACWA at its Fall Conference on December 4, 2019, the membership of ACWA will formally nominate and elect ACWA's President and Vice President for the 2020-2021 term; and

WHEREAS, the ACWA Nominating Committee has announced a slate that recommends current Vice President Steven LaMar for ACWA President and current Region 5 Vice Chair Sarah Palmer for ACWA Vice President; and

WHEREAS, other nominations for President and Vice President from the floor of the General Session Membership Meeting will be accepted prior to the vote; and

WHEREAS, the member agency on whose board a nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second; and

WHEREAS, such nominations and seconds from the floor must be supported by a resolution of the governing body of the member making or seconding such nomination; and

WHEREAS, Pamela Tobin has served in a leadership role as a member of the ACWA Board of Directors since 2018; has served on the ACWA Region 4 Board since 2016 and is currently Region 4 Chair; has served on the ACWA Federal Affairs Committee and the ACWA Local Government Committee since 2014; and has served on the ACWA Board of Directors' Steering Committee for Long-Term Strategic Planning in 2019.

WHEREAS, Pamela Tobin has served on the Board of the Sacramento Regional Water Authority (RWA) since 2004, has previously served as RWA Board Chair, has served on the RWA Executive Committee for a number of years and received the RWA "Distinguished Service" Award for 2018; and has served on the Board of the Sacramento Groundwater Authority (SGA) since 2004 and has previously served as SGA Chair and is the current SGA Chair for 2019; and

WHEREAS, Pamela Tobin possesses the rare combination of extensive water industry experience and strong interpersonal skills to excel as Vice President of ACWA by bringing members together to achieve comprehensive, collaborative solutions to water resource challenges across the state.

NOW, THEREFORE, BE IT RESOLVED, that the San Juan Water District Board of Directors does hereby support the floor nomination of Pamela Tobin for Vice President of ACWA for the 2020-2021 term and authorizes its voting delegate to make or second such nomination from the floor of the General Session Membership Meeting, and to cast the vote of the San Juan Water District for Pamela Tobin to be the Vice President of ACWA and for Steve Lamar to be the President of ACWA for the 2020-21 term..

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 23rd day of October 2019, by the following vote:

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

DAN RICH
President, Board of Directors
San Juan Water District

ATTEST

TERI GRANT
Secretary, Board of Directors

STAFF REPORT

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

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production for September

Item	2019	2018	Difference
Monthly Production AF	5,954.13	4,925.97	20.9%
Daily Average MG	62.59	51.78	20.9%
Annual Production AF	38,204.67	36,461.40	4.8%

Water Turbidity

Item	September 2019	August 2019	Difference
Raw Water Turbidity NTU	1.82	1.43	27%
Treated Water Turbidity NTU	0.022	0.023	-4%
Monthly Turbidity Percentage Reduction	98.77%	98.39%	

*Folsom Lake Reservoir Storage Level AF**

Item	2019	2018	Difference
Lake Volume AF	710,599	505,192	41%

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

Other Items of Interest:

- Replace lime feed electrical panel
- Completed Non-Destructive Pipe Testing on chlorine pressure piping

SYSTEM OPERATIONS

Distribution Operations:

Item	September 2019	August 2019	Difference
Leaks and Repairs	16	14	+2
Mains Flushed	0	0	0
Valves Exercised	307	66	+241
Back Flows Tested	6	6	-26
Customer Service Calls	44	43	+1

Distribution System Water Quality:

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

Other Items of Interest:

- The District entered into contract with Xylem for hydrant maintenance in September. Xylem performed maintenance on 298 District fire hydrants.

CUSTOMER SERVICE ACTIVITIES

Billing Information for Month of September

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5440	837	205	17

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)
7	218	2	104

Other Activities

- A workshop was held on September 21st teaching participants how to create a landscape that attracts birds. It was a first for us on this subject and it was well received.
- 61 meter box clearance request letters were mailed out to customers this month.

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status	Issues / Notes
Ali Minor Subdivision	3-Lot Subdivision (7911 Hazel Ave)	Construction now Complete	In Closeout
Barton Ranch	10-Lot Subdivision (8190 Barton Rd)	Construction now Complete	In Closeout
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	Approved for Construction	Planning for 2019 const.
Colinas Estates	10-Lot Subdivision (8137 Joe Rodgers)	Construction done, doing Punchlist	Nearing Completion. Water is done, doing Punchlist items.
Eureka at GB (former Micherra Place Proj.)	28 Condominium Units (SW Cor. Eureka & AFR)	Approved for Construction	Planning for 2019 const. start.
GB Memory Care	Commercial Business (6400 Douglas Blvd)	In Design Review	Planning for 2019 const. start
Greyhawk III	44 high-density & 28 SFR lots (NE Cor. Eureka & SCB)	In Design Review	Planning for 2019 const. start
Wellquest Senior Living (prior Ovation)	Commercial Business (114-Unit 2-story Assisted Living Facility; 9747 Sierra College Blvd.)	In Construction	Nearing completion. Water almost done. PRS Const starting.
Placer County Retirement Residence	Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd)	In Design Review	Planning for 2019 const. start
Pond View	Commercial Business (5620 5630 5640 Douglas Blvd)	Approved for Construction	Planning to begin const in 2019
SPFD Station 15	Fire Station Bldg Improvements, with water service upgrades	Construction now Complete	In Closeout
Quarry Ridge Prof. Office Park	Comm Business (4 parcels to develop 4 gen/med office Bldgs; NE Corner of Douglas and Berg)	Approved for Construction	Planning to begin const in 2019
Rancho Del Oro	89 Lot Subdivision (Olive Ranch & Cavitt Stallman)	Will need re-approval for Construction	On hold pending County and Envr Approvals. Requesting County extension.
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)	In Construction	Construction nearing completion.
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	Approved for Construction	Mass grading done. Re-start in 2019.
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	
Ventura of GB	33-Lot Subdivision (6832 Eureka Rd)	In Design Review	
Whitehawk I	24-Lot Subdivision (Douglas, west of Barton)	In Design Review	Planning Dept review underway
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	In Design Review	Planning Dept review underway. Likely to build before Whitehawk I.

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	
Bacon BPS HVAC Improvements	Install HVAC to provide climate conditions for controls and instrumentation	Construction is completed	In Closeout
SCADA Radio Replacemets – North Phase	Replace outdated 900 MHz radios with 173 MHz equipment	Under Construction	
GIS Implementation	Update the aged GIS with new software and integrate with the CMMS and FIS/CIS systems	Under Implementation, in testing phase.	
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design Phase	Working with property owner for easement
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 19/20
Woodminister Services Replacements	Replace 18 aged services	In Design	Construction in FY 19/20
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	In Design	Working with RWA on grant funding
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	
Douglas PRS ("Grosvenor PRS")	Rehabilitation of an existing Pressure Reducing Station (PRV) located on Douglas near Grosvenor	Construction nearing completion, Punchlist items.	
Eastridge Dr CV Station	Design and construct CV station between Sierra and Gravity Zones. Needed to supply 3,125-gpm fire flow for the Wellquest project on SCB	In construction	
UGB & LGB Low Flow Pumps and LGB/CP MOV	Installation of two new low flow pumps, one each at the Lower and Upper Granite Bay pump stations	In Design. Pumps are being pre-purchased	Installation and commission in FY 19/20

Status Update for Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues/ Notes
WTP Thickeners Lining	Clean, repair and line the interior walls and floor of the three thickeners to eliminate leakage and protect the concrete and reinforcing from damage	In Design. Bidding in FY 19/20.	
WTP Filters Improvements	R&R Filter Materials, nozzles, and resurface spalled filter floor and wall areas	In Design, Bids rec'd Oct 10 for 10/23 BOD award.	
FO-40 T-Main Relining	Relining of the existing ±11,000 foot long steel pipeline	Construction completed	In Closeout. Issuing the NOC for recordation.
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner	In Design Phase. Planning to operate WTP without Hinkle.	Applying for SRF funding
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 Design Phase.	Const in FY 19/20

