

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes

December 18, 2024 – 6:00 p.m.

BOARD OF DIRECTORS

Manuel Zamorano	President
Ted Costa	Vice President
Mike McRae	Director
Dan Rich	Director
Pam Tobin	Director

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Director of Operations
Andrew Pierson	Director of Engineering
Adam Larsen	Field Services Manager
Devon Barrett	Customer Service Manager
Greg Turner	Water Treatment Manager
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Ryan Jones	General Counsel
Elizabeth Ewens	Water Counsel

OTHER ATTENDEES

Anonymous
Anthony Wong
Buddy
Cheryl Berkema
Fred
Gary Flanagan
Ginger Vitus
Go To User
Go To User #2
Joel L
Kane V
Krista MacNevin Jee
Lindsay Pangburn
Meera Deshmane
Sandy Harris
Scott
Stacy Helliker
Steve Kenning
Tammy
User
Al Johnson

Citrus Heights Water District

Caryl Sheehan	Citrus Heights Water District
Ray Riehle	Citrus Heights Water District
Shawn Huckaby	Fair Oaks Water District
Tom Gray	Fair Oaks Water District
Mark Hildebrand	Hildebrand Consulting
Suzanne Jones	Placer County Board of Supervisors
Mark Hargrove	SJWD Employee
Mike Spencer	SJWD Employee

AGENDA ITEMS

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

President Zamorano called the meeting to order at 6:02 p.m.

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present in the Boardroom: Ted Costa, Mike McRae, Dan Rich, Pam Tobin, and Manuel Zamorano.

II. OATH OF OFFICE

Oath of Office for Michael McRae and Pam Tobin

At the start of each new term, all Directors must sign the Oath of Office. Michael McRae and Pam Tobin are beginning a new term, and signed the Oath of Office forms for Placer and Sacramento Counties. The Board Secretary administered the Oath of Office.

President Zamorano thanked the Board and staff for their assistance while he was Board President. He then moved Agenda Item IV-1 2025 Board Officers to start after Public Comment. The meeting minutes will remain in the original order.

III. PUBLIC FORUM

Mr. Tom Gray, Fair Oaks Water District (FOWD) General Manager, addressed the Board and inquired why Agenda item IV-2 Fiscal Year 2023-2024 Annual Audit and Comprehensive Audited Financial Report – DavisFarr, Certified Public Accountants was

on the Consent Calendar and not presented to the whole Board, although it was presented to the Finance Committee. Staff and the Board briefly discussed. The Board consensus was to have the auditors present the annual audit results at the January meeting.

Ms. Cheryl Berkema addressed the Board and commended staff on the well-written WaterGram.

IV. CONSENT CALENDAR

All items under the Consent Calendar are considered to be routine and are approved by one motion. There was no separate discussion of these items unless a member of the Board, audience, or staff requested a specific item removed. Consent Calendar item documents are available for review in the Board packet.

1. Minutes of the Board of Directors Meeting, November 20, 2024 (W & R)

Recommendation: Approve draft minutes

2. Fiscal Year 2023-2024 Annual Audit and Comprehensive Audited Financial Report – DavisFarr, Certified Public Accountants (W & R)

Recommendation: Receive and file

3. Esri Small Utility Enterprise Agreement (SUEA) Renewal (W & R)

Recommendation: Approve executing a three-year Small Utility Enterprise Agreement (SUEA) with Esri, the software firm that provides the licensed software for the District's Geographic Information System (GIS)

Director Tobin requested, and President Costa agreed, that Consent Calendar item 2 be removed and placed on the January Board agenda. In addition, she noted that FPPC was spelled FPCC in the Board minutes and the Board Secretary will revise that.

Director Tobin moved to approve the Consent Calendar items 1 and 3. Director Rich seconded the motion, and it carried unanimously.

V. NEW BUSINESS

1. 2025 Board Officers (W & R)

President Zamorano announced that the Board needed to nominate a new President and Vice President.

President Zamorano moved to elect Director Costa as the Board President and Director Rich as the Vice President. Director McRae seconded the motion.

President Zamorano called the roll then Director Tobin commented that there is a succession process for Board officer positions, and this is out of succession.

In response to President Zamorano's question, Legal Counsel Jones informed the Board that there may be a general practice to follow a certain succession, but the governance rule is that it is by majority vote, so it is the Board's decision; however, the roll call was taken too quickly without opening for public comment and Board discussion.

President Zamorano stated he will hold the vote and open the floor to public comment.

Ms. Berkema addressed the Board and stated that it is wise to rotate the officers and voiced concern that since Director Rich made the motion to censure Director Tobin at the last meeting, he should not be in an officer position if he is going to censure other individuals.

President Zamorano ruled the censure comment as out of order and that it can be discussed when the censure item on the agenda is discussed.

Mr. Gary Flanagan interjected that President Zamorano could not rule a public comment out of order.

Director Tobin submitted a substitute motion to elect Director Costa as the Board President and Director McRae as the Vice President. Director Rich seconded the motion, and it carried unanimously.

Director Zamorano passed the gavel to President Costa.

President Costa adjourned the meeting at 6:18 pm in order to open the annual meeting of the SJSWD Financing Corporation.

President Costa called the meeting to order at 6:23 pm and returned to Agenda Item IV Consent Calendar.

2. Power Monitor Project (W & R)

Mr. Barela reviewed the staff report which was included in the Board packet. He explained that the project will allow staff to monitor power in real time at various District facilities. He informed the Board that this will be helpful to alert staff to any issues with pumps and will also assist with determining power consumption when considering modifications to operations.

Director Tobin moved to authorize the Director of Operations to execute a construction contract with Lords Electric, Inc. President Costa seconded the motion, and it carried unanimously.

3. Presentation on Draft Retail Financial Plan Update and Proposed 5-Year Rate Schedule (R)

Ms. Silva reviewed the staff report which was included in the Board packet. She explained that tonight's presentation was to introduce the Retail Financial Plan and

proposed 5-year rate schedule and receive feedback from the Board. She introduced Mr. Mark Hildebrand, Hildebrand Consulting, who conducted a presentation. The presentation will be attached to the meeting minutes.

Mr. Hildebrand reviewed the Retail Enterprise Financial Plan, the Cost of Service/Rate Design, and the Project Schedule. He explained the rate setting process, and reviewed the schematic of Retail Utility Funds/Reserve Structure and the District's cash balance, revenues and expenses and the escalation assumptions.

Mr. Hildebrand reviewed the District's projected capital spending and explained the projection shows the annual capital spending increasing from an average of \$3.4 million to \$10 million per year. Ms. Silva reviewed the larger projects paid for by cash on hand and by debt financing. Ms. Silva reviewed the actions that the Board has taken over the years to continue to provide ongoing savings.

Mr. Hildebrand reviewed the Reserve Policy and various financial forecasts for the financial plan, including the recommended structure that includes some debt financing. He also reviewed the proposed rate increases which are lower than those projected by the previous financial plan. In response to Director Rich's question about removing/delaying projects and the impact on rates, Mr. Hildebrand explained that removing debt-funded projects has less of an immediate impact on the rates than do the cash-funded projects. Mr. Hildebrand stated that if the \$5 million debt-funded Groundwater Production Facilities were cash-funded then there would need to be a one-time rate increase of approximately 1.75%.

President Costa commended staff for making great progress toward paying projects with cash; however, he voiced concern regarding projects that require debt financing. Ms. Silva informed the Board that she will bring back more information regarding the impacts of removing or delaying various projects from the financial plan. She explained to the Board that, due to ADA compliance requirements, the Administration Building project should remain on the plan even if the Board decides to delay the project. In response to Mr. Gray's question, Ms. Silva confirmed that the Administration Building project is both a retail and wholesale project.

Director McRae voiced concern regarding increasing the annual capital spending from an average of \$3.4 million to \$10 million per year. In response to Director McRae's question about ADA compliance, Mr. Barela explained that if there was an employee with an accessibility need, then they would be accommodated; however, if a project needs to be completed in the Field Services Building that exceeds a certain dollar amount (approximately \$193,000) then the District would be required to bring the whole building to code. The Board discussed some of the projects that were listed on the large project list.

Mr. Hildebrand reviewed the existing water rates, the cost of service allocations, the proposed rate schedule, and the bill impact analysis. In addition, he reviewed the next steps in the process which include a Final Recommendation to Board, Mailing of the Prop 218 Notices, a Public Hearing, and the first rate increase.

Mr. Gray addressed the Board and requested that if the groundwater project is worked out with significant savings, then the financial plan be adjusted accordingly, and he voiced concern regarding high water users receiving less of an increase than low water users.

Director McRae commented that there was no direction given to staff but he would like to make sure that the debt allocation for the groundwater well not be issued until a later time when the Board gives permission to issue the debt. Ms. Silva explained that the Board previously directed staff to include the project in the budget, which therefore is included in the financial plan; however, before any debt is issued there are many steps that the Board would take to approve the issuance of the debt.

Mr. Steve Kenning addressed the Board and voiced concern about his water rates and would like the Board to have options for adjusting the rates.

Ms. Meera Deshmane addressed the Board and was glad to have attended to see where the District's revenues are spent; however, she suggested that the District prioritize all the projects with different weights of concern like reliability, critical impact, discretionary items, mandatory items and future inflation. She suggested that the projects be planned based on whether enough revenue can be generated with certain water rate increases. In addition, she voiced concern regarding her water bill, the current rate structure, and comparisons with other water agencies, and encouraged the Board to develop a better rate structure.

Ms. Berkema addressed the Board regarding the annual 85 service line replacements and voiced concern about the longevity of the pipelines. Mr. Barela explained that the service laterals are being replaced not the transmission pipelines as part of the annual maintenance plan.

Mr. Flanagan addressed the Board regarding the funds earmarked for future groundwater access and inquired how the State Groundwater Commission and their restrictions going to affect the District's ability to build new wells or access new water. GM Helliker responded that the groundwater basin is very healthy and there should not be any restrictions. President Costa suggested that Mr. Flanagan contact GM Helliker to discuss this issue.

GM Helliker reviewed a graph of the District's water bills which showed how they compared to other water agencies. Mr. Kenning commented that the graph should only show the local agencies and not the Bay Area or Southern California agencies.

Ms. Sandy Harris addressed the Board and commented that 46% of the Granite Bay Community Plan was devoted to rural estate or rural residential to allow for farms, equestrians, agriculture, and to maintain the countryside, which makes Granite Bay unique with low density housing.

Mr. Gray addressed the Board and pointed out that the new Board member previously sat on the Board of one of the agencies with the lowest rates in the region, and stated that Tony Barela is recognized as one of the best in the region for what he does.

VI. OLD BUSINESS

1. Resolution 24-10 Censure of Director Tobin

Director Tobin presented her concerns with the resolution of censure. President Costa commented that a candidate cannot use the logo of a public agency for campaign purposes. Director Tobin apologized for using the logo unintentionally. Director Zamorano voiced concern that the mailers with the District logo made it look like the District was endorsing Director Tobin.

In response to Director Rich's question, President Costa informed the Board that Director Tobin was looking to add an action to the agenda to rescind the censure. Legal Counsel Jones explained that in order to rescind the action of the Board from a previous meeting, a motion from only Director Costa or Director Rich would be allowed by Rosenberg's Rules, and that before such a motion could be made, a separate motion to suspend the Board Rules would be necessary and would require a four-fifths majority to pass.

President Costa stated that it has been 30 days since the censure was adopted and he would like to see it remain for another 30 days, and in the meantime have the individuals meet to resolve the issue. Legal Counsel Jones stated that there are some Brown Act considerations to follow, but he could meet with the individuals, then at the January Board meeting, they can discuss any action that needs to be taken.

Ms. Berkema addressed the Board and voiced concern that at the November Board meeting there were no instructions from Legal Counsel on the Rules of Order so she is challenging the bringing up of rules at this time and also the censure was not just the logo issue but there were other issues mentioned in the resolution and now there is no representation for Director Tobin's constituents. President Costa informed the public that Director Tobin is representing her constituents but is limited to the District. Ms. Suzanne Jones, Placer County Board of Supervisors, addressed the Board and voiced concern about Director Tobin's ability to represent her constituents and the General Manager's use of District email lists. In response to Ms. Jones' comment, GM Helliker stated that he provided an email to the retail division to notify them that the District was not endorsing any candidate, which was a statement of fact. President Costa voiced dismay that this matter may not be resolved.

Director Tobin moved to suspend the Board Rules to allow for consideration of a motion to reconsider Resolution 24-10. Director McRae seconded the motion.

Director Rich commented that you do not undo a censure, unless there is a motion to act on it. He explained that a censure is an acknowledgment of poor behavior. In

response to Director Zamorano's comment, Legal Counsel Jones explained that it was related to conduct that happened during the campaign, but since he is not an expert in campaign violations, he suggested that the FPPC be contacted to obtain their ruling.

Mr. Flanagan addressed the Board and stated that the Board is not capable of rendering a legal decision. In addition, he voiced concern whether or not the censure is valid because of lack of legal representation, and he questioned the ethics of the Board.

Ms. Jones addressed the Board and stated that the Board cannot determine what a campaign violation is and should have filed a complaint with the FPPC. GM Helliker responded that he filed a complaint with the District Attorney's office, at the recommendation of Legal Counsel, since these were government code violations under the purview of the District Attorney and a response has not been received yet. In addition, Ms. Jones voiced concern that part of the censure violates Director Tobin's 1st Amendment right to free speech. Legal Counsel Jones explained that the censure was primarily about the use of the logo and a criminal investigation is not needed for the Board to act on the censure. Ms. Jones requested that the censure be re-written to remove items about what Director Tobin said.

Mr. Kenning addressed the Board and stated that he wants his representative to have a voice on the Board. President Costa clarified that Director Tobin can vote on Board items and she is still Chair of the Finance Committee. In addition, Mr. Kenning suggested that the Board allow the outside agency to decide on any campaign violations.

Ms. Berkema addressed the Board and voiced concern about the statement that Director Rich read versus what was on the resolution, and the use of foul language that other directors have made and have not been censured. In addition, she asked about the Rules of Order. Legal Counsel Jones informed the public that it is incumbent on each Board Member to know the rules and it is not Legal Counsel's job to bring up the rules.

Director McRae commented that emotions are high and there is a lot of contention; however, he believes that the Board does not want this circumstance to exist forever, so he suggested that a timeline be set on the resolution, which Director Zamorano agreed with. The Board discussed rescinding the second and postponing the item to the January meeting.

In response to Ms. Jones' question about financial implications that were discussed at the last meeting, GM Helliker responded that the District will not pay for travel expenses as part of the resolution. Ms. Jones commented that this should be considered a retaliatory action.

Director McRae rescinded his second on the motion. The motion failed with no second.

President Costa called for a 10-minute break.

2. Board Policy on the Prevention of Discrimination, Harassment, Violence in the Workplace and Abusive Behavior (W & R)

GM Helliker reviewed the staff report which was included in the Board packet. He explained that this is a new policy to make sure that Board members and others are included in the policy, and there are a couple edits to the current Ethics policy that need to be made.

Director Tobin commented that having a policy like this is good, but she voiced concern regarding changes in the Ethics Policy which she elaborated on. GM Helliker commented that Director Tobin was quoting from sections of the current Ethics Policy that are not being changed. He stated that the only changes to the Ethics Policy are deleting sections 2.3.2 Fair and Equal Treatment and 2.3.9 Interaction of the Board with Staff. He explained that those sections are covered in the proposed policy. Director Tobin inquired if this was true, and Legal Counsel Jones confirmed that it was. In addition, GM Helliker stated that the proposed policy is similar to Sacramento Suburban's policy on Prevention of Discrimination, Harassment, Violence in the Workplace and Abusive Behavior.

