



AGENDA REGULAR BOARD MEETING

**FAIR OAKS WATER DISTRICT OFFICE
10326 FAIR OAKS BLVD, FAIR OAKS
FEBRUARY 18, 2025
6:30 PM**

The Board of Directors of the Fair Oaks Water District holds its Regular Board Meetings on the third Monday of each month at 6:30 p.m. The meetings are held at the District Offices located at 10326 Fair Oaks Blvd., Fair Oaks, CA 95628. The Board may discuss any item on the agenda and may act on any of those items.

The Board of Directors welcomes public participation in its meetings. Public comments relating to matters within jurisdiction of the District, and not included on the posted agenda, may be addressed under “public comment,” both at the beginning and at the end of the meeting, subject to reasonable time limitations for each speaker. Please note that State law prevents the Board from discussing or acting on items not listed on the agenda. Public comments relating to matters listed on the agenda may be provided at the time when that agenda item is heard.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Items appearing on the Consent Calendar are considered routine and may be acted upon by the Board by one motion, without discussion; however, any item may be considered separately at the request of any Board member or any member of the public.

In compliance with the American with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Human Resource Administrator at (916) 967-5723. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

I. CALL TO ORDER

II. PUBLIC COMMENT

III. CONSENT CALENDAR

1. Approval of Minutes
 - a. Regular Board Meeting of January 21, 2025
 - b. Special Board Meeting of January 27, 2025

2. Accept and File Treasurer’s Report for the month of January 2025
3. File Investment Report for the month of December 2024
4. Accept and File Financial Expense Report for the month of January 2025
5. Approval of Warrants
6. Approval of Cal-Card Statements for the month of January 2025
7. Approval of Board Expense Report for the month of January 2025

IV. PRESENTATIONS AND CORRESPONDENCE

1. Oath of Office for the Director representing Division 2 on the FOWD Board of Directors

V. DISCUSSION AND ACTION ITEMS: OLD BUSINESS

1. Discussion and possible action on an agreement with MC Engineering related to the FOWD Field Services Center Project
2. Update and discussion on the Northridge Well Project

VI. DISCUSSION AND ACTION ITEMS: NEW BUSINESS

1. Discussion on FOWD Water Supply for the month of January 2025
2. Discussion on FOWD owned property located in Phoenix Park
3. Discussion and possible action on FOWD Resolution No. 25-01 related to the Northridge Well Project
4. Discussion on FOWD policy and procedures for the selection of consultants to perform professional services

VII. UPCOMING EVENTS

1. February 19, 2025 / SJWD Regular Board Meeting / SJWD Office
2. March 13, 2025 / RWA Board Meeting / Sacramento
3. April 10, 2025 / SGA Board Meeting / Sacramento

VIII. REPRESENTATIVE REPORTS

1. Sacramento Groundwater Authority (SGA)
2. Regional Water Authority (RWA)
3. Sacramento Water Forum
4. Other

IX. DIRECTORS’ REPORTS & COMMENTS

1. Budget Committee – (Sarkovich, Marx)
2. Technical Advisory Committee – (Marx, Petersen)
3. Capital Improvement Committee – (Sarkovich, Petersen,)
4. Personnel Committee – (Vacant, Dolby)
5. Public Relations Committee – (Vacant, Dolby)
6. FOWD and SJWD 2x2 Ad-Hoc Committee – (Sarkovich, Petersen)

X. GENERAL MANAGER’S REPORT

1. Maintenance Work Report
2. Capital Projects Status Report
3. Authorizations of Additional Funding
4. Water Transfer Status Report
5. Claims Against the District
6. Employee Update
7. Water Issues – Update on Regional Involvement
8. Other

XI. PUBLIC COMMENT


XII. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 54954 AND 54956

1. Conference with legal counsel on existing litigation; Government Code Sections 54954.5 and 54956.9; Citrus Heights Water District & Fair Oaks Water District v. San Juan Water District
2. Conference on Anticipated Litigation; Government Code Section 54956.9(d) – two cases

XIII. REPORT FROM CLOSED SESSION

XIV. PUBLIC COMMENT

I, Tom R. Gray, Secretary of the Fair Oaks Water District, do hereby certify that this agenda has been posted at 10326 Fair Oaks Blvd., Fair Oaks, California 72 hours prior to the regular meeting of the Board of Directors in accordance with Government Code Section 54950.5, the Ralph M. Brown Act.



Tom R. Gray / Secretary
General Manager

02-13-2025

Date

February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM III.1a

Approval of Minutes of the Regular Board Meeting of January 21, 2025



District Attendees

Misha Sarkovich	Board President
Randy Marx	Board Vice President
Mark Dolby	Board Member
Chris Petersen	Board Member
Tom R. Gray	General Manager
Shawn Huckaby	Operations Manager
Chi Ha-Ly	Finance Manager
Paul Siebensohn	Water Supply Superintendent

Other Attendees

George Babcock	Visiting Customer
Carolyn Bramson	Visitor
Barbara Beck	Visitor
John Briggs	Visitor
Terry Erlewine	Visitor

Absent

AGENDA ITEMS

I. CALL TO ORDER

- President Sarkovich called the meeting to order at 6:34 p.m.

II. PUBLIC COMMENT

- General Manager Gray noted that the next Board Meeting falls on President's Day, February 17, 2025.
- President Sarkovich stated that it could be moved to the following day, Tuesday, February 18, 2025.

III. CONSENT CALENDAR

The following consent calendar items were considered and acted upon as follows:

1. Approval of Minutes
 - a. Regular Board Meeting of December 16, 2024
2. Accept and File Treasurer's Report for the month of December 2024
3. File Investment Report for the month of November 2024
4. Accept and File Financial Expense Report for the month of December 2024
5. Approval of Warrants
6. Approval of Cal-Card Statements for the month of December 2024
7. Approval of Board Expense Report for the month of December 2024

President Sarkovich moved to approve the consent calendar as presented.

Director Dolby seconded the motion.

Motion carried with the following votes: Dolby – aye, Marx – aye, Petersen – aye, and Sarkovich – aye.

IV. PRESENTATIONS AND CORRESPONDENCE

1. None

V. DISCUSSION AND ACTION ITEMS: OLD BUSINESS

1. Board discussion and direction on the process for the appointment of the Director to represent FOWD Division 2

- General Manager Gray provided an overview of the process and recommendations:
 - Interview all applicants that meet the minimum requirements
 - Invite all applicants to be interviewed by the FOWD Board of Directors at a Special Board Meeting scheduled for Monday, January 27, 2025, starting at 6:30 p.m. (time modified by President Sarkovich).
 - FOWD Board calls for a Special Board Meeting of the FOWD Board of Directors for Monday, January 27, 2025, starting at 6:30 p.m. (time modified by President Sarkovich).
- General Manager Gray provided a status update. As of the Wednesday January 15, 2025, deadline for application submittal, five applications were received. Summary of the applications received are as follows: Leon Corcos, John Briggs, Terry Erlewine, Susannah Martin, and George Babcock.
- President Sarkovich provided a brief overview of the process. Each Board Member will have a ballot, they will each provide a score from 1-5 for each candidate (five being the highest score). General Manager Gray will be responsible for tabulating and providing the final score to the Board. The meeting, by law, has to be public. Each interview will last about thirty minutes and the same questions will be asked of each candidate.
- President Sarkovich proposed to have the interviews scheduled in the same order as the applications were received, starting at 6:30 p.m.
- General Manager Gray proposed that the Special Board Meeting be scheduled for January 27, 2025, at 6:30 p.m. He will contact each candidate and schedule the

interviews in thirty-minute increments, will accommodate scheduling as necessary and will kindly request candidates to show up in staggering time slots to allow privacy and fairness to each candidate when questions and responses are being presented.

- The Board decided to have the interviews in a staggering format, in thirty-minute increments and to provide each candidate with privacy. General Manager Gray will facilitate the interviews by reading the questions to each candidate. After interviews have been conducted, the public will be allowed to provide any public comment.
- General Manager Gray provided an overview of the interview process: interviews, deliberation, and then public comment. The public does not ask any questions of the candidate or have any interaction with them, but they do have an opportunity for public comment.
- President Sarkovich stated that after any public comments are made, the Board will deliberate and fill out their individual ballots and hand them over to General Manager Gray. The score will be 1-5, their preferred candidate will get 5 points, second choice will get 4 points and so on. General Manager Gray will tally up the scores and the Board will proceed to vote, and the candidate will be sworn in at the next Board Meeting.
- An unknown visitor inquired if they could be present during the interview process.
- President Sarkovich responded that the public is welcome to attend the interview, starting at 6:30 p.m. and sit throughout all five interviews. The interviews will end around 9:00 p.m. and then the Board will vote.
- President Sarkovich noted there will be no other agenda items at the January 27, 2025, Special Board Meeting. It will solely be the interviews and votes.
- General Manager Gray clarified that any public statements made after the interviews are conducted should be collaborative and supportive. They can be critical but stated in a polite manner. The public should address the Board, not the individual candidates.
- President Sarkovich noted that each candidate will have an opportunity to make a closing statement. Follow up questions by the Board will also be allowed.
- An unknown visitor inquired if the scores will be made public.
- President Sarkovich stated that the public can ask General Manager Gray for the scores. He would like this process to be fully transparent and open. In case of a tie, the Board will discuss..
- General Manager Gray stated he defers to the Board, but he could announce the top two scores.

2. Update and discussion on the Northridge Well Project

- General Manager Gray provided an overview and update. The bid packet has been completed and ready to go. He asked the Board if they would like to review the bid packet before it goes out.
- President Sarkovich responded that he doesn't need to see it. The bid packet has been done before for other projects like New York Well and Skyway Well. It's not FOWD's first rodeo. He stated that time is of the essence and to keep the ball moving.

- General Manager Gray stated the bid will go out in the next two weeks. He will report back at the next Board Meeting.
3. **Update and discussion on “Make Water a California Way of Life” regulations that took effect on January 1, 2025**
 - Information item only, no staff recommendation.
 - General Manager Gray provided a brief overview and addressed questions from the Board.
 4. **Update and discussion on the proposed merger of SJWD and SSWD**
 - General Manager Gray provided an update. SJWD General Manager Helliker announced at the last Regional Water Authority Meeting that the merger has stopped. Two Board Meetings ago, SJWD voted 3-2 to stop merger from moving forward.

VI. DISCUSSION AND ACTION ITEMS: NEW BUSINESS

1. **Consider appointments to serve as District representatives to various organizations and committees**
 - General Manager Gray provided an overview. 2025 Board assignments will be revised to reflect changes discussed among the Board.
 - President Sarkovich recapped the appointments listed in the following tables.

**FAIR OAKS WATER DISTRICT
2025 ASSIGNMENTS**

2025 - BOARD ASSIGNMENTS	
Agency Name	2025
Sac. Groundwater Authority	Marx, Petersen
Regional Water Authority	Marx, Gray, Petersen (alternate)
ACWA JPIA	Petersen, Dolby (alternate)
Water Forum SE	Petersen, Gray

2025 - COMMITTEE ASSIGNMENTS	
Committee Name	2025
Budget	Sarkovich, Marx, Gray
Capital Improvement	Sarkovich, Petersen, Gray
Personnel	Vacant, Dolby, Gray
Public Relations	Vacant, Dolby, Gray
Technical Advisory	Marx, Petersen, Gray
FOWD and SJWD 2x2 Ad-Hoc	Sarkovich, Petersen, Gray
FOWD and CWD 2x2 Ad-Hoc	Dissolved
Corporate Yard Ad-Hoc	Dissolved

2025 - OUTREACH ASSIGNMENTS	
Agency/Committee Name	2025
FO Chamber	Gray, Sarkovich
Office of County Supervisor	Gray, Sarkovich
Office of State Assemblyman	Gray, Sarkovich
Office of State Senator	Gray, Sarkovich
FOVEC	Gray, Sarkovich
CSDA	Gray, Sarkovich
AWWA	Gray, Sarkovich
ACWA	Gray, Sarkovich
LAFCo	Gray, Sarkovich

- 2. Sacramento Region comments on the Draft Sacramento / Delta Bay-Delta Updates to the Water Quality Control Plan**
 - Information item only, no comments.
- 3. Discussion on FOWD Water Supply for the month of December 2024 and 2024 year-end** Water Supply Superintendent Siebensohn provided a summary of the water supply report.
 - He addressed questions from the Board concerning the production of Skyway Well.
 - General Manager Gray noted that Skyway Well is a new well and staff would like to run and test it because it's still under warranty.
- 4. Discussion and possible action on 2024 funds for work in progress projects to be carried forward to 2025 and additional funding for 2025 expenses**
 - Finance Manager Ha-Ly recommended the Board to authorize General Manager Gray to carry forward \$643,079.04 of the unused funds from 2024 to 2025 for capital projects in progress and transfer \$100,000 from contingency fund to cover capital project.

President Sarkovich moved to authorize General Manager Gray to carry forward \$643,079.04 of the unused funds from 2024 to 2025 for capital projects in progress and transfer \$100,000 from contingency fund to cover capital project.

Director Petersen seconded the motion.

Motion carried with the following votes: Dolby – aye, Marx – aye, Petersen – aye, and Sarkovich – aye.

- 5. Update and discussion on FOWD participation in the Fair Oaks Community Menorah Lighting Event**
 - General Manager Gray provided a brief summary of the event he attended on behalf of FOWD. They had FOWD as a guest of honor and it was a touching and wonderful event. The event took place at the VFW Hall.
- 6. Update and discussion on FOWD 2024 Metered Water Deliveries**
 - Information item only.
 - Operations Manager Huckaby provided an overview and update. He addressed questions from the Board and the public.
 - FOWD staff reconciles annual water supply and metered water deliveries at the end of each year. This reconciliation process is performed by comparing the combination of surface water purchased from San Juan Water District and groundwater produced from FOWD wells against actual water delivered to customers, as measured through FOWD water meters. The difference is calculated and reported as non-revenue water loss. Industry standards (e.g. AWWA) allow up to 10% non-revenue water loss as an acceptable number and good indicator of a well-maintained water system. FOWD non-revenue water loss was at 5.36% for 2024.

- General Manager Gray complimented staff for the 2024 outcome.
- 7. Update and discussion on FOWD Fire Hydrants and readiness to perform**
- Information item only.
 - General Manager Gray provided an overview and addressed questions from the public and the Board.
- 8. Discussion and possible action on General Manager’s Amended and Restated Employment Agreement**
- General Manager Gray provided an overview.

President Sarkovich moved to approve General Manager Gray’s amended and restated employment agreement as presented.

Director Dolby seconded the motion.

Motion carried with the following votes: Dolby – aye, Marx – aye, Petersen – aye, and Sarkovich – aye.

- 9. Discussion and possible action on Board Member request for FOWD participation in upcoming local events**
- President Sarkovich provided an overview. He stated that he would like FOWD to be present and be part of the community. He suggested FOWD provide raffle tickets to staff as part of the employee appreciation program/employee retention fund so employees can attend these types of events. He stated that the Rotary Club and Fair Oaks Historical Society would be great events for FOWD to be part of.
 - General Manager Gray stated that expenses need to be related to FOWD’s mission: water reliability, water quality, and water efficiency. There is a benefit to community involvement, but it has to be related to FOWD’s mission. FOWD has a \$10,000 yearly budget set aside for the employee appreciation program. Out of this budget, a \$1,000 donation is given to Orangevale Food Bank on behalf of FOWD employees. The rest of the budget is used for breakfast during employee meetings, summer picnic, end-of-the-year holiday party and small miscellaneous rewards throughout the year.
 - General Manager Gray mentioned FOWD participates at the Chicken Festival and the Harvest Festival every year.
 - The Board discussed and addressed questions from the public regarding FOWD’s event participation, attendance, budget and inclusivity/selection of events.
 - An unknown visitor suggested FOWD should have a policy in place stating how many events they will be attending and how they will select the type of event to attend.
 - The Board had a discussion and decided not to sponsor the Rotary Club and Fair Oaks Historical Society events at this time.

VII. UPCOMING EVENTS

- 1. January 29, 2025 / FOWD Presentation to the FOHS / Fair Oaks**
 - General Manager Gray will be presenting.
- 2. February 11, 2025 / Supervisor Desmond Community Meeting / FOWD**
 - Meeting will be at 5:30 p.m.
- 3. February 13, 2025 / SGA Board Meeting / Sacramento**
- 4. February 18, 2025 / RWA Board Meeting / Sacramento**

VIII. REPRESENTATIVE REPORTS

- 1. Sacramento Groundwater Authority (SGA)**
 - None.
- 2. Regional Water Authority (RWA)**
 - None.
- 3. Sacramento Water Forum**
 - None. Renegotiation process is ongoing.
- 4. Other**
 - None.

IX. DIRECTORS' REPORTS & COMMENTS

- 1. Budget Committee – (Sarkovich, Dolby)**
 - None.
- 2. Technical Advisory Committee – (Marx, Petersen)**
 - None.
- 3. Capital Improvement Committee – (Petersen, Dolby)**
 - None.
- 4. Personnel Committee – (Vacant, Dolby)**
 - None.
- 5. Public Relations Committee – (Vacant, Dolby)**
 - None.
- 6. FOWD and SJWD 2x2 Ad-Hoc Committee – (Vacant, Petersen)**
 - None.

7. **FOWD and CWD 2x2 Ad-Hoc Committee – (Vacant, Marx)**
 - None.
8. **FOWD Field Services Center Ad-Hoc Committee – (Sarkovich, Petersen)**
 - None.

X. GENERAL MANAGER’S REPORT

1. **Maintenance Work Report**
 - Report provided.
2. **Capital Projects Status Report**
 - Report provided.
3. **Authorizations of Additional Funding**
 - Report provided.
4. **Water Transfer Status Report**
 - None.
5. **Claims Against District**
 - Report provided.
6. **Employee Update**
 - None.
7. **Water Issues – Update on Regional Involvement**
 - None.
8. **Other**
 - None.

XI. PUBLIC COMMENT

- None.
- General Manager Gray noted that three out of the five applicants running for the Board are present.
- The three applicants introduced themselves: George Babcock, Terry Erlewine and John Briggs.

President Sarkovich closed the open session meeting at 8:33 p.m.

President Sarkovich opened the closed session meeting at 8:38 p.m.

XII. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 54954 AND 54956

1. Conference with legal counsel on existing litigation; Government Code Sections 54954.5 and 54956.9; Citrus Heights Water District & Fair Oaks Water District v. San Juan Water District
2. Conference on Anticipated Litigation; Government Code Section 54956.9(d) – two cases

President Sarkovich closed the closed session meeting at 9:48 p.m.

President Sarkovich reopened the meeting to the public at 9:48 p.m.

XIII. REPORT FROM CLOSED SESSION

- None.

XIV. PUBLIC COMMENT

- None.

XV. ADJOURNMENT

With no further business to come before the Board, President Sarkovich adjourned the meeting at 9:48 p.m.

February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM III.1b

Approval of Minutes of the Special Board Meeting of January 27, 2025



District Attendees

Misha Sarkovich	Board President
Randy Marx	Board Vice President
Mark Dolby	Board Member
Chris Petersen	Board Member
Tom R. Gray	General Manager
Chi Ha-Ly	Finance Manager
Paul Siebensohn	Water Supply Superintendent
Rebecca Simon	Human Resource Administrator

Other Attendees

Leon Corcos	Board Candidate
John Briggs	Board Candidate
Terry Erlewine	Board Candidate
Susannah Martin	Board Candidate
George Babcock	Board Candidate

Absent

AGENDA ITEMS

I. CALL TO ORDER

- President Sarkovich called the meeting to order at 6:30 p.m.

II. PUBLIC COMMENT

- General Manager Gray provided an overview of the Division 2 vacancy. The past Board Member was elected to be part of the SJWD Board. The FOWD Board has approved to fill the vacancy by appointment.
- The Board has selected five interview questions, each applicant will have a maximum of three minutes per question to respond. At the end of the questions, the Board may

have follow-up questions for each applicant. Each candidate will have the opportunity to provide a closing statement.

- General Manager Gray will facilitate the questions. After the interviews, the Board will discuss and rank each candidate, 1-5 (5 being the highest score) using their ballot. They will hand over the ballots to General Manager Gray and he will total the points given to each candidate. There will be a maximum of twenty points available. An announcement with the outcome will be made, the Board will have additional time to discuss and will take possible action on the appointment of a director to represent Division 2. Given the late hour the interviews are expected to end, General Manager Gray will contact the candidates the following day with results.

III. INTERVIEW OF APPLICANTS TO FILL THE DIVISION 2 VACANCY ON THE FOWD BOARD OF DIRECTORS

- The candidates were interviewed in this order: Leon Corcos, John Briggs, Terry Erlewine, Susannah Martin and George Babcock.

IV. DISCUSSION AND POSSIBLE ACTION ON THE APPOINTMENT OF A DIRECTOR TO REPRESENT DIVISION 2 ON THE FOWD BOARD OF DIRECTORS

- The Board deliberated and selected a candidate.

President Sarkovich moved to appoint George Babcock to represent Division 2 of the FOWD Board of Directors.

Director Petersen seconded the motion.

Motion carried with the following votes: Dolby – aye, Marx – aye, Petersen – aye, and Sarkovich – aye.

V. PUBLIC COMMENT

- None.

VI. ADJOURNMENT

With no further business to come before the Board, President Sarkovich adjourned the meeting at 9:36 p.m.

February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM III.2

Accept and File Treasurer's Report for the month of January 2025

AGENDA ITEM III.2

REGULAR Board Meeting February 18, 2025

To: Board of Directors
From: Chi Ha-Ly
Date: February 13, 2025
Subject: Accept and File Treasurer's Report for the month of January 2025

Recommendation:

None.

Discussion:

Attached you will find the Treasurer's report for the month of January 2025.

Policy Implications:

None.

Fiscal Impact:

None.




Fair Oaks Water District

Treasurer's Report - January 31, 2025

Agenda Item III.2

Description	LAIF - remaining	General Fund U.S. Bank	Payroll Fund U.S. Bank (I)	Cash	Balance
Designated and Undesignated Cash, December 31, 2024	\$10,865,522	\$235,018	\$16,522	\$2,450	\$11,119,512
Receipts					
Deposit: Water Service		\$729,126			\$729,126
Deposit: Other		\$8,651			\$8,651
Interest Earnings	\$126,696				\$126,696
Subtotal	\$126,696	\$737,777	\$0	\$0	\$864,473
Expenses					
General Expenses		(\$203,585)			(\$203,585)
General Warrants		(\$791,004)			(\$791,004)
Payroll			(\$216,600)		(\$216,600)
Service Charges and Fees		(\$5,798)			(\$5,798)
Subtotal	\$0	(\$1,000,387)	(\$216,600)	\$0	(\$1,216,987)
Transfers and Allocations					
Net Transfer from or to LAIF	(\$350,000)	\$350,000			\$0
Transfer to Payroll		(\$210,000)	\$210,000		\$0
Subtotal	(\$350,000)	\$140,000	\$210,000	\$0	\$0
Designated and Undesignated Cash, January 31, 2025	\$10,642,218	\$112,408	\$9,922	\$2,450	\$10,766,998

I, Chi Ha-Ly, deposes and says, the foregoing is a true and accurate accounting of the Special Funds in my custody showing the amount of money received by me for said accounts, and the amount and items of expenditure from those accounts during the preceding month, pursuant to Section 24392 of the Water Code.