SAFETY & REGULATORY TRAINING – September 2019

Training Course	Staff
Sexual Harassment Prevention for Managers and Supervisors	General Manager, Managers and Supervisors
Sexual Harassment Prevention for Staff	WTP, FS, CS and Finance Staff
Spill Prevention Control & Counter Measures Plan review	FS, WTP
Universal Waste Disposal Review	All Staff

FINANCE/BUDGET

See attached



San Juan Water District, CA

Wholesale Operating Income Statement

Group Summary

For Fiscal: 2019-2020 Period Ending: 09/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESALE					
Revenue					
41000 - Water Sales	11,157,700.00	11,157,700.00	1,913,386.23	3,674,592.23	7,483,107.77
43000 - Rebate	1,500.00	1,500.00	282.97	348.22	1,151.78
45000 - Other Operating Revenue	0.00	0.00	0.00	43.72	-43.72
49000 - Other Non-Operating Revenue	144,600.00	144,600.00	673.20	-774.92	145,374.92
Revenue Total:	11,303,800.00	11,303,800.00	1,914,342.40	3,674,209.25	7,629,590.75
Expense					
51000 - Salaries and Benefits	3,712,900.00	3,712,900.00	279,978.95	812,657.54	2,900,242.46
52000 - Debt Service Expense	928,000.00	928,000.00	0.00	-392,084.77	1,320,084.77
53000 - Source of Supply	1,045,900.00	1,045,900.00	30,663.35	288,296.42	757,603.58
54000 - Professional Services	735,800.00	735,800.00	14,379.71	105,946.74	629,853.26
55000 - Maintenance	547,300.00	547,300.00	58,874.26	138,572.68	408,727.32
56000 - Utilities	179,600.00	179,600.00	4,125.76	21,519.35	158,080.65
57000 - Materials and Supplies	604,600.00	604,600.00	37,022.38	160,037.50	444,562.50
58000 - Public Outreach	36,100.00	36,100.00	0.00	2,283.05	33,816.95
59000 - Other Operating Expenses	427,500.00	427,500.00	22,709.45	175,476.31	252,023.69
69000 - Other Non-Operating Expenses	1,600.00	1,600.00	0.00	0.00	1,600.00
69900 - Transfers Out	2,498,300.00	2,498,300.00	0.00	0.00	2,498,300.00
Expense Total:	10,717,600.00	10,717,600.00	447,753.86	1,312,704.82	9,404,895.18
Fund: 010 - WHOLESALE Surplus (Deficit):	586,200.00	586,200.00	1,466,588.54	2,361,504.43	-1,775,304.43
Total Surplus (Deficit):	586,200.00	586,200.00	1,466,588.54	2,361,504.43	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESAL	586,200.00	586,200.00	1,466,588.54	2,361,504.43	-1,775,304.43
Total Surplus (Deficit):	586,200.00	586,200.00	1,466,588.54	2,361,504.43	



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

For Fiscal: 2019-2020 Period Ending: 09/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,123,000.00	1,123,000.00	599.87	599.87	1,122,400.13
44000 - Connection Fees	100,000.00	100,000.00	1,186.00	10,102.00	89,898.00
44500 - Capital Contributions - Revenue	43,700.00	43,700.00	0.00	10,925.00	32,775.00
49000 - Other Non-Operating Revenue	145,000.00	145,000.00	0.00	-2,345.26	147,345.26
49990 - Transfer In	2,498,300.00	2,498,300.00	0.00	0.00	2,498,300.00
Revenue Total:	3,910,000.00	3,910,000.00	1,785.87	19,281.61	3,890,718.39
Expense					
55000 - Maintenance	934,000.00	934,000.00	0.00	427.50	933,572.50
61000 - Capital Outlay	8,446,400.00	8,446,400.00	51,115.37	203,628.51	8,242,771.49
Expense Total:	9,380,400.00	9,380,400.00	51,115.37	204,056.01	9,176,343.99
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	-5,470,400.00	-5,470,400.00	-49,329.50	-184,774.40	-5,285,625.60
Total Surplus (Deficit):	-5,470,400.00	-5,470,400.00	-49,329.50	-184,774.40	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
011 - Wholesale Capital Outlay	-5,470,400.00	-5,470,400.00	-49,329.50	-184,774.40	-5,285,625.60
Total Surplus (Deficit):	-5,470,400.00	-5,470,400.00	-49,329.50	-184,774.40	



San Juan Water District, CA

Retail Operating Income Statement

Group Summary

For Fiscal: 2019-2020 Period Ending: 09/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	12,399,400.00	12,399,400.00	1,014,100.57	1,204,318.09	11,195,081.91
45000 - Other Operating Revenue	363,200.00	363,200.00	53,448.65	44,138.86	319,061.14
49000 - Other Non-Operating Revenue	154,400.00	154,400.00	673.20	26,925.44	127,474.56
Revenue Total:	12,917,000.00	12,917,000.00	1,068,222.42	1,275,382.39	11,641,617.61
Expense					
51000 - Salaries and Benefits	5,040,100.00	5,040,100.00	388,518.69	1,124,524.62	3,915,575.38
52000 - Debt Service Expense	516,200.00	516,200.00	0.00	-218,055.86	734,255.86
53000 - Source of Supply	3,075,500.00	3,075,500.00	396,973.39	940,799.39	2,134,700.61
54000 - Professional Services	1,267,100.00	1,267,100.00	25,383.32	108,616.00	1,158,484.00
55000 - Maintenance	213,800.00	213,800.00	8,639.28	145,106.41	68,693.59
56000 - Utilities	293,700.00	293,700.00	3,841.62	60,777.01	232,922.99
57000 - Materials and Supplies	334,200.00	334,200.00	3,839.38	31,247.09	302,952.91
58000 - Public Outreach	80,500.00	80,500.00	9,266.65	21,055.25	59,444.75
59000 - Other Operating Expenses	584,200.00	584,200.00	32,152.72	145,996.35	438,203.65
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	0.00	1,500.00
69900 - Transfers Out	974,500.00	974,500.00	0.00	0.00	974,500.00
Expense Total:	12,381,300.00	12,381,300.00	868,615.05	2,360,066.26	10,021,233.74
Fund: 050 - RETAIL Surplus (Deficit):	535,700.00	535,700.00	199,607.37	-1,084,683.87	1,620,383.87
Total Surplus (Deficit):	535,700.00	535,700.00	199,607.37	-1,084,683.87	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	535,700.00	535,700.00	199,607.37	-1,084,683.87	1,620,383.87
Total Surplus (Deficit):	535,700.00	535,700.00	199,607.37	-1,084,683.87	



San Juan Water District, CA

Retail Capital Income Statement

Group Summary

For Fiscal: 2019-2020 Period Ending: 09/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,123,000.00	1,123,000.00	599.87	599.87	1,122,400.13
44000 - Connection Fees	100,000.00	100,000.00	11,194.69	60,984.69	39,015.31
49000 - Other Non-Operating Revenue	150,000.00	150,000.00	0.00	-1,008.08	151,008.08
49990 - Transfer In	974,500.00	974,500.00	0.00	0.00	974,500.00
Revenue Total:	2,347,500.00	2,347,500.00	11,794.56	60,576.48	2,286,923.52
Expense					
54000 - Professional Services	308,000.00	308,000.00	0.00	0.00	308,000.00
61000 - Capital Outlay	3,686,300.00	3,686,300.00	131,387.72	250,208.57	3,436,091.43
Expense Total:	3,994,300.00	3,994,300.00	131,387.72	250,208.57	3,744,091.43
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-1,646,800.00	-1,646,800.00	-119,593.16	-189,632.09	-1,457,167.91
Total Surplus (Deficit):	-1,646,800.00	-1,646,800.00	-119,593.16	-189,632.09	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-1,646,800.00	-1,646,800.00	-119,593.16	-189,632.09	-1,457,167.91
Total Surplus (Deficit):	-1,646,800.00	-1,646,800.00	-119,593.16	-189,632.09	

