



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

**June 26, 2024
6:00 p.m.**

This Board meeting will be conducted both in-person at the District's Boardroom at the address above and via videoconference. When all Board members are in the Boardroom, the District's Board meetings are not required to be broadcast via videoconference and are done so as a convenience to the public; furthermore, if the transmission goes down, for any reason, the meeting will continue in person as scheduled. Members of the public may participate in Board meetings via videoconference per the instructions below.

To attend via videoconference, please use the following link:

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

<https://meet.goto.com/245724141>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 245-724-141

Please mute your line.

Whether attending via videoconference or in person, the public is invited to listen, observe, and provide comments during the meeting. The Board President will call for public comment on each agenda item at the appropriate time – at that time, please unmute your line in order to speak.

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

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

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

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

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

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

I. ROLL CALL

II. PUBLIC FORUM AND COMMENTS

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

III. CONSENT CALENDAR

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

1. Minutes of the Board of Directors Meeting, May 22, 2024 (W & R)
Recommendation: **Approve draft minutes**
2. Federal Advocacy Contract and MOA Amendments (W & R)
Recommendation: **(1) Authorize the General Manager to sign proposed Amendment No. 8 to the District's General Services Agreement (Agreement) with The Ferguson Group (TFG) effective July 1, 2024**
(2) Authorize the General Manager to sign the proposed 7th Amendment to the MOA with the City of Folsom (City) whereby the City will reimburse the District for the City's share of the costs of the proposed amended Agreement, effective July 1, 2024
(3) Authorize the General Manager to sign the proposed 3rd Amendment to the MOA with Carmichael Water District (CWD) whereby CWD will reimburse the District for CWD's share of the costs of the proposed amended Agreement, effective July 1, 2024
3. Public Outreach Contract (W & R)
Recommendation: **Approve entering into a Professional Services Agreement with Prosio Communications for Communications and Marketing Support and Graphic Design Services for FY 2024-25**
4. Water Forum Agreement (W & R)
Recommendation: **Authorize the General Manager to sign an Interagency Cost-Sharing Agreement for Water Forum FY 2024-25 Expenses for Update of the Water Forum Agreement**
5. Proposed Update to District Procurement Policy and Approval of Invoices/Purchase Orders in excess of \$50,000 (W & R)
Recommendation: **Approve a proposed amendment to the Procurement Policy to increase the General Manager's purchasing limit, exclude certain expenses from the procurement policy, add language allowing the use of other governmental procurement contracts and approve specific invoices/purchase orders paid/issued in Fiscal Year 2023-24 in excess of the purchasing authority in the current Procurement Policy**
6. Annual Paving Services Contract Amendment No. 1 (R)
Recommendation: **Authorize the Field Services Manager to sign Amendment #1, 1st year renewal to the professional services contract with Sierra National Asphalt for paving services for FY 2024-25**

7. Residential Meter Replacement Plan – Meter Purchase FY 2024-25 (R)
Recommendation: *Authorize the purchase of residential meters from Badger Meter, Inc.*
8. Residential Meter Replacement Plan – Endpoint Purchase FY 2024-25 (R)
Recommendation: *Authorize the purchase of residential meter endpoints from Aqua Metric Sales Company*
9. Air Release Valve Replacement Program Planning and Design Services for FY 2024-25 (R)
Recommendation: *Authorize the Director of Engineering Services to sign Amendment No. 2 with Bennett Engineering Services, Inc. to provide planning and design services for the Air Release Valve Replacement Program for FY 2024-25*
10. WTP Filter Backwash Hood Facilities Rehabilitation Project – Electrical Equipment Pre-purchase (W)
Recommendation: *Authorize the Director of Engineering Services to approve a purchase agreement with Primex Controls to furnish electrical Motor Control Panels and Variable Frequency Drives for the Water Treatment Plant Filter Backwash Hood Facilities Rehabilitation Project*
11. Lime Silo Recoating Project – Construction Contract (W)
Recommendation: *Authorize the Director of Engineering Services to approve a construction contract with River City Painting, Inc.*
12. “On-Call” Installation Services, FY 2024-2025 (W & R)
Recommendation: *Authorize the Field Services Manager to sign the Annual Installation Services Contract for FY 2024-25 with Flowline Contractors Inc.*
13. Solar Field Monitoring and Maintenance Contract (W & R)
Recommendation: *Authorize the Director of Operations to enter into a 5-year service contract for monitoring, operation, and maintenance of the District’s Solar Field to Northstar Energy Management, LLC dba Novasource Power Services*

IV. PUBLIC HEARING

1. FY 2024-25 Wholesale and Retail Budget (W & R)
Conduct public hearing on the District’s FY 2024-25 Wholesale and Retail Budget
Action: *Consider motion to adopt Resolution No. 24-05 adopting the FY 2024-2025 Budget*
2. FY 2024-25 Liens for Delinquent Charges (R)
Conduct public hearing to hear and consider any objections or protests to the delinquent charges report (Exhibit A)
Action: *Consider motion to adopt Resolution No. 24-06 and Resolution No. 24-07 approving and confirming the Report of Delinquent Water Charges and requesting Sacramento County and Placer County place such charges on the respective tax roll*

V. OLD BUSINESS

1. Reduction in Take or Pay with Placer County Water Agency (W & R)
Discussion
2. Conjunctive Use and Groundwater Banking Activities Update (W & R)
Discussion
3. 2024 Hydrology and Operations Update (W & R)
Discussion

VI. NEW BUSINESS

1. Introduction of Ordinance No. 24-02 Amending Ordinances 9000, 10000, 11000, 13000, 14000, 17000 and 18000 (W & R)
Action: Introduce and waive the first reading of Ordinance No. 24-02 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinances 9000, 10000, 11000, 13000, 14000, 17000 and 18000

VII. INFORMATION ITEMS

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

VIII. DIRECTORS' REPORTS

1. Sacramento Groundwater Authority (SGA) – T. Costa
2. Regional Water Authority (RWA) – D. Rich
3. Association of California Water Agencies (ACWA)
 - 3.1 ACWA – P. Tobin
 - 3.2 Joint Powers Insurance Authority (JPIA) – P. Tobin
4. Central Valley Project (CVP) Water Association – T. Costa
5. Other Reports, Correspondence, Comments, Ideas and Suggestions

IX. COMMITTEE MEETINGS

1. Public Information Committee – June 11, 2024
<https://www.sjwd.org/2024-06-11-committees-meeting-public-information>
2. Legal Affairs Committee – June 13, 2024
<https://www.sjwd.org/2024-06-13-committees-meeting-legal-affairs>

3. Finance Committee – June 18, 2024
<https://www.sjwd.org/2024-06-18-committees-meeting-finance>
4. Engineering Committee – June 24, 2024
<https://www.sjwd.org/2024-06-24-committees-meeting-engineering>

X. UPCOMING EVENTS

1. 2024 ACWA Fall Conference
December 3-5, 2024
Palm Desert, CA

President Zamorano to call for Closed Session

XI. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Section 54956.9)
Citrus Heights Water District, et al. vs. San Juan Water District, Case Number:
24WM000064, Sacramento County Superior Court
2. 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

1. Report from Closed Session

XIII. ADJOURN

UPCOMING MEETING DATES

July 17, 2024
August 21, 2024

I declare under penalty of perjury that the foregoing agenda for the June 26, 2024, regular meeting of the Board of Directors of San Juan Water District was posted by June 21, 2024, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public. The agenda and the board packet is also posted on the District's website at sjwd.org.

Teri Grant, Board Secretary

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes

May 22, 2024 – 6:00 p.m.

BOARD OF DIRECTORS

Manuel Zamorano	President
Ted Costa	Vice President
Ken Miller	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
Devon Barrett	Customer Service Manager
Adam Larsen	Field Services Manager
Greg Turner	Water Treatment Manager
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Ryan Jones	General Counsel

OTHER ATTENDEES

Roger Canfield	
Habib Isaac	
HI	
Matt J.	
P. Krantz	
Nick Spiers	
Ray Riehle	Citrus Heights Water District
Kyler Rayden	Citrus Heights Water District Legal Counsel
Nixon Crosby & Family	Poster Contest Winner
Nikki Sekhon & Family	Poster Contest Winner
Adrienne Shelley & Family	Poster Contest Winner
Jiya Singh & Family	Poster Contest Winner
Craig Locke	Sacramento Suburban Water District
Mike Spencer	SJWD Employee
Mark Hargrove	SJWD Employee

AGENDA ITEMS

- I. Roll Call**
- II. Presentation**
- III. Public Forum and Comments**
- IV. Consent Calendar**
- V. Old Business**

- VI. **New Business**
- VII. **Budget Workshop**
- VIII. **Information Items**
- IX. **Directors' Reports**
- X. **Committee Meetings**
- XI. **Upcoming Events**
- XII. **Closed Session**
- XIII. **Open Session**
- XIV. **Adjourn**

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

I. ROLL CALL

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

II. PRESENTATION

President Zamorano and Mr. Devon Barrett presented the Poster Contest awards to student winners in attendance, Nikki Sekhon, Nixon Crosby, Jiya Singh, and Adrienne Shelley. The Poster Contest winners for SJWD are as follows:

Grand Prize:	Nikki Sekhon – Ms. Renfand's 5 th grade class
1st Place:	Nixon Crosby – Mrs. Redmond's 6 th grade class
2nd Place:	Jiya Singh – Ms. Renfand's 5 th grade class
3rd Place:	Adrienne Shelley – Ms. Whitlow's 5 th grade class

III. PUBLIC FORUM

There were no public comments.

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 Special Meeting, April 24, 2024 (W & R)**
Recommendation: Approve draft minutes
- 2. Minutes of the Board of Directors Meeting, April 24, 2024 (W & R)**
Recommendation: Approve draft minutes
- 3. Treasurer's Report – Quarter Ending March 31, 2024 (W & R)**
Recommendation: Receive and file

4. “On-call” Geotechnical and Material Testing Services (W & R)

Recommendation: To authorize and approve Amendment No. 2 with Youngdahl Consulting Group, Inc. for “on-call” geotechnical and material testing services

5. Hinkle Reservoir Liner and Cover Replacement Project (W)

Recommendation: To authorize and approve a contract amendment with HDR Engineering, Inc. for the Hinkle Reservoir Liner and Cover Replacement Project

6. Douglas Blvd and Auburn Folsom Road Pipeline Replacement Project (R)

Recommendation: To authorize and approve the award of a construction contract to apparent lowest responsive and responsible bidder for the Douglas Blvd and Auburn Folsom Road Pipeline Replacement Project

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

V. OLD BUSINESS

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

GM Helliker reported that after he and Mr. Zlotnick met with Sacramento Suburban Water District (SSWD), SSWD asked for the financial consultant to develop recommendations on the three alternatives – to buy into a well(s), buy capacity in the system and pay for water as needed, or buy water directly. He explained that once the financial information is received, Greg Zlotnick and he will have further discussions with SSWD. In addition, he reported that Orange Vale Water Company is still in the process of getting their project completed of adding the treatment system to their well, and may be interested in a partnership with a future well.

GM Helliker reported that the water bank program committee meeting was held last week where they decided to keep the water transfer language in the CEQA documents. He informed the Board that the District’s attorney is following up with RWA’s attorney to inform them of the language that the District would need in the document to protect the District from any adverse consequences for future water transfers that the District may conduct. In addition, the committee approved a leave-behind requirement and agreed that this would only apply to water that is banked and used for transfers out of the basin or to another subbasin within the Sacramento region. The committee still needs to decide when the accounting should be conducted.

GM Helliker informed the Board that Jim Peifer, RWA Executive Director, stated at that meeting that San Juan caused an extra \$200,000 in expenses due to the District’s comments and participation. GM Helliker reported that the District and others provide comments as needed and Mr. Peifer’s attack on the District was

completely unprofessional, unwarranted and erroneous, which he told Mr. Peifer and the rest of the committee at the meeting.

2. 2024 Hydrology and Operations Update (W & R)

GM Helliker reviewed data which included the current reservoir storage levels across the state, data on releases, temperature and precipitation outlooks, and storage levels and projections at Folsom Reservoir. In response to Director Rich's question, Mr. Greg Turner informed the Board that staff is not too concerned about algae this year since there is a lot of water and flow in the reservoir.

VI. NEW BUSINESS

1. Calling for General District Election on November 5, 2024 (W & R)

President Zamorano informed the Board that a resolution is needed for the 2024 election. The Board Secretary informed the Board that the resolution contains a limit of 200 words in the Candidate Statement with the candidate paying for the Candidate Statement. The candidate filing opens July 15, 2024, and closes August 9, 2024, for Divisions 2 and 4.

President Zamorano moved to approve Resolution No. 24-02 Calling for General District Election (Sacramento County) and Resolution No. 24-03 Notice of Governing Board Member Election (Placer County). Director Tobin seconded the motion and it carried unanimously.

2. Potential Combination with SSWD (W & R)

GM Helliker reviewed a written staff report which was included in the Board packet. He reported that Sacramento Suburban Water District (SSWD) sent a letter to San Juan, inquiring about the District's interest in conducting further discussions with them about potential combination of SSWD and San Juan. He stated that staff recommends that the Board agree to such further discussions and request that a joint meeting of the two Boards of Directors be convened in the near future to define the scope and schedule of such discussions. He explained that should the Board decide to move forward after the joint board meeting, then the next step would be to conduct a business case analysis, which would serve as the basis for a resolution to LAFCo to initiate the formal combination process.

Vice President Costa would like to answer the letter and provide three dates that work for the Board to meet with SSWD and accomplish this in a timely manner. Director Miller inquired what the goal of the meeting would be, projected costs of a study, length of time needed to complete, financial implications, impact to ratepayers, and why another agency bowed out of consolidating with SSWD a couple of months ago. Director Tobin agreed and pointed out that the consultant should address all those concerns. GM Helliker explained that the Board voted to move to this next phase in 2015 and proceed with the analysis that Director Tobin just mentioned. GM Helliker pointed out that the next step is not to merge but to analyze the pros and cons of a merger via a business case analysis.

The Board discussed the topic and provided the following dates to hold a joint board meeting at SSWD at 6:00 pm: June 4, June 5 or June 25.

3. Reduction in Take or Pay with Placer County Water Agency (W & R)

GM Helliker reviewed a written staff report which was included in the Board packet. He explained the history of the contract with Placer County Water Agency (PCWA) and the fact that the District does not use the full amount of water that the District is paying for in the take or pay element of the contract. Therefore, staff is proposing that the take or pay amount be reduced to 10,000 acre-feet, which would save the District up to \$75,000 per year.

The Board discussed the proposal and voiced concern with reducing the District's water supply. They requested to postpone discussion of this topic until the June Board meeting.

4. Change in Board Meeting Day of the Month (W & R)

GM Helliker reported that Legal Counsel's schedule has changed and requires him to attend a city council meeting on the 4th Wednesday of each month starting in July.

Director Rich moved to adopt Resolution No. 24-04 Changing the Date for its Regular Meetings and Approving a Conforming Amendment to the Board Rules. Director Miller seconded the motion and it carried unanimously.

VII. BUDGET WORKSHOP

1. Review FY 2024-25 Proposed Wholesale and Retail Budget (W & R)

Ms. Silva conducted a presentation on the FY 2024-25 Proposed Wholesale and Retail Budget. A copy of the presentation will be attached to the meeting minutes.

Ms. Silva reviewed the budgets for the four District funds – Wholesale Operations, Wholesale Capital, Retail Operations, and Retail Capital. She explained that the District, as a whole, has \$53.1 million budgeted in revenue and \$55.2 million in expenses, and should be ending the year with \$44.4 million in available reserves.

Ms. Silva reviewed the projected wholesale and retail water deliveries and water sales revenue. She explained that the revenue from water sales to SSWD puts downward pressure on wholesale rates and had it not been for the sale of water to SSWD since 2017, the wholesale rates would be 16% higher today. In addition, she reviewed the projected property tax revenue, the projected debt issuance, and the budgeted expenditures for Salaries and Benefits, Wholesale Water Supply Costs, and Capital Spending.

Ms. Silva reviewed the District's Labor Allocation Schedule and informed the Board that there is no significant change in staffing levels and there is no change in the allocation between wholesale and retail. She explained that the Salaries budget is based on the Board policy to utilize the CalPERS matrix for each employee.

Ms. Silva reviewed the Water Supply Costs and explained that the cost has increased due to the purchase of CVP water to create historical use, thus preserving our access to this water in drought years, and due to a contract for environmental documentation for the new long term Warrant Act contract.

Ms. Silva explained that the draft Operations Plan is included in the budget and is updated each year based on the Strategic Plan. In addition, she mentioned that the Quarterly Report Card, which shows the District's performance measures, is driven by the Operations Plan and will be included in the annual budget.

Ms. Silva reviewed the Wholesale Operating Fund budget which shows revenues of \$11.7 million and expenses of \$11.5 million. She explained some of the increased costs for certain items. In addition, she explained that the Wholesale Operating fund is getting a transfer in from its capital fund which is needed to establish a debt service reserve and to bring the operating reserve to 20% of operating expenses per the reserve policy, and that this was anticipated in the wholesale financial plan.

Ms. Silva reviewed the Retail Operating Fund budget which shows revenues of \$18.2 million and expenses of \$15.5 million. She explained some of the increased costs for certain items. In addition, she explained that the Retail Operating fund is doing a transfer out to its capital fund.

Ms. Silva reviewed the budget for the wholesale and retail capital outlay funds. She pointed out that there are several pages in the budget document which contain the wholesale and retail projects in detail that are in the budget for FY 2024-25.

Ms. Silva informed the Board that she will modify the budget based on any feedback that she receives from this workshop. She informed the Board that the public hearing on the budget is scheduled for June 26th and she will highlight the changes that were made, then the Board will consider adoption of the budget at that time.

VIII. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

GM Helliker provided the Board with a written report for April which was included in the Board packet.

1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported that the State Water Board released the third revision of the water conservation regulations on Monday. He explained that there were some small changes to the regulations with regard to mandated reductions by 2040. He will be meeting with five other general managers and a State Water Board member on Friday and then with another State Water Board member next Wednesday. He informed the Board that

comments are due on June 4th. The State Water Board plans to complete the rulemaking by August of this year.

GM Helliker reported that there was a three-day workshop in April on the Voluntary Agreement now known as Healthy Rivers and Landscapes Program. He also reported that there was a third Public Records Act request from Citrus Heights Water District that was responded to which requested information regarding the statements that were made regarding the District having the lowest wholesale rates in the state. He informed the Board that he sent them the document that was responsive to their request. In addition, there are a few more documents to submit on the other two PRA requests from CHWD on the wholesale rates.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

No report.

3. DIRECTOR OF OPERATIONS' REPORT

3.1 Miscellaneous District Issues and Correspondence

No report.

4. DIRECTOR OF ENGINEERING SERVICES' REPORT

4.1 Miscellaneous District Issues and Correspondence

No report.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

No report.

IX. DIRECTORS' REPORTS

1. SACRAMENTO GROUNDWATER AUTHORITY (SGA)

Vice President Costa reported that SGA cancelled their next meeting.

2. REGIONAL WATER AUTHORITY (RWA)

Director Rich reported that RWA adopted a 5% membership fee increase for next year and a 7% increase for the following year.

3. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

3.1 ACWA - Pam Tobin

Director Tobin provided a written report which was added to the Board packet. She reviewed some details of the ACWA Federal Affairs Committee meeting, reported that the ACWA Leadership Award was presented to

PCWA General Manager Andy Fecko, and announced some upcoming events.

3.2 Joint Powers Insurance Authority (JPIA) - Pam Tobin
No report.

4. CVP WATER USERS ASSOCIATION
No report.

5. OTHER REPORTS, CORRESPONDENCE, COMMENTS, IDEAS AND SUGGESTIONS
There were no other matters discussed.

X. COMMITTEE MEETINGS

1. Finance Committee – May 14, 2024

The committee meeting minutes were included in the Board packet.

2. Engineering Committee – May 15, 2024

The committee meeting minutes were included in the Board packet.

3. Public Information Committee – May 20, 2024

The committee meeting minutes were included in the Board packet.

XI. UPCOMING EVENTS

1. 2024 ACWA Fall Conference

December 3-5, 2024
Palm Desert, CA

At 8:10 p.m., President Zamorano announced that the Board was adjourning to Closed Session and called for public comment. There was no public comment.

XII. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Section 54956.9)

Citrus Heights Water District, et al. vs. San Juan Water District, Case Number: 24WM000064, Sacramento County Superior Court

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

XIII. OPEN SESSION

There was no reportable action.

XIV. ADJOURN

The meeting was adjourned at 8:18 p.m.

MANUEL ZAMORANO, President
Board of Directors
San Juan Water District

ATTEST: _____
TERI GRANT, Board Secretary

STAFF REPORT

To: Board of Directors

From: Paul Helliker, General Manager

Date: June 26, 2024

Subject: Extension of Federal Lobbying Services with The Ferguson Group and conforming Amendments to MOAs for Reimbursement with the City of Folsom (City) and the Carmichael Water District (CWD)

RECOMMENDED ACTIONS

(1) Authorize the General Manager to sign Amendment No. 8 to the District's General Services Agreement (Agreement) with The Ferguson Group (TFG) effective July 1, 2024 (attached).

(2) Authorize the General Manager to sign the proposed 7th Amendment to the MOA with the City whereby the City will reimburse the District for the City's share of the costs of the proposed amended Agreement, effective July 1, 2024 (attached).

(3) Authorize the General Manager to sign the proposed 3rd Amendment to the MOA with CWD whereby CWD will reimburse the District for CWD's share of the costs of the proposed amended Agreement, effective July 1, 2024 (attached).

BACKGROUND

By this proposed Amendment No. 8 to the District's General Services Agreement with The Ferguson Group (TFG), the District will continue its relationship with TFG for Federal advocacy at the same retainer as last year of \$6,000/month (inclusive of expenses).

Approval of the 7th Amendment to the MOA with the City will result in the continuing reimbursement by the City to the District of 50% of that retainer, i.e. \$3,000/month, after its expected reciprocal approval at an upcoming City Council meeting.

Approval of the 3rd Amendment to the MOA with the CWD will result in the reimbursement by CWD to the District of its TFG retainer fee that was previously incorporated into the District's agreement with TFG when the CWD provides its expected reciprocal approval.

**AMENDMENT NO. 8 TO THE
SAN JUAN WATER DISTRICT GENERAL SERVICES
AGREEMENT WITH THE FERGUSON GROUP**

This Amendment No. 8 to that certain Agreement, effective as of September 1, 2018, between San Juan Water District ("District") and The Ferguson Group ("Vendor") concerning the performance of services for federal advocacy and associated activities is made effective as of July 1, 2024.

RECITALS:

- A. Effective September 1, 2018, District and Vendor entered into an agreement for federal advocacy services and associated activities in a San Juan Water District General Services Agreement and an included "Scope of Work and Business Services ("Agreement" - attached);
- B. District desires to extend the services provided by Vendor to the District and its partners City of Folsom and Carmichael Water District with total not to exceed retainer fees provided through June 30, 2025 of \$81,000.00, at \$6,750.00 per month;
- C. Vendor is willing to perform the services; and
- D. The parties desire to amend the Agreement on the terms and conditions set forth below.

AGREEMENT:

1. **Description of Extended Work.**

The work undertaken will be performed in accordance with the attached original Agreement and its included "Scope of Work and Business Services".

2. **Compensation.**

The total not to exceed amount of compensation pursuant to the Agreement for services through June 2025 shall not exceed \$81,000.00. All fees are inclusive of all expenses, including travel, telephone, and regular business costs, accrued by the Vendor during the period of the extension.

3. **Term of Agreement.**

This Amendment shall be considered effective as of July 1, 2024. The Agreement, together with this Amendment No. 8, shall expire on June 30, 2025, unless extended by further co-signed written amendment or terminated earlier pursuant to Section 3(b) of the Agreement. It is the intent of the District and Vendor that the Agreement continue in force and effect beyond the

expiration date above even if an extension has not yet been formalized by that date and no notice of desire to terminate has been given and received by the parties.

4. **Effect on Agreement.**

Except as specifically provided herein, the Agreement and its included “Scope of Work and Business Services”, and each of their terms and conditions, shall remain in full force and effect, are incorporated herein by this reference, and apply to the work described in Section 1 hereof.

SAN JUAN WATER DISTRICT

By: _____

Paul Helliker
General Manager

Date: _____

THE FERGUSON GROUP, LLC

By: _____

W. Roger Gwinn
Chief Executive Officer

Date: _____

**AMENDMENT No. 7 TO THE MEMORANDUM OF AGREEMENT
REGARDING SHARING OF COSTS FOR LEGISLATIVE ADVOCACY SERVICES
BETWEEN THE SAN JUAN WATER DISTRICT AND THE CITY OF FOLSOM**

This is Amendment No. 7 to the Memorandum of Agreement Regarding Sharing of Costs for Legislative Advocacy Services (“MOA”) made between the San Juan Water District (“District”) and the City of Folsom (“Party”) as of July 1, 2023. The District and the City of Folsom are hereinafter collectively referred to as the “Parties.”

RECITALS

WHEREAS, the Parties entered into the MOA dated September 1, 2018, for the cost sharing of federal legislative advocacy services, by The Ferguson Group.

WHEREAS, this amendment will extend the amended MOA to and through June 30, 2025, at the not to exceed expenditure of \$72,000 (inclusive of regular business expenses).

NOW, THEREFORE, the Parties hereto agree as follows:

AGREEMENT

1. Section 3 of the MOA is amended to read that it “shall remain in full force and effect through June 30, 2025,” instead of June 30, 2019, while retaining all other language in the Section.
2. The previously amended Section 4 of the MOA is amended again, retaining all language except the following, to read:
 4. Ceiling Price: In no event shall the total cost of lobbying and support services procured pursuant to this MOA over the fiscal year beginning July 1, 2024 and ending June 30, 2025, exceed seventy-two thousand dollars to be paid by the Parties....”
3. All other terms and conditions in the MOA shall remain in full force and effect to the extent they are not in conflict with this Amendment.
4. The signatures of the Parties to this Amendment may be executed and acknowledged on separate pages or in counterparts which, when attached to this Amendment, shall constitute one complete Amendment.

IN WITNESS WHEREOF, the Parties execute this Amendment, effective as of July 1, 2024.

SAN JUAN WATER DISTRICT
A Community Services District

CITY OF FOLSOM
a Municipal Corporation

BY: _____
Paul Helliker, General Manager

BY: _____
Elaine Andersen, City Manager

Funding Available:

BY: _____
Stacey Tamagni, Finance Director

ORIGINAL APPROVED AS TO CONTENT:

BY: _____
Marcus Yasutake, Environmental &
Water Resources Director

ORIGINAL APPROVED AS TO FORM:

BY: _____
Steven Wang, City Attorney

ATTEST:

BY: _____
Christa Freemantle, City Clerk

**AMENDMENT No. 3 TO THE MEMORANDUM OF AGREEMENT
FOR REIMBURSEMENT OF PAYMENTS FOR
FEDERAL LEGISLATIVE ADVOCACY SERVICES
BETWEEN SAN JUAN WATER DISTRICT AND CARMICHAEL WATER DISTRICT**

This is Amendment No. 3 to the Memorandum of Agreement for Reimbursement of Payments for Federal Legislative Advocacy Services (“MOA”) that was made between the San Juan Water District (“District”) and the Carmichael Water District (“CWD”) as of September 1, 2021. The District and the CWD are hereinafter collectively referred to as the “Parties.”

RECITALS

WHEREAS, the Parties entered into the MOA dated September 1, 2021, for the cost sharing of federal legislative advocacy services, by The Ferguson Group.

WHEREAS, this amendment will extend the amended MOA to and through June 30, 2025, at the not to exceed expenditure of \$9,000 (inclusive of regular business expenses), at \$750 per month.

NOW, THEREFORE, the Parties hereto agree as follows:

AGREEMENT

1. Section 3 of the MOA is amended to read that it “shall remain in full force and effect through June 30, 2025,” instead of June 30, 2023, while retaining all other language in the Section.
2. All other terms and conditions in the MOA shall remain in full force and effect to the extent they are not in conflict with this Amendment.
3. The signatures of the Parties to this Amendment may be executed and acknowledged on separate pages or in counterparts which, when attached to this Amendment, shall constitute one complete Amendment.

IN WITNESS WHEREOF, the Parties execute this Amendment, effective as of July 1, 2024.

SAN JUAN WATER DISTRICT

By: _____

Paul Helliker
General Manager

Date: _____

CARMICHAEL WATER DISTRICT

By: _____

Cathy Lee
General Manager

Date: _____

STAFF REPORT

To: Board of Directors
From: Devon Barrett, Customer Service Manager
Date: June 26, 2024
Subject: FY 2024-25 Public Information Service Agreement

RECOMMENDED ACTION

Staff requests a Board motion to approve entering into a Professional Services Agreement with Pro시오 Communications for Communications and Marketing Support and Graphic Design Services. Services shall not exceed the proposed budgeted amount of \$130,000. The staff recommendation was reviewed by the Public Information Committee, which recommends approval by the Board of Directors.

BACKGROUND

Staff utilizes the services of a 3rd party public relations company for support in the District's communications and marketing needs. For Fiscal Year 2023-2024, a thorough RFP process was conducted and the winning proposal was submitted by Pro시오 Communications Inc. Staff worked closely with the staff at Pro시오 Communications and feel it was a highly successful year. Based on this, staff recommends entering into a new contract with Pro시오 for FY 2024-25.

STATUS

The scope of work entails activities for both Retail and Wholesale. Retail work shall include support on media relations (news releases, proactive contacts with reporters, etc.), assistance with the WaterGram, development and posting of electronic media, assistance with outreach materials, team meeting participation and project management. Wholesale work shall include support on media relations, assistance with the consumer confidence report production, development and posting of electronic media, and project management.

BUDGET IMPACT

The not-to-exceed amount of this contract was included in the District's proposed Wholesale and Retail budget for Fiscal Year 2024-2025.

Attachments

Pro시오 Communications FY 2024-25 Public Outreach Scope of Work



**San Juan Water District
Communications/Marketing and Graphic Design Services for FY 2024-2025
June 5, 2024**

INTRODUCTION

Pro시오 Communications developed the following scope of work and estimated budget for the 2024-2025 fiscal year to assist the San Juan Water District with its communications/marketing and graphic design needs.

For fiscal year 2024-2025, Pro시오 Communications will continue to support communications and public outreach efforts for both San Juan Retail and San Juan Wholesale, to include the development of informational materials/reports, social media, and print/electronic newsletters. San Juan staff will continue to manage other efforts in-house, such as website updates, workshops/events, and public affairs activities, with as needed support from Pro시오 Communications.

All outreach activities will be developed and executed to align with the San Juan's operational goals, as outlined in its strategic plan:

- Ensure Water Supply Reliability
- Optimize Operations and Delivery for High Quality and Reliable Water
- Ensure Customer Service through Consistent Access and Timely Responsiveness
- Operate the District Sustainably and in a Financially Sound Manner while Maintaining a Fair Rate Structure
- Provide a Capable High Quality Work Force and Ensure a Safe Work Environment

SCOPE OF WORK

SAN JUAN RETAIL		
Task	Activities	Frequency
Newsletter/WaterGram	<ul style="list-style-type: none"> • Development of six bi-monthly newsletters <ul style="list-style-type: none"> ○ Three 8.5"x11", double-sided, trifold inserts ○ Three 1/3-page, double-sided inserts • Create and maintain annual production calendar and list of suggested topics • Copywriting, editing and design/layout for each insert • Provide print-ready files to San Juan for production and distribution • Develop one additional/special issue, if needed 	Bi-Monthly
Electronic Media	<ul style="list-style-type: none"> • Draft monthly content calendars for Facebook, X (Twitter), and LinkedIn <ul style="list-style-type: none"> ○ Includes copywriting and identification/creation of accompanying images and graphics ○ Submit calendar to San Juan for review one week prior to the first of the month ○ Post all approved content ○ Monitor pages for activity and coordinate with San Juan staff to respond to inquiries ○ Provide recommendations for paid placements and other efforts to increase engagement ○ Provide monthly analytics reports • Develop informational videos for social media • Support development of customer e-blasts <ul style="list-style-type: none"> ○ Coordinate with San Juan on suggested article topics and copywriting/editing • Recommend and draft content for Nextdoor 	<p>Monthly</p> <p>As needed</p>
Outreach Materials	<ul style="list-style-type: none"> • Develop informational materials such as flyers, presentations, and infographics <ul style="list-style-type: none"> ○ May include copywriting, editing and design ○ Coordinate printing, as needed • Provide additional design support, as needed, to include annual report covers and graphics • Coordinate photo shoot for San Juan staff and office/facilities <ul style="list-style-type: none"> ○ Photos can be used in informational materials, social content, and on the website • Support San Juan and vendor with the 2024 customer satisfaction survey 	<p>Ongoing/As needed</p> <p>Annually</p> <p>As needed</p>
Media Relations	<ul style="list-style-type: none"> • Support San Juan staff with media outreach <ul style="list-style-type: none"> ○ May include drafting/distributing news releases, follow-up pitching, interview coordination and development of talking points 	Ongoing/As needed

Project Management/ Meetings	<ul style="list-style-type: none"> • Participate in planning meetings with San Juan staff and/or Board of Directors • Internal team meetings and project coordination • Ongoing project planning and reporting 	<p>As needed</p> <p>Monthly</p>
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SAN JUAN WHOLESALE		
Task	Activities	Frequency
CCR	<ul style="list-style-type: none"> • Work with San Juan staff on production of annual Consumer Confidence Report <ul style="list-style-type: none"> ○ Includes copy review/editing and design/layout ○ Coordinate printing/mailing 	Annually
Electronic Media	<ul style="list-style-type: none"> • Support development of e-blast update for San Juan stakeholders • Develop and distribute toolkit materials, e.g., for major infrastructure projects, drought/conservation messaging, and key legislation/regulation changes impacting wholesale water supply 	As needed
Outreach Materials	<ul style="list-style-type: none"> • Coordinate development of outreach mailer to Wholesale agency customers <ul style="list-style-type: none"> ○ Includes copywriting, editing and design/graphics ○ Facilitate review with San Juan staff ○ Coordinate printing/mailing 	Quarterly
Media Relations	<ul style="list-style-type: none"> • Support San Juan staff with Wholesale media outreach activities <ul style="list-style-type: none"> ○ May include drafting/distributing news releases, follow-up pitching, interview coordination and development of talking points ○ Manage and update media contact list 	As needed
Project Management/ Meetings	<ul style="list-style-type: none"> • Participate in planning meetings with San Juan staff and internal team • Participate in Public Information Committee meetings • Ongoing project planning and reporting 	<p>As needed</p> <p>Monthly</p>

BUDGET

TASK	President	Project Manager	Senior Account Executive	Graphic Designer	Account Coordinator	Hard Costs	Labor	Total
	\$ 225.00	\$ 150.00	\$ 110.00	\$ 125.00	\$ 75.00			
	Hrs	Hrs	Hrs	Hrs	Hrs	Cost	Hours	
San Juan Retail								
Newsletter/WaterGram	5	25	50	40			120	\$ 15,375.00
Electronic Media	5	40	60	60	300	\$ 500.00	465	\$ 44,225.00
Outreach Materials	8	20	40	30			98	\$ 12,950.00
Media Relations	10	16	30				56	\$ 7,950.00
Project Management/Meetings	15	60	5	4	14	\$ 250.00	98	\$ 14,725.00
<i>SUBTOTAL - RETAIL</i>	43	161	185	134	314	\$ 750.00	837	\$ 95,225.00
San Juan Wholesale								
CCR	5	10		15			30	\$ 4,500.00
Electronic Media	5	5	15	10			35	\$ 4,775.00
Outreach Materials	5	10	15	40		\$ 250.00	70	\$ 9,525.00
Media Relations	10	10	20				40	\$ 5,950.00
Project Management/Meetings	20	24	5	5	10		64	\$ 10,025.00
<i>SUBTOTAL - WHOLESALE</i>	45	59	55	70	10	\$ 250.00	239	\$ 34,775.00
TOTAL:	88	220	240	204	324	\$ 1,000.00	1076	\$130,000.00

STAFF REPORT

To: Board of Directors

From: Paul Helliker, General Manager

Date: June 26, 2024

Subject: Approval of Interagency Cost-Sharing Agreement for Water Forum FY 2024-25 Expenses for Update of the Water Forum Agreement

RECOMMENDED ACTION

Authorize General Manager to sign an Interagency Cost-Sharing Agreement for Water Forum FY 2024-25 Expenses for Update of the Water Forum Agreement.

BACKGROUND

San Juan has been providing an annual contribution to the Water Forum to pay for its share of the Water Forum Successor Effort expenses, in the amount of approximately \$12,000 per year. The total budget for the Successor Effort is approximately \$1 million, of which the City of Sacramento and Sacramento County pay \$763,000. Those two agencies also pay for the full cost of the Habitat Management Element of the Water Forum, which runs about \$750,000 per year.

For the past four years, the Water Forum signatories have been working on an update of the Water Forum agreement. The cost associated with this effort (facilitation and technical support) has been funded from Water Forum reserves and from contributions from various participants. For the Agreement update work in FY 2023-24, a different funding formula was developed to cover this cost, which is estimated to be \$570,000, as shown in Table 1 of the attached funding agreement. The allocation of the contributions to fund this amount is based on tiers of agency sizes, which are defined by the number of retail connections. Because the Water Forum effort has been funded from San Juan's wholesale budget, we agreed with our wholesale customer agencies that San Juan Wholesale would pay for all of their respective contributions, as shown in Table 3.

Some of the participants have agreed to provide a continuation of funding in FY 2024-25, as shown in Table 2. San Juan and its wholesale customer agencies committed to one year of funding in FY 2023-24, and now a second and final year of funding (in the same amount) is necessary to complete the agreement update.

Staff requests authorization to approve this funding agreement. Funds for this expenditure have been included in the FY 2024-25 San Juan budget.

**Interagency Agreement
For Cost-Sharing the Fiscal Year (FY) 2023-24 and FY 2024-25
Water Forum 2.0 Agreement for the City of Sacramento, on behalf of the
Sacramento City-County Office of Metropolitan Water Planning**

THIS AGREEMENT is made and entered into on July 1, 2023, by the City of Sacramento (on behalf of the Sacramento City-County Office of Metropolitan Water Planning (CCOWMP), as known as the “Water Forum”); and among the agencies listed below in **Table 2** and **Table 3**.

Table 1 provides the total potential contribution to the Water Forum 2.0 Project from funding sources outside of the Water Forum’s annual operating budget. The costs have been distributed by the partners based on a negotiated amount. Several parties, as noted, are providing funding as shown in **Table 2** for FY 23-24 and FY 24-25; and for FY 23-24 only as shown in **Table 3**. In addition, several agencies are listed in **Table 1** that are not party to this agreement, but that are contributing to the Water Forum 2.0 Project and are covered under separate agreements (**Section III**). Please see **Attachment 1** for information on the Water Forum 2.0 Project scope and budget.

Table 1. Water Forum 2.0 Project Contributions By Agency Per Fiscal Year			
Agency	Amount		
	FY 23-24	FY 24-25	Total
California-American Water Company	\$58,100	\$58,100	\$116,200
Carmichael Water District	\$16,530	\$16,530	\$33,060
Citrus Heights Water District ²	\$28,629	\$28,629	\$57,258
City of Folsom	\$32,124	\$32,124	\$64,248
City of Folsom (Ashland) ²	\$1,455	\$1,455	\$2,910
City of Roseville	\$52,208	\$52,208	\$104,415
City of Sacramento, Department of Utilities	\$86,571	\$86,571	\$173,141
Del Paso Manor Water District	\$2,441	\$2,441	\$4,881
East Bay Municipal District (EBMUD) ¹	\$12,000	\$12,000	\$24,000
El Dorado County Water Agency (EDCWA)	\$5,705	\$5,705	\$11,410
El Dorado Irrigation District	\$50,506	\$50,506	\$101,013
Fair Oaks Water District ²	\$20,289	\$20,289	\$40,578
Golden State Water Company	\$24,217	\$24,217	\$48,434
Orange Vale Water Company ²	\$6,124	\$6,124	\$12,248
Placer County Water Agency	\$16,324	\$16,324	\$32,649
Sacramento Area Flood Control District (SAFCA) ¹	\$20,000	\$20,000	\$40,000
Sacramento County Water Agency	\$58,333	\$58,333	\$116,666
Sacramento Municipal Utilities District (SMUD)	\$12,000	\$12,000	\$24,000
Sacramento Suburban Water District	\$51,699	\$51,699	\$103,398
San Juan Water District (in Sacramento County) ²	\$15,246	\$15,246	\$30,491
Total	\$570,500	\$570,500	\$1,141,000
¹ EBMUD and SAFCA are not parties to this agreement. Funding will be provided under a separate agreement. Please see Section III for additional information.			
² The parties have committed to fund the Water Forum 2.0 Project for FY 23-24 only and will consider FY 24-25 funding in June 2024 consistent with Table 1 .			

Section I.

Funding Commitment: The following parties have committed to fund the Water Forum 2.0 Project for FY 23-24 and FY 24-25 (**Table 2**).

Table 2. Water Forum 2.0 Project Contributions for FY 23-25			
Agency	Amount		
	FY 23-24	FY 24-25	Total
California-American Water Company	\$58,100	\$58,100	\$116,200
Carmichael Water District	\$16,530	\$16,530	\$33,060
City of Folsom	\$32,124	\$32,124	\$64,248
City of Roseville	\$52,208	\$52,208	\$104,415
City of Sacramento, Department of Utilities	\$86,571	\$86,571	\$173,141
Del Paso Manor Water District	\$2,441	\$2,441	\$4,881
El Dorado County Water Agency (EDCWA)	\$5,705	\$5,705	\$11,410
El Dorado Irrigation District	\$50,506	\$50,506	\$101,013
Golden State Water Company	\$24,217	\$24,217	\$48,434
Placer County Water Agency	\$16,324	\$16,324	\$32,649
Sacramento County Water Agency	\$58,333	\$58,333	\$116,666
Sacramento Municipal Utilities District (SMUD)	\$12,000	\$12,000	\$24,000
Sacramento Suburban Water District	\$51,699	\$51,699	\$103,398
Total	\$466,758	\$466,758	\$933,516

The following parties have committed to fund the Water Forum 2.0 Project for FY 23-24 only (**Table 3**) and will consider FY 24-25 funding in June 2024, consistent with **Table 1**.

Table 3. Water Forum 2.0 Project Contributions for FY 23-24 only	
Agency	Amount
	FY 23-24
San Juan Water District Consortium¹	
City of Folsom (Ashland)	\$1,455
Citrus Heights Water District	\$28,629
Fair Oaks Water District	\$20,289
Orange Vale Water Company	\$6,124
San Juan Water District (in Sacramento County)	\$15,246
Total	\$71,743

¹San Juan Water District Consortium includes San Juan Water District, Citrus Heights Water District, Fair Oaks Water District, and Orange Vale Water Company, and the City of Folsom (Ashland).

Section II.

Reimbursement: The City of Sacramento, on behalf of the CCOWMP, shall administer all consultant agreements and other expenses incurred during FY23-24 and FY 24-25 for the Water Forum 2.0 Project. The parties agree to reimburse the CCOMWP for their share of such costs, up to the amount set forth for each party in Section I, above, within 30 days after receipt of invoices.

The City of Sacramento Finance Department, on behalf of the CCOMWP, will invoice each cost-sharing partner at the beginning of each fiscal year, except in those instances where the cost-sharing partners have mutually agreed to be invoiced in another time period (i.e., quarterly invoices). It is understood and agreed that although this agreement only pertains to reimbursement for costs incurred during the period from July 1, 2023 to June 30, 2025, the Water Forum 2.0 Project could extend past June 30, 2025. Any reimbursement of costs incurred by CCOMWP after June 30, 2025 would be governed by a new or amended cost-sharing agreement.

Section III.

Separate Agreements: Sacramento Area Flood Control Agency (SAFCA) and East Bay Municipal District (EBMUD) are not parties to this agreement and have entered into separate agreements with the City of Sacramento, on behalf of the CCOMWP, to pay their share of the costs identified in **Table 1**.

Section IV.

Changes in Terms: Any changes in the terms of this agreement shall be approved by all parties and shall be effective when reduced to writing and signed by all parties.

Section V.

Indemnity: Each party shall, to the fullest extent allowed by law, indemnify, hold harmless and defend the other party or parties, its officers and employees from any actions, liability or other expenses (including reasonable attorney fees) for any damages or injury to persons or property, occurring by reason of any negligent or wrongful act or omission by the indemnifying party, its officers or employees under this agreement.

Section VI.

Independent Contractors: All contractors employed during any phase of the Water Forum 2.0 Project are independent contractors. Contractor employees assigned to perform contract work related to the Water Forum 2.0 Project are and will remain employees of the contractor and will not be considered employees of any of the signatory agencies for any reason.

Section VII.

Additional Terms and Conditions: The following additional terms and conditions were agreed to by the parties to be incorporated into this funding agreement specifically for the Water Forum 2.0 Project:

1. Water Forum annual priorities, as described in the Water Forum Business Strategy (approved July 2022) will continue to include the Water Forum 2.0 Project as a top priority for the FY 23-24 and FY 24-25. Annual progress on the Business Strategy is reviewed by the Coordinating Committee and approved by the Water Forum Plenary each year by September 1st.
2. The Coordinating Committee includes two members of each caucus and meets with the Executive Director on a monthly basis to provide direction on Water Forum Successor Effort operations, including communications and implementation of the business strategy; and to approve the annual budget and work plan. In addition, the Coordinating Committee, and the City of Sacramento City

Manager or designee, will provide project oversight and approve an annual scope of work for the Water Forum 2.0 Project, which includes schedule and budget, that supports the established priorities will be submitted to the Coordinating Committee. The budget will also include look-ahead estimates for the second year.

3. The Water Forum 2.0 Project annual scope of work must be approved by the Coordinating Committee and the City of Sacramento City Manager, or designee, ahead of preparing the next fiscal year budget by March 1st each year.
4. The Coordinating Committee shall review the progress on the approved work at its regular meetings.
5. Any out-of-scope requests or technical studies are to be approved by the Coordinating Committee prior to commencement of any work and subject to adequate funding within the current budget.
6. A mid-year progress report on or before January 1st each year covering work completed and work not completed, and budget status are to be presented to the Coordinating Committee and the City Manager, or designee. Both will be presented alongside the approved annual schedule and budget.
7. If progress is not on track with annual expectations at the mid-year report, a plan for correction is to be submitted to the Coordinating Committee and the City Manager, or designee, for approval. Work may be suspended if progress is severely off-track.
8. Subsequent year funding is subject to effective progress of the previous year and agreed upon annual priorities and scope of work for the coming year.

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

CALIFORNIA AMERICAN WATER COMPANY

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

CARMICHAEL WATER DISTRICT

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

CITY OF FOLSOM

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

CITY OF ROSEVILLE

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

CITY OF SACRAMENTO

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

DEL PASO MANOR WATER DISTRICT

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

EL DORADO COUNTY WATER AGENCY

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

EL DORADO IRRIGATION DISTRICT

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

GOLDEN STATE WATER COMPANY

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

PLACER COUNTY WATER AGENCY

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

SACRAMENTO COUNTY

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

SACRAMENTO COUNTY WATER AGENCY

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

SACRAMENTO MUNICIPAL UTILITIES DISTRICT

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

SACRAMENTO SUBURBAN WATER DISTRICT

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Section VIII.

Single Agreement: This agreement may be signed in multiple counterparts, which together will constitute a single agreement.

This agreement is executed as follows:

SAN JUAN WATER DISTRICT CONSORTIUM

By: _____

Date: _____

Print Name:

APPROVED AS TO FORM:

By: _____

Date: _____

Print Name:

ATTEST:

By: _____

Date: _____

Print Name:

Water Forum 2.0 Scope and Budget

The Lower American River is one of the Sacramento region's greatest treasures. In 2000, 40 agencies and businesses came together to sign the landmark Water Forum Agreement, a visionary long-term plan created to balance two coequal objectives: Provide a reliable and safe water supply for the region's economic health and planned development through to the year 2030; and Preserve the fishery, wildlife, recreational, and aesthetic values of the lower American River. And now, after 20+ years of successful implementation, the Water Forum members have come together to negotiate a successor agreement that can guide the Water Forum's efforts well into the future. The negotiating process is structured to foster an inclusive and transparent process that brings together affected parties in a collaborative and constructive dialogue. The process began in April 2020 and has been working diligently over the past several years to develop the framework for the negotiations. Water Forum members are now posed to dig into the negotiations and complete an agreement over the next two years.

Scope of Work

The following scope of work outlines the tasks required for the proposed process to develop and formalize a new Water Forum Agreement for the greater Sacramento Region. The tasks are organized based on expertise and services required beyond the existing Water Forum staff. All staff time spent on Water Forum 2.0 will be covered in the Water Forum's annual operating budget for fiscal years (FY) 23-24 and FY 24-25 and are not included in this scope.

Task 1. Facilitation Services and Agreement Development

An expert team of facilitators will be available to guide and support the negotiation process to develop a new Water Forum Agreement. Facilitators will specifically be integral in the Working Group meetings, Negotiating Steering Committee (NSC), and Caucus meetings.

Task 1.1 – Meeting Facilitation and Support: This task will include preparing meeting agendas and summaries, meeting material development, organization, and distribution, and active facilitation within the meetings. The facilitation team will be responsible for developing and maintaining the meeting framework for the negotiations including meeting objectives and outcomes, schedules, and roles and responsibilities.

- **Working Group Meeting Support:** The working groups (2-4 at a time) will meet once per month focused on key topics for negotiation and will be reviewing draft agreement language for consideration of the Water Forum Plenary. It is expected that these meeting will be less frequent in the second fiscal year (FY24-25) as the draft agreement is finalized.
- **NSC Meeting Support:** The NSC will meet once per month to review progress of working groups and offer guidance on the Water Forum 2.0 process and milestones.
- **Caucus Meeting Support:** The four caucuses meet on a monthly basis and will serve as venue for working group members to solicit feedback from their fellow caucus members.
- **Plenary Meeting Support:** The Plenary (all four caucuses) meet every other month to review progress on Water Forum 2.0 process and take action on major work products and at specific milestones.

Attachment 1. Water Forum 2.0 Project Scope and Budget

Task 1.2 – Agreement Development: The facilitation team, along with Water Forum staff and other consultants, will develop draft and final agreement language, including review and revisions based on feedback and input from Water Forum members during working group, NSC, and Caucus meetings. This includes development of individual sections, such as:

- Endorsed Solutions
- Metrics of Success
- Assurances and Caveats
- Implementing Agreements
- Purveyor Specific Agreements; and
- Funding Agreements.

Due to the iterative nature of the process, this is subject to change based on level of revisions from the caucuses. Water Forum staff and consultants will take the lead on drafting and revising to all documents.

Task 1.3 – Strategic Planning and Coordination: This task will allow for the facilitation team to coordinate with Water Forum staff and consultants on strategic planning for the Water Forum 2.0 process.

Deliverables: 1) Meeting agendas and summaries; 2) Meeting framework for negotiations; 3) Draft Elements of Agreement, Draft and Final Agreement Package

Task 2. Technical Services

The Water Forum 2.0 process is expected require support from technical experts to inform negotiators as to the potential benefits and costs of solution sets. The topics of needed expertise include hydrology, river hydraulics, fisheries biology, river ecology, CalSim modeling, temperature modeling, climate resiliency, state and federal regulatory process, and others. The technical experts will participate in working group meetings and provide valuable analysis as requested.

Task 2.1 – Meetings and Coordination: Key technical consultants will participate in working group meetings to serve as resources to support the discussions and to facilitate shared understanding of topics and solutions.

Task 2.1 – Analysis and Documentation: Technical staff will prepare analysis and related documentation, as needed for the negotiations. The extent of the technical analysis will be dependent on the discussions and needs of the working groups. However, the level of effort needed in the early phases of pre-negotiation and problem definition within the Water Forum 2.0 process provide a helpful guide in estimating the needs of the negotiations phase. The types of analysis anticipated include CalSim modeling, temperature modeling, analytical reviews of historical data, and others.

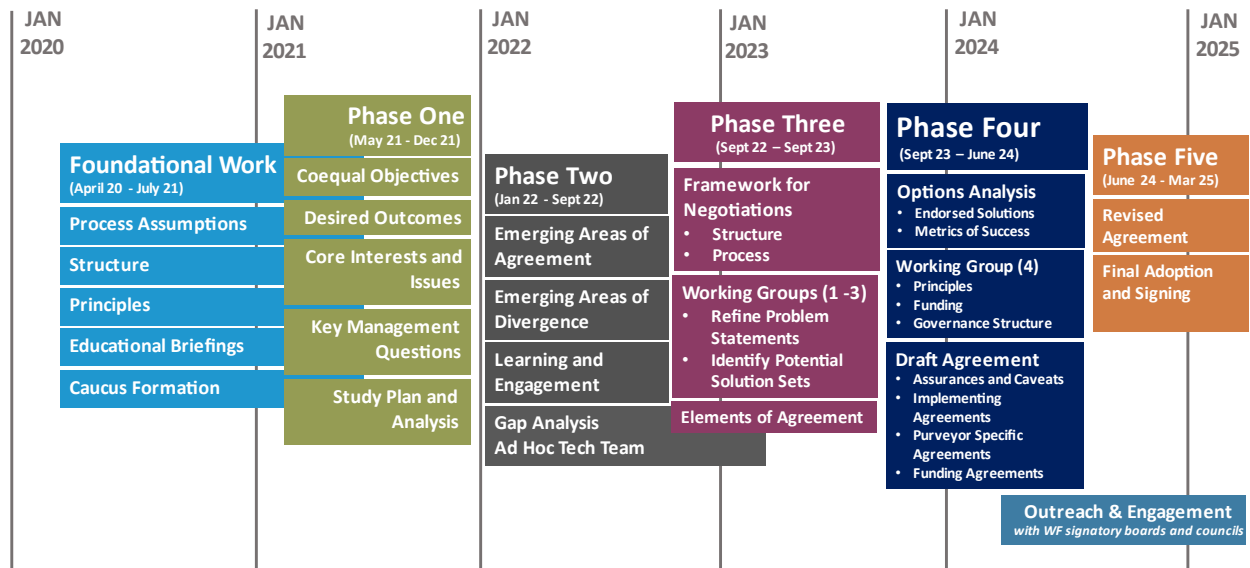
Deliverables: 1) Summary materials of analysis; 2) Technical Documentation (for all analyses completed)

Attachment 1. Water Forum 2.0 Project Scope and Budget

Schedule

The scope of work to be completed for the Water Forum 2.0 process will be organized across two fiscal years from July 2023 through June 2025. The phases of activities are illustrated below and include: an initial phase focused on the identification of solution sets based on the identified problems, a phase focused on the evaluation and selection of the preferred alternatives (which will form the basis for the Draft agreement), and finally the finalization of the agreement.

Water Forum 2.0 | Phase Four



Budget

The budget below summarizes the expected costs for each of the activities outlined in this scope of work.