Ms. Berkema addressed the Board and voiced concern regarding the policy. President Costa explained that the changes that Director Tobin wants to make to the Ethics Policy are not what is on the agenda for discussion and encouraged Director Tobin to submit the changes for a future agenda topic. Ms. Berkema commented that the District needs an HR department.

Mr. Gray addressed the Board and suggested that San Juan add to their Ethics Policy what FOWD has on their policy which is that all directors treat each other with respect, kindness and grace.

In response to Director Tobin's question, Legal Counsel Jones informed the Board that a policy can be brought back to the Board for amendments at any time.

In response to Director McRae's questions, Legal Counsel Jones stated that the Board could be at risk if this policy was not adopted, even though there is an existing policy in place, this new policy could protect the District further against workplace violence and discrimination cases. In addition, Legal Counsel Jones stated that if the policy is abused then the Board should take matters into consideration and deal with it, however, with the way the policy is written there should not be an issue and there are corrective actions that could be taken.

Director Rich moved to approve BOD-2.5 Policy on Prevention of Discrimination, Harassment, Violence in the Workplace and Abusive Conduct and to amend BOD-2.3 Ethics Policy. Director Zamorano seconded the motion, and it carried unanimously.

3. Records Management Policy Revisions (W & R)

GM Helliker informed the Board that this item has been worked on for over 2 years and Legal Counsel has reviewed and confirmed the legal citations in the Records Retention Schedule. Director Tobin voiced concern regarding how our Records Retention Schedule compares to other agencies and if in compliance with the proper authorities and suggested that the District hire a consultant to review our retention schedule. Legal Counsel Jones commented that his firm reviewed all the citations in the schedule and is confident that they are in compliance with applicable law. Ms. Silva informed the Board that staff spent many hours reviewing the schedule, making sure that all records were covered in the schedule and verifying the sections of the law that govern the retention period. Ms. Silva explained that, in some instances, the District preference was to retain a record longer than required by law and in no instance is the retention period less than the law requires.

President Costa commented that Paul Bartkiewicz, previous District Legal Counsel, recommended the retention period for meeting recordings be set for after the minutes are approved. He suggested that the Board members read the minutes every month to make sure it's an accurate reflection of the meeting. Ms. Berkema commented that she sent Director Tobin Placer County's records policy and encourages the Board to make sure that they are keeping records as required by law. Mr. Gray suggested that the Board minutes be more detailed.

Director Rich moved to adopt Resolution 24-08 revising Board Policy Adm-3.6 Records Management Policy. Director Zamorano seconded the motion.

Director McRae commented that the District is currently in a legal action and suggested that the District not change the document destruction process until after the District is through with the legal action, and if the Board were to approve the revisions that they be implemented at a later date. In response to Director McRae's question on meeting agendas and board packets, GM Helliker explained that the meeting agenda can be destroyed as it is included in the meeting packet under EXEC-007 Meetings – Reports and kept permanently. Director McRae suggested that EXEC-005 be revised to keep the meeting recording 60 Days after the meeting minutes are approved. Director McRae also requested that the policy, if approved, not be implemented until after the legal action is completed. GM Helliker commented that there is no schedule for when the legal action will be completed, and he informed the Board that any documentation associated with litigation has a litigation hold with the current policy and any revised policy. In response to Director McRae's question, Legal Counsel Jones informed the Board that anything that is related to the litigation, the District is not destroying, and he is confident that the District is holding any documentation related to the litigation.

Director Rich amended his motion to adopt Resolution 24-08 revising Board Policy Adm-3.6 Records Management Policy with the change to the EXEC-005 Meeting - Audio Recordings retention period to state 60 Days after Minutes Approved. Director Zamorano seconded the motion.

Ms. Berkema addressed the Board and had concern that video recordings are not kept for one year. The Board Secretary confirmed that the video recordings on this revised policy have a one-year retention period.

The motion carried unanimously.

President Costa requested that the revised policy be attached to the meeting minutes.

4. District's 457 Deferred Compensation Plan (W & R)

Director Zamorano requested, and President Costa agreed, that this item be held over to the January Board meeting.

5. Potential Combination/Merger With SSWD (W & R)

GM Helliker conducted a brief presentation on the background of the potential combination/merger with Sacramento Suburban Water District (SSWD). In addition, he reviewed the current status of the discussions and actions of the boards and provided responses to correct some inaccurate comments that had been made about a potential merger.

Ms. Caryl Sheehan, Citrus Heights Water District (CHWD) Vice President, addressed the Board and directed their attention to a joint letter from CHWD and FOWD that voices their concerns regarding the merger and includes copies of their resolutions regarding the merger.

Mr. Kenning addressed the Board and voiced concern regarding a bigger board and losing water rights for the area.

Ms. Berkema addressed the Board and voiced concern regarding protecting the District's water resources and public communication on the topic.

Ms. Harris addressed the Board and inquired about the pros and cons of completing a merger, water quality, and the possibility of financially supporting the other agency after the merger. In addition, she would like to see more informative articles in the WaterGram. GM Helliker commented that the whole point of the Business Case Analysis is to ferret out all the pros and cons, and look into all the operational and financial details, along with implementing a robust communication outreach plan.

Ms. Sheehan addressed the Board and inquired why the agenda lists an action that is opposite of what is being discussed. GM Helliker, and President Costa agreed, that a motion has not been presented yet and he was just reviewing the staff report.

Mr. Gray addressed the Board and requested that the Director, who has always referred to ownership of water rights, vote accordingly and protect those water rights, and that the District could provide redundant water supplies without a merger.

President Costa responded and gave some history of the District protecting the water rights over the years and commented on the capacity of the groundwater basin and water rights in the area.

Director Tobin informed the Board that after listening to the other agencies and the public and analyzing the merger, she changed her mind and is not in support of it. She voiced concern about water rights, representation for the Retail customers, and the cost of the additional study.

Director Zamorano voiced concern that a merger would result in layoffs, a takeover of the District from SSWD due to majority representation on a new board, and a takeover of water rights. GM Helliker stated that there would be no issue with water rights since SSWD has plenty of water from their groundwater resources.

Director Rich stated that there is not enough information to end this project and that it would be a disservice to the customers to not finish the analysis since the District has already spent hundreds of thousands of dollars on this. He stated that proceeding with the study would provide the answers needed to make a decision and that the study is not a vote to merge but a vote to understand the benefits and detriments of merging.

Director McRae stated that he prefers to keep his options open and believes the risks override the merger, and that the District can still have agreements with SSWD. He reviewed some statistics regarding population and pointed out that a merger is not going to protect our water rights, and that the court system is the only way to protect the water rights. In addition, he voiced concern that San Juan Retail water rates would be set by the majority vote on a merged agency which would most likely be the SSWD Board members. He commented that FOWD and CHWD have indicated an interest to work with the District regarding their groundwater.

Director Tobin moved to suspend further discussions of a potential combination/merger of San Juan and SSWD. Director Zamorano seconded the motion and it carried with 3 Aye votes and 2 No votes (Directors Costa and Rich).

Mr. Gray commented that the District might want to look into a policy on mergers.

6. Evaluation of Potential Groundwater Well Sites (W & R)

Director Zamorano requested, and President Costa agreed, that this item be held over to the January Board meeting.

7. Conjunctive Use and Groundwater Banking Activities Update (W & R)

GM Helliker reported that there was a discussion with SSWD and those discussions will continue. He informed the Board that he expects to receive a financial offer from SSWD in the next month or two.

8. 2024 Hydrology and Operations Update (W & R)

No report.

VII. 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 November which was included in the Board packet.

1.2 Miscellaneous District Issues and Correspondence

No report.

2. DIRECTOR OF FINANCE AND HUMAN RESOURCES' REPORT

2.1 Miscellaneous District Issues and Correspondence

No report.

3. DIRECTOR OF OPERATIONS' REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela reported that he met with Reclamation regarding the property south of the District for a possible second reservoir. He informed the Board that they will start meeting regularly about this project, which will not be a fast process.

Mr. Barela reported that there have been four break-ins at the south end of the District site since July. The proper authorities have been notified and additional security measures are being put in place.

4. DIRECTOR OF ENGINEERING SERVICES' REPORT

4.1 Miscellaneous District Issues and Correspondence

No report.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

GM Helliker requested, and President Costa agreed, that the Closed Session be postponed to the January Board meeting, as it is not time sensitive. In response to Director Rich's question, Legal Counsel Jones responded that Closed Session items for anticipated litigation can be discussed publicly as long as it does not hurt the District's strategy position. GM Helliker commented that it is regarding the conservation regulations.

VIII. DIRECTORS' REPORTS

1. SACRAMENTO GROUNDWATER AUTHORITY (SGA)

President Costa reported that SGA met this month and the committee has been meeting regarding the accounting of the water bank to determine already banked water. GM Helliker reported that they are doing some modeling to try to quantify the amount of previously-banked water.

2. REGIONAL WATER AUTHORITY (RWA)

No report.

3. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

3.1 ACWA - Pam Tobin

Director Tobin reported that the ACWA Fall Conference was at the beginning of December, and she attended the JPIA meetings as well. She reviewed a written report which will be attached to the meeting minutes.

3.2 Joint Powers Insurance Authority (JPIA) - Pam Tobin

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

4. CVP WATER USERS ASSOCIATION

No report.

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

Director McRae suggested that the Board should consider looking into ranking projects, as the member of the public suggested, and he would like to work with Ms. Silva on this, if the Board isn't opposed to that suggestion. President Costa encouraged him to work with Ms. Silva. GM Helliker commented that this was the process for the Master Plan – looking at risk analysis for each project and identifying the priorities. Ms. Silva informed the Board that she will discuss the ranking of projects with the Director of Operations and the Director of Engineering to see if this can be done with the CIP.

IX. COMMITTEE MEETINGS

1. Finance Committee – December 10, 2024

The committee meeting minutes were included in the Board packet.

X. UPCOMING EVENTS

1. ACWA DC2025 Conference

February 25-27, 2025

Washington, DC

2. 2025 ACWA Legislative Symposium

March 26, 2025

Sacramento

3. 2025 ACWA Spring Conference

May 13-15, 2025

Monterey, CA

The Closed Session was cancelled.

XI. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2) (one case)

XII. OPEN SESSION

There was no Closed Session.

XIII. ADJOURN

The meeting was adjourned at 10:31 p.m.

EDWARD J. "TED" COSTA, President
Board of Directors
San Juan Water District

ATTEST: _____
TERI GRANT, Board Secretary



2024 Retail Water Rate Study

Board Presentation of Preliminary Findings

December 18, 2024



Agenda

1. Retail Enterprise Financial Plan
2. Cost of Service / Rate Design
3. Project Schedule

The Rate Setting Process

Revenue Requirements

Compares the revenues of the utility to its expenses to determine the overall level of rate adjustment

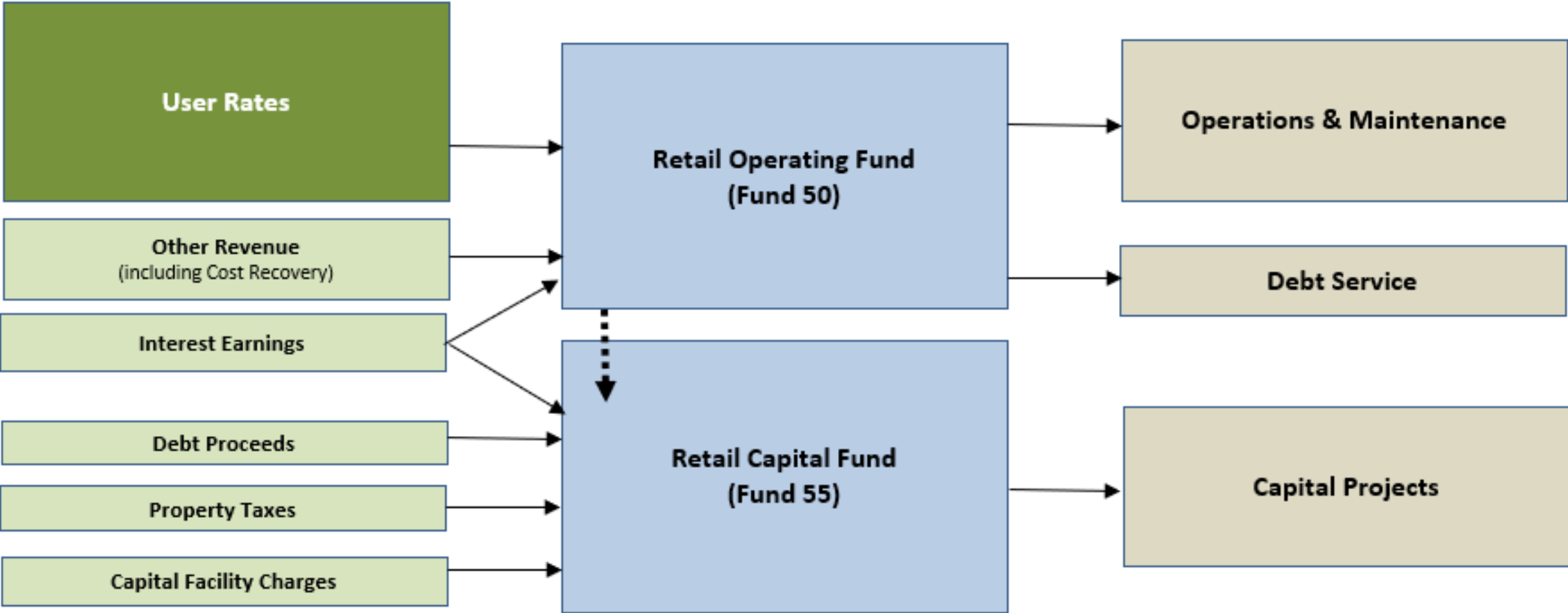
Cost-of-Service

Equitably allocates the revenue requirements between the various customer classes of service

Rate Design

Design rates for each class of service to meet the revenue needs of the utility, along with any other rate design goals and objectives

Schematic of Retail Utility Funds/Reserve Structure



Cash Balances

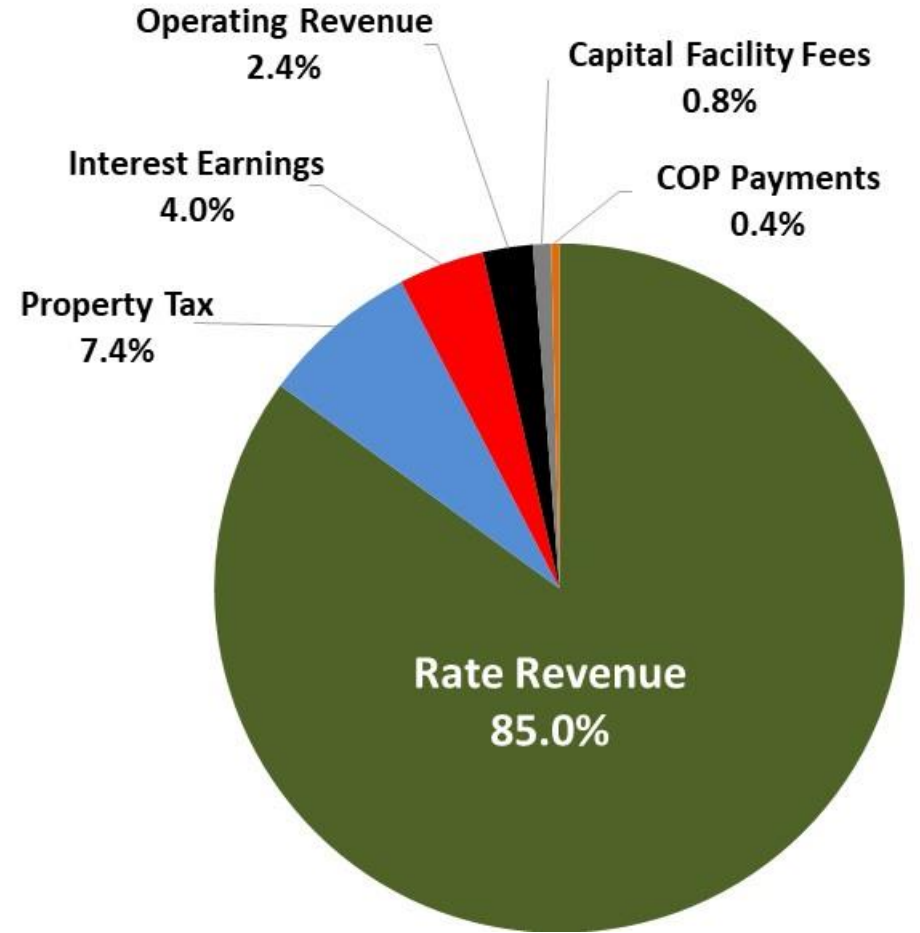
Fiscal Year beginning July 1, 2024

Operating Fund	\$2,810,000
Capital Fund	\$21,763,000
Combined Total:	\$24,573,000