 Chi Ha-Ly, Finance Manager

2/13/25

 Date

FAIR OAKS WATER DISTRICT
Check Register
January 2025

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
<i>General Expenses</i>				
51176	1/9/2025	BAKER BURGLAR & FIRE SYSTEMS, INC.	\$ 600.00	Security
51177	1/9/2025	ELEVATOR TECHNOLOGY, INC.	327.00	Elevator Maintenance
51178	1/9/2025	IRON MOUNTAIN RECORDS MANAGEMENT	364.20	Document Storage
51179	1/9/2025	INTEGRITY DATA, INC.	38.20	Dues & Subscription
51180	1/9/2025	OLD VILLAGE LANDSCAPING, INC.	655.00	District Site Maintenance
51181	1/9/2025	P G & E	750.23	Utilities
51182	1/9/2025	CUSTOMER	54.02	Customer Refund
51183	1/9/2025	SACRAMENTO VALLEY ALARM SECURITY	55.74	Security
51184	1/9/2025	CUSTOMER	125.13	Customer Refund
51185	1/9/2025	CUSTOMER	44.29	Customer Refund
51186	1/9/2025	CUSTOMER	175.00	Toilet Rebate
51187	1/9/2025	CUSTOMER	175.00	Toilet Rebate
51188	1/16/2025	AFLAC	699.58	Aflac Premium
51189	1/16/2025	AT&T MOBILITY	1,223.03	Communications
51190	1/16/2025	CUSTOMER	172.62	Customer Refund
51191	1/16/2025	COUNTY OF SACRAMENTO	182.45	Utilities
51192	1/16/2025	FRANCHISE TAX BOARD	100.00	Wage Garnishment
51193	1/16/2025	FUSE 3 COMMUNICATIONS	8,665.25	IT Consulting/Computer Hardware
51194	1/16/2025	FLOWLINE CONTRACTORS, INC.	3,960.00	Construction Meter Refund
51195	1/16/2025	CUSTOMER	90.91	Customer Refund
51196	1/16/2025	CUSTOMER	36.64	Customer Refund
51197	1/16/2025	KASL CONSULTING ENGINEERS, INC.	416.00	Northridge Well-Engineering Services
51198	1/16/2025	MFS 529 SAVING PLAN	250.00	529 Education Fund
51199	1/16/2025	CUSTOMER	47.87	Customer Refund
51200	1/16/2025	CUSTOMER	99.19	Customer Refund
51201	1/16/2025	STANDARD INSURANCE COMPANY	897.13	Disability Insurance
51202	1/16/2025	CUSTOMER	94.17	Customer Refund
51203	1/16/2025	TPX COMMUNICATIONS	6,636.54	Communications
51204	1/16/2025	WASTE MANAGEMENT	670.55	Utilities
51207	1/23/2025	EMPLOYEE	100.00	Employee Recognition
51208	1/23/2025	EMPLOYEE	100.00	Employee Recognition
51209	1/23/2025	EMPLOYEE	100.00	Employee Recognition
51210	1/23/2025	EMPLOYEE	100.00	Employee Recognition
51211	1/23/2025	EMPLOYEE	100.00	Employee Recognition
51212	1/23/2025	COUNTY OF SACRAMENTO	60.50	Inspections
51213	1/23/2025	FAIR OAKS CHAMBER OF COMMERCE	450.00	Dues & Subscription

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
51214	1/23/2025	EMPLOYEE	170.00	Employee Recognition
51215	1/23/2025	MITCH'S CERTIFIED CLASSES, INC.	1,500.00	Training/Seminars
51216	1/23/2025	VISIONS GENERAL ENGINEERING, INC.	8,038.00	Hydrant Upgrades
51217	1/29/2025	CUSTOMER	37.18	Customer Refund
51218	1/29/2025	COUNTY OF SACRAMENTO	126.70	Utilities
51219	1/29/2025	COUNTY OF SAC. MUNICIPAL SERVICES	365.75	Encroachment
51220	1/29/2025	CUSTOMER	442.19	Customer Refund
51221	1/29/2025	FRANCHISE TAX BOARD	100.00	Wage Garnishment
51222	1/29/2025	CUSTOMER	102.57	Customer Refund
51223	1/29/2025	CUSTOMER	123.44	Customer Refund
51224	1/29/2025	MFS 529 SAVING PLAN	250.00	529 Education Fund
51225	1/29/2025	SMUD	2,536.03	Utilities
51226	1/29/2025	COUNTY OF SACRAMENTO	115.90	District Site Maintenance
51227	1/29/2025	CUSTOMER	114.27	Customer Refund
REMIT0000000000004424	1/9/2025	BSK ASSOCIATES	548.00	Water Testing/Sampling
REMIT0000000000004425	1/9/2025	STREAMLINE	543.00	Website Maintenance
REMIT0000000000004426	1/9/2025	HUNT & SONS, LLC.	549.72	Gas & Oil
REMIT0000000000004430	1/23/2025	ACWA	20,000.00	Dues & Subscription
REMIT0000000000004431	1/23/2025	BSK ASSOCIATES	691.00	Water Testing/Sampling
REMIT0000000000004432	1/23/2025	CLARK PEST CONTROL	130.00	Pest Services
REMIT0000000000004433	1/23/2025	HUNT & SONS, LLC.	1,361.66	Gas & Oil
REMIT0000000000004434	1/23/2025	SIERRA CHEMICAL COMPANY	548.00	Chemicals
REMIT0000000000004435	1/29/2025	CRAYON SOFTWARE EXPERTS, LLC.	2,401.41	Azure Overages
REMIT0000000000004436	1/29/2025	EVERON FKA ADT COMMERCIAL	595.12	Security
REMIT0000000000004437	1/29/2025	PITNEY BOWES BANK INC-RESERVE	5,000.00	Postage
REMIT0000000000004438	1/30/2025	I.M.P.A.C. GOVERNMENT SERVICES	6,974.39	See Cal-Card Statements Summary for Details
WDL000006764	1/2/2025	EDD	116.01	Unemployment Expense
WDL000006733	1/10/2025	PERS - RETIREMENT	19,084.61	Retirement Contributions
WDL000006734	1/15/2025	EDD	8,228.54	State Payroll Taxes
WDL000006735	1/15/2025	IRS - EFTPS	42,386.90	Federal Payroll Taxes
WDL000006751	1/24/2025	PERS - RETIREMENT	19,194.27	Retirement Contributions
WDL000006744	1/29/2025	EDD	5,353.97	State Payroll Taxes
WDL000006745	1/29/2025	EDD	8.42	State Payroll Taxes
WDL000006746	1/29/2025	EDD	3.73	State Payroll Taxes
WDL000006747	1/29/2025	IRS - EFTPS	27,072.75	Federal Payroll Taxes
WDL000006748	1/29/2025	IRS - EFTPS	107.40	Federal Payroll Taxes
WDL000006749	1/29/2025	IRS - EFTPS	47.52	Federal Payroll Taxes
Total General Expenses			\$ 203,584.69	

General Warrants

REMIT0000000000004428	1/21/2025	ACWA JPIA	\$ 128,519.54	Health/Dental/Vision/EAP/Life Ins. (Jan. & Feb.)
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<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
REMIT0000000000004429	1/21/2025	PBI ENGINEERING CONSULTING	34,745.55	T-Main Repair
51205	1/21/2025	SAN JUAN WATER DISTRICT	555,057.46	Water Purchase
51206	1/21/2025	SWRCB-DWOCF	72,681.52	System Fees
Total General Warrants			\$ 791,004.07	
Service Charges and Fees				
WDL000006752	1/2/2025	US BANK	\$ 93.00	Service Charges
REMIT0000000000004427	1/9/2025	INVOICE CLOUD INC.	3,120.10	Invoice Cloud Fees
WDL000006753	1/15/2025	US BANK	2,519.11	Analysis Fees
WDL000006763	1/31/2025	INVOICE CLOUD, INC.	66.37	Invoice Cloud/Payment Tech (Fees) Settled
Total Service Charges and Fees			\$ 5,798.58	
Total Expenses			\$ 1,000,387.34	

February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM III.3

File Investment Report for the month of December 2024

AGENDA ITEM III.3

REGULAR Board Meeting on February 18, 2025

To: Board of Directors
From: Chi Ha-Ly
Date: February 10, 2025
Subject: File Investment Report for the month of December 2024

Recommendation:

None.

Discussion:

Attached are the December 2024 LAIF monthly statement and LAIF monthly performance report. The January 2025 LAIF monthly performance report is not available for inclusion this month due to the timing of the Board meeting. The January 2025 LAIF monthly statement and LAIF monthly performance report will be included in the March 2025 Board Consent Calendar.

The District's cash flow is sufficient to meet the next six months of budgeted District expenses (Govt. Code 53646(b)(3)). The District's investment portfolio is in compliance with the investment policy (Govt. Code 53646(b)(2)).

Policy Implications:

None.

Fiscal Impact:

None.

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

January 03, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

FAIR OAKS WATER DISTRICT

TOM R. GRAY, GENERAL MANAGER
 10326 FAIR OAKS BLVD
 FAIR OAKS, CA 95628

[Tran Type Definitions](#)

Account Number:

December 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/9/2024	12/9/2024	RD	1764206	N/A	CHI HA-LY	250,000.00
12/23/2024	12/23/2024	RW	1764745	N/A	CHI HA-LY	-50,000.00

Account Summary

Total Deposit:	250,000.00	Beginning Balance:	10,665,521.86
Total Withdrawal:	-50,000.00	Ending Balance:	10,865,521.86



PMIA/LAIF Performance Report as of 01/15/25



Quarterly Performance Quarter Ended 12/31/24

LAIF Apportionment Rate ⁽²⁾ :	4.62
LAIF Earnings Ratio ⁽²⁾ :	0.00012664187216722
LAIF Administrative Cost ^{(1)*} :	TBD
LAIF Fair Value Factor ⁽¹⁾ :	0.999621985
PMIA Daily ⁽¹⁾ :	4.40
PMIA Quarter to Date ⁽¹⁾ :	4.48
PMIA Average Life ⁽¹⁾ :	252

PMIA Average Monthly Effective Yields⁽¹⁾

December	4.434
November	4.477
October	4.518
September	4.575
August	4.579
July	4.516

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 12/31/24 \$155.4 billion

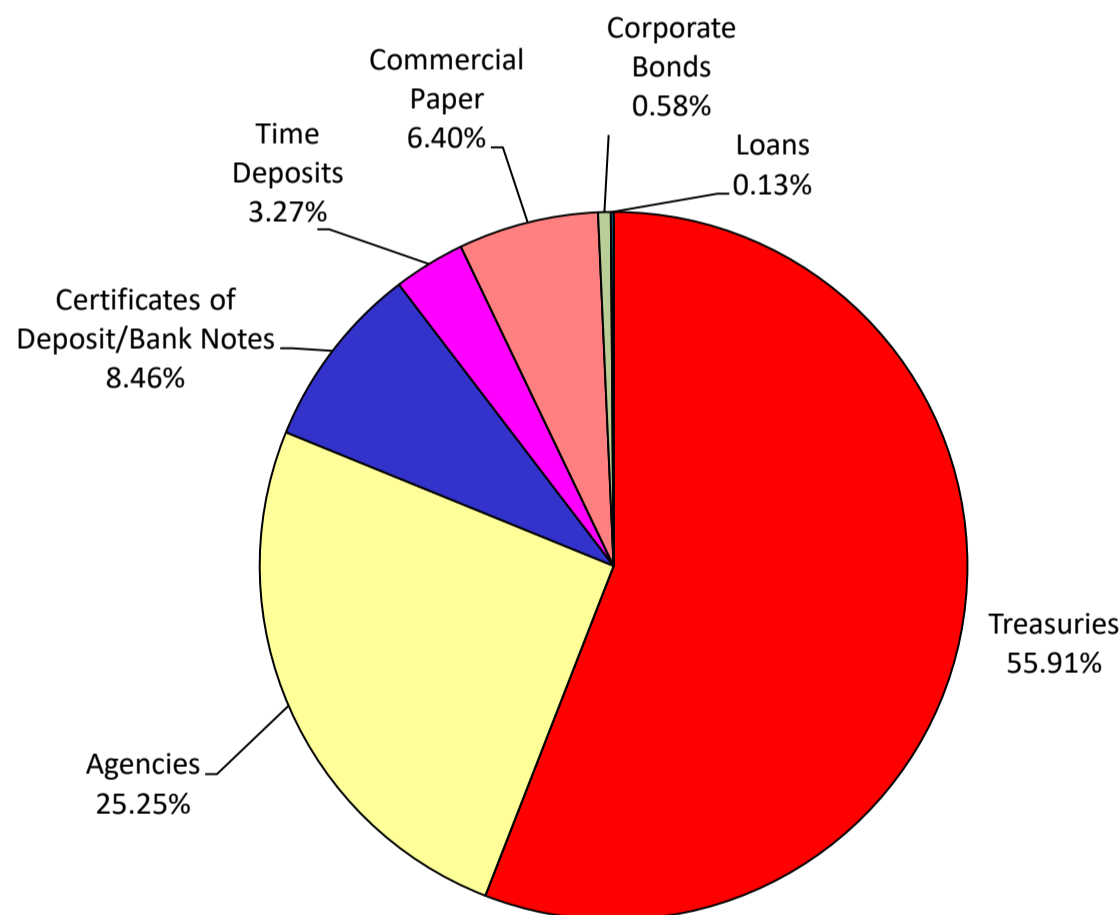


Chart does not include \$1,239,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM III.4

Accept and File Monthly Financial Expense Report for the month of January 2025

AGENDA ITEM III.4

REGULAR Board Meeting February 18, 2025

To: Board of Directors
From: Chi Ha-Ly
Date: February 13, 2025
Subject: Accept and File Financial Expense Report for the month of January 2025

Recommendation:

None at this time. Monthly financial expenses presented for informational purposes.

Discussion:

Attached is the financial report for the month of January 2025.

Please note that the monthly financial report is on a cash basis; therefore, a budgeted line item could be 100% expended as of January 2025.

As of January 2025, the District has 87.75% of remaining adjusted budget.

This report provides a quick snapshot of the operating expenses incurred by the District and does not include items that are capitalized (i.e. costs of construction jobs, fixed assets). The capital projects are reported separately under the “Capital Projects Status Report.”

Policy Implications:

None as a result of recommended action.

Fiscal Impact:

None as a result of recommended action.

FAIR OAKS WATER DISTRICT
Company Consolidation
For the One Month Ending Friday, January 31, 2025

	January Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
Labor						
Salaries and Wages						
Salaries	\$245,101	\$245,101	\$3,442,900	\$3,442,900	\$3,197,799	92.88%
Salaries and Wages Subtotal	\$245,101	\$245,101	\$3,442,900	\$3,442,900	\$3,197,799	92.88%
Benefits and Insurance						
Auto Fringe Benefits	\$300	\$300	\$3,600	\$3,600	\$3,300	91.67%
Dental Insurance	5,026	5,026	45,900	45,900	40,874	89.05%
FICA	18,240	18,240	213,500	213,500	195,260	91.46%
Medicare	4,266	4,266	49,900	49,900	45,634	91.45%
Health Insurance	120,140	120,140	843,300	843,300	723,160	85.75%
Disability Insurance	897	897	13,900	13,900	13,003	93.55%
Life Insurance	1,466	1,466	10,200	10,200	8,734	85.63%
Pension Plan	22,345	22,345	726,800	726,800	704,455	96.93%
Deferred Compensation	49,150	49,150	56,000	56,000	6,850	12.23%
Unemployment Insurance	116	116	15,000	15,000	14,884	99.23%
Vision Care	1,310	1,310	9,300	9,300	7,991	85.92%
Worker's Compensation			84,100	84,100	84,100	100.00%
Benefits & Insurance Subtotal	\$223,255	\$223,255	\$2,071,500	\$2,071,500	\$1,848,245	89.22%
Salaries & Benefits Capitalized	(\$29,723)	(\$29,723)	(\$790,400)	(\$790,400)	(\$760,677)	96.24%
Salaries & Benefits to Damages			(11,600)	(11,600)	(11,600)	-100.00%
Labor Total	\$438,633	\$438,633	\$4,712,400	\$4,712,400	\$4,273,767	90.69%
Materials and Services						
Water Supply						
Surface Water Supply, SJWD	\$555,057	\$555,057	\$2,325,500	\$2,325,500	\$1,770,443	76.13%
Chemicals	548	548	17,500	17,500	16,952	96.87%
Division of Drinking Water Annual Permit	72,682	72,682	76,500	76,500	3,818	4.99%
Energy Cost, Wells	2,441	2,441	189,000	189,000	186,559	98.71%
Energy Cost, Other	95	95	3,300	3,300	3,205	97.11%
Testing & Sampling	1,072	1,072	32,500	32,500	31,428	96.70%
SCADA Support & Maintenance			10,500	10,500	10,500	100.00%
Cathodic Protection			4,000	4,000	4,000	100.00%
Hydrant Testing & Flushing			3,000	3,000	3,000	100.00%
Water Supply Subtotal	\$631,895	\$631,895	\$2,661,800	\$2,661,800	\$2,029,905	76.26%
District Facilities and Maintenance & Repairs						
Wells and Pump Repairs and Maintenance*	\$193	\$193	\$24,000	\$26,600	\$26,407	99.27%
Skyway Booster #1 Inspection and Repair			5,000	5,000	5,000	100.00%
Annual Pump Efficiency Testing			5,500	5,500	5,500	100.00%
Tank Repairs and Maintenance			15,500	15,500	15,500	100.00%
District Site Maintenance	916	916	25,000	25,000	24,084	96.34%
Janitorial			23,000	23,000	23,000	100.00%
Elevator Maintenance	327	327	7,800	7,800	7,473	95.81%
Security Costs	1,251	1,251	4,600	4,600	3,349	72.81%
District Facilities Maint. Subtotal	\$2,687	\$2,687	\$110,400	\$113,000	\$110,313	97.62%
Vehicle and Equipment Maintenance						
Vehicle Maintenance	\$212	\$212	\$42,500	\$42,500	\$42,288	99.50%
Other Equipment Maintenance			37,500	37,500	37,500	100.00%
Vehicle & Equip. Maint. Subtotal	\$212	\$212	\$80,000	\$80,000	\$79,788	99.74%
Insurance						
Auto and General Liability Insurance			\$114,500	\$114,500	\$114,500	100.00%
Bonding			1,600	1,600	1,600	100.00%
Property Insurance			55,000	55,000	55,000	100.00%
Insurance Subtotal			\$171,100	\$171,100	\$171,100	100.00%
Printing and Postage						
Advertisements & Legal Notices			\$5,000	\$5,000	\$5,000	100.00%
Online Bill Pay/Payment Processing	3,186	3,186	30,000	30,000	26,814	89.38%
Customer Bill Printing			17,500	17,500	17,500	100.00%
Customer Bill Postage	4,250	4,250	44,000	44,000	39,750	90.34%
Customer Collection Postage	700	700	7,000	7,000	6,300	90.00%
General Postage	50	50	1,000	1,000	950	95.00%
General Printing			1,800	1,800	1,800	100.00%
Collection Expense Printing			900	900	900	100.00%
Printing and Postage Subtotal	\$8,186	\$8,186	\$107,200	\$107,200	\$99,014	92.36%
Office Expense and Other						
Office Equipment Rental			\$700	\$700	\$700	100.00%
Office Supplies	731	731	17,000	17,000	16,269	95.70%
Office Equipment less than \$500			3,000	3,000	3,000	100.00%
Office Furniture less than \$500			2,000	2,000	2,000	100.00%
Office Equipment Maintenance			500	500	500	100.00%
Office Equipment Maintenance Agreements			13,400	13,400	13,400	100.00%
Office Expense & Other Subtotal	\$731	\$731	\$36,600	\$36,600	\$35,869	98.00%
Professional Services						
Annual Audit Fees			\$22,000	\$22,000	\$22,000	100.00%
Actuarial Services for Pension Calculation			800	800	800	100.00%
Meter Testing Service			5,000	5,000	5,000	100.00%
Dues and Subscription	20,619	20,619	52,400	52,400	31,781	60.65%
RWA Regional Water Bank Phase 3			40,100	40,100	40,100	100.00%

FAIR OAKS WATER DISTRICT
Company Consolidation
For the One Month Ending Friday, January 31, 2025

	January Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
Grant Application			5,000	5,000	5,000	100.00%
Urban Water Management Plan			60,000	60,000	60,000	100.00%
Emergency Response Plan			500	500	500	100.00%
Legal Fees			100,000	100,000	100,000	100.00%
Coop. Trans. Pipeline O&M			7,000	7,000	7,000	100.00%
Website Design and Public Outreach			5,000	5,000	5,000	100.00%
Regional Support			105,000	105,000	105,000	100.00%
Banking Fees	2,725	2,725	32,000	32,000	29,275	91.49%
IT Consulting Service*	7,893	7,893	102,000	102,469	94,575	92.30%
Annual IT Audit			5,600	5,600	5,600	100.00%
Answering Service	181	181	2,500	2,500	2,319	92.76%
Other Professional Fees	438	438	114,000	114,000	113,562	99.62%
Professional Fees Subtotal	\$31,856	\$31,856	\$658,900	\$659,369	\$627,513	95.17%
System Maintenance/Repairs						
Aggregate/Sand/Cutback	\$14	\$14	\$26,000	\$26,000	\$25,986	99.95%
Paving			80,000	80,000	80,000	100.00%
Equipment and Tool Rental			2,000	2,000	2,000	100.00%
General Maint., Supplies & Consumables	383	383	16,000	16,000	15,617	97.60%
Distribution Repairs	2,025	2,025	40,000	40,000	37,975	94.94%
Distribution System Maintenance Programs			10,000	10,000	10,000	100.00%
T-Main Repairs			25,000	25,000	25,000	100.00%
Damages			25,000	25,000	25,000	100.00%
Backflow Testing and Supplies	504	504	6,500	6,500	5,997	92.25%
Meter Downsize Repairs/Upgrades			600	600	600	100.00%
Inventory Replenishment			10,000	10,000	10,000	100.00%
Gas & Oil	1,911	1,911	55,000	55,000	53,089	96.52%
Equipment & Tools less than \$500	84	84	12,000	12,000	11,916	99.30%
Safety, Signs & Cones	270	270	13,500	13,500	13,230	98.00%
System Maint./Repairs Subtotal	\$5,191	\$5,191	\$321,600	\$321,600	\$316,409	98.39%
Fees						
State and County Fees	\$366	\$366	\$1,300	\$1,300	\$934	71.87%
Air Quality	3,368	3,368	11,700	11,700	8,332	71.22%
NPDES Permit			4,000	4,000	4,000	100.00%
Haz-mat Disposal			5,000	5,000	5,000	100.00%
Haz-mat Permit			7,500	7,500	7,500	100.00%
Fees Subtotal	\$3,733	\$3,733	\$29,500	\$29,500	\$25,767	87.34%
Utilities						
Telephone/Communication	\$7,860	\$7,860	\$71,000	\$71,000	\$63,140	88.93%
District Site Utilities	1,730	1,730	40,600	40,600	38,870	95.74%
Utilities Subtotal	\$9,590	\$9,590	\$111,600	\$111,600	\$102,011	91.41%
Information Technology						
Computer Software Maint. & Agreements	\$3,197	\$3,197	\$161,700	\$161,700	\$158,503	98.02%
Computer Hardware <\$500*	815	815	6,000	6,815	6,000	88.04%
Computer Software <\$500			1,000	1,000	1,000	100.00%
Information Technology Subtotal	\$4,012	\$4,012	\$168,700	\$169,515	\$165,503	97.63%
Water Efficiency						
Conservation Outreach			\$20,000	\$20,000	\$20,000	100.00%
Cons. Landscape Irrigation Review			1,500	1,500	1,500	100.00%
Conservation Water Waste			500	500	500	100.00%
Conservation Large Landscape			3,500	3,500	3,500	100.00%
Conservation Toilet Rebate Program	200	200	7,500	7,500	7,300	97.33%
Conservation Toilet Rebate Program (Reimb.)	150	150	6,500	6,500	6,350	97.69%
Washing Machine Rebate Program			500	500	500	100.00%
Conservation Irrigation Efficiency Rebate			7,500	7,500	7,500	100.00%
Conservation Internal Review			1,000	1,000	1,000	100.00%
Conservation Subtotal	\$350	\$350	\$48,500	\$48,500	\$48,150	99.28%
Training & Uniforms						
DMV/Physicals			\$8,500	\$8,500	\$8,500	100.00%
Employee Recognition Program	710	710	11,000	11,000	10,290	93.55%
Training, Travel and Expenses	1,500	1,500	20,000	20,000	18,500	92.50%
Uniforms	115	115	17,200	17,200	17,085	99.33%
Training & Uniforms Subtotal	\$2,324	\$2,324	\$56,700	\$56,700	\$54,376	95.90%
Board						
Director's Fees			\$12,500	\$12,500	\$12,500	100.00%
Miscellaneous Board Expenses	121	121	2,600	2,600	2,479	95.36%
Travel and Seminars			10,000	10,000	10,000	100.00%
Board Subtotal	\$121	\$121	\$25,100	\$25,100	\$24,979	99.52%
Materials & Services Total	\$700,888	\$700,888	\$4,587,700	\$4,591,584	\$3,890,696	84.74%
GRAND TOTAL	\$1,139,521	\$1,139,521	\$9,300,100	\$9,303,984	\$8,164,463	87.75%

CONTINGENCY FUND	\$100,000	\$100,000	\$200,000	\$200,000	\$100,000	50.00%
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FAIR OAKS WATER DISTRICT
Company Consolidation
For the One Month Ending Friday, January 31, 2025

January Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
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*The Board approved the following Project Fund to be carried forward from 2024 to 2025 at the January 21, 2025 Regular Board Meeting.