Water Forum 2.0 Project Budget		Annual Costs		TOTAL
		FY 23-24	FY 24-25	
Task 1: Facilitation Services		\$ 425,000	\$ 352,500	\$ 777,500
1.1	Meeting Facilitation	\$ 237,000	\$ 211,500	\$ 448,500
1.2	Agreement Development	\$ 51,625	\$ 38,719	\$ 90,344
1.3	Strategic Planning and Coordination	\$ 136,375	\$ 102,281	\$ 238,656
Task 2: Technical Services		\$ 218,000	\$ 218,000	\$ 436,000
2.1	Meetings and Coordination	\$ 133,500	\$ 133,500	\$ 267,000
2.2	Analysis and Documentation	\$ 84,500	\$ 84,500	\$ 169,000
TOTAL		\$ 643,000	\$ 570,500	\$ 1,213,500
	Allocated from WFSE FY 23-24 budget	\$ 72,500	\$ -	\$ 100,000
	Total Funding Request	\$ 570,500	\$ 570,500	\$ 1,113,500

STAFF REPORT

To: Board of Directors

From: Donna Silva, Director of Finance and Human Resources

Date: June 26, 2024

Subject: Proposed Update to District Procurement Policy and Approval of Invoices/Purchase Orders in excess of \$50,000

RECOMMENDED ACTION

Staff requests a Board motion to approve a proposed amendment to the Procurement Policy to increase the General Manager’s purchasing limit, exclude certain expenses from the procurement policy, add language allowing the use of other governmental procurement contracts and approve specific invoices/purchase orders paid/issued in Fiscal Year 2023-24 in excess of the purchasing authority in the current Procurement Policy. The staff recommendation was reviewed by the Finance Committee, which recommends approval by the Board of Directors.

BACKGROUND

The General Manager’s purchasing authority has been \$50,000 since at least July 28, 2006. Since then, general inflation has increased the Consumer Price Index by 55%, according to the CPI index for West – Size Class B/C as published by the Bureau of Labor Statistics. To keep the expenditure authority up with inflation, and to be comparable to the District’s comparator agencies, staff recommends increasing the General Manager’s authority from \$50,000 to \$75,000 (a 50% increase).

The General Manager, or City Manager’s expenditure authority of the District’s comparator agencies are as follows:

Sacramento Suburban Water District	Unlimited
Citrus Heights Water District	\$175,000 Public Works Projects; \$75,000 everything else
City of Vallejo	\$100,000
El Dorado Irrigation District	\$100,000
Carmichael Water District	\$75,000
City of Roseville	\$75,000 (set by vote of the residents)
Placer County Water Agency	\$75,000
South San Joaquin Irrigation District	\$75,000
Stockton East Water District	\$75,000
City of Folsom	\$70,952 adjusted annually for inflation
Elk Grove Water District	\$50,000
Fair Oaks Water District	\$24,999
City of Fairfield	Requested – no response received

The procurement policy, as currently written, applies to certain expenses that are not discretionary. In the interest of efficient operations, these expenses should not be subject to Board approval, even though they may exceed the General Manager’s authority. For example, the regulatory fees paid to the State Water Resources Control Board are not optional. Failure to pay the fees would violate the District’s regulatory obligations and would jeopardize the District’s ability to continue to operate. Consequently, staff recommends excluding regulatory fees from the Board approval requirement for expenses in excess of the General Manager’s purchasing authority. In addition, the District’s PG&E bills for the District campus regularly exceed the General Manager’s purchasing authority. Again, Board approval is not efficient, as there is no reasonable alternative for the provision of power.

The final change to the policy, recommended by staff, is to add specific language to allow the District to piggyback on another government’s contract. A piggyback procurement means the purchase or otherwise compensatory securing of materials, supplies, services, leases, and equipment, real property, or public works services. When another government agency, such as the State of California has already gone through the public bidding process and developed a contract it can be more efficient to “piggyback” on that contract to obtain favorable pricing without the time and effort to conduct our own formal or informal bidding process.

Lastly, after considering the items above, staff performed a review of all expenses made this year in excess of \$50,000 - the General Manager’s current expenditure authority - to determine whether or not all had been approved by the Board. Of the 44 payments made in the current fiscal year that were greater than \$50,000, there were 11 invoices that should have received Board approval but did not yet do so, to meet the current procurement policy. Most of them were associated with a purchase order generated for the purchase of goods to replenish inventory. In those cases, the purchase order should have been approved by the Board, as opposed to the individual invoices. The invoices/purchase orders that were issued/paid without Board approval were as follows:

Vendor	Invoice/PO Number	Description	Amount
CalPERS Retirement	100000017502361	Unfunded Liability Lump Sum-Rate Plan ID 8263	\$ 200,000.00
Thirkettle Corporation	PO20230302	FY 2023-24 Endpoints for Meter Replacement Program	\$ 820,463.00
Badger Meter, Inc.	PO20240105 & 20240130	FY 2023-24 Meters for Meter Replacement Program	\$ 133,450.65
PG&E	0824701340-5 12-06-2023	9935 AF NEMEXPM/Office/MaintBldgFS&PS-PGE Srvc Nov	\$ 104,357.85
PG&E	0824701340-5 12-06-2023	9935 AF NEMEXPM / Peterson Plant - PGE Srvc Nov	\$ 76,825.73
State Water Resources Control Board	LW-1044670	Water systems Annual Fees 07/01/2023 - 06/30/24	\$ 58,188.55

The Board has provided direction in the past to budget and remit a discretionary supplemental payment to CalPERS in years when there is an unfunded pension liability. This additional payment generates significant savings for the ratepayers as the District does not have to make ongoing interest payments on the amount remitted. Last year, the District had a pension asset, due to investment gains in the pension fund, and therefore, a supplemental payment was not made. This year, with the return of an unfunded liability, staff remitted the budgeted \$200,000 supplemental pension payment to CalPERS on April 9, 2024, after ensuring there were adequate funds available,

and that it would be received in time to be accounted for in the next pension liability valuation report, not remembering that Board approval was required. While this does not represent an additional expenditure, rather a reduction in the District's liability, it is still subject to the requirements of the procurement policy as it is a "payment" in excess of \$50,000.

In January 2021, staff requested a bid from Thirkettle Corporation (dba Aqua Metric Sales Company) for Sensus endpoints. They are the sole source provider of the endpoints compatible with our current meter reading and financial system. The bid received locked in pricing for two years and provided two additional years at prices linked to the producer price index. The Board approved the sole source bid and authorized the purchase of up to \$324,360 plus taxes and freight, for a total of \$356,800 for the 2022-23 fiscal year. Staff did not ask for Board approval for the first two years, just the first year. Due to the large volume needed for the meter replacement program, and the long lead times coming out of the pandemic, staff placed the next order in April 2023 in the amount of \$765,000 plus tax. The endpoints were shipped at various times throughout the year, as they became available. Operations and Purchasing did not remember to obtain Board approval for the purchase, likely because pricing had already been locked in and the Board had approved the use of the vendor. The Director of Finance did not catch it prior to approving the purchase order, because all purchases of inventory require a purchase order from the accounting system to be received into inventory, and historically they have always been under \$50,000. The Director of Finance will start paying closer attention to the dollar amount of inventory purchase orders to ensure this does not happen again. Staff is requesting retroactive Board approval for the FY 2023-24 endpoint purchases in the amount of \$820,462.50 (includes taxes and shipping).

In January 2021, staff also solicited bids for meters, for the new meter replacement program. Three bids were received and taken to the Board of Directors on February 23, 2022. Per staff recommendation, the Board approved the purchase of 515 residential meters in an amount not to exceed \$102,500 (including taxes and shipping). However, the purchase agreement with Badger Meters has a 4-year term. As with the purchasing agreement with Thirkettle, the agreement locked in pricing for year 1-2 and allowed for an increase in price for years 3 and 4 in accordance with an inflation index, in this case the 20-Cities ENR index. Like the situation with the purchase of endpoints from Thirkettle, staff placed orders with Badger Meter in July and August of 2023, in the gross amount of \$133,450.65 (including tax and shipping) for meters for the FY 2023-24 Meter Replacement Program, without securing Board approval. The meters came in three shipments, two of which were within the General Manager's expenditure authority, one of which was not. Staff is requesting Board approval for the entire year's purchase of meters in the amount of \$133,450.65.

Staff is seeking retroactive approval of two invoices from PG&E. The District receives monthly power bills from SMUD and PG&E for pump stations and facilities in the service area. Monthly bills are not received for the facilities that participate in the solar field project (Field Services Building/Hinkle Pump Station, Administration Building and Water Treatment Plant). PG&E tracks the energy used by these facilities, and the energy sold to them from the District's solar field throughout the year and issues a bill each November for the net amount due for the previous 12 months. The bills for the Field Services Building/Hinkle Pump Station and the Water Treatment Plant are usually in excess of the General Manager's spending authority and under the current procurement policy need Board approval. Staff is requesting retroactive approval of the annual bill paid in November 2023 for the

Field Services Building and Hinkle Pump Station in the amount of \$104,357.85 and the annual bill paid in November 2023 for Water Treatment Plant in the amount of \$76,825.73.

Lastly, staff is seeking retroactive approval for the payment of annual water system fees to the State Water Resources Control Board in the amount of \$58,188.55. These fees are due pursuant to section 116565 of the Health and Safety Code. Historically they have been within the General Manager's expenditure authority, but this year the invoice exceeded that limit. Staff would have taken this invoice to the Board for approval, but the due date was prior to the next meeting of the Board, and staff decided to pay the invoice and include the item in this request.

All expenses described above were included in the Adopted Budget for Fiscal Year 2023-24 and payments were reviewed by the Finance Committee and included in the Board agenda packets.

Subsequent to approval of the revised Procurement Policy staff will be conducting training for all finance, purchasing, managers and other employees with delegated expenditure authority to ensure all are aware of the provisions of the Procurement Policy and equipped to implement it correctly moving forward.

ATTACHMENT

Fin5.7_Procurement Policy Draft – Red-lined

Section	FIN-5 Finance	Approval Date	10/23/03
Policy	FIN-5.7 Procurement Policy	Latest Revision	08/23/17

FIN-5.7 Procurement Policy

Section 1. Purpose and Authority.

The purpose of this policy is to establish regulations and procedures governing District purchases of supplies and equipment, approval of contracts, and other expenditures. This policy is adopted pursuant to Government Code sections 54202 and 54204, Public Contract Code sections 20680 to 20683, and other applicable law.

Section 2. Definitions.

- A. “Emergency” means a sudden, unexpected occurrence or incident that poses a clear and imminent danger or threat, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
- B. “Expenditure” means any District expenditure, payment, purchase, contract or lease relating to a District expense or cost item, including, but not necessarily limited to, the purchase of Supplies; professional, consultant or service contracts; equipment service, maintenance or repair contracts; utility service accounts and contracts; procurement of insurance and bonds; purchase of fuel, oil or other vehicle maintenance supplies; and Public Works contracts.
- C. “Lowest Responsible Bidder” means the bidder that timely submits a complete and fully responsive bid and that bests responds in price, quality, service, fitness and capacity to meet the particular bid requirements. Price alone will not be the determinative factor, but will be considered along with other relevant bidder responsibility factors such as bidder reputation, qualifications and experience, ability of the bidder to deliver, quality of the Supplies, and availability of parts or service.
- D. “Public Works” means the construction, alteration, reconstruction, installation or repair of District improvements, facilities, buildings or structures.
- E. “Supplies” means supplies, materials, equipment, and merchandise, including vehicles, computers, other machines, equipment parts, office supplies, chemicals, tools, and furniture.
- E.F. “Piggyback Procurement” shall mean utilizing another public agency’s contract or agreement to obtain more advantageous prices and terms than can be otherwise obtained on the open market.

Section 3. Applicability.

This policy applies to District purchases of Supplies, approval of Public Works contracts and other contracts, and approval of other expenditures.

Section 4. General Manager Duties.

The District General Manager shall have responsibility and authority in connection with purchasing Supplies, approving Public Works and other contracts, and approving other Expenditures in accordance with this policy. The General Manager may delegate to other District officers or employees the authority to make purchases, approve contracts and perform other duties in accordance with this policy. The General Manager may adopt rules and procedures to implement and supplement these regulations so long as they are consistent with this policy.

Section 5. Expenditures Other Than Public Works Less Than \$5075,000; General Manager Approval.

- A. Comparative Pricing Generally. For an Expenditure of estimated value less than \$5075,000 for which there are ~~unappropriated~~ funds available in the current approved District budget for the item, the General Manager may make the Expenditure on the open market or through the Internet by seeking the most favorable terms and price either through negotiation, comparative pricing or informal competitive bidding, whichever method the General Manager deems most appropriate in the circumstances. The General Manager may approve the Expenditure through a written invoice, purchase order, contract, or other appropriate binding method.
- B. Exceptions. Negotiation, comparative pricing or informal competitive bidding is not required for an Expenditure in the following situations:
- (i) The amount of the Expenditure is less than \$1,000;
 - (ii) The General Manager determines that the Supplies can be obtained reasonably and efficiently only from one vendor or supplier;
 - (iii) The General Manager determines that it is strongly preferred for efficient operations that the Supplies be of a particular model, brand or make in order to match and be compatible with the model, brand or make of existing in-use equipment or facility;
 - ~~(iii)~~(iv) "Piggyback" purchases or leases, when the General Manager determines it is in the District's best interest to utilize the contracts of other governmental agencies.
 - ~~(iv)~~(v) The Supplies are to be purchased through or from the State of California or other federal, state or local government group sale program;
 - ~~(v)~~(vi) Professional service (e.g., architect, engineer, accountant, attorney, or environmental consultant) contracts;
 - ~~(vi)~~(vii) The General Manager determines that the nature of the Expenditure is such that competitive proposals would not produce an advantage and negotiation, comparative pricing or informal competitive bidding therefore would be undesirable, impractical, unattainable, unfeasible or impossible;
 - ~~(vii)~~(viii) An Emergency under section 9.

Section 6. Expenditures Other than Public Works Over \$5075,000; District Board Approval.

For an Expenditure of estimated value over \$7550,000 not involving Public Works ~~or an Expenditure of any amount for which there are not unappropriated funds within the current approved District budget,~~ the Expenditure must be authorized by the Board (except for an Emergency under section 8). The General

Manager will present an Expenditure recommendation to the Board after seeking the most favorable terms and price either through negotiation, comparative pricing or informal competitive bidding, whichever method the General Manager deems most appropriate in the circumstances; however, negotiation, comparative pricing or informal competitive bidding will not be required in the exception circumstances described in section 5(B) above.

A. Exceptions.

(i) Board approval for the following types of expenditures in excess of \$75,000 is not required, and the General Manager or his/her designee is hereby authorized to approve such payments:

1. Utility Bills

2. Regulatory Fees where there is no discretion in payment

(ii) Public bidding is not required for “Piggyback” purchases or leases, when the General Manager determines it is in the District’s best interest to utilize the contracts of other governmental agencies.

Section 7. Public Works.

- A. Public Works Less Than \$25,000. For Public Works of estimated value less than \$25,000 for which there are ~~unappropriated~~ funds available in the current approved District budget, the General Manager may procure the work on the open market by seeking the most favorable terms and price either through negotiation, comparative pricing, piggybacking or informal competitive bidding, whichever the General Manager deems most appropriate in the circumstances. The General Manager may procure the work through a written invoice, purchase order, contract, or other appropriate binding method. In his discretion, the General Manager may use the District’s own forces for the work if he determines that performing the work under contract would not be in the District’s best interests.
- B. Public Works Over \$25,000. The procurement of a Public Works contract of estimated value over \$25,000 must be made pursuant to the following bidding procedures.
- (i) *Bid Notice.* The General Manager will prepare a notice inviting bids that includes a description of the ~~r~~Public Work (including, if appropriate, reference to bid plans and specifications), the method to obtain more detailed information about the Public Work, the deadline for receipt of sealed bids, and the time and place of the bid opening. The notice inviting bids will be published at least once in a newspaper of general circulation in the District at least 10 days before the deadline for receipt of sealed bids, be posted on the District website, and be distributed and noticed to responsible prospective suppliers and vendors in such other manner as the General Manager deems appropriate in the circumstances. The General Manager will require bidders to post a bidder’s security in a form and amount as determined by the General Manager and include the bid security requirements in the notice inviting bids.
- (ii) *Bid Opening.* At the time and place for the bid opening, the bids will be opened in public. The General Manager will tabulate all bids received and keep them open for public

inspection. Any bids received after the bid receipt deadline will be returned to the bidder unopened.

(iii) *Bid Award.* At the next Board meeting following the bid opening, the General Manager will present the bids to the Board and make a recommendation concerning an award to the Lowest Responsible Bidder. In its discretion, the Board may: (i) award the purchase to the Lowest Responsible Bidder; (ii) reject all bids and re-advertise for bids; (iii) reject all bids and not proceed with the purchase; or (iv) reject all bids and direct that an open market or Internet purchase be made by the General Manager if the price to be paid on the open market or Internet is less than the low bid. The Board may waive any irregularity, informality or minor error in any bid that does not affect the bid price. Upon Board award to the Lowest Responsible Bidder, the purchase or award will be confirmed by a written invoice, purchase order or contract. If no responsive bids are received by the bid deadline, the Board may authorize the General Manager to approve the purchase on the open market or through the Internet by seeking the most favorable terms and price through negotiation, comparative pricing or informal competitive bidding or through such other methods as may be specified by the Board.

C. Exceptions: Public bidding is not required for “Piggyback” purchases or leases, when the General Manager determines it is in the District’s best interest to utilize the contracts of other governmental agencies when those contracts were let utilizing the public bid process.

Section 8. Procurements Using Federal Funds (Grants or Loans).

All procurements which will utilize federal funds must be conducted in compliance with this policy and the requirements contained within the Federal Code of Regulations Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The Code of Federal Regulations can be found at www.ecfr.gov.

Section 9. Emergency Purchases.

In case of an Emergency, the General Manager is authorized to make and approve necessary Expenditures in the open market or through the Internet. The General Manager shall use his best efforts to first obtain the consent (which may be verbal or via e-mail) of at least two Board members prior to making the Expenditure. Expenditures approved under this section do not require prior Board approval and may be made without complying with comparative pricing or bidding requirements. The General Manager thereafter must promptly report to the Board concerning the type and amount of the expenditure and the Emergency circumstances warranting the Expenditure. Expenditures that ordinarily would require Board approval pursuant to this policy shall be subject to ratification by the Board at its next meeting.

Section 10. Contract Approval.

The General Manager, his/her designee, or Board President is authorized to sign contracts and agreements on behalf of the District if the contract or agreement has been approved or authorized in accordance with this policy.

Section 11. Change Orders and Amendments.

The General Manager may authorize change orders or amendments to any contract, up to a cumulative total of the purchasing authority granted in Section 5A. Additionally, the General Manager may authorize

change orders or amendments to contracts in excess of the purchasing authority granted in Section 5A, up to a cumulative total of 10% of the original contract amount.

Section 12. Review of Policy.

This policy shall be reviewed and, if necessary, updated every two years to ensure compliance with all applicable laws.

Revision History:

Revision Date	Description of Changes	Requested By
6/28/18	Add Section 8: Procurements Using Federal Funds (Grants or Loans).	Finance Committee

STAFF REPORT

To: Board of Directors
From: Adam Larsen, Field Services Manager
Date: June 26, 2024
Subject: Annual Paving Services Contract Amendment No. 1

RECOMMENDED ACTION

Staff requests a Board motion to approve the Field Services Manager to sign Amendment #1, 1st year renewal to the professional services contract with Sierra National Asphalt (SNA) for paving services for FY 2024-25, in the amount of \$269,250 plus a 10% contingency for a total authorized budget of \$296,175. The staff recommendation will be reviewed by the Engineering Committee prior to the Board of Directors meeting.

BACKGROUND

On June 28, 2023, the Board approved a contract with SNA in the amount of \$269,250. The District's contract with SNA included three optional, 1-year extension/renewals. This item would compose the 1st year renewal in the amount of \$269,250 for work starting July 1, 2024. The contract period of performance is to be extended an additional 365 days.

The following detail summarizes the current agreement and proposed additions:

Contract/Amendment	Date	Total	Duration	Completion Date
Original Contract	7/17/2023	\$296,175	365 Days	6/30/2024
Amendment 1 (1st year renewal)	7/1/2024	\$296,175	365 Days	6/30/2025
Proposed Revised Contract		\$592,350	730 Days	6/30/2025

Sierra National Asphalt (SNA) work has been great this past year and they have been supportive of our schedule requirements.

Staff is requesting Board authorization and approval for an authorized total budget of \$296,175 (includes contingency) for FY 2024-25 requirements starting July 1, 2024. The contract value will be \$296,175 after Board review and approval.

FINANCIAL CONSIDERATIONS

This work is included in the FY 2024-25 retail operations budget and CIP retail budget.

STAFF REPORT

To: Board of Directors
From: Tony Barela, Director of Operations
Date: June 26, 2024
Subject: Residential Meter Replacement Plan – Meter Purchase FY 2024-25

RECOMMENDED ACTION

Staff requests a Board motion to award a material purchase from Badger Meter, Inc. in the amount of \$96,410 with a tax of \$6,990 (7.25%) for an authorized total purchase budget of \$103,400. The staff recommendation will be reviewed by the Engineering Committee prior to the Board of Directors meeting.

BACKGROUND

The Board approved a contract with Badger Meter, Inc. and the first year of costs for the purchase of meters related to the Meter Program at the February 23, 2022, Board Meeting. The purchase agreement has a term of 4 years. This current request is for the third annual purchase of residential meters and coils as part of the District's Meter Replacement Program and for new service connections throughout the District related to development. This request includes the replacement of 515 residential meters per year and an assumed 60 meters for new development service connections.

STATUS

To date, Staff has replaced nearly all of the old manually read meters throughout the District and is now concentrating on the replacement of the oldest meters in the distribution system. In total, including development, the Staff has replaced approximately 1,450 meters throughout the District since the beginning of this program.

BUDGET IMPACT

The purchase of meters is included in the FY 2024-25 Budget.

STAFF REPORT

To: Board of Directors
From: Tony Barela, Director of Operations
Date: June 26, 2024
Subject: Residential Meter Replacement Plan – Endpoint Purchase FY 2024-25

RECOMMENDED ACTION

Staff requests a Board motion to award a material purchase from Aqua Metric Sales Company (Aqua Metric) in the amount of \$307,800 with a tax of \$22,316 (7.25%) for an authorized total purchase budget of \$330,116. The staff recommendation will be reviewed by the Engineering Committee prior to the Board of Directors meeting.

BACKGROUND

The Board approved a contract with Aqua Metric and the first year of costs for the purchase of Automatic Meter Reading (AMR) endpoints related to the Meter Program at the February 23, 2022, Board Meeting. The purchase agreement has a term of 4 years. This current request is for the third annual purchase of endpoints as part of the District's Meter Replacement Program and for new service connections throughout the District related to development.

STATUS

Staff have made significant progress toward AMR throughout the system. To date, Staff has replaced approximately 8,300 endpoints. With this third-year purchase, Staff anticipates replacing the remaining 1,900 endpoints by January 2025. This will bring the entire Retail Service Area into AMR which has significant efficiency improvements for meter reading throughout the District.

BUDGET IMPACT

The purchase of meters is included in the FY 2024-25 Budget.

STAFF REPORT

To: Board of Directors
From: Mark Hargrove, Senior Engineer
Date: June 26, 2024
Subject: Air Release Valve Replacement Program Planning and Design Services for FY 2024-25

RECOMMENDED ACTION

Staff requests a Board motion to authorize the Director of Engineering Services to approve Amendment No. 2 to Bennett Engineering Services, Inc. (BEN) to provide planning and design services for the Air Release Valve Replacement Program (Project) for FY 2024-25 in the amount of \$195,929 bringing their total contract amount to \$532,390, with a total authorized budget of \$585,629 which includes a 10% contingency. The staff recommendation will be reviewed by the Engineering Committee prior to the Board of Directors meeting.

BACKGROUND

District staff has developed an Air Release Valve Replacement Program (Program) to replace/upgrade all of the existing air release valves (ARVs) that are currently deficient (i.e. broken, not found, cannot be repaired) and/or located within below grade valve boxes to above grade installations to be in compliance with California Code of Regulations, Title 22. The District currently has approximately 880 ARVs in the Retail distribution system with an estimated 750 of these valves venting below grade. Since the implementation of the District's recurring 5-year ARV maintenance program in 2017 (160 ARV per year), 124 ARVs have been identified as being deficient. The Program will consist of replacing 45 ARVs per year over a 17-year period.

On June 2, 2022, the District issued an RFP requesting proposals for professional engineering services for the planning and design for the first 3 years of the Program. Firms were asked to submit cost proposals for only FY 2022-23 with the remaining years to be re-negotiated each year. In July 2022, the District executed a contract with BEN to evaluate and design the ARVs for the first year (FY 2022-23). In July 2023, the District executed Amendment No. 1 with BEN for the evaluation and design of ARV's for the second year (FY 2023-24) of the program. Construction of the ARVs for FY 2022-23 was completed in September 2023 and bids are due for the construction of ARVs for FY 2023-24 on July 8, 2024.

In May 2024, District staff met with BEN to discuss lessons learned from the previous fiscal year and the scope of work for next fiscal year's ARV Replacement Program. The scope of work and budget amount included in this amendment reflect this discussion.

FINANCIAL CONSIDERATIONS

The Project is included in the proposed FY 2024-25 Retail Budget.

STAFF REPORT

To: Board of Directors
From: Mark Hargrove, Senior Engineer
Date: June 26, 2024
Subject: WTP Filter Backwash Hood Facilities Rehabilitation, Pre-purchase of Electrical Equipment

RECOMMENDED ACTION

Staff requests a Board motion to authorize the Director of Engineering Services to approve a purchase agreement with Primex Controls (Primex) to furnish electrical Motor Control Panels (MCPs) and Variable Frequency Drives (VFDs) for the Water Treatment Plant (WTP) Filter Backwash Hood Facilities Rehabilitation Project (Project) in the amount of \$148,330 with a total authorized budget of \$163,163 which includes a 10% contingency. The staff recommendation will be reviewed by the Engineering Committee prior to the Board of Directors meeting.

BACKGROUND

In January 2023, the District's consultant Kennedy Jenks (KJ) started design for the WTP Filter Backwash Hood Facilities Rehabilitation Project. As part of their design tasks, KJ worked with the District to identify equipment and materials with long construction lead times that could affect the construction schedule. KJ identified the electrical MCPs and VFDs as being such items and recommended these items be pre-purchased by the District 5-6 months in advance of the anticipated construction start date of December 2024. KJ prepared a Bid set of plans and specifications for the purchase of the equipment so the District could solicit quotes from various suppliers. The Engineer's estimate for the purchase of the equipment was approximately \$185,000.

CURRENT STATUS

On May 10, 2024, the District solicited quotes from three (3) suppliers and received only two (2) quotes by the May 24, 2024, deadline. The total amounts of the quotes from each supplier are listed in the table below.

Supplier	Quote Amount
Primex Controls	\$148,330
Technical Systems Inc.	\$291,800

The quote amount totals include submittal preparations by supplier, 2 MCPs (1 for each Backwash Hood), 4 VFDs (2 for each Backwash Hood), factory testing, on-site inspections, warranties, taxes, and delivery costs. The total amount proposed by Primex appears reasonable and in line with the requested in the plans and specifications.

FINANCIAL CONSIDERATIONS

The Project is included in the District's proposed Wholesale CIP budget in FY 2024-25.

STAFF REPORT

To: Board of Directors
From: Mark Hargrove, Senior Engineer
Date: June 26, 2024
Subject: Lime Silo Recoating Project – Construction Contract

RECOMMENDED ACTION

Staff requests a Board motion to authorize the Director of Engineering Services to approve a construction contract with River City Painting, Inc. (RCP) for \$94,456 with a construction contingency of \$9,446 (10%) for a total authorized budget of \$103,902. The staff recommendation will be reviewed by the Engineering Committee prior to the Board of Directors meeting.

BACKGROUND

This project includes all preparations and painting of the interior and exterior of the Water Treatment Plant's Lime Silo.

The Engineer's construction estimate is approximately \$200,000.

CURRENT STATUS

Seven (7) contractors attended the mandatory pre-bid meeting, and four (4) bids were received on June 7, 2024. The Bid outcomes are summarized as follows:

Bidder	Bid Amount
River City Painting, Inc.	\$94,456
F.D. Thomas, Inc.	\$117,897
Unified Field services Corp	\$154,902
FARR Construction dba Resource Development Co.	\$239,160

RCP was the lowest responsive, responsible bidder. RCP's bid documents were reviewed and found to be complete and in order, including license, insurance, and bonds.

FINANCIAL CONSIDERATIONS

The Project is included in the proposed FY 2024-25 Wholesale CIP Budget.

STAFF REPORT

To: Board of Directors
From: Adam Larsen, Field Services Manager
Date: June 26, 2024
Subject: Annual Installation Services Contract FY 2024-25

RECOMMENDED ACTION

Staff requests a Board motion to authorize the Field Services Manager to sign the Annual Installation Services Contract for FY 2024-25 with Flowline Contractors Inc. for installation services, in the amount of \$1,135,000 plus a 10% contingency for a total authorized budget of \$1,248,500. The staff recommendation will be reviewed by the Engineering Committee prior to the Board of Directors meeting.

BACKGROUND

On June 3, 2024, the District distributed an invitation to bid for Annual Installation Services for FY 2024-25. The District received three responsive bids and Flowline Contractors Inc. was the lowest bidder.

Bidder	Bid Total	Difference
Flowline Contractors Inc.	\$2,157,239	-
Rawles Engineering Inc.	\$3,113,200	\$955,961
TAK Communications CA	\$4,522,560	\$2,365,321

The bid total is not reflective of the budgeted total. The line items included in the bid schedule were overestimated compared to what will actually be completed during this fiscal year. Additionally, there were items included in the bid schedule that may not be completed under this contract but were included for emergency purposes, for example paving and slurry seal services.

The initial contract duration is for FY 2024-25, with three optional one-year renewals. Flowline Contractors Inc. contract will be evaluated to the contract requirements and quality of work for annual renewals; at that time the District will assess any price increases.

Staff is requesting Board authorization and approval for an authorized total budget of \$1,248,500 (includes contingency) for FY 2024-25 requirements starting July 1, 2024. The contract value will be \$1,248,500 after Board review and approval.

FINANCIAL CONSIDERATIONS

This work is included in the FY 2024-25 retail operations budget, CIP retail budget, and wholesale operations budget.

STAFF REPORT

To: Board of Directors

From: Greg Turner, Water Treatment Plant Manager

Date: June 26, 2024

Subject: Solar Field Monitoring, Operation and Maintenance Contract – Northstar Energy Management, LLC

RECOMMENDED ACTION

Staff requests a Board motion to authorize the Director of Operations to enter into a 5-year service contract for monitoring, operation, and maintenance of the District's Solar Field to Northstar Energy Management, LLC dba Novasource Power Services in the amount of \$103,760.49, including a 10% contingency of \$10,400 for a total authorized budget of \$114,161. The staff recommendation will be reviewed by the Engineering Committee prior to the Board of Directors meeting.

BACKGROUND

In 2010, the District explored methods to enhance efficiency, reduce its carbon footprint, and delay electricity rate increases. In August of that same year, the District entered into a contract to build a 794 KW solar field, supplying power to both wholesale and retail facilities.

Ensuring the solar field operates at peak efficiency remains a priority for the District and its ratepayers. Historically, the District has achieved optimal value by contracting 24/7 monitoring and preventive maintenance to maintain efficiency. After our past provider (Sunpower) phased out their monitoring equipment in 2023, we upgraded our systems. However, due to the acquisition of Sunpower by another company, the monitoring contract was terminated. Consequently, we sought an alternative monitoring option. Novasource emerged as the best value for monitoring and preventive/operational maintenance. The District negotiated a multi-year contract for these services.

STATUS

Currently, the District is relying on onsite observations and readings of solar productivity to gage the efficiency of the facility. Approving the execution of the contract will re-establish continuous monitoring and decrease the annual operation and maintenance costs.

BUDGET IMPACT

The 5-year project total is \$103,760.49. The fiscal impacts start at \$19,157 for FY 2024-25 and increase 4% annually for the duration of the contract. The contract costs will be split 53%/47% Retail/Wholesale.

STAFF REPORT

To: Board of Directors

From: Donna Silva, Director of Finance and Human Resources
Paul Helliker, General Manager

Date: June 26, 2024

Subject: Fiscal Year 2024-2025 Budget Adoption

RECOMMENDED ACTION

Conduct the legally required public hearing for budget adoption then approve Resolution 24-05 adopting the San Juan Water District Budget, Fiscal Year 2024-2025.

BACKGROUND

The San Juan Water District prepares and adopts annual budgets for its Wholesale and Retail operations and capital programs. Best practices require budget adoption prior to the start of the fiscal year (July 1st), but the District is required by law to adopt a budget prior to September 1st of each year.

The assumptions used in the budget were discussed by the Board at the April 24, 2024, Board meeting. The draft budget was presented and discussed at the May 22, 2024, Board meeting. Since that time, changes have been made to the proposed budget as follows:

Wholesale Capital:

- Corrected description of the Backwash Hood Rehabilitation and Rail Track Improvements project. The original description said that two backwash hoods and their respective rail tracks were to be rehabilitated in FY 2024-25. The information has been corrected to reflect one being rehabilitated in FY 2024-25 and the other in FY 2025-26. The estimated future spending has been added, and the total project cost updated accordingly.
- Corrected description of the Lime Tower Coating and Improvements Project. The original description said that the project would add additional anchor bolts. It has since been determined that the additional anchor bolts are not needed. The description and project name have been edited to reflect this change.

Net Effect on Transfers

None of the changes had an effect on the amount of the proposed budget nor the transfers in and out between funds.

The public hearing was duly noticed in the Sacramento Bee and the Proposed Budget has been available for review to the public. The proposed budget document is attached for review.

Attachments:

- Exhibit 1 Resolution 24-05 Adopting the Annual Budget for the Fiscal Year 2024-2025
- Exhibit 2 San Juan Water District Proposed Budget Fiscal Year 2024-2025

RESOLUTION NO. 24-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN JUAN WATER DISTRICT
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR 2024-2025**

WHEREAS, District staff has prepared a budget for the fiscal year 2024-2025 that estimates operating and maintenance, capital improvement program, debt service, prudent reserve requirements, and other expenses of the District and that estimates revenues from all sources to pay the expenses of the District;

WHEREAS, District staff has determined that the fiscal year 2024-2025 budget is reasonably accurate and if implemented will ensure that the District's revenues will be sufficient to pay all of the District's expenses, including contributions to reserves sufficient to return them to prudent levels; and

WHEREAS, after conducting a workshop and a public hearing on the proposed budget the Board of Directors has approved the same.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of San Juan Water District as follows:

1. That certain document referred to as "The San Juan Water District Proposed Budget Fiscal Year 2024-2025," and all schedules, exhibits and policies contained therein, is hereby adopted and the appropriations for the annual budget of the San Juan Water District for the fiscal year beginning on July 1, 2024 and ending on June 30, 2025, are hereby adopted; and
2. That the amounts stated in the proposed budget shall become and thereafter be appropriated to the offices, departments, activities, objects and purposes stated therein and said monies are hereby authorized to be expended for the purposes and objects specified in said budget; and
3. The General Manager is authorized to approve expenditure adjustments within individual accounts and line items so long as the total appropriated per fund is not exceeded.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 26th day of June 2024, by the following vote:

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

MANUEL ZAMORANO
President, Board of Directors
San Juan Water District

ATTEST

TERI GRANT
Secretary, Board of Directors



PROPOSED BUDGET

FISCAL YEAR 2024-2025

San Juan Water District
Granite Bay, California



Cover Photo: Scott DesJardin

Scott DesJardin (aka "Scotty") has been employed with the San Juan Water District for over 20 years. He currently serves as a Field Services Distribution Operator IV. Scotty has a ready smile and is the first man in the hole when there is a leak to be repaired underground. He is a valuable resource in terms of his knowledge of the retail distribution system and in terms of training the District's newer employees. If you run across him in the service area, give him a friendly wave and you will be rewarded with a warm and happy greeting. Thanks for years of hard work for the District Scotty!

GFOA Budget Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**San Juan Water District
California**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to San Juan Water District for its annual budget for the fiscal year beginning July 1, 2023. To receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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San Juan Water District

Fiscal Year 2024-25 Budget



Prepared by the Finance Department under Direction of
the General Manager

Mission Statement:

Ensure the delivery of a reliable water supply of the highest quality at the lowest reasonable price.

Vision Statement:

To be a recognized industry leader in the treatment and distribution of a reliable supply of safe and clean drinking water, while protecting and retaining the District's water rights and supply.



**First Drink from
Newly Rehabilitated
Hinkle Reservoir**



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

Elected Officials

Manuel Zamorano, President/Director
Edward J. "Ted" Costa, Vice-President/Director
Kenneth H. Miller, Director
Dan Rich, Director
Pamela Tobin, Director

Appointed Officials

Paul Helliker, General Manager
Teri Grant, Board Secretary
Donna Silva, Treasurer

Management Team

Tony Barela, Director of Operations
Andrew Pierson, Director of Engineering Services
Donna Silva, Director of Finance
Devon Barrett, Customer Services Manager
Adam Larsen, Field Services Manager
Greg Turner, Water Treatment Plant Manager
Chris von Collenberg, Information Technology Manager
Greg Zlotnick, Water Resources Manager

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San Juan Water District

Fiscal Year 2024-25 Budget

June 26, 2024

Board of Directors
Citizens of the San Juan Water District

On behalf of the San Juan Water District and its staff, I am pleased to present the Budget for Fiscal Year 2024-25. The Budget has been developed to be fiscally responsible in support of the District's Mission Statement:

Our mission is to ensure the delivery of a reliable water supply of the highest quality at the lowest reasonable price.

Adoption and implementation of this budget will allow the District to accomplish major priorities in Fiscal Year 2024-25, detailed throughout this document.

The District just updated its Strategic Plan this year, and we have used that document to as an part of the foundation for this budget. The plan can be found at the following link on the District's website:

<https://www.sjwd.org/files/a3420933e/Strategic+Plan+Adopted+042424.pdf>

The District's strategic goals are:

- Ensure Water Supply Reliability
- Optimize Operations, Maintenance and Delivery for High Quality and Reliable Water
- Provide Excellent Customer Service
- Operate the District Sustainably and in a Financially Sound Manner while Maintaining a Fair Rate Structure
- Provide a Capable High Quality Work Force and Ensure a Safe Work Environment
- Foster Collaborative Relationships with Regional and Statewide Partners

These strategic goals will guide our actions to respond to the following significant issues and priorities that we will face during fiscal year 2024-25, including, but not limited to the following:

- Addressing ongoing challenges to water supply reliability
- Development and adoption by the State of a new regulatory structure to implement water efficiency targets, pursuant to SB 606 and AB 1668

- Development of an update to the Water Quality Control Plan for the Sacramento/San Joaquin Delta, and implementation of the Healthy Rivers and Landscapes Program by the District and neighboring agencies in the American River Basin
- Further deliberations on a Delta Conveyance project
- Implementation of the Groundwater Sustainability Plan and expansion of the Sacramento regional groundwater bank
- Updating the District's retail financial plan
- Planning and executing significant infrastructure repair and replacement projects, including planning for the replacement of the cover and liner of Kokila Reservoir
- Successfully achieving distribution system maintenance goals, identifying and prioritizing repairs and replacements, and implementing the top priority projects
- Meeting current and evolving regulatory requirements for water quality, system operations, health and safety, human resources management, etc.

The District works hard to ensure that ratepayer dollars are used in the most cost-effective manner to provide reliable, clean water supplies to its customers. The District is implementing the new wholesale financial plan that it adopted in 2023 and will be updating the retail financial plan that it last adopted in early 2022. In preparing this budget, staff have reviewed the projections in the financial plans and have proposed a budget that is consistent with those plans.

I would like to thank District staff for their conscientious efforts in prudent management of District resources, enabling the District to reduce expenses whenever possible without reducing the levels of service necessary to meet the demands of good customer service and responsible facilities maintenance.

I want to thank the Board of Directors for their leadership and continued interest in prudent fiscal management.

Respectfully submitted,



Paul Helliker
General Manager

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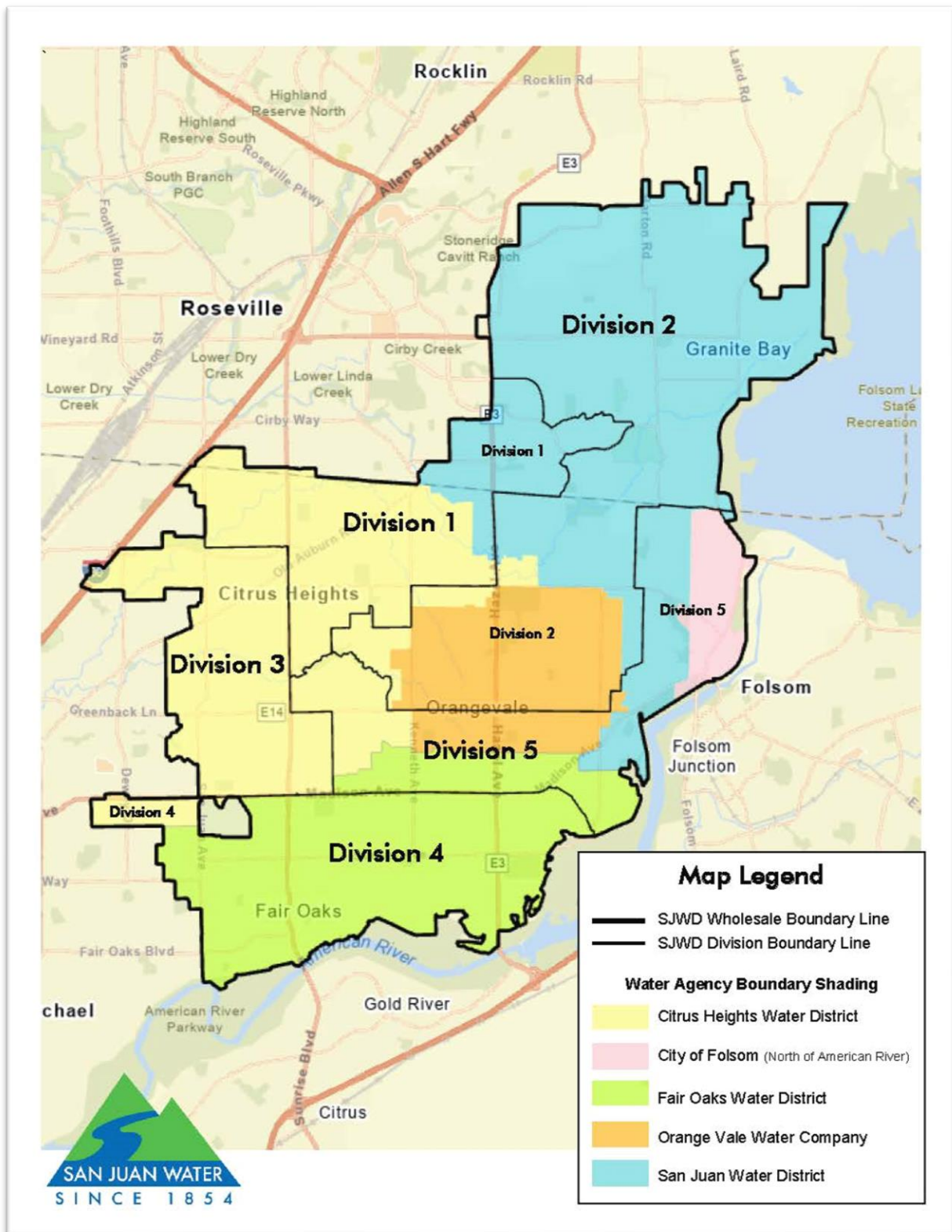
DISTRICT PROFILE

By The Numbers – Summary of District Information

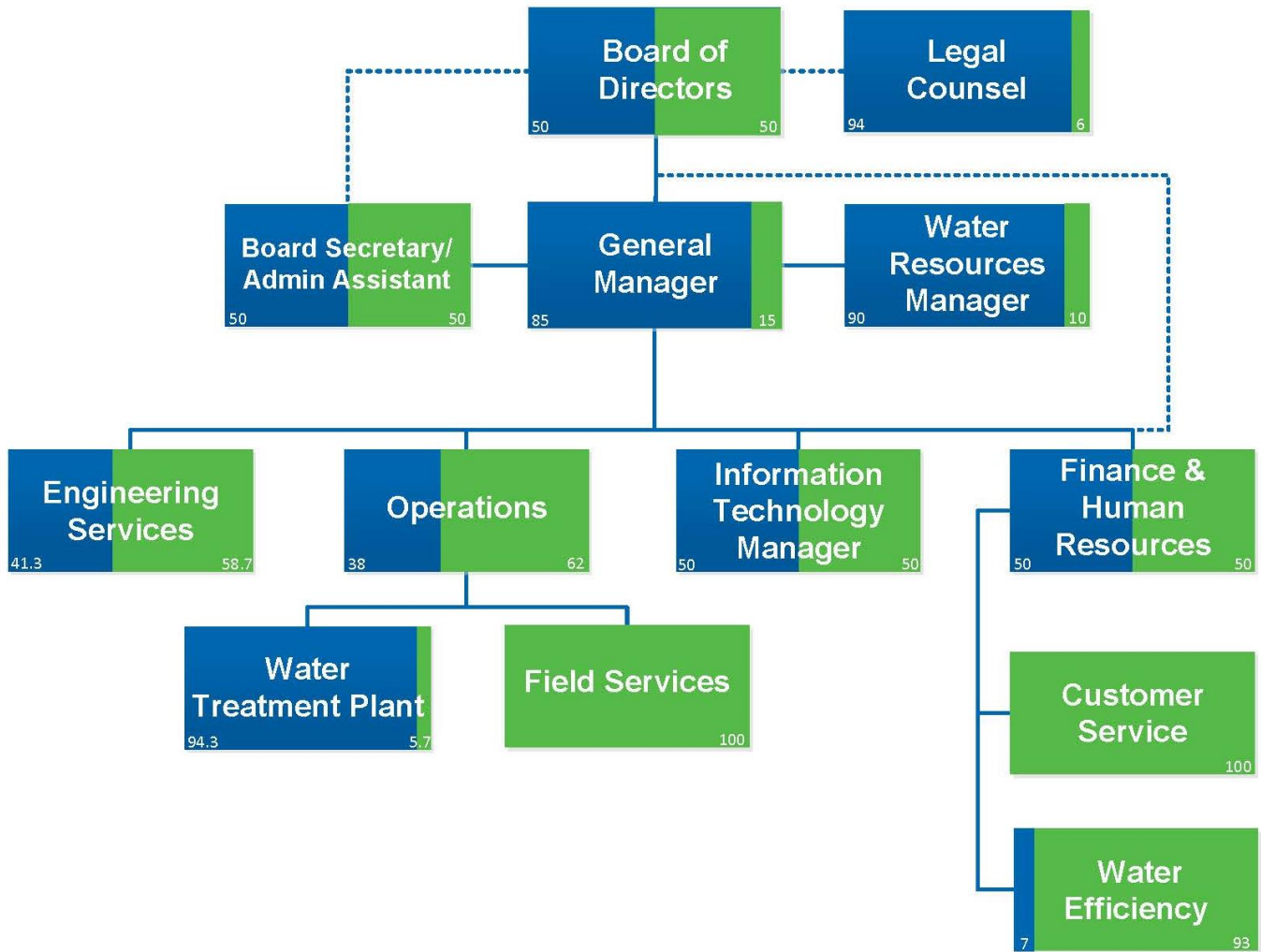
Water System	
Total Water Supply Available	82,200 acre-feet
Treatment Plants	1
Treatment Plant Capacity	150 MGD
Reservoirs	2
Miles of Water Main	227
Storage Tanks	2
Booster Stations	9
Number of Booster Pumps	38
Number of Control Valve Stations	15
Number of Solar Facilities	1
Number of Pressure Zones – Retail Service Area	8
Number of Active Service Connections – Retail Service Area	10,900

Miscellaneous Statistical Information	
Size of Service Area	46 square miles
Size of Retail Service Area Only	17 square miles
Population of Service Area (per FY 2022-23 ACFR)	153,034
Population of Retail Service Area Only (per FY 2022-23 ACFR)	29,776
Number of Active Employees	49
Number of Debt Issues Outstanding	4
Wholesale Operating Budget	\$ 11,530,500
Wholesale Capital Budget	\$ 3,654,900
Retail Operating Budget	\$ 15,499,100
Retail Capital Budget	\$ 24,490,600

Wholesale Service Area Map



Organization Chart by Functional Area



Allocation of Costs

Wholesale	%
Retail	%



ABOUT THE DISTRICT

ABOUT THE DISTRICT

The San Juan Water District (District) initially began as the North Fork Ditch Company dating back to 1854 providing water to the area. The District, as in existence today, was formed as the result of petitions being presented to the Board of Supervisors of Sacramento and Placer Counties by Citrus Heights Water District (CHWD), Fair Oaks Water District (FOWD), Orange Vale Water Company (OVWC) and a group of homeowners in South Placer County. An election was then held within the boundaries of the sponsoring districts including the District's current Placer County service area on February 10, 1954. At this election, voters approved the formation of the San Juan Water District by nearly a two-thirds majority and elected five Directors. The District is a Community Services District formed under Section 61000 et seq., Title 6, Division 3 of the California Government Code.

The District provides water on a wholesale and retail basis to an area of approximately 17 square miles for retail and 46 square miles for wholesale (which includes the retail area) in Sacramento and Placer Counties.

The District's wholesale operations include: protecting access to reliable and sufficient water supplies; operating and maintaining a surface water treatment plant; operating and maintaining treated water storage; pumping and transmission facilities; delivering treated water to five retail agency customers (the District's retail division, CHWD, FOWD, OVWC and the City of Folsom (Ashland)); and providing the administrative support necessary to successfully carry out those functions.

In addition, the District has a contract with the Sacramento Suburban Water District (SSWD) to treat and wheel water that they purchase from the Placer County Water Agency (PCWA) and/or the United States Bureau of Reclamation (215 Water). SSWD's ability to purchase water from PCWA, diverted from Folsom Reservoir, is restricted to years when the unimpaired inflow to Folsom Lake exceeds a certain level. SSWD also at times accesses excess flows into Folsom made available by the United States Bureau of Reclamation. Additionally, in 2020 the District began selling a portion of its water supplies to SSWD with such supplies generally available in all water year types. These agreements are negotiated on an annual basis.

The District's retail operations consist of operating and maintaining storage, pumping, transmission and distribution facilities, which deliver water to approximately 10,900 retail service connections located in a portion of Northeast Sacramento County and the Granite Bay area of South Placer County, and providing the administrative, customer service, water efficiency, and engineering support necessary to successfully carry out those functions.

The District's existing water supply consists of three separate raw water contracts. The first source of water comes from a settlement contract with the U.S. Bureau of Reclamation (Reclamation) whereby it is required to deliver the District's pre-1914 and post-1914 water rights water from the American River, totaling 33,000 acre-feet, in perpetuity. The second source is a water repayment contract with Reclamation for 24,200

acre-feet of Central Valley Project water, also in perpetuity, subject to standard shortage policies. The third water source is a contract with PCWA for up to 25,000 acre-feet of water.

All sources of surface water are either stored or flow through Folsom Lake with delivery taken from Folsom Dam outlets, either by gravity or pumped by Reclamation's Folsom Pumping Plant. Total raw water delivery to the plant for the 2022-2023 fiscal year was 36,941 acre-feet and is anticipated to be 43,974 acre-feet for fiscal year (FY) 2023-24, and 40,662 for FY 2024-25.

In response to the last drought and in preparation of future drought conditions, the District partnered with two nearby water districts, PCWA and SSWD, to construct inter-ties to allow water supplies to be shared and transferred if normally available supplies are reduced and/or inadequate to meet immediate demands for either district.

The District has long been a proponent and practitioner of cost-effective water efficiency programs. The implementation of these programs has been highly successful, and the District complies with best management practices that are required by the Sacramento Area Water Forum Agreement, California legislation SBx7-7 (2009), the California Department of Water Resources, and the Central Valley Project Improvement Act.

The District's water efficiency programs include:

- Water Awareness Poster Contest and Calendar – Since 1992, the District and its wholesale agency customers, CHWD, FOWD and OVWC, have promoted water awareness at the elementary school level through an annual water awareness poster contest.
- Rebate Program – The District provides rebates for the purchase of high-efficiency washing machines, and hot water on-demand recirculation systems as well as weather-based irrigation timer rebates to both residential and non-residential customers.
- Free Programs – District staff provides free indoor and outdoor water audits, leak detection, and recommendations to improve irrigation system performance. Staff also creates landscape water budgets and irrigation schedules to improve efficiency. The District conducts and hosts a variety of workshops on drip systems and proper irrigation techniques, landscape design, soil health, tree maintenance, controller management and other water efficiency topics. A speakers' bureau is available to talk to groups about water efficiency programs and water supply and reliability issues.
- Water Efficient Landscape (WEL) Garden – Located behind the District's administrative office are gardens to inspire visitors to create a water efficient landscape that looks beautiful every season. The garden demonstrates efficient irrigation and non-water using materials to create a beautiful landscape.

The benefits of these programs include more cost-effective and efficient use of water and increased customer awareness on the importance of water efficiency to contribute to future reliability of water supplies.

The District's water treatment facility, the Sidney N. Peterson Water Treatment Plant (Plant), was constructed in three phases beginning in 1975 and completed in 1983. The Plant includes two flocculation-sedimentation basins, two filter basins, an operations building and a covered 62-million-gallon storage reservoir. Major upgrades and improvements to the Plant have been made over the years, including increasing its maximum seasonal capacity (May 15th to September 30th) to 150 million gallons a day (mgd) from its original 100 mgd. The 62-million-gallon Hinkle Reservoir was rehabilitated in FY 2023-24. Those past upgrades, and ongoing efforts to identify and implement projects and process improvements to increase efficiency, cost effectiveness, and productivity, all contribute to the District's success in reliably satisfying customer demands while continuing to meet or exceed all Federal and State regulatory requirements.

The Plant receives delivery of raw water directly from Folsom Dam outlets. The raw water undergoes an extensive water treatment process to ensure the highest quality of water for all customers. From the Plant, the water flows into the District's 62-million-gallon Hinkle Reservoir for storage and distribution. The District maintains approximately 227 miles of transmission and distribution pipelines, which transport the high-quality treated water to wholesale and retail customers.

Budget Purpose, Process and Control

The District operates on a fiscal year that runs from July 1 through June 30. The District adopts an annual operating budget and an annual capital improvement budget to ensure the adequacy of resources to meet District needs and to accomplish the District's mission. California Government Code section 61110(c)(2)(f) requires the adoption of the final budget on or before September 1st of each year, however, the District strives to have an adopted budget by June 30th. As required by certain debt covenants, the annual operating budget is evaluated to ensure that net revenues, as defined by the various debt covenants, are equal to or exceed a minimum of 115 percent of the anticipated debt service for the budget year.