Revenue

FY2024/25 Forecast *

Rate Revenue	\$17,542,000
Non-Rate Revenue	
Property Tax	\$1,530,000
Interest Earnings	\$825,000
Operating Revenue	\$485,000
Capital Facility Fees	\$175,000
COP Payments	\$79,000
Total:	\$20,636,000

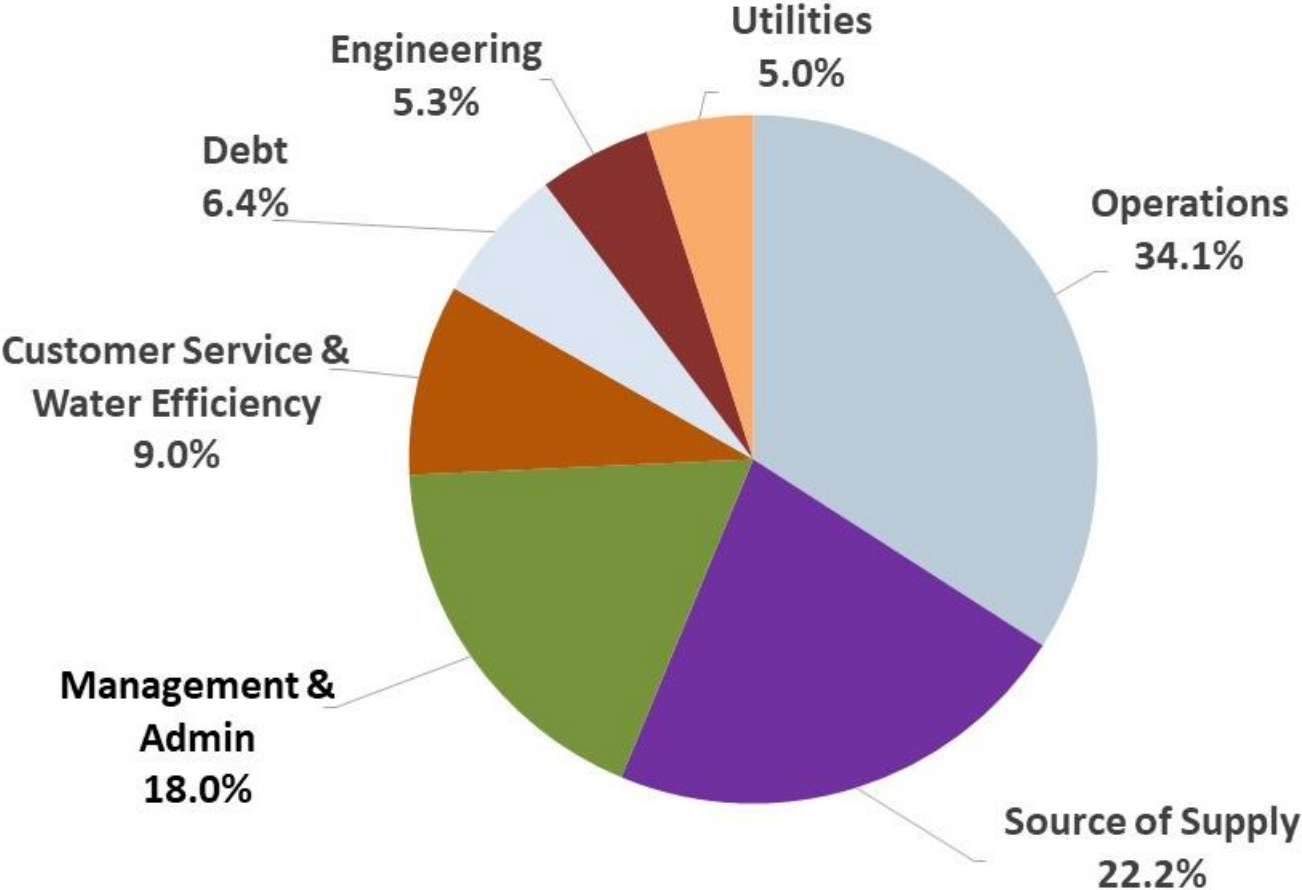


* All revenue based on 24/25 budget except rate revenue which is equal to 23/24 actual revenue

Operating Expenses

FY2024/25 Budget

Operations	\$5,183,000
Source of Supply	\$3,368,000
Management & Admin	\$2,739,000
Customer Service & Water Efficiency	\$1,367,000
Debt	\$976,000
Engineering	\$806,000
Utilities	\$761,000
Total Budget:	\$15,200,000

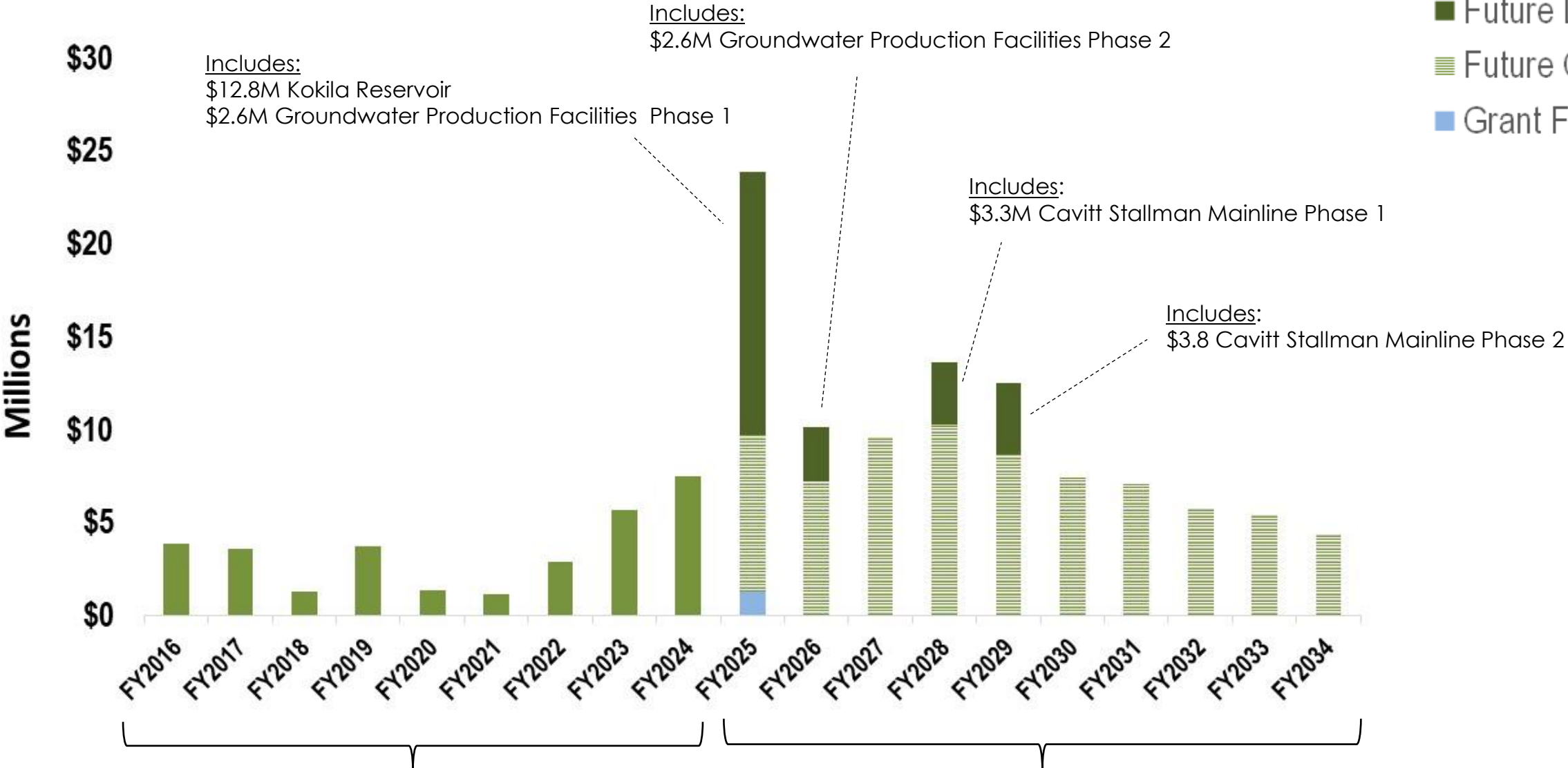


Escalation Assumptions

Salaries	3% per year
Health Benefits and OPEB	5% per year
Utilities	5% per year
Sources of Supply	5% for two years then 4% thereafter
Chemicals	3% per year
Supplies	3% per year
Professional Services	3% per year

Projected Capital Spending

- Historical
- Future Debt
- ▨ Future Cash
- Grant Funded



Recent Average Capital:
\$3.4M

Forecasted Average Capital:
\$10.0M

Large PayGo Capital Projects (over \$1 million)

	Approx. Annual Cost	Total Cost Over Planning Period
85 Service Line Replacements Per Year	\$1.8m	\$16,740,000
ARV Replacements, 45 per year for 20 years	\$1m	\$9,129,000
New Admin/Executive Building and modifications to existing Kenneth H. Miller Admin Building – Bond		\$5,410,000
Condition Assessments	\$674k	\$5,390,000
Field Services Materials and Equipment Shelter		\$2,195,000
Seeno Ave. (Replace apx. 3,000 lf of 10' pipe and all appurtenances)		\$1,744,000
Cavitt Stallman (Oak Pine to Sierra Ponds 2000 LF of 12")		\$1,589,000
Del Oro Rd. (Replace approx. 3,050 lf of 6 in steel pipeline w/ 8 in)		\$1,575,000
Field Services 3-Sided Parts Shelter		\$1,536,000
Granite Ave. (replace approx. 1,300 LF of 12" pipe w/ all appurtenances)		\$1,319,000
Wilhoff Ln. (Replace approx. 2,300 LF of 6 in steel pipe w/ 8 in)		\$1,200,000

Large Debt Capital Projects (over \$1 million)

	Total Cost Over Planning Period
Kokila Reservoir Replacement – SRF	\$12,860,000
Cavitt Stallman (Sierra Ponds to Vogel Valley, 6,900 LF of 12") – SRF Loan	\$7,521,000
Retail Groundwater Production Facilities – Funding source TBD	\$5,150,000

Rate Increase Drivers*

- Escalation (see previous slide)
- Increase in capital spending is higher than previously forecasted
- Continue to transition to Pay-Go

Cost Control Measures

Action	Impact
Paid down unfunded pension liability	Savings of \$11.2 million through FY 2038/39
Debt refinance	Savings of \$8.8 million through FY 2036/37
Renegotiated contract with PCWA (twice)	Savings of over \$275,000 per year
Completion of two groundwater substitution transfers	Lower wholesale revenue requirements; therefore, lower Retail supply costs
Water transfers	Lower wholesale revenue requirements; therefore, lower Retail supply costs
Salary schedule reduction	Partial salary freeze FY 2019/20 through FY 2021/22

* Note that the 2021 Rate Study anticipated slightly higher rate increases for this time period

Reserve Policies

The following are established District reserve policies. In addition to protecting the District against unforeseen circumstances, these policies also contribute towards the District's credit rating.

“Minimum Reserve”

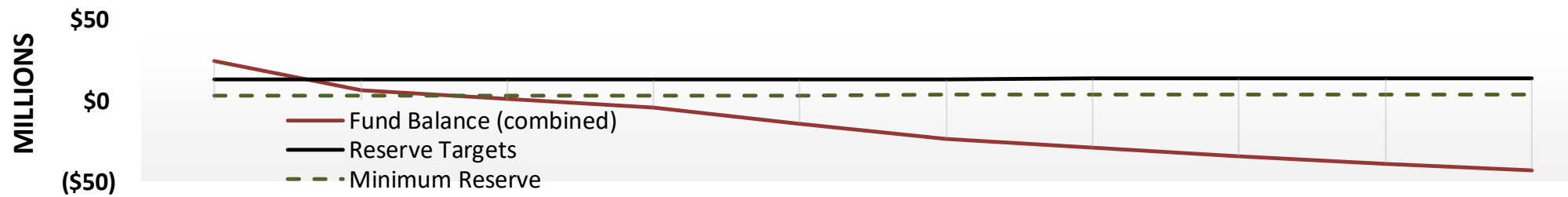
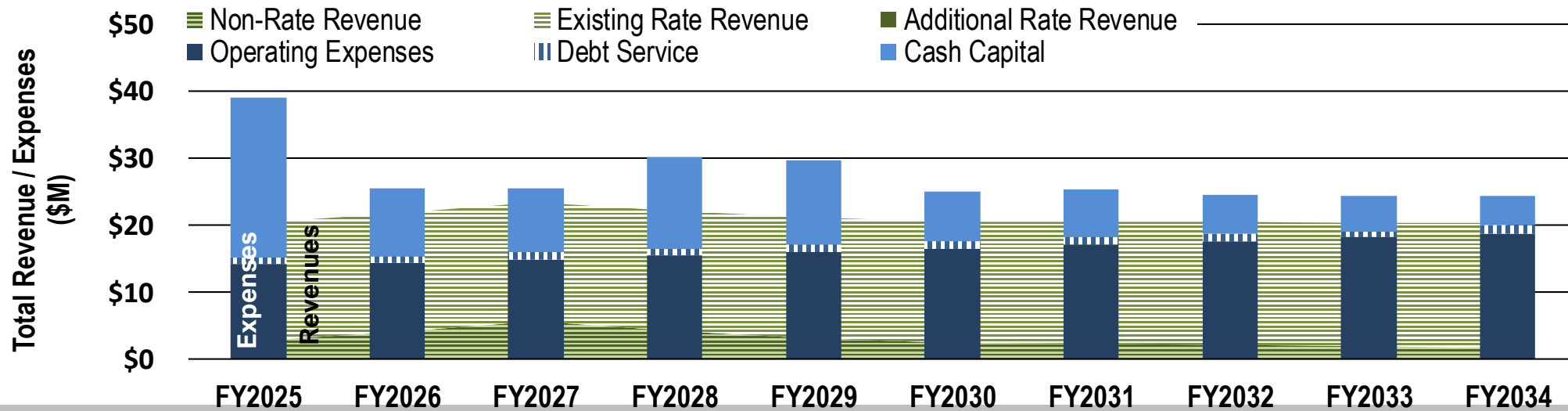
Operating Reserve: 20% of O&M budget (\$2.8 million)

“Target Reserve”

Capital Reserve:

- Consistent with 2021 Recommendation: Propose a reserve level equal to 100% of average annual capital spending in order to support PayGo capital funding (\$10.0M)