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
171107	FO 40 Transmission Pipeline Re-Lining	0.00	98,741.20	-98,741.20
171109	GIS Assessment and Implementation	0.00	21,489.73	-21,489.73
175105	6690-7767 Douglas Boulevard & Assoc	0.00	79,115.86	-79,115.86
175113	7225-7355 Dambacher Drive	0.00	7,235.16	-7,235.16
185115	Lou Place-Tray Wy to Crown Point Vist	0.00	22,182.42	-22,182.42
185135	Upper & Lower GB Pump Stn Low Flov	0.00	1,625.67	-1,625.67
185140	Canyon Falls Village Pressure Reducing	0.00	391.95	-391.95
185155	Bacon Pump Station HVAC Improve	0.00	75,050.00	-75,050.00
191225	SCADA Improvements - Radio North Pl	0.00	4,315.43	-4,315.43
191235	Solar Site Access Culvert Replacement	0.00	3,250.00	-3,250.00
191255	Filter Floor Repairs & Media/Nozzle Re	0.00	124.69	-124.69
191260	On-Site Residuals Management Impro	0.00	976.00	-976.00
191270	Three ProMinet c12 Sensor and Senso	0.00	21,757.44	-21,757.44
191275	Clarifier Wall Lining & Leakage Repairs	0.00	427.50	-427.50
191280	Hinkle Reservoir Cover	0.00	11,065.53	-11,065.53
195210	SCADA Radio Replacments North Phas	0.00	4,631.19	-4,631.19
195230	Redbud/Lupin/Meadowlark Svc Replac	0.00	22,644.18	-22,644.18
195235	Sandstone & Auberry Court to Hill Roa	0.00	8,995.08	-8,995.08
195265	Douglas Booster Pump Station Electric	0.00	0.00	0.00
195295	Douglas (Grosvenor) PRS Improvemen	0.00	1,155.00	-1,155.00
201108	Admin Building Integrated Life Safety I	0.00	297.14	-297.14
201129	Solids Handling Building VFD Replacen	0.00	25,437.62	-25,437.62
201171	CMMS Implementation	0.00	15,000.00	-15,000.00
205129	Bacon #1 VFD Replacement	0.00	19,092.74	-19,092.74
Project Totals:		0.00	445,001.53	-445,001.53

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	444,574.03	-444,574.03
CIP - Expense	0.00	427.50	-427.50
Group Totals:	0.00	445,001.53	-445,001.53

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	15,000.00	-15,000.00
Engineering	0.00	289,343.74	-289,343.74
Water Treatment Plant	0.00	140,657.79	-140,657.79
Type Totals:	0.00	445,001.53	-445,001.53

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-20030	Retentions Payable	0.00	-5,196.91	-5,196.91
011-700-57120	Maintenance - Facility	0.00	427.50	427.50
011-700-61120	Capital Outlay - Land Improve...	0.00	3,250.00	3,250.00
011-700-61140	Capital Outlay - Buildings & Im...	0.00	148.57	148.57
011-700-61145	Capital Outlay - WTP & Improv...	0.00	48,295.75	48,295.75
011-700-61150	Capital Outlay - Mains/Pipeline...	0.00	103,938.11	103,938.11
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	11,065.53	11,065.53
011-700-61160	Capital Outlay - Equipment and...	0.00	4,315.43	4,315.43
011-700-61180	Capital Outlay - Software	0.00	9,122.43	9,122.43
055-20030	Retentions Payable	0.00	137,769.65	137,769.65
055-700-61135	Capital Outlay - Pump Stations...	0.00	99,718.41	99,718.41
055-700-61140	Capital Outlay - Buildings & Im...	0.00	148.57	148.57

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
055-700-61160	Capital Outlay - Equipment and..	0.00	4,631.19	4,631.19
055-700-61180	Capital Outlay - Software	0.00	27,367.30	27,367.30
	GL Account Totals:	0.00	445,001.53	445,001.53



San Juan Water District, CA

Balance Sheet

Account Summary

As Of 09/30/2019

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	3,574,532.41	16,267,178.87	1,880,226.97	5,454,588.21	27,176,526.46
10510 - Accounts Receivable	1,517,697.84	0.84	338,545.46	0.06	1,856,244.20
11000 - Inventory	0.00	0.00	202,758.90	0.00	202,758.90
12000 - Prepaid Expense	48,154.85	0.00	39,685.04	0.00	87,839.89
14010 - Deferred Outflows	3,200,491.70	0.00	3,309,974.23	0.00	6,510,465.93
17010 - Capital Assets - Work in Progress	3,299,353.34	0.00	404,708.24	0.00	3,704,061.58
17150 - Capital Assets - Land Non-depreciable	98,212.00	0.00	166,272.00	0.00	264,484.00
17160 - Capital Assets - Land Improvements	814,105.59	0.00	83,970.80	0.00	898,076.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	5,946,955.73	0.00	12,994,133.73
17300 - Capital Assets - Buildings & Improvements	1,267,245.92	0.00	263,336.06	0.00	1,530,581.98
17350 - Capital Assets - Water Treatment Plant & Imp	35,573,069.88	0.00	16,000.00	0.00	35,589,069.88
17400 - Capital Assets - Mains/Pipelines & Improvements	29,272,109.94	0.00	46,068,531.54	0.00	75,340,641.48
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	13,655,052.49	0.00	1,106,546.03	0.00	14,761,598.52
17750 - Capital Assets - Vehicles	304,780.00	0.00	499,226.87	0.00	804,006.87
17800 - Capital Assets - Software	447,653.38	0.00	403,200.40	0.00	850,853.78
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-37,924,426.75	0.00	-28,701,186.70	0.00	-66,625,613.45
Total Type 1000 - Assets:	65,784,854.09	16,267,179.71	34,521,173.47	5,454,588.27	122,027,795.54
Total Asset:	65,784,854.09	16,267,179.71	34,521,173.47	5,454,588.27	122,027,795.54
Liability					
Type: 1000 - Assets					
10510 - Accounts Receivable	0.00	0.00	105,477.01	0.00	105,477.01
Total Type 1000 - Assets:	0.00	0.00	105,477.01	0.00	105,477.01
Type: 2000 - Liabilities					
20010 - Accounts Payable	129,443.42	146,106.57	130,384.88	220,331.48	626,266.35
20100 - Retentions Payable	0.00	137,537.90	0.00	3,950.01	141,487.91
21200 - Salaries & Benefits Payable	33,277.42	0.00	54,443.26	0.00	87,720.68
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	363,585.16	0.00	483,191.25	0.00	846,776.41
21500 - Premium on Issuance of Bonds Series 2017	1,806,328.11	0.00	1,006,478.78	0.00	2,812,806.89
21600 - OPEB Liability	1,766,453.29	0.00	2,297,045.78	0.00	4,063,499.07
21700 - Pension Liability	680,652.08	0.00	884,065.34	0.00	1,564,717.42