Operating Expenses Projects (Reflected above):

\$468.53 from IT Consulting.
 \$815.12 from Computer Hardware < \$500.
 \$2,600 from Well and Pump Repairs and Maintenance.

Capital Projects (Reflected in Project Status Report):

\$398,156.29 from 12-Inch Main Replacement on New York Avenue.
 \$22,545.70 from New York Well Design.
 \$7,229.16 from New York Well Equipping.
 \$61,954.71 from Northridge Well Replacement-Design.
 \$55,000 from Greenvale Improvements.
 \$669.70 from Riverfront Lane Services Upgrade.
 \$93,639.83 from T-Main Replacement Phases I & II.

**Contingency Fund was used as follows:

\$100,000 was transferred to 12-Inch Main Replacement on New York Avenue - Board approved on January 21, 2025.

February 18, 2025
Staff Report Briefing Materials
AGENDA ITEM III.5
Approval of Warrants

AGENDA ITEM III.5

REGULAR Board Meeting on February 18, 2025

To: Board of Directors
 From: Tom R. Gray
 Date: February 11, 2025
 Subject: Approval of Warrants

Recommendations:

Warrants

Board of Directors approve the attached invoices listed below and authorize signing of warrants.

ACWA JPIA	
<i>Benefits - Health, Dental, Vision, Life, and Employee Assistance Program</i>	\$ 67,092.47
Neptune Technology, Inc.	
<i>Meters and Register Seals</i>	95,394.31
PBI Engineering Consulting	
<i>FOWD Transmission Main Replacement Phase I</i>	41,425.13
Total Warrants	\$ 203,911.91

Board of Directors approve the attached purchase authorization(s) listed below and authorize signing of warrants.

Neptune Technology, Inc.	
<i>Meters and Register Seals</i>	\$ 160,710.20
Total Purchases	\$ 160,710.20



Tom R. Gray, General Manager



Fair Oaks Water District, 000532
Coverage Month: March 2025

Invoice Number: 0705181

Invoice Date: 02/03/2025

	Medical	Dental	Vision	Life	EAP	Totals
Insured Employees	28	28	28	28	28	
Previous Balance						\$128,519.54
Payment						\$0.00
Past Due Balance						\$128,519.54
Current Period Premium	\$62,570.67	\$2,681.70	\$679.00	\$1,046.12	\$69.44	\$67,046.93
Adjustment	\$0.00	\$0.00	\$0.00	\$45.54	\$0.00	\$45.54
Benefit Totals	✓ \$62,570.67	✓ \$2,681.70	✓ \$679.00	✓ \$1,091.66	✓ \$69.44	\$67,092.47
Total Due 03/01/2025						\$195,612.01

- 128,519.54 per to JAN/R
 ✓ 67,092.47
 RSimon
 2/11/2025

Important Reminders

Visit www.jpia.bswift.com to download invoices, make enrollment changes, run reports and more.

Qualifying events for permitted changes outside the open enrollment period include: Divorce or legal separation, loss of coverage under a spouse's plan, death of spouse or dependent, marriage, birth or adoption.

Benefit elections must be entered into bswift within 31 days of the benefits effective date. The only exception is COBRA, which may be elected within 60 days.

If you have questions about your invoice or the bswift system, call us at 800-736-2292 or email benefits@acwajpia.com.

Thank you for choosing ACWA JPIA.

CY Budget: \$ 2,071,500.00 Project No: E25BIINS
 Expenses TD: \$ 131,316.25 Cost Categ: VARIOUS
 Committed Cost: \$ 8 Avail Budget: 1,940,183.75
 Completed By: RSimon Date: 2/11/2025
 Authorized By: _____ Date: _____
 Authorized By: [Signature] Date: 02-12-2025

Keep this summary for your records.

cf 2/11/25

Please mail this payment stub with your check or money order made payable to: ACWA JPIA

Please remit to:
 ACWA JPIA
 PO Box 619082
 Roseville, CA 95661-9082

Make checks payable to ACWA JPIA. Please pay the invoiced amount.

Any unpaid portion that becomes more than 60 days past due will be subject to a 1% late charge each month.

Please pay separately from other JPIA programs.

Fair Oaks Water District
 10326 Fair Oaks Blvd
 Fair Oaks, CA 95628

Or
 ACH to:
 California Bank & Trust
 ABA:
 Account #:
 * Please include Invoice # on Addenda

Client Code	532
Payment Due Date	03/01/2025
Total Due on or before 03/01/2025	\$195,612.01
	✓ \$67,092.47

Invoice Number: 0705181

Invoice Date: 02/03/2025

[Signature]
 2/11/2025
 [Signature]
 2-12-2025

NEPTUNE TECHNOLOGY GROUP, INC.
P.O. BOX 932957
Atlanta, GA 31193-2957

<u>Invoice #</u>	<u>Dated</u>	<u>Amount</u>
N784885	1/16/2025	\$ 95,358.75
N783960	1/8/2025	35.56
Total		\$ 95,394.31

J.P.A.
02-10-2025



REMIT TO:
 Neptune Technology Group Inc.
 P.O. Box 932957
 Atlanta, GA 31193-2957

Accounts Receivable & Credit Department
 acctsrcv@neptunetg.com
 800-633-8754

SHIP TO: 04231001
 Fair Oaks Water Dist
 10317 Fair Oaks Blvd
 Fair Oaks, CA 95628
 USA

BILL TO: 04231000
 FAIR OAKS WATER DIST
 10326 FAIR OAKS BLVD
 FAIR OAKS, CA 95628
 USA

EMAIL : AP@FOWD.com;acctrec@neptunetg.com

REMARKS :

COMMENTS:
 PRIORITY P
 JOE DEBORBA
 916-257-4986
 M-T 6:30AM-4PM

INVOICE	
NUMBER	REVISION
N784885	0
DATE	PAGE
01/16/25	1 of 1
PURCHASE ORDER NUMBER	
PO000009188 9441	
CUSTOMER NUMBER	SALES ORDER NUMBER
04231000	S400208

TERMS	ORDER DATE	BOL / Tracking Number	SHIP DATE	SHIP VIA	FOB POINT			
Net 30	08/21/24	945694368	01/16/25	R&L	CIP			
LINE NO.	ITEM	DESCRIPTION	UM	QUANTITY		TAX	UNIT PRICE	EXTENDED PRICE
				BACK ORD.	SHIPPED			
1	ED2F22RPWF11S2788	1 T-10 BRZ 316 P-C R900i V4 PIT C/F 1 T-10 BRZ 316 Serial# 18360222 - 18360521	EA	0.0	300.0	es	295.00	88,500.00

Board approved on 08/19/24 - parts not received until 2025. New PO created for M25 projects. Please see attached.

PO Number: **9441**
 RCT Number: _____
 INVENTORY
 NON INVENTORY

Non-Taxable:	\$ 0.00	Line Total:	88,500.00
		Re-Stocking Fee:	0.00
		Total Tax:	6,858.75
		Total:	\$ 95,358.75

"These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations"



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EMAIL : AP@FOWD.com;acctrec@neptunetg.com

REMARKS :

COMMENTS:
 PRIORITY P
 JOE DEBORBA
 916-257-4986
 M-T 6:30AM-4PM

INVOICE	
NUMBER	REVISION
N783960	0
DATE	PAGE
01/08/25	1 of 1
PURCHASE ORDER NUMBER	
PO000009188 9441	
CUSTOMER NUMBER	SALES ORDER NUMBER
04231000	S400208

TERMS	ORDER DATE	BOL / Tracking Number	SHIP DATE	SHIP VIA	FOB POINT			
Net 30	08/21/24	1z35x5410342666982	01/08/25	UPS	CIP			
LINE NO.	ITEM	DESCRIPTION	UM	QUANTITY		TAX	UNIT PRICE	EXTENDED PRICE
				BACK ORD.	SHIPPED			
1	..9106-001	REGISTER SEAL PIN L/P BLACK REGISTER SEAL PIN L/P BLACK	EA	0.0	300.0	es	0.11	33.00

Board approved on 08/19/24 - parts not received until 2025. New PO created for M25 projects. Please see attached.

PO Number: 9441
 RCT Number: _____
 INVENTORY
 NON INVENTORY

Non-Taxable:	\$ 0.00	Line Total:	33.00
		Re-Stocking Fee:	0.00
		Total Tax:	2.56
		Total:	\$ 35.56

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Please remit via ACH-Valley National Bank
 ABA/Routing:
 Account:
 or mail to: PO Box 51106
 Newark, NJ 07101-5206
 accountsreceivable@verdantas.com

Fair Oaks Water District
 Attn: Blake Chetcuti
 10326 Fair Oaks Boulevard
 Fair Oaks, CA 95628

February 06, 2025
 Project No: 050.0000026892
 Invoice Number 349
 Project Manager Ashley Smith

050.0000026892 FOWD RFQ Transmission Main Replacement Phase 1
Professional Services Rendered Through: January 24, 2025

CY Budget: \$ 291,339.83 **Project No:** L25TD10
Expenses TD: \$ 38,114.23 **Cost Cat:** Professional
Committed Cost: \$ 0.00 **Avail Budget:** 253,225.60
Completed By: Blake Chetcuti **Date:** 2/14/25
Authorized By: [Signature] **Date:** 2/14/25
Authorized By: [Signature] **Date:** 2-14-25

Preliminary Work and Survey

Previous % Complete - 25%

Current % Complete - 30%

Work Completed this period - General Project Management

Professional Services

	Hours	Rate	Billed Amount
Senior Engineer/Project Manager 2			
Smith, Ashley	2.00	230.00	460.00
Totals	2.00		460.00
Total Labor			460.00

Additional Fees

Incidental In-house Expenses-5% of Labor			23.00
Total Additional Fees			23.00

Billing Limits

	Current	Prior	To-Date
Total Billings	483.00	27,002.25	27,485.25
Limit			74,075.00
Remaining			46,589.75
Phase Subtotal			\$483.00

Design and Specifications

Previous % Complete - 35%

Current % Complete - 75%

Work Completed this period - Development and submittal of 75% design. Coordination of potholing and cathodic protection design

Professional Services

	Hours	Rate	Billed Amount
Senior Engineer/Project Manager 2			
Mueller, Brian	2.00	230.00	460.00
Smith, Ashley	35.50	230.00	8,165.00
Senior Engineer/Project Manager 1			
Azevedo, Drew	2.25	210.00	472.50
Staff Engineer 2			
Hernandez Uribe, Laura	87.00	160.00	13,920.00
Staff Engineer 1			
Dew, Tori	3.00	140.00	420.00

Technician I				
Sylvester, Tyler	38.00	110.00	4,180.00	
Technician III				
Gregory, David	81.25	140.00	11,375.00	
Totals	249.00		38,992.50	
Total Labor				38,992.50

Additional Fees

Incidental In-house Expenses-5% of Labor			1,949.63	
Total Additional Fees			1,949.63	1,949.63

Billing Limits

	Current	Prior	To-Date	
Total Billings	40,942.13	14,187.95	55,130.08	
Limit			123,337.00	
Remaining			68,206.92	
			Phase Subtotal	\$40,942.13

Construction Support Services

Previous % Complete - 0%

Current % Complete - 0%

Work Completed this period - None

Billing Limits

	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			35,333.00	
Remaining			35,333.00	
			Phase Subtotal	0.00

Invoice Total \$41,425.13

JRM
02-14-2025



**FAIR OAKS WATER DISTRICT
PURCHASE AUTHORIZATION**

PLEASE PRINT

<input type="checkbox"/>	CAL-CARD HOLDER NAME:	
<input type="checkbox"/>	DATE PURCHASED:	
<input type="checkbox"/>	WILL INVOICE - PO#	<input checked="" type="checkbox"/> FINANCE TO ORDER
<input type="checkbox"/>	CHECK REQUEST	<input type="checkbox"/> MISSING RECEIPT
<input type="checkbox"/>	REQUESTOR TO ORDER	

Name of Requestor: Joe DeBorba Date of Request: 1/10/2025
 Purchase Description: 2025 Meter and Register Replacements Date Needed By: 6/1/2025
 Vendor/Check Name: Neptune Technology Group Vendor Contact Name:
 Address: Phone Number:

Item#	Description	Quantity	Price Per Unit	Extended Price
Proj. Parts	ED2F22RPWF11S2788 1 T-10 BRZ 316 P-C R900i4 PIT C/F w/ 6' ANTENNA - M25MMMR	366	\$200.00	\$ 73,200.00
	1" r900i - M25MMAMR	366	\$133.00	\$ 48,678.00
Proj. Parts	ED2H11RPWF11S2788 1 1/2 T-10 OVAL P-C R900i V4 PIT C/F w/ 6' ANTENNA M25MMMR	30	\$400.00	\$ 12,000.00
	1.5" R900i - M25MMAMR	30	\$143.00	\$ 4,290.00
Proj. Parts	ED2J11RPWF11S2788 2 T-10 OVAL P-C R900i V4 PIT C/F w/ 6' ANTENNA- M25MMMR	16	\$500.00	\$ 8,000.00
	2" R900i - M25MMAMR	16	\$183.00	\$ 2,928.00
	..9106-001 - REGISTER SEAL PIN L/P M25MMAMR	500	\$0.11	\$ 55.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Approved Budget:	\$ 282,000.00	Project Number:	M25MMMR	Subtotal:	\$ 149,151.00
Expenses To Date:	\$ 687.75	Cost Category:	Project Parts	7.75% Tax:	\$ 11,559.20
Committed Cost:	\$ 47,517.75			Freight:	
Budget Available:	\$ 233,794.50			Other:	
				Total:	\$ 160,710.20

Budget Availability (Authorized Personnel)

Approved Budget:	\$ 280,000.00	Project Number:	M25MMAMR
Expenses To Date:	1,862.23	Cost Category:	R900i Register
Committed Cost:	47,843.56	Completed By:	Joe DeBorba
Budget Available:	\$ 230,294.21	Date:	1/10/2025

Purchase Recommendation (Supervisor)

Joe DeBorba
 Print Name Signature Date 1/10/2025

Purchase Authorization (Manager, Superintendent)

Nick Kepler
 Print Name Signature Date Verbal Authorization

Purchase Authorization for All Purchases (Manager)

Shawn Huckaby
 Print Name Signature Date 1/24/2025 Verbal Authorization

Purchase Authorization for \$10,000 or More (General Manager)

Tom R. Gray
 Print Name Signature Date 01-31-2025 Verbal Authorization

February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM III.6

Approval of Cal-Card Statements for the month of January 2025

AGENDA ITEM III.6

REGULAR Board Meeting on February 18, 2025

To: Board of Directors
From: Tom R. Gray
Date: February 13, 2025
Subject: Approval of Cal-Card Statement

Recommendation:

None.

Discussion:

Attached you will find the Cal-Card statement summary for the period ending January 22, 2025.

Policy Implications:

None.

Fiscal Impact:

None.

Cal-Card Statement
Cal-Card Summary of Charges
Closing Statement Ending January 22, 2025

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Description</u>	<u>Personnel</u>
12/11/2024	Zoro Tools	\$ 114.62	Uniforms	Staff
12/26/2024	Amazon	58.24	Office Supplies	Staff
12/30/2024	Capitol Barricade	13.33	Permits	Staff
12/31/2024	Fedex	56.90	Shipping Cost	Staff
1/1/2025	Backgrounds Online	73.50	Background Check	Staff
1/2/2025	Paymentus Corp.	100.94	Air Quality Annual Permit - CC Fee	Staff
1/2/2025	Sacramento Metropolitan Air Quality District	3,266.80	Air Quality Annual Permit	Staff
1/2/2025	Fedex	55.74	Shipping Cost	Staff
1/3/2025	The Mail House	59.71	MRX Warranty Shipping	Staff
1/3/2025	Nimbus Landscape Materials	14.14	Sand/Aggregate/Cutback	Staff
1/3/2025	Amazon	81.61	Office Supplies	Staff
1/4/2025	Staples	105.40	Office Supplies	Staff
1/7/2025	Raley's	39.66	Employee Recognition	Staff
1/7/2025	Ace Hardware	14.84	District Site Maintenance	Staff
1/8/2025	Sovos Compliance	131.20	Dues & Subscriptions	Staff
1/8/2025	New Answernet, Inc.	181.00	Answering Service	Staff
1/9/2025	Backflow Distributors	421.58	Madison Well/Backflow Test Supplies	Staff
1/9/2025	Sams Club	63.77	Office Supplies	General Manager
1/10/2025	Adobe	522.34	Computer Software Subscription	Staff
1/10/2025	Staples	195.64	Office Supplies	Staff
1/12/2025	Adobe Inc.	(226.61)	Dues & Subscriptions	Staff
1/13/2025	Amazon	211.51	Vehicle Maintenance	Staff
1/14/2025	Sacramento County	275.16	Backflow Testing Program	Staff
1/14/2025	Sams Club	266.63	Kitchen Supplies	Staff
1/14/2025	Nespresso USA, Inc.	78.00	Kitchen Supplies	Staff
1/14/2025	Home Depot	10.65	Maintenance Supplies	Staff
1/14/2025	Home Depot	83.99	Tools	Staff
1/16/2025	Boot Barn	269.57	Safety Boots	Staff
1/16/2025	Ace Hardware	28.00	Maintenance Supplies	Staff
1/16/2025	Staples	85.17	Office Supplies	Staff
1/16/2025	Staples	118.85	Office Supplies	Staff
1/17/2025	Staples	22.69	Office Supplies	Staff
1/21/2025	Ace Hardware	59.25	Project Parts	Staff
1/21/2025	All Awards	22.41	Board Expense	Staff

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Description</u>	<u>Personnel</u>
1/21/2025	Chipotle Online	98.16	Board Meeting Meals Expense	Staff
TOTAL		<u>\$ 6,974.39</u>		

February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM III.7

Accept and File Board Expense Report for the month of January 2025

AGENDA ITEM III.7

REGULAR Board Meeting on February 18, 2025

To: Board of Directors
From: Chi Ha-Ly
Date: February 10, 2025
Subject: Approval of Board Expense Report for the month of January 2025

Recommendation:

None.

Discussion:

Attached you will find the Board Expense Report for the month of January 2025.

Policy Implications:

None as a result of recommended action.

Fiscal Impact:

None as a result of recommended action.

Board of Directors
Expense Reimbursement Summary
Monthly Activity - January 2025

Name	Meeting Date	Description	Date Paid	Compensation	Reimbursed Expenses	District Expenses
-------------	---------------------	--------------------	------------------	---------------------	----------------------------	--------------------------

NO PAYMENTS MADE IN JANUARY

Board of Directors
Expense Reimbursement Summary
Monthly Activity - January 2025

January 2025 RECAP

Name	Meeting Month	Meetings Attended (Paid)	Month Paid	Compensation	Reimbursed Expenses	District Expenses
Dolby		0		\$ -	\$ -	\$ -
Marx		0		-	-	-
McRae		0		-	-	-
Petersen		0		-	-	-
Sarkovich		<u>0</u>		-	-	-
TOTAL		0		\$ -	\$ -	\$ -

Year-to-Date RECAP

Name	Meetings Attended (Paid)	Compensation	Reimbursed Expenses	District Expenses
Dolby	0	\$ -	\$ -	\$ -
Marx	0	-	-	-
McRae	0	-	-	-
Petersen	0	-	-	-
Sarkovich	<u>0</u>	-	-	-
TOTAL	0	\$ -	\$ -	\$ -

February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM V.1

**Discussion and possible action on an agreement with MC
Engineering related to the FOWD Field Services Center Project**

AGENDA ITEM V.1

REGULAR Board Meeting on February 18, 2025

To: Board of Directors
From: Tom R. Gray, General Manager
Date: February 13, 2025
Subject: Discussion and possible action on an agreement with MC Engineering, Inc. related to the FOWD Field Services Center Project

Recommendation:

Provide direction to staff relative to completing planning, design, and construction management of interim facilities for the efficient operation of FOWD during the construction of the new FOWD Field Services Center.

Discussion:

The FOWD Board of Directors selected Gutierrez Associates to complete all architectural and project management services required to complete the FOWD Field Services Center Project.

- Included in the original scope of work to be completed by Gutierrez Associates was the planning, design, and construction management of interim facilities for the efficient operation of FOWD during the construction of the new FOWD Field Services Center.
- The FOWD Board directed staff to remove the planning, design, and construction management of interim facilities from the approved agreement with Gutierrez Associates.
- The FOWD Board directed staff to request a proposal from MC Engineering, Inc. to complete the required work to find temporary locations for the efficient operation of the FOWD during the construction of the new FOWD Field Services Center.

Attached is a proposal from MC Engineering, Inc. as requested by the FOWD Board.