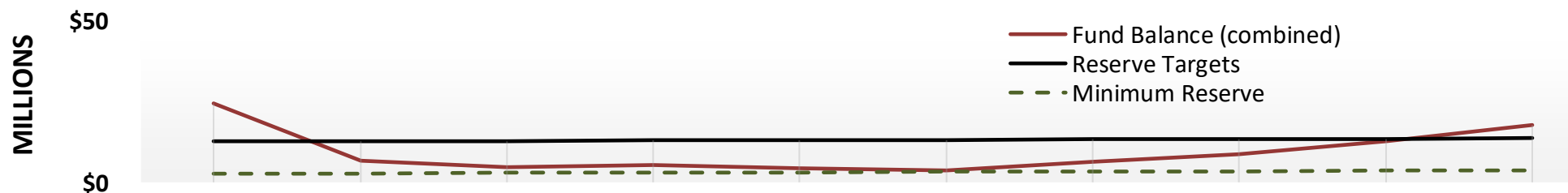
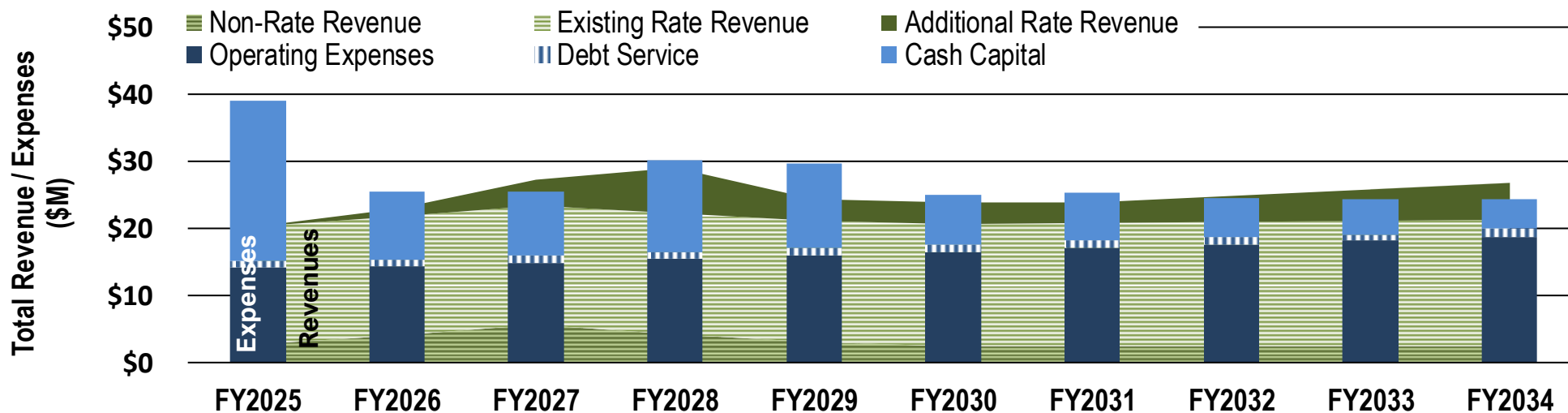
Financial Forecast – No Rate Increase & No New Debt



	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
	Proposed					Estimates				
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Debt Coverage Ratio*	5.64	10.77	10.30	9.57	6.69	5.47	4.93	4.42	3.73	3.15
Net Debt Proceeds	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M

* For Retail Enterprise only

Financial Forecast – PayGo Only

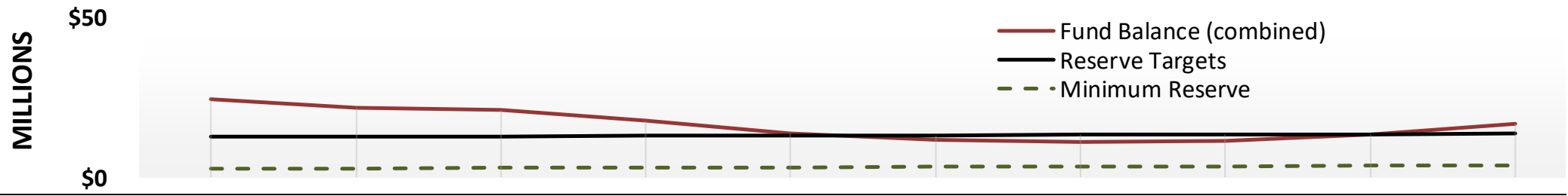
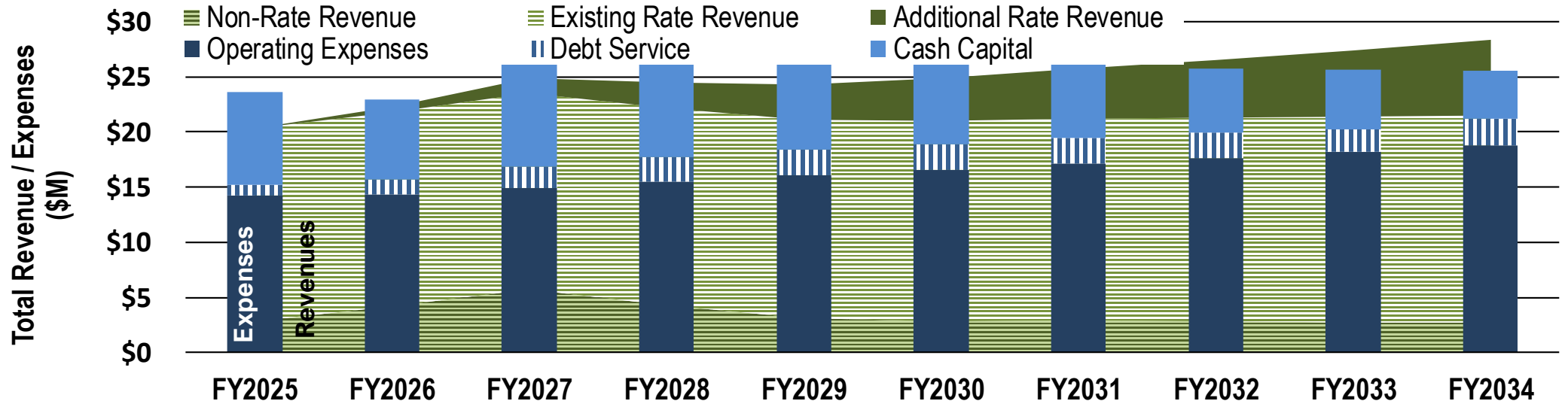


	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
	Proposed					Estimates				
	12.0%	12.0%	12.0%	12.0%	-13.0%	0.0%	0.0%	3.0%	3.0%	3.0%
Debt Coverage Ratio*	5.64	10.77	10.30	9.57	7.23	8.58	10.51	12.87	12.19	10.18
Net Debt Proceeds	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M

* For Retail Enterprise only

10-Year Cumulative Rate Increase: 50%

Financial Forecast – Debt Strategy



	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
	Proposed					Estimates				
	5.0%	5.0%	5.0%	4.0%	4.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Debt Coverage Ratio*	5.64	10.77	10.30	9.57	6.91	5.44	4.19	3.74	3.87	4.05
Net Debt Proceeds	\$14.2M	\$2.9M	\$0.0M	\$3.3M	\$3.8M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M

* For Retail Enterprise only

10-Year Cumulative Rate Increase: 45%

Escalation Assumptions

Salaries	3% per year
Health Benefits and OPEB	5% per year
Utilities	5% per year
Sources of Supply	5% for two years then 4% thereafter
Chemicals	3% per year
Supplies	3% per year
Professional Services	3% per year

Proposed Rate Increase Comparison

	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Proposed Rate Increase:	5.0%	4.0%	4.0%	3.0%	3.0%	3.0%
Previous Rate Study Forecasted Increase:	6.0%	6.0%	3.0%	3.0%	3.0%	3.0%
Forecasted Operating Costs Inflation	4.0%	3.7%	4.0%	3.1%	3.8%	2.7%

Current Water Rates

Meter Size	Daily Base Charges	
Up to 1" meter	\$2.92	} 73% of revenue
1 1/2" meter	\$7.34	
2" meter	\$11.61	
3" meter	\$21.54	
4" meter	\$35.72	
6" meter	\$71.18	
8" meter	\$113.73	
Water Usage Charge (\$/CCF)		} 27% of revenue
All water usage	\$1.07	

Cost of Service

Account Charge – Per account

- Customer Service costs

} 4.4% of costs

Meter Charge – Based on meter size

- All remaining costs

} 69.2% of costs

Usage Charge – Based on water usage

- Wholesale purchase costs
- Electricity costs
- Water Efficiency
- Operations
- Engineering (partial)

} 26.4% of costs

Proposed Rate Schedule

	Current	April 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029
Overall Rate Revenue Increase -->		5%	5%	5%	4%	4%
<i>Daily Base Charges</i>						
Up to 1" meter	\$2.92	\$3.08	\$3.23	\$3.39	\$3.53	\$3.67
1 1/2" meter	\$7.34	\$7.88	\$8.27	\$8.68	\$9.03	\$9.39
2" meter	\$11.61	\$12.48	\$13.10	\$13.76	\$14.31	\$14.88
3" meter	\$21.54	\$23.23	\$24.39	\$25.61	\$26.63	\$27.70
4" meter	\$35.72	\$38.59	\$40.52	\$42.55	\$44.25	\$46.02
6" meter	\$71.18	\$76.97	\$80.82	\$84.86	\$88.25	\$91.78
8" meter	\$113.73	\$123.03	\$129.18	\$135.64	\$141.07	\$146.71
<i>Water Usage Charge (\$/CCF)</i>						
All water usage	\$1.07	\$1.10	\$1.16	\$1.22	\$1.27	\$1.32
<i>Daily Private Fire Line Rates*</i>						
4" line	\$1.09	\$1.91	\$1.97	\$2.03	\$2.09	\$2.15
6" line	\$1.28	\$2.19	\$2.26	\$2.33	\$2.40	\$2.47
8" line	\$1.42	\$2.48	\$2.55	\$2.63	\$2.71	\$2.79
10" line	\$1.55	\$2.73	\$2.81	\$2.89	\$2.98	\$3.07
12" line	\$1.70	\$2.93	\$3.02	\$3.11	\$3.20	\$3.30

* Fire Line Rates are increased by 3% per year based on estimated cost inflation

Bill Impact Analysis ¹

	Meter Size	Water Use (CCF)	Current Bill	Proposed Bill ¹	Change	
					\$	%
Residential						
Low Use	1"	30	\$207.30	\$217.80	\$10.50	5.1%
Median Use	1"	32	\$209.44	\$220.00	\$10.56	5.0%
Average	1"	61	\$240.52	\$251.95	\$11.43	4.8%
High Use	1"	120	\$303.60	\$316.80	\$13.20	4.3%
Multi-family	1 1/2"	200	\$654.40	\$692.80	\$38.40	5.9%
Multi-family	2"	400	\$1,124.60	\$1,188.80	\$64.20	5.7%
Multi-family	3"	800	\$2,148.40	\$2,273.80	\$125.40	5.8%
Retail Business	1"	25	\$201.95	\$212.30	\$10.35	5.1%
Restaurant	2"	400	\$1,124.60	\$1,188.80	\$64.20	5.7%
Institution	3"	800	\$2,148.40	\$2,273.80	\$125.40	5.8%
Irrigation	2"	400	\$1,124.60	\$1,188.80	\$64.20	5.7%

¹ With Year 1 rate increases

Next Steps

- Final Recommendation to Board January 15
- Mail Prop 218 Notice January XX
- Public Hearing March XX
- First Rate Increase April 1

Section	ADM-3 Administration	Approval Date	10/23/03
Policy	ADM-3.6 Records Management Policy	Latest Revision	12/18/24

ADM-3.6 Records Management Policy

3.6.1 Policy

3.6.1.1 Purpose

The purpose of this document is to establish and describe the Records Management Policy (Policy) of the San Juan Water District (District). The Policy establishes the guidelines and procedures under which District staff will retain, organize, purge, and destroy District records maintained by all departments. In addition, this Policy contains the Records Retention Schedule (Schedule) and provides references to the applicable state and federal statutes that regulate public records retention.

3.6.1.2 Preparation and Amendment

The Policy shall be prepared under the direction of the General Manager and reviewed by District Legal Counsel to ensure compliance with applicable statutes. This Policy will be reviewed periodically in order to remain current with legal and District requirements.

3.6.2 Definitions

The following definitions apply to terms used in this Policy:

3.6.2.1 Public Records

As defined in Government Code section 7920.530, “public records” includes any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. In addition, pursuant to Government Code section 7920.545, a “writing” means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. A record is not a compilation of existing records created outside the normal course of business.

3.6.2.2 Records Retention Schedule

This refers to a list of all records produced or maintained by the District and the actions taken with regards to those records. A retention schedule is the District’s legal authority to receive, create, retain, and dispose of official public records. It assists the District by documenting which records require storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency’s “normal course of doing business”.

3.6.2.3 Functional Area

This refers to the area or department that generates, maintains or is responsible for a record.

3.6.2.4 Category

The subdivision of a Function into groups that identify and arrange business activities and the resulting records into categories according to logically structured conventions, methods and procedural rules.

3.6.2.5 Record Series

A group of similar records arranged under a category. A Record Series deals with a particular subject (budget, personnel, etc.), results from the same activity (water treatment reports, customer payments, etc.), or has a special form (blueprints, maps, etc.).

3.6.2.6 Retention Period

The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. A record should be disposed of as soon as possible in accordance with the approved Schedule.

3.6.2.7 Destruction Method

The method to use to dispose of records.

3.6.2.8 Legal Authority

References the Government Code, District policy or other means to determine the retention period for the record. When records are to be held longer than required by law, the legal retention period may be noted here. For all record categories where no legal authority is cited, the District has discretion to set the retention period in accordance with Government Code section 60201(b)(2)

3.6.2.9 Descriptor

Provides detailed information that may include, but is not limited to, the types of records contained in the Record Series.

3.6.2.10 Primary Office of Record

Department, division, section, or unit in which a record is generated or managed.

3.6.3 Records Retention

The criteria used to determine the length of time to retain records includes: statutory requirements; purpose, function and use; information content; and uniqueness (whether the information exists elsewhere). Records must be retained in accordance with Government Code sections 60200 through 60204 governing retention and destruction of the records of special districts. However, specific state and federal statutes may require longer, or shorter, retention periods.

The District maintains permanent records indefinitely in accordance with Government Code section 60201(d). The permanent records of the District are listed in the Schedule within this Policy.

3.6.4 Destruction and Disposal of Records

Destruction of records will be in accordance with this Policy and the Schedule, according to Government Code section 60201(b)(2). Records must be destroyed after the expiration of the applicable retention period in accordance with this Policy and generally accepted records information management guidelines and procedures. The acceptable method(s) of destruction are listed on the Schedule. Generally, records not containing information of a confidential or proprietary nature may be destroyed by means of recycling or other waste removal service. Records containing confidential or proprietary information must be shredded or otherwise permanently destroyed. Records stored electronically may be erased.

3.6.5 Retention of Other Records

3.6.5.1 The District must retain certain records, regardless of any different destruction policy or schedule as to any identified record or records specified in the Records Retention Schedule, according to Government Code section 60201(d):

3.6.5.2 The District may dispose of the following records at any time, without maintaining a copy:

- (1) Duplicates, the original or a permanent photographic record of which is on file;
- (2) Rough drafts, notes, working papers and audio recordings prepared or kept by any employee or accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document, including but not limited to meter books after the contents thereof have been transferred to other records;
- (3) Cards, listings, non-permanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters, and tracer letters;
- (4) Canceled coupon sheets from registered bonds; and
- (5) Telephone messages and inter-departmental notes.

3.6.6 Public Record Requests

A person or entity may obtain copies of public records of the District, preferably via written request, though verbal requests may be acceptable. Officers, agents and employees of the District are not required to request records in compliance with this section when acting within the course and scope of employment or office holding.