Balance Sheet

As Of 09/30/2019

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
22010 - Deferred Income	0.00	0.00	67,642.40	0.00	67,642.40
22050 - Deferred Inflows	1,154,523.27	0.00	1,499,553.20	0.00	2,654,076.47
24200 - 2012 Bonds Payable	6,244,443.50	0.00	3,390,556.50	0.00	9,635,000.00
24250 - Bonds Payable 2017 Refunding	15,753,600.00	0.00	8,861,400.00	0.00	24,615,000.00
Total Type 2000 - Liabilities:	27,932,306.26	283,644.47	18,674,761.38	224,281.49	47,114,993.60
Total Liability:	27,932,306.26	283,644.47	18,780,238.39	224,281.49	47,220,470.61
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	34,658,058.67	0.00	16,064,429.53	0.00	50,722,488.20
30500 - Designated Reserves	832,984.73	16,168,309.64	761,189.42	5,419,938.87	23,182,422.66
Total Type 3000 - Equity:	35,491,043.40	16,168,309.64	16,825,618.95	5,419,938.87	73,904,910.86
Total Total Beginning Equity:	35,491,043.40	16,168,309.64	16,825,618.95	5,419,938.87	73,904,910.86
Total Revenue	3,674,209.25	19,281.61	1,275,382.39	60,576.48	5,029,449.73
Total Expense	1,312,704.82	204,056.01	2,360,066.26	250,208.57	4,127,035.66
Revenues Over/Under Expenses	2,361,504.43	-184,774.40	-1,084,683.87	-189,632.09	902,414.07
Total Equity and Current Surplus (Deficit):	37,852,547.83	15,983,535.24	15,740,935.08	5,230,306.78	74,807,324.93
Total Liabilities, Equity and Current Surplus (Deficit):	65,784,854.09	16,267,179.71	34,521,173.47	5,454,588.27	122,027,795.54



San Juan Water District, CA

Check Report

By Check Number

Date Range: 09/01/2019 - 09/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
03406	Alpha Analytical Laboratories Inc.	09/03/2019	Regular	0.00	463.00	54622
01138	AT&T Mobility II LLC	09/03/2019	Regular	0.00	63.24	54623
03376	Del Paso Pipe & Steel Inc.	09/03/2019	Regular	0.00	169.49	54624
01068	Glenn C. Walker	09/03/2019	Regular	0.00	1,024.40	54625
03091	Granite Bay Ace Hardware	09/03/2019	Regular	0.00	24.08	54626
01710	Greenback Equipment Rentals, Inc.	09/03/2019	Regular	0.00	87.37	54627
02131	Office Depot, Inc.	09/03/2019	Regular	0.00	1,117.73	54628
02328	Rocklin Windustrial Co	09/03/2019	Regular	0.00	482.60	54629
02459	Sierra Safety Company	09/03/2019	Regular	0.00	145.86	54630
01687	W. W. Grainger, Inc.	09/03/2019	Regular	0.00	64.45	54631
03406	Alpha Analytical Laboratories Inc.	09/09/2019	Regular	0.00	423.00	54633
01073	Amarjeet Singh Garcha	09/09/2019	Regular	0.00	1,500.00	54634
01182	Bartkiewicz, Kronick & Shanahan	09/09/2019	Regular	0.00	9,575.13	54635
01554	Electrical Equipment Co	09/09/2019	Regular	0.00	12,293.66	54636
01575	Engineering Supply Company, Inc	09/09/2019	Regular	0.00	1,500.00	54637
01659	Gary Webb Trucking	09/09/2019	Regular	0.00	210.00	54638
03091	Granite Bay Ace Hardware	09/09/2019	Regular	0.00	171.71	54639
03716	Janice D. Thompson & Associates, LLC	09/09/2019	Regular	0.00	2,260.09	54640
01916	Miller, Ken	09/09/2019	Regular	0.00	31.32	54641
02223	Rexel Inc (Platt - Rancho Cordova)	09/09/2019	Regular	0.00	2,939.43	54642
02298	Richardson & Company, LLP	09/09/2019	Regular	0.00	5,860.00	54643
02302	Riebes Auto Parts, LLC	09/09/2019	Regular	0.00	85.10	54644
02463	The New AnswerNet	09/09/2019	Regular	0.00	301.36	54645
03644	Tully & Young, Inc.	09/09/2019	Regular	0.00	4,222.50	54646
02700	Viking Shred LLC	09/09/2019	Regular	0.00	50.00	54647
03445	Zlotnick, Greg	09/09/2019	Regular	0.00	241.28	54648
01112	ACS (US), Inc.	09/16/2019	Regular	0.00	31,133.62	54650
	Void	09/16/2019	Regular	0.00	0.00	54651
03406	Alpha Analytical Laboratories Inc.	09/16/2019	Regular	0.00	90.00	54652
03740	E-Hazard Management LLC	09/16/2019	Regular	0.00	5,000.00	54653
02516	Ehnat, Stephen	09/16/2019	Regular	0.00	387.18	54654
01554	Electrical Equipment Co	09/16/2019	Regular	0.00	344.59	54655
01566	Empire Safety & Supply	09/16/2019	Regular	0.00	175.72	54656
01978	Lund Construction Co.	09/16/2019	Regular	0.00	1,715.00	54657
02024	MCI WORLDCOM	09/16/2019	Regular	0.00	120.61	54658
02283	Recology Auburn Placer	09/16/2019	Regular	0.00	657.88	54659
02223	Rexel Inc (Platt - Rancho Cordova)	09/16/2019	Regular	0.00	47.61	54660
02048	Spencer, Michael	09/16/2019	Regular	0.00	195.00	54661
02514	State Water Resources Control Board - SWRCB	09/16/2019	Regular	0.00	140.00	54662
01411	SureWest Telephone	09/16/2019	Regular	0.00	1,616.76	54663
02651	United Parcel Service Inc	09/16/2019	Regular	0.00	104.37	54664
02667	US Bank Corporate Payments Sys (CalCard)	09/16/2019	Regular	0.00	17,593.53	54665
	Void	09/16/2019	Regular	0.00	0.00	54666
	Void	09/16/2019	Regular	0.00	0.00	54667
	Void	09/16/2019	Regular	0.00	0.00	54668
	Void	09/16/2019	Regular	0.00	0.00	54669
	Void	09/16/2019	Regular	0.00	0.00	54670
	Void	09/16/2019	Regular	0.00	0.00	54671
	Void	09/16/2019	Regular	0.00	0.00	54672
	Void	09/16/2019	Regular	0.00	0.00	54673
	Void	09/16/2019	Regular	0.00	0.00	54674
	Void	09/16/2019	Regular	0.00	0.00	54675
	Void	09/16/2019	Regular	0.00	0.00	54676
02700	Viking Shred LLC	09/16/2019	Regular	0.00	50.00	54677