In March of 2018, the Board of Directors adopted a Strategic Plan which staff now uses as the guiding light in preparing an operations plan and annual budget. The Strategic Plan was updated in April 2024. Using the goals in the Strategic Plan, as well as direction received throughout the year from the Board of Directors, the Department Managers prepare and submit draft budgets to the Finance Department. The Finance Department prepares the revenue budget and reviews and compiles the various department budgets. A budget workshop is generally held in May of each year to present and discuss the draft budget with the Board of Directors and interested members of the public. Feedback from that meeting is used to adjust the draft budget, if necessary. A public hearing is then generally held in June after which the Board of Directors votes on budget adoption. The budget calendar, specific to the preparation of the FY 2024-25 budget, is presented below:

Important Dates for Adoption and Review of FY 2023-24 Budget

DATE	FORUM	TOPIC/ACTION
April 26, 2023	Board Meeting	Discussion of assumptions to use in budget preparation.
May 24, 2023	Board Meeting	Review and discuss Draft FY 2023-24 Operating and Capital Budgets
June 28, 2023	Public Hearing	Receive public input on proposed budget
June 28, 2023	Board Meeting	Consider adoption of proposed budget.
March 27, 2024	Board Meeting	FY 2023-24 Mid-Year Budget Review

Important Dates for Adoption and Review of FY 2024-25 Budget (preliminary)

DATE	FORUM	TOPIC/ACTION
April 24, 2024	Board Meeting	Discussion of assumptions to use in budget preparation
May 22, 2024	Board Meeting	Review and discuss Draft FY 2024-25 Operating and Capital Budgets
June 26, 2024	Public Hearing	Receive public input on proposed budget
June 26, 2024	Board Meeting	Consider adoption of proposed budget
March 19, 2025	Board Meeting	FY 2024-25 Mid-Year Budget Review

Budget to actual financial data is monitored continuously throughout the year by management and is reported on a monthly and annual basis to the Board of Directors. Beginning in February of each year, staff performs a mid-year budget review. The mid-year budget review process is an in-depth analysis of year-to-date budget to actual data, combined with a projection of financial activity through the end of the year. That is then compared to the adopted budget. If expenses, in total, are projected to be greater than the adopted budget, the board considers a budget amendment, or staff recommends budget cuts to ensure adherence to the adopted budget. The mid-year budget review is usually presented at the March Board meeting. The General Manager has the authority to move budget between specific lines within a fund, or between funds to correct posting errors. Transfers between funds, for purposes other than error correction, or to maintain required reserve levels, require approval from the Board of Directors.

Budget Format

The budget is prepared on a modified accrual basis wherein revenues and expenses are reported when earned and incurred, respectively. The budget does not include amounts for depreciation, pension expense in accordance with GASB 68, retiree medical expenses in accordance with GASB 74/75, lease revenue/expense in accordance with GASB 87, compensated absences expense accrual and the amortization of premium or discount on debt issuances but does include an expenditure for debt principal and a revenue for any new debt issued. Therefore, the budget is not prepared in the same manner as the Annual Comprehensive Financial Report (ACFR). The program budget format is used versus a line-item detail format to provide the most valuable information to the reader on all of the District's major areas of service (Administration, Customer Service, Distribution, Engineering, Water Efficiency, and Water Treatment Plant). Expenditure data is also presented in a functional format (Salaries & Benefits, Materials & Supplies, etc.) to provide readers with an alternate view.

For financial reporting purposes, the District operates a single enterprise fund. However, for management of the two divisions, wholesale and retail, the District utilizes four distinct funds, one each for Operations and one each for Capital Outlay.

To ensure funds are available to meet both operating and capital needs, the District (for both Wholesale and Retail Operations) established a financial planning process with the development of a Master Plan that contains a review of current infrastructure, and that recommends projects for a twenty to thirty-year period. The District then estimates current and future operating needs and works with a rate consultant to develop a water rate study and financial plan.

The District updated its Wholesale Financial Plan and Rate study in 2023. The update resulted in a five-year rate plan, with the first rate increase effective January 2024. The rate schedule brings the fixed and variable components of the rate into alignment with the District's fixed and variable rates, thus ensuring long term fiscal stability and rate certainty for the wholesale customers. The Wholesale Financial Plan recommends annual rate increases of approximately 4-5%, primarily due to expected inflation rates. The wholesale rate structure is currently being litigated by the Citrus Heights and Fair Oaks Water Districts. The District is confident that its rate schedule is fair, reasonable, responsible and prepared in accordance with the law.

The District completed a Retail Financial Plan and Rate Study in FY 2021-22, resulting in a 3-Year Rate Schedule. The new Retail Rate Schedule went into effect on February 1, 2022, and resulted in three successive 8% effective rate increases. In the previous five-year rate schedule, all rate increases were applied to the fixed base rate only, to bring stability to the rate structure and provide reliable funding to cover fixed operating costs. In the new rate schedule, this approach is taken for the first rate increase but the final two rate increases will apply to both the fixed and the volumetric rate as the District feels it has achieved equilibrium between rates and costs, to the greatest extent possible. The last rate increase under than plan was implemented in January 2024. The District expects to begin an update to the Retail Financial Plan and Rate Schedule in calendar year 2025.

Financial Policies

Key District Financial Policies include the Reserve Policy, the Debt Policy, the Investment Policy, and the Procurement Policy.

Reserve Policy

In accordance with Board Resolutions, Board Motions, District Ordinances, loan agreements and applicable laws, certain reserve funds have been established and maintained as follows:

WHOLESALE RESERVES:

NAME	PURPOSE	AMOUNT/LEVEL
Operating	Established in 1998 to provide working capital for operations and unexpected needs	20% of operating expenses
Hinkle Reservoir Loan Debt Service	Required by the loan agreement with the State Water Resources Control Board	1-year Debt Service
Capital Improvement Program	Established in 1998 to fund capital replacements, rehabilitation, upgrades and improvements	Determined annually by Board of Directors

San Juan Water District

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RETAIL RESERVES:

NAME	PURPOSE	AMOUNT/LEVEL
Operating	To provide working capital for retail operations, as well as readily available capital for unexpected needs and modest variations between expected and actual water demands	20% of annual operating expenditures
Eureka Road Transmission Pipeline Replacement Loan Debt Service	Required by the loan agreement with the State Water Resources Control Board	1-year Debt Service*
Capital Facility Fees	Government Code Section 66013(c) requires capital facility fees collected for specific future projects be held in reserve and spent only on the projects for which the fee was established and collected	Amounts received, plus interest, not yet spent on the projects that formed the basis for the fee
Capital Improvement Program	To fund capital replacements, rehabilitation, upgrades and improvements	Determined annually by Board of Directors. Budget includes revenues and transfers in at least equal to annual depreciation

Debt Policy

The Debt Policy, adopted in compliance with Government Code Section 8855(i), governs all debt undertaken or refinanced by the District. It describes the purposes for which debt may be issued, the types of debt the District may issue, and the relationship of debt to the Capital Improvement Program and the Operating Budget.

Investment Policy

In accordance with the Board’s Investment Policy, the Director of Finance has been designated as the “Investment Officer” in charge of operational management.

Investments by the Investment Officer are limited to those instruments specifically described in the District’s Investment Policy. The Investment Officer submits quarterly reports to the Board of Directors detailing all investment holdings. In order of importance, the following five fundamental criteria are followed in the investment program: 1) safety of principal; 2) limiting credit risk liquidity; 3) limiting interest rate risk; 4) liquidity; and 5) return on investment.

Procurement Policy

The District's procurement policy creates uniform procedures for acquiring equipment, and goods and services for its operations. The primary purpose of this policy is to provide for the purchase of materials and trade services with the objective that they will be available at the proper time, in the proper place, in the proper quantity, in the proper quality, and at the best available price, consistent with the needs of the District.

Accounting System and Controls

The District uses the Tyler Technologies financial accounting system to record its financial transactions. Management has established a system of internal controls that provides a reasonable basis for protecting the District's assets from loss, theft, and misuse, and that compiles sufficient reliable information for the preparation of the District's financial statements. At the end of the year, the District prepares an ACFR consisting of management's representations concerning the District's finances. An independent auditing firm audits this report and examines District internal controls and provides an opinion on the financial reporting and provides suggestions on ways to improve the internal control processes of the District.

Fund Structure and Descriptions

Legally, San Juan Water District is a single enterprise fund. For purposes of rate setting, reserve segregation and managerial reporting, the District utilizes four distinct funds as follows:

Enterprise Funds:

- Wholesale Operating Fund
- Retail Operating Fund

Capital Outlay Funds:

- Wholesale Capital Outlay Fund
- Retail Capital Outlay Fund

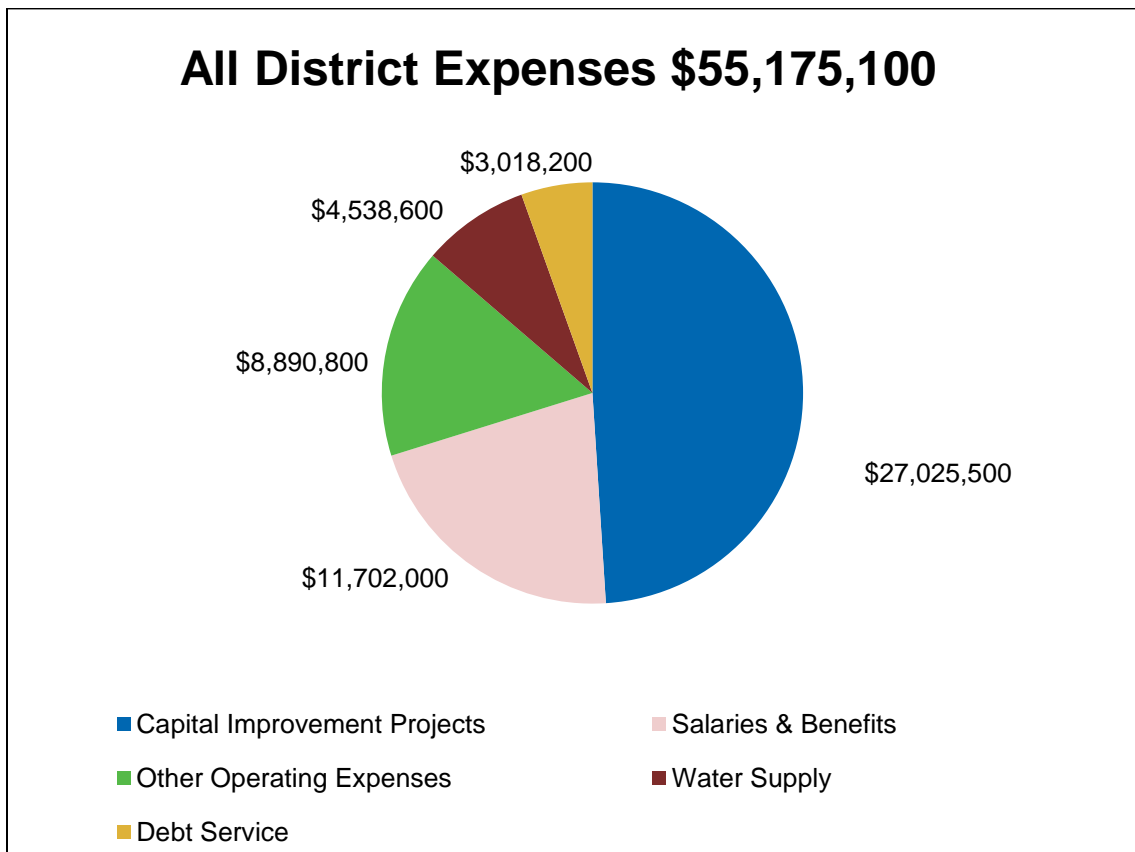
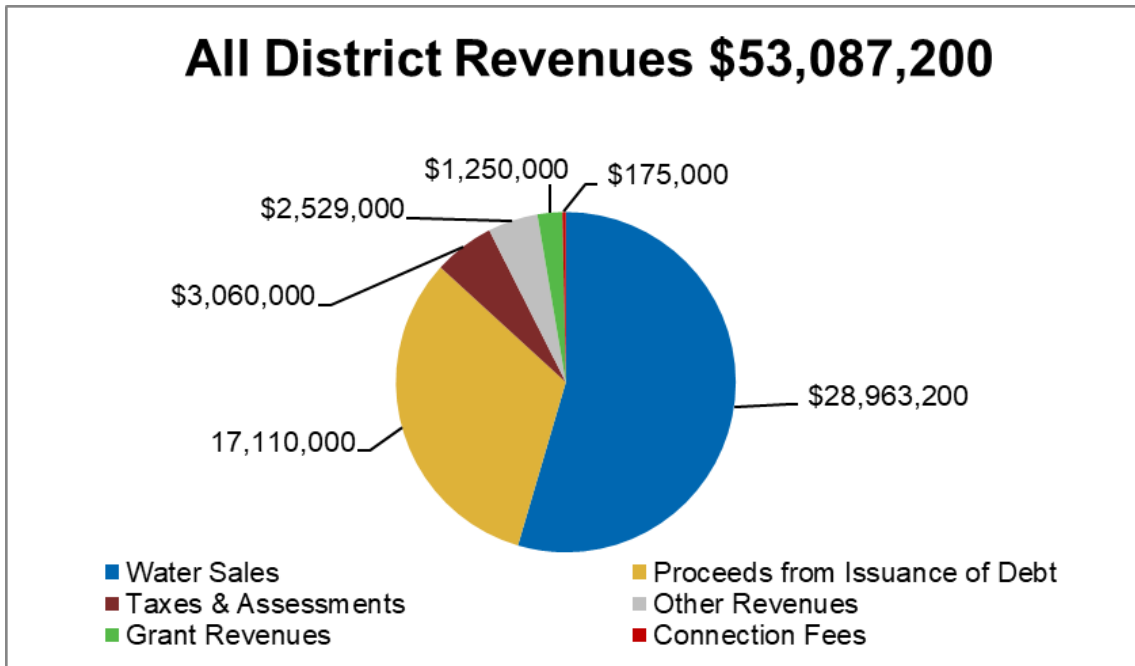
The funds are combined for the purpose of formal financial reporting (audited financial statements). Budgets and descriptions for these funds can be found starting on page 51.

Budget Assumptions

A budget is an estimate of revenues and expenditures for a set period of time. The creation of estimates involves a set of assumptions. It is important that the reader of this budget understands the assumptions used in preparing the revenue and expenditures estimates contained herein. Listed below are the primary assumptions used in the creation of this budget:

- Wholesale rates increase in January 2024 and January 2025 in accordance with the Board approved Wholesale Rate Schedule.
- Retail rates increase effective January 1, 2024 (8.1% increase on both the volumetric and base rate). No retail rate increases for January 2025.
- Wholesale water demand:
 - No change in demand from regular wholesale water customers.
 - No water transfers.
 - 6,263 acre-feet of water being treated and delivered to the SSWD.
- No significant change in retail water demand.
- Property taxes increase 2%.
- Salaries prepared in accordance with Board Compensation Policy, utilizing CalPERS estimated wage growth.
- 11% increase in health care insurance costs.
- \$200,000 supplemental payment to CalPERS towards unfunded pension liability.
- Property Insurance increase of 20% due to California wildfires.
- Liability insurance expected to increase by 10% due to claims experience and general industry cost increases.
- 28.99% increase in PG&E energy costs due to three rate increases from PG&E in 2024 thus far, and two more anticipated. 5% increase in SMUD energy costs.
- Absent costs from defending the District against the April 2024 lawsuit filed by the CHWD and FOWD, staff is projecting wholesale legal expenses to decline by 17.4% due to no anticipated activity on General American River issues and the winding up of the initial CHWD/FOWD litigation. Wholesale legal expenses will incorporate additional expenses due to the April 2024 lawsuit filed by CHWD and FOWD.

Estimated Revenues and Expenditures of Funds – Summary



Estimated Revenues and Expenditures of Funds – Summary

	Wholesale		Retail	Retail Capital	Total
	Wholesale Operations	Capital Outlay	Operations	Outlay	
Estimated Beginning Reserves July 1, 2024	\$ 2,914,091	\$25,281,827	\$ 2,809,710	\$ 21,762,736	\$ 52,768,363
Revenues					
Proceeds from Issuance of Debt	\$ -	\$ -	\$ -	\$ 17,110,000	\$ 17,110,000
Water Sales	11,508,200	-	17,455,000	-	28,963,200
Taxes & Assessments	-	1,530,000	-	1,530,000	3,060,000
Grant Revenues	-	-	-	1,250,000	1,250,000
Other Revenues	244,300	850,000	754,700	680,000	2,529,000
Connection Fees	-	75,000	-	100,000	175,000
Total Revenues	\$11,752,500	\$ 2,455,000	\$ 18,209,700	\$ 20,670,000	\$ 53,087,200
Expenses					
Capital Improvement Projects	\$ -	\$ 2,934,900	-	\$ 24,090,600	\$ 27,025,500
Salaries & Benefits	4,727,800	-	6,974,200.00	-	11,702,000
Water Supply	1,170,800	-	3,367,800.00	-	4,538,600
Debt Service - Principal	944,100	-	662,000.00	-	1,606,100
Debt Service - Interest	853,300	-	558,800.00	-	1,412,100
Other Expenses	3,834,500	720,000	3,936,300.00	400,000	8,890,800
Total Expenses	\$11,530,500	\$ 3,654,900	\$ 15,499,100	\$ 24,490,600	\$ 55,175,100
Net Income	\$ 222,000	\$(1,199,900)	\$ 2,710,600	\$(3,820,600)	\$(2,087,900)
Transfer In/(Out)	82,300	(82,300)	(2,284,100)	2,284,100	-
Estimated Ending Reserves	3,218,391	23,999,627	3,236,210	20,226,236	50,680,463
Restricted for Debt Service	912,200	-	136,300	-	1,048,500
Restricted for Expansionary Projects	-	-	-	5,211,966	5,211,966
Estimated Ending Available Reserves	\$ 2,306,191	\$23,999,627	\$ 3,099,910	\$ 15,014,270	\$ 44,419,997



MAJOR REVENUES AND EXPENDITURES

MAJOR REVENUES AND EXPENDITURES

In order to assist in understanding the fiscal trends facing the District, and the assumptions utilized in preparing this budget, the following discussion and analysis of the District’s major revenues and expenditures are presented.

Water Sales

Revenue from the sale of water accounts for 81% of all District revenues, excluding the proceeds from the issuance of debt. Water revenues are driven by two primary factors, the amount of water sold and the rate per unit. The Board of Directors considers and adopts rates through separate processes for wholesale and retail. Wholesale customers are presented with a rate study and are given 150 days to provide comments to the Board of Directors on proposed rate changes. After the 150-day comment period, the Board of Directors review the comments and decide on rates for the upcoming calendar year.

Retail rate setting is subject to the provision of Proposition 218 wherein customers are provided with information on proposed rate changes and are invited to attend a public hearing on the proposed changes. Proposed rate changes can be denied if a majority of ratepayers submit letters of protest. If a majority of rate payers do not protest, the Board of Directors will vote on the proposed rate increase and set the effective date for any proposed and approved changes.

The District completed a Retail Financial Plan and adopted a 3-Year Schedule for retail water rates in January 2022. A Wholesale Financial Plan and 5-year Rate Schedule was approved in December 2023.

The four charts below depict wholesale and retail water deliveries and revenues over time.

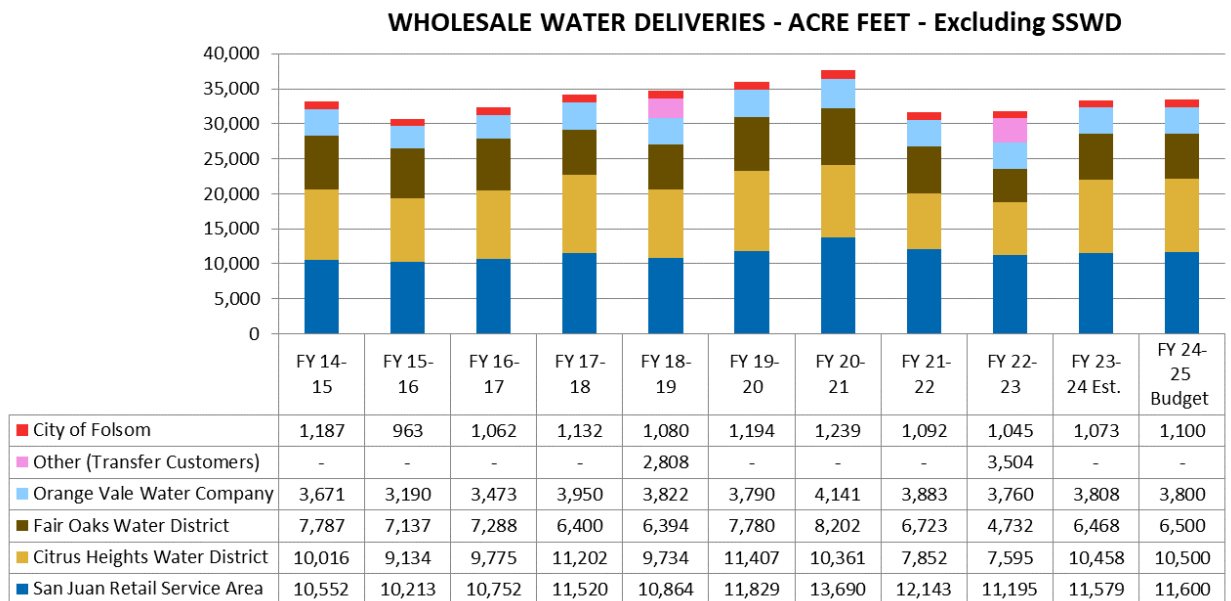


Chart 1

As a result of the 2012-2016 drought, wholesale water deliveries reached a low in FY 2015-16. With the drought “officially” over, the District experienced an uptick in wholesale water demand in FY 2015-16, which continued through FY 2020-21, reaching a peak of 37,633 acre-feet of deliveries. The increase in water demand in FY 2020-21 was due in part to the COVID-19 pandemic. People were staying home and using more water. When they started to return to work in FY 2021-22 water demand fell. With the absence of drought messaging due to recent wet winters, we have seen water use inch back up to an estimated 33,500 acre-feet of demand in FY 2024-25.

In addition to delivering water to its regular wholesale customers, the District frequently treats and delivers water to SSWD, which has a contract with PCWA for raw water that is available in years when the unimpaired flows in the American River are above a specific threshold. Furthermore, in years when SSWD’s PCWA water is not available, SSWD has purchased treated water directly from the District. The chart below shows deliveries to SSWD since FY 2014-15.

WHOLESALE WATER DELIVERIES TO SSWD - ACRE-FEET

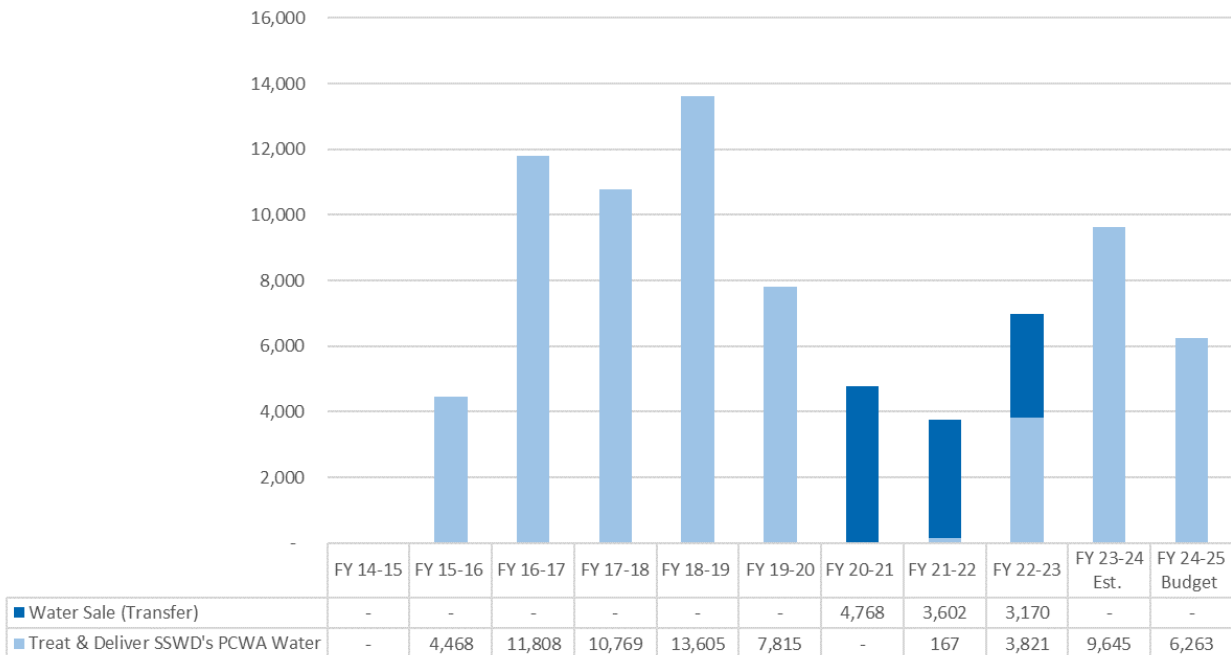


Chart 2

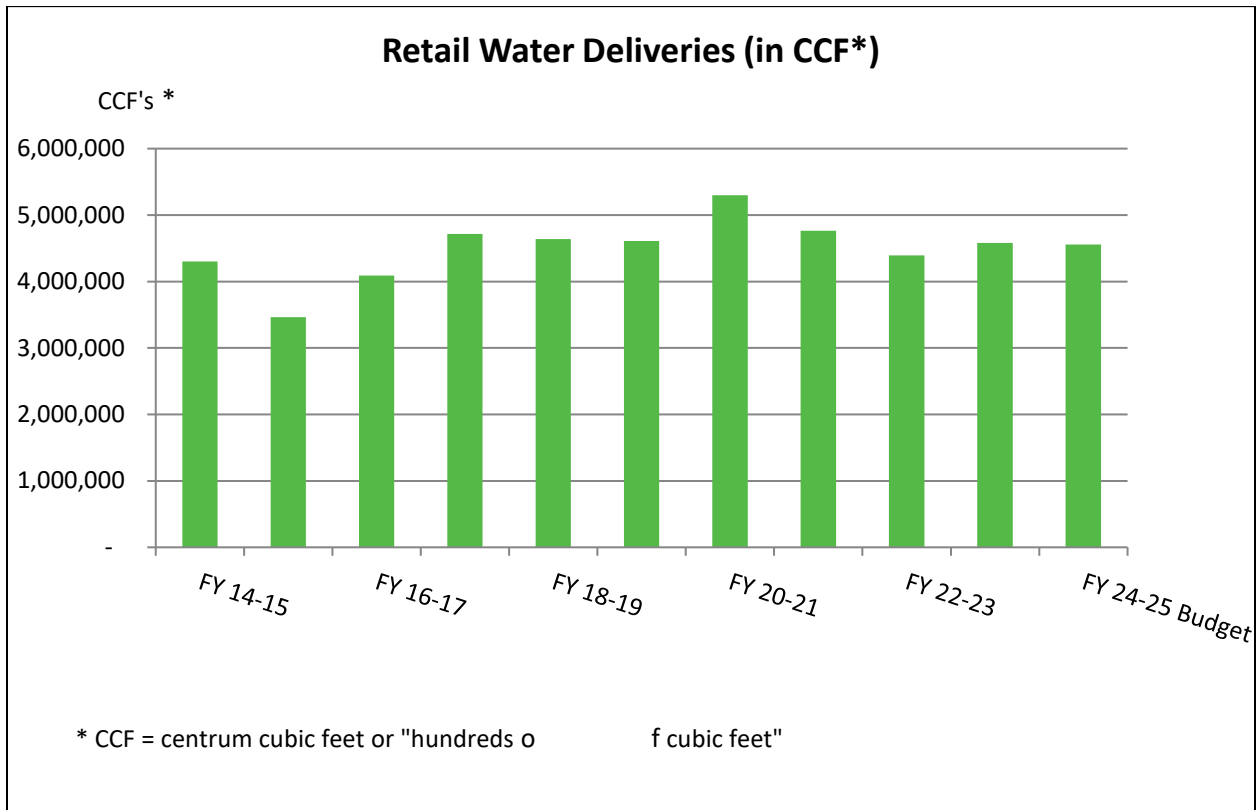


Chart 3

As with wholesale deliveries, retail water deliveries hit a low in FY 2015-16 because of the 2012-2016 drought. Deliveries increased through FY 2017-18 leveling off through FY 2019-20. Retail water demand increased during the COVID-19 pandemic as people were largely staying home, presumably doing a lot of gardening, and otherwise using more water. Deliveries declined in FY 2021-22 as people started returning to the office and spending less time at home. Demand increased in FY 2023-24 due to wet winters and no drought messaging. That level of demand is expected to hold through FY 2024-25.

Water Sale Revenues

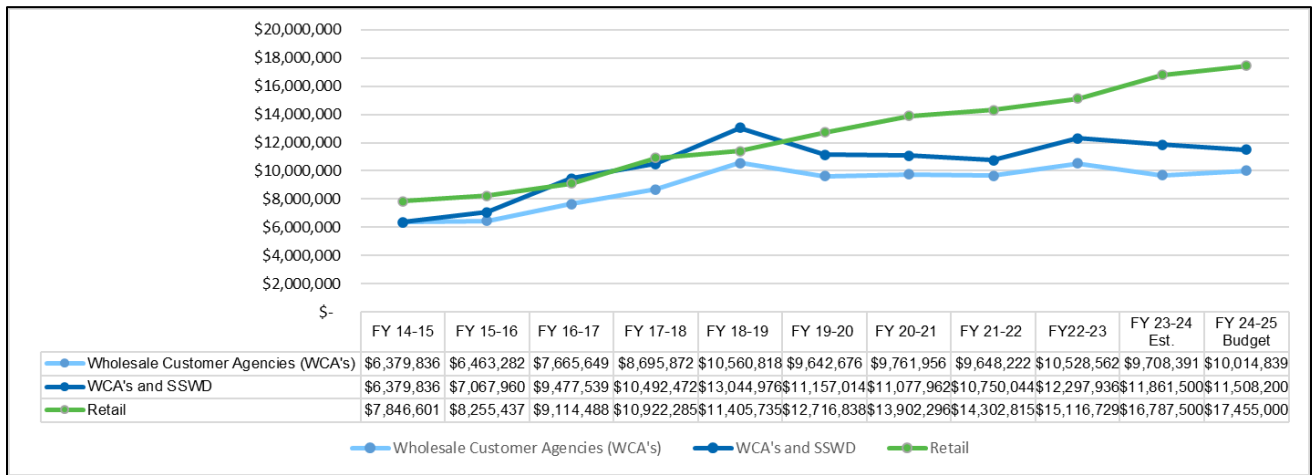


Chart 4

Wholesale water sale revenues increased steadily from a low in FY 2014-15 to a peak in FY 2018-19. This period of revenue growth occurred for several reasons:

- Increased demand from wholesale customers.
- Treatment of SSWD water. While revenues from the wholesale customer agencies increased over this time period, total revenues were further increased by revenues from the treatment of SSWD’s PCWA water, as indicated by the difference between the dark and light blue lines in the graph above.
- Increased rates. On January 11, 2017, the Board of Directors approved a 5-Year Rate Schedule, which allowed for a 16% effective increase to go into effect on January 1, 2017, 9% per year for January 2018 through January 2020 and 5% in January 2021.

Wholesale water sale revenues declined in FY 2019-20, despite the rate increase and increased sales to the wholesale customer agencies, due to SSWD taking less PCWA water. In addition, wholesale water rates were reduced on July 1, 2019, to reflect savings incurred by refinancing a debt issuance in 2017. Wholesale water sale revenues held steady in FY 2020-21, despite a planned 5% effective rate increase on January 1, 2021. Due to hydrologic conditions, SSWD was not able to take its PCWA water. However, the two water districts entered into an agreement wherein SSWD is purchasing treated water directly from the District. While the District earns more money by selling its own water to the SSWD, as opposed to simply treating their PCWA water, the amount sold was 2,340 acre-feet less than what was treated in the prior year, resulting in a decline in revenues. Wholesale water sale revenues fell in FY 2021-22 due to a general decline in demand, most notably from CHWD and FOWD. The last of the rate increases from the 2017 Wholesale Financial Plan went into effect on January 1, 2021. Rates remained unchanged, in total, until January 2024. Therefore, changes in wholesale water sales revenues from FY 2021-22 through FY 2023-24 are due solely to the changes in demand discussed previously. Revenues are expected to increase slightly in FY 2024-25 due to scheduled inflationary rate increases in January of 2024 and 2025.

San Juan Water District

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In FY 2014-15, retail water use dropped significantly because of the drought and conservation mandates. The District restructured their rates and at the end of the fiscal year, in June 2015, implemented a retail drought surcharge. Revenues for FY 2014-15 fell 7.8% from the prior year.

In FY 2015-16, water use continued its sharp decline but due to the drought surcharge and a 15% rate increase in January 2016, revenues were almost restored to FY 2013-14 levels. The drought surcharge was removed April 1, 2016.

FY 2016-17 yielded a 10.4% increase in revenues, mostly from increased consumption from the end of the drought.

The Board of Directors approved a 5-Year Rate Schedule that resulted in an effective 8% rate increase on May 1, 2017, and a 9% rate increase on January 1, 2018. Those rate increases, combined with increased consumption produced a 19.9% increase in retail water sale revenues for FY 2017-18.

In FY 2018-19, there was an 8% effective rate increase on January 1, 2019, but consumption was down 8.46%, resulting in a revenue increase of 4.43%.

Water sale revenues increased 11.5% in FY 2019-20 due to the 8% effective rate increases on January 1, 2019, and 2020, and stable consumption (0.55% decline).

The effective 6% rate increase on January 1, 2021, was expected to be partially offset by a 10% decline in consumption, because of the COVID-19 pandemic, resulting in a revenue increase of 3.48%. However, the pandemic resulted in an increase, not a decrease, in water sales and the FY 2020-21 retail water sales revenues increased by 9% from the prior year.

Despite lower demand, retail water sales revenues increased 2.88% in FY 2021-22 due to an 8% rate increase effective February 2022.

Retail water sale revenues increased in FY 2022-23, despite a 10% decline in deliveries due to back-to-back 8% rate increases

The last of the District's approved retail rate increases went into effect on January 1, 2024. With demand expectations being held constant, the District is expecting retail water sale revenues to increase by 4%, because of the January 1, 2024, 8% rate increase.

Property Tax

Representing about 9% of total District revenues, excluding the proceeds from the issuance of debt, Property Taxes are usually the second largest revenue source. Property Tax revenue is shared evenly between wholesale and retail and has been designated by the Board of Directors to be spent on capital projects, not operations.

Property Tax Revenues

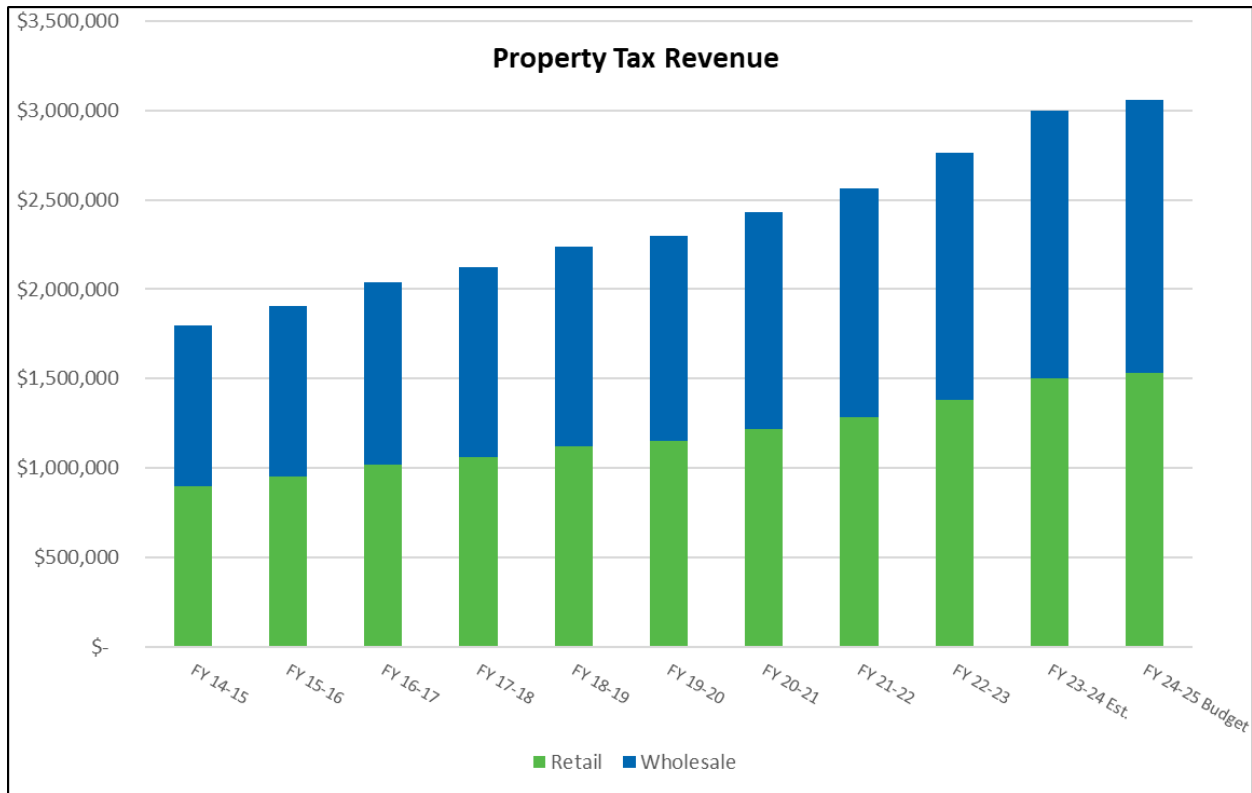


Chart 5

Property Tax revenues have been steadily increasing over the past eight years, a result of the rebound in the housing market after the Great Recession (see Chart 5). This budget anticipates a 2% increase in Property Tax revenues. Property taxes are set in January for the upcoming fiscal year, based on January property values. Neither the pandemic, nor the recent interest rate increases, appear to have had a negative effect on property values.

Proceeds from the Issuance of New Debt

The San Juan Water District strives to be on a pay as you go basis for funding the capital program. This means the District needs to build up significant reserves so that cash is on hand when infrastructure needs to be replaced. Most of the capital replacement program is funded with accumulated reserves. The existing reserves of the District are not currently sufficient to fund two large infrastructure projects:

Project	Total Project Cost	FY 2024-25 Debt Financing
Kokila Reservoir Replacement	\$ 13,167,000	\$ 12,110,000
Retail Groundwater Production Facility/Capacity	\$ 5,150,000	\$ 5,150,000

The District expects to utilize the State of California’s Drinking Water Revolving Loan Fund, which offers project financing at lower than market rate, for the Kokila Reservoir project. The District secured a loan agreement at 1.2% interest and a repayment period of 30 years for the Hinkle Reservoir project and an interest rate of 1.1% over 30 years for the Eureka Road Transmission Pipeline Replacement project through this program. The loan application for the Kokila Reservoir Replacement project is in progress, as is a potential grant application for partial funding of the project.

The money planned for the Retail Groundwater Production Facility is not sufficient to purchase land and construct a well. Therefore, the District is working with SSWD to provide funding for them to expand their groundwater production capacity. In return, the District would get capacity rights in their system. Because you must own the underlying physical asset to utilize the Revolving Loan Fund, the District anticipates issuing a tax-exempt bond to finance this project.

Salaries and Benefits

Aside from the Capital Improvement Program, Salaries and Benefits represent the largest operating expense of the District.

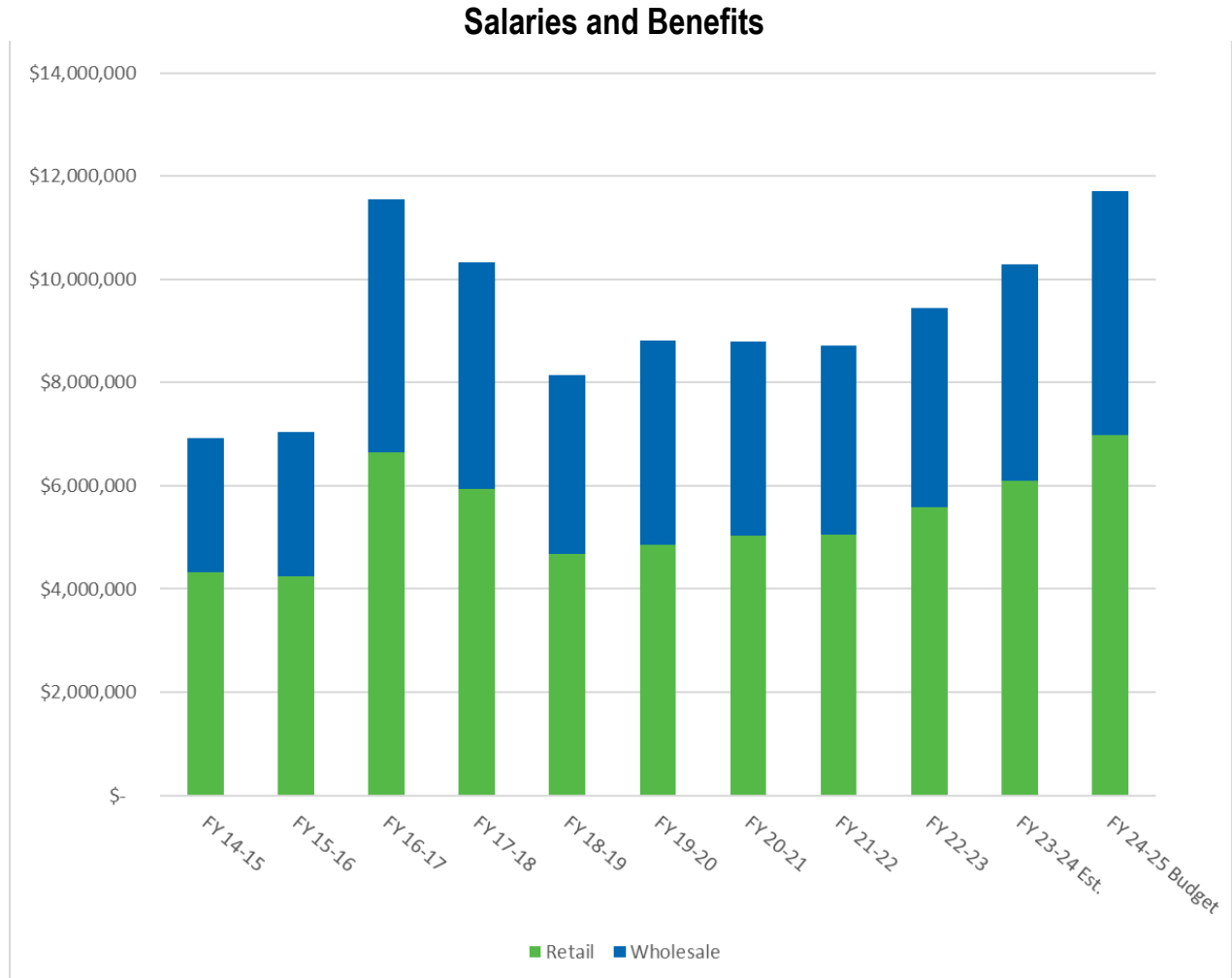


Chart 6

Chart 6 depicts a spike in Salary and Benefit costs in FY 2016-17, followed by a decline through FY 2018-19, then relative stability through FY 2021-22, beginning an upward trend in FY 2022-23.

The FY 2016-17 spike is due to the Board of Director’s decision to pay down the District’s unfunded pension liability. The District paid \$4,112,000 towards this liability in FY 2016-17 and remitted an additional \$2,787,800 in FY 2017-18, which, combined with extra annual payments of \$200,000 toward the liability through FY 2021-22, and with favorable returns in the CalPERS portfolio, eliminated the District’s unfunded pension liability in FY 2021-22, saving approximately \$8.8 million over the next 25 years.

San Juan Water District

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It is normal and expected for the funded status of the pension to fluctuate over time. The pension plan expects an overall positive return on investments in the long run, but fluctuations from year to year will happen. Due to the loss in the pension fund portfolio in FY 2021-22, the District once again has an unfunded liability. Future market performance will dictate future pension funding status, but in years where the District has an unfunded liability it is the Board's policy to remit extra payments to pay it down. This benefits the ratepayers in the long run because CalPERS charges interest on unfunded liabilities.

Prior to 2019, the Board's target for total compensation was 10% over the market average. In 2019, the Board reduced that target down to "market average". As a result, many employees' salaries were frozen, thus the stability in salaries and wages from 2019 through FY 2021-22. Between 2019 and July 2022 the District lost over 25% of its workforce, either through retirements, or other employment opportunities. The District struggled to fill those open positions. In July 2022, the Board reversed course and set the target for salaries at 5% over the market average. Since that time cost of living adjustments have been awarded to keep salaries up with inflation. These two changes are the primary reason for the upward trend of salaries and benefits that began in FY 2022-23.

Salaries and Benefits are expected to increase by 13.8% in FY 2024-25 or \$944,300 due to the following factors:

- Two Temporary part-time positions. The California Environmental Protection Agency is requiring all California water districts to identify the material in each customer's water service line and to inspect the pipelines at schools and daycare facilities. The District needs temporary labor to assist in this endeavor. CalPERS requires that any individual working more than 960 hours for a CalPERS enrolled employer must be enrolled in the pension pool and both employer and employee contributions must be made into the plan. Utilizing different temporary employees to keep them each under the 960-hour ceiling is not allowed if the nature of the work is the same. Therefore, the District must enroll these temporary employees in the pension plan, even if they are hired through a temporary employment agency. If hired through an agency the District ends up paying both the employer and the employee pension contribution, as the employment agency is not an enrolled employer and has no mechanism to collect and remit the employee contribution. Therefore, it is more cost effective for the District to directly hire these temporary employees so that the District can collect and remit the employee portion, rather than absorbing the cost. Outside of the employer pension contribution and a minimum amount of sick leave required to be offered by law, the temporary employees receive no other District benefits. These positions were included in the FY 2023-24 budget but were not filled during the year. They are included in FY 2024-25 in case they are needed.

- Increase of 11% in health benefit costs.
- The District's compensation policy requires the salary budget to be prepared utilizing the same assumptions about wage growth as that used by CalPERS. The application of those assumptions is the cause of the remainder of the increase. CalPERS assumes an average increase in wages of 7.5%. The District awards cost of living increases based on the March over March CPI for West Cities B, so long as the total increase stays within the budget prepared by utilizing the CalPERS wage growth assumptions.

Water Supply Costs

The District’s existing water supply consists of three separate raw water contracts. The first source of water is 33,000 acre-feet of water rights on the American River. The second source is a contract with Reclamation for 24,200 acre-feet of Central Valley Project water. The third water source is a contract with PCWA for up to 25,000 acre-feet of water. All sources of surface water are either stored or flow through Folsom Lake and delivery is taken at Folsom Dam outlets, either by gravity or pumped by Reclamation’s Folsom Pumping Plant. Total water deliveries to the District from Reclamation for FY 2022-23 were 36,941 acre-feet and are anticipated to be 43,974 acre-feet for FY 2023-24, and 40,662 for FY 2024-25.

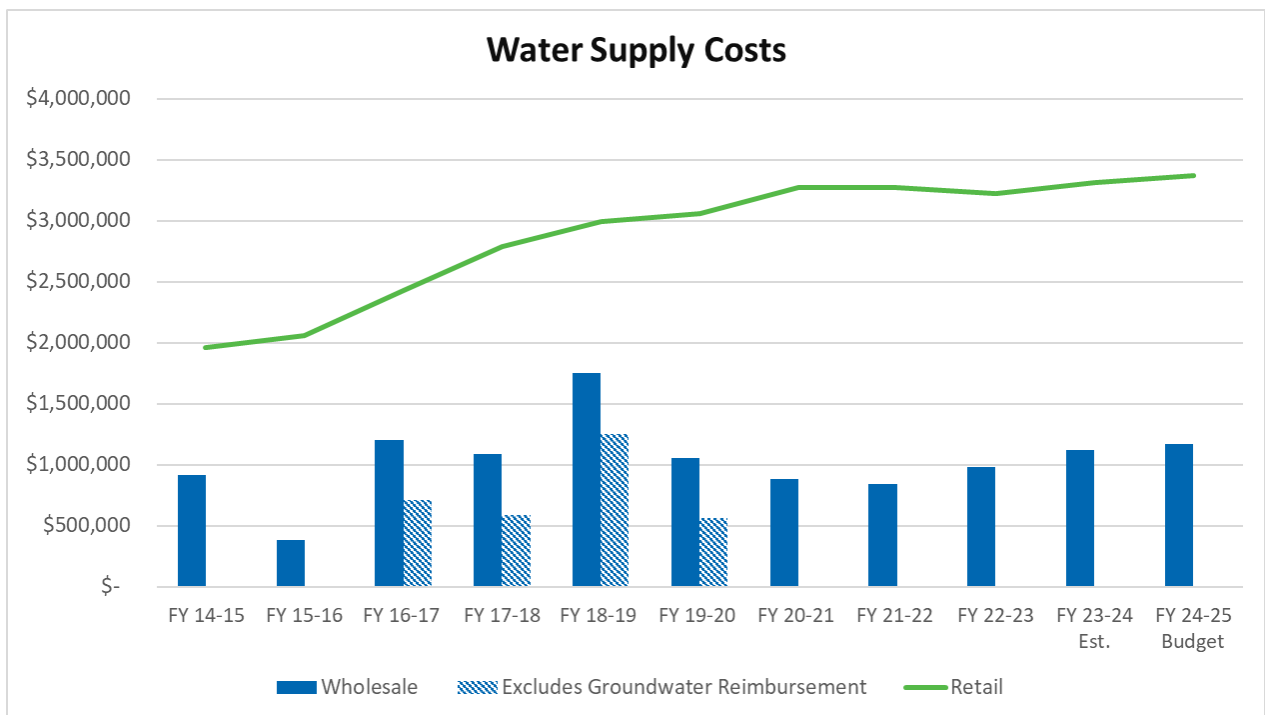


Chart 7

As illustrated in Chart 7, water supply costs increased significantly in FY 2016-17 and again in FY 2018-19.

The FY 2016-17 costs increased for two primary reasons. First, in 2008 a surface water shortage and reimbursement agreement to provide groundwater supplies during times of surface water shortage was prepared and referenced in the signed 2008 Wholesale Water Supply Agreements. The District, in its capacity as the wholesale supplier, determined that there was a potential need for groundwater pumping between 2009 and 2013, and asked both CHWD and FOWD to maintain their readiness to supply groundwater. In 2014, due to a potential shortage in surface water supplies caused by a third year of drought, the District requested groundwater to be pumped. From 2009 to

2014, both districts maintained their readiness to supply groundwater, as requested; however, they did not submit invoices for the incremental cost until the District asked them to actually pump groundwater in 2014. At that time, the District was provided with a bill in the approximate amount of \$4 million. The District disputed the amount, and the cost was settled in FY 2016-17 at \$1,981,440, to be repaid over a 4-year period ending in FY 2019-20. The light blue bar on Chart 7 shows water supply costs for fiscal years 2016-17 through 2019-20 without the payment towards the groundwater reimbursement.

After removing the effect of the groundwater reimbursement, FY 2016-17 water supply cost were still higher than the prior year. The agreement with PCWA required the District to pay for 25,000 acre-feet of water, regardless of how much water the District actually took. However, in periods of drought, the District is allowed to pay for the greater of 10,000 acre-feet or the actual amount delivered. With the drought officially over in FY 2016-17, the reduced demand allowance ended and the cost of the PCWA contract rose accordingly.

Water supply costs decreased in FY 2017-18, despite increased demand. This was due to a reduction in the cost of water purchased from PCWA. Per the contract between the District and PCWA, the cost of PCWA water is calculated as the average of the District's Central Valley Project rate and the Central Valley Project rate for the City of Roseville and PCWA. In addition, the District must pay Warren Act contract charges on the PCWA water it receives. Central Valley Project water rates and Warren Act charges are set annually by Reclamation. Due to an abundance of water supplies, Reclamation reduced the Central Valley Project rate by 35% for 2017, causing a like decrease in the District's PCWA water rate. Additionally, in December of 2017, the District negotiated an amendment to the contract with PCWA wherein the take or pay amount was reduced from 25,000 acre-feet to 12,500 acre-feet. The District still has the option to take up to 25,000 acre-feet but is only required to pay for 12,500 acre-feet regardless of whether it takes the water or not. This cut the PCWA water supply cost to half of what it would have been otherwise.

The spike in costs in FY 2018-19 is a result of a groundwater substitution transfer. In FY 2018-19, the District sold 2,808 acre-feet of surface water to the Dudley Ridge Water District and the Kern County Water Agency. Both CHWD and FOWD used their groundwater instead of purchasing the District's surface water. The District compensated them for the cost of the groundwater out of the transfer proceeds. The transaction yielded net revenues but increased the water supply cost in the process.

Water supply costs for FY 2019-20 were in line with FY 2017-18 with no groundwater substitution transfer and no substantial change in water demand.

The groundwater reimbursement payments to CHWD and FOWD were completed in FY 2019-20, reducing annual costs by \$495,400. Thus, supply costs for FY 2020-21 decreased.

San Juan Water District

Fiscal Year 2024-25 Budget

Water Supply costs for FY 2021-22 were lower than the prior year as the District is purchasing less water from PCWA thereby reducing the wheeling charges.

Costs rose slightly in FY 2022-23 due to an increase in the PCWA water and wheeling charges. The District anticipates paying approximately \$20,000 in FY 2023-24 and \$160,000 in FY 2024-25 for the environmental review necessary to renew the District's Warrant Act (or wheeling) agreement with the U.S. Bureau of Reclamation.

The retail division purchases treated water from the wholesale division, the same as the other WCA's. The green line shows retails' water supply costs over the same time period as wholesales. The chart illustrates, in part, the difference in cost between raw water and treated drinking water.

Capital Spending

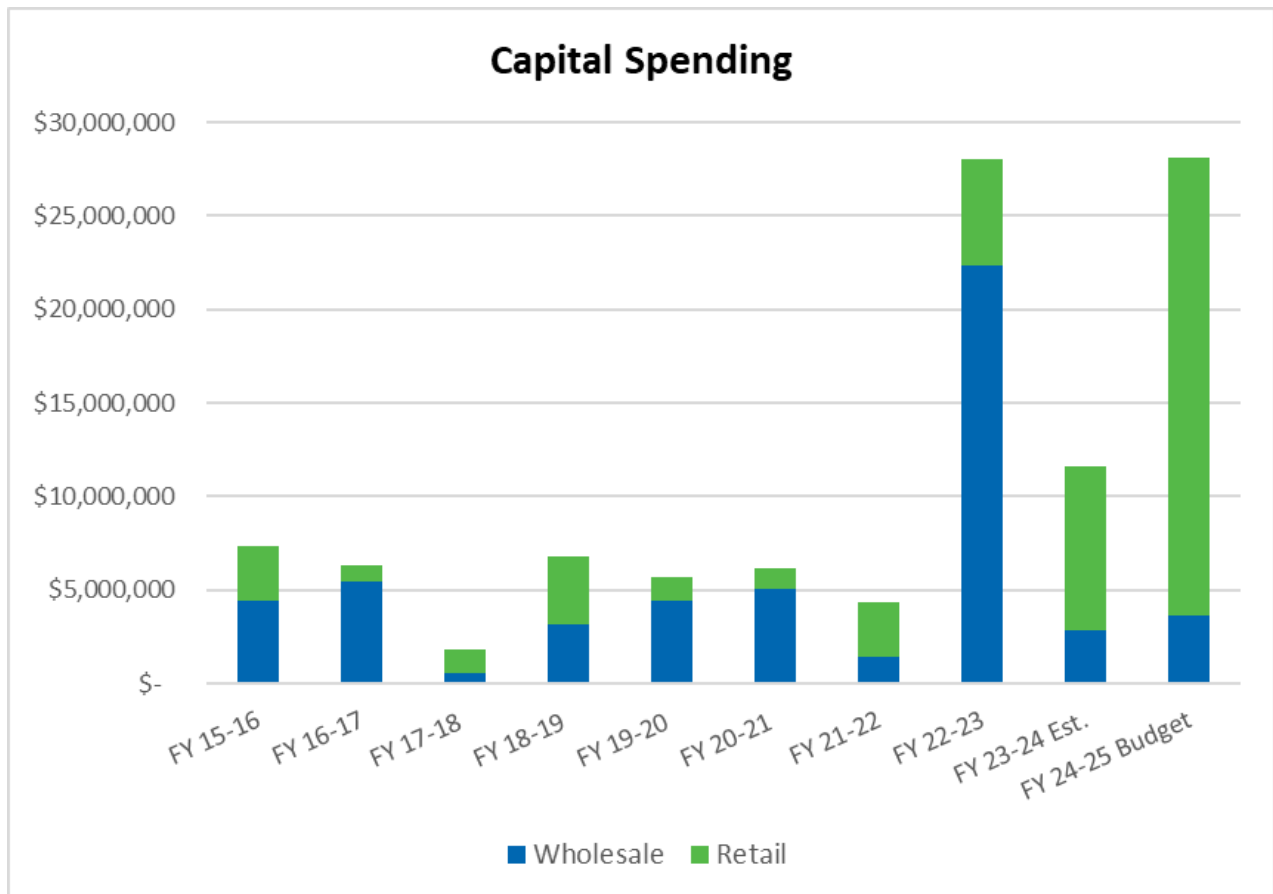


Chart 8

As illustrated in Chart 8 above, capital spending fluctuated from \$7.3 million in FY 2015-16 to a low of \$1.8 million in FY 2017-18 then increasing to a ten-year estimated high of \$28.2 million.