Pursuant to Government Code section 7922.535 (a), within 10 days from receipt of the request, the District will determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the District and shall promptly notify the person making the request of the determination and the reasons therefor. If the agency determines that the request seeks disclosable public records, the agency shall also state the estimated date and time when the records will be made available. However, if additional time is needed to determine if the District has disclosable records, then Government Code section 7922.535 (b)(c) should be referenced.

Pursuant to Government Code section 7922.530 (a), except with respect to public records exempt from disclosure by express provisions of law, the District will provide the requestor with exact copies of all requested public records unless impracticable to do so. If a record is in

electronic form or in a specialized format, then the District will provide the most accurate copy possible within the limits of available technology and the requestor's instructions and agreement to pay the legally chargeable costs to retrieve and reproduce copies of such non-standard records. The requestor will be informed of the copying costs and payment must be received prior to copying the records.

Certain public records are exempt from disclosure under the California Public Records Act (Government Codes section 7922.525). The District will justify withholding a record by demonstrating that it is exempt under the express provisions of Government Code section 7927.705 or by demonstrating in accordance with Government Code section 7922.000 that the public interest served by not making the record available clearly outweighs the public interest served by disclosing the record. The District will provide a requestor with written notice of an intent to withhold a record as required by Government Code section 7922.540.

3.6.6.1 Copy Charge

The District may charge a per page fee to copy a record, in an amount specified on the District's current Schedule of Rates, Fees, Charges and Deposits. If the request includes public records created in an electronic format, the District may charge the costs of producing such records in accordance with Government Code section 7922.575. No charge will be imposed for staff time to locate records. The District reserves the right to have copies of specialized, oversized and color records printed by an outside copy service and to charge the requestor the actual costs for such outside copy services. The District also reserves the right to require a requestor to deposit the estimated amount of copying fees and any costs for mailing before copying and delivering requested records.

3.6.6.2 Request List

The District will maintain a log of Public Record Act requests.

3.6.7 Public Counter Records

3.6.7.1 In accordance with Government Code section 54957.5, the agenda and Board meeting packet for an open session of a regular meeting shall be made available for public inspection.

3.6.7.2 No charge will be imposed for the use or review of the records described in this section. The District will, however, impose a copy charge if a copy of a public counter record is requested.

3.6.7.3 The District shall also post on its website archived Board meeting minutes and agendas, current Board policies, and other important District documents. Requestors are encouraged to view and obtain copies of available documents on the District's website by visiting: www.sjwd.org

Revision History:

Revision Date	Description of Changes	Requested By
1/13/10	To add meeting audio recordings to schedule	Shauna Lorange, General Manager
8/19/20	Numerous changes – see Board staff report dated 8/19/20	Paul Helliker, General Manager
12/18/24	Numerous changes – see Board staff report dated 12/18/24 – complete revision of Records Retention Schedule	Legal Affairs Committee

SJWD Records Retention Schedule

Retention Key

AU - Audit
 CL - Closed/Completion
 CY - Current Year
 E - Election
 L - Life
 O - Duration of Ownership
 P - Permanent
 PMT - Payment
 T - Termination
 TE - Termination of Employment
 S - Superseded

Legal Authority Key

CCP - Code of Civil Procedure of California
 CCR - CA Code of Regulations
 CFR - Code of Federal Regulations
 GC - CA Government Code
 HSC - CA Health & Safety Code
 LAB - Labor Code
 PEN - Penal Code
 Title 8 - Cal/OSHA
 USC - United States Code
 WAT - CA Water Code

Functional Area						
Category						
Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
ADMINISTRATION						
Contract Management						
Contracts /Agreements (capital improvements - contracts >\$25,000)						
ADM-001	Agreements & Contracts - INFRASTRUCTURE / CAPITAL PROJECTS	L+ 5 yrs (may be kept longer for historical value)	Deletion/ Disposal	GC §60201	Agreements/contracts with contractors or consultants to perform capital project services, or to provide goods. Capital project related memorandum of understanding agreements (MOUs), agreements for reimbursement, grant agreements, project specifications and drawings (manual), Notice of Completion form, Contract Change Order (change to an agreement or contract relating to scope of work, completion date, etc.) Department Preference for emergency response; Covers E&O Statute of Limitations (insurance certificates are filed with agreement)	Board Secretary

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
Contracts/Agreements (general - contracts < \$25,000)						
ADM-002	Agreements & Contracts - CUSTODIAL, LEASES, MAINTENANCE, PROFESSIONAL SERVICES, CONSULTING (not related to Real Property)	CL+ 4 yrs	Deletion/ Disposal	CCP §343	Includes leases, equipment, services, or supplies. Purchasing contracts. Supporting materials that substantiate the final contract or decision trail, i.e. solicitations (formal and informal), solicitation responses (successful and unsuccessful), correspondence. Includes Contract Change Order to change an agreement or contract relating to scope of work, completion date, etc. Includes insurance certificates.	Board Secretary
ADM-003	Agreements & Contracts - CUSTODIAL, LEASES, MAINTENANCE, PROFESSIONAL SERVICES, CONSULTING (related to Real Property)	CL+ 10 yrs	Deletion/ Disposal	CCP §337.15	Includes leases, equipment, services, or supplies. Purchasing contracts. Supporting materials that substantiate the final contract or decision trail, i.e. solicitations (formal and informal), solicitation responses (successful and unsuccessful), correspondence. Includes Contract Change Order to change an agreement or contract relating to scope of work, completion date, etc. Includes insurance certificates.	Board Secretary
ADM-004	District Benefit Contracts & Benefit Plans / Insurance Policies (Health, Dental, Deferred Compensation, etc.)	S or T+ 1 yr	Deletion/ Disposal	29 CFR §1627.3(b)(2)	CalPERS 457 & health plan contracts, VALIC 457 Plan contract, Sunlife Disability contract & AD&D Insurance, ACWA/JPIA Dental/Vision contract, Workers Comp insurance coverage contracts, EAP, AFLAC, WageWorks/ HealthEquity (cafeteria plan)	Human Resources
General Administration						
ADM-005	Conflict of Interest Code	S+ 2 yrs	Deletion	GC §87300	FPPC adopted Conflict of Interest Code	Board Secretary
ADM-006	Correspondence - Not related to any other record referenced in this schedule	2 yrs	Deletion/ Disposal	GC §60201	Administrative, Chronological, Communications, General Files, Letters, Memorandums, Miscellaneous Reports, Reading Files, Working Files, etc. (Does NOT include Regulatory Agency Correspondence)	All Staff

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
ADM-007	Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business	When No Longer Needed	Deletion/ Disposal	GC §7927.500	<p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail or social media, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voicemails, webpages, copies of documents, etc.)</p> <p>E-mails, electronic records, or social media postings where either the content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing them in a file folder, or saving them electronically. Business done on behalf of SJWD that requires the creation and preservation of records should not be conducted via text message or social media; therefore, SJWD will not preserve or retain these records, except to the extent that such records are required to be preserved due to related, pending litigation or other relevant State law.</p>	All Staff
ADM-008	District Forms	S or When No Longer Needed	Deletion/ Disposal	GC §60201	Internal District Forms	All Staff
ADM-009	Filings with Secretary of State	S	Deletion	GC §53051	Roster of Public Agencies	Board Secretary
ADM-010	Form 700 Statements of Economic Interest and Form 801	7 yrs from Filing	Deletion/ Shred	GC §81009	FPPC forms required to be filed with the District	Board Secretary
ADM-011	Grand Jury Investigations & Responses	5 yrs	Deletion/ Shred	PEN §933	Any documentation received or sent	Board Secretary

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
ADM-012	Historical Records	P		District preference	Documents or photographs/videos related to the history of the District	All Staff
ADM-013	Policies and Procedures	S+ 2 yrs	Deletion/ Disposal	GC §60201	Standard Operating Procedures (SOPs) and policies set by the General Manager or Department Manager	All Staff
Records Management						
ADM-014	Public Records Requests	CL+ 2 yrs	Deletion/ Disposal	GC §60201(d)(5)	Public records requests and responses to the request	Board Secretary
ADM-015	Public Records Requests Log	CL+ 2 yrs	Deletion	District preference	Log of all PRA requests	Board Secretary
ADM-016	Records Retention Schedules	S+ 4 yrs	Deletion	CCP §343	Included in the Board Policy and is the Board's authorization to destroy records according to the schedule	Board Secretary
CUSTOMER SERVICE						
Communications/Public Outreach						
CS-001	Brochures, publications, newsletter, bulletins, outreach materials	S+ 2 yrs - Printed P - Website	Deletion/ Disposal	GC §60201	WaterGram, Wholesale Mailers, Drought Mailers, Student Poster/Calendar Contest materials, and any other PR documents. Retain selected documents only for historic value.	Customer Service
CS-002	Consumer Confidence Report	CY+ 4 yrs	Deletion/ Disposal	22 CCR §64483(g) 40 CFR §141.155	Annual report to customers regarding drinking water quality	Customer Service
CS-003	Media Relations	CY+ 2 yrs	Deletion/ Disposal	GC §60201	Includes cable, newspaper, radio, message boards, presentations, press releases related to District business	Customer Service
CS-004	Prop 218 Notices	S+ 5 yrs	Deletion/ Disposal	GC §60201	Rate increase notice. Property related fees (assessment ballot proceeding). Assessments	Customer Service
CS-005	Prop 218 Protest Letters	CY+ 2 yrs	Deletion/ Disposal	GC §53755(d)	All protest letters received regarding the Prop 218 rate increase notice	Customer Service

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
Utility Billing						
CS-006	Acreage Agreements	P	Deletion/ Shred	GC §60201(d)	Contract between homeowner and District re: usage restrictions	Customer Service
CS-007	Bankruptcies	10 yrs	Deletion/ Shred	District Preference	CONFIDENTIAL RECORD - Court documentation of retail customer bankruptcy	Customer Service
CS-008	Billing Adjustment Journal	AU + 7	Deletion/ Shred	GC §60201	CONFIDENTIAL RECORD - Utility billing account adjustment register (account credits/debits), Returned Payments/Bounced Checks, bank notifications	Customer Service
CS-009	Billing - Utility invoices	8 months	Deletion	GC §60201	CONFIDENTIAL RECORD - Customer invoices	Customer Service
CS-010	Connection Records/Will Serves	P	Deletion/ Shred	GC §60201	CONFIDENTIAL RECORD - Will Serve, application, receipts for new water service connection (also see Engineering)	Customer Service
CS-011	Customer Correspondence	As needed	Deletion/ Shred	GC §60201	CONFIDENTIAL RECORD - Incoming and outgoing letters regarding customer inquiries and customer service related information (employee recognition letters give to HR)	Customer Service and Finance
CS-012	Customer Disputes	2 yrs	Deletion/ Shred	GC §60201	CONFIDENTIAL RECORD - Customer disputes of billing or other charges/services	Customer Service
CS-013	Customer Surveys	P		GC §60201	Customer satisfaction surveys distributed randomly to water account holders. Used to determine satisfaction level with customer service, field service, reliability, and rates.	Customer Service
CS-014	Liens	10 yrs	Deletion/ Shred	WAT §36729	May be a confidential record - Tax roll lien documentation	Customer Service
CS-015	Meter Reads in Billing System	P		District Preference	Customer meter data electronically transferred to District billing system. If software changes, then at least 2 years of data from old system is kept.	Customer Service
CS-016	Rates, Fees & Deposit Schedules	P		GC §60201	Yearly rates, fees, and deposits	Customer Service
CS-017	Report of Annual Discontinuations of Residential Service	P		HSC §116918 GC §60201	Information is incorporated into the General Manager's Monthly Report to the Board. Must post to Website (located in the Board Packet)	Customer Service

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
CS-018	Temporary Construction Meters	P		GC §60201	CONFIDENTIAL RECORD - Applications and billing (If software changes, then at least 2 years of data from old system are kept.)	Customer Service
CS-019	Utility Billing Register	P		GC §60201	CONFIDENTIAL RECORD - Customer name, service address, meter reading, usage, billings (If software changes, then at least 2 years of data from old system are kept.)	Customer Service
CS-020	Visitor Logs / Registers	1 yr	Deletion/ Shred	GC §60201	Site Visitor Logs	Customer Service
Water Efficiency						
CS-021	Annual Water Loss Report	P		WAT §10631	Annual water loss analysis and validation	Customer Service
CS-022	Evaluations, Surveys, & Audits	CY+ 1 yr	Deletion/ Shred	GC §60201	NOT A PUBLIC RECORD: Land Scape Irrigation Reports, Inspection Results, Evaluations, Meter Audits	Customer Service
CS-023	High Use Notifications	CY+ 3 yrs	Deletion/ Shred	GC §60201	NOT A PUBLIC RECORD	Customer Service
CS-024	Rebates	CL + 3 yrs	Deletion/ Shred	GC §60201	NOT A PUBLIC RECORD: Application and supporting documentation	Customer Service
CS-025	Reports	5 yrs	Deletion/ Shred	GC §60201	DDW (Division of Drinking Water) / DWR (Department of Water Resources) Monthly and Annual Water System and Conservation Reports	Customer Service
ENGINEERING						
Public Works Projects (excluding Development Projects)						
ENG-001	Planning	L or CL+ 10 yrs min	Deletion/ Disposal	CCP §337.15 GC §60201 (Dept Preference)	Correspondence (letters, memos, pertinent e-mails), reports and exhibits, calculations, cost estimates, invoices, environmental documents (if required by project), photos & videos, all required forms	Engineering

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
ENG-002	Design	L or CL+ 10 yrs min	Deletion/ Disposal	CCP §337.15 GC §60201 (Dept Preference)	Correspondence (letters, memos, pertinent e-mails), reports, exhibits, calculations, cost estimates, invoices, environmental documents (if required by project), plans & specifications, geotechnical, surveying, permitting, as-builts, photos & videos, regulatory, all required forms	Engineering
ENG-003	RFP, RFQ, or Bids	L or CL+ 10 yrs min	Deletion/ Disposal	CCP §337.15 GC §60201 (Dept Preference)	Requests for proposals (RFP), requests for qualifications (RFQ), bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, bid award letter and other related correspondence or records. Bid documents submitted by the unsuccessful bidder. Unsuccessful Statement of Qualifications submitted by contractor or consultant in response to an RFQ. Unsuccessful proposals submitted by proposer in response to an RFP. These files are kept with Project file, although retention requirement is CL+ 2 yrs (documents may be destroyed at that time if desired)	Engineering
ENG-004	Construction	L or CL+ 10 yrs min	Deletion/ Disposal	CCP §337.15 GC §60201 (Dept Preference)	Correspondence (letters, memos, pertinent e-mails), Daily Inspection Reports (daily record of work performed for SJWD, various specialty inspections, concrete inspections, compression tests, compaction, painting, disinfection, etc.), Photographs and Videos, Change Orders & requests, requests for information, field directives, notices of award, proceed, non-compliance, and completion, Performance & Maintenance Bonds, Consultant Proposals (Successful)/Unsuccessful), Contracts & Amendments, Insurance Certificates, Notifications, Progress Payments, Permits (Construction), Submittals, bid escrow, etc.	Engineering