Policy Implications:

None due to the staff recommendation.

Fiscal Impact:

Yet to be determined.

February 13th, 2025

Fair Oaks Water District
ATTN: Tom Gray, General Manager
10326 Fair Oaks Blvd, Fair Oaks, CA 95628
Email: tgray@fowd.com

RE: Operations Building Temporary Relocation Planning Proposal

Dear Mr. Gray,

Pursuant to your request, MC Engineering has prepared this letter to describe our proposed scope of work and fee for planning services related to the temporary relocation of the Fair Oaks Water District (FOWD/District) operations building and corporation yard. A project understanding narrative and a proposed scope of services follow.

PROJECT UNDERSTANDING

The FOWD maintains both an administrative office building and a corporation yard in the historic "Fair Oaks Village". The administrative building includes staff offices and a parking lot. The corporation yard across the street is the center for FOWD daily field operations. This 1.6-acre facility includes additional staff offices, maintenance truck parking and service areas, materials and equipment storage. The facility provides many other critical functions including fueling, records storage, wash down areas, and other necessary features for maintenance of equipment and the water system as a whole.

The FOWD primary operations building is an approximately 100-year-old redwood structure that was acquired by the District in the late-1970's. The structure was built on a slope and has inadequate site drainage. Over the years, significant water damage has occurred on the east side of the building, forcing certain spaces to be taken out of service. The building also fails to meet modern building codes. The District has published numerous statements outlining these concerns and other operational/efficiency related problems.

In the early 2000's, the District prepared a master plan which outlined various capital improvement projects. One of the capital improvement projects was an upgrade to the District's administrative office building. This project was completed in 2009, and is considered "Phase I" to the District's Fair Oaks Village improvements. The District is currently pursuing completion of a "Phase II" project which is a new "Field Services Center" to replace the existing corporation yard. In March 2019, the District retained the architect "Gutierrez and Associates" (G/A) to provide planning and design services for the project. Since this time, G/A has assisted the District with planning approval by both Sacramento County and the Fair Oaks CPAC, and they have prepared a set of construction documents for the project. MC Engineering was retained in Fall 2023 to provide a peer review of the G/A plans and specifications. G/A has since reviewed the comments that were prepared by MC Engineering and incorporated them into a revised set of construction documents.

The “100%” construction documents are currently being reviewed by Sacramento County, and the District anticipates receiving a building permit in the near future.

The District is nearing the construction of the proposed Field Services Center. This proposed project will require the District to take the existing corporation yard out of service during construction. The District’s leaders are evaluating various approaches for relocating District operations during this time. Before the construction phase of this project begins, the District will need to identify a temporary facility to store trucks, equipment, and materials in order to maintain operations and provide space for field employees.

MC Engineering is proposing to prepare a strategy that will guide the District in this temporary relocation process. Our experienced staff will be available to assist with this process, which will be partially led by Mr. John Pedri. Mr. Pedri’s extensive experience with similar relocation projects will be invaluable. An abbreviated resume of his experience is included as Attachment B to this letter proposal. Additional staff resumes can be made available upon request.

PROPOSED SCOPE OF WORK

Task 1- Project Management

This task will consist of various internal and external project management functions including preparing monthly invoices and misc. FOWD communication.

Deliverables: Monthly project invoices, status report memos where appropriate, meeting minutes, emails, and records of conversations.

Task 2- Establish Temporary Facility Needs

Task 2A- Develop Implementation Timeline

Under this task, MC Engineering staff will work with FOWD staff to establish an estimated timeline from the completion of design/permit approval through the construction of new facilities and occupancy approval by the Sacramento County Building Department. This timeline will be used as a basis for estimating temporary facility costs and site availability.

Deliverable: Estimated temporary operations facility timeline.

Task 2B- Review Existing FOWD Operations

Under this task, MC Engineering staff will conduct a review of existing FOWD operations. This task will include preparing a materials and equipment inventory with the assistance of FOWD operations staff and review of existing District records. Material storage bays, power, fuel, parking and vehicle storage, and equipment maintenance space will be considered. This task will also include a review of office space requirements such as workspaces, a conference room, furniture, internet needs, and temporary office equipment.

Deliverable: Operations needs documentation.

Task 2C- Size Temporary Facilities

Following the completion of the existing operations review, MC Engineering staff will work with the FOWD to establish criteria for the size of a temporary facility. The temporary facility will be selected to accommodate necessary equipment, supplies, and manpower. Both indoor (covered) and outdoor laydown areas will be considered.

Deliverable: Design criteria for a temporary facility site.

Task 3- Relocation Site Search and Ranking

Task 3A- Identify Potential Sites

Under this task, MC Engineering staff will identify up to four potential sites for temporary relocation of the Corporation Yard. Potential sites such as existing private warehouses and existing District-owned property will be considered. The temporary utility needs for each site will be identified along with the need for temporary structures or the use of existing structures. For each potential site, high-level cost estimates will be prepared for property acquisition/lease, temporary utility connections (if required), equipment security, rental equipment/facilities, and other expenses. A "Phase I" environmental site assessment may be required for the potential project sites. If required, a site assessment can be prepared for each potential site at this stage and our scope of work and fee will be adjusted accordingly. If a use permit is required from Sacramento County we will perform this extra work on a time and materials basis.

Task 3B- Rank Potential Sites

The potential sites will be compared according to the following preliminary criteria:

- Cost (Both capital and annual cost or a net-present-value will be considered)
- Staffing Impacts to Relocation
- Permitting Requirements (Including utility and building permits, or environmental permits if required)
- Proximity to Existing District Infrastructure
- Availability of Utilities
- Site Functionality and Safety (Both office functionality and materials/ equipment/ maintenance functionality including site ingress and egress will be considered)
- Anticipated compatibility with existing homes and businesses
- Time required for approval and preparation of necessary facilities

The preliminary criteria presented are in no particular order of importance. Feedback from both FOWD leadership and operations management staff will be considered to prioritize the ranking criteria. MC Engineering will present the potential project sites and ranking results to the FOWD Board of Directors. The Board may then select one preferred project site for further refinement in a relocation plan. The preferred project site will minimize both cost and level-of-effort required to relocate operations on a temporary basis.

Deliverables: Up to four potential relocation sites, preliminary cost estimates, a ranking matrix, and a related PowerPoint presentation to the FOWD Board of Directors.

Optional Task 4- Develop Relocation Plan (Cost TBD and Not Included)

Under this optional task, MC Engineering staff will refine a proposed relocation plan for the preferred alternative selected by the FOWD Board of Directors. The following are anticipated to be completed or refined at this stage:

- Refined cost estimates
- Permit and utility applications, including relevant meetings with Sacramento County and others
- Phase II environmental site assessment (if required)
- Conceptual site and utility plans

This information will be included in an actionable relocation plan technical memo which will be presented to the FOWD Board of Directors.

Deliverable: Relocation plan technical memo including the key findings of previous tasks, and a related PowerPoint presentation to the FOWD Board of Directors.

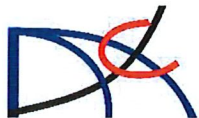
Our proposed services would be billed on a time-and-material basis and will not exceed \$33,560 without prior written authorization from the District. A proposed project budget is included as Attachment A to this letter.

We are excited about the opportunity to serve as an extension of your staff and our team is available to start work immediately upon request.

Sincerely,



Mark Carey, P.E.
Principal Engineer



MC Engineering, Inc.

Mark.Carey@mc-engineers.com
9294 Madison Avenue
Orangevale, CA 95662
(916) 223-3828

ATTACHMENT A

PROPOSED FEE SCHEDULE

The scope of work included in this proposal will be completed on a time-and-materials-basis for a total fee not-to-exceed \$33,560 without prior written authorization by the FOWD.

Proposed Fee Schedule

Task No.	Description	Task Total	PR	SE	PE III	DR	ADM	ODC
1	Project Management	\$3,110	8		4		6	
2	Establish Temporary Facility Needs	\$14,430						
	Develop Implementation Timeline		4	2	16			
	Review Existing FOWD Operations		4	16	20			
	Size Temporary Facilities		2	8	10			
3	Relocation Site Search and Ranking	\$16,020						
	Identify Potential Sites		4	16	24			
	Rank Potential Sites and Present Findings		6	16	24			
4	Optional- Develop Relocation Plan	<i>TBD</i>						
Total:		\$33,560	28	58	98	0	6	\$0

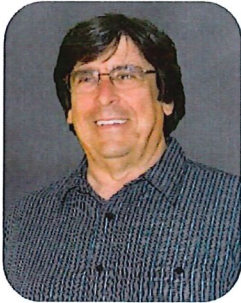
Abbreviations and Standard Hourly Rates:

- PR:** Principal 250 \$/hr.
- SE:** Senior Engineer/Operations Management Specialist 220 \$/hr.
- PE I:** Associate Engineer 185 \$/hr.
- PE II:** Project Engineer 165 \$/hr.
- PE III:** Design Engineer 135 \$/hr.
- DR:** Draftsman 105 \$/hr.
- ADM:** Administrative Assistant 95 \$/hr.
- ODC:** Other Direct Costs (travel including travel and mileage reimbursed at applicable IRS rates, reproduction costs, etc.)

ATTACHMENT B

John Pedri, P.E.

Corporation Yard Experience Resume



Mr. Pedri is a registered civil engineer in California. He spent the majority of his career working as District Engineer and Public Works Director for small to medium sized public utilities and water system owners and operators in California. He has an in-depth knowledge of the needs for the maintenance of public water systems and was responsible for managing the water utility staff and the transition of several operations/corp yard relocations throughout his career. This experience, combined with the ability to build consensus with operations staff will be invaluable for the FOWD temporary relocation efforts and beyond.

Examples of successful projects led by Mr. Pedri are presented below.

City of Lincoln

As City Engineer, Director of Public Works, and Airport Manager, Mr. Pedri contributed to the following successful projects:

- Mr. Pedri developed additional shop and office space to the existing City corporation yard, which included managing all purchases of shop materials and infrastructure supplies. New temporary office spaces were provided for the operations staff, including water, wastewater, drainage, parks, and streets departments. These temporary facilities included the purchase of portable trailers fully equipped with hardware. (1997-2004)
- Mr. Pedri managed the purchase of two large warehouses (80,000 SF) located at the Lincoln Regional Airport. These two large warehouses were converted into the City's new corporation yard. This new facility housed fleet management facility/shop, wastewater, water, parks, streets/drainage, and transit departments, including individual loading and unloading bays and storage areas for each department. A central office space was provided for Dept. heads and administrative support (centrally located), along with vehicle storage and wash areas (equipment cleaning). Backfill materials, including sand and gravel, were strategically located for access by loaders and backhoes. An iterative process was used with key staff members of the public works operation department to assure flexibility and ease of access to all materials and supplies, with safety and autonomy for each department.
- Mr. Pedri successfully managed the planning, design and construction of the Lincoln Regional Airport Pilots Lounge and Offices. This included the construction of an approximate 1,500 SF facility.
- Mr. Pedri successfully managed the planning, design and construction of two new City Halls with the first city hall being built in 2000. This new two-story City Hall included the public works, city manager, planning and building, and finance departments. The office layouts and ergonomics included collaboration from all departments. Following the planning stage, Mr. Pedri was responsible for the site location, site grading, infrastructure connections, and construction management, including the inspectors.

Shasta Dam Area Public Utility District/City of Shasta Lake

- As District Engineer for the Shasta Dam Public Utility District (SDAPUD) Mr. Pedri successfully designed and managed the expansion of the SDAPUD's corporation yard with the addition of two new large, covered bays. (1989)
- As City Engineer for the City of Shasta Lake (incorporated in 1993) Mr. Pedri assisted in the planning, site location, design, and construction of the new City of Shasta Lake Corporation Yard, which included office space, a conference room, storage areas, and a vehicle repair shop. This facility serves the water, sewer, parks, and electric utility departments. (1995-97)

February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM VI.1

Discussion on FOWD Water Supply for the month of January 2025

AGENDA ITEM VI.1

REGULAR Board Meeting February 18, 2025

To: Board of Directors
 From: Paul Siebensohn
 Date: February 7, 2025
 Subject: Discussion on FOWD Water Supply for the month of January 2025

Recommendation:

None.

Discussion:

According to the Accuweather.com website, the recorded average daily temperature in January 2025 was 47.5° F, which is 0.5 degree below the historic average of 48.0° F for January. Precipitation for January 2025 was recorded at 0.91” according to the Department of Water Resources Chicago rain station located in Fair Oaks.

The wholesale connections provided **369.40** AC-FT (90.23%) of surface water and FOWD groundwater wells produced **40.02** AC-FT (9.77%) to meet the total water demand of **409.42** AC-FT.

A graph of total consumption to date versus projected budget target is found in Exhibit A.

A graph of groundwater and surface water use in 2025 to date is found in Exhibit B.

Both the FO-40 and CTP wholesale connections remained open to provide surface water supply to the District.

According to the data provided by SJWD, the recorded volumes from wholesale connections are:

	Forward <u>Flow, AC-FT</u>	Reverse <u>Flow, AC-FT</u>	<u>Total, AC-FT</u>
CTP Connection	220.96	0.00	220.96
FO-40 (39”)	148.44	0.00	148.44
TOTAL FROM SJWD	369.40	0.00	369.40

The average daily flow from wholesale connections for the month of January 2025 was recorded at 2,662 GPM.

The maximum day water demand was reached on January 26, 2025, and was recorded at approximately 5.13 million gallons (MG) with the wholesale connections providing 4.43 MG and FOWD groundwater wells providing 0.70 MG. The minimum day water demand was recorded 3 times, on January 3, January 6, and January 7, 2025, at 3.67 MG. The average day demand was calculated at 4.26 MG.

The 10-year total average water use for the month of January is 352.34 AC-FT and January 2013 total water demand was recorded at 401.21 AC-FT. The January 2025 total water demand of 409.42 AC-FT

represents an increase of 16.20% from the January 10-year average, an increase of 2.05% from January 2013 consumption, and an increase of 17.85% from 2024 consumption.

During the month of January 2025, all wells performed in accordance with the approved operations plan.

The Skyway Tank and Booster Station operated within normal parameters and in accordance with the seasonal operational schedule.

The production breakdown per groundwater source for the month of January 2025 was:

Town Well	–	0.61 AC-FT
Heather Well	–	1.84 AC-FT
Northridge Well	–	0.31 AC-FT
Madison Well	–	16.57 AC-FT
Skyway Well	–	<u>20.69 AC-FT</u>
TOTAL GROUNDWATER		40.02 AC-FT

A graph of the production of each well to date may be found in Exhibit D.

The water distribution system and water supply facilities performed within design parameters during January. District staff produced water supply in accordance with FOWD Board direction for all of January 2025.

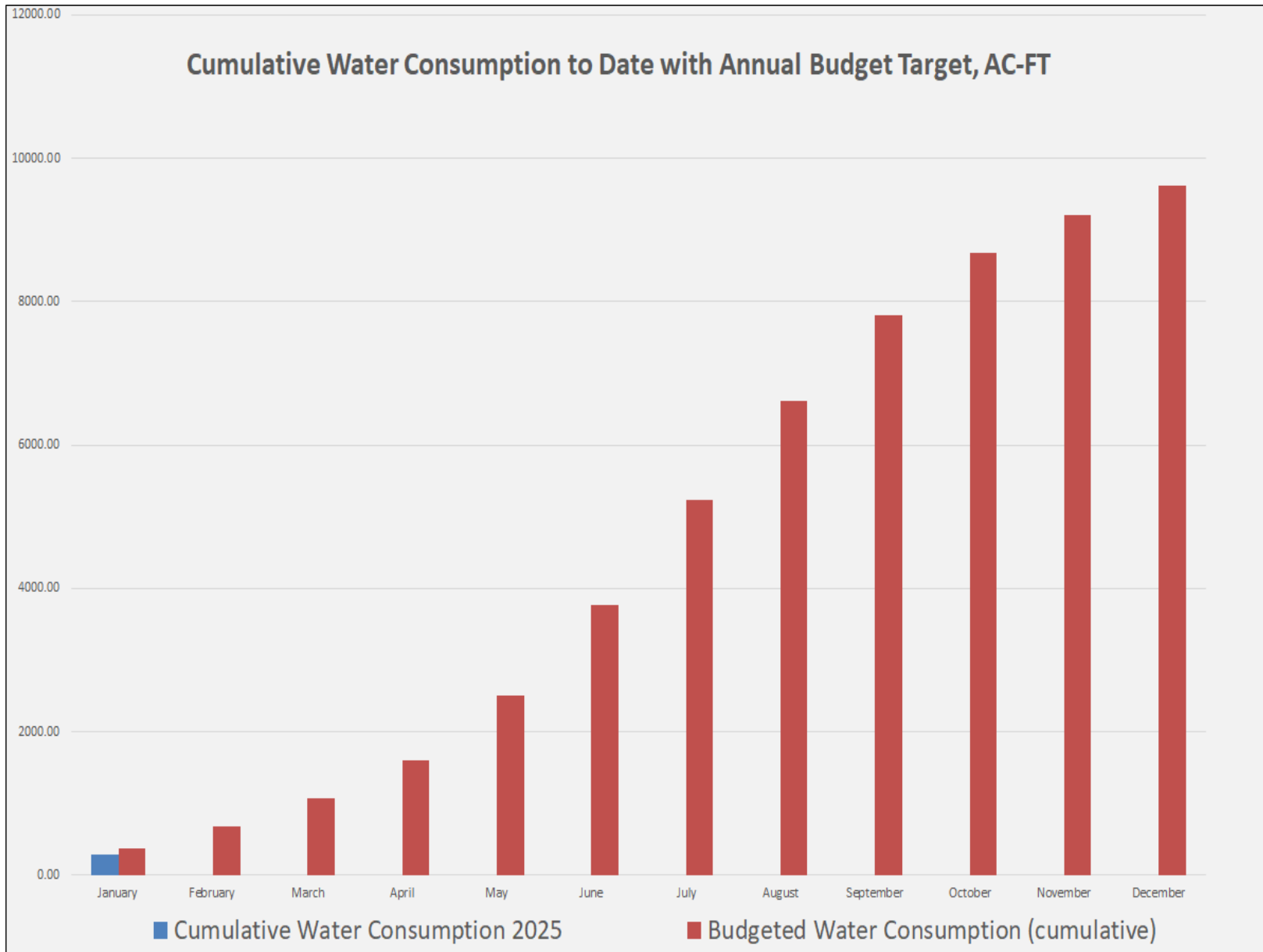
A graph of water consumption per month for 2013, 2024, and 2025 with average trendline is displayed in Exhibit C.

Fiscal Impact:

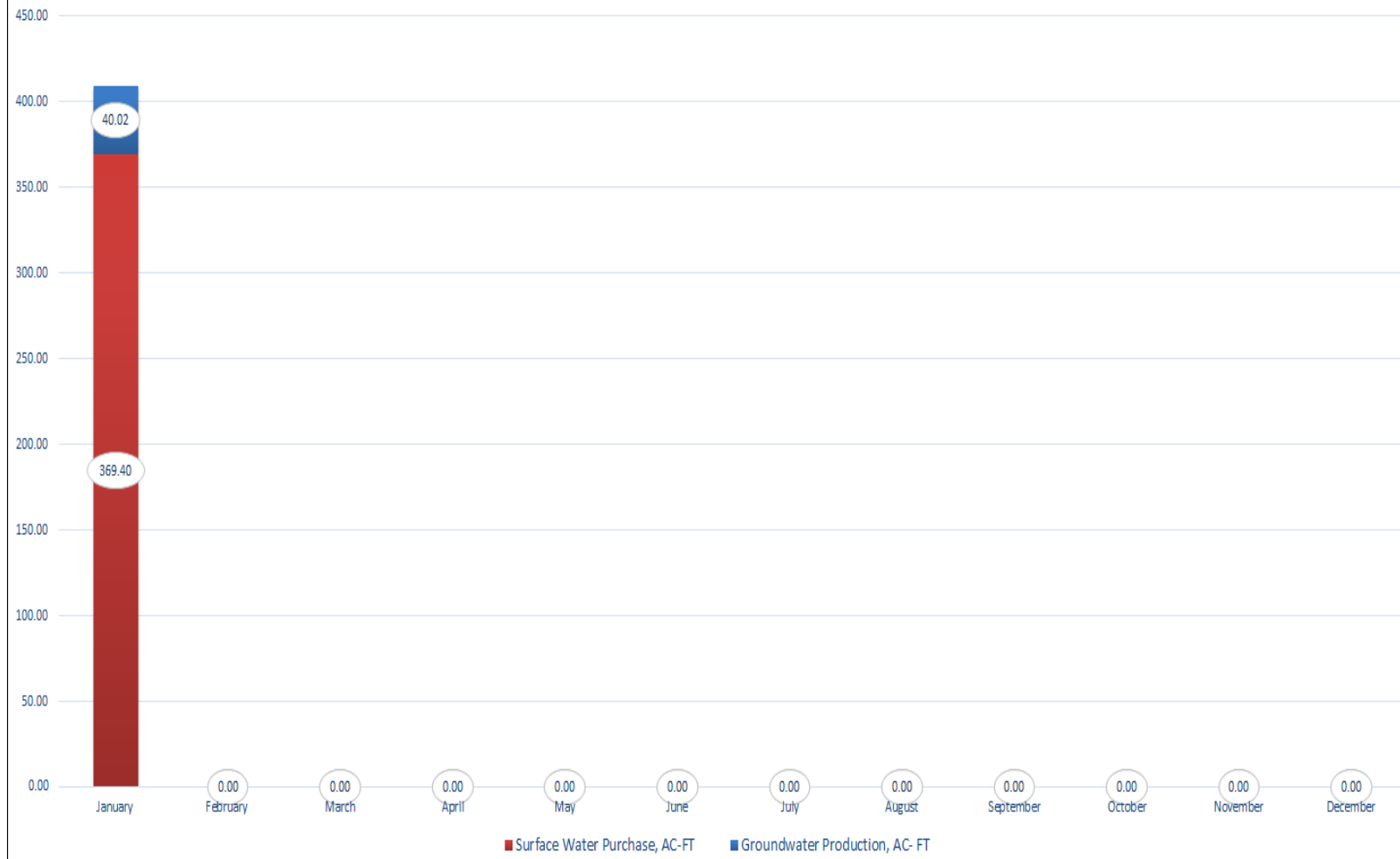
None.