Check Report

Date Range: 09/01/2019 - 09/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01041	Afman, Todd R	09/23/2019	Regular	0.00	264.30	54678
03406	Alpha Analytical Laboratories Inc.	09/23/2019	Regular	0.00	2,084.00	54679
01026	American River Ace Hardware, Inc.	09/23/2019	Regular	0.00	54.05	54680
01165	Backflow Technologies	09/23/2019	Regular	0.00	3,375.00	54681
01182	Bartkiewicz, Kronick & Shanahan	09/23/2019	Regular	0.00	15,834.29	54682
01368	Citrus Heights Water District	09/23/2019	Regular	0.00	11,301.00	54683
01372	City of Folsom	09/23/2019	Regular	0.00	31.36	54684
01378	Clark Pest Control of Stockton	09/23/2019	Regular	0.00	2,663.00	54685
01494	Dewey Services Inc.	09/23/2019	Regular	0.00	86.00	54686
01659	Gary Webb Trucking	09/23/2019	Regular	0.00	1,543.50	54687
01681	Golden State Flow Measurements, Inc.	09/23/2019	Regular	0.00	13,384.80	54688
03091	Granite Bay Ace Hardware	09/23/2019	Regular	0.00	115.12	54689
03682	HydroScience Engineers, Inc.	09/23/2019	Regular	0.00	976.00	54690
03679	L and D Landfill Limited Partnership	09/23/2019	Regular	0.00	2,487.57	54691
01982	Machado, George	09/23/2019	Regular	0.00	105.00	54692
03669	MFDB Architects, Inc.	09/23/2019	Regular	0.00	3,050.25	54693
02022	Morgan, Daren P.	09/23/2019	Regular	0.00	289.02	54694
02093	NDS Solutions, Inc	09/23/2019	Regular	0.00	246.16	54695
02119	Northern California Water Association	09/23/2019	Regular	0.00	7,055.74	54696
02131	Office Depot, Inc.	09/23/2019	Regular	0.00	1,069.14	54697
	Void	09/23/2019	Regular	0.00	0.00	54698
02150	Pace Supply Corp	09/23/2019	Regular	0.00	5,193.90	54699
02146	PG&E	09/23/2019	Regular	0.00	3,596.45	54700
	Void	09/23/2019	Regular	0.00	0.00	54701
02280	Rawles Engineering, Inc	09/23/2019	Regular	0.00	60,385.96	54702
	Void	09/23/2019	Regular	0.00	0.00	54703
02223	Rexel Inc (Platt - Rancho Cordova)	09/23/2019	Regular	0.00	169.68	54704
02293	RFI Enterprises, Inc	09/23/2019	Regular	0.00	51.34	54705
03092	Rich, Dan	09/23/2019	Regular	0.00	8.70	54706
02302	Riebes Auto Parts, LLC	09/23/2019	Regular	0.00	10.76	54707
02452	Sierra National Construction, Inc.	09/23/2019	Regular	0.00	22,395.86	54708
02690	Verizon Wireless	09/23/2019	Regular	0.00	7,571.84	54709
01687	W. W. Grainger, Inc.	09/23/2019	Regular	0.00	44.58	54710
01138	AT&T Mobility II LLC	09/30/2019	Regular	0.00	63.24	54711
03739	Azteca Systems Holdings, LLC	09/30/2019	Regular	0.00	15,000.00	54712
02214	County of Placer Engineering & Surveying	09/30/2019	Regular	0.00	1,781.25	54713
03548	Digital Deployment, Inc.	09/30/2019	Regular	0.00	400.00	54714
01068	Glenn C. Walker	09/30/2019	Regular	0.00	1,024.40	54715
01681	Golden State Flow Measurements, Inc.	09/30/2019	Regular	0.00	43,517.76	54716
03091	Granite Bay Ace Hardware	09/30/2019	Regular	0.00	111.90	54717
01710	Greenback Equipment Rentals, Inc.	09/30/2019	Regular	0.00	101.62	54718
03300	Meyers Fozi, LLP	09/30/2019	Regular	0.00	1,075.00	54719
03339	Moule's Elk Grove Glass	09/30/2019	Regular	0.00	1,432.28	54720
02131	Office Depot, Inc.	09/30/2019	Regular	0.00	475.62	54721
02150	Pace Supply Corp	09/30/2019	Regular	0.00	607.06	54722
03178	Paul, Scott	09/30/2019	Regular	0.00	161.60	54723
02219	Placer County Tax Collector	09/30/2019	Regular	0.00	67.96	54724
02280	Rawles Engineering, Inc	09/30/2019	Regular	0.00	5,750.00	54725
02048	Spencer, Michael	09/30/2019	Regular	0.00	227.31	54726
01485	State of California - Department Of Consumer Aff:	09/30/2019	Regular	0.00	120.00	54727
02580	The Eidam Corporation	09/30/2019	Regular	0.00	14,071.65	54728
03738	Traffic Management, Inc.	09/30/2019	Regular	0.00	500.00	54729
02651	United Parcel Service Inc	09/30/2019	Regular	0.00	116.00	54730
02766	Youngdahl Consulting Group, Inc.	09/30/2019	Regular	0.00	938.50	54731
01641	Sun Life Assurance Company of Canada	09/01/2019	Bank Draft	0.00	10,284.07	271933
01574	Endress + Hauser, Inc.	09/03/2019	EFT	0.00	5,823.49	406228
02027	Mcmaster-Carr Supply Company	09/03/2019	EFT	0.00	156.10	406229
02275	Ramos Oil Recyclers Inc	09/03/2019	EFT	0.00	65.00	406230
01521	DataProse, LLC	09/09/2019	EFT	0.00	6,632.73	406231
03593	Hanneman, Martin W	09/09/2019	EFT	0.00	9.28	406232
03628	Lees Automotive Repair Inc.	09/09/2019	EFT	0.00	62.95	406233

Check Report

Date Range: 09/01/2019 - 09/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03458	MSDSonline, Inc.	09/09/2019	EFT	0.00	3,599.00	406234
03026	PFM Asset Management	09/09/2019	EFT	0.00	952.61	406235
02162	Tobin, Pamela	09/09/2019	EFT	0.00	81.78	406236
03387	WageWorks, Inc	09/09/2019	EFT	0.00	259.15	406237
01486	WAPA - Department of Energy	09/09/2019	EFT	0.00	2,598.33	406238
03221	Chemtrade Chemicals Corporation	09/16/2019	EFT	0.00	9,823.19	406239
01721	Hach Company	09/16/2019	EFT	0.00	170.48	406240
02027	Mcmaster-Carr Supply Company	09/16/2019	EFT	0.00	1,149.06	406241
03385	S J Electro Systems Inc	09/16/2019	EFT	0.00	295.50	406242
03730	Arbinger Institute LLC	09/23/2019	EFT	0.00	1,141.45	406243
01328	Association of California Water Agencies / Joint Po	09/23/2019	EFT	0.00	7,777.57	406244
01232	Brower Mechanical, Inc.	09/23/2019	EFT	0.00	258.00	406245
01234	Bryce HR Consulting, Inc.	09/23/2019	EFT	0.00	920.00	406246
01242	Bureau of Reclamation-MPR	09/23/2019	EFT	0.00	7,020.00	406247
03221	Chemtrade Chemicals Corporation	09/23/2019	EFT	0.00	19,543.89	406248
01521	DataProse, LLC	09/23/2019	EFT	0.00	992.06	406249
01509	Domenichelli & Associates, Inc.	09/23/2019	EFT	0.00	3,250.00	406250
01611	Ferguson Enterprises, Inc	09/23/2019	EFT	0.00	829.80	406251
01741	HDR Engineering, Inc.	09/23/2019	EFT	0.00	31,373.97	406252
01917	Kennedy/Jenks Consultants, Inc.	09/23/2019	EFT	0.00	427.50	406253
03628	Lees Automotive Repair Inc.	09/23/2019	EFT	0.00	3,034.47	406254
02027	Mcmaster-Carr Supply Company	09/23/2019	EFT	0.00	1,591.14	406255
01472	Mel Dawson, Inc.	09/23/2019	EFT	0.00	4,218.90	406256
02069	Motion Industries	09/23/2019	EFT	0.00	135.65	406257
02572	Thatcher Company of California, Inc.	09/23/2019	EFT	0.00	13,784.40	406258
02581	The Ferguson Group, LLC	09/23/2019	EFT	0.00	12,000.00	406259
03298	United Rentals (North America), Inc.	09/23/2019	EFT	0.00	89.26	406260
01486	WAPA - Department of Energy	09/23/2019	EFT	0.00	9,335.02	406261
03700	Westin Technology Solutions, LLC	09/23/2019	EFT	0.00	10,239.59	406262
03387	WageWorks, Inc	09/24/2019	EFT	0.00	259.15	406263
01235	BSK Associates	09/30/2019	EFT	0.00	28.00	406264
03221	Chemtrade Chemicals Corporation	09/30/2019	EFT	0.00	4,933.55	406265
03710	Environmental Resources, Inc.	09/30/2019	EFT	0.00	45,867.58	406266
01611	Ferguson Enterprises, Inc	09/30/2019	EFT	0.00	714.98	406267
03702	Flowline Contractors, Inc.	09/30/2019	EFT	0.00	391.95	406268
01721	Hach Company	09/30/2019	EFT	0.00	4,418.90	406269
03553	Mallory Safety and Supply LLC	09/30/2019	EFT	0.00	886.57	406270
02027	Mcmaster-Carr Supply Company	09/30/2019	EFT	0.00	79.07	406271
02158	Pacific Storage Company	09/30/2019	EFT	0.00	68.74	406272
02572	Thatcher Company of California, Inc.	09/30/2019	EFT	0.00	4,594.80	406273
02581	The Ferguson Group, LLC	09/30/2019	EFT	0.00	125.95	406274
03629	Water Systems Optimization Inc.	09/30/2019	EFT	0.00	2,500.00	406275
03077	VALIC	09/06/2019	Bank Draft	0.00	4,496.71	0007882383
03077	VALIC	09/20/2019	Bank Draft	0.00	4,504.55	0007893593
03077	VALIC	09/20/2019	Bank Draft	0.00	0.92	0007893593
03077	VALIC	09/20/2019	Bank Draft	0.00	2.04	0007893593
03077	VALIC	09/20/2019	Bank Draft	0.00	2.04	0007893593
03077	VALIC	09/20/2019	Bank Draft	0.00	2.17	0007893593
03077	VALIC	09/20/2019	Bank Draft	0.00	2.06	0007893593
03130	CalPERS Retirement	09/04/2019	Bank Draft	0.00	1,050.00	1001398765
03078	CalPERS Health	09/04/2019	Bank Draft	0.00	42,484.36	1001398767
03078	CalPERS Health	09/04/2019	Bank Draft	0.00	35,454.45	1001398767
03078	CalPERS Health	09/04/2019	Bank Draft	0.00	43,860.34	1001398767
03130	CalPERS Retirement	09/06/2019	Bank Draft	0.00	36,251.32	1001401171
01366	Citistreet/CalPERS 457	09/06/2019	Bank Draft	0.00	3,981.22	1001401181
03130	CalPERS Retirement	09/20/2019	Bank Draft	0.00	36,817.10	1001410778
03130	CalPERS Retirement	09/20/2019	Bank Draft	0.00	419.36	1001410779
03130	CalPERS Retirement	09/20/2019	Bank Draft	0.00	196.52	1001410780
03130	CalPERS Retirement	09/20/2019	Bank Draft	0.00	410.00	1001410781
03130	CalPERS Retirement	09/20/2019	Bank Draft	0.00	410.64	1001410782
03130	CalPERS Retirement	09/20/2019	Bank Draft	0.00	418.58	1001410783