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
ENG-005	Environmental Permitting	P		GC §60201 CEQA Guidelines	California Environmental Quality Act (CEQA), NEPA, Fish & Wildlife Stream alterations, Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	Engineering, Executive
<i>Development Projects</i>						
ENG-006	Planning	CL	Deletion/ Disposal	GC §60201	Correspondence (letters, memos, pertinent e-mails), Letter of Availability, Conditions of Approval, notices, Project Initiation Form, and attachments (preliminary plans, tentative map, etc.)	Engineering
ENG-007	Design	CL	Deletion/ Disposal	GC §60201	Correspondence (letters, memos, pertinent e-mails), design drawings, design/plan reviews, water demand calculations, reports, exhibits, Photographs and Videos, and cost estimates	Engineering
ENG-008	Construction	L	Deletion/ Disposal	GC §60201	Correspondence (letters, memos, pertinent e-mails), conveyance agreements, bonds, insurance certificates, Daily Inspection Reports (daily record of work performed for SJWD, various specialty inspections, compaction, disinfection, etc.), Photographs and Videos, requests for information, Submittals, As-Builts, Letter of Pipeline Value, Final Recorded Sub-Division Map, letter of acceptance, Bill of Sale	Engineering
ENG-009	Annexations/Detachments	P		GC §60201(d)(1)	Notices, Resolutions, Certificates of completion, Reports, agreements, fees & deposits	Engineering (Executive for Board files)
ENG-010	Connection Related Deposits, Fees, and Payments	P		GC §60201	Plan Review Deposits, Inspection & Engineering Deposits, Construction Deposits, Application for Service, Quote for Service, Receipt of Capital Facilities/Meter Fees (also see Customer Service)	Engineering

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
Miscellaneous						
ENG-011	Engineering Standards	S	Deletion/ Disposal	GC §60201	Development, Design and Construction Standards	Engineering
ENG-012	Maps & Plats	P		GC §60201(d)(8) GC §7927.300	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, water easements, benchmarks, fire hydrants, base maps, etc. Maps are NOT A PUBLIC RECORD.	Engineering
ENG-013	Master Plans	P		GC §60201	Special or long-range program plan for District	Engineering
Property						
ENG-014	Appraisals	CL+ 2 yrs	Deletion/ Shred	GC §60201 GC §7920.000	For real property owned by District (not a public record until real estate transaction is complete and recorded)	Engineering
ENG-015	Real Property Interests	P		GC §60201(d)(8)	Deeds, Quitclaims, Easements and Encroachment Agreements. District owned with supporting documents regarding sale, purchase, exchange, lease, or rental	Executive, Engineering, Operations
EXECUTIVE						
Board of Directors and Committees						
EXEC-001	Applications for Board (not selected)	CL+ 2 yrs	Deletion/ Shred	GC §60201	Not selected	Board Secretary
EXEC-002	Applications for Board (selected)	T	Deletion/ Shred	GC §60201	Selected	Board Secretary
EXEC-003	Board Policies	S+ 2 yrs	Deletion	GC §60201	Policies, directives rendered by the Board and not assigned a resolution or ordinance number	Board Secretary
EXEC-004	Meeting - Agendas	When No Longer Needed	Deletion/ Disposal	GC §60201	Agendas for Board meetings are kept in the Board packet - individual agenda documents can be disposed of. Committee meeting minutes reflect the meeting agenda.	Board Secretary

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
EXEC-005	Meeting - Audio Recordings	60 days after Minutes Approved	Deletion	GC §54953.5(b)	Used for minute preparation	Board Secretary
EXEC-006	Meeting - Minutes	P		GC §60201(d)(3)	Official minutes and hearing proceedings of governing body or board or committee	Board Secretary
EXEC-007	Meeting - Reports	P		GC §60201	Agendas, staff reports, and other Board Packet materials that are referenced in the Board meeting minutes are kept permanently.	Board Secretary
EXEC-008	Ordinances and Resolutions - current	P		GC §60201(d)(2)	Signed ordinance and resolutions located in board minute book. Logs on S Drive.	Board Secretary
EXEC-009	Ordinances and Resolutions - Repealed/Invalid	5 yrs from Repeal	Deletion/ Disposal	GC §60201(d)(2)	Signed ordinance and resolutions located in board minute book. Logs on S Drive.	Board Secretary
EXEC-010	Strategic Plan, Operations Plan, Operations Report Card, Mission, and Vision Statements	S+ 2 yrs	Deletion/ Disposal	GC §60201	Board and Department goals and objectives	Board Secretary
EXEC-011	Training: Ethics	5 yrs after training	Deletion/ Disposal	GC §53235.2(b)	Log kept and Current Certificate of Ethics Training maintained on District Webpage	Board Secretary
EXEC-012	Training: Sexual Harassment	5 yrs after training	Deletion/ Disposal	GC §53237.2(b)	Log and Certificate of Completion	Board Secretary
Election Materials						
EXEC-013	Certificates of Election	T+ 4 yrs	Deletion/ Disposal	GC §60201 GC §81009(a)(d)	Certificates of elections; original reports and statements	Board Secretary
EXEC-014	Notifications and Publications	E+ 2 yrs	Deletion/ Disposal	GC §60201	Notices, correspondence, and publications	Board Secretary
EXEC-015	Oaths of Office	5 yrs	Deletion/ Disposal	CCR 2 §26	Elected and public officials - Board members	Board Secretary
Legal						
EXEC-016	Attorney Correspondence	CY+ 2 yrs	Deletion/ Shred	GC §60201	CONFIDENTIAL- not for public disclosure (attorney-client privilege)	Board Secretary

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
EXEC-017	Lawsuits/Claims	CL+ 2 yrs	Deletion/ Shred	GC §60201(d)(4)	Cannot destroy records related to any pending claim or litigation or any settlement or other disposition of litigation within the past two years	Board Secretary
EXEC-018	Opinions	S+ 2 yrs	Deletion/ Shred	GC §60201	CONFIDENTIAL- not for public disclosure (attorney-client privilege)	Board Secretary
EXEC-019	Public Notices	2 yrs	Deletion/ Disposal	GC §60201	Legal Notices, Affidavits of Publication, notices of public meetings (other than Board or Committee meetings), CEQA notices, includes legal notices for public hearings, publication or ordinances, RFP's etc.	Board Secretary
Water Rights, Agreements, Transfers and Reports						
EXEC-020	Authorizing Documents	P		GC §60201(d)(1)	Articles of Incorporation, Formation/Reorganization/Change of Organization	Board Secretary
EXEC-021	Water Management Plans	P		GC §60201	IRWMP (Integrated Regional Water Management Plan), UWMP (Urban Water Management Plans) etc.	Water Resources Manager
EXEC-022	Water Rights	P		GC §60201	Documentation of water rights	Board Secretary
EXEC-023	Water Supply & Transfer Agreements	P		GC §60201	Agreements to buy and sell water	Board Secretary
FINANCE						
Accounts Payable (A/P)						
FIN-001	A/P Related Registers	AU+ 7 yrs	Deletion/ Shred	GC §60201(d)(12)	Potentially Confidential. Payable, Receipt, Check, Void, Payable Change, and Refund Check Registers	Finance
FIN-002	EFT & Positive Pay Electronic Bank Files	CY+ 1 yr	Deletion	Dept Preference	Electronic Banking Files for EFT and Positive Pay	Finance

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
FIN-003	Federal and State Tax Records	AU+ 7 yrs	Deletion/ Shred	26 CFR §31.6001-1(e)(2) 29 USC §436	Potentially Confidential. Forms 1096, 1099, DE 542	Finance
FIN-004	Paid Invoices	AU+ 7 yrs	Deletion/ Shred	GC §60201(d)(12)	Potentially Confidential. Supporting documentation includes payment stub, approved/coded invoice, receiving documents, correspondence, coding spreadsheet	Finance
Accounts Receivable (A/R)						
FIN-005	Cash Receipts	AU+ 7 yrs Office (AU+ 1yr) Offsite (6 yrs)	Deletion/ Shred	GC §60201	Cashiering packet (End of Day - EOD) and all supporting documentation	Finance
FIN-006	Non-Utility Billing Invoices	See retention for Journal Entries (FIN-023) and Billings Registers (FIN-001). Invoices are retained as their supporting documentation			Invoices sent for fees owed, related documents, wholesale water quarterly billing, developer projects, cost recovery, unauthorized connection fees and any other non-utility billing - not solely maintained in accounting system	
Audit						
FIN-007	Auditor Communications of Findings & Recommendations	AU+ 7 yrs	Deletion/ Disposal	District Preference	Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards, Communications with Those Charged with Governance, Audit Planning Communication Letter, and Management Letter	Finance

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
FIN-008	Single Audit	AU+ 7 yrs	Deletion/ Disposal	2 CFR §200.512(f)	The reporting package must include the: (1) Financial statements and schedule of expenditures of Federal awards discussed in § 200.510(a) and (b), respectively; (2) Summary schedule of prior audit findings discussed in § 200.511(b); (3) Auditor's report(s) discussed in § 200.515; and (4) Corrective action plan discussed in § 200.511(c), Data Collection Form and related signed statement	Finance
FIN-009	Year End Audit Binder	AU+ 7 yrs	Deletion/ Disposal	Various	Contains reconciliation and supporting documentation for each account with a material year-end balance – balance sheet and income statement accounts	Finance
Debt Administration						
FIN-010	Annual Arbitrage Report	CL+ 10 yrs	Deletion/ Disposal	CCP §337.5 GC §60201(d)(7)	Annual Arbitrage Report	Finance
FIN-011	Bond Transcripts (issuing documents & other relevant records)	CL+ 10 yrs	Deletion/ Disposal	CCP §337.5 26 CFR 1.148 GC §60201(d)(7)	Official bond transcript (installment purchase agreement, bond counsel opinion, continuing disclosure requirement, bond covenant, amortization schedule, etc.), records with respect to use of proceeds, timing of expenditures and investments. (There are specific requirements for disposal of unused bonds) (If debt is refunded, all pertinent records from original debt must be maintained until 3 yrs after maturity of the refunding bonds. Documentation concerning the refunding bonds themselves shall be retained for 10 yrs after final payment.)	Finance or Board Secretary
FIN-012	Continuing Disclosure Annual Report (CDAR)	CL+ 10 yrs	Deletion/ Disposal	CCP §337.5 GC §60201(d)(7)	Continuing Disclosure Annual Report	Finance

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
FIN-013	Financing Agreement for Other Long-Term Indebtedness	CL+ 6 yrs or as defined by financing agreement	Deletion/ Disposal	GC §60201(d)(7)	Loan/financing agreement/SBITA/Lease Agreements (District is leasing property or equipment)	Finance or Board Secretary
Federal & State Funding						
FIN-014	Grants, SRF Loans, FEMA, etc.	AU+ 7 yrs (unless longer retention period required by governing document)	Deletion/ Disposal	GC §8546.7 29 CFR §97.42 2 CFR §200.334 (Requirement is 3 yrs from final expenditure report - District choosing longer retention for simplicity & uniformity)	Records including application, program income receipts, AP Invoices, Project Reports, Payment Check Stubs and EFT Remittances, Loan Draw Applications and Supporting Docs, Loan Draw Cash Receipts, Loan Application & Supporting Docs, Executed Loan Documents, Purchase Orders, Contracts & Change Orders, Bids and Solicitations, Davis Bacon Payroll Reports, Compliance Supporting Docs, DBE - Six Good Faith Efforts, Notices and Legal Ads	Finance
Fixed Assets						
FIN-015	ACWA/JPIA Property Program Schedule of Values	S + 1 yr	Deletion/ Disposal	GC §60201	Schedule of listed property and equipment	Finance
FIN-016	Additions/Deletions Reports	See Year-End Binder (FIN-009)				
FIN-017	Assets Purchased with Federal Money	Disposition+ 3 yrs	Deletion/ Disposal	2 CFR § 200.334	All acquisition and depreciation records	Finance
FIN-018	Depreciation Reports	AU+ 7 yrs	Deletion/ Disposal	GC §60201	Depreciation Reports	Finance
FIN-019	Fixed Asset Listing	See Year-End Binder (FIN-009)		-		

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
General Ledger						
FIN-020	Detailed General Ledger	L+ 7 yrs (Life of accounting system)	Deletion/ Shred	GC §60201	Detailed general ledger within accounting system, and any printed or electronic copies produced for posterity	Finance
FIN-021	Financial Statements	P (via website starting FY 2003-04 - via paper for prior years)		GC §60201(d)(3)	Financial statements, Comprehensive Annual Financial Report (CAFR), Annual Comprehensive Financial Report (ACFR), or other applicable titles for financial statements	Finance
FIN-022	Fiscal Year Budget	P (via website starting FY 2007-08 - via paper for prior years)		GC §60201(d)(3)	Proposed and subsequently adopted Fiscal Year Budget retained permanently via the Board resolution/minutes. This line pertains to the printed and published adopted budget.	Finance
FIN-023	Journal Entries & Manual Project Adjustments	AU+ 7 yrs	Deletion/ Shred	GC §60201	Journal entries, manual project adjustments and supporting documentation	Finance
FIN-024	Monthly Bank Reconciliations and Statements	AU+ 7 yrs	Deletion/ Shred	GC §60201	Bank statements, reconciliation packets, and supporting documentation	Finance
Inventory						
FIN-024	Inventory Records	AU+ 7 yrs Office (AU+1) Offsite (6 yrs)	Deletion/ Disposal	GC §60201	Inventory count sheets, adjustment packets, disbursement registers, Citiworks disbursement reports, and other inventory worksheets and documents	Finance

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
FIN-025	Surplus Property - Auction & Disposal Records	Retained w/Source Transaction documents - see cashiering (FIN-005 Cash Receipts) & asset disposal records (FIN-017 Assets Purchased with Federal Money)	Deletion/ Disposal	-		
FIN-026	Vehicle Ownership and Title	0	Provide to Purchaser	GC §60201	Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents	Documents in the "descriptor" cell would be maintained by different depts. Owner's manual and warranty documents should be maintained within the vehicle, as would the registration. The pink slips are stored in the vault in the Admin Building.

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
Investments						
FIN-027	Investments	AU+ 7 yrs Office (AU+ 2yrs) Offsite (5 yrs)	Deletion/ Disposal	GC §60201 Dept Discretion	Advisor Reports and Statements, Investment Confirmations & Trade Tickets, and Investment Account Statements	Finance
Purchasing						
FIN-028	Form Templates	S	Deletion/ Disposal	GC §60201	Contract templates, vendor information packets, contract routing forms, etc.	Finance Department: contract templates, vendor information packets. Board Secretary for contract routing form.
FIN-029	Purchase Order File for Non-Contract Items	AU+ 7 yrs	Deletion/ Disposal	GC §60201 CCP §337	Quotes, signed PO, and related communications	Finance
FIN-030	Vendor Information Packet	Until no longer active + 7 yrs	Deletion/ Disposal	GC §60201(d)(12)	Completed forms for vendor information form, W-9, and Form 590/587	Finance
Reports						
FIN-031	CalPERS Pension Actuarial Valuation Report	AU+ 7 yrs	Deletion/ Disposal	GC §60201		Finance
FIN-032	Financial Plans and Rate/Fee Studies	S + 10 yrs	Deletion/ Disposal	GC §60201	Wholesale and Retail Financial Plans, Rate Studies, User Fees Studies, Capital Facility Fee Studies.	Finance
FIN-033	OPEB Valuation Report	AU+ 7 yrs	Deletion/ Disposal	GC §60201		Finance
FIN-034	State Controller's Report	AU+ 7 yrs	Deletion/ Disposal	GC §60201	Special District's Financial Transactions Report	Finance

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
HUMAN RESOURCES						
<i>Employee Personnel Files - Regular and Confidential</i>						
HR-001	Pre-Employment Records - Pertaining to Applicants Hired	TE+ 7 yrs	Deletion/ Shred	Title VII , FEHA , ADA , ADEA , GINA , CA Fair Pay Act (LAW: TE+ 4 yrs)	Inquiries about Employment Opportunities, Cover Letter, Resume, Application, References Provided outside of background check process, Offer Letter including copy of job description, background checks (authorization and results), Pre-Employment Physicals.	Human Resources
HR-002	Applicant Identification and Employment Eligibility Documents	TE+ 30 yrs	Deletion/ Shred	8 CFR §274a2(b)(2)(A) (Law: 3 yrs after date of hire or termination + 1 yr, whichever is later)	I-9, copies of identification, E-Verify documents, SSA-89 Social Security, D-34 EDD.	Human Resources
HR-003	Benefit Documents	TE+ 30 yrs	Deletion/ Shred	ERISA - 6 years but not less than 1 year following a plan termination	Enrollment forms, deduction agreements/directives, benefit change forms, Birth/Marriage/Death Certificates, name change documents, CalPERS Reciprocity forms. Any other benefit related forms not specified elsewhere.	Human Resources
HR-004	DMV Pull Program	TE+ 30 yrs	Deletion/ Shred	FMCSA requires employers to retain but does not specify retention duration. Audit occurs every year. Retention period is due to document in confidential file with longest required retention.	DMV Pull Program Participation Acknowledgement and Medical Certificates/DOT physicals	Human Resources