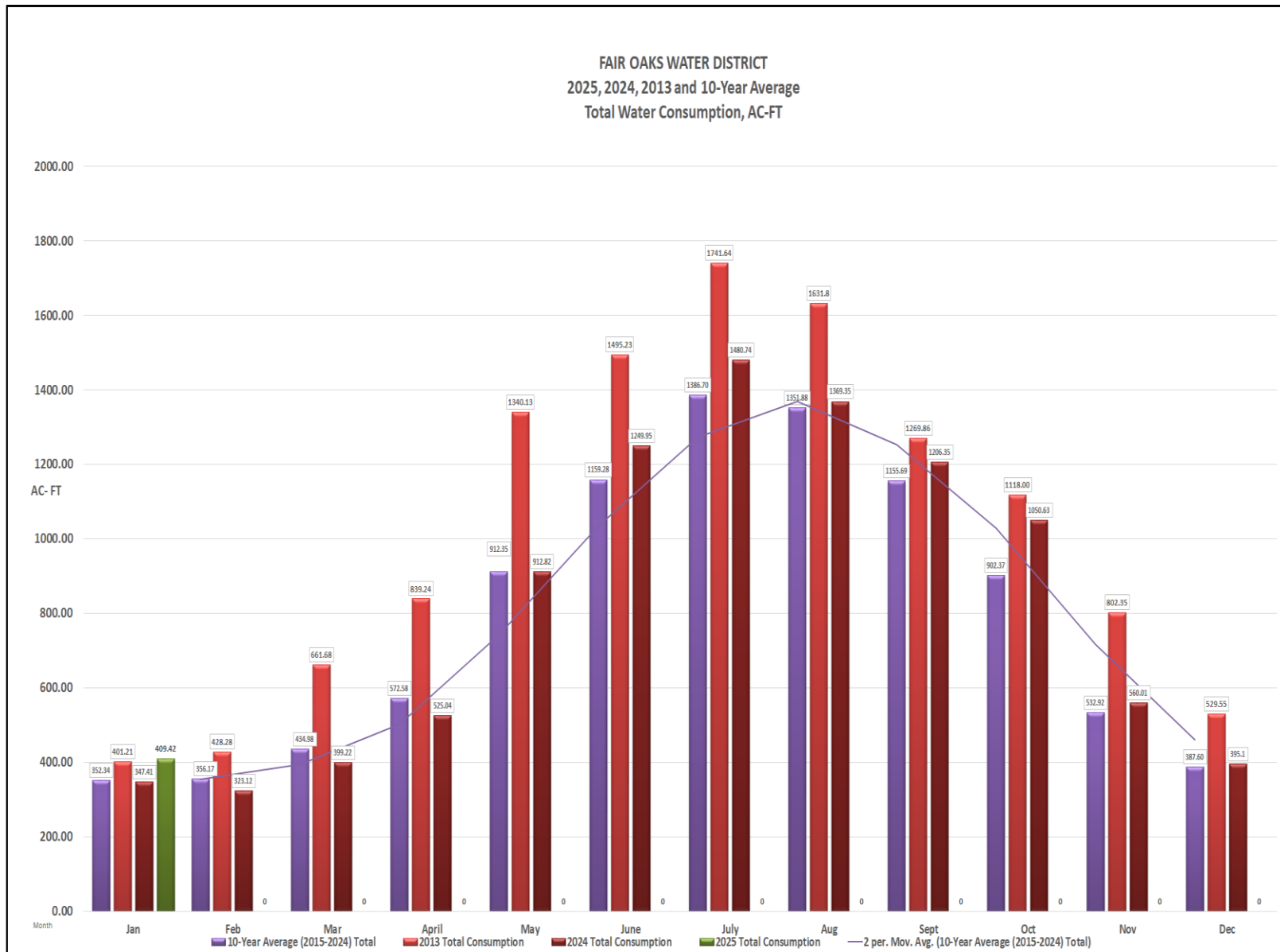
Policy Implications:

None.

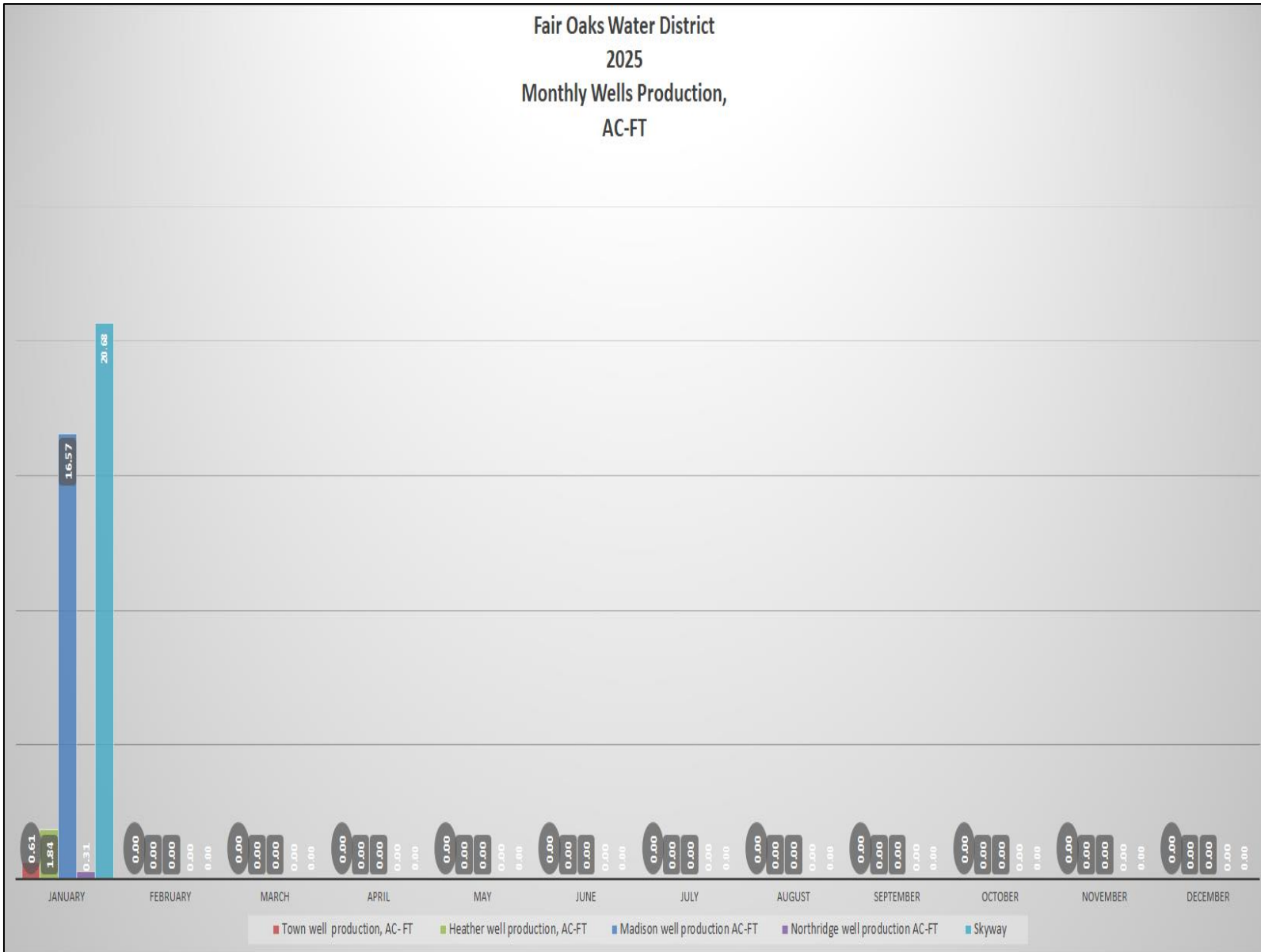


Fair Oaks Water District 2025 Surface and Groundwater Production





Fair Oaks Water District
2025
Monthly Wells Production,
AC-FT



February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM VI.2

Discussion on FOWD owned property located in Phoenix Park

AGENDA ITEM VI.2

Regular Board Meeting February 18, 2025

To: Board of Directors
From: Tom R. Gray
Date: February 12, 2025
Subject: Discussion on FOWD owned property located in Phoenix Park

Recommendation:

Provide FOWD staff with direction on what to do with the property.

Discussion:

The FOWD, in partnership with the California Department of Water Resources and Sacramento Regional Water Authority, operate California Irrigation Management Information System (CIMIS) facilities located in Phoenix Park. As part of research related to this facility, FOWD staff uncovered information stating that the FOWD owned an unrelated parcel located within Phoenix Park.

Additional investigation and work by FOWD staff resulted in the determination that the FOWD legally owns a parcel of land located within Phoenix Park as described in the attached documents.

In general, the property represents a parcel of land with a dedicated access easement from Kruihoff Way.

Staff is requesting direction from the FOWD Board on what to do with this newly found FOWD asset.

Attachments:

- FOWD Phoenix Park parcel exhibit.
- Copy of grant deed March 17, 1969.

Policy Implications:

None because of the recommended action.

Fiscal Impact:

None because of the recommended action.

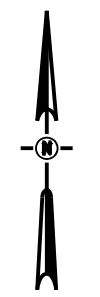
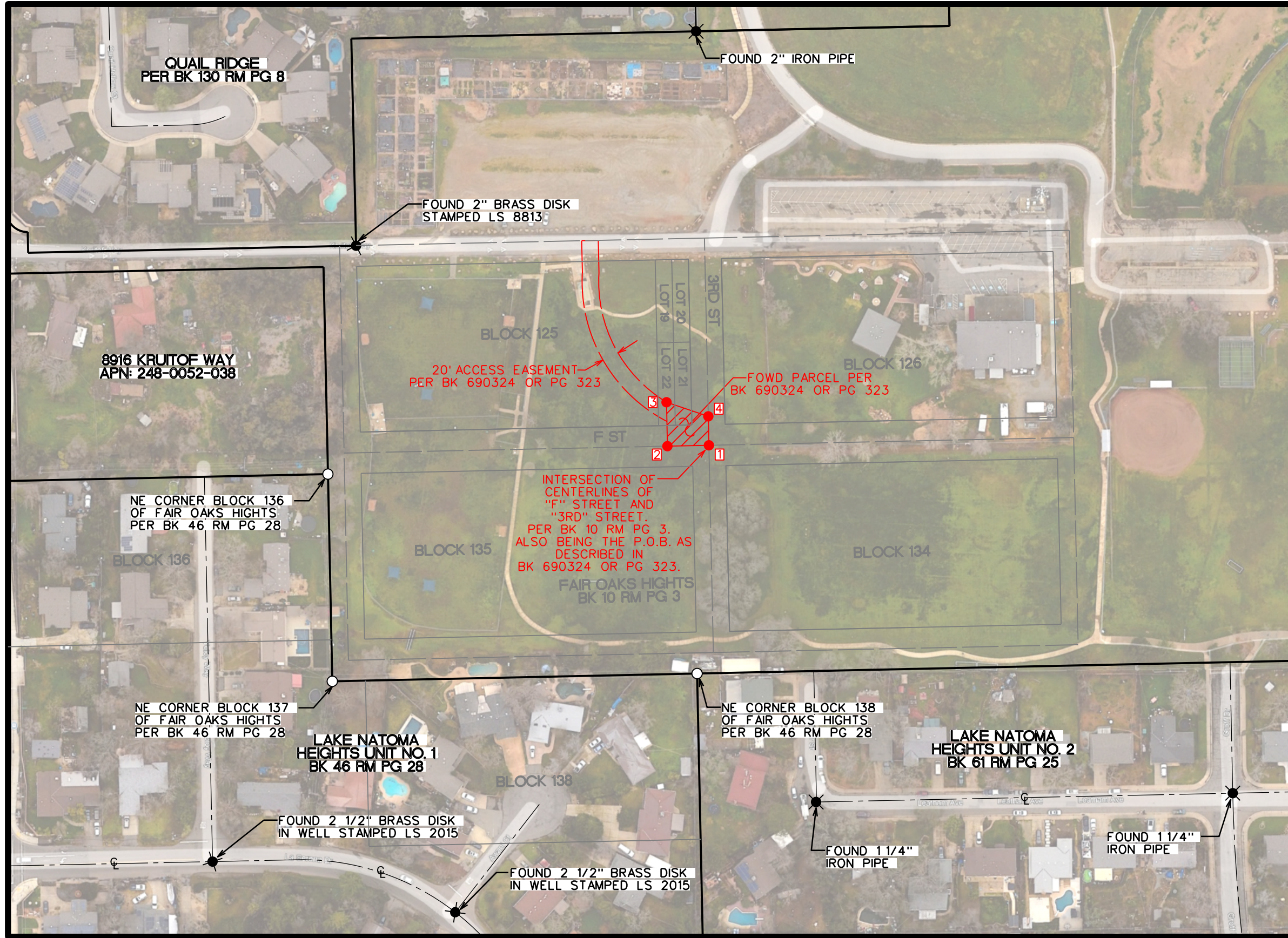
**FOWD PHOENIX PARK
PARCEL EXHIBIT**
FEBRUARY 2025

LEGEND

RM	RECORD MAP
BK	BOOK
PG	PAGE
P.O.B.	POINT OF BEGINNING
⊕	CENTERLINE
⊗	FOUND AS DESCRIBED
○	DIMENSION POINT

DATA TABLE

PT #	NORTHING	EASTING
1	1999420.38	6783734.91
2	1999419.32	6783684.92
3	1999472.39	6783683.79
4	1999455.38	6783734.16



1" = 125'

CONSULTING
KASL
ENGINEERS

7777 Greenback Lane
Suite 104
Citrus Heights, CA 95610
Tel. (916) 722-1800
Fax (916) 722-4595

CIVIL - WATER RESOURCES - SURVEYING

jm/HL

GRANT DEED BOOK 69-03-24 PAGE 325

COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereby grants to FAIR OAKS IRRIGATION DISTRICT all that real property located in the County of Sacramento, State of California, described as follows:

All that portion of Block 125, and portions of abandoned "F" Street and "3d" Street, as shown on the official "Plat of Fair Oaks Hights" recorded in the office of the County Recorder of Sacramento County in Book 10 of Maps, Map No. 3, more particularly described as follows:

BEGINNING at a 1-1/4 inch iron pipe monument tagged L.S. 2217 marking the intersection of the centerlines of said "F" Street and "3d" Street; thence from said point of beginning South 88°45'30" West 50.00 feet along the centerline of said "F" Street to a similar monument; thence North 01°14'30" West 53.08 feet to a similar monument; thence South 71°21'50" East 53.16 feet to a similar monument; thence South 01°14'30" East 35.00 feet along the centerline of said "3d" Street to the point of beginning.

TOGETHER with an easement 20.00 feet in width, lying adjacent and west and southwesterly of the following described line:

BEGINNING at a point on the centerline of "E" Street (now known as Kruithof Way), located South 88°45'30" West 128.05 feet from the intersection of the centerlines of said "E" Street and 3rd Street, as shown on said "Plat of Fair Oaks Hights"; thence from said point of beginning South 01°14'30" East 39.06 feet; thence following an existing fence on the arc of a nontangent curve with a radius of 170.00 feet, the long chord of which bears South 27°33'10" East 176.10 feet to the northwest corner of the above described parcel, said easement extending southeasterly to the west line of said above described parcel.

Property shall not be used for any purpose which will interfere with the use, operation, maintenance, and further development of the airport, nor shall such land or structures thereon be used

20541

BOOK 69-03-24 PAGE 326

(c) project glare in the eyes of pilots, (d) impair visibility in the vicinity of the airport or (e) otherwise endanger the landing, taking-off and maneuvering of aircraft.

Dated this 17th day of MARCH, 1969.

COUNTY OF SACRAMENTO, a political
subdivision of the State of
California

By *Frank J. ...*
Chairman of the Board of Supervisors
of the County of Sacramento,
California

ATTEST:

Earl D. ...
Clerk of the Board of Supervisors

20541

OFFICIAL RECORDS
SACRAMENTO COUNTY, CALIF.

1969 MAR 24 10 34

O A I I

BOOK 69-03-24 PAGE 324

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Chairman of the Board of Supervisors is hereby authorized and directed to execute a deed, in the form hereto attached, granting said real property to Fair Oaks Irrigation District.

PASSED AND ADOPTED by the Board of Supervisors of the County of Sacramento, State of California, this 17th day of March 1969, by the following vote, to-wit:

AYES: Supervisors, GUALCO, KLOSS, PHELAN, WOOD, O'BRIEN
NOES: Supervisors, NONE
ABSENT: Supervisors, NONE

Frank P. Brown

Chairman of the Board of Supervisors
of Sacramento County, California

ATTEST: *Earl D. Smith*

Clerk of the Board of Supervisors

20541

ENDORSED:

MAR 17 1969

BOARD OF SUPERVISORS

The foregoing is a correct copy of a resolution adopted by the Board of Supervisors, Sacramento County, California on MAR 17 1969

Dated MAR 17 1969 Page 71 of 128

BOOK 69-03-24 PAGE 327

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss.

On this 17th day of March, 1969, before me, a Notary Public in and for the said County and State, residing therein, duly commissioned and sworn, personally appeared Frank J. O'Brien, known to me to be the Chairman of the Board of Supervisors, and Carl D. Jack, known to me to be the Clerk of the Board of Supervisors of the County of Sacramento, the political subdivision that executed the within and foregoing instrument, and to be the officers who executed said instrument on behalf of said political subdivision therein named, and acknowledged to me that such political subdivision executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal in said County and State as aforesaid the day and year in this certificate first above written.

Marjorie L. Nelson
Notary Public in and for the
County of Sacramento, State
of California

(SEAL)

My commission expires:
My Commission Expires October 1, 1971



20541

20541

BOOK 4 9-03-24 PAGE 323

RESOLUTION NO. 69 - 175

W. J. Lee

WHEREAS, the COUNTY OF SACRAMENTO is the owner of the following described real property:

All that portion of Block 125, and portions of abandoned "F" Street and "3d" Street, as shown on the official "Plat of Fair Oaks Hights" recorded in the office of the County Recorder of Sacramento County in Book 10 of Maps, Map No. 3, more particularly described as follows:

BEGINNING at a 1 1/4 inch iron pipe monument tagged L.S. 2217 marking the intersection of the centerlines of said "F" Street and "3d" Street; thence from said point of beginning South 88°45'30" West 50.00 along the centerline of said "F" Street to a similar monument; thence North 01°14'30" West 53.08 feet to a similar monument; thence South 71°21'50" East 53.16 feet to a similar monument; thence South 01°14'30" East 35.00 feet along the centerline of said "3d" Street to the point of beginning.

TOGETHER with an easement for ingress and egress 20.00 feet in width, lying adjacent and west and southwesterly of the following described line:

BEGINNING at a point on the centerline of "E" Street (now known as Kruithof Way), located South 88°45'30" West 128.05 feet from the intersection of the centerlines of said "E" Street and 3rd Street, as shown on said "Plat of Fair Oaks Hights"; thence from said point of beginning South 01°14'30" East 39.06 feet; thence following an existing fence on the arc of a nontangent curve with a radius of 170.00 feet, the long chord of which bears South 27°33'10" East 176.10 feet to the northwest corner of the above described parcel, said easement extending southeasterly to the west line of said above described parcel.

and WHEREAS, Section 25365 of the Government Code of the State of California provides that the County may grant real property to an

20541
MAR 24 1989

February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM VI.3

**Discussion and possible action on FOWD Resolution No. 25-01 related to the
Northridge Well Project**

AGENDA ITEM VI.3

REGULAR Board Meeting on February 18, 2025

To: Board of Directors
From: Tom R. Gray, General Manager
Date: February 13, 2025
Subject: Discussion and possible action on FOWD Resolution No. 25-01 related to Northridge Well Project

Recommendation:

Approve Resolution No. 25-01 and authorize General Manager to sign the Categorical Exemption for the proposed replacement of the Northridge Well.

Discussion:

The Northridge Well No. 9 has come to the end of its useful life and needs replacement. The proposed replacement well will be constructed adjacent to the existing site, on the west side, in an FOWD easement and will serve the same purpose and general capacity as the existing well. There is no significant environmental impact as a result of the proposed project as it is generally a replacement in kind. Therefore, it has been determined that for a California Environmental Quality Act (CEQA) review a Class 2, replacement or reconstruction, Categorical Exemption may be filed. An analysis by Environmental Planning Partners, Inc. to support this finding is attached.

Policy Implications:

None as a result of recommended action.

Fiscal Impact:

None as a result of recommended action.

RESOLUTION NO. 25-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FAIR OAKS WATER DISTRICT

A RESOLUTION APPROVING THE CATEGORICAL EXEMPTION FOR THE CONSTRUCTION OF THE REPLACEMENT OF GROUNDWATER WELL AT THE NORTHRIDGE WELL SITE

BE IT RESOLVED by the Board of Directors of the Fair Oaks Water District as follows:

1. Whereas a Notice of Exemption for the Northridge Well replacement well has been prepared in accordance with the California Environmental Quality Act (CEQA);
2. Whereas the proposed Northridge Well replacement well project is located on a west adjacent parcel to the Northridge Well to be replaced, and the replacement well will have substantially the same capacity as the existing well, thereby meeting the requirements of Categorical Exemption Class 2 Replacement or Reconstruction;
3. Whereas, none of the exceptions to the use of Class 2, as set forth in California Public Resources Code Sections 21084 and 21084.1, exist for the proposed Northridge Well Replacement Project;
4. Now therefore, be it resolved by the Board of Directors of the Fair Oaks Water District that the District adopts the Notice of Exemption for the Northridge Well Replacement Project, and directs staff to post the Notice of Exemption with the State Clearinghouse and the Sacramento County Clerk as set forth in Section 21152 of the California Public Resources Code;
5. This Resolution shall take effect immediately and the District's General Manager is authorized and directed to carryout the intentions of this Resolution.

I certify that the foregoing Resolution was adopted by the Board of Directors of the Fair Oaks Water District at a regular meeting held on the 18th day of February 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Misha Sarkovich, President
Board of Directors

ATTEST:

Tom R. Gray, General Manager / Secretary

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Sacramento
3636 American River Dr., Ste. 110
Sacramento, CA 95864

From: (Public Agency): Fair Oaks Water District
10326 Fair Oaks Blvd.
Fair Oaks, CA 95628
(Address)

Project Title: Northridge Replacement Well #9

Project Applicant: Fair Oaks Water District (FOWD)

Project Location - Specific:
8251 Kaula Drive, Fair Oaks, CA 95626

Project Location - City: Fair Oaks Project Location - County: Sacramento

Description of Nature, Purpose and Beneficiaries of Project:

The FOWD will replace an existing water supply well with a new, more reliable water well to better serve customers, especially during drought conditions. The new well will have a similar capacity as the old well. The old well will be abandoned in accordance with County and State Div. of Drinking Water standards.

Name of Public Agency Approving Project: Fair Oaks Water District

Name of Person or Agency Carrying Out Project: Fair Oaks Water District

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15302, Class 2, Replace/Reconstruct
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The project will replace an existing well that would then be abandoned. A Supplemental CEQA Analysis has demonstrated that no adverse effects would occur during implementation of the project, and none of the exceptions to Categorical Exemptions (Sec 15300.2) would be present in or apply to the replacement project.

Lead Agency

Contact Person: Tom Gray Area Code/Telephone/Extension: 916-967-5723

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

**CATEGORICAL EXEMPTION
AND
SUPPLEMENTAL CEQA ANALYSIS**

**FOR THE
NORTHRIDGE REPLACEMENT WELL #9
PROJECT**

FAIR OAKS WATER DISTRICT

10326 Fair Oaks Blvd.
Fair Oaks, CA 95628

Prepared with the Technical Assistance of:



2934 Gold Pan Court, Suite 21
Rancho Cordova, CA 95670

October 2024

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CATEGORICAL EXEMPTION AND SUPPLEMENTAL CEQA ANALYSIS

1. INTRODUCTION

The Fair Oaks Water District (FOWD), as Lead Agency, proposes to replace an existing water supply well with a new well in the unincorporated community of Fair Oaks in Sacramento County. This report serves as the technical documentation of an environmental analysis performed by Environmental Planning Partners Inc. for the Northridge Replacement Well #9 (project). The intent of the analysis is to document whether the project is eligible for a Class 2 Categorical Exemption (CE) in accordance with the California Environmental Quality Act (CEQA) Guidelines Sections 15300 and 15302. The report provides an introduction, project description, and an evaluation of the project's consistency with CEQA requirements for a Class 2 exemption. The report concludes that the project is eligible for a Class 2 CE.