Check Report

Date Range: 09/01/2019 - 09/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01366	Citistreet/CalPERS 457	09/20/2019	Bank Draft	0.00	1.82	1001410786
01366	Citistreet/CalPERS 457	09/20/2019	Bank Draft	0.00	4.04	1001410786
01366	Citistreet/CalPERS 457	09/20/2019	Bank Draft	0.00	4.04	1001410786
01366	Citistreet/CalPERS 457	09/20/2019	Bank Draft	0.00	4.04	1001410786
01366	Citistreet/CalPERS 457	09/20/2019	Bank Draft	0.00	11.26	1001410786
01366	Citistreet/CalPERS 457	09/20/2019	Bank Draft	0.00	4,007.49	1001410786
03080	California State Disbursement Unit	09/06/2019	Bank Draft	0.00	370.61	DJURYET6659
03080	California State Disbursement Unit	09/20/2019	Bank Draft	0.00	370.61	SWQPXTB6658
03163	Economic Development Department	09/06/2019	Bank Draft	0.00	8,544.08	0-855-237-056
03163	Economic Development Department	09/20/2019	Bank Draft	0.00	9,175.24	1-715-374-528
03163	Economic Development Department	09/20/2019	Bank Draft	0.00	196.65	1-715-374-528
03163	Economic Development Department	09/20/2019	Bank Draft	0.00	201.64	1-715-374-528
03163	Economic Development Department	09/20/2019	Bank Draft	0.00	208.68	1-715-374-528
03163	Economic Development Department	09/20/2019	Bank Draft	0.00	214.50	1-715-374-528
03163	Economic Development Department	09/20/2019	Bank Draft	0.00	305.28	1-715-374-528
03163	Economic Development Department	09/20/2019	Bank Draft	0.00	98.42	1-715-374-528
01039	American Family Life Assurance Company of Colu	09/26/2019	Bank Draft	0.00	691.28	Q3869 09-26-19
01039	American Family Life Assurance Company of Colu	09/26/2019	Bank Draft	0.00	691.28	Q3869 09-26-19
03164	Internal Revenue Service	09/06/2019	Bank Draft	0.00	48,873.85	2709649728731
03164	Internal Revenue Service	09/20/2019	Bank Draft	0.00	366.85	2709663010377
03164	Internal Revenue Service	09/20/2019	Bank Draft	0.00	741.77	2709663010377
03164	Internal Revenue Service	09/20/2019	Bank Draft	0.00	750.63	2709663010377
03164	Internal Revenue Service	09/20/2019	Bank Draft	0.00	780.88	2709663010377
03164	Internal Revenue Service	09/20/2019	Bank Draft	0.00	781.46	2709663010377
03164	Internal Revenue Service	09/20/2019	Bank Draft	0.00	1,783.83	2709663010377
03164	Internal Revenue Service	09/20/2019	Bank Draft	0.00	50,254.26	2709663010377

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	146	93	0.00	357,666.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	15	0.00	0.00
Bank Drafts	46	46	0.00	350,482.94
EFT's	79	48	0.00	224,510.56
	271	202	0.00	932,659.69

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	146	93	0.00	357,666.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	15	0.00	0.00
Bank Drafts	46	46	0.00	350,482.94
EFT's	79	48	0.00	224,510.56
	271	202	0.00	932,659.69

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	9/2019	932,659.69
			932,659.69



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2019 - 09/30/2019

Payment Date Range -

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Payment Date	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment	
Vendor Set: 01 - Vendor Set 01														
01916 - Miller, Ken														
Exp Reimb	Mileage Reimbursement-Variou			8/31/2019		54641	9/9/2019	31.32	0.00	0.00	0.00	31.32	31.32	
	Mileage Reimbursement-	0.00	0.00		010-010-52110				15.66					
					050-010-52110				15.66					
Exp Reimb 07-2018	Mileage & Parking-Variou			8/31/2019		54581	8/20/2019	48.80	0.00	0.00	0.00	48.80	48.80	
	Mileage & Parking-Variou	0.00	0.00		010-010-52110				24.40					
					050-010-52110				24.40					
03092 - Rich, Dan														
Exp Reimb 08-2019	Mileage Reimb 08-2019 - CH Chamber Recep			8/31/2019		54706	9/23/2019	8.70	0.00	0.00	0.00	8.70	8.70	
	Mileage Reimb 08-2019 -	0.00	0.00		010-010-52110				4.35					
					050-010-52110				4.35					
02162 - Tobin, Pamela														
Exp Reimb 07-2019	Expense Reimb-Mileage Various Meetings &			7/31/2019		406194	8/14/2019	46.50	0.00	0.00	0.00	46.50	46.50	
	Expense Reimb-Mileage \	0.00	0.00		010-010-52110				23.25					
					050-010-52110				23.25					
Exp Reimb 08-2019	Mileage Expense-Variou			8/31/2019		406236	9/9/2019	81.78	0.00	0.00	0.00	81.78	81.78	
	Mileage-Variou Meeting	0.00	0.00		010-010-52110				40.89					
					050-010-52110				40.89					
Vendors: (3)								Total 01 - Vendor Set 01:	217.10	0.00	0.00	0.00	217.10	217.10
Vendors: (3)								Report Total:	217.10	0.00	0.00	0.00	217.10	217.10