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
HR-005	General Employee Information	TE+ 7 yrs	Deletion/ Shred	Title VII , FEHA , ADA , ADEA , GINA , CA Fair Pay Act (LAW: TE+ 4 yrs)	Personnel Contact Information Form	Human Resources
HR-006	Payroll Related Employee Documents	TE+ 30 yrs	Deletion/ Shred	FLSA CA Unemployment Insurance Code Sec 1085 , 22 CCR §1085-2 (LAW: 4 yrs (it is recommended that ER's keep records related to employee vacation/PTO accrual for the duration of employment plus 4 yrs after termination in the event there is a dispute about unpaid vacation.))	W-4, DE-4, direct deposit enrollment form, voided check for pre-note, cell phone stipend agreement. Wage Garnishment orders, Personnel Action Notices, cash in lieu of health care benefit requests and proof of other health coverage, other compensation documents not otherwise specified	Human Resources
HR-007	Performance Related Documents	TE+ 7 yrs	Deletion/ Shred	LAB §1198.5 , CA Fair Pay Act , Title VII , FEHA , ADA , ADEA , GINA (LAW: duration of employment + 4 yrs)	Performance Evaluations, disciplinary notices and action reports, performance improvement plans, other performance related documents not otherwise specified	Human Resources

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
HR-008	Training Related Documents - if provided for file	TE+ 7 yrs	Deletion/ Shred	LAB §1198.5 , CA Fair Pay Act , Title VII , FEHA , ADA , ADEA , GINA (LAW: TE+ 4 yrs)	Certificates of Achievement, Licenses, etc.	Human Resources and Safety & Regulatory Compliance Coordinator
HR-009	Employee Health Records - Workers Compensation	TE+ 30 yrs	Deletion/ Shred	8 CCR §3204 , LAB §6400 et seq. , 8 CCR §14300 et seq. (LAW: First Aid: duration of employment + 3 yrs. WC Related 5 yrs after the end of the year that the records cover.)	FMLA Leave letters from EE and ER, ADA Accommodation Letters, Physician notes/letters regarding EE health status (restrictions, return to work status, etc.), ER paid fitness for duty evaluation results, DWC-1 Form – Workers’ Compensation Claim Form & Notice of Potential Eligibility, other Workers Compensation related paperwork. First Aid records of job injuries causing loss of work time. See SAFETY for COVID-19 and Chemical Safety and Exposure Records.	Human Resources
HR-010	Employee Health Records - Non-Workplace Health Condition or Injury	TE+ 30 yrs	Deletion/ Shred	8 CCR §3204 , LAB §6400 et seq. , 8 CCR §14300 et seq. (Law: 5 yrs)	FMLA Leave letters from EE and ER, ADA Accommodation Letters, Physician notes/letters regarding EE health status (restrictions, return to work status, etc.), ER paid fitness for duty evaluation results, New hire Fit for Duty exam results, COVID vaccination documents, COVID test results All other COVID-19 documents are in SAFETY section as are Chemical Safety and Exposure Records.	Human Resources
HR-011	Employee Specific Employment Related Contracts/Agreements	TE+ 7 yrs	Deletion/ Shred	FLSA , LAB §226 , LAB §1174 , CA Fair Pay Act (LAW: 3 yrs)	Employment Contract and subsequent amendments, Education Reimbursement Agreement, Flex Time/Work Week MOU's, WTP MOU signature page with reference to effective date of agreement...Board Secretary should have full MOU), CalCard agreements, Cell Phone Stipend Agreement	Human Resources & Board Secretary
HR-012	Accident and Incident Investigations	TE+ 30 yrs	Deletion/ Shred	District Preference	Completed Accident and Incident Investigation forms	Human Resources

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
HR-013	Investigations	TE+ 7 yrs	Deletion/ Shred	2 CCR §11013(c) , Title VII , FEHA , ADA , ADEA , GINA , NLRA , FLSA (All State and Federal laws require retention until final disposition of formal complaint; State requires 2 yrs after action is taken)	Unlawful Employment Practices, Claims, Investigations, and legal proceedings records. May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, discrimination, hostile work environment, etc.	Human Resources & Legal
HR-014	Other General Employment Records	TE+ 30 yrs	Deletion/ Shred	District Preference	Verification of employments forms	Human Resources
HR-015	Employee Termination Related Documents	TE+ 7 yrs, except COBRA Notices TE + 30 yrs	Deletion/ Shred	LAB §1198.5 , CA Fair Pay Act , Title VII , FEHA , ADA , ADEA , GINA (LAW: T+4, except COBRA notices s/b retained for 6 yrs)	Discharge, layoff, transfer and recall records, exit interviews, COBRA notices.	Human Resources
HR-016	Pre-Employment Records - General and those pertaining to applicants not hired	4 yrs (or the duration of any claim or litigations involving hiring practices). Unsolicited applications and related documents need not be kept.	Deletion/ Shred	Title VII , FEHA , ADA , ADEA , GINA , CA Fair Pay Act	Inquiries about Employment Opportunities, Help Wanted Ads and Job Opening Announcements, Job Applications and Resumes received, Interview process documents such as questions, panel notes, ranking sheets, tests given, test answers (all applicants).	Human Resources

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
Other						
HR-017	Drug & Alcohol Program Related Documents w/5-year retention requirement	TE + 30 yrs	Deletion/ Shred	49 CFR Part 382 Subpart D -- Handling of Test Results, Records Retention, and Confidentiality and 49 CFR Part 40 Section 40.33 Subpart P Confidentiality and Release of Information. 1 yr - Records of negative and cancelled drug test results and alcohol test results with a concentration of less than .02 2 yrs - Records related to the alcohol and controlled substances collection process. 3 yrs - Information obtained from previous employers under SS 40.25 concerning drug and alcohol test results of employees. 5 yrs - Everything else listed.	DOT, Random, Post-Accident and Reasonable Suspicion alcohol test results indicating an alcohol concentration of .02 or greater, verified positive drug test results, Records of negative and cancelled drug test results and alcohol test results with a concentration of less than .02. Documentation of refusals to take required alcohol and/or controlled substances tests (including substituted or adulterated drug test results), Driver evaluation and referrals, calibration of evidential breath testing devices documentation. SAP reports and all follow-up tests and schedules for follow-up tests. Information obtained from previous employers under SS 40.25 concerning drug and alcohol test results of employees. Annual calendar year summary of testings. Records related to the collection process.	Human Resources

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
HR-018	Employee/Contractor ID Badges	TE	Deletion/ Shred	GC §60201	Employee ID Badges and ID Photos	Human Resources
HR-019	Job Descriptions	S+ 4 yrs	Deletion/ Disposal	GC §12946	Description of position classification duties and responsibilities.	Human Resources
HR-020	Compensation Schedule	S+ 2 yrs	Deletion/ Disposal	CCR Title 2 §570.5 29 CFR §516.6(2)	Compensation range for each position	Human Resources
HR-021	DMV Pull Program	5 yrs	Deletion/ Shred	Audited every 5 yrs to examine last 2 yrs DOT employee notices	DMV driver action and activity reports, listing of employees in the Class A DOT program.	Human Resources
HR-022	Personnel Manual	S+ 4 yrs	Deletion/ Disposal	GC §60201	General employee information (see Personnel Manual Table of Contents)	Human Resources
HR-023	Expired Labor Poster and Pictures of Posting	AU+ 10 yrs	Deletion/ Disposal	District Preference	One original expired poster and one picture of the poster posted at each building	Human Resources
HR-024	Reports	S+ 2 yrs	Deletion/ Disposal	GC §60201	HR related studies such as compensation studies, benefit reviews, and other misc. reports	Human Resources
Payroll Files						
HR-018	CalPERS Contribution Reports (electronic)	P		Board Policy		Human Resources
HR-019	Payroll Internet Payables Packets	AU+ 7 yrs	Deletion/ Shred	GC §60201(d)(12)	Payable register, payroll internet payment routing form, evidence of payments and supporting documentation, payroll internet payment reconciliation, tax reconciliation reports, and approved detail register payroll summary page(s)	Human Resources

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
HR-020	Payroll Processing Packets	AU+ 7 yrs	Deletion/ Disposal	GC §60201(d)(12)	EFT transfer confirmation, payroll verification checklist, new hire report, employee rate change history report, check register, check stock request e-mail, check stubs, EFT remittance advices, payroll variance review, detail register, payroll distribution register, employee timesheet verification, delegate entry e-mails, STD calculation, FLSA premium pay calculation, WTP Shift Operator payroll calculation, WTP Shift Operator timesheets, Board of Director stipend requests and supporting documentation, payroll time entry register, timesheet employee detail, ESS approval history report, flex review-Monday reports, flex review-Friday reports, FLSA review reports, Vacation Payout Packets and supporting documentation as listed above and applicable, Payroll 3rd Party Sick Packets and supporting documentation as listed above and applicable, Payroll Accrual Leave Verification Packet (checklist, STD calculation, less than 80 calculation, leave accrual register), and Manual Leave Packet and supporting documentation. Final Payout Payroll Packet and supporting documentation.	Human Resources
HR-021	Public Compensation Reports	AU+ 7 yrs	Deletion/ Disposal	GC §60201	Government Compensation in Calif. (State Controller's report), E-4 Census of Governments	Human Resources
HR-022	Quarterly Payroll Tax Filings	AU+ 7 yrs	Deletion/ Shred	GC §60201(d)(12); IRS Reg §31.6001-1(e)(2); 26 CFR §31.6001-1; R&T §19530	Federal 941 and the California DE9 and supporting documentation	Human Resources
HR-023	W-2s and W-3s	AU+ 10 yrs	Deletion/ Shred	GC §60201(d)(12) and IRS	W-2s and W-3s	Human Resources

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
Pre-Employment Records						
HR-024	Job Announcements/Recruitment Brochures	2 yrs	Deletion/ Disposal	GC §60201	Job Announcements/Recruitment Brochures in newspapers, websites, newsletters, etc.	Bryce Consulting
HR-025	Job Applications and Resumes - Hired	See Employee Personnel File			Applications & ethnicity disclosures, resumes, written references, background check results (pre-employment medical exam results - see Employee Medical File)	Human Resources
HR-026	Job Applications and Resumes - Not Hired	4 yrs after record received	Deletion/ Shred	GC §12946	Applications & ethnicity disclosures, resumes, written references, background check results, alternate lists/logs; examination materials; examination answer sheets; interview materials; pre-employment medical exam results	Bryce Consulting
INFORMATION TECHNOLOGY						
Software						
IT-001	Databases	P		GC §60201	Customer Service Database (Customer billing, meter data input, etc.); Financial System Database / ERP Database (System qualifies as a "trusted system"); CMMS Database (Computerized Maintenance Management System - Work Orders / Service Requests / Inspections); SCADA Database (Supervisory Control and Data Acquisition)	Information Technology
IT-002	Inventory, Information Systems	S+ 2 yrs	Deletion/ Shred	GC §60201	Hardware/Software Inventory logs; systems manuals	Information Technology
IT-003	Network Information Systems (LAN/WAN)	CY+ 4 yrs	Deletion/ Shred	GC §60201 CCP §§337.2 CCP §343	Configuration maps and plans	Information Technology

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
IT-004	Program Files and Directories	CY+ 2 yrs (Annual) CM+ 2 mo. (Current Month) CW+ .5 yr (Current Week) CD+ 2 mos. (Current Day)	Deletion/ Shred	GC §60201	Annual backup Daily backup Monthly backup Weekly backup	Information Technology
Website Content						
IT-005	District Website Content	S	Deletion	GC §60201	Content added to the District website	Information Technology
IT-006	Enterprise System Catalogue	S	Deletion	GC §6270.5	Posted to website - the catalog shall disclose a list of the enterprise systems utilized by the agency	Information Technology
OPERATIONS						
Distribution						
OP-001	Corrosion Control - Lead & Copper	CY+ 12 yrs	Deletion/ Disposal	40 CFR §141.91	Compliance documentation	Field Services
OP-002	Cross Connection and Backflow Prevention Program	3 yrs	Deletion/ Shred	17 CCR §7605	Cross Connection and Backflow Prevention Program Documentation supporting program regulations. Including reports of testing and maintenance. Differential Pressure Gauge Calibrations (annual calibration certification for backflow testing equipment)	Field Services and Pumps
OP-003	Discharge Monitoring	CY+ 5 yrs	Deletion/ Shred	40 CFR §122.41	Average amount of pollution discharged into waters of municipality. Reports submitted to the Water Resources Control Board and US Fish & Wildlife Service regarding planned and unplanned drinking water discharges. Includes chlorine, turbidity, and pH info.	Field Services

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
OP-004	Incident Files	5 yrs	Deletion/ Shred	22 CCR §64470(a) 40 CFR §122.41(j)(2) 40 CFR §141.33(b)	Incidents / Unauthorized Discharges: Pipeline Breaks, Spills, Investigations and Corrective Actions, Notice to Comply	Field Services
OP-005	Lead Service Line	P		40 CFR §141.91	Service line inventory	Field Services
OP-006	Meter Operations	L	Deletion	GC §60201	Reader reports, orders, tests, maintenance reports	Field Services and Customer Service
OP-007	National Pollutant Discharge Elimination System NPDES)	5 yrs		40 CFR §122.41(j)(2)	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants	Field Services
OP-008	Permits	1 yr	Deletion	GC §60201	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, etc.	Field Services
OP-009	Water Appurtenance Locations & Maintenance	L		GC §60201	Mains, valves, hydrants, blow-offs, etc.	Engineering
Facilities & Fleet						
OP-010	Aboveground Petroleum Storage Tanks Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	L	Deletion/ Disposal	GC §60201	Applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container	Safety & Regulatory Compliance Coordinator
OP-011	CARB Permits (Portable & Off-Road)	5 yrs	Deletion/ Disposal	40 CFR §70.6	All required monitoring data and support information from the date of the monitoring sample, measurement, report, or application. Support information includes all calibration and maintenance records and all original strip-chart recordings for continuous monitoring instrumentation, and copies of all reports required by the permit	Field Services

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
OP-012	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts Inspections	CY+ 2 yrs	Deletion/ Disposal	GC §60201	Every motor carrier shall maintain the driver vehicle inspection report, the certification of repairs, and the certification of the driver's review for three months from the date the written report was prepared, Log books	Field Services
OP-013	Fueling	AU+ 4 yrs	Deletion/ Disposal	CCP §337	Meter readings, fuel consumption reports, invoices, receipts, and records pertaining to refueling operations	Field Services
OP-014	Maintenance/ Operations	L+ 2 yrs	Deletion/ Disposal	GC §60201	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs; documents pertaining to equipment maintenance and retrofit on on-road heavy duty diesel fueled vehicles owned or operated by public agencies and utilities	Field Services
OP-015	Vehicle Assignment	CY+ 2 yrs	Deletion/ Disposal	GC §60201	Log books, request forms, lists	Field Services
Maintenance & Operations						
OP-016	Equipment History Files	L+ 1 yr	Deletion/ Disposal	GC §60201	Any document related to the equipment	Field Services
OP-017	Generator Logs (Air Quality)	5 yrs	Deletion/ Disposal	SMAQMD Rule 201 §502 Title 17 CCR §93115.10(f)(1) Placer County APD Rule 410, Section 301.1	AQMD Rule 1470; Form 400–E–13a instructions	Field Services and Safety & Regulatory Compliance Coordinator
OP-018	Maintenance & Operations	L+ 2 yrs	Deletion/ Disposal	GC §60201	Includes work orders, inspection, repairs, cleaning, reports, complaints, service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders	Field Services
OP-019	Manuals - O&M	L	Deletion/ Disposal	GC §60201	Operations and Maintenance Manuals	Field Services and Pumps