The large spike in FY 2022-23 capital spending was due to the Hinkle Reservoir Replacement Project. The Hinkle Reservoir is a 62-million gallon lined and covered earthen reservoir. The Water Treatment Plant operates at a constant flowrate and the reservoir is used to store excess treated water, with the water level rising and falling with changes in demand and production. In FY 2022-23 through FY 2023-24, the liner and cover were placed, the inlet and outlet structures were rehabilitated, and other ancillary repairs were made. Most of the project was completed in FY 2022-23 even though it will not be fully complete until the end of FY 2023-24. Total project costs are estimated to be approximately \$25 million.

Another spike in capital spending is expected for FY 2024-25, this time due to retail capital projects, the largest of which is the planned replacement of the Kokila Reservoir. Kokila Reservoir is a 4.56-million gallon lined and covered earthen reservoir. The reservoir serves as an operational and emergency storage facility at a high elevation point in the District's retail service area. The cover and liner were installed in 1984 with an estimated life of 25 years. Regular maintenance has extended its life an additional 15 years. The cover and liner are now in need of replacement. The District intends to replace the Hypalon cover and liner with a concrete tank and is pursuing both a grant and a low interest rate loan from the State Water Resources Control Board's revolving loan fund to finance this project.

The remainder of the retail capital projects are a combination of adding or enlarging pipelines for better connectivity and fire flow, projects to increase operating efficiency at the District's various pump stations, and the purchase of capacity in a neighboring District's groundwater system to increase the reliability of the District's water supply to the retail service area.

A complete list of projects planned for FY 2024-25 can be found starting on pages 59 and 69 of this document.

Reserve Summary

Wholesale and Retail Total Reserves

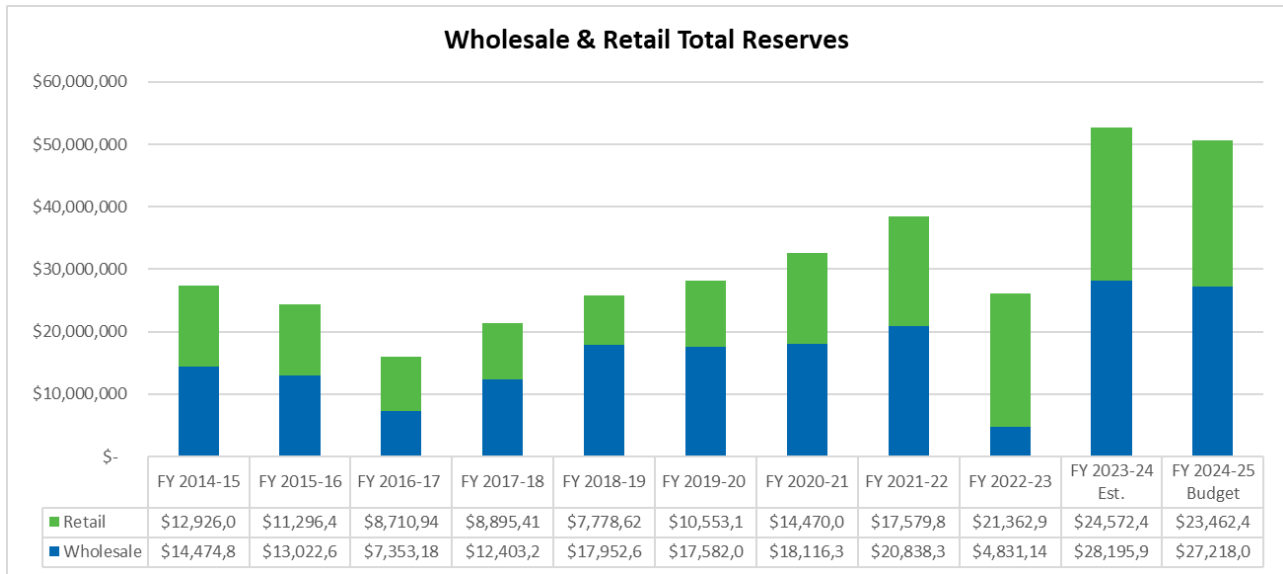


Chart 9

The combination of the Great Recession, followed by the drought, resulted in the need to defer maintenance and capital projects, and utilize reserves to augment operations and critical capital projects. This is illustrated in Chart 9 by the sharp decline in District reserve balances between FY 2013-14 and 2016-17.

The District has taken several actions to improve its financial condition now and into the future, as described below:

- Paid off Unfunded Pension Liability:*** The Board authorized two large payments intended to pay off the District’s unfunded pension liability. The District was paying 7.5% interest on this liability, but only earning approximately 1.5% on its reserves. In May 2017, the District remitted \$4,112,000, and in April 2018 the District paid \$2,787,800. By drawing down reserves to pay down this debt, the District will save approximately \$8.8 million through FY 2036-37, with annual savings of approximately \$350,000. These savings will fund critical infrastructure needs which will help reduce upward pressure on rates. Through these efforts, the District was able to achieve a funded rate of approximately 95%, one of the highest funded rates in the State of California. With the pension plan’s FY 2020-21 investment return of 21.3%, the District’s pension liability converted to a pension asset. While this status is fluid, changing annually based on the performance of the CalPERS portfolio and subject to changing assumptions about future interest and mortality rates, it still signifies strong financial stewardship by the Board of Directors.

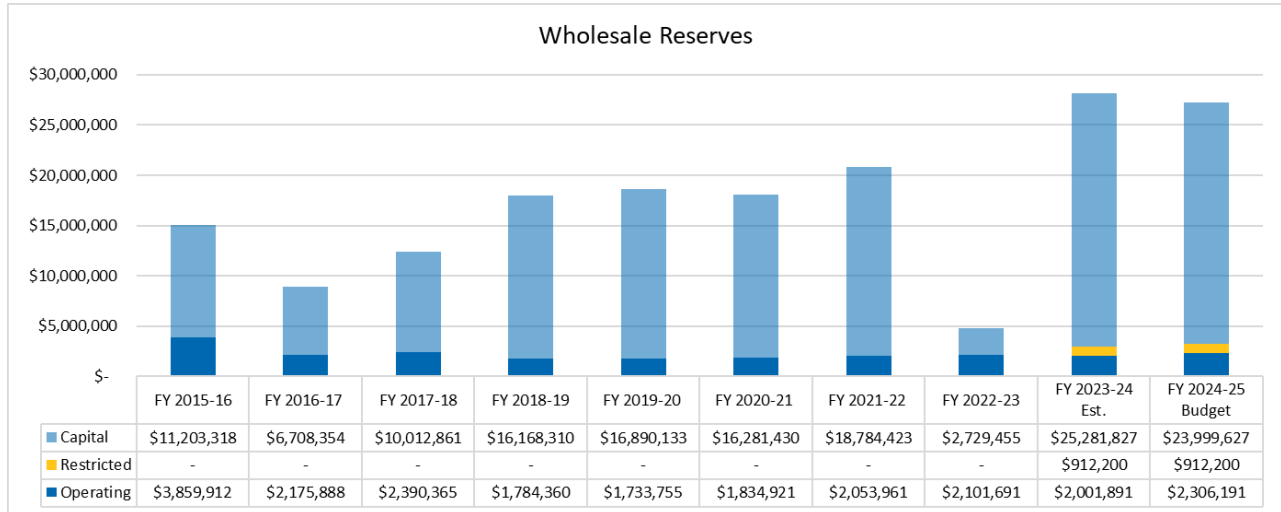
- *Debt Refinanced:* In May of 2017, the Board of Directors approved an advance refunding of the District's Series 2009A Certificates of Participation. This refinancing will save the District approximately \$11.2 million through FY 2038-39. The 2012 Refunding Bonds were refunded on February 1, 2022, with a private placement loan resulting in total interest savings of approximately \$1.75 million through FY 2032-33.
- *Utilization of California State Water Resources Control Board's Revolving Loan Fund Program (SRF):* The SRF grants low interest rate loans for drinking water capital improvement projects. While the process of obtaining the loan is long (up to two years or more), the low interest rate generates significant savings. For example, the District secured an SRF loan for the Hinkle Reservoir Replacement Project at 1.2% interest. If the District were to finance this project through a traditional bond issuance, the interest rate would have been closer to 4%, increasing debt service costs by at least \$12 million over 30 years. The District utilized the SRF for the Eureka Road Pipeline Replacement project in FY 2023-24 and is working on a loan for the Kokila Reservoir Replacement project. The District intends to utilize the SRF program whenever possible.
- *Renegotiated Contract with PCWA:* In December of 2017, the District negotiated an amendment to its contract with PCWA wherein the take or pay amount was reduced from 25,000 acre-feet to 12,500 acre-feet. The District still has the option to take up to 25,000 acre-feet but is only required to pay for 12,500 acre-feet regardless of whether it takes the water or not. This cut the PCWA water supply cost in half, providing savings of approximately \$275,000 per year, starting in FY 2018-19. The District had two take or pay contracts with the City of Roseville, totaling 4,000 AF per year. Under these agreements Roseville paid the District for 4,000 AF per year of the District's 12,500 AF of PCWA water. The agreements terminated in FY 2022-23 and there are no plans for them to be renewed. Therefore, the District is considering further reductions to its take or pay contract with PCWA.
- *Adjustment to Rate Building Methodology:* Since completion of the 2017 Wholesale and Retail Financial Plans, the District has been slowly adjusting the rate structure so that the fixed portion of the rate is in better alignment with fixed costs. Structuring rates in this manner results in stable revenues that move with expenses and eliminates the need for unpopular special drought rates. The Board's approval of these multi-year rate schedules have replenished reserves, ensuring that the District can continue its mission to deliver a reliable water supply of the highest quality at reasonable and equitable costs now and into the future.

San Juan Water District

Fiscal Year 2024-25 Budget

- *Water Transfers:* As explained on page 9, SSWD's ability to purchase surface water from PCWA or the U.S. Bureau of Reclamation is constrained by the amount of unimpaired flow into Folsom Lake, and they are not able to purchase such water supplies in every year. In 2020, the two water agencies negotiated an agreement whereby SSWD purchased the District's own treated water, which is generally available for sale in all water year types. The District sold roughly 4,768 AF to SSWD in FY 2020-21, 3,602 AF in FY 2021-22, and 3,170 AF in FY 2022-23. These water sales generated more than \$2.5 million in treatment and wheeling revenue, as well as over \$400,000 received for the water itself. In addition, the District has participated in regional groundwater substitution transfers in partnership with two of its Wholesale Customer Agencies – CHWD and FOWD. The first such transfer occurred in 2018 and another occurred in 2022. This latter transfer generated approximately \$1.15 million in revenues for the wholesale division. All told, in the last two and a half years or so, these transfer activities undertaken by the District have generated approximately \$4,000,000 in revenue for the wholesale division that otherwise would not have been received. This has been particularly helpful to stabilizing the budget because the treatment and wheeling revenue generated when SSWD is able to take PCWA water is subject to the vagaries of hydrology, which in recent years has not supported SSWD's receipt of that water. The transfer revenues have been able to fill that hole and then some.
- *Salary Schedule Reduction:* The District has historically chosen to maintain salaries schedules that, when combined with benefits, put the District's total compensation at 10% above average amongst the selected comparator agencies. In FY 2019-20, the Board of Directors reduced this target down to market median. Current employees were not subject to pay decreases, but their ability to receive future pay increases was substantially reduced. All new employees were hired into the new Compensation Schedule. Existing employees remained on their original pay scale until such a time as the new schedule was greater than their existing scale. The old pay scale was not able to receive cost of living adjustments, as it was frozen until all employees migrated to the new pay scale, at which time it became obsolete. Given several factors, particularly the current tight labor market, the Board gave direction to staff to prepare a new salary schedule that is 5% above market median total cash. While this increased costs, there were significant savings in the three years prior and the District needs the increased salaries for retention and attraction of highly qualified employees.

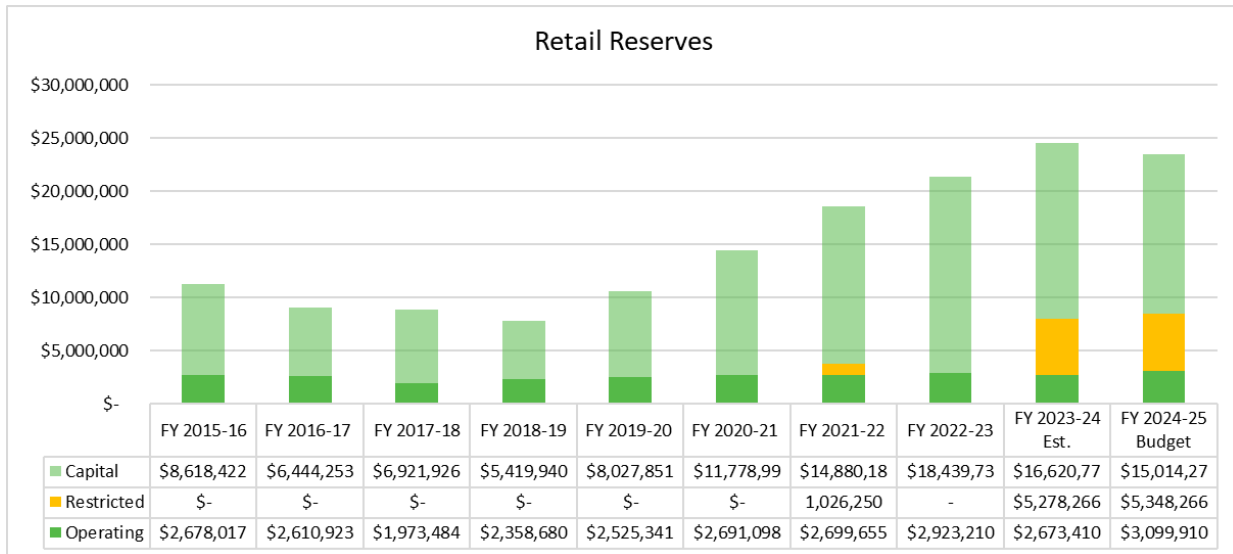
While most of the District’s reserves are available to be used at the Board’s discretion there are a few reserves, recently established, that are restricted by law or agreement. The charts below illustrate the restricted portion of wholesale and retail reserves followed by explanatory text.



Wholesale reserves peaked in FY 2021-22 just prior to the commencement of the Hinkle Reservoir Replacement Project, which has an estimated total cost of \$25 million. The District secured a loan from the State Water Resources Control Board at a favorable interest rate of 1.2%, for most of the project costs. Due to delays at the State, most of the proceeds were not received until the middle of FY 2023-24. This will require the use of Capital reserves since most of the expenses were incurred prior to receiving the loan funds. This is the cause of the large dip in reserves illustrated above in FY 2022-23, and the increase in FY 2023-24. The loan agreement requires the District to hold one years’ worth of debit service (interest and principal) in reserve. This amount is shown in orange in the FY 2023-24 and FY 2024-25 bar of the graph. These funds will remain restricted and unavailable for use until the loan is paid off in 30 years. Wholesale capital projects are described in detail starting on page 59.

San Juan Water District

Fiscal Year 2024-25 Budget



Retail reserves are anticipated to peak in FY 2023-24 as many of the planned projects got pushed into FY 2024-25 due to the time and attention needed by staff to finish the Hinkle Reservoir and Eureka Road Pipeline Replacement projects. There are a significant number of projects planned for FY 2024-25, thus the fall in capital reserves. Retail capital projects are further described starting on page 69.

The retail division has several restricted reserves. First is the Capital Facility Fee reserve. The District has established capital facility fees to ensure that new development either buys into the existing system, reimbursing existing rate payers for the investments previously made in the treatment and distribution system, or provides funding for the system to be expanded to support their development project, or a combination of both. On the wholesale side, the capital facility fee is 100% reimbursement or “buy-in”. But, on the retail side, the capital facility fee is a combination of buy-in and expansion. 70% of the retail capital facility fee is designed to fund future projects that have an expansionary component. If fees are collected in advance of project expenditures, then the District is required by California Government Code Section 66013 to hold the excess fees in reserve. The reserve was first established in FY 2021-22 and has grown due to a large amount of capital facility fees received in recent years.

Second, the loans for the Eureka Road Transmission Pipeline Replacement and the Kokila Reservoir Replacement projects both require the establishment of a reserve equal to one year of debt service (principal and interest) payments. This reserve must be maintained for the life of the loan.

OPERATING FUNDS



OPERATING FUNDS

The Wholesale and Retail Operating Funds account for the operations of the District. Department operating costs are shared and split between wholesale and retail based upon the proportionate benefit received by each, which can differ from person to person, department to department and expense to expense. The major projects for the budget years are discussed in detail in the Operations Plan, which can be found on page 46.

The District is comprised of the following functional areas or departments:

Administration and General

The functional area of Administration and General is a combination of the following departments: Board of Directors, Executive, Finance, Administration, Human Resources, and Information Technology. Overall District costs related to general operations, legal, insurance, and office expenses are recorded in this category.

Customer Service

The Customer Service Department is responsible for the billing and collection of water service revenue from the District's retail customers and is the initial point of contact for customer inquiries. This includes the establishment of new water service, modifications to existing service, payments, and delinquency shut-offs.

Distribution (Field Services)

This Department operates and maintains wholesale and retail water transmission and distribution pipelines ranging in size from 6" to 96" in diameter and totaling over 222 miles in length, including water meters, air release valves and other appurtenances. This Department also maintains and operates six pump stations and three reservoirs ranging from 0.05 to 4.56 million gallons within the retail system. This Department responds to emergency repairs, reads meters, works directly with customers, and monitors and maintains water quality standards in the system to meet all federal and state drinking standards.

Engineering Services

This Department is responsible for planning, designing and managing capital improvement projects, assisting with operational improvements, and assisting with maintenance activities which contain an engineering component.

Water Efficiency

The Water Efficiency Department is responsible for creating and implementing programs and services that reduce water use to meet federal, state and local commitments.

Water Treatment

This Department maintains and operates the Plant. The Plant is staffed and operated continuously, 24 hours per day, 7 days per week and 365 days per year. This Department also maintains the Hinkle Reservoir, a 62-million-gallon floating cover reservoir, where treated water is stored prior to distribution. The Plant supplies potable water to CHWD, FOWD, OVWC, Ashland, SSWD, and the District's Retail Service Area.

Prior Year Report Card & Current Year Operations Plan

The District’s Strategic Plan encompasses our mission, vision and values, and outlines the goals and objectives that we will pursue to meet our mission and achieve our vision. The Strategic Plan incorporates the principles of fiscal responsibility, customer service and operational excellence. It can be viewed on the District’s website at: <https://www.sjwd.org/strategic-operations-plans>

The following tables comprise both the Operations Plan Report Card for FY 2023-24 and the Operations Plan for FY 2024-25. They are organized into sections that correspond to the District’s different functional groups. The actions are not in priority order, but the Goals and Strategic Objectives in the Strategic Plan that are related to these actions are noted in the Operations Plan. A target date for accomplishing the action is also listed, and District staff will be reporting regularly on the status of completing each action. The report card for the prior year shows if actions were completed, on track, delayed or have issues.

Operations Plan Report Card FY 2023-24

On Track
Delayed
Issues

ADMINISTRATION/WATER RESOURCES/IT

Task - Strategic Plan Goal & Objective	Original Target Date	Updated Target Date	Completion Date	Comments
Update the District's Strategic Plan - A/All	6/2024			
Water Quality Control Plan – represent District interests and collaborate with regional and statewide partners to ensure the WQCP is reasonable and achievable - A/5	Ongoing			
Delta conveyance – engage as necessary to protect District interests as new project developed, permits sought - A/5	Ongoing			
Represent the District's interests in the implementation of groundwater banking and in the expansion of the regional groundwater bank - A/1,2,4	Ongoing			
Monitor and respond to regulatory proposals from the SWRCB and DWR in the "Making Conservation a Way of Life" program (water loss regulations, indoor and outdoor efficiency standards, reporting, etc.); collaborate with ACWA, RWA and others around the state to ensure regulations are reasonable - A/1, 5; C/2; D/5	Ongoing			
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer - A/5	6/2024			
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation - A/All	Post-14 > 2/2024 Pre-14 > 2/2024 Reclamation > 3/2024		On Time	
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies; as well as treatment of SSWD's PCWA deliveries - A/All	The 10 th of the following month			Ongoing
Plan 2 nd Annual SJWD Employee Kids Day - E/3	7/2024	6/2024		Scheduled for June 12th
Complete Board Ordinance Updates - C/1	Ongoing			
Update Records Retention Schedule - C/1	1/2024	5/2024		Managers to provide input by 2/1/2024

CUSTOMER SERVICE

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Cross train customer service staff to be proficient in customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover - C/3	Ongoing			
Work with Field Service and Water Efficiency staff to diagnose customer meter problems and repair promptly - C/2,3	Ongoing			
Work with Field Service staff to update utility billing databases for the meter replacement rollout to ensure accurate customer billing - C3	Ongoing			
Successful transition to new customer payment processor while minimizing customer impact - C/1,5	1/2024		12/22/2023	
Complete a Customer Satisfaction Survey achieving an 85% good or excellent customer satisfaction rating for customer service - C/6	6/2024			On track

Operations Plan Report Card FY 2023-24

On Track
Delayed
Issues



DISTRIBUTION (Field Services)

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Complete the 2024 CO-OP Maintenance Program - B/2	6/2024			
Complete the 2023 Cross Connection Control Program - B/2	12/2023		12/28/2023	
Complete the 2024 Leak Detection Program - B/2	6/2024			
Complete the 2023 Air/Vacuum Relief Valve Program - B/2	12/2023	12/2024		Program delayed due to new LCRR
Complete the 2024 Dead End Flushing Program - B/2	6/2024			
Complete the 2024 Valve Exercise Program - B/2	6/2024			
Complete the 2024 Hydrant Maintenance Program - B/2	6/2024			
Complete the 2024 District Meter Replacement and Testing Program - B/2	6/2024			
Complete the 2024 System Deficiency Goals - B/2	6/2024			
Complete the 2024 Pump Station Deficiency Goals - B/2	6/2024			
Provide technical support for system operations during the Kokila Reservoir Replacement Project - B/1,3	6/2024			

ENGINEERING SERVICES

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Bid and start construction of the Kokila Reservoir Replacement Project - B/3	6/2024	9/2024		Construction delayed until EPA Grant finalized
Complete design and construction and/or rehabilitation of one of the Backwash Hoods (construction of the second Backwash Hood to be completed in FY24/25) - B/3	6/2024			
Complete construction of the Administration Building Electrical Service Upgrade Project - B/3	6/2024			
Complete design and construction of the Service Lines and Air Release Valves Replacement Programs - B/3	6/2024			
Complete construction of the Lime Tower Improvements Project - B/3	6/2024	10/2024		Construction anticipated to be completed by Oct. 2024
Complete construction of the Bacon Generator Replacement project - B/3	6/2024			

Operations Plan Report Card FY 2023-24



FINANCE and HUMAN RESOURCES

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Complete analysis of health care providers - D/3a	12/2023		11/9/2023	
Complete funding agreement for State Revolving Loan Funds for Kokilia Reservoir Project - D/3a	12/2023	unknown		waiting for technical package to be submitted.
Complete Wholesale Financial Plan and Rate Study - D/1	12/2023		12/13/2023	
Update Personnel Manual - E/3	12/2023	6/1/2024		delayed due to PRA's
Fill any open positions within six months - E/5	Ongoing			
Complete annual performance evaluations by the end of February - E/6	2/2024		2/29/2024	
Complete revisions to Treatment Plant Shift Operators MOU - E/6	6/2024			

WATER EFFICIENCY

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Provide 6 educational customer workshops (wholesale) annually - C/2.7	Ongoing			On track
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements annually- C/1,2,5	Ongoing			
Conduct a student art calendar contest to be distributed to all wholesale agencies annually - C/2.7	Ongoing			On track
Test and replace in operable meter reading equipment upon failure and send failed meter information to Field Services for replacement - C/3,5	Ongoing			

WATER TREATMENT

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Flocculation Drives Zone 2 – Chain Replacement - B/2	10/2023		10/29/2023	
Filter Gallery Electrical Upgrade Phase 2 of 4 - B/2	3/2024	9/2024		5 month absence of E&I Tech
Hinkle Reservoir: Perform internal inspection utilizing a diver - B/2	5/2024		5/1/2024	
Primary Coagulant: Seasonal evaluation on the possible benefits of increased cationic polymer during seasonal water quality changes - B/2	6/2024		2/15/2024	

Administration/Water Resources/IT

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Water Quality Control Plan – represent District interests and collaborate with regional and statewide partners to ensure the WQCP is reasonable and achievable	A F	5 1	Ongoing
Delta conveyance – engage as necessary to protect District interests as new project developed, permits sought	A	5	Ongoing
Represent the District's interests in the implementation of groundwater banking and in the expansion of the regional groundwater bank	A F	1, 2, 4 1	Ongoing
Monitor and respond to regulatory proposals from the SWRCB and DWR in the “Making Conservation a Way of Life” program (water loss regulations, indoor and outdoor efficiency standards, reporting, etc.); collaborate with ACWA, RWA and others around the state to ensure regulations are reasonable	A C D F	1,5 2 5 1	Ongoing
Collaborate with San Juan Board of Directors and employees, and SSWD Board and management in conducting discussions about and analysis of potential combination	A-F	All	Ongoing
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer	A F	5 1	6/2025
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	A	All	Post-14 > 2/2025 Pre-14 > 2/2025 Reclamation > 3/2025
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries	A	All	The 10 th of the following month
3 rd Annual SJWD Employee Kids Day	E	3	6/2025
Complete Current Cycle of Reviewing and Updating all Board Ordinances	C	1	6/2025
Update Records Retention Schedule	C	1	9/2024

Customer Service

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Cross train customer service staff to be proficient in customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	C	3	6/2025
Work with Field Service and Water Efficiency staff to diagnose customer meter problems and repair promptly	C	2,3	6/2025
Work with Field Service staff to update utility billing databases for the meter replacement rollout to ensure accurate customer billing	C	3	6/2025
Successful transition to Tax roll liens as the primary means of collecting delinquencies	D	6	8/2024

Distribution (Field Services)

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete the 2025 CO-OP Maintenance Program: <ul style="list-style-type: none"> Inspect and maintain all of the appurtenances on the Cooperative Transmission Mainlines Exercise all mainline valves on the Cooperative Transmission Mainlines 	B	2	6/2025
Complete the 2024 Cross Connection Control Program: <ul style="list-style-type: none"> Test 100% of the District Backflows Re-Test 100% of the failed backflows Repair or replace all failed backflows 	B	2	12/2024
Complete the 2025 Leak Detection Program: <ul style="list-style-type: none"> Complete a Leak Detection Survey of the entire distribution system Prioritize finding and develop a repair plan 	B	2	6/2025
Complete the 2024 Air/Vacuum Relief Valve Program: <ul style="list-style-type: none"> Inspect and maintain 160 ARVs 	B	2	12/2024
Complete the 2025 Dead End Flushing Program: <ul style="list-style-type: none"> Inspect, maintain, and flush all of the Districts 501 dead end sites Prioritize blow-off deficiencies and develop a repair plan 	B	2	6/2025

Distribution (Field Services) (con't)

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete the 2025 Valve Exercise Program: <ul style="list-style-type: none"> Inspect, maintain, and exercise 1,000 mainline valves Prioritize deficiencies and develop a repair plan 	B	2	6/2025
Complete the 2025 Hydrant Maintenance Program: <ul style="list-style-type: none"> Inspect, maintain, and exercise 300 fire hydrants Prioritize deficiencies and develop a repair plan 	B	2	6/2025
Complete the 2025 District Meter Replacement and Testing Program: <ul style="list-style-type: none"> Test and replace or repair as needed all large meters (3" and above) Test and replace or repair as needed 27 intermediate meters (1.5" to 2.5") Upgrade 515 residential meters (1" and below) Test 371 residential meters (1" and below) Install 2,100 Radio Read End Points 	B	2	6/2025
Kokila Reservoir Replacement Project: <ul style="list-style-type: none"> Provide technical support for system operations during the new tank construction 	B	1, 3	6/2025

Engineering Services

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Bid and start construction of the Kokila Reservoir Replacement Project	B	3	10/2024
Complete design and construction and/or rehabilitation of one of the Backwash Hoods (construction of the second Backwash Hood to be completed in FY25/26)	B	3	6/2025
Complete construction of the Administration Building Electrical Service Upgrade Project	B	3	6/2025
Complete design and construction of the Service Lines and Air Release Valves Replacement Programs	B	3	6/2025
Complete construction of the Lime Tower Improvements Project	B	3	1/2025

Engineering Services (con't)

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete design of FY24/25 Pipeline Replacement Projects (construction in FY27/28): <ul style="list-style-type: none"> Lakeland Dr (approx. 650-lf) Hidden Lakes Dr (approx. 950-lf) Fuller Dr (approx. 575-lf) 	B	3	6/2025

Finance and Human Resources

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete funding agreement for State Revolving Loan Funds for Kokila Reservoir Project	D	4	12/2024
Apply for a grant from Environmental Protection Agency for a portion of the Kokila Reservoir Replacement Project	A	7	9/2024
Secure funding for the Retail Groundwater Supply project	A	2	6/2025
Complete Retail Financial Plan and Rate Study	D	1	6/2025
Conduct User Fee Study and make fee recommendations to Board	D	5	6/2025
Update Personnel Manual	E	3	8/2024
Fill any open positions within six months	E	5	6/2025
Complete annual performance evaluations by the end of February	E	6	2/2025
Complete revisions to Treatment Plant Shift Operators MOU	E	6	8/2024
Provide Retirement Planning workshop for employees utilizing VALIC	E	2	12/2024

Water Efficiency

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Provide 6 educational customer workshops (wholesale)	C	2,7	6/2025
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	C	1,2,5	6/2025
Conduct a student art calendar contest to be distributed to all wholesale agencies	C	2,7	5/2025
Test and replace inoperable meter reading equipment upon failure and send failed meter information to Field Services for replacement.	C	3,5	6/2025

Water Treatment

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Rebuild and Retrofit Filter Underdrain Pumping System	B	2	3/2025
Replace WTP Entry Carpeting	B	2	4/2025
Rehabilitate Sludge Vac Valving	B	2	4/2025
Perform Pipelines Cathodic Protection Survey	B	2	6/2025
Perform Water Treatment Plant Exterior Lighting Conversion to LED's	B	2	6/2025
Rehabilitate 1 of 3 Spent Backwash Pumps	B	3	6/2025
Continue Ongoing Primary Coagulant Evaluation	B	2	6/2025
Actively Engage and Participate in American River Watershed Technical Committee	F	2	6/2025
Engage, Participate and Complete Robust Safety and Operations Training Programs	E	1	6/2025

San Juan Water District

Fiscal Year 2024-25 Budget

Wholesale Operating Fund

The Wholesale Operating Fund is used to account for the operating revenues and expenses of the wholesale division. This includes the acquisition of raw water, operation and maintenance of the Plant, and the related administrative support to conduct wholesale water activities. This fund holds and is used to report on all wholesale operating reserves. Details on projects funded for the year can be found in the District’s Operations Plan, located at page 46.

FISCAL YEAR 2024-25 BUDGET

	<u>Wholesale Operations</u>
Est. Beginning Reserves July 1, 2024	\$ 2,914,091
Revenues	
Water Sales	11,508,200
Other Revenues	244,300
Total Revenues	<u>\$ 11,752,500</u>
Expenses	
Salaries & Benefits	\$ 4,727,800
Water Supply	1,170,800
Other Expenses	3,834,500
Debt Service - Interest	853,300
Debt Service - Principal	944,100
Total Expenses	<u>\$ 11,530,500</u>
Net Income	<u>\$ 222,000</u>
Transfer In/(Out)	<u>82,300</u>
Esimated Ending Reserves	\$ 3,218,391
Hinkle Reservoir Debt Service Reserve	912,200
Est. Ending Available Reserves June 30, 2025	<u><u>\$ 2,306,191</u></u>

WHOLESALE OPERATING FUND SUMMARY

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24 Estimate	FY 2024-25 Proposed Budget
Est. Beginning Available Reserves	\$ 1,784,360	\$ 1,733,756	\$ 1,822,121	\$ 2,053,961	\$ 2,101,691	\$ 2,914,091
Revenues						
Water Sales	11,577,014	11,077,962	10,750,044	12,297,936	11,861,500	11,508,200
Other Revenues	294,047	139,064	158,727	202,997	286,400	244,300
Total Revenues	\$ 11,451,061	\$ 11,217,026	\$ 10,908,771	\$ 12,500,933	\$ 12,147,900	\$ 11,752,500
Expenses						
Administration and General						
Salaries & Benefits	\$ 1,347,397	\$ 1,466,215	\$ 1,490,571	\$ 1,478,469	\$ 1,606,600	\$ 1,858,200
Professional Services	418,729	425,766	471,316	382,769	585,600	643,500
Maintenance and Repair	11,298	13,948	19,101	25,019	28,200	149,200
Materials and Supplies	68,164	21,305	98,103	67,618	55,000	115,000
Other Expenses	391,591	507,632	344,444	460,928	604,100	652,900
Total Administration and General	2,237,179	2,434,864	2,393,535	2,414,802	2,879,500	3,418,800
Water Treatment Plant						
Salaries & Benefits	1,914,002	1,917,977	1,816,370	1,967,492	2,150,800	2,373,700
Professional Services	95,835	29,030	102,575	39,813	37,100	76,200
Maintenance and Repair	303,572	239,695	434,542	397,611	322,400	424,800
Materials and Supplies	489,061	455,985	550,270	800,271	931,300	1,192,300
Other Expenses	214,613	232,403	241,934	315,993	393,300	488,500
Total Water Treatment Plant	3,017,082	2,875,089	3,145,692	3,521,180	3,834,900	4,555,500
Water Supply						
Placer County Water Agency	413,785	680,925	650,297	632,736	483,400	560,700
Purchase of Treated Water (Groundwater)	495,360	-	-	-	-	-
Pumping to Treatment Plant	93,687	96,506	87,817	70,622	50,000	80,000
Pre - 1914 Water Rights Water	26,274	27,799	30,543	32,775	33,800	35,500
Central Valley Project Water	-	-	-	112,988	212,900	119,000
Other	28,794	74,064	74,533	135,739	341,300	375,600
Total Water Supply	1,057,900	879,294	843,190	984,861	1,121,400	1,170,800
Engineering						
Salaries & Benefits	341,241	341,700	330,404	381,012	388,300	450,600
Professional Services	10,859	130,133	17,234	16,721	42,000	42,800
Maintenance and Repair	2,433	2,108	2,650	1,158	4,200	3,200
Materials and Supplies	1,295	1,666	1,278	2,684	4,600	6,700
Other Expenses	3,706	10,347	3,841	9,258	5,100	16,700
Total Engineering	359,535	485,954	355,406	410,833	444,200	520,000
Water Efficiency						
Salaries & Benefits	-	34,874	35,861	38,802	42,200	45,300
Professional Services	500	-	340	4,728	3,000	3,000
Maintenance and Repair	12,425	10,734	8,881	6,080	14,700	17,000
Materials and Supplies	-	-	178	337	600	600
Other Expenses	3,825	114	4,326	91	3,200	300
Total Water Efficiency	16,750	45,722	49,586	50,038	63,700	66,200
Non-Departmental						
Debt Service - Principal	698,450	730,693	696,442	1,763,145	925,600	944,100
Debt Service - Interest	868,865	896,614	792,633	632,286	738,200	853,300
Other	1,441	1,517	80,890	1,622	1,700	1,800
Total Non-Departmental	1,568,756	1,628,824	1,569,965	2,397,053	1,665,500	1,799,200
Total Expenses	\$ 8,257,201	\$ 8,349,747	\$ 8,357,374	\$ 9,778,767	\$ 10,009,200	\$ 11,530,500
Transfers (To)/From:						
Year End Transfer (To)/From Capital Outlay Fund	(3,244,465)	(2,778,914)	(2,319,558)	(2,674,436)	(1,326,300)	82,300
Est. Ending Reserves	\$ 1,733,756	\$ 1,822,121	\$ 2,053,961	\$ 2,101,691	\$ 2,914,091	\$ 3,218,391

San Juan Water District

Fiscal Year 2024-25 Budget

Retail Operating Fund

The Retail Operating Fund is used to account for the operating revenues and expenses of the Retail Service Area. This includes the payment to the wholesale fund for the cost of treated water, as well as the distribution of the treated water to all customers in the District’s Retail Service Area, including related administrative support. This fund holds and is used to report on all retail operating reserves. Details on projects funded for the year can be found in the District’s Operations Plan, located on page 46.

FISCAL YEAR 2024-25 BUDGET

	<u>Retail Operations</u>
Est. Beginning Reserves July 1, 2024	\$ 2,809,710
Revenues	
Water Sales	17,455,000
Other Revenues	754,700
Total Revenues	\$ 18,209,700
Expenses	
Salaries & Benefits	\$ 6,974,200
Treated Water	3,367,800
Other Expenses	3,936,300
Debt Service - Interest	558,800
Debt Service - Principal	662,000
Total Expenses	\$ 15,499,100
Net Income	\$ 2,710,600
Transfer In/(Out)	(2,284,100)
Estimated Ending Reserves	3,236,210
Eureka Rd. Transmission Pipeline Debt Service Reserve	136,300
Est. Ending Available Reserves June 30, 2025	\$ 3,099,910

RETAIL OPERATING FUND SUMMARY

	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24 Estimate	FY 2024-25 Proposed Budget
Est. Beginning Available Reserves	\$ 2,525,341	\$ 2,691,098	\$ 2,717,940	\$ 2,923,210	\$ 2,809,710
Revenues					
Water Sales	13,902,296	14,306,771	15,116,729	16,787,500	17,455,000
Other Revenues	620,108	838,672	1,659,255	798,600	754,700
Total Revenues	\$ 14,522,404	\$ 15,145,443	\$ 16,775,984	\$ 17,586,100	\$ 18,209,700
Expenses					
Administration and General					
Salaries & Benefits	\$ 1,229,681	\$ 1,264,661	\$ 1,238,244	\$ 1,404,500	\$ 1,731,400
Professional Services	239,323	191,368	138,324	207,800	263,300
Maintenance and Repair	13,948	19,702	20,171	28,200	149,200
Materials and Supplies	25,406	35,716	39,808	26,100	25,200
Other Expenses	281,896	280,862	309,302	434,200	567,600
Total Administration and General	1,790,255	1,792,310	1,745,849	2,100,800	2,736,700
Distribution System					
Salaries & Benefits	2,462,426	2,497,614	2,957,964	3,207,700	3,650,600
Professional Services	155,208	67,164	76,956	94,100	134,700
Maintenance and Repair	672,168	767,805	539,323	469,500	795,000
Materials and Supplies	434,814	427,928	526,470	284,200	305,700
Other Expenses	492,481	519,245	647,251	812,000	1,057,900
Total Distribution System	4,217,097	4,279,756	4,747,964	4,867,500	5,943,900
Water Supply					
Purchase Water from Wholesale	3,306,939	3,273,284	4,133,388	3,309,300	3,367,800
Total Water Supply	3,306,939	3,273,284	4,133,388	3,309,300	3,367,800
Engineering					
Salaries & Benefits	389,241	388,229	433,628	506,500	583,400
Professional Services	55,302	17,207	50,092	40,000	192,800
Maintenance and Repair	2,108	2,650	1,877	10,400	5,200
Materials and Supplies	1,964	11,574	14,783	4,600	6,700
Other Expenses	5,434	4,702	11,380	7,100	17,700
Total Engineering	454,050	424,363	511,760	568,600	805,800
Water Efficiency					
Salaries & Benefits	413,969	392,075	406,875	458,800	495,700
Professional Services	28,121	50,712	6,215	70,000	3,500
Maintenance and Repair	322	1,093	393	800	2,400
Materials and Supplies	325	7,720	1,907	2,000	2,200
Other Expenses	39,317	4,181	43,227	83,800	57,000
Total Water Efficiency	482,054	493,416	458,617	615,400	560,800
Customer Service					
Salaries & Benefits	534,818	501,914	545,856	519,000	513,100
Professional Services	20,413	45,277	70,234	80,000	40,000
Maintenance and Repair	6,209	4,742	893	2,700	0
Materials and Supplies	31,817	35,348	35,829	36,500	38,200
Other Expenses	133,080	175,499	232,093	238,600	215,200
Total Customer Service	726,336	762,780	884,906	876,800	806,500
Non-Departmental					
Debt Service - Principal	404,307	404,307	510,869	567,000	662,000
Debt Service - Interest	498,199	442,047	410,555	403,400	558,800
Other	1,487	44,598	64,256	58,200	56,800
Total Non-Departmental	903,992	890,952	985,680	1,028,600	1,277,600
Total Expenses	\$ 11,880,722	\$ 11,916,860	\$ 13,468,164	\$ 13,367,000	\$ 15,499,100
Transfers (To)/From:					
Year End Transfer (To)/From Capital Outlay Fund	(2,475,925)	(3,220,026)	(3,102,550)	(4,332,600)	(2,284,100)
Est. Ending Reserves	\$ 2,691,098	\$ 2,699,655	\$ 2,923,210	\$ 2,809,710	\$ 3,236,210

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CAPITAL FUNDS



Wholesale Capital Outlay Fund

This fund was created in FY 2015-16 to receive and separately account for revenues that are designated by the Board of Directors to be utilized solely for wholesale capital expenditures and to account for the acquisition of wholesale capital assets, including large scale maintenance of capital assets and improvements made to such assets. Capital reserves were transferred out of operating into this new fund upon fund creation. This fund now holds and is used to report on all wholesale capital reserves. Details on the capital projects can be found starting on page 59.

FISCAL YEAR 2024-25 BUDGET

		<u>Wholesale Capital Outlay</u>
Est. Beginning Available Reserves July 1, 2024	\$	25,281,827
Revenues		
Taxes & Assessments		1,530,000
Connection Fees		75,000
Other Revenues		850,000
Total Revenues	\$	2,455,000
Expenses		
Capital Improvement Projects		2,934,900
Professional Services		720,000
Total Expenses	\$	3,654,900
Net Income	\$	(1,199,900)
Transfer In/(Out)		(82,300)
Est. Ending Available Reserves June 30, 2025	\$	23,999,627

WHOLESALE CAPITAL OUTLAY FUND SUMMARY

	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24 Estimated	FY 204-25 Proposed Budget
Est. Beginning Available Reserves	\$ 16,890,133	\$ 16,281,430	\$ 18,784,423	\$ 2,729,455	\$ 25,281,827
Revenues					
Proceeds from Issuance of Debt	\$ -	\$ -	\$ 846,424	\$ 22,019,068	\$ -
Taxes & Assessments	1,215,739	1,281,061	1,382,542	1,500,000	1,530,000
Capital Contributions	68,658	-	911,800	-	-
Connection Fees	268,649	189,894	279,042	101,000	75,000
Other Revenues	88,090	126,380	199,150	416,904	850,000
Total Revenues	\$ 1,641,135	\$ 1,597,335	\$ 3,618,958	\$ 24,036,972	\$ 2,455,000
Expenses					
Water Treatment Plant Improvements	\$ 2,606,088	\$ 766,153	\$ 238,671	\$ 419,800	\$ 1,414,100
Land Improvements	34,704	11,814	394,704	45,400	798,000
Professional Services	-	271,438	61,460	100,000	413,000
Maintenance	13,080	3,177	-	116,000	307,000
Mains/Pipelines & Improvements	-	-	-	-	300,000
Equipment and Furniture	32,796	52,243	48,842	273,500	207,500
Buildings & Improvements	11,306	7,968	13,110	41,600	169,300
Vehicles	30,637	113,291	-	269,000	26,000
Software	1,829	13,733	-	-	20,000
Reservoirs & Improvements	2,298,310	151,583	21,574,477	1,538,900	-
Land Acquisition	-	22,500	-	-	-
Meters	-	-	17,097	20,000	-
Contributions to Others	-	-	-	-	-
Total Expenses	\$ 5,028,752	\$ 1,413,900	\$ 22,348,362	\$ 2,824,200	\$ 3,654,900
Net Income	\$ (3,387,617)	\$ 183,435	\$ (18,729,404)	\$ 21,212,772	\$ (1,199,900)
Transfer In	2,778,914	2,319,558	2,674,436	1,339,600	-
Transfer Out	-	-	-	-	82,300
Est. Ending Available Reserves	\$ 16,281,430	\$ 18,784,423	\$ 2,729,455	\$ 25,281,827	\$ 23,999,627

WHOLESALE CAPITAL PROJECTS FY 2024-25

Water Treatment Plant (WTP) Improvements

Backwash Hood Rehabilitation and Rail Track Improvements

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 295,400
Start Date:	FY 2022-23	Budgeted Spending FY 2024-25:	\$ 900,000
Estimated Completion:	FY 2024-25	Estimated Future Spending:	\$ 900,000
		Total Project Cost:	\$ 2,095,400

The final filtration of water occurs in the North and South basins which each have a series of filter cells along the bottom of the basin. Each basin has two backwash hoods that move across the basins to backwash (clean) the various filters. The backwash hoods suck water up through the filters and send the water back into the first treatment stage of the plant. Each basin currently has one new and old backwash hood. This project assessed the structural integrity of the two old hoods and determined that they could be rehabilitated instead of being replaced (including the rail track upon which they move). One hood, and the rail track upon which it moves, will be rehabilitated this year and the other next year. This project will not materially affect ongoing operating costs.

Lime Tower Coating and Improvements

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 153,000
Start Date:	FY 2019-20	Budgeted Spending FY 2024-25:	\$ 373,100
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 526,100

The lime tower stores and distributes lime into the treated water as it leaves the treatment plant. Lime is used in the treatment process to manage pH levels in the distribution system. The small amount of lime in the treated drinking water protects the Districts entire distribution system from untimely corrosion. The lime tower is aged. The District commissioned a study in FY 2019-20 to determine its rehabilitation needs. The study recommends re-doing the interior and exterior coating. Design work started in FY 2022-23 and will finish in early FY 2023-24 and construction will commence in FY 2024.25.

Rehabilitation of 3 Backwash Pump Stations

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 58,000
Estimated Completion:	FY 2027-28	Estimated Future Spending:	\$ 122,000
		Total Project Cost:	\$ 180,000

The dirty water from the filters in the water treatment plant filter basis is sent to the EQ basin where it is pumped by the backwash pump stations back to the headwater of the treatment plant. The backwash pump stations are in need of rehabilitation. The District plans on rehabilitating one backwash pump station per year, for the next three years.

Water Treatment Plant Improvements (con't)

Power Monitor for Hinkle Pump Station

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 10,000
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 53,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 63,000

The District's power costs have more than doubled over the past two years. Power monitors allow the District to see how much energy is being utilized at a specific site in real time. The District intends to purchase power monitors for the Lower Granite Bay Pump Station, Hinkle Pump Station, and the American River South Pump Station. Once installed and activated these monitors should result in lower energy costs than what would otherwise be incurred. This is a shared project with the Retail division. Wholesale's share is for the Hinkle Pump Station.

Fiber Optic Cabling to Solids Handling Building

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 30,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 30,000

The current network connection between the solids handling facility at the water treatment plant consists of a single network cable stretched from the solids handling room to the operations room then connected to a switch which connects to the server room. It allows for one server connection with no redundancy. Installing fiber optic cabling from the solids handling building directly to the server room, creates multiple connections to the network, thus creating redundancy. The solids handling facility is the only location not connected to the server room with fiber optic cabling. This improvement will not affect future operating costs.

Land Improvements

Water Treatment Plant Site Paving, Slurry Seal and Re-Stripe

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 25,000
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 650,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 675,000

This project will grind down and overlay the pavement surrounding the water treatment plant (approximately 48,000 square feet).

Administration Building Deck and Shade Structure

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 20,400
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 148,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 168,400

On January 3, 2023, during a rainstorm, a very large oak tree fell onto the deck of the Administration Building causing significant damage to the existing deck. Prior to falling, the oak tree had provided shade for the majority of deck. This project will replace the damaged deck and install a shade structure in place of the fallen tree. Insurance proceeds were received for the deck replacement, but not for the cost of the shade structure. This represents the wholesale divisions share of the project costs.

San Juan Water District

Fiscal Year 2024-25 Budget

Professional Services

Launderer & Settling Tube Evaluation

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 100,000
Estimated Completion:	FY 2024-25	Estimated Future Spending:	TBD
		Total Project Cost:	\$ 100,000

The launderers and settling tubes in the sedimentation basins are experiencing multiple failures each year. This project will evaluate what can be done to strengthen the launderers and settling tubes to prevent recurring failures.

Filter Effluent Pipe Thickness Testing

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 75,000
Estimated Completion:	FY 2024-25	Estimated Future Spending:	TBD
		Total Project Cost:	\$ 75,000

The effluent pipes in the treatment plant's filter gallery are 40 years old. This project aims to determine the current thickness and condition of the pipes to determine if they are in need of repair and/or replacement.

Site Security Evaluation and Design

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 50,000
Estimated Completion:	FY 2024-25	Estimated Future Spending:	TBD
		Total Project Cost:	\$ 50,000

After providing active shooter training for staff the Central California Intelligence Center offered to conduct a site vulnerability assessment for the District. Their assessment pointed out several areas of the District campus where we are vulnerable to intrusion. This study will determine how to best mitigate those vulnerabilities

Wholesale Property Evaluation

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 50,000
Estimated Completion:	FY 2024-25	Estimated Future Spending:	TBD
		Total Project Cost:	\$ 50,000

The District is evaluating construction of an additional treated water reservoir south of the existing Hinkle Reservoir, to increase our system reliability. The land is currently owned by the United States Bureau of Reclamation. This funding may be needed for property assessments and environmental work necessary through the process of procuring the land from Reclamation.

Professional Services (con't)

Twin 54-Inch Transmission Pipelines and BFV Actuators Condition Assessment

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 50,000
Estimated Completion:	FY 2025-26	Estimated Future Spending:	\$ 155,000
		Total Project Cost:	\$ 205,000

The Twin 54-Inch transmission pipelines run from the Baldwin Pump Station down to the Penstocks Manifold, where they split off into 4 separate wholesale distribution pipelines. This project will evaluate the rehabilitation needs of the pipeline, likely resulting in rehabilitation of the butterfly valves at the start of the pipelines and or/rehabilitation of the actuator gear box. The planning and design is funded in FY 2023-24 with work to commence in the subsequent fiscal year.

Penstock Manifold and Butterfly Valve Actuators Condition Assessment

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 38,000
Estimated Completion:	FY 2024-25	Estimated Future Spending:	\$ 116,000
		Total Project Cost:	\$ 154,000

The penstock manifold converts the twin-54-inch transmission pipelines into 4 separate wholesale distribution pipelines. This project will assess the condition of the lining of the pipe and determine the maintenance needs of the manifold, including the 3 butterfly valves where the twin 54-inch pipelines meet the manifold. The \$38,000 budgeted in FY 2024-25 is for the condition assessment and potentially the design for the improvements needed. The \$116,000 of estimated future spending is the anticipated costs of the improvements the District suspects will be needed.

Evaluation of 60-inch Pipeline from Filter Gallery to Hinkle Reservoir Inlet Structure

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 25,000
Estimated Completion:	FY 2024-25	Estimated Future Spending:	TBD
		Total Project Cost:	\$ 25,000

Clean drinking water is delivered from the filter gallery at the water treatment plant, to the Hinkle Reservoir through a 60-inch concrete lined pipeline. A small amount of lime is injected into the water in transit. While lime helps preserve concrete this pipeline, and there are no outside indications of degradation of the pipeline, there is a section that has never been relined. This evaluation is necessary to determine the condition of the entire pipeline and to determine if any sections need relining or other improvements.

Evaluation of Powdered Activated Carbon System

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 25,000
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 25,000
Estimated Completion:	FY 2024-25	Estimated Future Spending:	\$ 1,804,000
		Total Project Cost:	\$ 1,854,000

Cyanobacterial algae blooms (blue-green algae) occur in fresh water when the water is warm, stagnant, and rich in nutrients from sources such as fertilizer runoff. These blooms have been occurring in California's fresh water sources with increasing frequency. A powdered activated carbon system can effectively remove the toxins in the water supply from these algae blooms. The funding in FY 2023-24 and FY 2024-25 was and will be used to design such a system, if deemed efficient for the District's water treatment plant. If so, construction would occur in FY 2028-29. The effect on ongoing operating costs is not yet known.

San Juan Water District

Fiscal Year 2024-25 Budget

Maintenance

72-Inch Transmission Pipeline - Joint Seal Replacements Hinkle to Bacon Pump Station

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 191,000
Estimated Completion:	FY 2025-26	Estimated Future Spending:	\$ 589,000
		Total Project Cost:	\$ 780,000

This project funds the design for the replacement of the aged joint seals in the 72-inch transmission pipeline that runs between the Hinkle Pump Station and Bacon Pump Station. Ensuring a proper seal on the pipe joints reduces leaks.

Wholesale Meter Terminal Replacements (33 meters total)

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ 66,000
Start Date:	FY 2022-23	Budgeted Spending FY 2024-25:	\$ 66,000
Estimated Completion:	FY 2025-26	Estimated Future Spending:	\$ 68,000
		Total Project Cost:	\$ 200,000

The District has 34 wholesale meters. The meter terminals are a component used in the collection of meter data that is sent back to the water treatment plant. The terminals have reached the end of their useful life and are in need of replacement in order to ensure continued accurate meter reads.

Hinkle Reservoir Embankment Restoration and Repair

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 50,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 50,000

The embankment that surrounds and "dams" the Hinkle Reservoir is in need of maintenance. After 40 years of erosion, it needs surface restoration which will include grading and the additional of materials to reinforce and strengthen the embankments.