Payroll Set: 01-San Juan Water District

<u>Employee Number</u>	<u>Employee Name</u>	<u>Pay Code</u>	<u># of Payments</u>	<u>Units</u>	<u>Pay Amount</u>
0690	Costa,Ted	Reg - Regular Hours	3	18.00	2,250.00
			0690 - Costa Total:	18.00	2,250.00
1028	Hanneman,Martin W	Reg - Regular Hours	3	15.00	1,875.00
			1028 - Hanneman Total:	15.00	1,875.00
0670	Miller,Ken	Reg - Regular Hours	3	11.00	1,375.00
			0670 - Miller Total:	11.00	1,375.00
1003	Rich,Daniel T	Reg - Regular Hours	2	8.00	1,000.00
			1003 - Rich Total:	8.00	1,000.00
0650	Tobin,Pamela	Reg - Regular Hours	3	20.00	2,500.00
			0650 - Tobin Total:	20.00	2,500.00
			Report Total:	72.00	9,000.00



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	36.00	4,500.00
	010 - WHOLESALE Total:	36.00	4,500.00
050-010-58110	Director - Stipend	36.00	4,500.00
	050 - RETAIL Total:	36.00	4,500.00
	Report Total:	72.00	9,000.00



Pay Code Report

Pay Code Summary

7/1/2019 - 9/30/2019

Payroll Set: 01-San Juan Water District

<u>Pay Code</u>	<u>Description</u>	<u># of Payments</u>	<u>Units</u>	<u>Pay Amount</u>
Reg	Regular Hours	14	72.00	9,000.00
		Report Total:	72.00	9,000.00

2019/20 Actual Deliveries and Revenue - By Wholesale Customer Agency

July - September 2019								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	5,243.75	\$ 960,673	4,892.45	\$ 932,168	(351.30)	-6.7%	\$ (28,504)	-3.0%
Citrus Heights Water District	4,007.38	\$ 883,457	4,482.88	\$ 922,039	475.50	11.9%	\$ 38,582	4.4%
Fair Oaks Water District	2,902.01	\$ 642,270	3,470.42	\$ 688,391	568.41	19.6%	\$ 46,121	7.2%
Orange Vale Water Co.	1,649.47	\$ 317,369	1,494.88	\$ 304,826	(154.59)	-9.4%	\$ (12,543)	-4.0%
City of Folsom	455.25	\$ 89,918	460.47	\$ 90,342	5.22	1.1%	\$ 424	0.5%
Granite Bay Golf Course	174.31	\$ 6,985	119.20	\$ 4,776	(55.11)	-31.6%	\$ (2,208)	-31.6%
Sac Suburban Water District	4,580.00	\$ 881,055	3,703.41	\$ 712,425	(876.59)	-19.1%	\$ (168,630)	-19.1%
TOTAL	19,012.17	\$ 3,781,726	18,623.71	\$ 3,654,967	(388.46)	-2.0%	\$ (126,760)	-3.4%

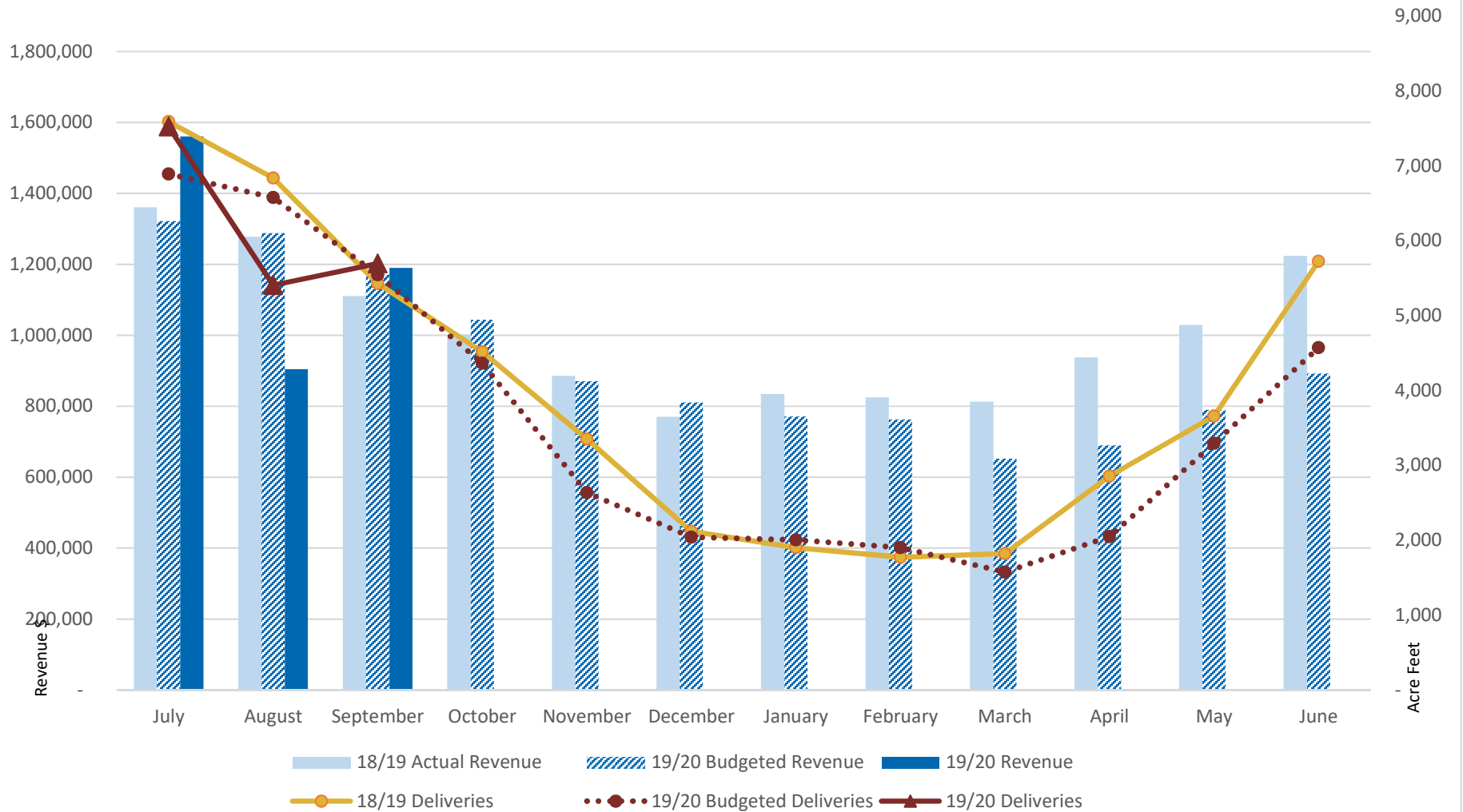
Budgeted Deliveries	19,012.17
Actual Deliveries	18,623.71
Difference	(388.46)
	-2%

Budgeted Water Sale Revenue	\$ 3,781,726
Actual Water Sale Revenue	\$ 3,654,967
Difference	\$ (126,760)
	-3.4%