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
OP-020	Pressure Vessel Permits & Tests: Compressors, Propane, etc.	S	Deletion/ Disposal	CCR Title 8 §461	Permits to operate	Field Services, Treatment and Safety & Regulatory Compliance Coordinator
Security						
OP-021	Security Incident Reports	CY+ 3 yrs	Deletion	GC §60201	Security Activity Reports (SAR) and video monitoring files documenting malevolent acts involving District critical infrastructure and other assets.	Operations
OP-022	Security Plans	S	Deletion	GC §60201	District-wide risk assessments and security/emergency plans	Operations
OP-023	Video Recordings	1 yr	Deletion	GC §53160	Include video recording by a video or electronic imaging system designed to record the regular and ongoing operations of the special district, including building security recording systems	Information Technology
REGULATORY						
State						
REG-001	Correspondence – State Regulatory Agency Compliance	10 yrs	Deletion/ Disposal	GC §60201	Compliance related letters, reports, fax, memos to or from State regulatory agencies including but not limited to SWRCB - DDW, DWR, DSOD	Operations, Customer Service and Water Efficiency
RISK MANAGEMENT						
Insurance						
RM-001	Certificates of Insurance (District Insurance Policies)	S	Deletion/ Disposal	Dept Preference	District's Certificates of Insurance and memorandums of coverage	Finance
RM-002	Claims against the District (Injury, Property, General Liability)	Settlement + 1 yr	Deletion/ Shred	GC §60201(d)(3)	All documents pertaining to claim	Finance

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
SAFETY						
<i>Hazardous Materials</i>						
SAF-001	Chemicals Safety and Exposure Records	TE+ 30 yrs	Deletion/ Shred	CCR §3204(d), et seq.	Includes substance to which employee was exposed plus information related to the methods used to determine the actual exposure; the identity of employees exposed; detailed environmental monitoring records and material safety sheets can be destroyed at an earlier period provided that adequate summary records are maintained. Medical records to be stored separately in confidential and secure location (Laboratory reports and worksheets - T+ 1 yr)	Human Resources
SAF-002	Hazardous Materials Business Plan	S+ 3 yrs	Deletion/ Disposal	GC §25508	Departments consistently recommend permanent retention of environmentally sensitive materials.	Safety & Regulatory Compliance Coordinator
SAF-003	Hazardous Waste Disposal	CL+ 3 yrs	Deletion/ Disposal	40 CFR §262.11	Documentation re handling and disposal of hazardous waste	Safety & Regulatory Compliance Coordinator
SAF-004	OSHA Logs and Records	CY+ 5 yrs	Deletion/ Shred	29 CFR §1904.33 (OSHA) LAB §6429(c)	OSHA Log 200, 300, 300A, 301, etc.; OSHA Inspections & Citations; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years	Safety & Regulatory Compliance Coordinator

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
SAF-005	SDS / MSDS Masters (Safety Data Sheets / Material Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used) Provided by On-line Subscription	T+ 30 yrs	Deletion/ Disposal	CCR §3204(d), et seq.	Provided by on-line service; Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures. EID: MSDS – Documentation of all chemicals being used at each facility. Used for emergency and first responders, and operational purposes. Specifies procedures necessary for handling chemicals safely	Safety & Regulatory Compliance Coordinator
SAF-006	Spill Prevention, Control, and Countermeasures Plan (SPCC)	CY+ 3 yrs	Deletion/ Disposal	40 CFR §112.7(e)	Procedures and methods the District would use to prevent or respond to an unplanned oil discharge. Plans are required for facilities that store more than 1,320 gallons of petroleum product on-site.	Safety & Regulatory Compliance Coordinator
SAF-007	Training Records	TE+ 5 yrs	Deletion/ Shred	29 CFR §1910.1030(h)(2)	Training records shall include the following information: (A) The dates of the training sessions; (B) The contents or a summary of the training sessions; (C) The names and qualifications of persons conducting the training; and (D) The names and job titles of all persons attending the training sessions.	Safety & Regulatory Compliance Coordinator
Reports & Plans						
SAF-008	COVID-19 Recordkeeping	T + 30 yrs	Deletion/ Shred	CCR, Title 8, §§ 3205.1 §3205.2 §3205.3	Appendix A: Investigating COVID-19 Cases will be used to keep a record of and track all COVID-19 Cases. Must be retained for at least two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.	Human Resources and Safety & Regulatory Compliance Coordinator

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
SAF-009	Covid-19 Response Plan	S	Deletion/ Disposal	CCR, Title 8, §§ 3205.1 §3205.2 §3205.3	Written document	Human Resources and Safety & Regulatory Compliance Coordinator
SAF-010	Emergency Action Plans (EAP)	S	Deletion/ Disposal	CCR §3220	Fire/earthquake emergency action plans	Safety & Regulatory Compliance Coordinator
SAF-011	Emergency Response Plans (ERP) - AWIA	S+ 5 yrs	Deletion/ Disposal	42 USC §300i-2	Vulnerability Assessment / Hazard Mitigation Plans	Operations
SAF-012	Emergency Response Plans (ERP) - CalARP	S	Deletion/ Disposal	19 CCR §5120.2	Emergency Response Plan for CalARP	Operations
SAF-013	Injury & Illness Prevention Plan	S	Deletion/ Disposal	8 CCR §3203	Written document	Safety & Regulatory Compliance Coordinator
SAF-014	Safety Permits & Equipment Calibrations	1 yr	Deletion/ Disposal	8 CCR §5157(d)(14)	Confined Space Entries / Hot Work Permits / Lock Out / Tag Out / Energy Control Procedures (ECP) / Air Monitoring Calibrations	Safety & Regulatory Compliance Coordinator
SAF-015	Workplace Violence Prevention Incident Log	5 yrs	Deletion/ Shred	LAB §6401.9	Violence incident log and investigations	Human Resources and Safety & Regulatory Compliance Coordinator
SAF-016	Workplace Violence Prevention Program	S	Deletion/ Disposal	LAB §6401.9	Written document	Human Resources and Safety & Regulatory Compliance Coordinator

Record ID	Record Series	Retention Period	Destruction Method	Legal Authority	Descriptor	Primary Office of Record
WATER SYSTEM						
<i>Inspection Services</i>						
WS-001	Tank Maintenance / Water Storage Tanks / Reservoir Maintenance Reports	10 yrs	Deletion/ Disposal	GC §60201	Includes dive and tank inspection reports, other inspection reports, etc.	Treatment
<i>Treatment</i>						
WS-002	Bacteriological & Turbidity Analysis	CY+ 5 yrs	Deletion/ Shred	40 CFR §141.33	Records of microbiological analyses and turbidity analyses, include location, date, method and results; corrections, analysis of bacterial content	Treatment
WS-003	Chemical Analysis & Quality	CY+ 10 yrs	Deletion/ Shred	40 CFR §141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content, sampling data, reports, surveys, documents, evaluation, schedules, valves, etc.	Treatment
WS-004	Customer Concerns: Odor / Taste / Visual Complaints about Potable Water	CY+ 5 yrs	Deletion/ Shred	22 CCR §64470	5 years is required in State and Federal law for any complaints. Retained in Cityworks Database	Treatment and Field Services
WS-005	Drinking Water Corrections	CY+ 3 yrs	Deletion/ Shred	40 CFR §141.33	Records of action taken by the system to correct violations of primary drinking water regulations	Treatment
WS-006	Incident Files	CY+ 5 yrs	Deletion/ Shred	40 CFR §68.200	Incidents / Unauthorized Discharges - Chlorine	Treatment
WS-007	Logs	CY+ 5 yrs	Deletion/ Shred	GC §60201	Logs, registers, or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility	Treatment
WS-008	Permits	P		GC §60201	Water Quality Permits (DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board, etc.))	Treatment and Operations
WS-009	Surveys, Water System Sanitary	P		22 CCR §64470 (State/Federal requirement is 10 yrs)	Statistics, reports, correspondence, compliance documentation	Treatment

Director Tobin's Report

12/18/2024

ACWA

ACWA Conference was Dec 3-5, 2024 in Palm Springs.

The ACWA Foundation has hired an Executive Director Lisa Mealoy. Her expertise is in workforce development and a track record of financial stability and partnerships to support non-profit organizations.

There are 4 New Trustees

Victoria Johnson, Global Inclusion Officer, HDR

Jesse Snyder, Program Director, Self-Help Enterprises

Hector Martinez, Board Member of FLOW (fellowship latinos of water)

Allison Febbo, GM, Westlands Water Distrist

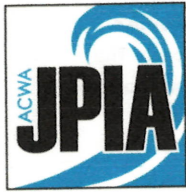
Bette Boatmun –“emerging Leader” award to be awarded to 2 candidates to support their leadership development.

ACWA-JPIA (see attached)

Other Matters:

- ✓● Records Retention & Code of Conduct Ethics
- ✓● Leave the records retention alone until the lawsuit with FOWD & CHWD are concluded
- ✓● SSWD and Citrus Heights copies of their records retentions
- ✓● Diane R. Gladwell, MMC, President, Gladwell Governmental Services, Inc.
<http://gladwellgov.org>
- ✓● Female Legal at Nov 20 meeting failed to provide any direction to the BOD or publics about what rules needed to be followed procedurally. Calling foul.
- ✓● Censure: it is my write to file and FPPC complaint
 - 1st Amendment Rights of freedom of Speech

- ✓○ Election Interference
- ✓○ Non-intentional use of Logo and raised no money for the campaign
- ✓○ Legal counsel failure to provide any direction to the BOD or public about what rules need to be followed procedurally. No due process.
- ✓○ Actions were retaliatory, punitive and goes against the current and proposed code of ethics policy
- ✓● Merger talks - Issues of Lack of Transparency – Merger
 - Consequences of merger the public should be aware of.
 - Governors Meeting – key points and takeaways from that meeting.
 - I would like to set the record straight on what was reported by Director Costa at the Board Meeting last month.
 - Director Costa had said that Governor Newsom was upset with me. I want to provide the context for that event.
 - I was invited to a meeting as part of my role as ACWA President last year. During the event, I spoke about the needs of the ACWA membership. I was candid with the Governor regarding the needs of the citizens of California, and what water agencies need. I had brought up the need to build Sites reservoir, move the Voluntary Agreements forward, and other critical infrastructure needs.
 - This occurred during at the same time when the Governor was becoming more engaged with water issues. Of course, the Governor did feel that I was pressing him, and he was taken a little by surprise. My intent was to be honest and candid about the needs of the ACWA community. That was my job as president of ACWA.
 - At a subsequent meeting with the ACWA leadership, the Governor discussed plans more. I was not able to attend that meeting, but the Governor indicated that the ACWA President will be happy with my proposals. In fact, he had asked where I was. It had been reported to me that it appeared that he wanted me to know what he was doing on ACWA's behalf, and for California Water.
 - I just want my fellow board members to know, as well as my constituents, that I am working hard to make sure they can count on a reliable water supply. I take that responsibility very seriously.



[ABOUT US](#)
[BENEFITS](#)
[REPORT A CLAIM](#)
[SERVICES](#)
[PROGRAMS](#)
[RISK CONTROL](#)
[TRAINING](#)
[NEWS](#)
[PODCASTS](#)
[CONNECT](#)

Q

ACWA JPIA
MEMBERSHIP SUMMIT
 December 2 - 3, 2024
 PALM DESERT, CA

Highlights of the 2024 Fall ACWA JPIA Membership Summit

The 2024 ACWA JPIA Membership Summit was held on December 2-3 at the J.W. Marriott Desert Springs Resort & Spa in Palm Desert, CA. This year's summit marked the tenth anniversary of the [JPIA Commitment to Excellence \(C2E\) Program](#), celebrating JPIA's ongoing dedication to supporting its members and driving shared industry goals with water professionals across California. Throughout the two-day summit, attendees engaged in networking and educational sessions tackling the evolving challenges facing the California water industry and risk pools.

After a welcome by ACWA JPIA Board President Melody McDonald, the California Water Insurance Fund (CWIF) committee meeting featured PFM Asset Management who provided a Market & Investment Program Update. Next, ACWA JPIA Chief Executive Officer (CEO) Adrienne Beatty presented the [Measures That Matter](#) initiative showcasing new value statements written collaboratively by the Executive Team, JPIA management, and input from member agencies, highlighting renewed ACWA JPIA priorities such as rate stability, equitable pricing, and enhanced member support.

The new format of interactive educational programming shifted slightly this fall to feature the ACWA JPIA management team and member experiences. The first session was ["Ask JPIA Anything,"](#) where members had the chance to interact with JPIA managers on topics like [coverage](#), [claims processes](#), and [employee benefits](#) using the new Meeting Pulse platform for audience Q&A. This session featured key ACWA JPIA staff and was moderated by Adrienne Beatty, CEO. Panelists included:

- Jennifer Jobe, Director of Pooled Programs
- Erin Bowles, Workers' Compensation Claims Manager
- Adam Dedmon, Employee Benefits Manager
- Tony Waterford, HR Manager
- Kayla Villa, Litigation Manager

- Sarah Crawford, Member Education Manager
- Robin Flint, Risk Control Manager

Monday's activities also included a live recording of the **JPIA FIVE** podcast during a networking lunch, hosted by ACWA JPIA's General Counsel Robert Greenfield interviewing Elisa Sabatini, the recently hired ACWA JPIA Director of Member Outreach. The podcast episode, which will be released on podcast streaming platforms next month, shared insights on JPIA's continued efforts to connect with and serve its members.

Tuesday's programming kicked off with a packed room for the 🗣️ **"Anatomy of a Claim"** educational session, moderated by Robert Greenfield. ACWA JPIA Managers and panelists Kayla Villa, Robin Flint, and Dan Steele walked attendees through the entire claims process, offering detailed insights on roles, responsibilities, and strategies for effective claims management.

In the 🖥️ **"Cyber Chronicles"** educational session, moderated by Jennifer Jobe, panelists Tom Coleman, General Manager at Rowland Water District; Alex Anderson, IT Manager at Rincon del Diablo Municipal Water District; and Dan Steele, Finance Manager at ACWA JPIA shared real-world cyber security experiences and offered practical advice on fortifying organizations against digital threats.

The membership summit also featured the **Vote for the Goat** campaign, an engaging initiative where attendees voted to name JPIA's new mascot. Live voting was available both at the Summit and during the adjacent ACWA Conference at JPIA's expo hall booth, adding a fun, interactive element. The winning name of the goat mascot will be announced in 2025.

The summit concluded with a reception for past and future graduates of JPIA's **Leadership Essentials for the Water Industry Program**, inspiring and connecting the next generation of water leaders.

Overall, the 2024 ACWA JPIA Membership Summit underscored the organization's ongoing commitment to providing exceptional service, rate stability, and comprehensive coverage for its members. A heartfelt *thank you* goes out to all attendees for their participation and to all ACWA JPIA staff for their tireless efforts to make this summit a meaningful and impactful event.

For a Photo Album of the event, visit: <https://www.acwajpia.com/2024-fall-membership-summit-photo-album/>

For questions about the bi-annual Membership Summit or future events, please contact: communications@acwajpia.com

Share This Story, Choose Your Platform!



Follow @ACWAJPIA

MAILING ADDRESS	MAIN PHONE
P.O. BOX 619082	(916) 786-5742
ROSEVILLE, CA 95661-9082	

©ACWA JPIA - IMPORTANT NOTICE – PRIVACY