Mains/Pipelines & Improvements

Reline 60-inch Pipeline from Filters to Inlet Structure

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 150,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 150,000

Clean drinking water is delivered from the filter gallery at the water treatment plant, to the Hinkle Reservoir through a 60-inch concrete lined pipeline. A small amount of lime is injected into the water in transit. While lime helps preserve concrete this pipeline, and there are no outside indications of degradation of the pipeline, there is a section that has never been relined. The District will be performing a condition assessment on the pipeline. In anticipation of needing to reline the previously unlined section of the pipeline, the District is including \$150,000 in the FY 2024-25 budget, for the design of the anticipated needed improvements. This work may or may not be needed, depending upon the results of the condition assessment.

Mains/Pipelines & Improvements (con't)

Replacement of Treated Water 1 (TW1) 60-inch Valve (No. 28)

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 75,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 75,000

There is a 60-inch pipeline that goes around the filter to the inlet of the Hinkle Reservoir. Valve No. 28 on the pipeline is old and no longer closes. This project replaces the broken valve.

Replacement of 48-inch Valve on 48-inch Bypass (No. 29)

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 75,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 50,000

The valve that turns on and off the 48-inch Hinkle Reservoir bypass pipeline leaks and needs to be replaced. This project replaces that leaking valve.

Equipment and Furniture

Three Thickener Access Ladders

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 104,713
Start Date:	FY 2022-23	Budgeted Spending FY 2024-25:	\$ 200,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 304,713

Each of the District's three thickener bases have an access ladder. For safety reasons these ladders need to be reconfigured and replaced. As currently installed, an employee has to climb over a railing at the top of the tank in order to access the ladder. The ladder terminates at the bottom of the tank, on a slope. These are unsafe conditions that need to be rectified. This project will redesign and install new ladders. Design was completed in FY 2022-23 and one ladder is expected to be installed by the end of FY 2023-24. The remaining two will be replaced in FY 2024-25. There will no impact to ongoing operating costs.

Replace Plotter/Scanner in Engineering Department

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 7,500
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 7,500

The plotter/scanner in the Engineering Department is in need of replacement. The printer is no longer supported by the manufacturer and the computer that runs it is no longer compatible with the District's IT system. This equipment is used by both wholesale and retail therefore both divisions will contribute to the cost of the replacement. This represents the wholesales share.

Buildings and Improvements

Electrical Service Upgrade at Administration Building

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 41,706
Start Date:	FY 2021-22	Budgeted Spending FY 2024-25:	\$ 169,300
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 211,006

The electric panel for the Administration Building is antiquated and in need of replacement. During a test of the electric system, the main breaker failed, and the District was unable to shut off power to the building. A temporary panel has been installed to remedy the failed main breaker, but the entire service panel needs to be replaced. This project will bring the panel up to current standards and allow for future expansion of the building including the installation of electric vehicle charging stations. Design is complete and construction is expected to commence in FY 2023-24 and be complete in FY 2024-25.

Vehicles

GEM Replacement with new Utility Vehicle

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 26,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 26,000

The existing GEM vehicle is at the end of its useful life. The District plans to replace it with a side by side off road utility vehicle, such as a Polaris. This vehicle is used solely on the District campus for transporting people and materials and supplies. The vehicles cost will be shared with the retail division.

Software

Back-Up Plant Pumps - SCADA Integration

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 20,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 20,000

The District's Crown Point pump station provides pressurized drinking water to the retail service area and the entire District campus, including the water treatment plant. That water is critical for maintaining water treatment plant operations as it is used in various treatment processes such as the chemical feed system, and the belt press process. The back-up plant pumps exist to provide pumping capabilities if/when the Crown Point pump station is offline. Historically the back-up pumps have had to be turned on manually. By integrating those pumps into the District's SCADA system, the system will automatically switch the pumps on if Crown Point goes offline, either intentionally or unintentionally, greatly improving system reliability. Originally planned to be completed in Fiscal Year 2021-22, it has now been delayed until Fiscal Year 2024-25.

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San Juan Water District

Fiscal Year 2024-25 Budget

Retail Capital Outlay Fund

This fund was created in FY 2015-16 to receive and separately account for revenues that are designated by the Board of Directors to be utilized solely for retail capital expenditures and to account for the acquisition of retail capital assets, including large scale maintenance of capital assets and improvements made to such assets. Capital reserves were transferred out of operating into this new fund upon fund creation. This fund now holds and is used to report on all retail capital reserves. Details on the projects can be found starting on page 69.

FISCAL YEAR 2024-25 BUDGET

	<u>Retail Capital Outlay</u>
Est. Beginning Available Reserves July 1, 2024	\$ 21,762,736
Revenues	
Proceeds from Issuance of Debt	17,110,000
Taxes & Assessments	1,530,000
Grant Revenues	1,250,000
Connection Fees	100,000
Other Revenues	680,000
Total Revenues	<u>\$ 20,670,000</u>
Expenses	
Capital Improvement Projects	24,090,600
Professional Services	400,000
Total Expenses	<u>\$ 24,490,600</u>
Net Income	<u>\$ (3,820,600)</u>
Transfer In/(Out)	<u>2,284,100</u>
Estimated Ending Reserves	20,226,236
Reservation of Capital Facility Fees	5,211,966
Est. Ending Available Reserves June 30, 2025	<u>\$ 15,014,270</u>

RETAIL CAPITAL OUTLAY FUND SUMMARY

	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24 Estimate	FY 2024-25 Proposed Budget
Est. Beginning Reserves	\$ 8,027,850	\$ 11,778,997	\$ 15,906,435	\$ 18,439,736	\$ 21,762,736
Revenues					
Proceeds from Debt Issuance	\$ 43,197	\$ -	\$ -	\$ 3,345,200	\$ 17,110,000
Taxes & Assessments	1,215,738	1,281,061	1,382,542	1,500,000	1,530,000
Connection Fees	1,082,998	2,415,360	3,373,674	1,160,000	100,000
Other Revenues	37,929	114,532	370,445	478,800	1,930,000
Total Revenues	\$ 2,379,862	\$ 3,810,953	\$ 5,126,661	\$ 6,484,000	\$ 20,670,000
Expenses					
Reservoirs & Improvements	\$ -	\$ 247,822	\$ 28,910	\$ 25,000	\$ 12,860,000
Mains/Pipelines & Improvements	428,467	1,912,374	4,560,800	4,126,700	5,610,000
Pump Stations & Improvements	467,098	297,640	488,664	2,229,600	3,759,000
Meters and Endpoints	-	29,081	333,296	712,600	852,800
Land Improvements	-	6,295	-	54,000	683,000
Professional Services	26,614	83,933	-	10,000	400,000
Buildings & Improvements	2,514	34,196	13,110	69,400	199,300
Vehicles	170,561	278,140	219,356	131,800	-
Equipment and Furniture	-	9,482.2	51,774	134,500	101,500
Software	9,385	4,578	-	-	25,000
Total Expenses	\$ 1,104,640	\$ 2,903,541	\$ 5,695,910	\$ 7,493,600	\$ 24,490,600
Net Income	\$ 1,275,222	\$ 907,412	\$ (569,249)	\$ (1,009,600)	\$ (3,820,600)
Transfer In	2,475,925	3,220,026	3,102,550	4,332,600	2,284,100
Transfer Out	-	-	-	-	-
Estimated Ending Reserves	11,778,997	15,906,434	18,439,736	21,762,736	20,226,236
Reservation of Capital Facility Fees	-	1,026,250	4,329,966	5,141,966	5,211,966
Est. Ending Available Reserves	\$ 11,778,997	\$ 14,880,184	\$ 14,109,770	\$ 16,620,770	\$ 15,014,270

RETAIL CAPITAL PROJECTS FY 2024-25

Reservoirs and Improvements

Kokila Reservoir Replacement

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 306,999
Start Date:	FY 2019-20	Budgeted Spending FY 2024-25:	\$ 12,860,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 13,166,999

Kokila Reservoir is a 4.56 million gallon lined and covered earthen reservoir. The reservoir serves as an operational and emergency storage facility at a high elevation point in the District's retail service area. The cover and liner were installed in 1984 with an estimated life of 25 years. Regular maintenance has extended its life an additional 15 years. The cover and liner are now in need of replacement. The District intends to replace the Hypalon cover and liner with a concrete tank. The District is pursuing both a grant and a low interest rate loan from the State Water Resources Control Board's revolving loan fund to finance this project.

Mains/Pipelines and Improvements

FY 2024-25 Planned Service Lateral Replacements (Hidden Lakes)

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 1,600,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 1,600,000

A service lateral is the pipeline that runs from the main line, in or next to the road, to individual water meters. In 2020 it was determined that the District's service lateral failure rate is 35% worse than the national average. The District plans to replace 85 identified service laterals per year. The FY 2024-25 Service Lateral Replacement Program is focusing on the Hidden Lakes neighborhood. Replacing the service laterals will save the District money as less time will be spent responding to leaks and less water will be lost.

FY 2024-25 Failed Service Lateral Replacements

Project Status:	Anticipated	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 435,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 435,000

A service lateral is the pipeline that runs from the main line, in or next to the road, to individual water meters. In 2020, it was determined that the District's service lateral failure rate is 35% worse than the national average. The District plans to replace 85 identified service laterals per year. In addition to those planned replacements, the District replaces service laterals when they are determined to be leaking. Based on prior year experience the District anticipates this level of spending to replace failed service laterals.

Mains/Pipelines and Improvements (con't)

FY 2023-24 Service Lateral Replacements (ACE Hardware Shopping Center)

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 23,100
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 750,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 773,100

A service lateral is the pipeline that runs from the main line, in or next to the road, to individual water meters. In 2020 it was determined that the District’s service lateral failure rate is 35% worse than the national average. The District plans to replace 85 identified service laterals per year. Instead of doing the planned 85 replacements in FY 2023-24 the District decided to replace and relocate the meters at the ACE Hardware Shopping Center on Auburn Folsom Road. The meters were originally installed by a private contractor and are located within the property boundary of the shopping center. The District does not have an easement for meter access. The meters were not installed properly resulting in the need to shut down water to the entire shopping center in order to repair or replace a single meter. This project will replace and relocate all of the meters to the District’s mainline, just outside of the property boundary, but within the District’s easement. The District is currently working on design. Construction will commence in FY 2024-25.

FY 2024-25 Air/Vacuum Relief Valve Replacements

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 1,100,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 1,100,000

An air release valve allows air to enter or leave pipelines as needed. Removing air pockets in a pipeline allows water to flow more freely. Allowing air to enter, if there is a leak or break, prevents the creation of a vacuum, which can cause a pipeline to collapse. California law requires the vent opening to be above grade, to minimize opportunities for water contamination. Most of the District’s valves are in boxes in the street, below grade. The District plans to replace 45 per year, over a 20-year period, commencing with FY 2022-23. The program got off to a late start. The FY 2022-23 planned replacements were completed in the fall of 2023. The District anticipated completing design for the FY 2024-25 replacements this summer and hopes to have them completed in Spring of 2025.

FY 2023-24 Air/Vacuumed Relief Valve Replacements

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 375,000
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 800,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 1,175,000

An air release valve allows air to enter or leave pipelines as needed. Removing air pockets in a pipeline allows water to flow more freely. Allowing air to enter if there is a leak or break prevents the creation of a vacuum, which can cause a pipeline to collapse. California law requires the vent opening to be above grade, to minimize opportunities for water contamination. Most of the District’s valves are in boxes in the street, below grade. Approximately 75 valves need to be relocated to the side of the road and vented above ground. The District plans to replace 45 per year, over a 20-year period, commencing with FY 2022-23. The program got off to a late start. The FY 2022-23 planned replacements were completed in the fall of 2023. Design for the FY 2023-24 replacements will be completed by the end of the fiscal year and construction will be completed over the summer/fall.

San Juan Water District

Fiscal Year 2024-25 Budget

Mains/Pipelines and Improvements (con't)

Wharf Hydrant Replacements

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 292,632
Start Date:	FY 2021-22	Budgeted Spending FY 2024-25:	\$ 225,000
Estimated Completion:	FY 2031-32	Estimated Future Spending:	\$ 1,856,368
		Total Project Cost:	\$ 2,374,000

The District is systematically replacing both aged and wharf style fire hydrants. Wharf style hydrants have less water capacity and are more likely to break than a standard hydrant. The District has approximately 100 wharf style hydrants in its distribution system. The District intends to replace 10 per year until they have all been replaced with standard hydrants.

Fire Hydrant Replacements

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 465,710
Start Date:	FY 2019-20	Budgeted Spending FY 2024-25:	\$ 200,000
Estimated Completion:	FY 2028-29	Estimated Future Spending:	\$ 946,290
		Total Project Cost:	\$ 1,612,000

The District is systematically replacing aged fire hydrants. This project will replace ten aged fire hydrants, at various locations, throughout the District.

Douglas Blvd. and Auburn Folsom Road Pipeline Replacement Project

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ 50,000
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 200,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 250,000

The steel pipeline that runs under and across the major intersection at Douglas Blvd. and Auburn Folsom Road (the intersection) is currently a temporary 6-inch PVC pipeline. In 2018, the District began replacing the entire aged steel pipeline from the Douglas Pump Station to Mooney Drive. To avoid closing the intersection the District attempted to pipe burst underground. This caused the pipe to start collapsing, which in turn caused the road to begin to lift. It was not cost effective to open up the ground in the intersection at the time, because the pavement was in good shape and Placer County would have required the District to pay for extensive repaving. Therefore, the District slip lined in temporary 6-inch PVC pipeline. Placer County has informed the District that they will be repaving the intersection this year. Therefore, the District will open up the roadway in the intersection and replace the temporary pipeline with 10-inch iron ductile pipe. By working collaboratively with the County, the District will realize significant project cost savings.

Replace 950 Linear Feet of Pipeline from 7980 Hidden Lakes Drive to Haley Drive

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 75,000
Estimated Completion:	FY 2026-27	Estimated Future Spending:	\$ 716,000
		Total Project Cost:	\$ 791,000

There is a 950 linear foot section of 8-inch diameter pipeline in Hidden Lakes Drive from W Hidden Lakes to Haley Road. This project will replace the 8-inch pipeline with a 12-inch pipeline to increase fire flow capability and provide better connectivity to the Los Lago tank in and through lower Granite Bay.

Mains/Pipelines and Improvements (con't)

Replace 900 Linear Feet of Pipeline in Santa Juanita

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 70,000
Estimated Completion:	FY 2025-26	Estimated Future Spending:	\$ 649,000
		Total Project Cost:	\$ 719,000

There is a 900 linear foot section of pipe in Santa Juanita that is only 3 inches in diameter. This project will replace that 3-inch pipeline with an 8-inch line, improving delivery capabilities for normal consumption and increased fire flow response capabilities. The District anticipates completing design in FY 2024-25 and constructing the improvements in FY 2025-26.

Replace 670 Linear Feet of Pipeline in Lakeland Drive from Douglas Blvd. to East Granite Drive

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 55,000
Estimated Completion:	FY 2026-27	Estimated Future Spending:	\$ 525,000
		Total Project Cost:	\$ 580,000

This project will replace approximately 670 feet of existing 8-inch pipe along Lakeland Drive with a 12-inch pipe from Douglas Blvd. to East Granite Drive. These improvements will increase fire flow capability and provide better connectivity to the Los Lago tank in and through lower Granite Bay. The District anticipates completing design in FY 2024-25 and constructing the improvements in FY 2026-27.

Eckerman 8-inch tie-in to "The Park" Subdivision

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 55,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 55,000

This project involves the installation of approximately 50 to 100 linear feet of 8-inch pipe to extend the existing southerly section of the Eckerman pipeline into the new piping that will be installed with the construction of "The Park" Subdivision. This connection into The Park subdivision is needed to provide adequate supply for fire flow, and to facilitate source of supply redundancy. The project was originally budgeted in FY 2021-22 but has not yet commenced, as the developer had not yet completed design review.

Fuller Drive Pipeline Extension from AFR intersection (575-lf of 10-in)

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 45,000
Estimated Completion:	FY 2026-27	Estimated Future Spending:	\$ 430,000
		Total Project Cost:	\$ 475,000

This project will install approximately 575 linear feet of new 12-inch mainline within Fuller Drive between the existing turnout at the intersection of Fuller Drive and Auburn Folsom Road, and the existing 10-inch pipeline near the south entrance to the shopping center property on the north side of Fuller Drive. Adding this new line will connect and loop the system increasing water flow through the distribution system. The District anticipates completing design in FY 2024-25 and constructing the improvements in FY 2026-27.

San Juan Water District

Fiscal Year 2024-25 Budget

Pump Stations and Improvements

Groundwater Production Facility

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 2,575,000
Estimated Completion:	FY 2025-26	Estimated Future Costs:	\$ 2,575,000
		Total Project Cost:	\$ 5,150,000

Included in the retail financial plan is \$5 million for SJWD to use in securing access to groundwater production capacity to provide water supplies to the District's retail service area. These supplies could be delivered via the Antelope Pump Station, which can send groundwater produced in the Sacramento Suburban Water District's North Service Area to Orangevale Water Company, the City of Folsom and the District's retail service area. The District intends to finance this project with tax-exempt bonds.

Bacon Pump Station Roof Replacement

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 680,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 680,000

The Bacon Pump Station roof is old, leaky and in need of replacement. This project will replace the roof, approximately 3,400 square feet. Ventilation improvements will be made and hatches installed in the roof to improve access to the pumps and motors.

Hinkle Pump Station Pump and Motor Rehabilitation

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 200,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 200,000

The Hinkle Pump Station houses the Hinkle, Ashland and Crown Point pump stations. This project will evaluate and potentially rehabilitate two pumps/motors for Ashland and 3 for Crown Point, to improve the efficiency of the pump station.

Power Monitors for Pump Stations

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ 14,000
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 110,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 124,000

The District's power costs have more than doubled over the past two years. Power monitors allow the District to see how much energy is being utilized at a specific site in real time. The District intends to purchase power monitors for the Lower Granite Bay Pump Station, Hinkle Pump Station, and the American River South Pump Station. Once installed and activated these monitors should result in lower energy costs than what would otherwise be incurred.

Subway Pressure Reducing Station Replacement

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 75,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 75,000

The control valve at the pressure reducing station near Subway (Auburn Folsom Road) has failed three times in the past two years, leaving customers in that zone without water. This project will replace the faulty valve and bring it above grade for easier access.

Pump Stations and Improvements (con't)

Canyon Falls Village Pressure Reducing Station Replacement

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 61,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 61,000

This pump station is currently below grade which creates added costs and complexity in terms of operations and maintenance. This project brings the control valves above grade in an above ground enclosure. This will improve the safety environment for staff when performing maintenance and will reduce maintenance costs as confined space equipment and air quality testing will no longer be needed to perform basic and ongoing maintenance.

Pump Station Pressure Transmitters

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 38,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 38,000

In FY 2022-23, the District intended to replace 9 pressure transmitters at the Hinkle and Bacon Pump Stations. They ended up costing less than expected and instead of replacing them at Hinkle and Bacon, the transmitters were replaced at Sierra, ARC-North, ARC-S, Douglas, Los Lagos Tank and Mooney Tank as well as the suction pressure transmitter at Bacon a Pump Station. This year the District plans to replace the pressure transmitters at the Hinkle Pump Station and purchase two spares. The costs are similar as the installation of the transmitters at the Hinkle Pump Station will require conduit installation, thus increasing the costs. This project will not increase future operating costs.

Replace 4 Check Valves with Pressure Control Valves with at the American River South Pump Station

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 20,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 20,000

There are 4 check valves at the American River South Pump Station. When a check valve closes, it does so quickly, causing a water hammer, which is loud and can burst pipes. A pressure control valve opens and closes slowly, preventing the pressure that can happen when a valve opens or closes quickly. The District intends to replace the 4 control valves with pressure control valves this year.

Meters and Endpoints

Meter Replacement Program

Project Status:	In Progress	Estimated Spending FY 202-22 & Prior:	N/A
Start Date:	FY 2021-22	Budgeted Spending FY 2024-25:	\$ 667,000
Estimated Completion:	Ongoing	Total Project Cost:	N/A

The District’s meters were originally installed between 1997 and 2004. With a typical meter life of 20-25 years, the District started a meter replacement program in FY 2021-22. When the program started in 2021 the District had 10,779 total meters. 736 of them were manual read meters, 7,987 were touch read meters and 2,056 were radio read (drive-by only). The plan was to replace 515 (5%) of the meters each year, which results in a 20-year replacement cycle and to replace all end-points over 5 years (convert all to radio read), which equates to 2,118 per year. Due to supply chain issues, those goals varied from year to year based on what our vendors could supply. By the end of FY 2023-24 the District will be 83% radio read (drive-by only) and all of the manual read meters will have been upgraded. This budget funds the replacement of approximately 3,450 endpoints and 515 meters. During FY 2024-25, the District will reach one of the Meter Replacement Program Goals by becoming 100% radio read (drive-by only).

San Juan Water District

Fiscal Year 2024-25 Budget

Meters and Endpoints (con't)

Failed Meter Replacements

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	N/A
Start Date:	FY 2021-22	Budgeted Spending FY 2024-25:	\$ 170,000
Estimated Completion:	Ongoing	Total Project Cost:	N/A

The District bundles all meter replacements in a given fiscal year into one capital asset for financial statement reporting purposes. In terms of program management, it is helpful for the planned replacements to be tracked separately from the replacements of meters that have been replaced due to discovery of meter failure. While it is impossible to know how many failed meters will be discovered and replaced in any given year based on past experience, the District is budgeting \$170,000 for this activity in FY 2024-25.

Failed Meter Replacements - 1.5-inch to 3-inch meters

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 15,800
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 15,800

The District bundles all meter replacements in a given fiscal year into one capital asset for financial statement reporting purposes. In terms of program management, it is helpful to distinguish between the planned replacements, the residential failed meters and the large meter failures separately. In FY 2024-25, the District will be testing 15 of the 80 3-inch and greater meters. If they fail, they will get rebuilt. Rebuilt meters are expected to last 10 years. In addition, we estimate that there will be 27 1.5-inch to 2.5-inch meters that will fail and need to be replaced.

Land Improvements

District Campus Paving Improvements

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 25,000
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 350,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 375,000

This project will grind down and overlay 16,000 square feet of pavement in front of the Field Services Building. Project costs also include retail's share of applying a slurry seal and restriping the Administration Building, overflow parking lots and the road through the main campus.

Administration Building Deck and Shade Structure

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$ 15,900
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 148,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 163,900

On January 3, 2023, during a rainstorm, a very large oak tree fell onto the deck of the Administration Building causing significant damage to the existing deck. Prior to falling, the oak tree had provided shade for most of the deck. This project will replace the damaged deck and install a shade structure in place of the fallen tree. Insurance proceeds have been received for the deck replacement, but not for the cost of the shade structure. The costs of this project are shared with the Wholesale division.

Land Improvements (con't)

1,400 Linear Feet of Fencing at 8310 Santa Juanita Ave.

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ 13,100
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$ 105,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 118,100

Both the Sierra 30-inch and Bacon 33-inch transmission pipelines run underground at 8310 Santa Juanita Ave. The District has had 3 leaks on the Sierra 30-inch pipe in the past year. It appears that, when the house at that location was built, heavy equipment crushed the pipeline above the pipe, damaging the pipeline, although this cannot be proved. The District would like to install fencing around their easement in this area to prevent this from happening in the future.

Purchase and Install Perimeter Fencing for Bacon Pump Stations

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 80,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 80,000

This project consists of the purchase and installation of perimeter fencing for the Bacon Pump Station for security fencing.

Professional Services – Capital Related

Evaluation of District Pump Stations

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 300,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 300,000

The District has been working to improve the efficiency of its various pump stations. It recently became evident that instead of looking at one pump station at a time, it would be better to take a holistic approach and evaluate all the pump stations at once, as an entire system. This study will look at the existing condition and operating efficiency of every pump station in the retail division and the zone by zone system demands, to make recommendations on how to improve the overall pump station system efficiency. Ensuring the pump stations are operating as efficiently as possible will save money on future pump maintenance and replacement costs, as well as minimizing electric power needs which is particularly important given the continued rate increases being imposed by PG&E.

Mooney Tank Need and Condition Assessment

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 50,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 50,000

The current Capital Improvement Plan included improvements to the Mooney Tank. While discussing the upcoming project staff began to question whether the tank is even a necessary asset. This assessment will determine if the Mooney Tank is a necessary asset. If so, it will evaluate the condition of the tank and advise on any needed maintenance or improvements.

San Juan Water District

Fiscal Year 2024-25 Budget

Professional Services – Capital Related (con't)

Site Security Evaluation and Design

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$	-
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$	50,000
Estimated Completion:	FY 2024-25	Estimated Future Spending:		TBD
		Total Project Cost:	\$	50,000

After providing active shooter training for staff the Central California Intelligence Center offered to conduct a site vulnerability assessment for the District. Their assessment pointed out several areas of the District campus where we are vulnerable to intrusion. This study will determine how to best mitigate those vulnerabilities.

Buildings and Improvements

Electrical Service Upgrade at Administration Building

Project Status:	In Progress	Estimated Spending FY 2023-24 & Prior:	\$	41,706
Start Date:	FY 2020-21	Budgeted Spending FY 2024-25:	\$	169,300
Estimated Completion:	FY 2024-25	Total Project Cost:	\$	211,006

The electric panel for the Administration Building is antiquated and in need of replacement. During a recent test of the electric system, the main breaker failed, and the District was unable to shut off power to the building. A temporary panel has been installed to remedy the failed main breaker, but the entire service panel needs to be replaced. This project will bring the panel up to current standards and allow for future expansion of the building including the installation of electric vehicle charging stations. The costs for this project are shared 50-50 between the Wholesale and Retail divisions.

Purchase and Installation of Connex Storage Container

Project Status:	Planned	Estimated Spending FY 2020-21 & Prior:	\$	16,500
Start Date:	FY 2023-24	Budgeted Spending FY 2024-25:	\$	20,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$	36,500

The District's parts shelter was torn down in 2018. It was structurally unsound and it was more cost effective to replace, rather than improve the existing structure. The District budgeted to construct a movable 3-sided steel parts shelter in FY 2021-22; however, the Board of Directors did not approve construction and directed the District hold off until the larger District facilities renovation happens, currently slated for FY 2028-29. This storage facility is needed in the interim to house parts that would otherwise degrade quickly if left out in the elements. It was originally budgeted in FY 2022-23 but was not able to be procured by the end of the year.

Replace Meter Shed and Combine with Engineering Shed

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$	-
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$	5,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$	5,000

The Engineering Department has a small, dilapidated shed where they stored hydrant meters. The Field Services Department has a small shed where they store meters and related parts for the meter replacement program. Both departments are in need of a larger shed. Instead of buying two, slightly larger sheds, the District intends to purchase one large shed that can be shared by both departments.

Equipment and Furniture

Replace 2007 Forklift - Equipment #E18

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 54,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 54,000

This 2007 forklift was due to be replaced two years ago but given its conditional at the time, replacement wasn't warranted. However, it has been needing more service lately and the check engine light has come on. Given that it is passed its scheduled replacement time, and is no experiencing issues, it is time to replace the forklift.

Meter Reading Equipment for Meter Reading Truck

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 40,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 40,000

By the end of FY 2024-25, all of the District's meters in the retail service area will have been converted to radio read meters, meaning we only need to drive by the meter and the equipment in the vehicle will read the meter as it drives by. The meter reading process will be reduced from 3 weeks to one week or less. This project will outfit the vehicle with the necessary equipment to read the meters.

Replace Plotter/Scanner in Engineering Department

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 7,500
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 7,500

The plotter/scanner in the Engineering Department is in need of replacement.it has reached end of service life. no longer being supported for maintenance. the computer attached is old and can no longer be updated and isn't compatible with our current system. This equipment is used by both wholesale and retail therefore both divisions will contribute to the cost of the replacement. This represents retail's share.

Software

Retail Water Modeling Software

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 25,000
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 25,000

The District's current provider of water modeling software is changing the structure of its licensing fees, which would result in a significant increase in costs to the District. The District has determined that the software will be just as effective and will save the District money.

San Juan Water District

Fiscal Year 2024-25 Budget

Vehicles

GEM Replacement with new Utility Vehicle

Project Status:	Planned	Estimated Spending FY 2023-24 & Prior:	\$ -
Start Date:	FY 2024-25	Budgeted Spending FY 2024-25:	\$ 4,200
Estimated Completion:	FY 2024-25	Total Project Cost:	\$ 4,200

The District has been working to improve the efficiency of its various pump stations. It recently became evident that instead of looking at one pump station at a time, it would be better to take a holistic approach and evaluate all the pump stations at once, as an entire system. This study will look at the existing condition and operating efficiency of every pump station in the retail division and the zone by zone system demands, to make recommendations on how to improve the overall pump station system efficiency. Ensuring the pump stations are operating as efficiently as possible will save money on future pump maintenance and replacement costs, as well as minimizing electric power needs which is particularly important given the continued rate increases being imposed by PG&E.



SUPPLEMENTAL INFORMATION

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Transfers In and Transfers Out

Transfers In and Transfers Out represent accounting methods to move resources (usually cash) from one fund to another. Transfers in represent resources being brought into that fund. Whereas transfers out represent resources being taken from that fund.

Transfer In To:

Wholesale Operating Fund	\$	82,300
Retail Capital Fund	\$	2,284,100

Total Transfers In

\$ 2,366,400

Transfer Out From:

Wholesale Operating Fund	\$	82,300
Retail Operating Fund	\$	2,284,100

Total Transfers Out

\$ 2,366,400

Debt Service Schedules

**Refunding Revenue Bonds, Series 2017
Debt Service Schedule - Fiscal Year Basis**

Fiscal Year	Principal		Interest		Total		Combined Debt Service
	Wholesale	Retail	Wholesale	Retail	Wholesale	Retail	
2025	426,000	284,000	508,378	338,918	996,669	560,627	1,557,296
2026	447,000	298,000	486,640	324,427	995,883	560,184	1,556,067
2027	471,000	314,000	463,790	309,193	997,109	560,874	1,557,983
2028	495,000	330,000	439,740	293,160	997,056	560,844	1,557,900
2029	519,000	346,000	414,490	276,327	995,723	560,094	1,555,817
2030	549,000	366,000	387,915	258,610	999,376	562,149	1,561,525
2031	573,000	382,000	359,965	239,977	995,163	559,779	1,554,942
2032	603,000	402,000	330,690	220,460	995,936	560,214	1,556,150
2033	633,000	422,000	305,190	203,460	1,000,736	562,914	1,563,650
2034	1,236,000	824,000	273,513	182,342	1,610,147	905,707	2,515,854
2035	1,284,000	856,000	223,273	148,848	1,607,757	904,364	2,512,121
2036	1,335,000	890,000	171,063	114,042	1,606,467	903,637	2,510,104
2037	1,389,000	926,000	121,103	80,735	1,610,777	906,062	2,516,839
2038	1,434,000	956,000	75,351	50,234	1,609,975	905,611	2,515,585
2039	1,482,000	988,000	28,096	18,731	1,610,769	906,058	2,516,827
Outstanding	\$ 12,876,000	\$ 8,584,000	\$4,589,196	\$ 3,059,464	\$17,465,196	\$11,643,464	\$29,108,659
Paid 2017-2024	\$ 2,932,200	\$ 1,732,800	\$4,233,945	\$ 2,493,555	\$ 7,166,145	\$ 4,226,355	\$11,392,500
Total	\$ 15,808,200	\$ 10,316,800	\$8,823,141	\$ 5,553,019	\$24,631,341	\$15,869,819	\$40,501,160
	combined	\$ 26,125,000	combined	\$ 14,376,160			

**2022 Refunding Loan
Debt Service Schedule - Fiscal Year Basis**

Fiscal Year	Principal		Interest		Total		Combined Debt Service
	Wholesale	Retail	Wholesale	Retail	Wholesale	Retail	
2025	511,499	277,729	70,465	38,261	581,964	315,990	897,954
2026	520,492	282,612	62,128	33,734	582,620	316,346	898,965
2027	526,513	285,884	53,644	29,127	580,157	315,011	895,168
2028	534,681	290,317	45,062	24,467	579,743	314,784	894,527
2029	544,865	295,846	36,346	19,735	581,211	315,581	896,792
2030	550,981	299,167	27,465	14,913	578,446	314,080	892,526
2031	562,065	305,185	18,484	10,036	580,549	315,221	895,770
2032	571,920	310,536	9,322	5,062	581,242	315,598	896,840
Outstanding	4,323,016	2,347,276	322,915	175,334	4,645,931	2,522,610	7,168,541
Paid in Prior Years	\$ 960,643	\$ 521,602	\$ 200,662	\$ 108,953	\$ 1,161,305	\$ 630,555	\$ 1,791,860
Total	\$ 5,283,659	\$ 2,868,878	\$ 523,577	\$ 284,287	\$ 5,807,236	\$3,153,165	\$ 8,960,401
	combined	\$ 8,152,537	combined	\$ 807,865			

**State Water Resources Control Board Loan
Hinkle Reservoir
Estimated Debt Service Schedule - Fiscal Year**

Fiscal Year	Principal (Wholesale)	Interest (Wholesale)	Total
2025	-	274,386	274,386
2026	637,719	274,386	912,105
2027	645,372	266,733	912,105
2028	653,116	258,989	912,105
2029	660,954	251,151	912,105
2030	668,885	243,220	912,105
2031	676,912	235,193	912,105
2032	685,035	227,070	912,105
2033	693,255	218,850	912,105
2034	701,574	210,531	912,105
2035	709,993	202,112	912,105
2036	718,513	193,592	912,105
2037	727,135	184,970	912,105
2038	735,861	176,244	912,105
2039	744,691	167,414	912,105
2040	753,627	158,478	912,105
2041	762,671	149,434	912,105
2042	771,823	140,282	912,105
2043	781,085	131,020	912,105
2044	790,458	121,647	912,105
2045	799,943	112,162	912,105
2046	809,543	102,562	912,105
2047	819,257	92,848	912,105
2048	829,088	83,017	912,105
2049	839,037	73,068	912,105
2050	849,106	62,999	912,105
2051	859,295	52,810	912,105
2052	869,607	42,498	912,105
2053	880,042	32,063	912,105
2054	890,602	21,503	912,105
2055	901,290	10,815	912,105
Outstanding	22,865,492	4,772,050	27,637,542
Paid Prior	-	38,863	38,863
Total	\$ 22,865,492	\$ 4,810,913	\$ 27,676,405

**State Water Resources Control Board Loan
Eureka Road 18" Transmission Pipeline
Estimated Debt Service Schedule - Fiscal Year**

Fiscal Year	Principal	Interest	Total
2025	120,273	36,797	157,070
2026	121,596	35,474	157,070
2027	122,934	34,136	157,070
2028	124,286	32,784	157,070
2029	125,653	31,417	157,070
2030	127,035	30,035	157,070
2031	128,432	28,638	157,070
2032	129,845	27,225	157,070
2033	131,274	25,796	157,070
2034	132,718	24,352	157,070
2035	134,177	22,893	157,070
2036	135,653	21,417	157,070
2037	137,146	19,924	157,070
2038	138,654	18,416	157,070
2039	140,179	16,891	157,070
2040	141,721	15,349	157,070
2041	143,280	13,790	157,070
2042	144,856	12,214	157,070
2043	146,450	10,620	157,070
2044	148,061	9,009	157,070
2045	149,689	7,381	157,070
2046	151,336	5,734	157,070
2047	153,001	4,069	157,070
2048	154,684	2,386	157,070
2049	62,253	685	62,938
Outstanding	3,345,186	487,432	3,832,618
Paid Prior	-	12,835	12,835
Total	\$ 3,345,186	\$ 500,267	\$ 3,845,452

Labor Allocation

As mentioned previously, many employees are shared by wholesale and retail to maximize efficiency and eliminate the need for redundant positions. The table on the next page shows all District positions and their respective cost sharing between wholesale and retail based on their assigned duties.

Dept.	Position Title	Budgeted in FY22-23	Budgeted in FY23-24	# Budgeted	Budgeted in Fiscal Year 2024-2025			
					Wholesale Allocation	Retail Allocation	Wholesale FTE	Retail FTE
Executive								
	General Manager	1.00	1.00	1.00	85%	15%	0.85	0.15
	Water Resources Manager	1.00	1.00	1.00	90%	10%	0.90	0.10
	Information Technology Manager	1.00	1.00	1.00	50%	50%	0.50	0.50
	Administrative Assistant - Board Secretary	1.00	1.00	1.00	50%	50%	0.50	0.50
	Total Executive	4.00	4.00	4.00			2.75	1.25
Finance and Human Resources								
	Director of Finance and Human Resources	1.00	1.00	1.00	50%	50%	0.50	0.50
	Accountant / Senior Accountant	2.00	2.00	2.00	50%	50%	1.00	1.00
	Purchasing Agent	1.00	1.00	1.00	50%	50%	0.50	0.50
	Accounting Technician I - III	1.00	1.00	1.00	50%	50%	0.50	0.50
	Accounting Intern	-	0.12	0.12	50%	50%	0.06	0.06
	Total Finance and Human Resources	5.00	5.12	5.12			2.56	2.56
Customer Service								
	Customer Service Manager	0.50	0.50	0.50	0%	100%	-	0.50
	Customer Service Technician I - III	3.00	3.00	3.00	0%	100%	-	3.00
	Meter Technician ¹	1.00	1.00	-	0%	100%	-	-
	Total Customer Service	4.50	4.50	3.50			-	3.50
Engineering Service								
	Director of Engineering	1.00	1.00	1.00	50%	50%	0.50	0.50
	Associate / Senior Engineer	1.00	1.00	1.00	50%	50%	0.50	0.50
	Engineering Technician I - III	1.00	1.00	1.00	40%	60%	0.40	0.60
	Construction Inspector I - III	1.00	1.00	1.00	25%	75%	0.25	0.75
	Total Engineering Service	4.00	4.00	4.00			1.65	2.35
Field Services (Distribution System)								
	Field Services Manager	1.00	1.00	1.00	0%	100%	-	1.00
	Pump Station Lead	1.00	1.00	1.00	0%	100%	-	1.00
	Distribution Lead Worker	2.00	2.00	2.00	0%	100%	-	2.00
	Distribution Operator I - IV	6.00	6.00	6.00	0%	100%	-	6.00
	Pump Station Operator	1.00	1.00	1.00	0%	100%	-	1.00
	Pump Station Technician	1.00	1.00	1.00	0%	100%	-	1.00
	Utilities Coordinator	1.00	1.00	1.00	0%	100%	-	1.00
	Meter Maintenance Technician	1.00	1.00	1.00	0%	100%	-	1.00
	Meter Technician ¹	-	-	1.00	0%	100%	-	1.00
	Distribution Maint. Helper - PT/Temporary ²	0.92	0.96	0.92	0%	100%	-	0.92
	Total Field Services (Distribution System)	15.92	15.98	15.92			-	15.92
Operations								
	Director of Operations	1.00	1.00	1.00	40%	60%	0.40	0.60
	Safety/Regulatory Compliance Coordinator	1.00	1.00	1.00	50%	50%	0.50	0.50
	CMMS/GIS Coordinator	1.00	1.00	1.00	25%	75%	0.25	0.75
	Total Operations	3.00	3.00	3.00			1.15	1.85
Water Efficiency								
	Customer Service Manager	0.50	0.50	0.50	0%	100%	-	0.50
	Water Efficiency Lead	1.00	1.00	1.00	25%	75%	0.25	0.75
	Water Efficiency Technician I - II	2.00	2.00	2.00	0%	100%	-	2.00
	Total Water Efficiency	3.50	3.50	3.50			0.25	3.25
Water Treatment Plant								
	Water Treatment Plant Manager	1.00	1.00	1.00	100%	0%	1.00	-
	Maintenance Chief	1.00	1.00	1.00	87%	13%	0.87	0.13
	Chief Operator	1.00	1.00	1.00	100%	0%	1.00	-
	Water Treatment Plant Operator I - IV	5.00	5.00	5.00	100%	0%	5.00	-
	Electrical & Instrumentation Technician	1.00	1.00	1.00	60%	40%	0.60	0.40
	Utilities Mechanic I - II	1.00	1.00	1.00	95%	5%	0.95	0.05
	Utilities Maintenance Worker I - II	1.00	1.00	1.00	95%	5%	0.95	0.05
	Total Water Treatment Plant	11.00	11.00	11.00			10.37	0.63
Total Funded Full Time Equivalents (FTE)		49.92	50.10	50.04			18.73	31.31

37.4% 62.6%

¹ Meter Technician changed from Customer Service to Field Service January 2024.

² Converting use of Temp Agency assistance to direct hire temporary workers for cost savings

San Juan Water District

Fiscal Year 2024-25 Budget



SAN JUAN WATER DISTRICT COMPENSATION SCHEDULE

EFFECTIVE: July 1, 2023

Non-Exempt Positions	Hourly Rate Range	
	Minimum	Maximum
Accountant	\$ 44.82	\$ 53.78
Accounting Technician I	\$ 31.02	\$ 37.22
Accounting Technician II	\$ 34.26	\$ 41.11
Accounting Technician III	\$ 37.84	\$ 45.41
Administrative Assistant - Board Secretary	\$ 46.64	\$ 55.97
Chief Operator	\$ 61.01	\$ 73.22
CMMS/GIS Coordinator	\$ 48.53	\$ 58.24
Construction Inspector I	\$ 38.61	\$ 46.33
Construction Inspector II	\$ 42.64	\$ 51.17
Construction Inspector III	\$ 47.11	\$ 56.53
Customer Service Technician I	\$ 28.64	\$ 34.37
Customer Service Technician II	\$ 31.64	\$ 37.97
Customer Service Technician III	\$ 34.95	\$ 41.94
Distribution Lead Worker	\$ 53.08	\$ 63.70
Distribution Operator I	\$ 34.26	\$ 41.11
Distribution Operator II	\$ 37.84	\$ 45.41
Distribution Operator III	\$ 41.80	\$ 50.16
Distribution Operator IV	\$ 46.18	\$ 55.41
Distribution Maintenance Temporary Helper	\$ 21.04	\$ 21.04
Electrical & Instrumentation Technician	\$ 52.55	\$ 63.07
Engineering Technician I	\$ 36.73	\$ 44.08
Engineering Technician II	\$ 40.57	\$ 48.69
Engineering Technician III	\$ 44.82	\$ 53.78
Information Technology Technician I	\$ 37.47	\$ 44.96
Information Technology Technician II	\$ 41.39	\$ 49.67
Maintenance Chief	\$ 58.05	\$ 69.66
Meter Maintenance Technician	\$ 37.84	\$ 45.41
Meter Technician	\$ 35.65	\$ 42.78
Pump Station Lead	\$ 58.05	\$ 69.66
Pump Station Operator	\$ 46.18	\$ 55.41
Pump Station Technician	\$ 50.50	\$ 60.60
Purchasing Agent	\$ 39.38	\$ 47.26
Senior Accountant	\$ 52.03	\$ 62.44
Utilities Coordinator	\$ 48.05	\$ 57.66
Utilities Maintenance Worker I	\$ 28.36	\$ 34.03
Utilities Maintenance Worker II	\$ 31.33	\$ 37.59
Utilities Mechanic I	\$ 38.22	\$ 45.87
Utilities Mechanic II	\$ 42.22	\$ 50.67
Water Efficiency Helper	\$ 27.25	\$ 32.70
Water Efficiency Lead Worker	\$ 40.57	\$ 48.69
Water Efficiency Technician I	\$ 33.25	\$ 39.90
Water Efficiency Technician II	\$ 36.73	\$ 44.08
Water Treatment Plant Operator I	\$ 36.37	\$ 43.64
Water Treatment Plant Operator II	\$ 40.17	\$ 48.21
Water Treatment Plant Operator III	\$ 44.38	\$ 53.25
Water Treatment Plant Operator IV	\$ 49.02	\$ 58.82

Exempt Positions (Annual Salaries based on 2080 Hours)	Annual Rate Range	
	Minimum	Maximum
Associate Engineer	\$ 128,169.60	\$ 153,816.00
Customer Service Manager	\$ 141,585.60	\$ 169,915.20
Director of Engineering Services	\$ 172,764.80	\$ 207,313.60
Director of Finance	\$ 172,764.80	\$ 207,313.60
Director of Operations	\$ 172,764.80	\$ 207,313.60
Field Services Manager	\$ 141,585.60	\$ 169,915.20
Information Technology Manager	\$ 141,585.60	\$ 169,915.20
Safety/Regulatory Compliance Coordinator	\$ 119,558.40	\$ 143,457.60
Senior Engineer	\$ 141,585.60	\$ 169,915.20
Water Resources Manager	\$ 141,585.60	\$ 169,915.20
Water Treatment Plant Manager	\$ 157,976.00	\$ 189,550.40
General Manager (Contract)	\$ 231,982.40	\$ 231,982.40

Placeholder for Resolution

Glossary of Terms

The budget contains specialized and technical terminology and acronyms that are unique to public finance and budgeting. To assist the reader in understanding these terms and acronyms, a budget glossary has been included herein.

Term	Definition
Acre-Foot	The volume of water that will cover one acre to a depth of one foot. One acre-foot of water equates to 325,828.8 gallons.
Allocation	A distribution of funds or costs from one account or appropriation to one or more accounts or appropriations.
Ashland	City of Folsom, north of the American River.
Assets	Resources owned or held by SJWD which have monetary value.
Audit	An investigation, done by an independent certified public accounting firm to provide an opinion on whether or not the financial statements of the SJWD are prepared in conformance with generally accepted accounting principles for government entities within the United States of America, and are free of material errors or misstatements.
Authorized	Given the force of law (e.g., by statute). For some action or quantity to be authorized, it must be possible to identify the enabling source and date of authorization.
Beginning/Ending Fund Balance	Appropriated resources available in a fund from the prior/current year after payment of the prior/current year's expenses. This is not necessarily cash on hand.
Best Management Practices (BMPs)	Proven and reliable water efficiency technologies and programs that address residential, commercial, industrial, and landscape water uses.
Bond	A written promise to pay a sum of money with a specific interest rate, at a specific time. In the budget document, these payments are identified as a debt service.
Budget	A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them.
Transmittal Letter	A general discussion of the proposed budget as presented in writing by the General Manager to the Board of Directors and Rate payers. The message contains an explanation of principal budget items and summaries found in the prepared budget relative to the current year adopted budget.
Capital Budget	The portion of the annual budget that appropriates funds for the purchase of capital equipment items and capital improvements.
Capital Improvements Program (CIP)	A long-range plan of the District for the construction, rehabilitation and replacement of the District-owned infrastructure.
Capital Outlay	A character of expenditure of funds to acquire land, plan and construct new buildings, expand or modify existing buildings, and/or purchase equipment related to such construction.

Term	Definition
Central Valley Project (CVP)	California water project owned by the United States and managed by the Bureau of Reclamation for diversion, storage, carriage, distribution and beneficial use of waters of the Sacramento River, the American River, the Trinity River, and the San Joaquin River and their tributaries. The CVP is composed of some 20 reservoirs with a combined capacity of more than 11 million acre-feet, 11 power plants, and more than 500 miles of major canals and aqueducts. The CVP delivers about 7 million acre-feet of water annually for agricultural, urban, and wildlife use.
COLA	Cost of Living Adjustment – an increase to base wages designed to keep an employee’s pay even with inflation.
Debt Service	The District’s obligation to pay the principal and interest of bonds and other debt instruments according to a predetermined payment schedule.
Delta	The Delta is the largest estuary on the west coast and the hub of California’s water system. It is formed by California’s two largest rivers, the Sacramento and San Joaquin. The Delta has increasingly become a center of controversy as federal, state, and local governments and private entities have sought to make use of its resources.
Department	An operational and budgetary unit designated by the General Manager to define and organize District operations.
Depreciation	The process of matching the cost of a fixed asset (property, equipment, software, etc.) to the time periods over which it is used. As an example, if a piece of equipment has an estimated useful life of ten years and a purchase price of \$5,000; each year is charged \$500 of depreciation over the equipment’s ten year life, and the value of the asset is reduced accordingly.
Division	A major administrative unit of the District which has overall management responsibility for an operation of a group of related operations within a functional area.
Estimated Revenues	The budgeted, projected revenues expected to be realized during the budget (fiscal) year to finance all or part of the planned expenditures.
Expenditure	The actual payment for goods and services.
Expenses	The incurrence of liabilities or the consumption of assets arising from the delivery or production of goods, rendering services or carrying out other activities that constitute the entity’s ongoing major or central operation.
Fiscal Year (FY)	The time period designated by the District signifying the beginning and ending period for recording financial transactions. The District has specified July 1 to June 30 as its fiscal year.
Full Time Equivalent (FTE)	The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year (2,080 hours).

San Juan Water District

Fiscal Year 2024-25 Budget

Term	Definition
Fund	A set of accounting books with a self-balancing group of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.
Fund Balance	For accounting purposes, the excess of a fund's assets over its liabilities. For budgeting purposes, the accumulated excesses of a fund's resources over its expenditures.
Generally Accepted Accounting Principles (GAAP)	The accounting principles, rules, conventions, and procedures that are used for accounting and financial reporting. GAAP for governments are set by the Governmental Accounting Standards Board (GASB), the accounting and financial reporting standards setting body for state and local governments.
Grants	Contributions of gifts or cash or other assets from another government to be used or expended for a specific purpose, activity or facility, with no obligation to repay (in contrast to a loan, although the award may stipulate repayment of funds under certain circumstances).
Great Recession	A term that represents the sharp decline in economic activity during the late 2000's, which is considered to most significant downturn since the Great Depression. The term "Great Recession" applies to both the U.S. recession, officially lasting from December 2007 to June 2009, and the ensuing global recession in 2009. The economic slump began when the U.S. housing market went from boom to bust, and large amounts of mortgage-backed securities and derivatives lost significant value.
Infrastructure	Facilities that support the continuance and growth of a community. Examples include roads, water lines, sewers, public buildings, parks and airports.
Line Item	The description of an object of expenditure, i.e. salaries, supplies, professional services and other operational costs.
Operating Budget	The normal, ongoing costs incurred to operate the District, specifically excluding the capital program budget.
Operating Expenses	Expenditures for materials, supplies and services which are ordinarily consumed within a fiscal year and which are not included in the program inventories or capital budget.
Ordinance	A formal legislative enactment by the Board of Directors. It is the full force and effect of law within the District boundaries unless pre-empted by a higher form of law.
Program	A group of related activities performed by one or more organizational units for the purpose of accomplishing a District responsibility.
Reclamation	United States Bureau of Reclamation
Resolution	A special order of the Board of Directors, which has a lower legal standing than an ordinance.

Term	Definition
Resources	Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances.
Reserve	An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriations.
Reimbursements	An amount received as a payment for the cost of services performed/to be performed, or of other expenditures made for, or on behalf of, another entity. Reimbursements represent the recovery of an expenditure.
Revenue	Moneys that the District receives as income. It includes such items as water sales, fees for services, contributions, interest income and other miscellaneous receipts. Estimated revenues are those expected to be collected during the fiscal year.
Transfer In/(Out)	Movement of resources between two funds. Example: An inter-fund transfer would include the transfer of money from the operations fund to the capital fund to set money aside for future capital infrastructure replacements or improvements.
WEL Garden	A demonstration Water Efficient Landscape Garden located behind the Administration Building of the San Juan Water District.
WTP	The Sidney N. Peterson Water Treatment Plant of the San Juan Water District.

Acronyms

Acronyms, as may be used in this document, are familiar terms to those in government but not to those who do not work in that setting. While we tried to avoid their use, they do appear occasionally throughout the budget document. The list below explains acronyms that may appear in this document.

Acronym	Definition
ACFR	Annual Comprehensive Financial Report
AF	Acre-feet or Acre-foot
AFR	Auburn Folsom Road
BMPs	Best Management Practices
CCF	100 cubic feet (centum cubic feet), equivalent to 748 gallons
CIP	Capital Improvements Program
CSD	Community Services District
CVP	Central Valley Project
CalPERS	California Public Employees Retirement System
CHWD	Citrus Heights Water District
COLA	Cost of Living Adjustment
FOWD	Fair Oaks Water District
GIS	Geographic Information Services
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
HVAC	Heating, Ventilation, and Air Conditioning
IT	Information Technology
LF	Linear Foot/Feet
MGD	Million gallons a day
OVWC	Orange Vale Water Company
PCWA	Placer County Water Agency
PERS	Public Employees Retirement System
SCADA	Supervisory Control and Data Acquisition
SRF	State of California Drinking Water Revolving Loan Fund
SSWD	Sacramento Suburban Water District
VFD	Variable Frequency Drive
WCA's	Wholesale Customer Agencies
WEL	Water Efficient Landscape
WTP	Water Treatment Plant

STAFF REPORT

To: Board of Directors
From: Devon Barrett, Customer Service Manager
Date: June 26, 2024
Subject: Liens for Delinquent Charges

RECOMMENDED ACTION

Adopt Resolution 24-06 (Sacramento County) and Resolution 24-07 (Placer County) approving and confirming the Report of Delinquent Utilities Charges (Exhibit A) and requesting the respective county place such charges on the respective tax roll.

BACKGROUND

Property owners with active service in the District are billed on a bi-monthly basis on the first Wednesday of the month. Every property owner is either mailed a printed invoice or delivered an electronic notification via email. Bills are due upon presentation and considered late after 21 days. 14 days after the due date, accounts with an unpaid balance are mailed a “Friendly Reminder” notice to all mailing addresses on file.

Historically, Staff would then deliver a final notice of “Intent to Disconnect” service to the property. 63 days from the billing date, any account with a balance greater than \$100 would then be disconnected until the delinquent balance and all fees were paid in full. However, due to safety concerns and legislative changes that made the legacy process uncertain, Staff brought a policy change to the Board for review. On August 23, 2023, a 4-1 vote of the Board approved Resolution 23-01, amending Ordinance 18000 to allow for the collection of delinquent charges on the Property Tax Roll, as allowed by Government Code Section 61115.

CURRENT STATUS

On April 12, 2024, Staff mailed an initial notice of delinquency to all addresses on record for accounts delinquent by more than 90 days. On June 6, 2024, Staff mailed a second notice to the owner of each affected parcel the date and time of the Public Hearing to offer property owners the opportunity to object or protest the report, as specified in Government Code Section 61115 (b). At the time this report was written, Staff had received no protest but have arranged payment plans for customers who’ve requested extra time to pay. Staff remains committed to working with customers to bring their account current and avoid a Tax Roll Lien.

For the property owners that have not responded to letters, as of June 19, 2024, Staff has reviewed all outstanding accounts and identified 95 that have been delinquent for

more than 90 days and have a balance greater than \$100. Delinquent charges for these accounts amount to \$73,162.10. Sacramento County accepts Direct Levy listing until July 26th and Placer County has a deadline of the July 24th. Both agencies require Board approved resolutions to be accepted. Even with these deadlines, both counties allow accounts to be removed from the listing through the first week of September. Staff will continue to work to resolve as many delinquencies as possible but is seeking the approval of Resolutions 24-06 and 24-07 to ensure the collection of outstanding revenue.

FINANCIAL CONSIDERATIONS

The District will collect delinquent revenue of up to \$73,162.10.