2. PROJECT DESCRIPTION

Project Title:	Northridge Replacement Well #9 Project
Necessary Entitlements:	Obligation of public funds; Construction Contracting
Project Location:	8251 Kaula Drive, Fair Oaks, CA 95628
Assessor Parcel Numbers:	249-0232-005/006
Lead Agency Name and Address:	Fair Oaks Water District 10326 Fair Oaks Blvd. Fair Oaks, CA 95628
Contact Person / Phone Number:	Tom R. Gray, General Manager Phone: (916) 967-5723
Land Use Designations:	Existing Well Site/Replacement Well Site LDR - Low Density Residential (Sacramento County General Plan) RD-5 (PQP) - Residential/Public-Quasi Public (Fair Oaks Community Plan)
Zoning Designations:	Existing Well Site/Replacement Well Site RD-5 - Low Density Residential (Sacramento County)

LOCATION

The existing Northridge Well #9 is located within a 1,500 square foot facility in the community of Fair Oaks in Sacramento County. The existing facility is sited at 8251 Kaula Drive (on the north side of the roadway) near the intersection of the roadway with Hinsey Way, identified as Sacramento County Assessor's Parcel Number (APN) 249-0232-005. Water Well #9 and its supporting equipment are established at the southeast corner of a 9.94-acre parcel, identified as APN 249-0232-006. This larger parcel has been developed with the campus of the Northridge Elementary School. (See Figures 1 and 2.)

The proposed replacement well project would be constructed within an additional 1,500 square foot (0.03-acre) site located immediately west of the existing Well #9 facility. The overall project area is located in Section 6, Township 9 North, Range 7 East at 38°39' 34.35"N, 121°15' 18.20"W. (See Figures 3 and 4.) The elevation of the project sites are approximately 220 feet above mean sea level (msl).

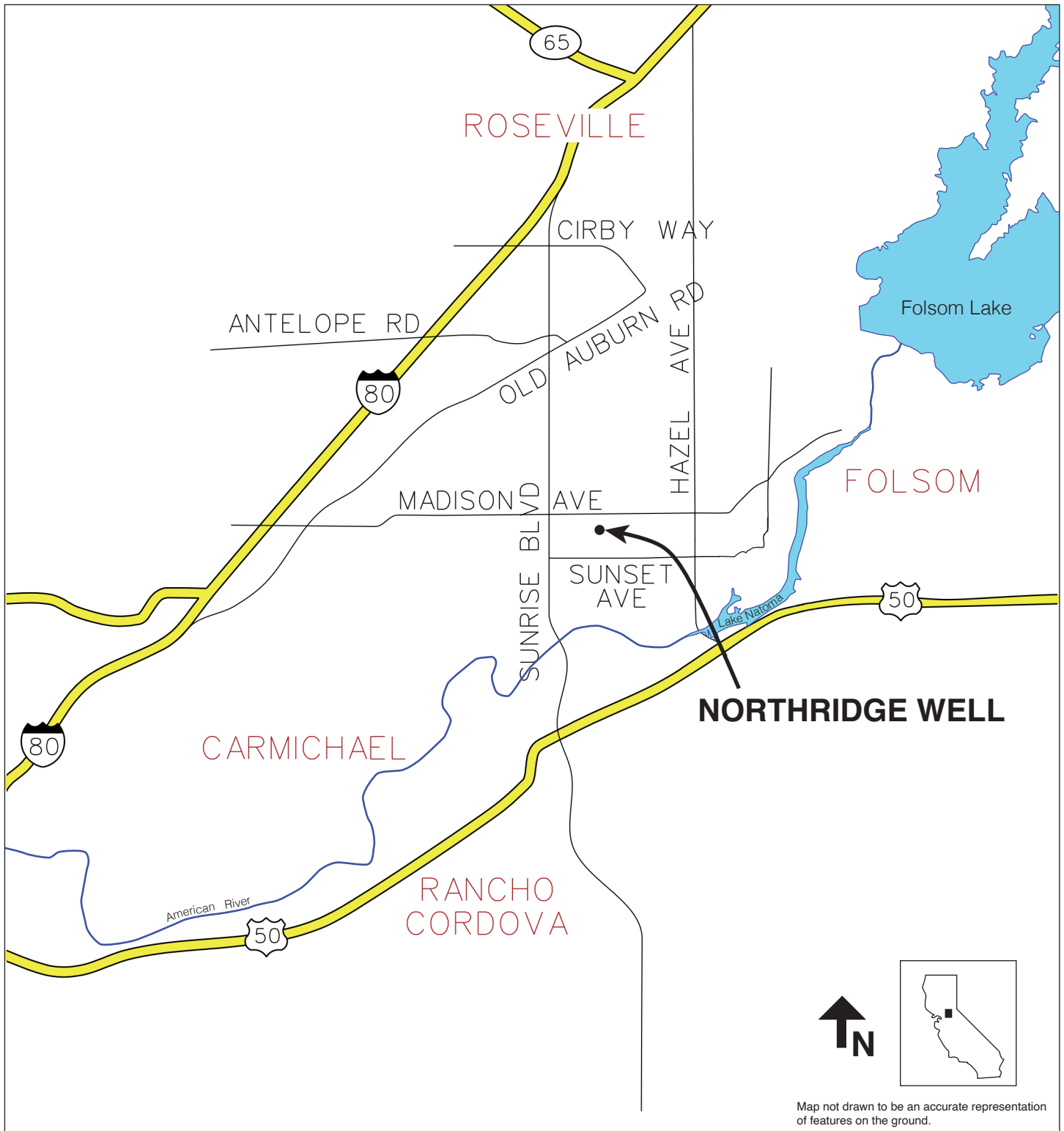
Additionally, a 200 foot by 50 foot (10,128 square feet) construction easement would be located to the west of the replacement site (see Figure 5.) After completion of the replacement well project, the area of the construction easement would be restored to its existing condition.

EXISTING SITE CONDITIONS

The existing Well #9 facility consists of a graded and paved area developed with the existing water supply well, electrical panel, chemical storage building, access driveway, fencing, and storm drainage facilities. The east, west, and north sides of the existing parcel are planted with ornamental foliage. (See Figure 6.) The existing pumping unit for Well #9 has a design capacity of 1,100 gallons per minute (gpm) and is equipped with a 150-horsepower submersible well pump. However, the existing well's capacity has been decreasing over time. This existing well was reverse mud-rotary drilled in 1991 with a 14-inch steel casing installed to a depth of 550 feet.

The replacement well site consists of a 30 foot by 50 foot (1,500 square foot) area located immediately adjacent to, and west of, the existing well site. The replacement well site was obtained by the FOWD in January 2023 in the form of a utility easement over property owned by the San Juan Unified School District. At the time of preparation of this environmental document, the replacement well site is composed of an irrigated and mowed area in an otherwise unused portion of the Northridge Elementary School site. A baseball backstop is located approximately 20 feet north of the easement boundary. (See Figures 3 and 4.) Other than removal of 50 linear feet of a recently constructed chain link fence along the southerly property line, no developed school facilities would be subject to interference caused by well construction activities.

The location of the proposed construction easement is composed of an irrigated and mowed area within an otherwise unused portion of the Northridge Elementary School site. Potable water irrigation heads and 200 linear feet of recently constructed chain link fence along the southerly property line will be removed. Sprinkler heads within the temporary construction easement will be temporarily capped. Sprinkler heads within the new well site will be permanently relocated. No other developed school facilities would be subject to interference caused by construction activities.

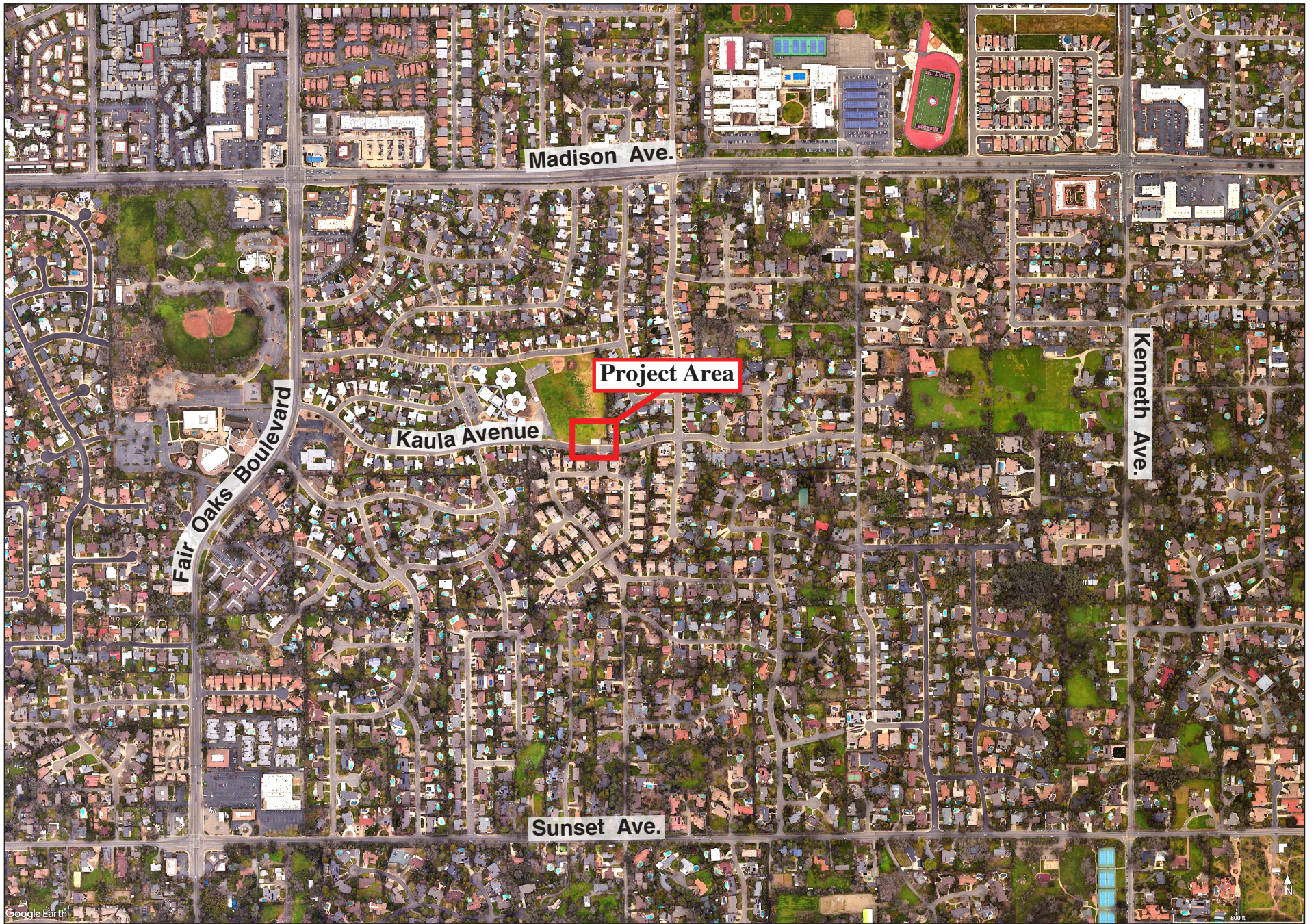


Map not drawn to be an accurate representation of features on the ground.