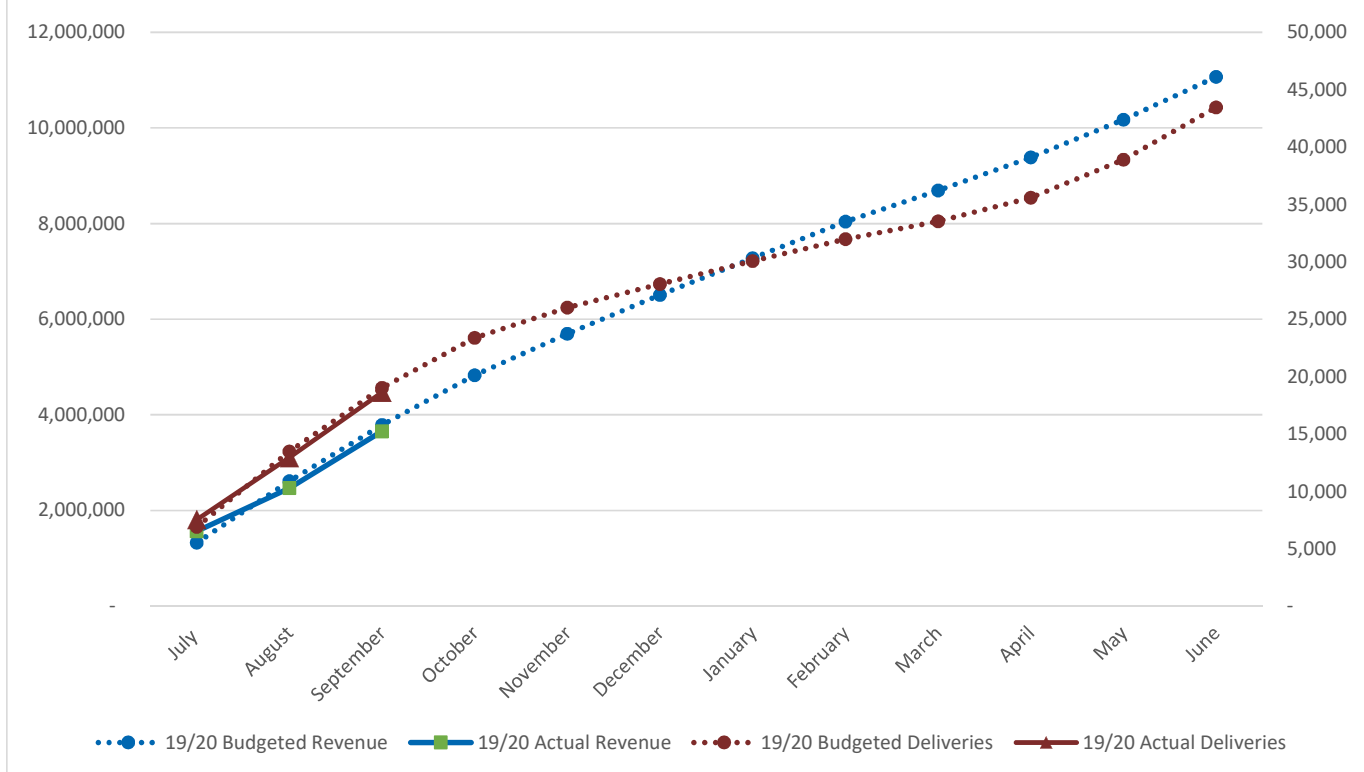
Conclusion:

Citrus Heights and Fair Oaks Water Districts have both taken more deliveries of surface water than projected for the first three months of the fiscal year. Deliveries to SSWD are still lagging behind the projected volume, due to the break in their pipe. They are hoping to make up the difference in future months. As a result, revenues are 3.4% behind budget as of September 30, 2019.

Comparison of Fiscal Year 2018/2019 Actual to 2019/2020 Projections of Deliveries and Revenue



Cumulative Water Deliveries and Revenues FY 2019-20



**Engineering Committee Meeting Minutes
San Juan Water District
October 15, 2019
4:00 p.m.**

Committee Members: Dan Rich, Chair
Ted Costa, Director

District Staff: Tony Barela, Operations Manager
Rob Watson, Engineering Services Manager
Andrew Pierson, Senior Engineer
Adam Larsen, Interim Field Services Manager
Donna Silva, Director of Finance
Teri Grant, Board Secretary/Administrative Assistant

Topics: WTP Filter Basins Rehab Project (W)
WTP Filter Basins Rehab Project Engineering Support Services (W)
Other Engineering Matters
Public Comment

1. WTP Filter Basins Rehab Project (W)

Mr. Watson provided the committee with a staff report which will be attached to the meeting minutes. He explained that seven firms attended the pre-bid conference and six Bids were received. Mr. Pierson commented that the low bidder, ERS, was able to bid approximately \$1 million lower than the next lowest bid because they specialize in this type of work, do not have to sub-contract out and already own the specialized equipment needed to perform the work.

The Engineering Committee recommends the award of a construction contract for the construction of the WTP Filter Basins Rehab Project to ERS Industrial Services, Inc. for the amount of \$3,126,754 with a construction contingency of \$312,675 (10%) for an authorized total construction budget of \$3,439,429.

2. WTP Filter Basins Rehab Project Engineering Support Services (W)

Mr. Watson provided the committee with a staff report which will be attached to the meeting minutes. Two proposals were received for the project. He informed the committee that the review panel ranked the technical proposal from Kennedy/Jenks Consultants (K/J) as the top proposal and then opened the cost proposals. He explained that K/J's costs were slightly higher; however, K/J also included additional tasks which are listed in the staff report, along with providing a wider array of key personnel. Therefore, K/J is the recommended consultant to complete the project.

The Engineering Committee recommends the award of a services agreement for Construction Management/Inspection Services related to the WTP Filter Basins Rehab Project to Kennedy Jenks for the amount of \$459,105 with contingency amount of \$22,950 (5%) for an authorized total budget of \$482,055.

3. Other Engineering Matters

In response to Director Costa's question, Mr. Watson informed the committee that the Lower Granite Bay Pump Station generator repair was complete with the generator being totally rebuilt and is back in service. Ms. Silva reported that the company attributed to have caused the failure has rejected the District's claim for the repair so she has contacted ACWA-JPIA for review of the claim. Director Costa suggested that she contact Legal Counsel regarding recovery of costs.

Mr. Barela gave a brief update on the Hinkle operation planning. He explained that the operation of Hinkle during its replacement will be extremely complicated and there is extensive planning being completed. He reported that one item that has day-lighted is the need for temporary on-site water storage. In addition, he informed the committee that there has been discussions with CHWD and FOWD regarding groundwater costs.

Mr. Barela reported that the recent announcement of the PG&E power outages allowed staff to be prepared for emergency response during the outage. Staff had a few days to prepare for the power outage which may have lasted up to 5 days and they were able to modify their plan for the event. He reported that one site had to use generators during the power outage, and he was happy to report that no customers were affected by the District's loss of power during the outage. He suggested that the District look into permanent generators for the future administration building and will seek out a temporary solution in the meantime. He informed the committee that the facility needs plan is being revised and he needs to review the information with Mr. Helliker prior to bringing it back to the committee.

Mr. Watson informed the committee that in preparation for the WTP Filter Basins Rehab Project, staff plans to pre-purchase the nozzles and the anthracite filter material in advance. Ms. Silva reported that there was a bid opening today and some of the proposals were mis-routed and were not included in the bid opening; therefore, she will be contacting legal counsel to discuss the issue.

Mr. Watson reported that the kick-off meeting for the Retail Master Plan is scheduled for October 16, 2019. He explained that he will be working with the consultant and staff to complete the Retail Master Plan. And Mr. Pierson indicated that the Wholesale Master Plan will be started next year.

Mr. Barela introduced Mr. Adam Larsen and announced that he will be the Interim Field Services Manager while Mr. George Machado is on a leave of absence.

4. Public Comment

There were no public comments.

The meeting was adjourned at 4:33 p.m.