ATTACHMENTS

- 1) Resolution 24-06, Resolution of the Board of Directors of the San Juan Water District Approving and Confirming the Report of Delinquent Water Charges and requesting Sacramento County to collect such charges on the Tax Roll
- 2) Exhibit A, San Juan Water District Delinquent Charges – Sacramento County
- 3) Resolution 24-07, Resolution of the Board of Directors of the San Juan Water District Approving and Confirming the Report of Delinquent Water Charges and requesting Placer County to collect such charges on the Tax Roll
- 4) Exhibit A, San Juan Water District Delinquent Charges – Placer County

ATTACHMENT 1

Resolution 24-06 (Sacramento County)

Approving and Confirming The Report of Delinquent Water
Charges and Requesting Sacramento County to Collect such
Charges on the Tax Roll

RESOLUTION NO. 24-06

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN JUAN WATER DISTRICT**

**REQUESTING COLLECTION OF CHARGES ON TAX ROLL
FOR TAX YEAR 2024-25**

DIRECT LEVY NUMBER 1240

DIRECT CHARGE NAME San Juan Water Dist Del Wtr Chg

Whereas, the San Juan Water District (hereinafter “District”) requests the County of Sacramento (hereinafter “County”) collect on the County tax rolls certain charges which have been imposed pursuant to Government Code Section 61115, and

Whereas, District staff has prepared a Delinquent Utilities Charge Report (“Report”) identifying the delinquent charges by Assessor’s Parcel Number, included as Exhibit A – Sacramento County to the resolution, and

Whereas, the County has required as a condition of the collection of said charges that the District warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

Now, Therefore, Be It Hereby Resolved by the Board of Directors of the San Juan Water District that:

1. The Auditor-Controller of the County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.
2. The District warrants and represents that the taxes, assessments, fees and/or charges imposed by the District and being requested to be collected by the County comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).

PASSED AND ADOPTED by Board of Directors of the San Juan Water District this 26th day of June 2024, by the following vote on roll call:

AYES Directors:
NOES Directors:
ABSENT Directors:

ATTEST:

Manuel Zamorano
President, Board of Directors

Teri Grant
Secretary, Board of Directors

Exhibit A - Sacramento County

San Juan Water District Delinquent Charges Report - Sacramento County

Account Number	Service Street	Service City	APN	Amount
007-98042863-03	9986 Hadleigh Dr	Orangevale	227-0530-001-0000	\$ 1,833.02
009-77003099-01	8948 Cherry Ave	Orangevale	227-0020-051-0000	\$ 704.20
009-77003227-03	8860 Steven Ave	Orangevale	224-0224-011-0000	\$ 497.29
009-97040024-03	7615 Granite Ave	Orangevale	227-0141-023-0000	\$ 1,103.53
010-14031307-01	599 Broken Top Ct	Folsom	227-0600-025-0000	\$ 544.48
010-41100153-01	153 Chimney Bluff Ct	Folsom	227-0550-012-0000	\$ 564.28
010-44570402-00	604 Broken Top Ct	Folsom	227-0600-018-0000	\$ 845.44
010-89030059-03	100 Bald Mountain Ct	Folsom	227-0360-007-0000	\$ 833.56
010-89050039-00	148 Carmody Cir	Folsom	227-0330-037-0000	\$ 122.19
010-89080072-01	104 Mule Creek Ct	Folsom	227-0310-029-0000	\$ 592.99
010-90030078-03	143 American River Canyon Dr	Folsom	227-0310-012-0000	\$ 170.31
010-90070029-01	108 Summer Shade Ct	Folsom	227-0320-011-0000	\$ 702.88
010-95051612-04	257 American River Canyon Dr	Folsom	227-0480-056-0000	\$ 855.34
010-99053240-03	102 Feather Falls Cir	Folsom	227-0480-002-0000	\$ 664.27
011-44770406-03	319 Katarina Ln	Folsom	213-0910-028-0000	\$ 874.84
011-84060010-02	172 Placer Mine Rd	Folsom	223-0560-022-0000	\$ 324.56
011-88070048-02	180 Dawn River Way	Folsom	213-0870-009-0000	\$ 762.17
011-88080022-03	312 Crow Canyon Dr	Folsom	213-0770-027-0000	\$ 647.33
012-77000271-02	9432 Erwin Ave	Orangevale	235-0044-004-0000	\$ 529.19
012-77000317-07	9624 Lake Natoma Dr	Orangevale	223-0323-001-0000	\$ 514.34
012-77000423-00	5653 De Ponti Dr	Orangevale	235-0382-003-0000	\$ 528.20
012-77001409-01	9421 Tonkin Dr	Orangevale	223-0281-004-0000	\$ 961.04
012-77001417-01	9461 Twin Lakes Ave	Orangevale	235-0091-008-0000	\$ 785.96
012-77001437-00	9361 Twin Lakes Ave	Orangevale	235-0034-017-0000	\$ 894.86
012-77001441-04	9655 Tanglewood Cir	Orangevale	223-0371-001-0000	\$ 671.75
012-77001490-00	9655 Virlin Ct	Orangevale	223-0371-009-0000	\$ 541.07
012-77001606-01	9433 Pershing Ave	Orangevale	235-0041-011-0000	\$ 548.99
012-86060007-04	1118 River Rock Dr	Folsom	223-0500-032-0000	\$ 617.30
012-86120027-01	9663 Snowberry Way	Orangevale	223-0401-001-0000	\$ 556.91
012-87080018-05	9521 Tonkin Dr	Orangevale	223-0332-001-0000	\$ 527.21
012-88040027-02	1122 River Rock Dr	Folsom	223-0500-034-0000	\$ 782.00

Exhibit A - Sacramento County

San Juan Water District Delinquent Charges Report - Sacramento County

012-89050094-02	9600 Lake Natoma Dr	Orangevale	223-0323-007-0000	\$	553.29
012-90020027-03	9676 Snowberry Way	Orangevale	223-0510-056-0000	\$	810.71
012-90030087-02	9836 Beachwood Dr	Orangevale	223-0403-019-0000	\$	549.98
012-96030004-00	5631 De Ponti Dr	Orangevale	235-0382-005-0000	\$	864.17
012-96120002-01	9489 Lake Natoma Dr	Orangevale	223-0263-013-0000	\$	550.97

ATTACHMENT 2

Resolution 24-07 (Placer County)

Approving and Confirming The Report of Delinquent Water
Charges and Requesting Placer County to Collect such Charges
on the Tax Roll

RESOLUTION NO. 24-07

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN JUAN WATER DISTRICT**

**REQUESTING COLLECTION OF CHARGES ON TAX ROLL
FOR TAX YEAR 2024-25**

TAX CODE NUMBER 72160

DIRECT CHARGE NAME San Juan Water Dist Del Wtr Chg

Whereas, the San Juan Water District (hereinafter “District”) requests the County of Placer (hereinafter “County”) collect on the County tax rolls certain charges which have been imposed pursuant to Government Code Section 61115, and

Whereas, District staff has prepared a Delinquent Utilities Charge Report (“Report”) identifying the delinquent charges by Assessor’s Parcel Number, included as Exhibit A – Placer County to the resolution, and

Whereas, the County has required as a condition of the collection of said charges that the District warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

Now, Therefore, Be It Hereby Resolved by the Board of Directors of the San Juan Water District that:

1. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.
2. The District warrants and represents that the taxes, assessments, fees and/or charges imposed by the District and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).
3. The District agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

PASSED AND ADOPTED by Board of Directors of the San Juan Water District this 26th day of June 2024, by the following vote on roll call:

AYES Directors:
NOES Directors:
ABSENT Directors:

ATTEST:

Manuel Zamorano
President, Board of Directors

Teri Grant
Secretary, Board of Directors

Exhibit A - Placer County

San Juan Water District Delinquent Charges Report - Placer County

Account Number	Service Street	Service City	APN	Amount
001-77001295-01	9027 Saddlespur Way	Granite Bay	050-140-018-000	\$ 394.07
001-77003222-00	9520 Oak Leaf Way	Granite Bay	050-124-002-000	\$ 322.10
001-85080001-05	6113 Oakbridge Dr	Granite Bay	050-210-006-000	\$ 1,175.22
001-89080043-03	9080 Oak Leaf Way	Granite Bay	050-210-049-000	\$ 833.67
001-95041522-00	6876 Fallsbrook Ct	Granite Bay	048-590-014-000	\$ 223.11
002-77000807-00	8000 Granite Oaks Dr	Granite Bay	047-233-014-000	\$ 397.06
002-77000812-00	8665 Park Vista Dr	Granite Bay	047-233-008-000	\$ 1,081.53
002-77001160-02	7815 Hill Rd	Granite Bay	047-310-025-000	\$ 603.00
002-77003460-03	7187 Wilcox Pl	Granite Bay	047-060-032-000	\$ 854.09
002-85100024-03	7554 Mia Linda Ct	Granite Bay	047-110-029-000	\$ 1,180.53
002-86050015-02	8355 Acorn Dr	Granite Bay	047-120-017-000	\$ 693.09
002-86060021-04	8587 Pendleton Dr	Granite Bay	047-252-008-000	\$ 644.58
002-88040004-01	8494 Hidden Lakes Dr, E	Granite Bay	047-290-024-000	\$ 552.51
002-89010041-01	8175 Auburn Folsom Rd	Granite Bay	047-070-097-000	\$ 811.89
002-90050095-01	8256 Hidden Lakes Dr, E	Granite Bay	047-350-023-000	\$ 771.30
002-90070051-02	7100 Shoreside Ct	Granite Bay	047-390-051-000	\$ 560.43
003-43150212-01	6840 Ebony Oaks Pl	Granite Bay	048-510-032-000	\$ 1,301.31
003-77000590-03	7460 Itchy Acres Rd	Granite Bay	048-122-073-000	\$ 619.77
003-77000684-02	8462 Joe Rodgers Rd	Granite Bay	048-111-011-000	\$ 561.42
003-77003414-02	6820 Poca Montoya Dr	Granite Bay	035-040-024-000	\$ 1,157.76
003-84070022-02	7335 Barton Rd	Granite Bay	035-111-048-000	\$ 591.96
003-87070040-01	5862 Carlile Ct	Granite Bay	046-250-014-000	\$ 1,196.37
003-87110016-01	6800 Cavitt Stallman Rd	Granite Bay	035-111-026-000	\$ 1,822.68
004-14541401-03	8108 Woodland Grove Pl	Granite Bay	460-260-011-000	\$ 708.93
004-45490411-02	8008 Douglas Ranch Rd	Granite Bay	460-220-029-000	\$ 1,171.26
004-77002983-03	8050 Barton Rd	Granite Bay	048-082-056-000	\$ 904.95
004-89090018-06	4670 Cimarron Way	Granite Bay	460-072-002-000	\$ 554.49
004-95120003-02	4437 Olive Ranch Rd	Granite Bay	046-090-033-000	\$ 887.49

Exhibit A - Placer County

San Juan Water District Delinquent Charges Report - Placer County

004-96058275-00	8275 Macargo Ct	Granite Bay	048-301-039-000	\$ 640.93
005-97100005-00	5020 Shady Creek Ln	Granite Bay	046-110-035-000	\$ 1,576.53
006-39660109-05	8755 Brookdale Cir	Granite Bay	462-020-005-000	\$ 892.08
006-40140104-01	8660 Woodgrove Way	Granite Bay	462-020-023-000	\$ 929.70
006-40150104-01	8670 Woodgrove Way	Granite Bay	462-020-024-000	\$ 892.08
006-42180205-03	4020 Shadybrook Ct	Granite Bay	462-010-008-000	\$ 749.52
006-43520302-00	4745 Trowbridge Ct	Granite Bay	466-580-011-000	\$ 1,023.12
006-85100002-03	5737 Eureka Rd	Granite Bay	048-142-044-000	\$ 1,721.70
006-87040032-02	5597 Eureka Rd	Granite Bay	048-142-030-000	\$ 1,288.08
006-95041549-03	5068 Chelshire Downs Rd	Granite Bay	466-250-034-000	\$ 637.65
006-97092600-07	9730 Golf Club Dr	Granite Bay	465-130-027-000	\$ 830.70
006-98052871-04	710 Kellerman Ct	Granite Bay	466-530-006-000	\$ 215.17
007-89110005-04	5838 Wedgewood Dr	Granite Bay	465-012-033-000	\$ 904.40
007-90060130-01	4851 Waterbury Way	Granite Bay	466-040-056-000	\$ 180.82
007-90080035-02	4723 Abbey Hill	Granite Bay	466-060-034-000	\$ 947.33
007-90100009-02	4839 Waterbury Way	Granite Bay	466-040-059-000	\$ 825.56
007-93091102-01	5141 Kensley Ct	Granite Bay	465-040-019-000	\$ 980.63
007-95061619-04	5197 Prior Ridge	Granite Bay	465-020-038-000	\$ 1,458.80
007-98032800-03	9814 Hopkins Ct	Granite Bay	465-060-005-000	\$ 1,219.22
007-99073273-02	9978 Granite Point Ct	Granite Bay	465-190-008-000	\$ 793.52
008-95071737-01	5200 Fenton Way	Granite Bay	466-320-035-000	\$ 991.55
008-95101740-00	5250 Fenton Way	Granite Bay	466-320-040-000	\$ 757.91
008-99023127-05	221 Cuddington Ct	Granite Bay	466-410-036-000	\$ 675.38
009-77002137-01	3800 Annabelle Ave	Roseville	468-050-005-000	\$ 496.30
009-77002147-01	3865 Old Auburn Rd	Roseville	468-060-019-000	\$ 143.66
009-77002307-00	3670 Allison Dr	Roseville	468-040-013-000	\$ 187.05
009-99033161-03	8605 Castle Creek Dr	Roseville	467-140-002-000	\$ 848.74
009-99033167-01	8516 Bishop Creek Cir	Roseville	467-140-047-000	\$ 733.90
006-95041542-02	5065 Chelshire Downs Rd	Granite Bay	466-240-033-000	\$ 1,249.11

STAFF REPORT

To: Board of Directors
From: Greg Zlotnick, Water Resources Manager
Date: June 26, 2024
Subject: Reduction of Take-or-Pay Obligation to Placer County Water Agency

ISSUE

Should San Juan Water District (“San Juan” or “District”) reduce its annual take-or-pay (“ToP”) obligation to Placer County Water Agency (“PCWA”) from 12,500 acre-feet (AF) to 10,000 AF.

RECOMMENDED ACTION

Direct staff to notify PCWA of San Juan’s reduction in its take-or-pay obligation by 2,500 AF to 10,000 AF, effective January 1, 2025, consistent with the terms of the entitlement contract.

HISTORY

San Juan’s initial ToP obligation to PCWA, as set forth in the contract “For A Water Supply” (“Contract”) entered into in 2000, was for all of the 25,000 AF entitlement.

In 2015, the first Amendment to the Contract reduced the ToP obligation under drought conditions consistent with the Water Forum’s then existing operational commitments tied to the unimpaired inflow (UIF) to Folsom Reservoir. Notably, the minimum delivery commitment, which would only occur if the UIF was 400,000 AF or less, was 10,000 AF.

Since the first amendment was signed in 2015, there have been no years when material reductions have become operative because San Juan’s current Water Forum Purveyor Specific Agreement has not required them and the 400,000 AF UIF threshold has never been reached.

A second Amendment to the Contract was entered into at the end of 2017 whereby the ToP amount was reduced from 25,000 AF to 12,500 AF. This action resulted in ongoing annual savings to San Juan Wholesale of approximately \$312,500 – \$375,000 based on an average water rate of \$25-\$30/AF. This second Amendment maintained San Juan’s access to “up to” 25,000 AF from PCWA, but required prior approval by PCWA of any deliveries above 12,500 AF.

Shortly before the second Amendment was enacted, San Juan and Roseville agreed that Roseville would compensate San Juan for 4,000 AF of San Juan’s 12,500 AF ToP obligation to PCWA beginning July 1, 2018. This effectively reduced San Juan’s revised ToP obligation to PCWA to 8,500 AF.

At the end of May 2023, Roseville terminated the 2004 agreement that had been amended in 2017 to have Roseville pay for 4,000 AF of San Juan’s ToP obligation to PCWA as set forth in the preceding paragraph. Consequently, as of the start of the current fiscal year, San Juan has been paying the full current 12,500 AF ToP obligation to PCWA.

In late 2020, a third Amendment to the Contract extended its term through 2041.

DISCUSSION

Should the ToP obligation be reduced from 12,500 AF to 10,000 AF, the annual savings based on the estimated average water rate of \$25-\$30/AF would range from \$62,500 – \$75,000.

The PCWA entitlement water is, with rare exception, exclusively used in San Juan's Placer County retail service area because if it is used in the District's Sacramento County service area, there is an additional 75% rate premium that has to be paid for the water. If the water is transferred outside our service area, 95% of any revenue generated must go to PCWA per the terms of the Contract. Consequently, there would generally not use PCWA water in amounts beyond our Placer County usage.

Our average deliveries to Placer County over the last ten years have been approximately 9,116 AF. With implementation of the new conservation regulations, it is likely that deliveries will be reduced to our Placer County customers because of reduced budgets for deliveries for indoor and outdoor usage.

Overall, based on our 2020 Urban Water Management Plan, San Juan's total retail deliveries are estimated to increase by 200 AF, from 11,300 AF in 2025 to 11,500 AF in 2045. Over the last five years, the split between Placer County and Sacramento County retail customers has been approximately 76% to 24% respectively. Applying those proportions to the estimated 200 AF increase in San Juan's retail demands in 2045 would result in approximately a 152 AF increase in our Placer County service area. Adding that to the ten-year average Placer County deliveries would be 9,268 AF, leaving a buffer of 732 AF under a 10,000 AF ToP supply, not accounting for the expected reduction in usage resulting from the new conservation regulations.

With regard to San Juan's total wholesale demands, average deliveries over the last five years have been 32,613 AF, inclusive of deliveries to Placer County.

Prior to Roseville terminating its agreement to pay for 4,000 acre-feet of the 12,500 acre-feet of take-or-pay water, San Juan's take-or-pay allotment was 8,500 acre-feet. This amendment will actually increase San Juan's annual take-or-pay entitlement to 10,000 acre-feet.

Adding a 10,000 AF ToP supply from PCWA to our 33,000 AF of water rights supplies, provides San Juan with a minimum of 43,000 AF of supply. Moreover, our Central Valley Project (CVP) contract is for 24,200 AF. Last year and this year we have and will take CVP water to build up our "historic use" to provide access to additional supplies from the CVP during future drought allocations under the CVP's Shortage Policy. We are planning to continue to build our "historic use" to try to ensure access to CVP water under a shortage allocation of at least 2,500 AF or more. Taken together, San Juan's minimum expected available supplies would be 45,500 AF to meet an estimated demand of between 30,000 AF – 35,000 AF.

Based upon the above analysis, reducing the ToP obligation to PCWA would not put San Juan's ability to meet dry year demands at risk, and would preserve a minimum buffer of about 10,000 AF of available supplies. Moreover, with access to CVP supplies during wetter years, there would be plentiful supplies available to expand groundwater banking activities using those CVP supplies, including outside our service area, once the Sacramento Regional Groundwater Bank receives federal acknowledgement.

San Juan is unique in having access to highly reliable and sufficient water supplies during drier years, coupled with a CVP Contract to provide additional supplies during wetter years for banking purposes. Reducing the ToP obligation to PCWA from 12,500 AF to 10,000 AF will not change that reality. However, reducing the ToP obligation by 2,500 AF will save San Juan Wholesale an estimated \$62,500 -- \$75,000 annually.

STAFF REPORT

To: Board of Directors

From: Paul Helliker, General Manager

Date: June 26, 2024

Subject: Revision of Ordinances 9000, 10000, 11000, 13000, 14000, 17000 and 18000

RECOMMENDED ACTION

Staff request that the Board of Directors introduce and waive the first reading of Ordinance No. 24-02 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinances 9000, 10000, 11000, 13000, 14000, 17000 and 18000. The staff recommendation was reviewed by the Legal Affairs Committee and Legal Counsel, who recommend approval by the Board of Directors.

BACKGROUND

Staff are conducting a comprehensive review and update of the District's Ordinances, an effort which was last conducted in 2008. Some ordinances have been updated recently, including the Rules for Proceedings of Board meetings and the Water Shortage and Conservation ordinances (Ordinances 1100 and 23000, respectively), as well as ordinances concerning definitions, rates and conditions of water service and service for fire protection (Ordinances 1000, 12000, 16000 and 22000).

The revisions that are proposed in this tranche of ordinances include moving language from one ordinance to another due to its closer relationship to the destination ordinance and using consistent terminology and consistent capitalization. Specific revisions and the rationale therefore are listed below.

Ordinance 9000 District Water Systems

9000.05 F – addition needed to clearly define an authority that some customers challenge.

Ordinance 10000 Non-Responsibility of District

10000.01 – addition needed to clearly state the District's responsibility for meters on privately-owned water lines.

10000.02.3 – addition needed to state the action the District will take when pressure regulators are found in meter boxes.

10000.03 – new language required because of new guidelines from the State Water Resources Control Board.

Ordinance 11000 Prohibited Practices

11000.06 and .08 – additions needed to address situations that were not previously covered by ordinances.

Ordinance 13000 Water Service Connection

13000.02.1 – additional language to reflect existing practice.

13000.04 – elimination of master meters for individually-owned condominiums.

Ordinance 14000 Connection Fees for Water Service

14000.01 and .04 – additional language to clearly state existing practice.

Ordinance 17000 Metered Services

17000.04 and .06 – new sections to reflect existing practice.

17000.05.1 et seq. – changes to reflect existing practices.

Ordinance 18000 Issuance and Payment of Water Bills

18000.01.9 – adding our leak adjustment policy.

ORDINANCE NO. 24-02

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN JUAN WATER DISTRICT AMENDING ORDINANCE NOS.
9000, 10000, 11000, 13000, 14000, 17000 and 18000**

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

Section 1. Purpose and Authority. The purpose of this ordinance is to amend various sections of Ordinances 9000, 10000, 11000, 13000, 14000, 17000 and 18000. This ordinance is adopted pursuant to Government Code section 61060, and other applicable law.

Section 2. Amendments. Ordinance No. 9000 (District Water Systems), Ordinance No. 10000 (Non-Responsibility of District), 11000 (Prohibited Practices and Enforcement Measures), 13000 (Procedure for Water Service for Single Connections and/or Meter Installation), 14000 (Connection Fees for Water Service), 17000 (Metered Services), and Ordinance 18000 (Issuance and Payment of Water Bills) of the District Code of Ordinances are hereby amended as depicted in the redline versions that are attached to this ordinance as Exhibits 1, 2, 3, 4, 5, 6, and 7, respectively, and are incorporated into this ordinance by reference.

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

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

INTRODUCED by the Board of Directors on the 26th day of June 2024.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the 17th day of July 2024 by the following vote:

AYES:
NOES:
ABSENT:

MANUEL ZAMORANO
President, Board of Directors

Attest:

TERI GRANT
Board Secretary

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	9000 - District Water Systems	Date Amended	June 26, 2019

The design, materials, construction and installation of all water facilities and improvements under this Code shall be in accordance with the District's standards, specifications, and requirements as the same may be amended from time to time.

9000.01 Control and Operation of Systems

All District water systems and appurtenances thereto shall be under the management and control of the General Manager. No Person, other than an ~~employee or agent~~ District-authorized personnel of the District, shall have any right to operate any part of a District water distribution system. Any Person who tampers or interferes with any part or component of the system, or causes or permits any act of tampering or interfering with the system, shall be liable for any injury or damage caused thereby or resulting therefrom. See Ordinances 11000 and 19000 for additional information.

9000.02 Installation of Water Meters and Service Connections

Installation of water meters and connection to the District water system shall be in accordance with District standards, specifications, and requirements and shall be inspected and unlocked by District personnel.

Upon payment of the applicable fees in accordance with Section 14000, the District will furnish and install a service connection of suitable capacity from its main to the curb line, or, at the election of the District, to the property line of any ~~Pp~~ premises for which a connection to the District water system is requested, provided such ~~Pp~~ premises abuts upon a public street, existing water main right-of-way, or a private service easement on which a water main of the District water system is located.

9000.03 Turn-On or Turn-Off of Water Service

~~Except as otherwise specifically authorized by the District, only District employees shall be permitted to turn water on or off at any service connection, valve, hydrant of the District water system or to operate any device that will regulate the flow of water within the system.~~ See Section 17000 – Metered Services for additional information

~~10000.01~~9000.04 Interruptions of Water Service

The District does not guarantee continuous delivery of water on demand. From time to time, it may be necessary for the District to shut off the flow of water in any part of its water systems. Except in emergencies, such water outages will not be made without prior notice to the Customers affected. The District shall not assume any responsibility for loss or damages that may occur due to interruption of water service.

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Keep this section and only include a reference to 17000 for details.

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9000.045 Inspection of Customer Premises

By applying for or receiving water service from the District, each Customer irrevocably licenses and permits the District and its authorized employees, contractors and agents to enter upon the Customer's Ppremises at all reasonable times or as needed for emergency response for authorized purposes authorized by this Code and applicable laws.

~~District-authorized personnel~~ Authorized District personnel shall have unrestricted access at reasonable hours or as needed for emergency response to all Ppremises to which the District is furnishing water in order to inspect the supply system, meters or measuring devices, and backflow prevention assemblies, and to determine whether the Customer is complying with the rules, regulations and Codes of the District and applicable law concerning taking, using or wasting water.

9000.05 Admittance of District's Employees to Customers' Premises

After giving reasonable notice, except in situations involving risk to life or property, authorized inspectors, agents and employees of the District shall have the right of entry and access at all reasonable times in, to and upon Customers' buildings (other than the interior of residential buildings), grounds and Ppremises for the purpose of:

- A. Testing, changing or reading water meters installed, maintained and operated by the District. Notice is not required for the activities described in this Section 9000.05.A. To ensure the safety of employees and protect water system infrastructure, the Ccustomer shall maintain unrestricted and visible access to any water equipment and related appurtenances (e.g. water meters, fire hydrants, air release valves, etc.) at all times. This includes, at a minimum, seven feet of clearance above the equipment and one foot around where only decorative ground cover is permissible (gravel, bark, mulch, grass, etc.) to allow a person to walk around the equipment and stand upright on or near without obstruction. No trees, shrubs, or other obstacles with expansive/invasive root systems shall be planted within two feet from the edge of the equipment. The General Manager, or his/her designee, may determine if the clearance meets the intent of the ordinance. If access is deemed to be out of compliance with this ordinance, the Ccustomer is required to remove or modify the obstruction and/or reimburse the District for any costs incurred to clear the equipment on the eCustomer's behalf. Service may be discontinued if permanent safe accessibility is not provided.
- B. Testing and inspecting backflow prevention assemblies installed, maintained, and operated by the Customer.
- C. Inspecting any and all such buildings, ground and pPremises (including any and all plumbing, water piping, fixtures and connections therein or thereon) to determine the manner and quantity of water use or, the existence of any condition causing, or likely to cause, the waste of water, or affecting, or likely to affect, the furnishing or receipt of water service.
- D. Determining the existence, operation, maintenance and/or use in, on or about the buildings, ground or pPremises of any plumbing, water piping, water fixtures or connections that may now or hereafter cause, create or permit back-flow, back-siphoning or any other condition affecting, or likely to affect, the purity and/or potability of the water supply furnished by the District.

- E. Confirming access and allowing separation between ~~C~~customer facilities and District facilities, easements, and encroachments upon easements.
- F. Making repairs and performing maintenance on any District facility. District-authorized personnel also have the right to clear bushes, trees, etc. as needed to perform any repairs or maintenance related to District facilities at no cost to the District.
- G. Facilitating the enforcement by ~~said~~the District of any and all of its ordinances, resolutions, rules, regulations and policies governing water service.

Each District inspector, agent and employee shall be furnished with, and upon the request of any Customer shall display, appropriate identification.

The unreasonable denial of entry by authorized District employees or agents for the purposes set forth in this Code shall be grounds for termination of water service.

Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
6/26/19	Clarify meter box clearance under section 9000.05 (A)	Lisa Brown, Customer Service Manager

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	10000 - Non-Responsibility of District <u>Customer Owned Appurtenance</u>	Date Amended	February 26, 2020

The District will exercise reasonable care and diligence to deliver to its Customers a continuous sufficient supply of water under pressure at the District connection to the Customer's premises. The District is not, and will not, be liable, however, for any loss, injury, damage or inconvenience to any Customer or other Person by reason of shortage, insufficiency, suspension, discontinuance, increase or decrease of water supply, water pressure, or by a water quality problem. The District also reserves the right to discontinue water service for maintenance or repair purposes. Customers shall be required to accept such conditions of water service and pressure as are provided by the distribution system at the location of the particular service connection, and to hold the District harmless from any loss, injury, damage or inconvenience arising out of low pressure or high pressure water service conditions, water quality, or from any interruptions in service. Customers dependent upon a continuous water supply should provide for their own emergency storage.

The Customer, at its own risk and expense, shall furnish, install, operate, maintain and keep in good and safe condition all equipment and facilities that may be required for receiving, controlling, applying and utilizing water on the premises of the Customer. The District shall not be responsible for any loss, damage or injury caused by the improper installation of such equipment, or the negligence or wrongful act of the Customer or of any of its tenants, agents, employees, contractors, licensees, permittees, guests or invitees in installing, maintaining or operating such equipment and facilities. The Customer is responsible for all water facilities from the Customer's side of the meter box up to, and including, the water facilities within any structure or irrigation system receiving District water service on the Customer's property.

The Customer shall be liable for any damage to District-owned water service facilities when such damage is caused by an act of the Customer or its tenant, agent, employee, contractor, licensee, permittee, guest or invitee, or when such damage is from a cause originating on the Customer's premises by an act of the Customer or its tenant, agent, employee, contractor, licensee, permittee, guest or invitee. The District shall be reimbursed by the Customer for any such damage promptly on presentation of a bill.

The full responsibility and risk for the carriage, handling, storage, disposal and use of District water shall transfer from the District to the Customer at the Customer side of the District service box, discharge nozzle of a District fire hydrant, backflow prevention assembly, or check valve assembly.

~~10000.01 — Interruptions of Water Service~~

~~The District does not guarantee continuous delivery of water on demand. From time to time it may be necessary for the District to shut off the flow of water in any part of its water systems. Except in emergencies, such water outages will not be made without prior notice to the Customers affected. The District shall not assume any responsibility for loss or damages that may occur due to interruption of water service.~~

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10000.012 Privately-Owned Water Lines

The District assumes no responsibility for the delivery of water through privately-owned pipelines or systems, nor shall the District assume any responsibility for damages resulting from the operation of any such system even though water may be received from a District water distribution system. In cases where a District water meter is installed at some point on a privately-owned water line, the District is liable only for the water meter, meter box, and the fittings required to attach and operate the meter. The fact that a water meter is installed on a privately-owned water line does not create an express or implied dedication to public use of a private water line or impose any obligation or liability on the District to operate maintain, repair, remove, or replace any portion of that water line. In the cases where the meter is located on a private water line, other than the appurtenances listed above, District responsibility ends on the Customer's side of the isolation valve at the main to the premises.

If meters are located on a private line, the District may, at its discretion, relocate the meter adjacent to the property line within the public right of way with the appropriate backflow and isolation facilities. The District will be required to reconnect the piping at the location of the old meter and will guarantee the work for one (1) year upon completion. The District will not take responsibility for the condition or workmanship of the private line on either side of old meter installation or the work completed. If the existing private line is not in a condition to accept the repair connections, the Customer will be required to upgrade the private line in as directed by the District.

10000.023 Water Pressure Regulation

10000.023.1 Customer Responsibility

The District shall assume no responsibility for water pressure regulation within a Customer's service area. The Customer shall be responsible for providing adequate safeguard measures for the Customer's water system wherever pressure regulation is necessary. The Customer shall be required to install an appropriate pressure regulation device for such service where static pressure exceeds 80 psi at the service connection (UPC Code 1007 and California State Plumbing Code).

District employees will not make adjustments to Customer-owned pressure regulators.

10000.023.2 Requirement for Installation in New Construction

Customers making application for water service for new construction for residential, commercial or industrial use shall be required to install an approved meter and appropriate pressure regulation device for such service where static pressure exceeds 80 psi at the service connection (UPC Code 1007 and California State Plumbing Code).

10000.023.3 Pressure Regulators within District Owned Meter Box

When existing pressure regulators are discovered within the District's meter box, the District, at its convenience, will relocate the pressure regulator out of the meter box and reinstall it on the Customer's side of the service into a new box. The replacement District will warranty the workmanship for one (1) year from the installation. After the warranty period, the Customer shall assume all liability for maintaining the regulator.

10000.034 Cross-Connections and Backflow Prevention Assemblies

The following cross-connection control program shall apply and be enforced in the District:

10000.034.1 Definitions

For purposes of this Section, the definitions in ~~California Code of Regulations, Title 17, Section 7583~~ the latest version of the State Water Resources Control Boards Cross-Connection Control Policy Handbook (CCCPH) shall apply.

10000.034.2 Responsible Officer

The General Manager, or personnel authorized by the General Manager, shall be responsible to protect the District's public water supply from contamination by cross-connections and to carry out and implement this policy. Authorized Personnel must be certified in the State of California by a District-approved entity.

10000.034.3 General Regulations and Prohibitions

Each Customer and water user shall comply with this Section and all applicable federal and state laws and regulations concerning the separation of dual water systems, protection against cross-connections with auxiliary water supplies, and protection from contamination due to backpressure and backflow from the Customer's premises. There shall be no physical interconnection between an auxiliary water supply and the District's water supply without a District approved backflow prevention assembly on any property served by the District. Any water user with an auxiliary water supply on the water user's premises shall (1) install and maintain at the water user's sole cost and expense a reduced pressure principle backflow prevention assembly on the premises, or (2) demonstrate to the satisfaction of the District that the auxiliary water supply is not connected and cannot readily be connected to the District water system. However, any water user with a private well shall install an approved backflow prevention assembly on the service lateral at the point of service near the property line.

10000.034.4 Backflow Prevention Assemblies Protection

The District recommends that a thermal blanket for freeze protection be installed on all backflow prevention assemblies exposed to the elements.

10000.034.5 Backflow Prevention Assembly Standards

The type, location, and size of the backflow prevention assembly required by this Section shall be approved by the District Engineer or ~~authorized~~ District-~~authorized~~ personnel prior to installation. In approving such assemblies, the District shall follow the standards established by the latest version of the State Water Resources Control Boards Cross-Connection Control Policy Handbook, California Code of Regulations, Title 17, ~~Sections 7583 to 7605~~, and applicable AWWA standards.

~~In accordance with the CCCPH, Effective July 1, 2024, Article 2, Sub-Section 3.2.2(e) the District's distribution system shall be protected with no less than a double check (DC) protection device for a user premises with a fire protection system within five years of adoption of the CCCPH. Locations that do not meet this minimum standard shall be upgraded prior to the defined deadline. All costs associated with upgrading the backflow device shall be borne by the Customer.~~

Effective July 1, 2024, CCCPH, Article 2, Sub-Section 3.2.2(e) requires that the District's distribution system be protected with no less than a double check (DC) protection device for premises with a fire protection system. Locations that do not meet this minimum standard shall be upgraded by July 1, 2029. District may discontinue service for any premises that do not meet this requirement until the upgrade is completed. All costs associated with upgrading the backflow device shall be borne by the Customer.

Backflow devices that are inaccessible and/or untestable shall be upgraded to current District standards upon transfer of ownership. Locations identified by the District that have this issue may have a lien placed upon the property. Water service will not be established until the backflow device is upgraded and approved by the District. All costs associated with upgrading the backflow device shall be borne by the Customer.

10000.034.6 Installation of Backflow Prevention Assemblies

Upon completion of installation of a backflow prevention assembly, the backflow prevention assembly shall be inspected by ~~authorized~~ District-~~authorized~~ personnel. If the inspection determines that the assembly is not installed properly, the Customer, at his or her sole cost and expense, shall correct the installation and call for a re-inspection within the timeframe specified by the District at the time of failure.

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10000.034.7 Surveys

Authorized personnel shall, from time to time, conduct surveys of water users in the District to identify water user Ppremises where auxiliary water supplies and/or cross-connections without approved backflow prevention assemblies are likely to occur. If, as a result of such survey or by other means, the authorized personnel learns of an auxiliary water supply or cross-connection without a backflow prevention assembly in the District, then he or she shall give written notice to the Customer on whose Ppremises such auxiliary water supply or cross-connection is found informing such user that he or she must install an appropriate backflow prevention assembly. The Customer shall, within the timeframe specified by the District at the time of failure, and at his or her sole cost and expense, either install an approved backflow prevention assembly or remove the auxiliary water supply to the satisfaction of the District.

10000.034.8 Testing

After the installation of any backflow prevention assembly required under this Section, the District or authorized representative shall test and inspect the assembly on an annual basis, or more frequently if determined necessary. A fee shall be charged to the Customer for the test per the current Schedule of Rates, Charges, Fees and Deposits. If the testing and inspection reveals that the backflow prevention assembly is not working properly, then the Customer, at his or her sole cost and expense, shall ~~cause such assembly to be repaired~~ or replaced ~~the assembly~~ within the timeframe specified by the District at the time of failure. The Customer shall have the device retested by a certified backflow assembly tester and return the District provided test form along with the gauge calibration certification to the District. If the District is required to test the device, a retesting fee (as set forth in the District's current Schedule of Rates, Charges, Fees, and Deposits) shall be paid to the District by the owner of record.

10000.034.9 District Inspections

Authorized personnel and/or designated representatives shall inspect on an annual basis all Ppremises known to have an auxiliary water supply to confirm that the auxiliary water supply is not interconnected with the District's approved water supply. Such an on-site inspection of the Ppremises shall also be made by authorized personnel upon any change of ownership of a Ppremises known to have an auxiliary water supply.

10000.034.10 Recordkeeping

The District shall keep and maintain written records of locations of auxiliary water supplies and backflow prevention assemblies, backflow prevention assembly installation and repair records, written statements

concerning auxiliary water supplies, and survey, testing and inspection reports.

10000.034.11 District Access to Premises

See Ordinance 9000.05 Admittance of District's Employees to Customers' Premises. ~~Authorized personnel and designated representatives, shall have reasonable access to a Customer's Premises for purposes of making inspections and surveys for cross connection control, inspections of installed backflow prevention assemblies, and as otherwise necessary to protect the public water supply against cross-connections. If any Customer refuses entry, or hinders or prevents inspection by authorized personnel or designated representatives, then the District may discontinue water service to the Premises until entry is allowed or device is in a location where District Staff has access.~~

10000.034.12 Enforcement

In addition to any other remedy provided by this Code or by law, if a Customer fails to comply with any provision of this Section within the timeframe specified by the District at the time of notification, then the District may discontinue water service, in accordance with Section 11000.02, to Customer's Premises until the Customer fully complies with this Section to the satisfaction of the District.

Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
2/26/20	Amended to reflect the District's policy regarding the charging for services related to backflow prevention assembly testing	Adam Larsen, Interim Field Services Manager

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	11000 - Prohibited Practices and Enforcement Measures	Date Amended	June 25, 2008

The District may refuse to furnish water and may discontinue water service to any premises where apparatus, appliances or equipment using water is found by the District to be dangerous, unmaintained, inaccessible, or unsafe, where the use of water on such premises is found to be detrimental or injurious to the facilities or water service furnished by the District to other Customers, where negligent or wasteful use of water exists that affects the District's water service, where a Customer violates any District ordinance, rule or regulation or breaches any agreement made with the District, or to protect the District from fraud or abuse.

No one except an authorized District authorized employee, agent, contractor or permittee shall at any time operate, interfere with or tamper with the District water service mains, pipes, meters, valves, connections, or any other parts or facilities of the water system.

No ground wire or electric circuit shall be attached or grounded to any District pipe, plumbing or other facilities. Any Person who makes, or permits to be made, such a connection will be liable to the District for any damage, loss or injury resulting from the connection.

11000.01 Leaks or Wasteful Use of Water

Water shall be used only for beneficial uses. All unnecessary and wasteful uses of water are prohibited. No Customer shall knowingly permit leaks or other wasteful use of water.

11000.01.1 Wasteful Use of Water Defined

Wasteful use of water shall be defined as including but not limited to, permitting water to escape onto roads or flow above or below ground to neighboring property, onto land previously irrigated and over-saturated or by flooding property to an unreasonable depth or in an unreasonable amount for any reason.

11000.01.2 Water Service Discontinued

Water service may be discontinued to Customers found to be wasting water until the conditions causing such waste have been remedied to the satisfaction of the District.

11000.02 Enforcement Measures

In the event of violation of any terms of this Code of Ordinances, other than failure of a Customer to pay their bill, the General Manager may discontinue water service and disconnect the P_oremises from the District water service system by the following procedures.

11000.02.1 Written Notice to Customers

At least ten days before the proposed discontinuance, the District shall provide written notice to the Customer and the property owner, if other than the Customer, of the District's intent to discontinue service and the grounds upon which the action is taken. Notice shall be mailed to the address of record and hand delivered to the service address.

11000.02.2 Customer Right of Review

Before discontinuance of service, the Customer or property owner shall have the opportunity to discuss the reason for the proposed discontinuance with the General Manager, or his or her designee, who shall be empowered to review all letters and statements, rectify any errors, and settle controversies pertaining to the discontinuance of service (including a decision to rescind or suspend the proposed discontinuance of service).

11000.02.3 Dates for Discontinuance of Service

No service shall be discontinued on any Saturday, Sunday, legal holiday, or any time during which the District's business offices are not open to the public, except for an emergency condition that requires the service to be terminated to avoid property damage or health or safety concerns.

11000.02.4 Penalty for Unauthorized Service Connection

A penalty plus costs incurred may be assessed for each unauthorized service found to be connected to a private or District pipeline. See District's Schedule of Rates, Fees, Charges, and Deposits for the current unauthorized connection fee.

11000.03 Non-Service Areas

11000.03.1 Except as provided in Section 12000 of this Code, no Customer may use or permit use of water for any P_oremises other than that described in the application for service or for any P_oremises outside the boundaries of the District.

11000.03.2 Water service shall not be supplied to more than one parcel of land through one meter or service connection. A "parcel" shall be deemed to mean land or property identified as a parcel by the County Tax Assessor.

11000.04 Resale of Water

Customer may not resell, transfer or assign any portion of the water furnished by the District except upon prior written approval from the District in accordance with Section 13000.05.

11000.05 Fire Hydrants or Other District Facilities

No Person may withdraw water from any fire hydrant, blow-off valve, or other connection to the facilities of the District without a permit. Such permit shall provide that all withdrawals shall be made through a meter. Additional permit requirements are set forth in Section 12000.03.2, Classes E and F. The provisions of this paragraph shall not apply to withdrawals of water made from fire hydrants or other facilities for fire department purposes or to withdrawals made by other governmental agencies with prior District approval.

11000.06 Unauthorized Connection

Any property found to be connected to District water mains contrary to or in violation of any of the provisions of this Code of Ordinances shall be subject to immediate disconnection without notice. If a service is so disconnected, before service is restored, an unauthorized connection fee (as set forth in the District’s current Schedule of Rates, Fees, Charges, and Deposits), plus the actual cost of the appropriate service installation and repair of any damage to District property, mains or other facilities and all other applicable capital facilities fees or other required fees, shall be paid to the District by the property owner of record.

11000.06 Meter Locations

No meter shall be located for District service other than as follows:

Except as stated in Paragraphs 13000.04 and 13000.05, unless otherwise approved by authorized district personnel, meters must front the property that they serve and are installed in the general desired location adjacent to the property line or edge of an easement subject to District approval.

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11000.067 Remote Meters

Remote meters shall not be permitted unless the District determines that a remote meter is necessary due to extraordinary circumstances.

11000.08 Encroachments

Encroachments into District or public easements shall not be allowed without an executed encroachment agreement as defined in Ordinance 20000.

Revision History:

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

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	13000 - Procedure for Water Service for Single Connections and/or Meter Installation	Date Amended	June 25, 2008

13000.01 Requirements of Application for Single-Service Connections

Applying for regular water service from existing District water mains is a two-part process ("Application"). An Application shall be made by the owner of the property, or his or her designee, to be served using the following forms provided by the District:

- A. An "Application for Single Service - Initial Review" shall be completed by the Applicant to enable the District to determine appropriate meter size.
- B. An "Application for Single-Service - Connection" shall be completed by the Applicant to enable the District to establish a water account and document fees paid.

By signing the Application, it shall signify the Applicant's willingness and agreement to comply with this Code and other codes, rules and regulations relating to regular water service and to make payment for water service as required. Water service shall not be provided until after the District has approved the Application. Water meters shall be required on all new service connections.

In order for an Application to be approved for service, the Applicant and proposed service must comply with the following:

- A. The Applicant's real property must be within the District. If applicable, annexation proceedings must be complete and annexation fees paid before the Application will be approved.
- B. An Application shall not be approved unless payment in full has been made for any service previously rendered to the Applicant by the District on any active, closed or discontinued account in the Applicant's name within the District Service Area, as well as payment of all current applicable deposits, fees and charges. If after one year from the date of application the Applicant has not connected to the District water system, the Application shall become void and all fees paid by the Applicant will be refunded to the Applicant.
- C. The Applicant's real property or easement for receiving District water fronts or abuts an existing water main with adequate capacity and pressure to provide safe and reliable water service, as determined by the District.
- D. The District possesses an adequate treated water supply, as determined by the District and evidenced by a Will-Serve Letter for a Single Service Connection.
- E. All applicable provisions of this Code and other District rules, regulations and policies, and federal and state law.

In determining the adequacy of the existing facilities and supplies, the District will consider all factors such as the water requirements of the proposed new service, anticipated future land uses, flows and pressures required for regular service and fire protection, cross connection, desirability of looping water mains to

increase reliability and adequacy of service, the District's long-range plans for capital improvements to the system, and whether the proposed new service may significantly impair service to existing Customers.

If the District determines that the existing District facilities are inadequate to serve the new connection, then new service or services shall not be allowed to connect into the system until the Applicant makes arrangements with the District for a main line extension or for water facilities improvements in accordance with Section 13000.01.4.

13000.01.1 Two or More Parties on One Application

Two or more parties who join in one Application shall be jointly and severally liable for payment of bills, and shall be billed by means of one periodic bill per connection.

13000.01.2 Notification of Changes in Water Use

An Applicant making a material change in the size, character or extent of operations or equipment used on the premises, for which the District has accepted an Application must notify the District of the extent and nature of the change in advance so that a determination can be made on whether the requested service size remains adequate. If inadequate, additional capital facilities fees at the rate applicable at the time of the requested change shall be due before the District will accept any facilities and commence water service.

13000.01.3 Failure to File an Application for Water Service

Failure by any Person requesting or receiving water service to file an Application shall constitute a violation of this Code. Connection fees at the rate applicable at the time of discovery will become due and payable by the current owner of the property upon which water service has been connected without authorization.

13000.01.4 Applications Requiring Conveyance Agreement

This Section applies to an Application for a single-service connection that requires a District main line extension or water facilities improvement. This Section does not apply, however, to subdivisions and parcel map developments addressed in Section 26000. All costs and expenses for a main line extension or water facilities improvement shall be paid by the Applicant, including design, plan checking, materials, construction and inspection costs, and reimbursement of District administrative, inspection, testing, legal and engineering services relating to the main line extension or water facilities improvements.

Unless otherwise determined by the District, the main extension and related work shall be constructed and installed by a state-licensed contractor acceptable to the District. The main line extension or water facilities improvement must provide a main at least eight inches in

diameter and of adequate capacity, as determined by the District. The main line extension or water facilities improvement and related work shall be designed and constructed in accordance with the District's standards, specifications, and requirements, as the same may be amended from time to time.

The Applicant required to construct the main line extension or water facilities improvement shall enter into a Conveyance Agreement with the District setting forth the obligations regarding extension of water facilities and service to serve the project, including the following agreement provisions: design, financing and construction of the necessary water system improvements; preparation of plans and specifications and District plan checking; payment or reimbursement for District services and consultants; dedication and transfer of completed work, land and rights-of-way to the District; performance and maintenance guarantees; District inspection, testing and acceptance of improvements; and other terms and conditions as the District finds necessary or appropriate in the public interest. The Conveyance Agreement shall be in a form acceptable to the District and executed by the Applicant before the District's acceptance of the water facilities and commencement of water service. In the event construction is not complete, and a time extension has not been approved, the Conveyance Agreement shall expire after one year. The then-prevailing amount of capital facilities fees and other charges must be paid at the time of future connection to the District facilities,

13000.01.5 Penalty for Unauthorized Connection

~~Any property found to be connected to District water mains contrary to or in violation of any of the provisions of this Code of Ordinances shall be subject to immediate disconnection without notice. If a service is so disconnected, before service is restored, an unauthorized connection fee (as set forth in the District's current Schedule of Rates, Fees, Charges, and Deposits), plus the actual cost of the appropriate service installation and repair of any damage to District property, mains or other facilities and all other applicable capital facilities fees or other required fees, shall be paid to the District by the property owner of record.~~

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13000.02 Type and Size of Water Service Connection and Meter

The minimum size of the service connection and meter required for water service shall be one-inch as provided in this Section. The District shall render the final decision on service size and quantity for any connection(s) and the Applicant's acceptance of the District's final decision will be a condition of receiving District water service.

13000.02.1 Service for Residential Units

- A. Single residential dwelling units: A minimum one-inch water meter is required for all single-family residential dwelling units for domestic

use; a larger service size, or multiple services, may be required to accommodate larger homes, fire suppression systems, and/or for irrigation of large parcels.

- B. Multiple residential dwelling units: The minimum size of water meter required for this service shall typically be as follows:

<u>No. of Dwelling Units</u>	<u>Minimum Service Meter Size</u>
1 – 6	1"
7 – 12	1-1/2"
13 – 25	2"
26 – 40	3"
41 or more	To be determined by District Engineer

Separate irrigation meters are required for all multiple residential units with more than 6 units. [Water meter sizes for all multiple residential dwelling units shall be reviewed by the District Engineer.](#)

13000.02.2 Service for Commercial or Industrial Purposes

- A. A minimum one-inch water meter is required for all commercial or industrial purposes. The size of water meter required for commercial or industrial purposes shall be determined by the Project Engineer and approved by the District Engineer.
- B. If an Applicant makes a request for a meter less than the size determined by the Project Engineer, the Applicant shall provide information satisfactory to the District that the commercial or industrial service can be adequately furnished with a smaller meter. In no case shall the District approve a meter smaller than one inch.

As a condition for use of a smaller meter, the Applicant shall make the request in writing, which shall be a part of the Applicant’s permanent application for service. In such application the Applicant shall acknowledge that the smaller size meter is authorized for the service requested. If, after authorization for use of a smaller meter, it is determined by the District that the size is insufficient due to higher water use than submitted by the Applicant or for any other reason, the Applicant shall pay the current cost of the new meter plus any other applicable fees for improvements required for the new service. An Applicant who has been authorized to use a smaller meter pursuant to this paragraph shall be obligated to notify any purchaser of the property, or subsequent water user, of the above conditions imposed for use of the smaller meter.

[C. A separate meter may be required for landscape service.](#)

13000.02.3 All Other Types of Service

The size of meter required for all services other than those listed above shall be determined by the District Engineer.

13000.03 Limited Charges for Subsequent Customers

After a meter has been installed for an Applicant, and Applicant-constructed facilities have been conveyed to the District, and all fees and charges have been paid pursuant to Sections 14000 and 15000, the Applicant will be deemed a Customer of the District and will be entitled to receive water service. The District may furnish water service through an established connection to a subsequent Customer through the meter installed without payment of further connection charges, except for payment of delinquent charges for service, additional capital facilities fees, and annexation fees (if applicable) that may be due as a result of increased water use on a parcel subject to an Acreage Agreement under Section 14000.04, additional capital facilities fees due if a larger service is required or requested and approved, or other fees or charges that may be required by this Code.

13000.04 Water Meters for Condominium Units

For condominium units, or for apartment buildings being converted to [individually owned](#) condominium units, the owner [must independently meter each condominium unit.](#) ~~or Customer may determine whether the water service for such condominium units will be furnished through a master meter or through individual meters; provided the individual service lines are connected to district main lines.~~

13000.05 Resale or Distribution of Water

Customers shall not resell or distribute water served by the District outside of the boundaries of their existing parcel without prior written approval from the General Manager.

13000.06 Water Service for Lot Splits

In the event that a subdivision of land occurs, the existing service connection may be considered by the District as being the service connection for the lot on which it fronts. For the remaining parcels in a new subdivision subject to this section, new service connections must be arranged and paid for in accordance with the applicable portions of this Code.

13000.07 Separate Service Connections for Individual Premises

Except as otherwise permitted in this Code, each ~~P~~premise must have an individual service connection in accordance with this Code. No service connection to a ~~P~~premise shall be used to provide water service to another ~~P~~premise.

13000.08 Separate Premises Under Single Control or Management

Adjoining lots, pieces or parcels of land, under a single control or management shall each be furnished water through individual service connections, each billed as a single service.

13000.09 Service Connections for Detached Buildings on a Single Premises

Detached buildings on a single premises under a single ownership may receive water service from a single existing metered service or from a separate metered service upon the Customer's Application for a separate service and payment of all applicable fees and charges. In either case, the metered connection shall be adequately sized as approved by the District in accordance with section 13000.02 of this Code.

13000.10 Requirement for Meter Installations on New Connections

All new connections to the retail service area distribution pipeline system shall be required to install a water meter to District specifications.

13000.11 Metering Mandate

Public Law 101- Section 3404 of Title 34 of the CVPIA, enacted on October 30, 1992 requires metering of all water service connections as a condition of the District's receiving a water supply under the Central Valley Project water service contract between the United States and the District.

Revision History:

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

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	14000 - Connection Fees for Water Service	Date Amended	June 25, 2008

14000.01 Determination of Connection Fees

Basis for determination: A connection fee shall be paid by the Applicant at the time of connection to the District's water system to a specified parcel of land or address. The connection fee shall, at a minimum, consist of a capital facilities fee, annexation fees (if applicable), a meter installation inspection fee and a deposit for installing a service tap (as applicable). The amount of fees and charges, shall be determined according to rates set by the Board of Directors and set forth in the District's current Schedule of Rates, Fees, Charges, and Deposits. All fees paid are applicable to the parcel, and remain with the parcel upon sale of the parcel.

Prior to August 1, 2008, the District may have accepted connection fees without requiring the Applicant to connect to the District's water system. In these situations, if the full connection fee amount was paid by a Developer or Applicant and a meter was installed at the service connection, then no additional connection fee ~~shall was considered to~~ be due. If a connection fee was paid by a Developer or Applicant and they did not install a meter and connect to the District's water system, the Applicant desiring to connect to the District's water system ~~shall was required to~~ pay the current connection fees and previously-paid fees, with the appropriate documentation, ~~shall be were~~ credited against the amount due.

Presently, prior to any service activation or re-activation, all differential amounts, or outstanding fees and charges must be made current. Connection fees shall be paid in accordance with the following:

- A. For a new service, the connection fee is derived from the then-current Schedule of Rates, Fees, Charges, and Deposits.
- B. For a service where prior connection fees were paid but the service was not activated, was abandoned, or there were no billings or billings were not paid, the differential between the prior amount(s) documented as paid and the current amount due for a new connection shall be paid, irrespective as to whether or not a meter is installed.
- A.C. For a service that had been activated and at least one billing occurred and was paid, was subsequently inactivated or abandoned, and there is a request for re-activation where the service has been inactive for more than one (1) year, the connection fee amount shall be calculated as the difference between the then-current connection fees per the Schedule of Rates, Fees, Charges, and Deposits, and the connection fees at the time the Customer inactivated or abandoned the service. If the inactive period is less than a year, re-activation shall be in accordance with Ordinance Numbers 17000, 18000 and other applicable Ordinances which may also apply.