FOWD Northridge Well Project

Figure 1
Regional Location

SOURCE: KASL Engineering 2024; Planning Partners 2024

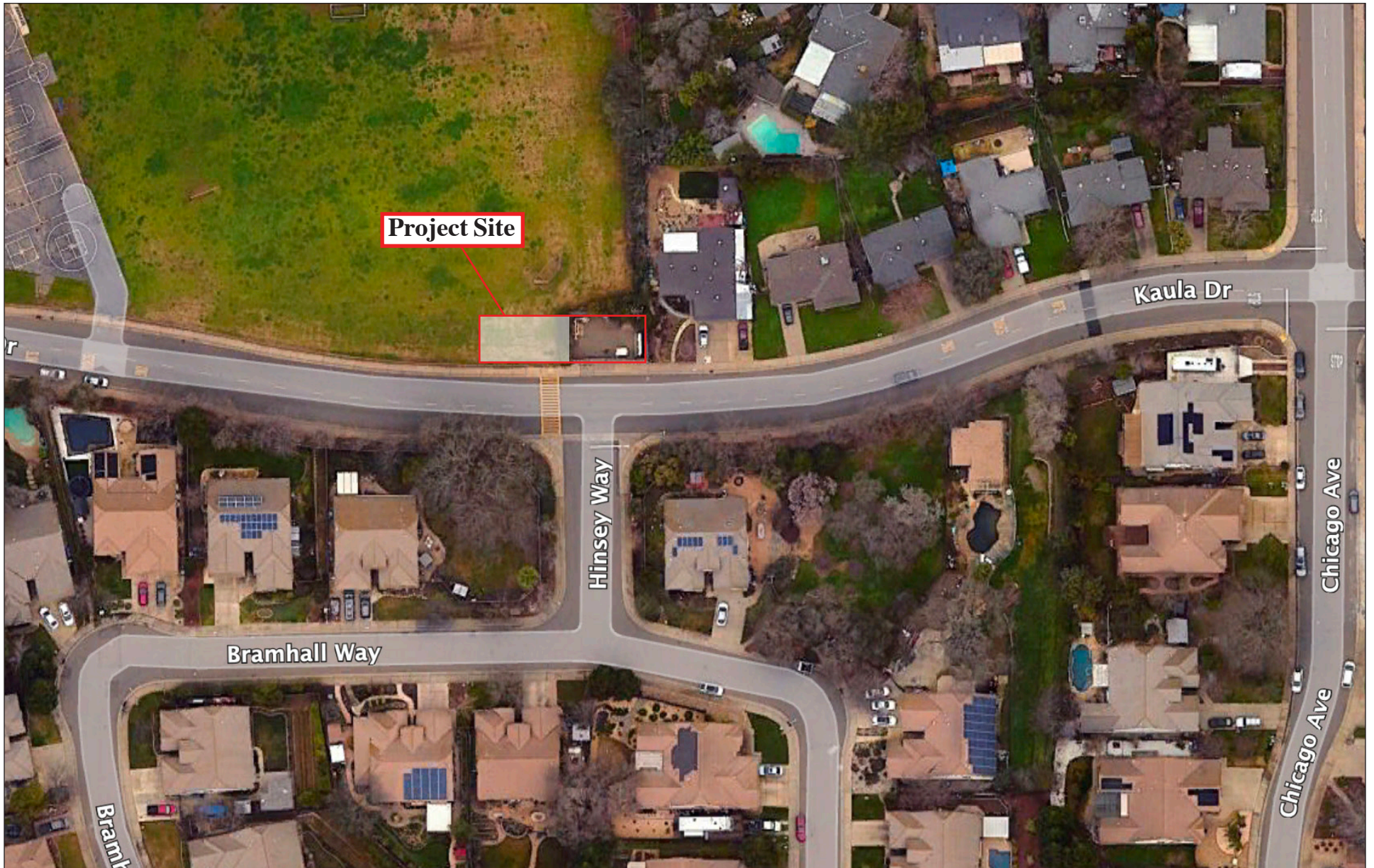


Google Earth

SOURCE: Google Earth Pro 2024, Planning Partners 2024

FOWD Northridge Well Project

Figure 2
Project Vicinity



SOURCE: Google Earth Pro 2024; Planning Partners 2024

FOWD Northridge Well Project

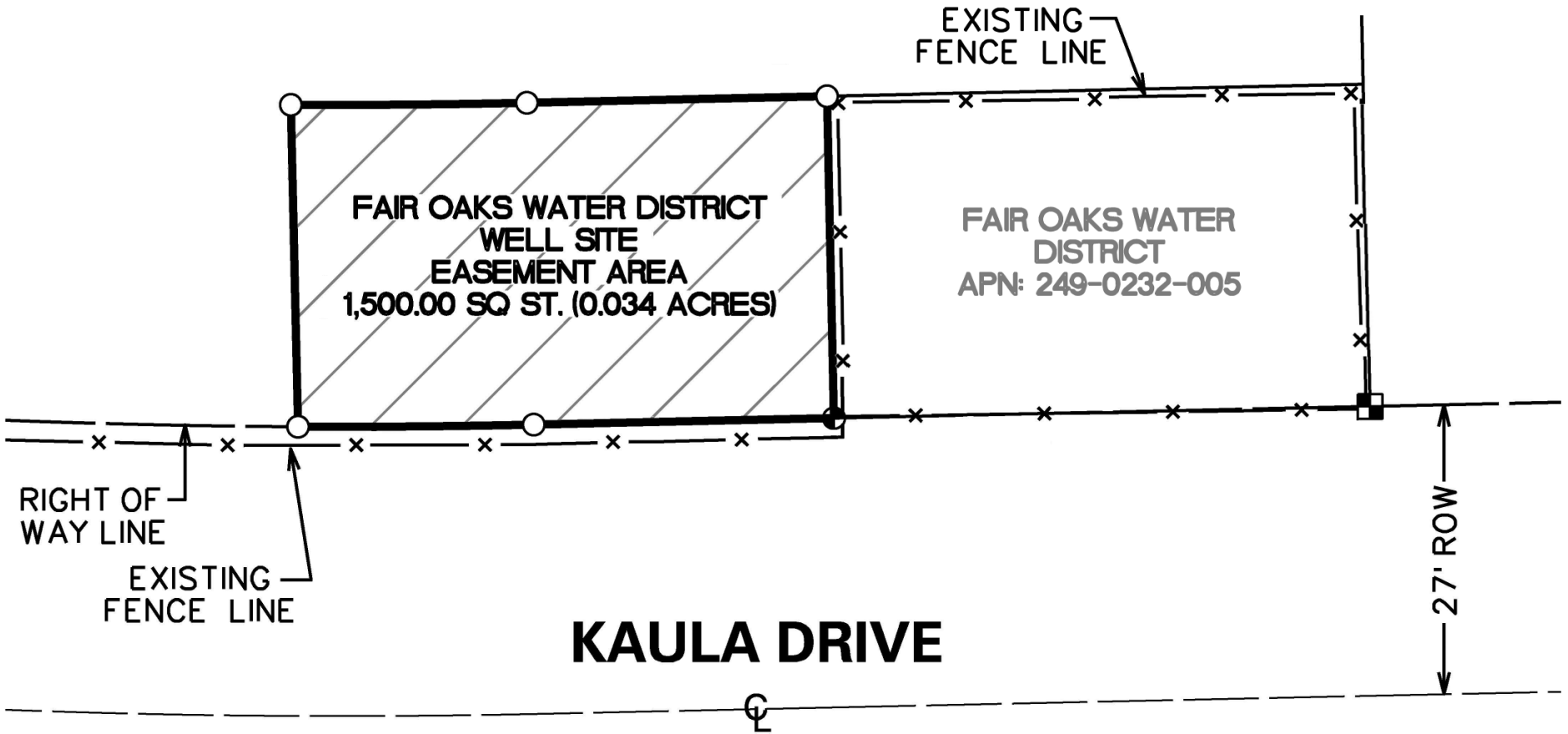
Figure 3

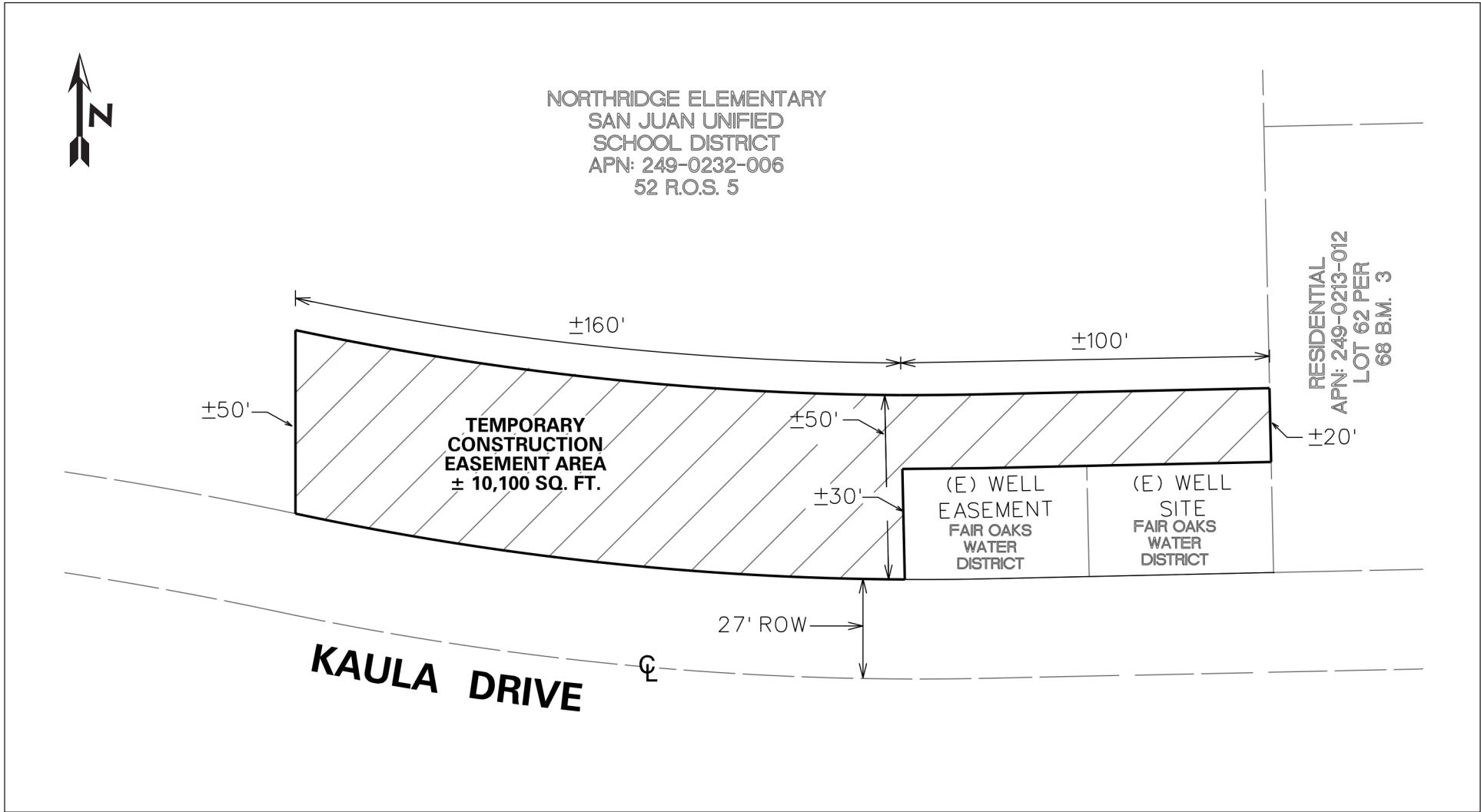
FOWD Northridge Well Project Site



NORTHRIDGE ELEMENTARY
SAN JUAN UNIFIED
SCHOOL DISTRICT
APN: 249-0232-006

RESIDENTIAL
APN: 249-0213-012
LOT 62 PER
BK 68 RM PG 3



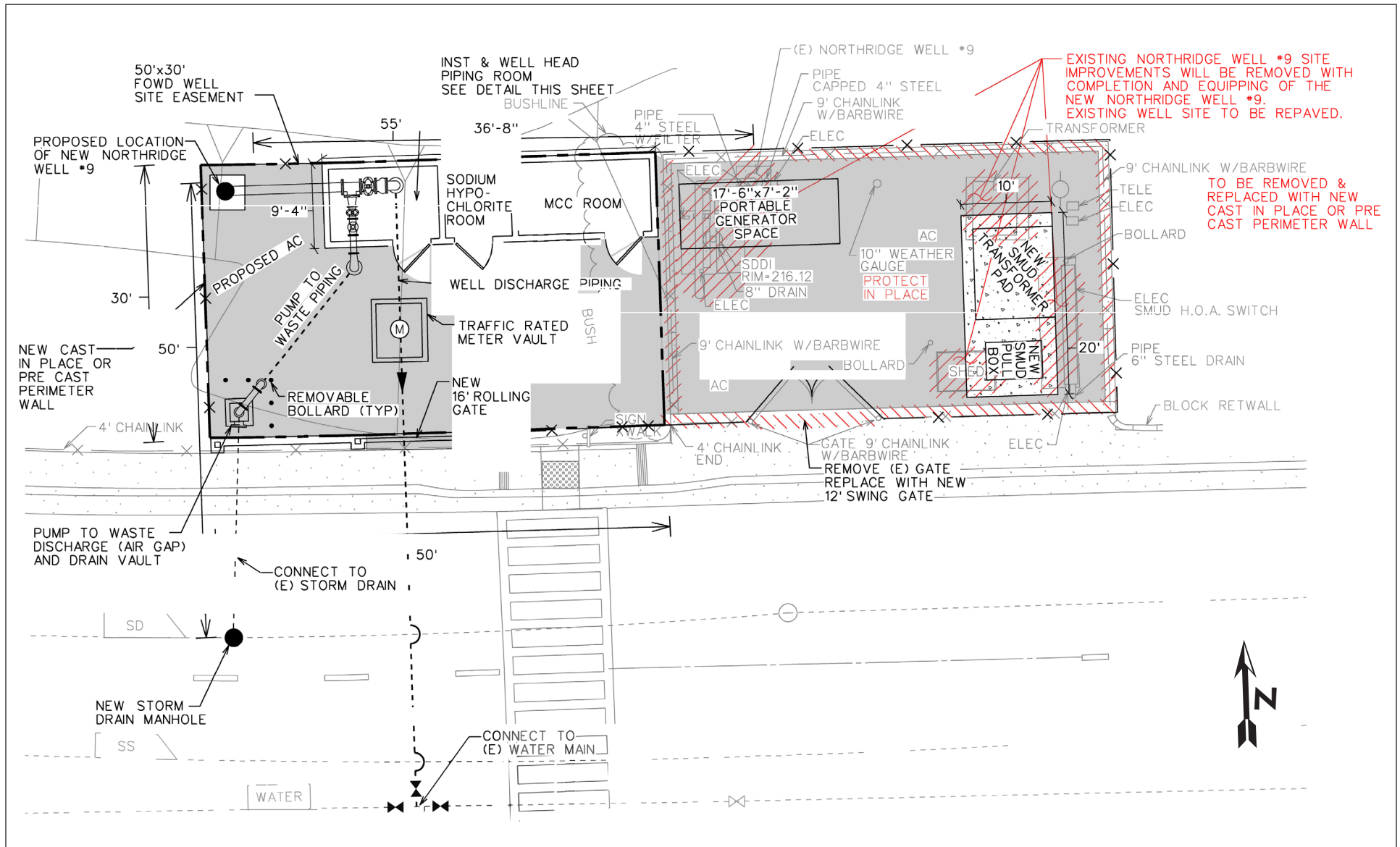


SOURCE: KASL Engineering 2024; Planning Partners 2024

FOWD Northridge Well Project

Figure 5

Temporary Construction Easement



SOURCE: KASL Engineering 2024; Planning Partners 2024

FOWD Northridge Well Project

Figure 6
Replacement Well Site Plan

Surrounding Land Uses and Setting

The proposed project site is situated in an area of low-density residential housing to the south, east, and west. The developed facilities of the Northridge Elementary School are located approximately 425 feet west/northwest of the replacement well site. The nearest residence is located approximately 100 feet to the northeast of the proposed replacement well. (This would be an increase of 50 feet over current conditions.)

OBJECTIVES

The proposed project consists of the construction and operation of a new municipal water supply well and well pump within the service area of the FOWD. The FOWD's goal is to provide a more reliable water supply system by replacing an existing, but failing, water supply well at the Northridge well site. Having a more reliable water supply system will allow FOWD to better serve their customers, especially during drought periods.

The proposed Northridge Well is intended to provide the FOWD directly, and the region indirectly, with additional water resources for typical municipal and industrial uses, or other purposes as determined by the FOWD to:

- Meet the December 31, 2025 grant deadline to have the project completed and accepted as a water supply source in the FOWD's Water Supply Permit.
- Increase water supply reliability for FOWD customers during period of drought and low availability of surface water supply.
- Maximize production capacity without compromising water quality from the new well under normal operating conditions.
- Meet all applicable US EPA and the State Division of Drinking Water potable water quality standards for groundwater wells.
- Maximize specific yield and reduce operation and maintenance cost of the new well under normal operating conditions.
- Utilize the best available technology in construction of the potable groundwater well.
- When deemed reasonable, utilize available existing infrastructure to minimize construction cost.
- Comply with all necessary State and County regulations for drilling of the new well and abandonment of the existing well.

PROJECT CHARACTERISTICS

The proposed project would replace an existing water well and supporting facilities with a new well and support facilities (see Figure 6). The capacity of the replacement well is expected to be 1500 gallons per minute (gpm), which would be similar to the capacity of the existing well. Replacement facilities constructed within the western area of the project site include the new well, well head piping, sodium hypo-chlorite room, motor control center and well control panels, meter vault, and drainage piping.

The existing well in the eastern area of the site area would be abandoned in accordance with the well abandonment standards and requirements of Sacramento County and the State Division of Drinking Water. All existing above-ground appurtenances would be removed to clear the way for the new

equipment. Once the existing equipment is removed, a new SMUD transformer pad and pull box, and a portable generator pad would be constructed.

Grading and paving of both the new well area and the former existing well site would be completed. The construction easement would be used for the temporary storage of well boring equipment and well casing material.

PROJECT CONSTRUCTION

Construction Phase 1 - Well Construction and Testing

It is anticipated that the replacement well would be drilled and constructed to a depth of 500 feet, the depth of the existing Northridge Well #9. Other existing FOWD water supply wells drilled and developed within the service area zone of the District have typically been drilled and developed to ± 500 to 600 feet below ground surface (bgs).

Before drilling operations begin, a noise abatement soundwall would be placed surrounding the well site. The soundwall would remain in place until all well drilling, development, and testing operations are complete.

Well construction would begin by drilling a 48-inch diameter borehole to a depth of approximately 75 feet. A 36-inch diameter steel blank conductor casing would be installed, and the annulus¹ would be sealed with cement grout. A 14-inch diameter (minimum) pilot borehole would be drilled initially to a depth of approximately 290 feet below land surface, which is approximately the depth to groundwater in the existing well. Borehole geophysical logs would be acquired and the pilot hole reamed to a diameter of 34 inches. A 30-inch diameter blank steel casing (the “intermediate casing string”) would be installed and the annulus sealed to the land surface with cement grout. The annular seals surrounding the conductor casing and intermediate casing would be installed in accordance with State and County regulations. Below the intermediate casing, the pilot hole would be advanced to the design depth of 500 feet. The final well design will be based on the samples of formation materials collected from the borehole, borehole geophysical logging and the isolation zone sampling conducted at depths between 290 and 500 feet.

The borehole below the intermediate casing would be then be reamed, with a diameter of 28 inches, down to the design depth. The well casing would then be installed. The casing assembly would consist of an 18-inch diameter blank Type 304L stainless steel well casing, with louvered perforations opposite water bearing strata identified within the borehole. A filter envelope installed around the well screens would serve to retain any unconsolidated aquifer materials (sand and gravel) and promote sand-free water production from the aquifer system.

Post-drilling efforts would include swabbing and airlift development using the drill rig, followed by developmental pumping using the test pump. Upon completion of well development, the well would be subjected to a battery of well-performance and aquifer-stress tests. The tests would be used to: assess well efficiency and specific capacity over a range of pumping rates; identify aquifer hydraulic characteristics that influence long-term well performance; and, provide the basis for the

¹ An annulus is the region between two concentric circles, e.g., the space between a 48-inch borehole and a 36-inch conductor casing.

selection of production pumping equipment. Well drilling and construction activities are expected to take approximately 10 to 14 days. Testing may add an additional 5 days.

Water for the well drilling and construction operations would be obtained from an existing fire hydrant located adjacent to the project site on Kaula Drive. During development, pump testing of the well, and during routine pump maintenance, all project discharge waters would be disposed of in accordance with the National Pollution Discharge System Elimination System (NPDES) permit obtained for the Northridge Well and discharge permits obtained from the Sacramento Regional County Sanitation District and Sacramento Area Sewer District. Waste discharges would be controlled to cause the least impact to the site and vicinity as discussed below and in compliance with the discharge permits obtained for the Northridge Replacement Well #9 project. During well development, water containing solids, including sand and silts, would be elutriated² in an on-site settling basin or tanks before being discharged to the sanitary sewer. Turbidity and total solids would be monitored and only “clean water” would be discharged to the sanitary sewer system in compliance with NPDES discharge requirements. Clean water produced during well testing would be discharged to the existing storm drain facilities using a stormwater drainage pump to waste piping and a drain box located within the project site. After well development and testing have been completed, solids contained within the settling basin would be collected for off-site disposal, and the settling basin would be backfilled, compacted, and reclaimed for further well site uses.

Construction Phase 2 – Well Equipping

The second phase of the project would commence upon completion of the well as described above. The replacement well would be equipped with an electrically driven submersible pump and motor. Pump to waste piping and an onsite drain box with air gap will be constructed to convey pump to waste flows to the existing storm improvements in Kuala Drive. Well water produced to serve the District’s customers would be disinfected, metered and discharged to existing water distribution piping in Kuala Drive. An electrical service, including underground primary and secondary conduits and conductors from the existing on-site transformer pad to the new motor control center, would be installed to provide power for the pump. Well site improvements will include a new cast-in-place or precast perimeter wall and access gates. Intermittent construction activity during this phase could occur over a period estimated at 30 to 40 weeks.

ENVIRONMENTAL COMMITMENTS

Based on the FOWD’s experience with similar projects and regulatory requirements, FOWD has included the following environmental commitments on the project plans and all construction documents. These commitments will be implemented in the design, construction, and operation of the proposed well project.

Air Quality

Construction of the Northridge Replacement Well #9 will be subject to SMAQMD rules in effect at the time of construction. FOWD will implement, or require its contractors to implement, all of the following measures required by SMAQMD:

² To elutriate is to separate lighter and heavier particles in a mixture such as stormwater.

Basic Construction Emission Control Practices (Guide Updated July 2019)

1. Water all exposed surfaces two times daily. Exposed surfaces include, but are not limited to soil piles, graded areas, unpaved parking areas, staging areas, and access roads.
2. Cover or maintain at least two feet of free board space on haul trucks transporting soil, sand, or other loose material on the site. Any haul trucks that would be traveling along freeways or major roadways should be covered.
3. Use wet power vacuum street sweepers to remove any visible trackout mud or dirt onto adjacent public roads at least once a day. Use of dry power sweeping is prohibited.
4. Limit vehicle speeds on unpaved roads to 15 miles per hour (mph).
5. All roadways, driveways, sidewalks, parking lots to be paved should be completed as soon as possible. In addition, building pads should be laid as soon as possible after grading unless seeding or soil binders are used.
6. Minimize idling time either by shutting equipment off when not in use or reducing the time of idling to 5 minutes [California Code of Regulations, Title 13, sections 2449(d)(3) and 2485]. Provide clear signage that posts this requirement for workers at the entrances to the site.
7. Provide current certificate(s) of compliance for CARB's In-Use Off-Road Diesel-Fueled Fleets Regulation [California Code of Regulations, Title 13, sections 2449 and 2449.1]. For more information contact CARB at 877-593-6677, doors@arb.ca.gov, or www.arb.ca.gov/doors/compliance_cert1.html.
8. Maintain all construction equipment in proper working condition according to manufacturer's specifications. The equipment must be checked by a certified mechanic and determine to be running in proper condition before it is operated.

Cultural Resources

Prior to initiation of construction on the project site, FOWD will require that any construction or improvement plans contain a notation requiring that if any archaeological, cultural, historical resources, artifacts or other features are discovered during the course of construction anywhere on the project site, work shall be suspended in that location until a qualified professional archaeologist assesses the significance of the discovery and provides consultation with FOWD staff. Appropriate mitigation for curation or protection of the resources, as recommended by the archaeologist, will be implemented upon approval by FOWD. Further grading or site work within the area of discovery will not be allowed until the preceding steps have been taken.

In addition, pursuant to §5097.98 of the California Public Resources Code, and Section 7050.5 of the State Health and Safety Code, in the event of the discovery of any human remains, all work will stop and the County Coroner will be notified immediately. If the remains are determined to be Native American, guidelines of the Native American Heritage Commission will be adhered to in the treatment and disposition of the remains.

Hydrology and Water Quality

Construction Water Quality

Construction of the Well Replacement Project is exempt from complying with construction stormwater management and well testing requirements due to the size and nature of the project. However, the FOWD has adopted an environmental commitment to ensure that all construction activities shall implement stormwater pollution prevention Best Management Practices (BMP)

designed to reduce potential impacts to water quality during construction of the project and in accordance with the guidelines of the Sacramento Stormwater Management Program as follows:

1. Comply with the requirements of the State Water Resources Control Board’s “General Permit for Stormwater Discharges Associated with Construction Activity”³,
2. Protect adjacent properties and storm drainage facilities from the discharge of sediment or other contaminants from the construction site,
3. Schedule as much project work as possible during the dry season,
4. Protect storm drain inlets,
5. Use other Best Management Practices as necessary, including applying rainy season erosion controls, managing stockpiles, disposing of well development water properly, and correctly managing and disposing of construction wastes,
6. Maintain all Best Management Practices, and
7. Stabilize the site after construction is complete, including revegetating landscaped areas disturbed by construction.

Noise

To reduce the effects of construction noise on affected residents, the FOWD will implement the following measures:

1. Except for drilling and constructing the well, all work necessary to implement the project will be performed between the hours of 8 a.m. and 7 p.m. Monday through Friday.
2. Before drilling operations begin, a noise abatement soundwall (typically 20 feet high) will be placed surrounding the well site to reduce noise impacts during drilling and construction operations. The soundwall will remain in place until all well drilling, development, and testing operations are complete.
3. All equipment will be equipped with appropriate muffler devices to reduce the noise impacts of the drilling operations.
4. The FOWD may provide alternate nighttime accommodations to adjacent residents if needed to mitigate noise impacts during drilling.

BACKGROUND INFORMATION – ENVIRONMENTAL TOPIC AREAS

Air Quality

During typical construction projects, the majority of particulate matter emissions (i.e., PM₁₀ and PM_{2.5}) are generated in the form of fugitive dust during ground disturbance activities, most of which are generated during the grading phase. PM emissions are also generated in the form of equipment exhaust and re-entrained road dust from vehicle travel on paved and unpaved surfaces.

The Sacramento Metropolitan Air Quality Management District (SMAQMD or District) uses PM emission screening level to assist agencies such as the FOWD in determining if PM emissions from constructing a project in Sacramento County will exceed the District’s construction significance

³ Because the project disturbance area totals less than one acre, the FOWD would be exempt from Submitting a Notice of Intent to the State Water Resources Control Board to comply with the General Permit for Stormwater Discharges Associated with Construction Activity due to the small size of the project. Nonetheless, the FOWD has voluntarily agreed to comply with the substantive requirements of the General Permit.

thresholds for PM₁₀ and PM_{2.5}. Construction of a project that does not exceed the screening level, meets all the screening parameters, and implements the SMAQMD's Basic Construction Emission Control Practices would be considered to have a less-than-significant impact on air quality. (SMAQMD 2020) (Guide section updated April 2019)

In the case of the proposed Northridge Replacement Well #9, the project meets the SMAQMD screening parameters. However, based on FOWD's review of the proposed project, environmental commitments related to air quality will appear on the project construction plans for the purpose of minimizing potential effects. In order to meet SMAQMD requirements, FOWD will implement all of the District's Basic Construction Emission Control Practices as set forth above for the proposed project.

Biological Resources

During project planning, the California Department of Fish and Wildlife's California Natural Diversity Database was queried to determine the likelihood of occurrence for special-status species or sensitive and regulated habitats on the project site. Results showed no potential for presence of special-status species nor regulated habitats on the site. The nearest occurrence to the project site, at approximately 0.3 mile to the southwest, is for an andrenid bee (*andrena subapasta*). This bee species does not have any formal listing status under the California Endangered Species Act. This species is associated with grassland habitats; however, because of routine weed control and landscape maintenance, no grasslands are present on the project site. No habitat for this bee exists on the project site.

A query of the United States Fish and Wildlife's (USFWS) Information for Planning and Consultation database resulted in the identification of 1 reptile, 1 amphibian, 2 insects, and 2 crustaceans identified as proposed threatened, candidate, threatened, or endangered. Four of the six species identified are associated with water bodies (stream, lake, marshes) or vernal pools. No aquatic habitat or vernal pools occur in the project site or in areas that would be affected by project construction activities. Suitable habitat is not present on the site for monarch butterfly and Valley Elderberry Longhorn Beetle (VELB). VELB requires blue elderberry shrubs (*Sambucus nigra* ssp. *caerulea*), and no elderberry shrubs are present on the project site.

No critical habitats were identified by the USFWS in the project vicinity, and the National Wetland Inventory indicated that there are no known wetlands on the project site.

Cultural and Tribal Resources

A record search for the project site was conducted by the North Central Information Center (NCIC) in June 2024 to assess potential historical and prehistoric resources on the project site. The investigation included background research that disclosed that there are no previously recorded archaeological or historic resources within the project area, nor within ¼ mile of the project site. The NCIC determined the potential for locating archaeological and/or historic cultural resources within the proposed project area to be low. (NCIC 2024)

A record search of the Native American Heritage Commission (NAHC) Sacred Lands File was conducted in June 2024. Results indicated that no sacred sites nor tribal cultural resources were identified on the project site or in the vicinity of the project. Section 21080.3.1 (b) of the California Public Resources Code states that:

“... the lead agency shall begin consultation with a California Native American tribe that is traditionally and culturally affiliated with the geographic area of the proposed project if: (1) the California Native American tribe requested to the lead agency, in writing, to be informed by the lead agency through formal notification of proposed project in the geographic area that is traditionally and culturally affiliated with the tribe...”

The FOWD has received no written requests to be notified of projects in which the FOWD is the Lead Agency under CEQA (Chetcuti, *pers comm*, 2024). Accordingly, the FOWD has no further responsibility in regard to consultation under Section 21080.3.1.

There are no known cultural or tribal cultural resources on the project site, and the replacement well and associated facilities will be constructed on an existing site that has been leveled and graded. Based on the cultural and tribal cultural resources investigations and the low likelihood that such resources would occur on the project site, the FOWD has developed the environmental commitment set forth above that will be included on the project construction plans. Implementation of the commitment will protect unknown cultural and tribal cultural resources through the implementation of appropriate protocols in the event of any inadvertent discovery during construction.

Hazardous Materials

A records search of the Envirostor database of the Department of Toxic Substances Control was conducted to determine the presence of any hazardous material sites on or in the vicinity of the proposed project. In addition to tracking federal, State, and local cleanup sites and facilities, Envirostor also provides data for hazardous sites tracked by the California State Water Resource Control Board’s GeoTracker system. The Envirostor records search showed that there are no hazardous sites listed on or in the vicinity of the proposed Northridge Well project (DTSC 2024). The nearest site, a Leaking Underground Storage Tank (LUST) Cleanup Site, is located approximately 0.5 mile to the northwest of the project site. The status of that site, Former Unocal Station #5134, is “Completed – Case Closed” (Geotracker 2024).

Hydrology and Water Quality

Temporary increases in the erosion of exposed soils during construction of the facility could result in minor on- or off-site water quality impacts, particularly if rainfall events occur during an active construction phase. Additionally, chemicals used in construction (fuels, lubricants, paints, coatings) could be released to the environment if spilled. However, the FOWD has identified a number of requirements and stormwater management practices that would be instituted during the construction. The FOWD will implement the construction environmental commitments set forth above.

During development, pump testing of the well, and during routine pump maintenance, all project discharge waters would be disposed of in accordance with the National Pollution Discharge System Elimination System (NPDES) permit obtained for the Northridge Well and discharge permits obtained from the Sacramento Regional County Sanitation District and Sacramento Area Sewer District. Waste discharges would be controlled to cause the least impact to the site and vicinity as discussed below and in compliance with the discharge permits obtained for the Northridge Replacement Well #9 project. During well development, water containing solids, including sand

and silts, would be elutriated⁴ in an on-site settling basin or tanks before being discharged to the sanitary sewer. Turbidity and total solids would be monitored and only “clean water” would be discharged to the sanitary sewer system in compliance with NPDES discharge requirements. Clean water produced during well testing would be discharged to the existing storm drain facilities using a stormwater drainage pump to waste piping and a drain box located within the project site. After well development and testing have been completed, solids contained within the settling basin would be collected for off-site disposal, and the settling basin would be backfilled, compacted, and reclaimed.

Noise

Construction would temporarily increase noise levels in the vicinity of construction activities intermittently over the construction periods that encompass both the well drilling and equipping phases of the project. Construction activities would be considered an intermittent noise impact throughout the construction of the project, and would vary in their effects on nearby residents depending on the presence of intervening barriers or other insulating materials. All work would be performed between the hours of 8 a.m. and 7 p.m. Monday through Friday. No weekend or holiday work is planned.

The only exception to the designated work hours would be made for the purpose of drilling the well. For this operation, continuous work (up to 24 hours per day) would be necessary in order to protect the integrity of the well structure. It is expected that this phase of work would take three to six days to complete. Temporary sound walls up to 20 feet in height, and appropriate muffler devices would be used to mitigate the noise impacts of the drilling operation on the surrounding residential area.

In order to regulate noise, Sacramento County has established both General Plan and Noise Ordinance standards for noise levels from activities, including construction. Construction noise levels may be higher than Chapter 6.68.070 of the Sacramento County Code would normally allow (50-55 dBA). However, General Plan policy NO-8 and Chapter 6.68.090 (e) of the Sacramento County Code provide the following exemption from Chapter 6.68.070 for construction activities, such as those necessary to implement all phases of work for the proposed Northridge Well project. In addition to limiting construction activities to specified days and times, the exemption provides that:

... when an unforeseen or unavoidable condition occurs during a construction project and the nature of the project necessitates that work in process be continued until a specific phase is completed, the contractor or owner shall be allowed to continue work after 8:00 p.m.⁵ and to operate machinery and equipment necessary until completion of the specific work in progress can be brought to conclusion under conditions which will not jeopardize inspection acceptance or create undue financial hardships for the contractor or owner.