Payment of Capital Facilities Fees shall be as outlined in Ordinance 14000.04. Other conditions as outlined in Ordinance Numbers 12000, 13000, 17000 and other applicable section Ordinances may also apply.

14000.02 Request for a Will Serve Letter for New Service Connections

Upon receiving a written request for a Will Serve Letter [\(or Letter of Water Availability\)](#), the District shall issue a letter giving the current status of availability of treated water supply and facilities to serve a proposed development project on a particular parcel or parcels of land. A Will Serve Letter shall be only a statement of supply and capacity conditions as of the date of the letter. A Will Serve Letter shall not be deemed a contract or a binding commitment to provide water connections or service to any particular development project or property. A Will Serve Letter shall be valid for a [maximum](#) period of ~~three~~one years.

14000.03 Application for a Will Serve Letter for a Development Project

Any Developer or Applicant desiring a Will-Serve Letter [\(or Letter of Water Availability\)](#) for any development project shall submit an application to the District in a form and content as determined by the District. Upon receipt of a full and complete Will-Serve Letter application and payment of all applicable fees, the District shall issue a brief Will-Serve Letter stating (1) whether, as of the date of the letter, treated water supply and facilities are available to serve the development project, and (2) that water connections and service shall be subject to applicable District Codes, resolutions, policies, fees and charges. The Will-Serve Letter shall be in a form and content approved by the General Manager or the Board of Directors. A Will-Serve Letter shall not be issued for property located outside of the District boundaries. A Will Serve Letter shall be only a statement of supply and capacity conditions as of the date of the letter. A Will Serve Letter shall not be deemed a contract or a binding commitment to provide water connections or service to any particular development project or property. A Will Serve Letter shall be valid for a [maximum](#) period of ~~three~~one years.

14000.04 Capital Facilities Fees

Capital facilities fees are classified as the “backbone” of the system and are included in the District’s master plan. Their purpose is to provide revenues to treat, distribute, and store water for individual properties within the District. Bond sales, assessments, general District funds, and other financing vehicles also are used to fund capital facilities. Capital facilities fees [for single connections](#) shall be paid [no later than](#) at the time of connection [or reconnection](#) to [the](#) District water system, at the then-applicable rate. [Capital Facilities Fees for parcel splits or sub-divisions shall be paid in accordance with the terms and conditions of a Conveyance Agreement, and under all circumstances must be fully paid prior to the District issuing written notice of Project Acceptance.](#) Capital Facilities Fees are based on the amount of system capacity that could be used by a specific parcel, which is based on meter size. The fees are included in the District’s current Schedule of Rates, Fees, Charges, and Deposits.

Prior to August 1, 2006 capital facilities fees were based on estimated water usage, and acreage agreements were entered into between eCustomers and the District to allow eCustomers who agreed to restricted water use to pay a reduced portion of capital facilities fees. These acreage agreements are not applicable with the revised capital facilities fees based on meter size, and new agreements will not be entered into by the District. However, while acreage agreements are still in force, the following paragraphs apply.

When the General Manager approved a capital facilities fee reduction for a project involving use of water on a portion of a parcel, the Applicant signed an Acreage Agreement in a form

provided by the District in which the Applicant agreed to use no more than the annual amount of water budgeted to the parcel by the District in accordance with the reduced capital facilities fees actually paid. Once water service is commenced, the Customer must then confine his or her water use to no more than the maximum amount permitted in the annual water budget established in the Acreage Agreement. If the Customer exceeds the budgeted amount, he or she will become liable to pay an additional portion of the waived capital facilities fees to increase the annual water budget to cover the amount actually being used on the parcel. In cases where a Customer exceeds his or her annual water budget on a year-over-year basis, the General Manager may calculate any additional capital facilities fees owing to the District based on the amount of increased water use and as a condition of continued service require the Customer to pay such additional fees and to execute an addendum to the Acreage Agreement establishing the increased water budget and recording the additional fees paid. A Customer subject to an Acreage Agreement that desires to terminate the agreement and to increase his or her water budget to the entire amount allocated to the parcel must pay all remaining capital facilities fees at the then-applicable rate and all remaining annexation fees (if applicable) to the District and immediately upon such payment, the District shall provide the Customer unrestricted water service and record a notice terminating the Acreage Agreement in the Placer or Sacramento County Official Records according to the County in which the parcel is located.

14000.05 Waiver of Connection Fees for Public Facilities

Connection fees for non-enterprise parks, libraries, school districts, and fire departments shall be waived.

Revision History:

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

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

17000.01 District Standards, Specifications, and Requirements

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

17000.02 Ownership of Meters

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

17000.03 Service to Subsequent Customers

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

17000.04 Meter Locations

Unless otherwise approved by authorized District personnel or otherwise stated in this section, meters must front the property that they serve and are to be installed adjacent to the property line or edge of an easement subject to District approval and as defined in the District's Standard Specifications.

17000.045 Relocation of Service

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

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

17000.06 Service/Meter Enhancements

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

17000.057 Service Turn-Off Requested by Customer Turn-On or Turn-Off of Water Service

In non-emergency situations, upon receipt of two days' notice by the owner, either in writing, or in Person, water service will be turned off and locked by the District without charge. All water charges up to and including the date of discontinuance must be paid before service will be turned off and locked. Except as otherwise specifically authorized by the District, only District employees shall be permitted to turn water on or off at any service connection, valve, hydrant of the District water system or to operate any device that will regulate the flow of water within the system.

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17000.075.1 Service Turn-Off Requested by Customer

In non-emergency situations, upon receipt of two days' notice by the owner, either in writing, by phone, or in Person, water service will be turned off and locked by the District without charge. All water charges up to and including the date of discontinuance must be paid before service will be turned off and locked. Voluntary disconnection and subsequent reconnection or re-activation of a service may be subject to then-current fees and charges. See District's current Schedule of Rates, Fees, Charges, and Deposits, as well as Ordinance 14000 for additional pertinent information..

17000.075.21 Request for Turn-Off Without Notice

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

17000.05.2 Reconnect Fee

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

17000.075.3 Request for Turn-Off by Landlord

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

17000.05.4 Extended Discontinuance or Inactive Service

A service that has been turned-off, discontinued, disconnected, terminated, or otherwise inactivated for an extended period can be considered to be abandoned or inactive and subject to fees and charges for re-activation including connection fees in accordance with Section 14000.01 and other applicable sections that may also apply.

17000.068 Reading of Meters

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

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

17000.079 Adjustment for Meter Inaccuracies

17000.079.1 Failure of Meter to Register During Service

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

17000.079.2 Meter Testing

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

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

The deposit will be returned if the meter is found to register more than three percent error. The Customer will be notified not less than two days in advance of the time and place of the test. The Customer shall have the right to be present or to be represented by a designated representative. A written report, giving the results of the test, will be given to the Customer within 14 days after completion of the test. When, upon testing, a meter is found to be registering more than three percent higher than actual usage under conditions of normal operation, the District will repair or replace the meter and refund to the Customer the full amount of the overcharge based on estimation of corrected meter readings for

the period not exceeding six months that the meter was in use by the Customer.

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

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

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17000.108 Meter or Service Connection Downsizing or Upsizing

17000.108.1 Voluntary:

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

17000.108.2 Involuntary:

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

17000.1109 Recommended Flows for District Meters

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

Standard Meters

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

————— 6 ——— 2000

Meter Size (in inches)	Maximum Continuous Flowrate (in Gallons per Minute) *	Maximum Intermittent Flowrate (in Gallons per Minute) *
1	25	50
1-1/2	50	100
2	80	160
3	175	350
4	300	600
6	675	1,350

Compound Meters

2	160
3	320
4	500
6	1000

Meter Size (in inches)	Maximum Continuous Flowrate (in Gallons per Minute) *	Maximum Intermittent Flowrate (in Gallons per Minute) *
2	80	160
3	160	320
4	250	500
6	500	1,000
8	800	1,600

* Maximum flowrates listed are for intermittent, short-term flow conditions only. Maximum continuous flow rates are typically 50% of maximum intermittent flow rate but are specific by meter type and size. Allowable maximum continuous and intermittent flowrates for a specific service and meter type will be determined by the District.

17000.120 Damaging or Tampering with Meters

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

- A. Outstanding water bills for the Premises being served by that meter;
- B. An unauthorized connection fee as set forth in the District's current Schedule of Rates, Fees, Charges, and Deposits, if applicable;
- C. A charge for servicing, repairing, or replacing the meter equal to the District expense for time and materials;
- D. A meter installation fee in accordance with Section 12000.03; and
- E. A charge for estimated quantity of water consumed but not paid for since the last regular correct reading, which shall be determined on the basis of prior use under the Customer's account for the damaged or tampered meter.

17000.131 Angle Stop

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

17000.142 Customer Responsibility

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

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

~~**17000.13 Service/Meter Enhancements**~~

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

17000.154 Minimum Pressure

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

17000.165 Maximum Pressure

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

Revision History:

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

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	18000 - Bills for Water Service	Date Amended	February 1, 2020

18000.01 Bills For Water Service

18000.01.1 Issuance of Bills

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

18000.01.2 Fixed Base Charge

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

18000.01.3 Consumption Charge

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

18000.01.4 Billing Periods

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

18000.01.5 Billing on Non-Owner-Occupied Residences

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

18000.01.6 Back Billing

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

18000.01.7 Refunds

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

18000.01.8 Disputed Charges

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

18000.01.9 Bill Adjustment for Leaks

Upon a Customer's submission of a consumption credit form, the District will consider a one-time credit for water consumption resulting from a leak in a Customer's internal water system or when there is significant unexplained usage. Credits are determined by comparing the Customer's water use during the period in which the leak occurred to their historical water use for that same period and splitting the difference (resulting in a credit of 50% of the above average usage at the current volumetric rate). The Customer has the right to accept the credit or save the one-time credit allowance for future use. All Customer requests for a credit will be considered on a case by case basis and the District reserves the right to approve or deny any request.

18000.01.109 Due Date

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

18000.01.110 Final Payment Date

Bills become delinquent and subject to discontinuation of service if not paid within 60 days from the bill issuance date.

18000.02 Payment of Charges

- A. **Payment Responsibility:** The District is required to continue providing water service to each Ppremise or Pparcel connected to the District water system as long as each such Ppremise or Parcel pays its fair share of the costs of receiving the service and such fair share of costs are chargeable to and run with each Ppremise or Pparcel receiving District water service. Therefore, payment of all water service rates, fees and charges shall be the responsibility of the owner of record of the subject Ppremise or Pparcel and payment of all charges is an obligation of ownership of a Ppremise or Pparcel. As such, any subsequent owner of a Ppremise or Pparcel is responsible for paying any unpaid or delinquent fees, rates and charges due on a Ppremise or Pparcel that are in any way connected to District water service as a condition of service being continued to the Ppremise or Pparcel. A change in ownership does not terminate any outstanding rates, fees and charges due for previous water service to said parcel, whether or not those rates, fees and charges were incurred by the present Ppremise or Pparcel owner or a previous owner or tenant.
- B. **Crediting of Payment:** Payments shall be credited to a Customer's account when cash, an electronic funds transfer, a check drawn on an account with sufficient funds a money order or a Visa or MasterCard payment has been received by the District at the District business office during regular office hours. Deposit of payment in the mail shall be credited to a Customer's account when received at the District's business office.

- C. Dishonored Payment Charge: A returned item charge as set forth in the District’s current Schedule of Rates, Fees, Charges, and Deposits shall be added to a Customer’s account in each instance where payment has been made to the District that has been returned to the District by the bank upon which it is drawn.
- D. The District offers an average monthly or equalized payment plan to balance water bills that can fluctuate seasonally. The equalized amount is based on the eCustomer’s average consumption during the current 12-month period. Average monthly or equalized payment plans are reconciled annually and adjusted as needed.
- E. The District offers online bill presentment and payment to Customers who wish to view their bill and/or pay by check or Visa or MasterCard via the internet.
- F. Customers may make payment arrangements with the District. Defaulting on a payment arrangement may lead to disconnection of service.

18000.03 Delinquent Accounts

18000.03.1 For Non-Payment of Charges

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

18000.03.2 Late-Payment Charge

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

18000.03.3 Partial Payment on Delinquent Accounts

A partial payment on a delinquent account may be accepted and credited to a Customer’s account. The partial payment shall not cause removal of the account from an existing delinquent status or preclude assessment of fees and charges for delinquent payment, nor shall the partial payment

preclude the meter/service from being turned off for delinquency or cause duly disconnected service to be restored.

18000.03.4 Discontinuation of Service to Delinquent Accounts

- A. Discontinuation of Service: Continuation of service to a delinquent account will be permitted only as set forth in the Policy, adopted and amended from time to time by the Board of Directors, if financial arrangements have been established in accordance with the Policy.
- B. Requirement of Deposit: If a Customer permits his or her account to become delinquent, the General Manager or his/her designee may require the Customer to make a deposit in accordance with the provisions of Section 15000 of this Code.

18000.03.5 Lien for Delinquent Charges

- 1. To the extent permitted by law, the District may file with the Placer or Sacramento County Recorder a Notice of Lien (whichever is the County in which the property is located), setting forth the legal description of the property, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the premises to which the service was provided in accordance with Government Code Section 54354.
- 2. All outstanding account balances, interest and lien release charges (if applicable) must be paid in full prior to re-establishing service in the owner's name at the same, or different property within the boundaries of the District.
- 3. Current accounts that have incurred a large amount of fines, or the owner that maintains the account has refused to pay any balance owed and the District may be placed in a position of incurring bad debt may have a lien placed against the property being served by the District until the balance associated with those charges is paid in full.

18000.03.6 Reinstatement of Water Service Under Delinquent Accounts

Water service accounts terminated for non-payment shall be reinstated as provided in the Policy.

18000.04 Termination of Master Meter Accounts

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

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

Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
12/11/19	Ord. 19-01 revisions to comply with SB 998	Lisa Brown, Customer Service Manager

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: June 26, 2024
Subject: General Manager’s Monthly Report (May)

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production

Item	May 2024	May 2023	Difference
Monthly Production AF	4,879.94	4,358.18	12.0%
Daily Average MG	51.29	45.81	12.0%
Annual Production AF	12,574.28	10,588.54	18.8%

Water Turbidity

Item	May 2024	April 2024	Difference
Raw Water Turbidity NTU	1.60	2.17	-26%
Treated Water Turbidity NTU	0.016	0.014	14%
Monthly Turbidity Percentage Reduction	99.01%	99.34%	

*Folsom Lake Reservoir Storage Level AF**

Item	2024	2023	Difference
Lake Volume AF	939,397	898,408	5%

AF – Acre Feet
MG – Million Gallons
NTU – Nephelometric Turbidity Unit

* Total Reservoir Capacity: 977,000 AF *Other Items of Interest:*

- Complete North Basin fiberglass repairs
- Calibrate Lab Particle Counter
- Rehabilitate and reinstall South East Backwash Pump

SYSTEM OPERATIONS

Distribution Operations:

Item	May 2024	April 2024	Difference
Leaks and Repairs	13	5	+8
Mains Flushed	0	56	-56
Valves Exercised	0	0	0
Hydrants Maintenance	0	0	0
Back Flows Tested	0	0	0
Customer Service Calls	51	42	+9

Distribution System Water Quality:

Water Quality Samples Taken	# Failed Samples	Supporting Information
40 Lab 19 In-House	0	

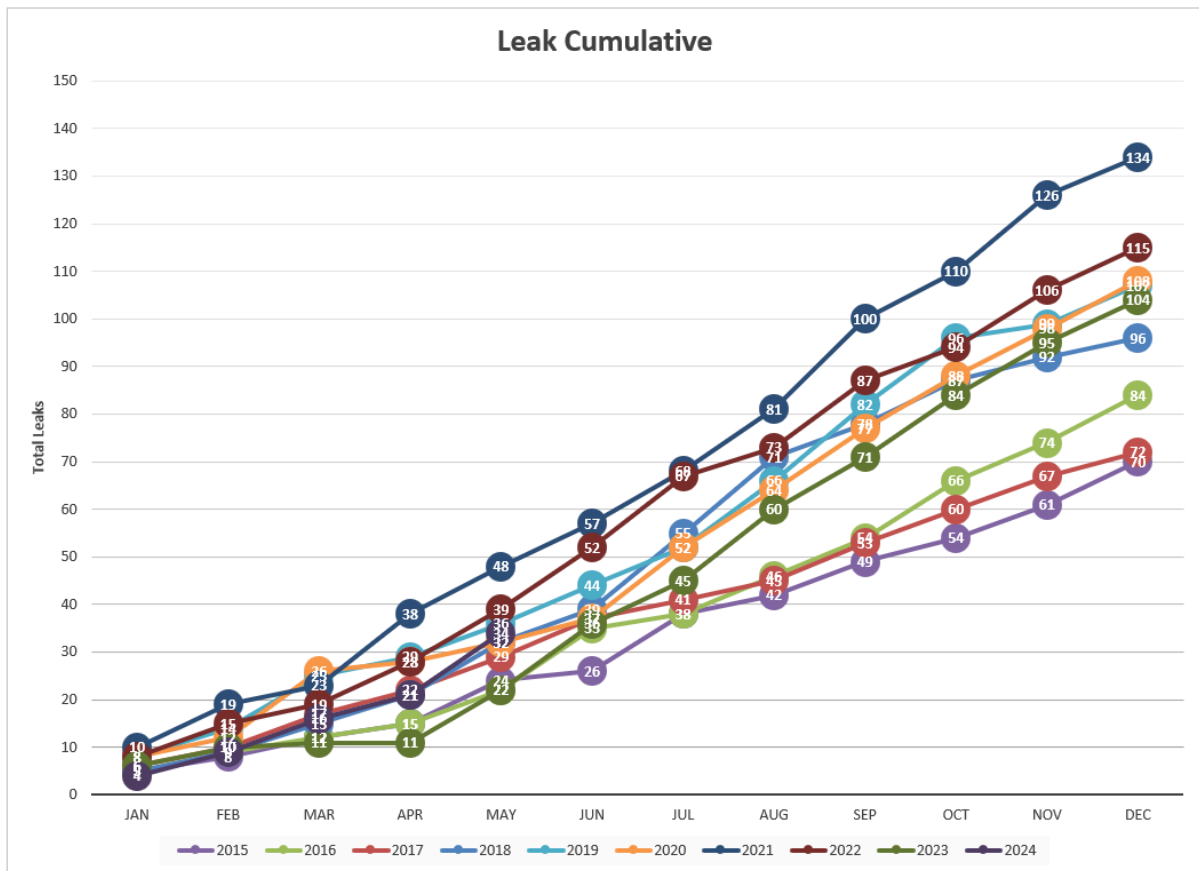


Figure 1: Annual Distribution System Leaks

CUSTOMER SERVICE ACTIVITIES

Billing Information for Month of May

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
4497	620	0	0

Water Efficiency Activities for May

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
7	128	8	36

Other Activities

- None

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status	Issues / Notes
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	In Construction	Water main installed. Construction in process.
Greenside Parcel Split (5640 Macargo)	Minor parcel split of 2.0-Ac parcel into 3 lots	Approved for Construction	Design approved
Granite Bay Assisted Living and Memory Care (formerly Pond View)	Assisted Living and Memory Care facility (5620 5630 5640 5650 Douglas Blvd)	In Planning	Developer to submit improvement plans in 2024.
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	Construction complete	In project close-out
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	Project on hold
Ventura of GB	33-Lot High Density Subdivision (6832 Eureka Rd)	Construction complete	In project close-out
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	Construction complete	In project close-out
Rancho Del Oro Estates	89-Lot Subdivision (Olive Ranch Rd, east of Cavitt Stallman)	Construction complete	In project close-out
Canyon Terrace Apartments	Apartment Complex (7 new buildings; 1600 Canyon Terrace Lane)	In Construction	Construction started November 2022
Sierra College Self Storage (8455 Sierra College Blvd)	New 4-building self-storage facility	Construction complete	In project close-out

ENGINEERING - CAPITAL PROJECTS

Status Update for Current Retail Projects

Project Title	Description	Status	Issues / Notes
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	Construction in FY 25/26
Kokila Reservoir Replacement	Replace existing hypalon lined and covered reservoir with a new concrete tank	In Design	Secured EPA Grant, and applying for SRF funding. Construction in FY 24/25
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	East PRS is now completed, doing design for West PRS	Construction in FY 24/25
Bacon Pump Station Generator Replacement	Replacing generators at Bacon Pump Station	In Construction	Generator installed, contractor working on punchlist.
Field Services 3-sided Parts Shelter	Construction of a 3-sided material storage shelter	On hold	Planning to rebid project in FY27/28
Service Line Replacement Projects (85/year)	Yearly program to replace 85 services per year as identified in the 2020 Retail Master Plan	In Construction	Construction nearly complete on Hidden Oaks (referred to as Shelborne). FY23/24 replacements (ACE Shopping Center) to be Bid in Spring of 2024.
Air Release Valve Replacements (45/year for next 20 years)	Replacement of 45 Air Release Valves per year for the next 20 years as identified in the 2020 Retail Master Plan	In Design	Year one of the 17-year program is complete. Design of year two is underway.
Administration Building Electrical Panel Upgrade	Replacement of the electrical service at the Administration Building (50/50 split W/R)	In Design	Construction in FY24/25

Status Update for Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues/ Notes
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner	In Construction	Anticipate construction to be complete in June 2024
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Construction	Construction underway
Backwash Hood Rehabilitation and Rail Track Improvements	Rehabilitate or replace the two oldest Filter Backwash Hoods in the North and South basins, and replacement of the Rail Track.	In Design	
Wholesale Master Plan	Update of the 2005/07 Wholesale Master Plan	Complete	Final draft complete
Administration Building Electrical Panel Upgrade	Replacement of the electrical service at the Administration Building (50/50 split W/R)	In Design	Construction in FY24/25

SAFETY & REGULATORY TRAINING – May 2024

Training Course	Staff
NPDES	Field Services and Maintenance
Lead Awareness	Field Services and Maintenance
Respiratory Protection Program	Field Services and Treatment

FINANCE/BUDGET

See attached



San Juan Water District, CA

Wholesale Operating Income Statement Group Summary

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESALE					
Revenue					
41000 - Water Sales	10,451,600.00	10,451,600.00	0.00	11,513,491.63	-1,061,891.63
43000 - Rebate	1,000.00	1,000.00	0.00	1,821.09	-821.09
45000 - Other Operating Revenue	0.00	0.00	0.00	53,201.29	-53,201.29
49000 - Other Non-Operating Revenue	132,100.00	132,100.00	14,112.47	415,585.59	-283,485.59
49792 - Proceeds from Issuance of Debt	0.00	0.00	0.00	-22,019,068.00	22,019,068.00
49990 - Transfer In	958,700.00	958,700.00	0.00	0.00	958,700.00
Revenue Total:	11,543,400.00	11,543,400.00	14,112.47	-10,034,968.40	21,578,368.40
Expense					
51000 - Salaries and Benefits	4,305,600.00	4,305,600.00	306,095.15	3,594,971.62	710,628.38
52000 - Debt Service Expense	887,900.00	887,900.00	0.00	391,820.02	496,079.98
53000 - Source of Supply	926,300.00	926,300.00	13,047.48	682,612.34	243,687.66
54000 - Professional Services	793,400.00	793,400.00	10,773.88	658,613.66	134,786.34
55000 - Maintenance	530,000.00	530,000.00	46,838.35	406,706.74	123,293.26
56000 - Utilities	312,900.00	312,900.00	3,646.94	191,420.18	121,479.82
57000 - Materials and Supplies	843,600.00	843,600.00	104,946.58	856,893.83	-13,293.83
58000 - Public Outreach	36,500.00	36,500.00	96.86	19,960.11	16,539.89
59000 - Other Operating Expenses	756,800.00	756,800.00	15,704.91	697,531.92	59,268.08
69000 - Other Non-Operating Expenses	1,600.00	1,600.00	0.00	1,926.75	-326.75
Expense Total:	9,394,600.00	9,394,600.00	501,150.15	7,502,457.17	1,892,142.83
Fund: 010 - WHOLESALE Surplus (Deficit):	2,148,800.00	2,148,800.00	-487,037.68	-17,537,425.57	19,686,225.57
Total Surplus (Deficit):	2,148,800.00	2,148,800.00	-487,037.68	-17,537,425.57	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESAL	2,148,800.00	2,148,800.00	-487,037.68	-17,537,425.57	19,686,225.57
Total Surplus (Deficit):	2,148,800.00	2,148,800.00	-487,037.68	-17,537,425.57	



San Juan Water District, CA

Wholesale Capital Income Statement Group Summary

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,403,600.00	1,403,600.00	591,996.72	1,386,155.58	17,444.42
44000 - Connection Fees	100,000.00	100,000.00	10,544.00	132,898.16	-32,898.16
49000 - Other Non-Operating Revenue	150,000.00	150,000.00	0.00	320,230.32	-170,230.32
49792 - Proceeds from Issuance of Debt	22,274,200.00	22,274,200.00	0.00	22,019,068.00	255,132.00
Revenue Total:	23,927,800.00	23,927,800.00	602,540.72	23,858,352.06	69,447.94
Expense					
55000 - Maintenance	806,000.00	806,000.00	0.00	29,702.50	776,297.50
61000 - Capital Outlay	4,237,200.00	4,237,200.00	10,710.64	1,938,532.42	2,298,667.58
69900 - Transfers Out	958,700.00	958,700.00	0.00	0.00	958,700.00
Expense Total:	6,001,900.00	6,001,900.00	10,710.64	1,968,234.92	4,033,665.08
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	17,925,900.00	17,925,900.00	591,830.08	21,890,117.14	-3,964,217.14
Total Surplus (Deficit):	17,925,900.00	17,925,900.00	591,830.08	21,890,117.14	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
011 - Wholesale Capital Outl...	17,925,900.00	17,925,900.00	591,830.08	21,890,117.14	-3,964,217.14
Total Surplus (Deficit):	17,925,900.00	17,925,900.00	591,830.08	21,890,117.14	



San Juan Water District, CA

Retail Operating Income Statement Group Summary

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	16,621,400.00	16,621,400.00	1,267,173.86	12,139,635.87	4,481,764.13
45000 - Other Operating Revenue	463,700.00	463,700.00	58,119.94	570,434.67	-106,734.67
49000 - Other Non-Operating Revenue	172,400.00	172,400.00	14,112.46	443,985.14	-271,585.14
49792 - Proceeds from Issuance of Debt	0.00	0.00	0.00	-3,345,186.00	3,345,186.00
Revenue Total:	17,257,500.00	17,257,500.00	1,339,406.26	9,808,869.68	7,448,630.32
Expense					
41000 - Water Sales	0.00	0.00	279.27	4,097.15	-4,097.15
51000 - Salaries and Benefits	6,192,100.00	6,192,100.00	447,828.16	5,344,087.10	848,012.90
52000 - Debt Service Expense	454,100.00	454,100.00	0.00	230,860.37	223,239.63
53000 - Source of Supply	3,465,400.00	3,465,400.00	0.00	3,124,885.67	340,514.33
54000 - Professional Services	1,315,900.00	1,315,900.00	8,151.41	316,017.58	999,882.42
55000 - Maintenance	386,100.00	386,100.00	21,298.26	316,538.28	69,561.72
56000 - Utilities	634,700.00	634,700.00	26,869.04	462,654.74	172,045.26
57000 - Materials and Supplies	498,500.00	498,500.00	20,818.60	325,840.56	172,659.44
58000 - Public Outreach	70,000.00	70,000.00	0.00	52,706.25	17,293.75
59000 - Other Operating Expenses	904,100.00	904,100.00	58,078.86	838,260.15	65,839.85
69000 - Other Non-Operating Expenses	56,600.00	56,600.00	0.00	2,320.25	54,279.75
69900 - Transfers Out	2,427,000.00	2,427,000.00	0.00	0.00	2,427,000.00
Expense Total:	16,404,500.00	16,404,500.00	583,323.60	11,018,268.10	5,386,231.90
Fund: 050 - RETAIL Surplus (Deficit):	853,000.00	853,000.00	756,082.66	-1,209,398.42	2,062,398.42
Total Surplus (Deficit):	853,000.00	853,000.00	756,082.66	-1,209,398.42	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	853,000.00	853,000.00	756,082.66	-1,209,398.42	2,062,398.42
Total Surplus (Deficit):	853,000.00	853,000.00	756,082.66	-1,209,398.42	



San Juan Water District, CA

Retail Capital Income Statement Group Summary

For Fiscal: 2023-2024 Period Ending: 05/31/2024

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,403,600.00	1,403,600.00	591,996.72	1,386,155.59	17,444.41
44000 - Connection Fees	100,000.00	100,000.00	35,262.00	1,244,472.84	-1,144,472.84
49000 - Other Non-Operating Revenue	255,000.00	255,000.00	48,300.00	590,819.27	-335,819.27
49792 - Proceeds from Issuance of Debt	12,895,000.00	12,895,000.00	0.00	3,345,186.00	9,549,814.00
49990 - Transfer In	2,427,000.00	2,427,000.00	0.00	0.00	2,427,000.00
Revenue Total:	17,080,600.00	17,080,600.00	675,558.72	6,566,633.70	10,513,966.30
Expense					
61000 - Capital Outlay	25,107,100.00	25,107,100.00	480,924.04	5,999,125.20	19,107,974.80
Expense Total:	25,107,100.00	25,107,100.00	480,924.04	5,999,125.20	19,107,974.80
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-8,026,500.00	-8,026,500.00	194,634.68	567,508.50	-8,594,008.50
Total Surplus (Deficit):	-8,026,500.00	-8,026,500.00	194,634.68	567,508.50	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-8,026,500.00	-8,026,500.00	194,634.68	567,508.50	-8,594,008.50
Total Surplus (Deficit):	-8,026,500.00	-8,026,500.00	194,634.68	567,508.50	

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
191280	Hinkle Reservoir Cover	30,426.15	841,565.78	-811,139.63
195265	Douglas Booster Pump Station Elect	0.00	304.90	-304.90
201111	Hinkle Reservoir Overflow Channel L	0.00	538,929.19	-538,929.19
201117	Backwash Hood Rehabilitation (Two)	0.00	131,512.12	-131,512.12
201126	Lime Tower Design and Replacemen	874.10	41,580.74	-40,706.64
201153	Thickener Access Ladders (3)	2,542.75	66,770.94	-64,228.19
205156	Field Services Sewer Lift Station	0.00	3,038.57	-3,038.57
211128	Gate for WTP (New)	0.00	1,185.90	-1,185.90
215105	Eureka Road 18" T-main Design	-169,163.44	2,014.72	-171,178.16
215114	Bacon Pump Station Generator Rep	85,053.27	1,814,458.19	-1,729,404.92
215117	Upper Granite Bay Pump Station Gei	0.00	0.00	0.00
225142	ARC-South BPS - 4 new pumps	0.00	55,307.78	-55,307.78
225170	Meter Replacement Program Route	0.00	0.00	0.00
235100	Bacon PBS #5 - New VFD/Componen	0.00	18,734.33	-18,734.33
235104	FY22-23 Air/Vacuum Relief Valve R	-1,740.00	762,192.82	-763,932.82
235110	FY22-23 Service Laterals Planned Rej	58,145.88	1,212,268.36	-1,154,122.48
235116	Fire Hydrant Replacements (10 hydr	0.00	0.00	0.00
241102	WTP Outdoor Lighting Replacement	0.00	18,887.51	-18,887.51
245100	Connex Storage Box - Upper Yard Re	0.00	16,506.73	-16,506.73
245103	Power Monitors for LGB Hinkle & AR	0.00	19,107.15	-19,107.15
245104	Fence for Sierra 30-in and Bacon 33-	0.00	13,120.00	-13,120.00
245105	Wharf Hydrant Replacements	0.00	90,102.00	-90,102.00
245106	FY23-24 Service Laterals Planned Rej	0.00	0.00	0.00
245107	FY23-24 Meter Replacement Progra	0.00	453,941.27	-453,941.27
245108	FY23-24 Air/Vacuum Relief Valve R	0.00	174,689.32	-174,689.32
245109	FY23-24 Failed Service Lateral Repla	0.00	822,966.05	-822,966.05
245110	FY23-24 Blow Off Valve Replacemen	0.00	61,546.00	-61,546.00
245111	FY23-24 Failed Air/Vacuum Relief V	0.00	25,574.65	-25,574.65
245112	Douglas Blvd and Auburn Folsom Ro	0.00	2,365.66	-2,365.66
245113	FY23-24 Fire Hydrant Replacements	0.00	55,520.40	-55,520.40
Project Totals:		6,138.71	7,244,191.08	-7,238,052.37

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	6,138.71	7,241,152.51	-7,235,013.80
CIP - Asset Unplanned	0.00	3,038.57	-3,038.57
Group Totals:	6,138.71	7,244,191.08	-7,238,052.37

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Engineering	-24,287.44	4,903,014.90	-4,927,302.34
Field Services	0.00	1,499,610.40	-1,499,610.40
Water Treatment Plant	30,426.15	841,565.78	-811,139.63
Type Totals:	6,138.71	7,244,191.08	-7,238,052.37

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
		0.00	0.00	0.00
011-20030	Retentions Payable	-33,843.00	0.00	-33,843.00
011-700-61145	Capital Outlay - WTP & Impro...	0.00	199,922.51	199,922.51
011-700-61155	Capital Outlay - Reservoirs & ...	0.00	1,380,494.97	1,380,494.97
011-700-61160	Capital Outlay - Equipment a...	0.00	66,770.94	66,770.94
050-15150	Capital - Mains/Pipelines & I...	0.00	0.00	0.00

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
050-900-49950	Investment in Fixed Assets	0.00	0.00	0.00
055-20030	Retentions Payable	27,704.29	0.00	27,704.29
055-700-61120	Capital Outlay - Improvemen...	0.00	13,120.00	13,120.00
055-700-61135	Capital Outlay - Pump Station...	0.00	1,902,141.75	1,902,141.75
055-700-61140	Capital Outlay - Buildings & I...	0.00	16,506.73	16,506.73
055-700-61150	Capital Outlay - Mains/Pipeli...	0.00	3,208,254.34	3,208,254.34
055-700-61153	Capital Outlay - Meters and E...	0.00	453,941.27	453,941.27
055-700-61160	Capital Outlay - Equipment a...	0.00	3,038.57	3,038.57
	GL Account Totals:	-6,138.71	7,244,191.08	7,238,052.37



Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	6,761,749.26	25,513,557.84	4,759,895.09	19,608,073.50	56,643,275.69
10510 - Accounts Receivable	0.00	0.01	434,057.96	-0.01	434,057.96
11000 - Inventory	7,234.42	0.00	632,010.76	107,267.10	746,512.28
12000 - Prepaid Expense	82,516.16	0.00	1,240.16	0.00	83,756.32
12850 - Lease Receivable	212,174.87	0.00	187,108.67	0.00	399,283.54
14010 - Deferred Outflows	4,985,177.78	0.00	5,972,112.17	0.00	10,957,289.95
17010 - Capital Assets - Work in Progress	23,218,563.77	0.00	4,789,876.28	0.00	28,008,440.05
17150 - Capital Assets - Land Non-depreciable	120,712.00	0.00	166,272.00	0.00	286,984.00
17160 - Capital Assets - Improvements Other Than Buildings	1,289,061.55	0.00	104,592.32	0.00	1,393,653.87
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	7,248,303.78	0.00	14,295,481.78
17300 - Capital Assets - Buildings & Improvements	1,284,264.26	0.00	280,354.38	0.00	1,564,618.64
17350 - Capital Assets - Water Treatment Plant & Imp	42,026,258.66	0.00	16,000.00	0.00	42,042,258.66
17400 - Capital Assets - Mains/Pipelines & Improvements	28,130,034.95	0.00	53,491,036.45	0.00	81,621,071.40
17410 - Capital Assets - Meters	17,097.25	0.00	362,377.39	0.00	379,474.64
17500 - Capital Assets - Reservoirs & Improvements	2,320,005.39	0.00	2,492,421.90	0.00	4,812,427.29
17700 - Capital Assets - Equipment & Furniture	13,746,278.58	0.00	1,172,220.83	0.00	14,918,499.41
17750 - Capital Assets - Vehicles	282,219.34	0.00	1,023,960.05	0.00	1,306,179.39
17800 - Capital Assets - Software	277,730.52	0.00	629,123.80	0.00	906,854.32
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-43,727,708.75	0.00	-32,884,227.55	0.00	-76,611,936.30
Total Type 1000 - Assets:	88,746,744.01	25,513,557.85	50,878,736.44	19,715,340.59	184,854,378.89
Total Asset:	88,746,744.01	25,513,557.85	50,878,736.44	19,715,340.59	184,854,378.89
Liability					
Type: 1000 - Assets					
10510 - Accounts Receivable	0.00	0.00	120,279.68	0.00	120,279.68
Total Type 1000 - Assets:	0.00	0.00	120,279.68	0.00	120,279.68
Type: 2000 - Liabilities					
20010 - Accounts Payable	216,679.60	75,630.74	125,015.40	573,902.09	991,227.83
20100 - Retentions Payable	0.00	1,062,011.86	0.00	148,719.16	1,210,731.02
21200 - Salaries & Benefits Payable	37,613.55	0.00	72,778.91	0.00	110,392.46
21250 - Payroll Taxes Payable	969.19	0.00	171.02	0.00	1,140.21
21300 - Compensated Absences	521,100.88	0.00	636,166.95	0.00	1,157,267.83
21373 - Deferred Inflows of Resources - Leases	197,375.66	0.00	173,079.60	0.00	370,455.26

Balance Sheet

As Of 05/31/2024

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21500 - Premium on Issuance of Bonds Series 2017	977,332.45	0.00	658,553.66	0.00	1,635,886.11
21600 - OPEB Liability	1,780,190.21	0.00	2,298,184.89	0.00	4,078,375.10
21700 - Pension Liability	2,283,601.31	0.00	2,906,401.66	0.00	5,190,002.97
22010 - Deferred Income	0.00	0.00	38,457.96	0.00	38,457.96
22050 - Deferred Inflows	1,156,543.66	0.00	1,299,709.11	0.00	2,456,252.77
23000 - Loans Payable	23,367,789.49	0.00	3,617,919.42	0.00	26,985,708.91
24250 - Bonds Payable 2017 Refunding	12,876,000.00	0.00	8,584,000.00	0.00	21,460,000.00
24300 - Loan - Refunding	4,323,016.10	0.00	2,347,275.68	0.00	6,670,291.78
Total Type 2000 - Liabilities:	47,738,212.10	1,137,642.60	22,757,714.26	722,621.25	72,356,190.21
Total Liability:	47,738,212.10	1,137,642.60	22,877,993.94	722,621.25	72,476,469.89
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	56,840,501.43	0.00	26,877,947.90	0.00	83,718,449.33
30500 - Designated Reserves	1,705,456.05	2,485,798.11	2,332,193.02	14,095,245.06	20,618,692.24
30600 - Restricted Fund Balance	0.00	0.00	0.00	4,329,965.78	4,329,965.78
Total Type 3000 - Equity:	58,545,957.48	2,485,798.11	29,210,140.92	18,425,210.84	108,667,107.35
Total Total Beginning Equity:	58,545,957.48	2,485,798.11	29,210,140.92	18,425,210.84	108,667,107.35
Total Revenue	-10,034,968.40	23,858,352.06	9,808,869.68	6,566,633.70	30,198,887.04
Total Expense	7,502,457.17	1,968,234.92	11,018,268.10	5,999,125.20	26,488,085.39
Revenues Over/Under Expenses	-17,537,425.57	21,890,117.14	-1,209,398.42	567,508.50	3,710,801.65
Total Equity and Current Surplus (Deficit):	41,008,531.91	24,375,915.25	28,000,742.50	18,992,719.34	112,377,909.00
Total Liabilities, Equity and Current Surplus (Deficit):	88,746,744.01	25,513,557.85	50,878,736.44	19,715,340.59	184,854,378.89



San Juan Water District, CA

Check Report

By Vendor Name

Date Range: 05/09/2024 - 06/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	Void	05/21/2024	Regular	0.00	0.00	60016
03832	A.E. Media Group, LLC	05/14/2024	EFT	0.00	4,150.00	409297
03845	All Pro Backflow, Inc.	06/11/2024	Regular	0.00	1,450.00	60051
03406	Alpha Analytical Laboratories Inc.	05/14/2024	Regular	0.00	212.00	59975
03406	Alpha Analytical Laboratories Inc.	05/21/2024	Regular	0.00	1,952.00	60004
03406	Alpha Analytical Laboratories Inc.	06/05/2024	Regular	0.00	232.00	60041
03406	Alpha Analytical Laboratories Inc.	06/11/2024	Regular	0.00	1,350.00	60052
01073	Amarjeet Singh Garcha	05/14/2024	Regular	0.00	1,400.00	59976
01026	American River Ace Hardware, Inc.	06/11/2024	Regular	0.00	247.25	60053
01328	Association of California Water Agencies / Joint	05/28/2024	EFT	0.00	7,489.46	409327
03998	AWA Concrete Inc.	06/05/2024	EFT	0.00	7,500.00	409342
03758	Barry W. Leeder, Inc.	05/21/2024	EFT	0.00	281.80	409313
03899	Bennett Engineering Services Inc	05/28/2024	EFT	0.00	5,498.25	409328
01234	Bryce HR Consulting, Inc.	05/21/2024	EFT	0.00	190.00	409314
01242	Bureau of Reclamation-MPR	06/11/2024	EFT	0.00	43,238.00	409356
03080	California State Disbursement Unit	05/10/2024	Bank Draft	0.00	1,741.26	PAY0000000000
03080	California State Disbursement Unit	05/10/2024	Bank Draft	0.00	1.50	PAY0000000000
03130	CalPERS Retirement	05/10/2024	Bank Draft	0.00	46,495.94	1002638689
03706	Capra Environmental Services, Corp.	06/11/2024	Regular	0.00	18,750.00	60054
01330	CDW Government LLC	05/14/2024	EFT	0.00	2,201.90	409298
03221	Chemtrade Chemicals Corporation	06/11/2024	EFT	0.00	57,678.16	409357
01366	Citistreet/CalPERS 457	05/10/2024	Bank Draft	0.00	8,747.34	1002638692
01372	City of Folsom	05/21/2024	Regular	0.00	45.87	60005
01372	City of Folsom	05/28/2024	Regular	0.00	7,183.28	60025
01378	Clark Pest Control of Stockton	05/14/2024	Regular	0.00	499.00	59977
01378	Clark Pest Control of Stockton	06/11/2024	Regular	0.00	340.00	60055
03836	Clyde G. Steagall, Inc.	06/05/2024	EFT	0.00	64,920.10	409343
03895	Coating Specialists and Inspection Services, Inc.	05/14/2024	Regular	0.00	8,550.00	59978
03235	Construction Supply Holdings II, LLC	05/21/2024	Regular	0.00	817.52	60006
01423	County of Sacramento	05/21/2024	Regular	0.00	505.00	60007
03979	CRC Roofing, Inc.	05/21/2024	Regular	0.00	3,025.00	60008
03063	D&T Fiberglass, Inc.	06/11/2024	EFT	0.00	12,600.00	409358
03890	Datalink Networks, Inc.	05/14/2024	EFT	0.00	3,202.69	409299
03890	Datalink Networks, Inc.	05/28/2024	EFT	0.00	1,251.85	409329
03890	Datalink Networks, Inc.	06/05/2024	EFT	0.00	1,953.00	409344
01521	DataProse, LLC	05/14/2024	EFT	0.00	4,447.39	409300
01521	DataProse, LLC	06/05/2024	EFT	0.00	67.06	409345
01504	DLT Solutions LLC	06/11/2024	EFT	0.00	21,695.16	409359
01532	E&M Electric & Machinery, Inc.	06/11/2024	EFT	0.00	3,690.30	409360
03163	Economic Development Department	05/09/2024	Bank Draft	0.00	10,729.40	0-272-106-256
03776	EETS Inc.	05/14/2024	EFT	0.00	700.00	409301
03350	Firecode Safety Equipment, Inc.	05/14/2024	Regular	0.00	1,474.81	59979
03350	Firecode Safety Equipment, Inc.	05/21/2024	Regular	0.00	1,517.14	60009
03702	Flowline Contractors, Inc.	05/28/2024	EFT	0.00	218,677.36	409330
03702	Flowline Contractors, Inc.	06/05/2024	EFT	0.00	110,321.20	409346
01630	FM Graphics, Inc.	05/14/2024	Regular	0.00	1,734.87	59980
01630	FM Graphics, Inc.	06/05/2024	Regular	0.00	919.05	60042
01644	Franchise Tax Board	05/14/2024	Regular	0.00	75.00	59981
01644	Franchise Tax Board	05/28/2024	Regular	0.00	75.00	60026
01644	Franchise Tax Board	06/11/2024	Regular	0.00	75.00	60056
01651	Future Ford, Inc.	05/21/2024	EFT	0.00	984.39	409315
01651	Future Ford, Inc.	05/28/2024	EFT	0.00	139.47	409331
01651	Future Ford, Inc.	06/11/2024	EFT	0.00	2,770.17	409361
01684	Government Finance Officers Association	06/05/2024	Regular	0.00	160.00	60043

Check Report

Date Range: 05/09/2024 - 06/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03091	Granite Bay Ace Hardware	05/14/2024	Regular	0.00	617.05	59982
03091	Granite Bay Ace Hardware	05/21/2024	Regular	0.00	118.27	60010
03091	Granite Bay Ace Hardware	05/28/2024	Regular	0.00	9.26	60027
03091	Granite Bay Ace Hardware	06/05/2024	Regular	0.00	72.32	60044
03091	Granite Bay Ace Hardware	06/11/2024	Regular	0.00	310.69	60057
01706	Graymont Western US Inc.	06/11/2024	EFT	0.00	4,275.40	409362
01721	Hach Company	05/21/2024	EFT	0.00	338.92	409316
01721	Hach Company	06/05/2024	EFT	0.00	1,549.22	409347
01733	Harris Industrial Gases	06/05/2024	Regular	0.00	108.05	60045
01733	Harris Industrial Gases	06/11/2024	Regular	0.00	138.82	60058
01738	Hazardous Disposal Specialists, Inc.	05/21/2024	EFT	0.00	2,614.64	409317
01741	HDR Engineering, Inc.	06/05/2024	EFT	0.00	4,027.50	409348
03810	Hildebrand Consulting, LLC	05/21/2024	Regular	0.00	1,500.00	60011
01763	Holt of California	05/14/2024	Regular	0.00	4,769.08	59983
01763	Holt of California	06/11/2024	Regular	0.00	3,001.14	60059
01778	IDEXX Distribution, Inc.	05/14/2024	EFT	0.00	1,127.30	409302
03383	Infererra Construction Management Group, Inc	05/14/2024	Regular	0.00	30,850.00	59984
03383	Infererra Construction Management Group, Inc	05/28/2024	Regular	0.00	65,638.90	60028
03164	Internal Revenue Service	05/10/2024	Bank Draft	0.00	61,285.02	270453185479
01917	Kennedy/Jenks Consultants, Inc.	05/14/2024	EFT	0.00	21,231.50	409303
01917	Kennedy/Jenks Consultants, Inc.	05/28/2024	EFT	0.00	2,797.70	409332
01959	Les Schwab Tire Centers of California Inc	05/14/2024	Regular	0.00	69.99	59985
01959	Les Schwab Tire Centers of California Inc	06/11/2024	Regular	0.00	1,258.85	60060
02024	MCI WORLDCOM	05/14/2024	Regular	0.00	54.48	59986
02024	MCI WORLDCOM	05/28/2024	Regular	0.00	52.49	60029
02027	Mcmaster-Carr Supply Company	05/14/2024	EFT	0.00	716.04	409304
01472	Mel Dawson, Inc.	06/11/2024	EFT	0.00	2,329.41	409363
03959	MSLA Landscape Architecture, Inc.	06/11/2024	Regular	0.00	11,950.00	60061
02093	NDS Solutions, Inc	05/21/2024	Regular	0.00	863.67	60012
02093	NDS Solutions, Inc	06/05/2024	Regular	0.00	3,572.08	60046
02093	NDS Solutions, Inc	06/11/2024	Regular	0.00	4,513.27	60062
03239	NorCal RotoCo, Inc.	06/11/2024	Regular	0.00	2,400.00	60063
02119	Northern California Water Association	06/11/2024	Regular	0.00	10,262.50	60064
02131	ODP Business Solutions, LLC	05/14/2024	Regular	0.00	800.02	59987
02131	ODP Business Solutions, LLC	05/21/2024	Regular	0.00	274.56	60013
02131	ODP Business Solutions, LLC	05/28/2024	Regular	0.00	71.91	60030
02131	ODP Business Solutions, LLC	06/11/2024	Regular	0.00	444.75	60065
02150	Pace Supply Corp	05/14/2024	Regular	0.00	2,345.32	59988
02150	Pace Supply Corp	05/21/2024	Regular	0.00	5,413.92	60014
02150	Pace Supply Corp	06/11/2024	Regular	0.00	3,218.23	60066
02158	Pacific Storage Company	05/28/2024	EFT	0.00	99.32	409333
02146	PG&E	05/21/2024	Regular	0.00	8,437.61	60015
02146	PG&E	05/28/2024	Regular	0.00	10.00	60031
03917	Philips, April R	06/11/2024	Regular	0.00	305.12	60067
02216	Placer County Public Works	05/28/2024	Regular	0.00	55.00	60032
03996	Premier Print & Mail, Inc.	05/21/2024	EFT	0.00	10,325.35	409318
03996	Premier Print & Mail, Inc.	06/05/2024	EFT	0.00	12,766.31	409349
03961	Proso Communications	05/14/2024	Regular	0.00	11,588.75	59989
01736	Quadient Leasing USA, Inc. - Lease	05/28/2024	EFT	0.00	462.81	409334
03066	R. F. MacDonald Co., LLC	05/21/2024	Regular	0.00	1,000.00	60017
03896	R.S. Hughes Co., Inc	05/14/2024	EFT	0.00	1,000.00	409305
03896	R.S. Hughes Co., Inc	05/14/2024	EFT	0.00	-1,000.00	409305
03999	Radius Recycling, Inc.	06/11/2024	Regular	0.00	520.00	60068
02275	Ramos Oil Recyclers Inc	06/11/2024	Regular	0.00	516.41	60069
02283	Recology Auburn Placer	05/14/2024	Regular	0.00	796.56	59990
02283	Recology Auburn Placer	05/21/2024	Regular	0.00	280.00	60018
02283	Recology Auburn Placer	06/11/2024	Regular	0.00	784.79	60070
02286	Regional Water Authority	06/11/2024	EFT	0.00	3,000.00	409364
02223	Rexel Inc (Platt - Rancho Cordova)	05/21/2024	Regular	0.00	1,638.06	60019
02293	RFI Enterprises, Inc.	05/21/2024	EFT	0.00	791.25	409319
02293	RFI Enterprises, Inc.	05/28/2024	EFT	0.00	56.10	409335

Check Report

Date Range: 05/09/2024 - 06/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02293	RFI Enterprises, Inc.	06/05/2024	EFT	0.00	1,222.79	409350
03782	RGM Kramer Inc	05/14/2024	Regular	0.00	1,042.00	59991
03782	RGM Kramer Inc	05/28/2024	Regular	0.00	920.00	60033
03828	Richard D. Jones, A Professional Law Corporatio	06/05/2024	Regular	0.00	4,365.00	60047
02328	Rocklin Windustrial Co	05/28/2024	Regular	0.00	131.06	60034
03681	RS Americas, Inc.	05/21/2024	EFT	0.00	7,199.25	409320
03385	S J Electro Systems Inc	05/14/2024	EFT	0.00	1,231.00	409306
03385	S J Electro Systems Inc	06/05/2024	EFT	0.00	16,280.00	409351
02357	Sacramento Municipal Utility District (SMUD)	05/21/2024	Regular	0.00	14,176.34	60020
03977	Seale, Steven M.	06/05/2024	Regular	0.00	8,858.57	60048
02452	Sierra National Construction, Inc.	06/05/2024	Regular	0.00	47,195.41	60049
02459	Sierra Safety Company	05/28/2024	Regular	0.00	-4,750.00	59899
02459	Sierra Safety Company	06/11/2024	Regular	0.00	272.63	60071
03975	Sierra Safety Training, Inc.	06/11/2024	EFT	0.00	4,750.00	409365
03822	SIJ Holdings LLC	05/14/2024	EFT	0.00	451.00	409307
03375	Sorensen, Elishia	06/05/2024	Regular	0.00	42.91	60050
03906	Southwest Valve & Equipment, LLC	05/14/2024	Regular	0.00	5,084.20	59992
02504	Starr Consulting	06/05/2024	EFT	0.00	2,100.00	409352
02514	State Water Resources Control Board - SWRCB	05/21/2024	Regular	0.00	58,188.55	60024
02514	State Water Resources Control Board - SWRCB	05/28/2024	Regular	0.00	420.21	60035
03830	Stoel Rives LLP	06/11/2024	EFT	0.00	58,491.70	409366
04000	Superior Storage	05/28/2024	Regular	0.00	198.16	60036
03930	Supreme Supply Co., Inc.	06/11/2024	EFT	0.00	24,208.04	409367
01411	SureWest Telephone	05/14/2024	Regular	0.00	3,429.35	59993
02564	Telstar Instruments	05/14/2024	EFT	0.00	2,158.60	409308
02564	Telstar Instruments	05/21/2024	EFT	0.00	362.00	409321
02572	Thatcher Company of California, Inc.	05/14/2024	EFT	0.00	16,773.60	409309
02572	Thatcher Company of California, Inc.	06/11/2024	EFT	0.00	16,773.60	409368
02581	The Ferguson Group, LLC	05/28/2024	EFT	0.00	6,750.00	409336
02163	The Pape' Group, Inc.	05/21/2024	Regular	0.00	2,730.50	60021
03799	Thirkettle Corporation	05/21/2024	EFT	0.00	88,670.02	409322
03799	Thirkettle Corporation	06/11/2024	EFT	0.00	7,460.75	409369
02162	Tobin, Pamela	05/21/2024	EFT	0.00	162.96	409323
02624	Trace Analytics LLC	05/28/2024	Regular	0.00	766.80	60037
03880	TW Associates LLC	05/21/2024	EFT	0.00	1,151.82	409324
03846	U.S. Bancorp Asset Management, Inc.	06/11/2024	EFT	0.00	1,001.05	409370
02281	UBEO West, LLC	05/14/2024	Regular	0.00	419.14	59994
02651	United Parcel Service, Inc.	05/14/2024	Regular	0.00	178.58	59995
02651	United Parcel Service, Inc.	05/21/2024	Regular	0.00	65.80	60022
02651	United Parcel Service, Inc.	06/11/2024	Regular	0.00	75.66	60072
03298	United Rentals (North America), Inc.	05/14/2024	EFT	0.00	3,798.86	409310
03298	United Rentals (North America), Inc.	06/11/2024	EFT	0.00	1,417.62	409371
02667	US Bank Corporate Payments Sys (CalCard)	05/17/2024	Bank Draft	0.00	24,123.45	474-254025-24
03077	VALIC	05/09/2024	Bank Draft	0.00	5,069.20	334420
02678	Valin Corporation	05/28/2024	EFT	0.00	7,262.89	409337
02678	Valin Corporation	06/05/2024	EFT	0.00	119.07	409353
03986	Vaneli's Inc.	05/14/2024	EFT	0.00	158.00	409311
03986	Vaneli's Inc.	05/28/2024	EFT	0.00	103.75	409338
03986	Vaneli's Inc.	06/05/2024	EFT	0.00	80.60	409354
02690	Verizon Wireless	05/28/2024	Regular	0.00	3,141.80	60038
02700	Viking Shred LLC	06/11/2024	Regular	0.00	64.00	60073
01687	W. W. Grainger, Inc.	05/14/2024	Regular	0.00	237.36	59996
01687	W. W. Grainger, Inc.	05/21/2024	Regular	0.00	899.71	60023
01687	W. W. Grainger, Inc.	06/11/2024	Regular	0.00	584.25	60074
02710	WageWorks, Inc	06/11/2024	EFT	0.00	220.00	409373
03387	WageWorks, Inc	05/14/2024	EFT	0.00	438.07	409312
03387	WageWorks, Inc	05/28/2024	EFT	0.00	438.07	409339
03387	WageWorks, Inc	06/11/2024	EFT	0.00	438.07	409372
01068	Walker, Glenn C.	05/14/2024	Regular	0.00	1,412.36	59997
01068	Walker, Glenn C.	06/11/2024	Regular	0.00	1,412.36	60075
01486	WAPA - Department of Energy	05/21/2024	EFT	0.00	1,004.15	409325

Check Report

Date Range: 05/09/2024 - 06/12/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01486	WAPA - Department of Energy	06/11/2024	EFT	0.00	702.48	409374
02716	Water Education Foundation	05/28/2024	Regular	0.00	12,000.00	60039
03791	Water Systems Consulting, Inc.	05/21/2024	EFT	0.00	2,686.25	409326
03791	Water Systems Consulting, Inc.	05/28/2024	EFT	0.00	7,313.75	409340
03915	Webster Bank, N.A.	06/05/2024	EFT	0.00	835,710.28	409355
02730	Western Area Power Administration	05/28/2024	EFT	0.00	6,100.00	409341
03445	Zlotnick, Greg	05/28/2024	Regular	0.00	57.22	60040

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	154	94	0.00	401,591.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-4,750.00
Bank Drafts	8	8	0.00	158,193.11
EFT's	132	79	0.00	1,769,346.57
	294	183	0.00	2,324,381.32

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	154	94	0.00	401,591.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-4,750.00
Bank Drafts	8	8	0.00	158,193.11
EFT's	132	79	0.00	1,769,346.57
	294	183	0.00	2,324,381.32

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	5/2024	869,253.17
999	INTERCOMPANY	6/2024	1,455,128.15
			2,324,381.32



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2023 - 05/31/2024

Payment Date Range -

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Payment Date	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment
Vendor Set: 01 - Vendor Set 01													
01916 - Miller, Ken													
Exp Reimb 06-2024	ACWA Conf Mileage and Parking			5/8/24		409383	6/18/2024	53.49	0.00	0.00	0.00	53.49	53.49
	ACWA Conf Mileage anc	0.00	0.00	5/8/2024	010-010-52110			53.49	0.00	0.00	0.00	53.49	53.49
					050-010-52110				26.74				
									26.75				
03092 - Rich, Dan													
Exp Reimb 12-2023	ACWA Fall Conf Mileage to/from Sac Airpor			12/1/2023		409031	12/13/2023	152.87	0.00	0.00	0.00	152.87	152.87
	ACWA Fall Conf Mileage	0.00	0.00	12/1/2023	010-010-52110			152.87	0.00	0.00	0.00	152.87	152.87
					050-010-52110				76.44				
									76.43				
02162 - Tobin, Pamela													
Exp Reimb 01-2024	ACWA State Leg Meeting Mileage & Parkin			1/19/2024		409175	3/5/2024	38.32	0.00	0.00	0.00	38.32	38.32
	ACWA State Leg Meetin	0.00	0.00	1/19/2024	010-010-52110			38.32	0.00	0.00	0.00	38.32	38.32
					050-010-52110				19.16				
									19.16				
Exp Reimb 02-2024	Mileage Reimbursement 02-2024, ACWA N			2/2/2024		409260	4/16/2024	60.92	0.00	0.00	0.00	60.92	60.92
	Mileage Reimbursemen	0.00	0.00	2/2/2024	010-010-52110			60.92	0.00	0.00	0.00	60.92	60.92
					050-010-52110				30.46				
									30.46				
Exp Reimb 03-2024	Mileage Reimbursement 03-2024			3/26/2024		409260	4/16/2024	96.48	0.00	0.00	0.00	96.48	96.48
	Mileage Reimbursemen	0.00	0.00	3/26/2024	010-010-52110			96.48	0.00	0.00	0.00	96.48	96.48
					050-010-52110				48.24				
									48.24				
Exp. Reimb 04-2024	ACWA Symp, BOD, Farm Bureau, State Leg			4/11/2024		409323	5/21/2024	162.96	0.00	0.00	0.00	162.96	162.96
	ACWA Symp, BOD, Farm	0.00	0.00	4/11/2024	010-010-52110			162.96	0.00	0.00	0.00	162.96	162.96
					050-010-52110				81.48				
									81.48				
Vendors: (3) Total 01 - Vendor Set 01:								565.04	0.00	0.00	0.00	565.04	565.04
Vendors: (3) Report Total:								565.04	0.00	0.00	0.00	565.04	565.04



Payroll Set: 01-San Juan Water District

Employee Number	Employee Name	Pay Code	# of Payments	Units	Pay Amount
0690	Costa, Ted	Reg - Regular Hours	11	68.00	8,500.00
			0690 - Costa Total:	68.00	8,500.00
0670	Miller, Ken	Reg - Regular Hours	11	35.00	4,375.00
			0670 - Miller Total:	35.00	4,375.00
1003	Rich, Daniel	Reg - Regular Hours	11	32.00	4,000.00
			1003 - Rich Total:	32.00	4,000.00
0650	Tobin, Pamela	Reg - Regular Hours	11	106.00	13,250.00
			0650 - Tobin Total:	106.00	13,250.00
1039	Zamorano, Manuel	Reg - Regular Hours	11	28.00	3,500.00
			1039 - Zamorano Total:	28.00	3,500.00
			Report Total:	269.00	33,625.00



Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
010-010-58110	Director - Stipend	134.50	16,812.50
	010 - WHOLESALE Total:	134.50	16,812.50
050-010-58110	Director - Stipend	134.50	16,812.50
	050 - RETAIL Total:	134.50	16,812.50
	Report Total:	269.00	33,625.00



Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg - Regular Hours	Regular Hours	55	269.00	33,625.00
		Report Total:	269.00	33,625.00

2023/24 Actual Deliveries and Revenue - By Wholesale Customer Agency

July 2023 - May 2024								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	9,610	\$ 3,023,149	9,826	\$ 2,993,533	216	2.2%	\$ (29,616)	-1.0%
Citrus Heights Water District	8,003	\$ 2,726,085	8,940	\$ 2,713,218	937	11.7%	\$ (12,867)	-0.5%
Fair Oaks Water District	5,531	\$ 1,883,358	6,052	\$ 1,892,633	521	9.4%	\$ 9,275	0.5%
Orange Vale Water Co.	3,311	\$ 1,005,690	3,288	\$ 988,574	(23)	-0.7%	\$ (17,117)	-1.7%
City of Folsom	876	\$ 289,415	940	\$ 290,266	64	7.3%	\$ 852	0.3%
Granite Bay Golf Course	245	\$ 8,646	296	\$ 10,469	52	21.1%	\$ 1,823	21.1%
Sac Suburban Water District	6,150	\$ 1,353,984	11,934	\$ 2,761,433	5,784	94.0%	\$ 1,407,449	103.9%
TOTAL	33,725	\$ 10,290,327	41,277	\$ 11,650,127	\$ 7,551	22.4%	\$ 1,359,800	13.2%

Budgeted Deliveries	33,725.46
Actual Deliveries	41,276.58
Difference	7,551.12
	22.4%

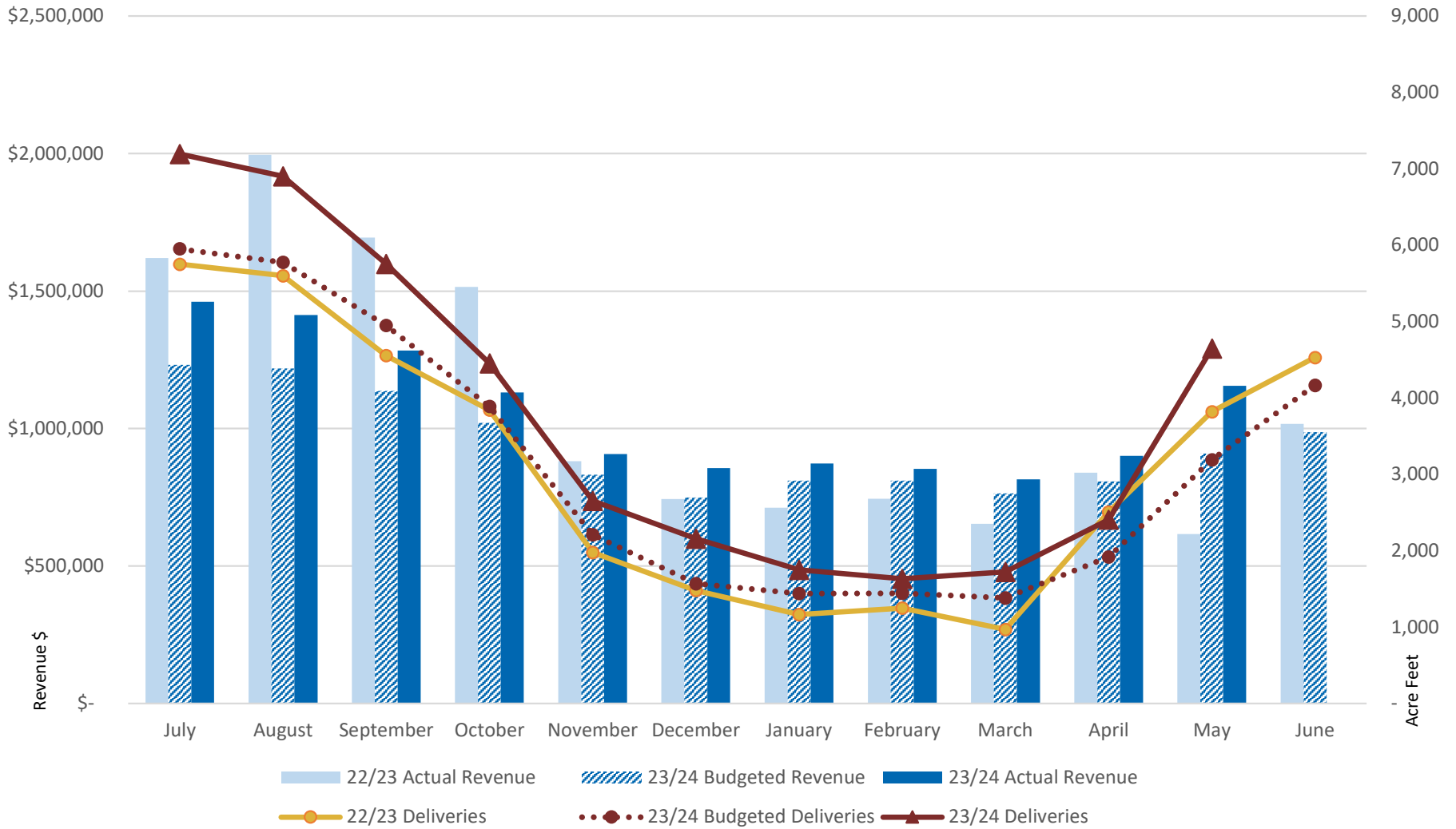
Budgeted Water Sale Revenue	\$ 10,290,327
Actual Water Sale Revenue	\$ 11,650,127
Difference	\$ 1,359,800
	13.2%

Conclusion:

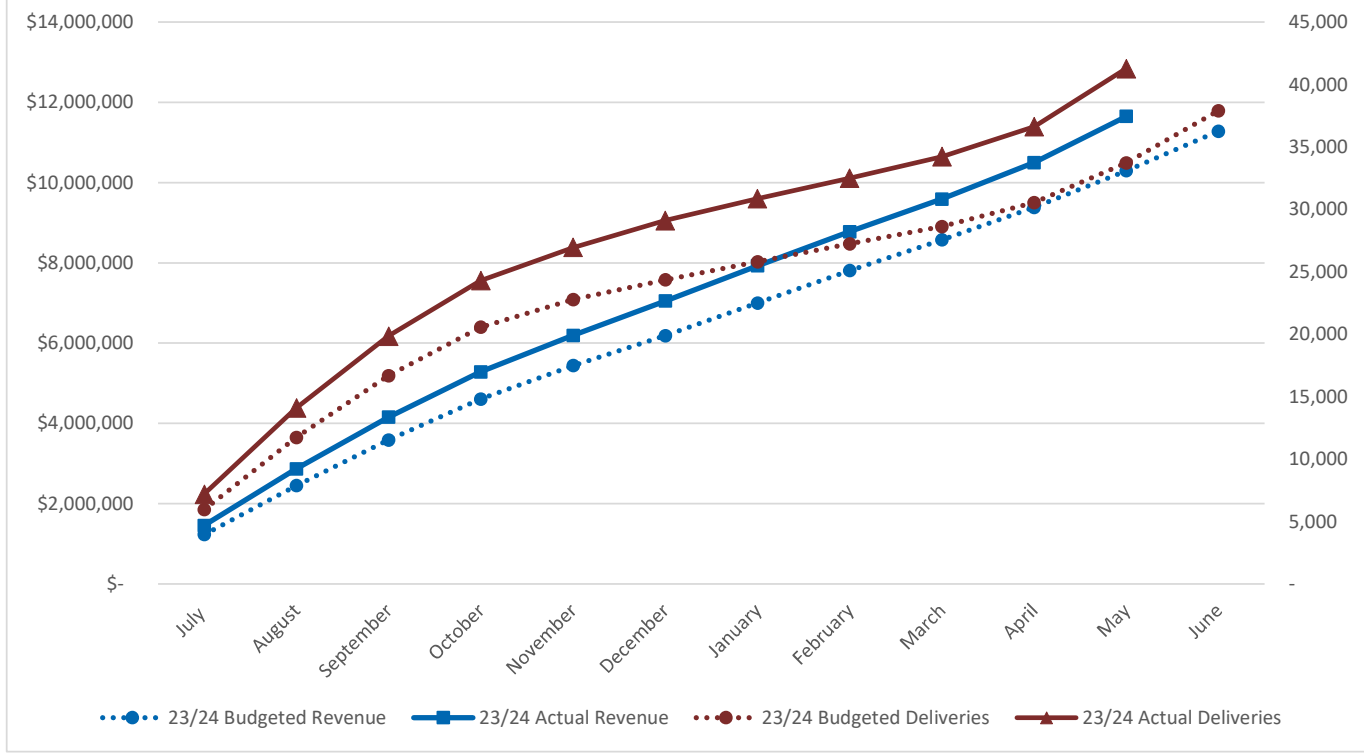
July through May deliveries were higher than anticipated by 7,551 acre feet or 22.4%. As shown in the table above the main drivers of the positive variance are deliveries to SSWD and the Citrus Heights Water District. Deliveries to SSWD are 94.0% greater than anticipated for this point in the year and deliveries to Citrus Heights Water District are 11.7% higher than anticipated.

The 22.4% positive variance in deliveries results in year to date revenues that are 13.2% greater than anticipated in the budget for this point in the year.

Comparison of Fiscal Year 2022/2023 Actuals to 2023/2024 Projections and Actuals of Deliveries and Revenue



Cumulative Water Deliveries and Revenues FY 2023-24



June 11, 2024

Board of Directors
Granite Bay, California

This letter is provided in connection with our engagement to audit the financial statements of the San Juan Water District (the District) as of and for the year ending June 30, 2024. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit, including significant risks we have identified. Additionally, as a part of our audit, we inquire with those whose duties include oversight of the financial reporting process (review and acceptance of audit reports, etc.) to ascertain whether or not anyone on the Board has knowledge of matters that might have a bearing on the auditor's risk assessment for the District's annual audit.

Example of these matters are:

- Known or suspected instances of employee fraud
- Areas in which the internal controls of the District are thought by the Board of Directors to be weak
- Known or suspected misstatements in the accounting records of the District
- Known or suspected use of improper accounting practices by the District
- Any awareness of pressure upon the District or District management with respect to achieving certain financial results
- Matters that warrant particular attention during the audit
- Information about unusual transactions or other matters relevant to the audit

Generally, the scope of the audit is limited to matters involving amounts that would be significant to the financial statements of the District taken as a whole. If additional time is required to respond to the concerns of the Board of Directors, we will estimate for the District the costs involved.

Please respond within 45 days from the date of this letter if the Board of Directors has any matters to report that meet the above criteria.

Our Responsibilities

As stated in our engagement letter dated May 15, 2024, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America and in accordance with Government Auditing Standards for the purpose of forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit does not relieve you or management of your respective responsibilities.

Our responsibility relating to other information, whether financial or nonfinancial information (other than financial statements and the auditor's report thereon), included in the District's Annual Comprehensive Financial Report (ACFR) includes only the information identified in our report. We have no responsibility for determining whether the Introductory Section or Statistical Section is properly stated. We require that we receive the final version of the ACFR in a timely manner prior to the date of the auditor's report, or if that is not possible, as soon as practicable and, in any case, prior to the entity's issuance of such information.

Planned Scope of the Audit

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. However, we will communicate to you at the conclusion of our audit any material weaknesses or significant deficiencies identified. We will also communicate to you:

- Any violation of laws or regulations that come to our attention;
- Our views relating to qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Significant difficulties, if any, encountered during the audit;
- Disagreements with management, if any, encountered during the audit;
- Significant unusual transactions, if any;

- The potential effects of uncorrected misstatements on future-period financial statements; and
- Other significant matters that are relevant to your responsibilities in overseeing the financial reporting process.

We performed preliminary audit procedures in June 2024 and will return to perform the final audit in October 2024 with the plan of completing the audit and finalizing the ACFR in December 2024.

Audit Approach

In addition to our standard audit approach, we have identified significant audit risk areas for the San Juan Water District and plan to modify our audit approach as follows:

- New SRF loan transactions: We will evaluate new debt transactions including reviewing the agreements and journal entries to ensure they are recorded properly and the footnotes contain complete and accurate disclosures.
- Federal grant compliance: Due to federal grant expenditures exceeding \$750,000, the District will be subject to a federal Single Audit for the fiscal year ended June 30, 2024. We will perform testing in accordance with the Office of Management and Budget Uniform Guidance.
- Each year we are required to incorporate an element of unpredictability into our audit approach. This year, we plan to select a sample of payments to vendors and review compliance with the District's purchasing policy.

If any member of the Board of Directors has information relevant to our audit (matters involving amounts that would be significant to the financial statements of the District taken as a whole), please contact the undersigned at (949) 783-1740 or JFarr@davisfarr.com.

Sincerely,



Jennifer Farr
Partner

June 26, 2024

Director Tobin's Report

ACWA

The State Water Resources Control Board

On July 3 will hold a board meeting to consider adoption of the proposed Making Conservation a California Way of Life regulation.

The regulation outlines water uses efficiency goals for each urban retail water supplier, including urban water use efficiency standards, variances, an urban water use objective, and commercial, industrial, and institutional (CII) performance measures.

The State Water Board on June 14 released the fourth version of the revised draft regulation for Making Conservation a California Way of Life with written comments due by noon on July 1.

ACWA, its member agencies, and coalition partners have been highly engaged on the state's pre-rulemaking efforts to inform the Making Conservation a California Way of Life Regulation. ACWA continues to advocate for a water use efficiency framework that is feasible and cost-effective and does not impair water agencies' ability to make long-term investments for climate resilience. More information is available on ACWA's Water Use Efficiency web page.

State Must Re-Engage on the Voluntary Agreements

Public water agencies across California call on Governor Newsom and his administration to re-engage in negotiations with the federal administration and stakeholders to successfully complete the Voluntary Agreements (VAs).

The Water Resilience Portfolio is intended to provide a blueprint to meet the water needs of California's communities, economy, and the environment through the 21st century. It includes several actions to support the VAs to meet the goal of protecting and enhancing natural ecosystems, including to "bring together regulators, tribes, water users, public water agencies, non-governmental organizations, and other stakeholders to develop innovative, voluntary solutions to water supply, water quality, and ecosystem protection".

The Association of California Water Agencies (ACWA) are expressing strong opposition to any reduction or reversion of previously committed funding for water resilience projects related to the San Francisco Bay/Sacramento-San Joaquin Delta (Bay-Delta).

Specifically, the Legislature is proposing to rescind critical funding that is currently available to support no-regrets habitat and water supply projects that are already providing drought resiliency for the environment, farms, and people. While these critical projects support early implementation of the Agreements to Support Healthy Rivers and Landscapes (Agreements), formerly referred to as the Voluntary Agreements, these types of projects are urgently needed regardless of what decision the State Water Resources Control Board (State Water Board) may make regarding the updated Bay-Delta Water Quality Control Plan.

Federal Support for Voluntary Agreements

The Biden Administration Should Embrace the Voluntary Agreements Public water agencies across California call on the Biden Administration to embrace the Voluntary Agreements (VAs) and engage in negotiations with the Newsom Administration and stakeholders to successfully complete the VAs. To implement this modern water management approach, the Association of California Water Agencies (ACWA) asks the Biden Administration to take the following actions:

- 1) Resolve the litigation between the federal government, State of California, public water agencies and NGOs regarding the Incidental Take Permit and the Biological Opinion. Support and assist water agencies that have proposed early implementation projects to accelerate improvements for fish and wildlife, including with direct funding, a mechanism to collect fees and streamlined permitting processes.
- 2) Work with California to convene all parties to complete the VAs and the related efforts to advance the implementation of the State's Water Quality Control Plan through the Vas
- 3) Support and assist water agencies that have proposed early implementation projects to accelerate improvements for fish and wildlife, including with direct

ACWA Region 2 June 27, 2024 is hosting a program and tour to highlight the resilience and revival of the town of Paradise, in the wake of the devastating 2018 Camp Fire. This comprehensive tour and program will delve into the multifaceted aspects of recovery, focusing on mitigation and fire prevention initiatives spearheaded by the Paradise Irrigation District, as well as the remarkable economic resurgence and the ongoing rebuild of the town of Paradise

OTHER JUNE NEWS

- SANTA CLARITA VALLEY WATER AGENCY – JUNE 11, 2024

Part of its commitment to restoring local groundwater reliability, SCV Water will soon begin construction of a new treatment facility to remove per- and polyfluoroalkyl substances (PFAS) and restore three wells to service that are currently offline due to PFAS detection. The proposed facility will also remove volatile organic compounds (VOCs) from two additional wells. Construction on the facility, which will be added to the current Rio Vista Intake Pump Station on Bouquet Canyon Road near the Lowe's shopping center, will begin in the summer of 2024. Construction is anticipated to take 18 months to complete.

- BILL THAT WOULD HAVE BANNED SOME NEW GROUNDWATER WELLS FAILS TO PASS OUT OF SENATE COMMITTEE JUNE 12, 2024

AB 2079 (Bennett), which would have banned local agencies from permitting some new groundwater wells, failed to pass out of the Senate Natural Resources and Water Committee on Tuesday, effectively stopping the bill.

ACWA's State Legislative Committee adopted an oppose-unless-amended position due to concerns over the moratorium on new wells throughout much of the state and the potential legal liability it created for local agencies. The bill would have prohibited well-permitting agencies from approving applications for agricultural and industrial wells in basins that experienced more than half a foot of subsidence since 2015, or if the well was within a quarter mile of a domestic well.

ACWA participated in a large coalition of associations, water agencies, business and agricultural interests in opposing the bill, and ACWA Senior State Relations Advocate Kristopher Anderson testified Tuesday, encouraging the committee to vote against the bill.

EMMY AWARDS PRESENTED TO RANCHO WATER AND POST AND JAM FOR PSA JUNE 20, 2024

The Rancho California Water District (Rancho Water/District) and Post and Jam LLC (Post and Jam) media productions company were the recipients of Emmy Awards at the National Academy of Television Arts & Sciences (NATAS) ceremony on Saturday, June 15, 2024. The Pacific Southwest (PSW) chapter presented both agencies with awards for the category of Public Service Announcement for the "Be a Water Hero" communications campaign.

The "Be a Water Hero" campaign includes commercials in English and Spanish which have aired locally in theatres and via digital streaming and promote the idea of being water efficient every day even when the region is drought-free. Commercials were

written and produced by Rancho Water's Public Affairs Manager Kimberly Wall and directed and edited by Post and Jam's owner and director Warren Burley.

"I am so honored to be the recipient of this prestigious Emmy Award on behalf of Rancho Water and am thankful for our wonderful partnership with Warren and his team at Post and Jam," said Kimberly Wall, Rancho Water Public Affairs Manager. "The district is committed to promoting water efficiency and providing excellence in communications for our community, so being presented with this award is truly humbling."

Post and Jam's Director Warren Burley stated, "Post and Jam is thrilled to celebrate almost a decade of successful collaboration with Rancho Water. Our partnership has been a source of immense pride and excitement, consistently yielding creative and innovative outcomes. Each project undertaken with Rancho Water has been a testament to the synergy and dedication we share. Winning an Emmy together with Rancho Water was a well-deserved honor that underscores the excellence and creativity of our joint efforts. We look forward to many more years of groundbreaking projects and mutual growth."

With almost 700 members, NATAS PSW serves television professionals in San Diego, Bakersfield, Las Vegas, Palm Springs, San Luis Obispo, Santa Barbara, and Santa Maria, and has awarded Emmys since 1974. The winning commercial for "Be a Water Hero" can be found on Rancho Water's website at RanchoWater.com/waterhero.

WRD AWARDED \$25 MILLION WATERSMART GRANT FOR BRACKISH GROUNDWATER CLEANUP PROJECT JUNE 20, 2024

The Water Replenishment District (WRD) has been awarded a \$25 million WaterSMART grant from the U.S. Department of the Interior's Bureau of Reclamation for the construction of a groundwater desalination project – the largest desalination grant awarded in this round.

This project will significantly increase the locally sustainable drinking water supply for the South Bay by doubling the capacity of WRD's Desalter located in the city of Torrance. The Torrance Groundwater Desalter Expansion project will be designed to extract and purify approximately 10 million gallons a day from a salty groundwater plume. The removal of this salty groundwater will create groundwater storage capacity for excess local freshwater and recycled water for the region to use in future drought years.

The saline plume located under the South Bay is the result of the over-extraction of groundwater in the early 1900s. This caused seawater to intrude into the groundwater basin where it mixed with freshwater; making that groundwater too salty to be used. The expansion will create a new source of clean drinking water for the region.

The Water Replenishment District of Southern California is the regional groundwater management agency that protects and preserves the quantity and quality of groundwater for two of the most utilized urban basins in the State of California. The service area is home to over ten percent of California's population residing in 43 cities in southern Los Angeles County

FRIANT-KERN CANAL FIX CELEBRATES MILESTONE JUNE 25, 2024

The Bureau of Reclamation, Friant Water Authority, and California Department of Water Resources on June 21 cut the ribbon to celebrate completion of Phase 1 of the Friant-Kern Canal Middle Reach Capacity Correction Project. The project will restore capacity to 33 miles of the existing Friant-Kern Canal damaged from subsidence—a sinking of the earth from groundwater removal.

The 152-mile Friant-Kern Canal plays a critical role in delivering water to 1 million acres of highly productive farmland and more than 250,000 people from Fresno to Bakersfield in Central California. Since the canal's construction in 1951, more than 50% of its original conveyance capacity in the middle reach has been lost due to land subsidence. Phase 1 of the project focused on the construction of 10 miles of new concrete-lined canal to replace one of the worst pinch points of the canal's subsiding middle reach.

“Today's ribbon cutting celebration is a shining example of what can happen when federal, state, and local agencies partner together in pursuit of future water security,” said Reclamation Regional Director Karl Stock. “This celebration marks an important milestone for one of Reclamation's most critical priorities: to provide water supply reliability to one of the most productive agriculture regions in the nation.”

“There are few bigger priorities in water management than readying ourselves to move and store water when it's wet. It takes partnerships like this between federal, state, and local governments to make sure our infrastructure is up to the task,” said DWR Director Karla Nemeth. “That's why DWR is so excited to celebrate today's milestone on the federal Friant-Kern Canal. We look forward to similar partnerships to ensure that the California Aqueduct and Delta Mendota Canal are rehabilitated to meet the challenges of weather whiplash that lie ahead.”

“Nelson Mandela once said, ‘it always seems impossible until it's done,’ and there's no better way to describe the efforts of all the partners involved in the Friant-Kern Canal Middle Reach Capacity Project,” said Friant Water Authority Chief Executive Officer Jason Phillips. “The completion of Phase 1 will provide incalculable benefits for the farms, communities, and people of the Friant Division for decades. The Friant Water Authority looks forward to working with our project partners to protect the enormous investment made and to ensure that those benefits can be realized long after we are all gone.”

The project was funded by Reclamation, Friant Water Authority, and DWR. Phase 2 of the project will address correcting subsidence-related deficiencies in the portion of the Middle Reach section not addressed in Phase 1. Phase 2 of the project has been awarded more than \$22 million from the Bipartisan Infrastructure Law through President Biden's Investing in America Agenda for planning and design.

The canal, part of the Central Valley Project's Friant Division, is owned by the federal government; Friant Water Authority operates and maintains it under contract with Reclamation. The canal's diminished capacity has resulted in up to 300,000 acre-feet of reduced water deliveries in certain water years with effects most prominent in the middle reach of the canal (milepost 88 to milepost 121). The Middle Reach Capacity Correction Project will restore conveyance capacity from the current estimated 1,600 cubic-feet-per-second to the original 4,000 cubic-feet-per-second in the most critical area near the Deer Creek check structure (milepost 103). Reclamation signed the Record of Decision for the project in November 2020.

BUREAU INCREASES SOUTH-OF-DELTA ALLOCATION JUNE 26, 2024

The U.S. Bureau of Reclamation on June 25 announced another increase in the Central Valley Project 2024 water supply allocation for south-of-Delta contractors.

While all north-of-Delta Central Valley Project contractors are currently at 100% of their supplies, south-of-Delta agricultural contractors are being increased from 40% to 50%. All other Central Valley Project contract allocations remain the same, per the March 22 water supply update. Initial contract allocations were announced on Feb. 21 and updated in March and April.

"With the current and forecasted conditions that factor into Central Valley Project allocations, in particular, a greater than expected rate of exports during the month of June, we are pleased to be able to provide an additional increase to south-of-Delta agricultural contractors," California-Great Basin Regional Director Karl Stock stated in a Bureau news release.

In a news release, Westlands Water District welcomed the increase and called it clearly justified, but also described it as long overdue, especially given the current favorable water conditions throughout the state.

"This announcement provides much-needed relief and is good news for our growers. Even so, the low water supply allocations announced earlier in this contract year, after a relatively wet winter that filled the reservoirs and lifted the state officially out of drought conditions, single-handedly demonstrate the critical and urgent need to improve water management transparency and accountability in the state of California," Westlands Water District General Manager Allison Febbo stated in the release. "We need a more collaborative and transparent approach to regulatory decisions that affect our water

supply, and we urge the five agencies responsible for making these decisions to rely more effectively on sound data and information. Every drop of CVP water allocation given to Westlands Water District growers is food grown, jobs produced, and groundwater saved.”

CALENDAR EVENTS

ACWA REGION 3 & 4 PROGRAM AND TOUR - ROSEVILLE, CA

July 31

10:00 am – 3:45 pm

2005 Hilltop Circle, Roseville

**Guardians of the Source:
Strengthening Watershed Resilience for Future Generations
Presented by ACWA Regions 3 and 4**

Join us in Roseville on July 31 for an enriching program and insightful tour, alongside a chance to network with peers from across greater Sacramento and the Mountain Counties regions. Discover the impactful work of the Sacramento Regional Water Bank, a pioneering initiative led by public water agencies, ensuring robust watershed reliability. Explore how Roseville’s innovative groundwater program bolsters water supply security, fosters sustainability, and aligns with regional conjunctive use objectives. Cap off the day with an engaging tour of a local aquifer storage and recovery well, gaining firsthand insight into the cutting-edge technology driving the city’s water management efforts.

The event will include a continental breakfast and networking lunch. The tour location is just a short drive away, and attendees are responsible for arranging their transportation.
ac

ACWA REGION 9 EVENT

August 13

10:00 am – 3:30 pm

Wilson Creek Winery, Rancho California Road, Temecula, CA 92591, USA

**Building the Future: Water Workforce Development Solutions
ACWA Region 9 Event
Tuesday, August 13, 2024**

Join us for an engaging program that will address the pressing workforce challenges of the water industry. Tomorrow's Talent Founder Dr. Dale Marsden will offer a keynote titled, "Innovating the Water Workforce: What if we could build an intergenerational talent pipeline for the next 100 years?" Discover how talent has been cultivated over the past century and envision what the next hundred years will bring. A panel of experts will share insights on igniting student interest in water careers, recruiting skilled candidates, diverse avenues for attracting future employees, and much more. Through interactive roundtable discussions, attendees will also gain practical ideas for building successful workforce development programs and regional collaboration. Lunch and ample networking opportunities will be provided.

ACWA REGION 8 EVENT

August 21

1:30 pm – 6:30 pm

Brookside Golf Club, 1133 Rosemont Ave, Pasadena, CA 91103, USA

Leadership in Times of Climate Uncertainty
ACWA Region 8 Event
Reception Co-Hosted by
Women in Water San Gabriel Valley Region

Join us to learn from visionary women in leadership how they navigate career and industry changes and are leading towards a more climate resilient future. Patricia Mulroy, senior fellow at the UNLV William S. Boyd School of Law and former general manager at Southern Nevada Water Authority, will offer a keynote and then moderate a panel discussion. In her keynote address, Mulroy will share insights on her noteworthy career, Colorado River negotiations, and leadership on critical climate adaptation issues. The panel discussion of women leaders in the region will delve into topics such as their path to leadership, regional collaboration, and managing agencies to ensure a resilient water supply. Immediately following the program, attendees will enjoy a lively networking reception co-hosted by Women in Water San Gabriel Valley Region.

ACWA REGION 5 PROGRAM AND TOUR

September 13

9:00 am

Pajaro Valley, Pajaro Dunes, CA, USA

Save the Date!

Topic: Pajaro Valley Tour, discussion on damage and repair from major flooding last year

ACWA JPIA

No new reportable information from the May 2024 report

LafCo next meeting is July 30, 2024 at 7:00pm

Central Valley Project Water Association Membership Roster 2024 Membership Status (as of May 31, 2024)					
	2022	2023	2024	Paid in 2023	Paid in 2024
Northern Zone					
Anderson-Cottonwood ID 1/			1		2,703
Bella Vista WD	1	1	1	1,327	1,516
City of Redding	1	1	1	750	750
City of Shasta Lake	1	1	1	750	750
Clear Creek CSD	1	1	1	873	998
Colusa County WD	1	1	1	3,464	3,959
Conaway Preservation Group	1	1	1	851	973
Cortina WD	1				
County of Colusa	1				
Davis WD	1		1		750
Dunnigan Water District	1	1	1	966	1,104
Feather WD					
Glide WD	1	1	1	750	750
Kirkwood Water District	1				
Maxwell ID	1	1	1	750	750
Princeton-Codora-Glen ID	1	1	1	1,634	1,867
Provident ID	1	1	1	1,066	1,218
RD #108 1/			1		5,775
River Garden Farms Co.	1	1	1	750	750
Shasta County WA	1	1	1	750	750
Shasta CSD 1/			1		750
Stony Creek WD [a]	1	1	1	350	350
Sutter Mutual Water Company	1	1	1	5,874	6,713
Westside WD	1				
Total	20	15	18	20,904	30,473
Central Zone					
City of Folsom	1	1	1	750	750
City of Roseville	1	1	1	1,953	750
City of West Sacramento	1	1	1	796	2,232
Contra Costa WD	1	1	1	11,275	909
East Bay MUD	1	1	1	1,624	12,901
El Dorado ID		1	1	750	750
El Dorado CWA	1	1		750	
Placer County WA	1	1	1	750	750
Sacramento County Water Agency	1	1	1	2,810	3,590
San Benito Co WD	1	1	1	1,823	2,083
San Juan WD	1	1	1	1,406	1,607
Santa Clara Valley WD	1	1	1	7,829	8,948
SMUD	1	1		981	
Stockton East WD	1	1	1	750	750
Total	13	14	12	34,247	36,020

Central Valley Project Water Association Membership Roster					
2024 Membership Status (as of May 31, 2024)					
Western Zone	2022	2023	2024	Paid in 2023	Paid in 2024
Banta-Carbona ID	1	1	1	780	891
Byron-Bethany Irrigation District (& The West Side ID)	1	1	1	901	1,029
City of Avenal	1	1		750	
City of Huron	1				
City of Tracy	1	1	1	974	1,113
Del Puerto WD	1	1	1	5,467	6,248
Eagle Field WD		1	1	750	750
Fresno Slough WD	1	1	1	750	750
Laguna WD	1	1	1	750	750
Mercy Springs WD			1		750
Pacheco WD	1	1	1	750	750
Panoche WD	1	1	1	3,661	750
Patterson ID	1	1	1	750	4,184
San Luis WD	1	1	1	4,877	849
Tranquillity ID	1	1	1	873	5,574
West Stanislaus ID	1	1	1	1,950	998
Westlands WD	1	1		34,648	
Total	15	15	14	58,630	25,386

Central Valley Project Water Association Membership Roster 2024 Membership Status (as of May 31, 2024)					
	2022	2023	2024	Paid in 2023	Paid in 2024
Southern Zone					
Alpaugh ID 2/ [a]		1	1	150	750
Cawelo WD 2/	1	1	1	750	750
City of Lindsay	1				
County of Tulare	1		1		750
Delano-Earlimart ID	1	1		7,463	
Garfield WD	1	1	1	750	750
International WD	1	1	1	750	750
Lewis Creek WD	1	1	1	750	750
Shafter-Wasco Irrigation District	1	1		3,531	
Southern San Joaquin MUD	1	1	1	6,249	7,268
Tri-Valley Water District	1	1	1	750	750
Total	10	9	8	21,142	12,518
Authorities					
Friant Water Authority 2/	1	1	1	37,249	45,000
San Luis & Delta-Mendota WA 2/	1	1	1	750	750
Tehama-Colusa Canal Authority 2/	1		1		750
Total	3	2	3	37,999	46,500
Grand Total	<u>61</u>	<u>55</u>	<u>55</u>	<u>172,922</u>	<u>150,897</u>
Members: 53 of 70 2023 members renewed, 3 new members for 2024					
<p>[a] -- Contributing Member 1/ New or Returning Members for 2024 2/ These entities do not hold a repayment contract, but have contracted with Reclamation for use of facilities or other short-term contracts.</p> <p>Green highlighting indicates TCCA Districts not billed in 2023 as part of the proposal for TCCA collecting dues on behalf of its members. Note that 2023 bills will be sent out with 2024 bills to the TCCA Districts that have historically been CVPWA members.</p>					
FWA Members (as of June 2024)					
Arvin-Edison Water Storage District	Lower Tule River Irrigation District				
Chowchilla Water District	Madera Irrigation District				
City Of Fresno Service Area	Orange Cove Irrigation District				
Delano-Earlimart ID	Pixley ID				
Fresno Irrigation District	Porterville Irrigation District				
Hills Valley Irrigation District	Saucelito Irrigation District				
Kaweah Delta Water Conservation District	Shafter-Wasco ID				
Kern-Tulare Water District	Tea Pot Dome Water District				
Lindmore Irrigation District	Terra Bella Irrigation District				
Lindsay — Strathmore Irrigation District	Tulare Irrigation District				

**CENTRAL VALLEY PROJECT WATER ASSOCIATION
STATEMENT OF FINANCIAL CONDITION
CALENDAR YEAR 2024**

General Operations	January	February	March	April	May	June	July	August	September	October	November	December	Yr to date	Approved 2024 Budget	% to date
Revenue															
Member Dues	0	45,000	0	82,799	33,564	0	0	0	0	0	0	0	161,363	198,000	81%
Special Member Dues													0	0	0%
Interest and Dividend Income	1,443	277	250	421									2,391	2,000	120%
Required from Reserves													0	0	0%
Total Revenue	1,443	45,277	250	83,221	33,564	0	0	0	0	0	0	0	163,755	200,000	82%
Expenses															
Salaries	12,103	12,103	24,906	14,333	0	0	0	0	0	0	0	0	63,444	145,233	44%
Payroll Taxes & Benefits	4,792	1,145	4,053	1,259	0	0	0	0	0	0	0	0	11,249	20,830	54%
Office Rent & Admin Services (AAMSI)	2,500	2,500	2,500	2,500	0	0	0	0	0	0	0	0	10,000	30,000	33%
Travel & Meetings	31	640	452	958	0	0	0	0	0	0	0	0	2,081	4,500	46%
Telephone	0	110	219	365	0	0	0	0	0	0	0	0	695	700	99%
Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	3,200	0%
Printing, Postage, Office Expenses	200	246	0	1,272	0	0	0	0	0	0	0	0	1,718	2,600	66%
Administrative Services (Accounting, IT)	0	20	540	810	0	0	0	0	0	0	0	0	1,370	4,000	34%
Miscellaneous (Dues, Technology)	0	20	0	0	0	0	0	0	0	0	0	0	20	3,500	1%
Total Office Operations Expense	19,626	16,784	32,670	21,497	0	0	0	0	0	0	0	0	90,577	214,563	42%
Professional Services															
Federal Affairs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Project Operations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Financial Affairs	0	0	0	0	0	0	0	0	0	0	0	0	0	7,000	0%
Total Professional Services	0	0	0	0	0	0	0	0	0	0	0	0	0	7,000	0
Total General Operations	19,626	16,784	32,670	21,497	0	0	0	0	0	0	0	0	90,577	221,563	41%
Net General Operations	(18,183)	28,494	(32,420)	61,723	33,564	0	0	0	0	0	0	0	73,178	(21,563)	
General Operations Fund Balances															
Cash	200	200	200	200										Dec 2023	Dec 2022
Checking	17,421	20,637	27,967	31,470										200	200
Money Market	103,520	128,798	89,047	147,268										12,046	17,789
LAIF	102,510	102,510	102,510	102,510										128,097	139,844
Principal Fin Grp	17,191	17,191	17,191	17,191										101,491	98,617
Total CVPWA Assets	240,841	269,335	236,915	298,638	0	0	0	0	0	0	0	0	0	17,191	17,191
Balanced	True	True	True	True	False	True	True	True	True	True	True	True	True	259,024	273,641

**CENTRAL VALLEY PROJECT WATER ASSOCIATION
STATEMENT OF FINANCIAL CONDITION
CALENDAR YEAR 2024**

Description	January	February	March	April	May	June	July	August	September	October	November	December	Yr to date	Approved 2024 Budget	% to date
Legislative Fund															
Reserve Fund - January 1, 2022	0														
Revenue															
SWRCB Fee Billings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Expense															
SWRCB Legal Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professional Services															
Federal Affairs															
CVPWA General	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project Operations															
Legal- Misc. & Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Financial Affairs															
Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,000
Total Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,000
Total Association Assets															
	January	February	March	April	May	June	July	August	September	October	November	December	44,896		
WUC Banking Accounts															
WUC Checking	4,060	74,130	74,130	88,541										45,202	
WUC Money Market	17,871	24,786	24,786	9,826										7,834	
Total WUC Cash	21,931	98,916	98,916	98,367	0	0	0	0	0	0	0	0	0	53,036	
CVPWA Fixed Assets															
Furniture and Equipment	17,557	17,557	17,557	17,557										17,557	
Accumulated Depreciation	(16,040)	(16,040)	(16,040)	(16,040)										(16,040)	
Total CVPWA Fixed Assets	1,517	1,517	1,517	1,517	0	0	0	0	0	0	0	0	0	1,517	
General Operations Fund	240,841	269,335	236,915	298,638	0	0	0	0	0	0	0	0	0	259,024	
Legislative Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Association Assets	264,290	369,768	337,348	398,522	0	0	0	0	0	0	0	0	0	313,577	

**Public Information Committee Meeting Minutes
San Juan Water District
June 11, 2024
4:00 p.m.**

- Committee Members:** Manuel Zamorano, Chair
Ted Costa, Member
- District Staff:** Paul Helliker, General Manager
Devon Barrett, Customer Service Manager
Teri Grant, Board Secretary/Administrative Assistant
- Members of the Public:** Attendee
Lindsay Pangburn, Pro시오 Communications
Pam Tobin, SJWD Board Member
- Topics:** Public Outreach Contract (R)
Other Public Information Matters
Public Comment

1. Public Outreach Contract (W & R)

Mr. Barrett reviewed the written staff report that was provided to the committee which will be included in the Board packet. The committee discussed the proposed agreement, the term of the contract and the scope of work. The committee would like to see the final wholesale mailers prior to them being sent out.

In response to Director Costa's comments, GM Helliker explained that part of the discussions and the study with Sacramento Suburban Water District will include a communications element, with which we would expect Pro시오 to assist, which would be beyond the scope of the contract being presented to the Committee today. He explained that the contract for Public Outreach is executed annually and that all items in the scope of work need to be completed.

Director Costa voiced concern that staff needs to have direct contact with the media assignment editors. GM Helliker informed the committee that he has had direct communication with the Citrus Heights Sentinel and Mr. Barrett commented that he has a list of the editors for the media outlets in the region to use when news releases occur.

The Public Information Committee recommends approval of a Professional Services Agreement with Pro시오 Communications for Communications and Marketing Support and Graphic Design Services. Services shall not exceed the proposed budgeted amount of \$130,000 for FY 2024-25.

2. Other Public Information Matters

Mr. Barrett reported that the Customer Satisfaction survey should be completed in the next 2-3 weeks.

3. Public Comment

There were no public comments.

The meeting adjourned at 4:30 pm.

Legal Affairs Committee Meeting
June 13, 2024
3:00 p.m.

Committee Members: Ted Costa, Chair
Manuel Zamorano, Member

District Staff: Paul Helliker, General Manager
Tony Barela, Operations Manager
Donna Silva, Director of Finance
Devon Barrett, Customer Service Manager
Teri Grant, Board Secretary/Administrative Assistant
Ryan Jones, Legal Counsel

Members of the Public: User 1
Pam Tobin, SJWD Board Member

Topics: Approval of Ordinance No. 24-02 Amending Ordinances 9000, 10000, 11000, 13000, 14000, 17000 and 18000 (R)
Other Legal Affairs Matters
Public Comment

1. Approval of Ordinance No. 24-02 Amending Ordinances 9000, 10000, 11000, 13000, 14000, 17000 and 18000 (R)

GM Helliker reviewed the written staff report that was provided to the committee which will be included in the Board packet. He reviewed each ordinance and some of the revisions that staff are recommending. Legal Counsel Jones informed the committee that he reviewed the ordinances and the revisions that staff are proposing were in order.

The Legal Affairs Committee recommends that the Board of Directors introduce and waive the first reading of Ordinance No. 24-02 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinances 9000, 10000, 11000, 13000, 14000, 17000 and 18000

2. Other Legal Affairs Matters (W & R)

There were no other matters discussed.

3. Public Comment

There were no public comments.

The meeting was adjourned at 3:23 p.m.

**Finance Committee Meeting Minutes
San Juan Water District
June 18, 2024
4:00 p.m.**

Committee Members: Pam Tobin, Director (Chair)
Ken Miller, Director (Member)

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

Member of the Public: Attendee

1. Review General Manager Reimbursements (W & R)

The committee reviewed the April credit card charges for the General Manager and found them to be in order and there was no reimbursement request from the General Manager.

2. Review Check Register from May 2024 (W & R)

The committee reviewed the May 2024 check register and found it to be in order.

3. Proposed Update to District Procurement Policy and Approval of Invoices/Purchase Orders in excess of \$50,000 (W & R)

Ms. Silva reviewed a written staff report which will be included in the Board packet. She explained that the General Manager's purchasing authority has been \$50,000 since at least July 28, 2006. Since then, general inflation has increased the Consumer Price Index by 55%; and she is recommending that the General Manager's purchasing authority be commensurately increased. She reviewed the list of comparator agencies which showed their purchasing authority and suggested that the General Manager's purchasing authority be increased by 50% from \$50,000 to \$75,000. The committee agreed with staff's recommendation.

Ms. Silva explained that the District's procurement policy applies to certain expenses that are not discretionary, such as regulatory fees and utility payments. In addition, she recommends that the Procurement Policy be changed to allow the District to piggyback on another government's contract, as described in the staff report. The committee discussed the proposed changes to the policy and agreed with staff's recommendations.

Ms. Silva informed the committee that staff performed a review of all expenses made this year in excess of \$50,000 (the General Manager's current expenditure authority). She reviewed the list of invoices that were paid that were in excess of the General Manager's expenditure authority and that did not receive Board approval; therefore, staff is requesting that the committee recommend that the Board approve specific

invoices/purchase orders paid/issued in Fiscal Year 2023-24 in excess of the purchasing authority in the current Procurement Policy. The committee agreed with staff's recommendation.

The Finance Committee recommends consideration of a motion to approve a proposed amendment to the Procurement Policy to increase the General Manager's purchasing limit, exclude certain expenses from the procurement policy, add language allowing the use of other governmental procurement contracts and approve specific invoices/purchase orders paid/issued in Fiscal Year 2023-24 in excess of the purchasing authority in the current Procurement Policy.

4. Other Finance Matters (W & R)

There were no other matters discussed.

5. Public Comment

There were no public comments.

The meeting was adjourned at 4:24 p.m.

Engineering Committee Meeting Minutes
San Juan Water District
June 24, 2024
4:00 p.m.

Committee Members: Dan Rich, Chair
Ken Miller, Member

District Staff: Paul Helliker, General Manager
Tony Barela, Director of Operations
Donna Silva, Director of Finance
Andrew Pierson, Director of Engineering Services
Adam Larsen, Field Services Manager
Greg Turner, Water Treatment Manager
Mark Hargrove, Senior Engineer
Mike Spencer, Chief Operator
Teri Grant, Board Secretary/Administrative Assistant

Topics: Annual Paving Services Agreement Amendment with Sierra National Asphalt (R)
Residential Meter Replacement Plan – Meter Purchase FY 2024-25 (R)
Residential Meter Replacement Plan – Endpoint Purchase FY 2024-25 (R)
Air Release Valve Replacement Program (R)
WTP Filter Backwash Hood Facilities Rehabilitation Project – Electrical Equipment
Pre-purchase (W)
Lime Silo Recoating Project (W)
“On-Call” Installation Services, FY 2024-2025 (W & R)
Solar Field Monitoring and Maintenance Contract (W & R)
Other Engineering Matters
Public Comment

1. Annual Paving Services Agreement Amendment with Sierra National Asphalt (R)

Mr. Larsen provided a written staff report which will be included in the Board packet. He explained that this is the first renewal of the contract that includes three annual renewal options for the Annual Paving Services agreement with Sierra National Asphalt.

The Engineering Committee recommends consideration of a motion by the Board to authorize and approve Amendment #1 to the Annual Paving Services agreement with Sierra National Asphalt for FY 2024-25

2. Residential Meter Replacement Plan – Meter Purchase FY 2024-25 (R)

Mr. Barela provided a written staff report which will be included in the Board packet. He explained that this current request is for the third annual purchase of residential meters and coils as part of the District’s Meter Replacement Program and for new service connections throughout the District related to development.

The Engineering Committee recommends consideration of a motion by the Board to authorize the purchase of residential meters from Badger Meter, Inc.

3. Residential Meter Replacement Plan – Endpoint Purchase FY 2024-25 (R)

Mr. Barela provided a written staff report which will be included in the Board packet. He explained that this current request is for the third annual purchase of endpoints as part of the District's Meter Replacement Program and for new service connections throughout the District related to development. He informed the committee that the District should have all meters completely converted to radio-read by the end of December 2024. He explained that the next phase is to convert to monthly billing which will be coordinated with Customer Service and Finance

The Engineering Committee recommends consideration of a motion by the Board to authorize the purchase of residential meter endpoints from Aqua Metric Sales Company

4. Air Release Valve Replacement Program (R)

Mr. Hargrove provided a written staff report which will be included in the Board packet. He explained that this is the second renewal of the contract that includes three annual renewal options for the District's Air Release Valve Replacement Program. The committee discussed the timeline for replacing the ARVs and staff explained the program and requirements.

The Engineering Committee recommends consideration of a motion by the Board to authorize and approve Amendment No. 2 for professional engineering services to Bennett Engineering Services, Inc.

5. WTP Filter Backwash Hood Facilities Rehabilitation Project – Electrical Equipment Pre-purchase (W)

Mr. Hargrove provided a written staff report which will be included in the Board packet. He explained that the consultant, Kennedy Jenks (KJ), started design for the WTP Filter Backwash Hood Facilities Rehabilitation Project. KJ recommends that the electrical MCPs and VFDs be pre-purchased by the District 5-6 months in advance of the anticipated construction start date of December 2024.

The Engineering Committee recommends consideration of a motion by the Board to authorize and approve purchase of electrical equipment from Primex Controls Inc.

6. Lime Silo Recoating Project (W)

Mr. Hargrove provided a written staff report which will be included in the Board packet. He explained that the project includes all preparations and painting of the interior and exterior of the Water Treatment Plant's Lime Silo.

The Engineering Committee recommends consideration of a motion by the Board to authorize and approve award of construction contract to River City Painting, Inc.

7. "On-Call" Installation Services, FY 2024-2025 (W & R)

Mr. Larsen provided a written staff report which will be included in the Board packet. He explained that the initial contract duration is for FY 2024-25, with three optional one-year renewals for the annual installation services contract with Flowline Contractors Inc.

The Engineering Committee recommends consideration of a motion by the Board to authorize the Field Services Manager to sign the Annual Installation Services Contract for FY 2024-25 with Flowline Contractors Inc.

8. Solar Field Monitoring and Maintenance Contract (W & R)

Mr. Turner provided a written staff report which will be included in the Board packet. He explained that the District is relying on onsite observations and readings of solar productivity to gauge the efficiency of the facility due to the termination of the previous contract. Approving the execution of the contract will re-establish continuous monitoring and decrease the annual operation and maintenance costs.

Mr. Barela commented that this is a very important contract which will allow the District to be aware of any issues at the solar facility. He explained that the cost allocation between wholesale and retail was analyzed to determine the correct split for costs related to the solar facility.

The Engineering Committee recommends consideration of a motion by the Board to authorize the Director of Operations to enter into a contract with Northstar Energy Management, LLC (Novasource Power Service) for solar field maintenance and monitoring services (5-year Contract)

9. Other Engineering Matters

Mr. Pierson informed the committee that there will be an item that needs to go to the Board in July, and Mr. Larsen stated that he might have an item as well. The Board Secretary reminded the committee that the next Board meeting is July 17, the third Wednesday of the month instead of the fourth Wednesday. Director Rich stated that those items can go directly to the Board on the consent calendar.

10. Public Comment

There were no public comments.

The meeting was adjourned at 4:30 p.m.