This continuous work exemption would apply to the drilling of the proposed well. Although the construction project is exempt from local noise regulations, to avoid potential adverse effects due to noise, environmental commitments will be set forth on the project construction plans and be implemented during the construction period. FOWD will implement the noise commitments outlined above.

⁴ To elutriate is to separate lighter and heavier particles in a mixture such as stormwater.

⁵ Although not required by County regulations, the FOWD will require that all work other than well drilling begin no earlier than 8:00 a.m., and cease by 7:00 p.m.

3. CONSISTENCY ANALYSIS

APPLICABILITY OF THE CATEGORICAL EXEMPTION

Approval of the well replacement project would replace an existing structure and operations, and would not involve an expansion of the existing use at the project site - there would be no significant increase in capacity for water treatment or use. The capacity of the new well would be similar to that of the existing well. Further, as discussed below, none of the CE exceptions apply. Therefore, the proposed project meets the applicability requirements for a Class 2 CE pursuant to Sections 15300 and 15302 of the State CEQA Guidelines.

EXCEPTIONS TO APPLICABILITY OF THE CATEGORICAL EXEMPTION

The State CEQA Guidelines Section 15300.2(a) through (f) list exceptions to the applicability of a Categorical Exemption. The discussion below explains why each exception is inapplicable to the proposed project.

15300.2(a): Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply in all instances, except where the project may impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

The FOWD does not propose to adopt a Class 3, 4, 5, 6, or 11 CE, and these classes of CEs are not applicable to the proposed project. Further, as set forth in the background discussion as set forth above, there are no environmental resources of hazardous or critical concern in the project area or on the project site that are designated or mapped, such as critical habitat for listed threatened or endangered species. The project site is located in a residential area, and there are no critical environmental resources, such as wetlands or wildlife, on the site.

Therefore, since there are no critical environmental resources on or near the project site, and no contamination has been recorded on or near the project site, this exception to a CE does not apply to the Northridge Replacement Well #9 project.

15300.2(b) Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

Cumulative impacts are defined in the State CEQA Guidelines Section 15300.2(b) as “successive projects of the same type in the same place, over time.” In the case of the Northridge Replacement Well #9 project, the only successive project of the same type in the same place, over time would be the proposed project that would replace the existing well. However, construction of the proposed new well would reduce existing environmental effects related to the quality of water produced by the existing well and remedy the existing well’s deteriorated condition. The new well would have substantially the same purpose and a similar capacity to the well replaced, and there may be no substantial overall increase in the capacity of the well. Further, certain construction components would be compliant with local regulations for construction water quality and noise intended to be protective of the environment. Therefore the overall impact of successive projects of the same type in the same place, over time would not be significant. This exception would not apply to the proposed project.

15300.2(c) Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

The proposed project involves the replacement of an existing well; it would not have a significant effect on the environment due to unusual circumstances. The circumstances of the proposed project are not considered unusual because the project site is the location of a currently operating well. The replacement well will be located within an existing disturbed area of the Northridge Elementary School campus, and the replacement well may not significantly result in an increase of well capacity. Also, while the project is in an area of, potentially unknown cultural and tribal cultural resources, and could result in construction phase impacts to air quality, water quality, and noise, the FOWD has identified environmental commitments to protect such resources. Therefore, there would be no significant impacts to natural resources or habitats, cultural resources, air resources, water quality, or noise with replacement of the well. Therefore, the proposed project would not have a significant effect on the environment due to unusual circumstances. This exception would not apply to the proposed project.

15300.2(d) Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

There are no state or locally designated scenic highways in the vicinity of the proposed project. (Caltrans 2024). Therefore, this exception would not apply to the proposed project.

15300.2(e) Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

The project site is not included on any list compiled pursuant to Section 65962.5 of the Government Code (DTSC 2024). Therefore, this exception would not apply to the proposed project.

15300.2(f) Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

The project site was the subject of Historic Resources and Tribal Cultural Resources inquiries to the North Central Information Center (NCIC) and the Native American Heritage Commission (NAHC). Neither information source identified any known historically or culturally significant structures or resources on the project site or in its vicinity. Therefore, the proposed project would not cause a substantial adverse change in the significance of a historical resource. This exception would not apply to the proposed project.

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February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM VI.4

Discussion on FOWD policy and procedures for the selection of consultants to perform professional services

AGENDA ITEM VI.4

Regular Board Meeting February 18, 2025

To: Board of Directors
From: Tom R. Gray
Date: February 13, 2025
Subject: Discussion on FOWD policy and procedures for the selection of consultants to perform professional services

Recommendation:

Board discussion item - FOWD staff does not have a recommendation.

Discussion:

FOWD Board President Sarkovich requested that the full Board of Directors have a discussion on how the FOWD selects consultants to provide professional services.

- FOWD Policy 5110 provides requirements for the procurement and payment of goods and services required to meet the mission of the FOWD.
- Section 5.13 of FOWD Policy 5110 covers request for proposal or qualification and reads as follows: *Request for proposal or qualification may be used in lieu of the bid process when selection is based on qualification, quality, experience, design, past performance, or work approach.*
- Section 5.13 of FOWD Policy 5110 was developed based on the following:
 - Cal. Code Regs. Tit. 15, § 3454 - Selection of Professional Consulting Services.
 - In general, the above code requires that architectural, engineering, and other professional services, as defined in Section 4525(a) of the Government Code, be secured based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.
 - Cal. Code Regs. Tit. 15, § 3459 states that before any discussion with any firm concerning fees, the firm shall provide an estimate of the value of such services. The estimate shall be, and remain, confidential until the award of contract or abandonment of any further procedure for the services to which it relates.
 - Cal. Code Regs. Tit. 15, § 3460. The public agency's designee shall attempt to negotiate a contract with the best qualified firm. Should the designee be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at fair and reasonable compensation, negotiations with that firm shall be terminated. The designee shall then undertake negotiations with the second most qualified firm. Failing to

reach agreement, negotiations shall be terminated. Should the designee be unable to negotiate a satisfactory contract with any of the selected firms, the designee may select additional firms in order of their competence and qualifications and continue negotiations in the manner prescribed until an agreement is reached.

- Currently FOWD supports Qualifications Based Selection (QBS) as a policy meeting the legal requirements for procurement of professional services that is consistent with Federal and California law, and as the best way to ensure that work is performed by qualified and competent professionals at a fair and reasonable price.

Attachments:

- FOWD Policy 5110

Policy Implications:

None because of the recommended action.

Fiscal Impact:

None because of the recommended action.



Policy Number:	5110
Policy Title:	Procurement and Payment Policy

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1.0 Purpose

Provide the Fair Oaks Water District (FOWD) staff with guidelines for the procurement process and payment processing. The staff involved in the procurement process is required to understand the FOWD's procurement policies and procedures and is expected to exercise due diligence and prudent judgment in making procurement decisions to avoid the appearance of impropriety, ensure transparency, and maintain public confidence in the FOWD. It is important to consider the interest of the FOWD as a public agency at all times; ensuring that the product is always obtained efficiently, effectively, but in full accordance with applicable legal requirements for public agencies.

2.0 Scope

Set internal control and provide opportunities for open, transparent and competitive bidding on all procurement of goods and services for the FOWD whenever practical.

3.0 Definition

The term procurement, as used in this policy, generally refers to all supplies, materials, and services acquired and paid for by the FOWD. Payroll related expenses are treated separately and are excluded from the procurement policy.

4.0 Ethics

- 4.1 Ethical business standards shall govern all procurement transactions. Disciplinary action for those violating ethical business standards will be taken in accordance with applicable FOWD policy, up to and including termination of employment.
- 4.2 FOWD personnel shall not solicit or accept a gift(s) from a supplier or prospective supplier.
- 4.3 **Conflict of Interest:** It is the policy of the FOWD that its employees conduct the affairs of the FOWD in accordance with highest ethical, legal and moral standards. An employee must not be in a position to make a decision for the FOWD if his or her personal, professional, or economic interests (or those of his or her immediate and extended family member) may be directly influenced or affected by the outcome.

5.0 Policy

5.1 Authorization of Expenses

- 5.1.1 Expense authority is delegated to the General Manager or Designee by the Board of Directors through the adopted annual budget.
- 5.1.2 All commitment of FOWD funds for a purchase or expense under \$10,000 require approval by Senior Management and should be a necessary cost of running the FOWD. Purchases shall be in conformance with approved budgets.
 - 5.1.2.1 Senior Management includes the General Manager, Operations Manager, and Technical Services Manager.
- 5.1.3 Any commitment of FOWD funds for a purchase or expense of \$10,000 and greater shall be pre-authorized by the General Manager. This pre-authorization shall be documented using a Purchase Authorization

- 5.1.4 Any commitment of FOWD funds using a Task Order shall be pre-authorized by the General Manager.
- 5.1.5 Any new commitment of FOWD funds for a purchase or expense of \$25,000 and greater, whether previously approved in conjunction with the annual budget or not, shall first be submitted to the Board of Directors for approval.
- 5.1.6 Contracts or Expenses already approved via Board action do not need to be placed in the warrant report for Board action.
- 5.1.7 Purchases exceeding the original approved purchase price due to shipping and handling, freight, taxes, contract pricing changes, etc. of \$25 or less, do not require additional management approval. Staff must verify that there is available budget to cover the additional expense.

5.2 Purchase Authorization Process

- 5.2.1 Prior to making any commitment of FOWD funds, the following process must be completed.
 - 5.2.1.1 A Purchase Authorization is required to be submitted to Senior Management for approval for all purchases.
 - 5.2.1.1.1 Senior Management is defined under section 5.1.2.1.
 - 5.2.1.2 For purchases not included in the approved budget or which will cause expenses to exceed the budget line item, an additional funding request must be approved in accordance with section 7.
 - 5.2.1.3 A list of Purchase Authorization exemptions can be found under section 5.7.

5.3 Task Order Process

- 5.3.1 Task Orders are issued for approval of costs under existing Service Agreements/Contracts. Prior to making any commitment of funds related to existing Service Agreements/Contracts, the following process must be completed.
 - 5.3.1.1 A Task Order is required to be submitted to the General Manager for approval.

5.4 Responsibility

- 5.4.1 The person submitting the request to purchase is responsible for completing the Purchase Authorization in accordance with FOWD's procurement procedure.
- 5.4.2 The person approving the Purchase Authorization is responsible for ensuring that the item is in the approved budget and funding is available, except as otherwise provided in section 5.2.1.3.
- 5.4.3 Purchases shall be made by designated finance staff unless the purchase is made using the FOWD's credit card.

5.5 Blanket Purchase Authorization

- 5.5.1 A blanket purchase authorization is a single purchase authorization issued to cover repeat purchases of the same type from the same vendor.
- 5.5.2 A blanket purchase authorization shall not exceed twelve months and shall end with the FOWD calendar year.
- 5.5.3 A blanket purchase authorization shall have a maximum dollar value.
- 5.5.4 A blanket purchase authorization can be used for service agreements and insurance benefits or similar type of transactions.

5.6 Emergency

- 5.6.1 In case of an emergency, the General Manager and/or the President or Vice President of the FOWD Board of Directors may authorize procurement requests as needed in lieu of the above requirements. Emergency purchases exceeding \$25,000 must be authorized by a combination approval from the General Manager and either Board President or Vice President. All emergency purchases shall be reported to full Board at the next Board meeting.
- 5.6.2 Emergency situations, for purposes of this policy, shall be defined as any situation which, if not corrected immediately, includes the following:
 - would result in a hazard to persons or property
 - could result in damage to buildings or facilities
 - would result in a violation of law, statute or ordinance established by governmental or other regulatory agencies, or in any other fashion, if not acted upon
 - would be seriously detrimental to the interest of the FOWD
- 5.6.3 Failure to anticipate an operating need is not, of itself, considered a bona fide emergency.

5.7 Purchase Authorization Exemption (all inclusive):

- 5.7.1 Payroll and related expenses
 - 5.7.1.1 A Purchase Authorization is not required.

5.8 Post Authorization

- 5.8.1 Post authorization refers to authorization obtained after charges have been incurred.
- 5.8.2 The post authorization requires Purchase Authorization information to be completed.
- 5.8.3 Purchase Authorization information may be stamped on the invoice.
- 5.8.4 The following is a list of items qualified as post authorization.
 - Bank charges

- Postage/shipping/certified mailing
- Utility bills
- Petty cash reimbursement
- Routine water sampling
- Employee recognition items
- Water purchase
- Fuel
- Chemical
- Sacramento County GIS
- Answering service
- Janitorial supplies
- Routine Janitorial Services
- Routine Landscaping
- Legal
- DOT Testing
- Meals (Board approved functions and reasonable meal purchases for employees working under emergency conditions)
- General Office Supplies (i.e. pens/pencils/paper)
- Emergency purchase as defined in Section 5.6

5.9 Bid Process

The FOWD strongly encourages a competitive bidding process for all goods and services acquired by the FOWD whenever practical. Bid requests shall be written in a manner that encourages open competition and specifications shall be written so as to ensure the quality and features needed by the FOWD. As necessary, the FOWD shall request sample product to be examined, tested, and analyzed to determine if product meets needed specifications and quality.

- 5.9.1 Procurement for goods and services less than \$1,000 do not require competitive bid process. Whenever practical, price quotes should be requested.
- 5.9.2 Procurement for goods and services from \$1,000 - \$9,999 require a minimum of three price quote requests.
- 5.9.3 Procurement for goods and services \$10,000 and greater require a minimum of three formal written bid requests.
- 5.9.4 The FOWD shall use the formal sealed bid process for all capital improvement projects.
- 5.9.5 The FOWD shall use the formal sealed bid process for goods and services \$25,000 and greater (see sections 5.11, 5.12 and 5.13 for exceptions).

5.10 Formal Sealed Bid Process Guideline

- 5.10.1 Notices/Advertisement
 - 5.10.1.1 The FOWD shall post the bid on the FOWD's website.
 - 5.10.1.2 The FOWD shall advertise for construction projects as required by laws and regulations. Currently the FOWD is publishing a

notice calling for bids at least once each week for three successive weeks in a newspaper of general circulation published within the FOWD.

5.11 Bid/Proposal Selection and Award

5.11.1 All bids/proposals shall be awarded based on the best interest of the FOWD.

5.11.2 Selection process will primarily be based on the following.

- Price;
- Quality, experience, qualification, past performance, design, work approach;
- Completeness of bid/proposal; and
- References.

5.12 Sole Source

5.12.1 When no other option exists and competitive bids are not available, sole source can be used, but it must be justified in writing and approved by the Board.

5.12.2 To be considered as sole source and therefore, exempt from the bid process, one of the following conditions must be met:

- The actual product or service needed is the only one that will meet the FOWD's need/requirements at that point in time, and it can only be purchased from one source (manufacturer or distributor).
- The product or service must match or be compatible with current equipment or services.
- The product needed is required for use in conjunction with a grant or contract.
- The service needed is controlled/mandated by the local utility or government.
- An unusual or compelling urgency exists.

5.13 Request for Proposal or Qualification

5.13.1 Request for proposal or qualification may be used in lieu of the bid process when selection is based on qualification, quality, experience, design, past performance, or work approach.

5.14 Preferred Vendors

5.14.1 Preferred Vendors contracts are established by the FOWD for product and services needed on a regular basis. These relationships are established through a contract or pricing agreement. Preferred contract or pricing agreement must be approved by the Board.

5.14.1.1 A **contract** is established based on the results of a formal competitive bid process. The vendor(s) that are awarded contracts

are determined to represent the best overall value to the FOWD.

5.14.1.2 A **pricing agreement** is established based on a negotiation between the FOWD and the vendor. Typically, these agreements are established because it has been determined to be the best interest of the FOWD to establish with these vendors.

5.14.1.3 The District shall establish guidelines on preferred vendor selection process and publish a preferred vendors list on its website.

6.0 Contracts

6.1 Contracts for Procurement of Goods and Services

6.1.1 All contracts shall be in FOWD's approved written form. Any deviations from the FOWD's approved form shall be approved by the General Manager.

6.1.2 All contracts are to be signed by the General Manager. The General Manager can delegate this authority to the Senior Management.

6.1.3 Any amendments to contract shall follow the same requirements as item 6.1.1.

7.0 Budget Transfer/Additional Funding

7.1 As approved by FOWD Board, the line items in the budget serve as expense monitoring tool. The General Manager is authorized to transfer the funds from the FOWD Contingency Fund as deemed necessary. Contingency Fund transfers require the Board of Directors notification.

7.2 Additional funding to be drawn from reserves requires Board approval.

8.0 Educational and Training Functions

8.1 The Board of Directors supports FOWD paid attendance by Board members and staff at educational and training functions that:

8.1.1 Directly relate to the purposes of the FOWD or,

8.1.2 Contribute to a better understanding of broad water industry issues relevant to FOWD operations.

8.2 Board Members:

8.2.1 Board members are authorized to attend no more than three appropriate annual education and training association conferences (herein referred to as "events") that, in the view of the Board, provide value to the FOWD, such as ACWA, AWWA, and the WEF conferences. In this regard the Board shall;

8.2.1.1 Work out a schedule of event attendance by Board members

8.2.2 New Board members are encouraged to attend the Special District's Board Management Institute's training program or similar program, in the first year of a new Board member's term or, if not possible, the following year.

- 8.2.3 Upon returning from educational and training functions where the FOWD pays expenses, Board members shall make a brief oral or written report to the Board during the next regular meeting of the Board. Materials from the session(s) may be delivered to the FOWD office to be included in the FOWD library for the future use of Directors and Staff.

8.3 Employees:

- 8.3.1 Employees are encouraged to maintain professional certifications directly relating to the FOWD's operations and attend relevant educational and training functions outlined above in sections 8.1.1 & 8.1.2. The General Manager, upon recommendation of a Department Head, may grant approval for attendance at functions meeting the test of section 8.1.1 or 8.1.2 above for employees. Employees shall follow the other provisions of this policy where appropriate. In approving and scheduling staff attendance at these functions, the General Manager shall follow the general concepts laid out in this policy regarding Board members to assure that appropriate employee attendance at such functions is allowed while reasonable economy is maintained.

9.0 Payment Processing

9.1 Travel Reimbursement

- 9.1.1 The FOWD shall pay for related business expenses for attending educational and training functions when attendance is authorized.
- 9.1.2 Reimbursement: Receipts are required for claimed reimbursable expense items exceeding \$10.00. A FOWD provided claim form is required for reimbursement of claimed expenses. The Finance Manager will review and the General Manager will approve claim forms for completeness and accuracy. Claim forms for the General Manager will be reviewed by the Finance Manager and approved by the Board President. Approved claim forms will typically be reimbursed within 10 business days.
- 9.1.3 Travel Arrangements: Travel arrangements shall be made by a FOWD designated Travel Agent.
- 9.1.4 Activity Fees: Fees for attending functions will normally be paid in advance by the FOWD.
- 9.1.5 Activity Days: Paid activity days shall be limited to actual days of attendance at function, plus one travel day if needed.
- 9.1.6 Companion Travel: Companion travel and participation fees are not the responsibility of the FOWD and will not be arranged by FOWD Personnel.
- 9.1.7 Receipts: All expenses require the following written documentation on the receipt: who attended and what the business purpose of the expense was. Receipts shall be submitted to the FOWD within five business days upon return, even if a claim form is not required for reimbursement.
- 9.1.8 Travel Cost: Travel costs shall be based on actual mode of travel. The FOWD may reimburse expenses up to the cost of an unrestricted round trip coach fare airline ticket.

- 9.1.9 Auto: Personal auto use will be reimbursed based upon actual miles traveled at the prevailing Internal Revenue Service mileage rate not to exceed the price of an unrestricted round trip coach airfare.
- 9.1.10 Lodging Cost: The FOWD will pay up to the published conference rates and applicable taxes for *Host* hotel accommodations equivalent to a single room rate or IRS per diem for conferences that do not have *Host* hotel accommodations. Room vouchers or receipts are required to be submitted with the expense claim form upon return.
- 9.1.11 Meal Costs: The FOWD will reimburse for meal costs for employees traveling outside of the Sacramento area. The FOWD will use the per diem amounts as outlined by the annual Internal Revenue Service (IRS) guidelines. Employees will be provided the flat per diem stipend and no receipts will be required from the employee.
- 9.1.12 Car Rental: A car may be rented if the destination from the airport or other arrival location is beyond a reasonable limit, or other mode of transportation is not available or practical.
- 9.1.13 Other Expenses: Other incidental business expenses, including but not limited to items such as taxi fares and parking will be reimbursed at cost. A receipt will be required if any expenses exceeding \$10.00. Expenses for optional social and or non-business activities (i.e. optional activities) not included in the normal conference fee and are not reimbursable.
- 9.1.14 No tipping is allowed using FOWD money.

9.2 Payment Terms and Invoicing

- 9.2.1 Vendors are instructed to send invoices directly to accounts payable for proper processing. This is the best way to ensure invoices are paid in a timely manner.
- 9.2.2 Payment Terms for invoices less than \$25,000.
 - 9.2.2.1 For undisputed invoices, the FOWD will pay outside vendors within 30 days from the date of invoice (net 30).
- 9.2.3 Payment Terms for invoices \$25,000 and greater.
 - 9.2.3.1 For undisputed invoices, the FOWD will pay invoices \$25,000 and greater upon approval by the Board of Directors. Based on section 5.1 Authorization of Expenses:
 - 9.2.3.1.1 Thus, depending when the invoices are submitted and the timing of the FOWD's Board meeting, the check processing for expenses \$25,000 and greater can take up to 60 days.
- 9.2.4 If there are disputes with the invoices, the FOWD will not issue payment until full resolution of disputes.

9.3 Check Processing

- 9.3.1 Pre-printed checks will include the statement "VOID AFTER 180 DAYS".

- 9.3.2 Every month the Finance Department staff will review the outstanding check list and identify stale dated checks.
- 9.3.3 The Finance Department staff is responsible for voiding or voiding and reissuing and storing all voided checks.

10.0 Credit Card Usage

- 10.1 No FOWD credit cards are to be issued to Directors.
- 10.2 FOWD credit cards for management or staff usage should follow the Credit Card Policy No. 5090.

11.0 Check Signature Authority and Fund Transfer

- 11.1 A resolution of the Board of Directors of the FOWD will declare persons authorized to sign on behalf of the FOWD.
- 11.2 General Fund and Payroll Accounts - All checks for payment of monies drawn on the General Fund Account shall be signed on behalf of the FOWD by a minimum of two signatures.
 - 11.2.1 For check amounts under \$25,000, any two of the following signatures are required:
 - 11.2.1.1 General Manager
 - 11.2.1.2 Operations Manager
 - 11.2.1.3 Technical Services Manager
 - 11.2.2 For check amounts \$25,000 and greater, two of the following signatures are required, one of which must be the Board President:
 - 11.2.2.1 Board President
 - 11.2.2.2 General Manager
 - 11.2.2.3 Operations Manager
 - 11.2.2.4 Technical Services Manager
- 11.3 Investment Account(s) - All amounts drawn on these accounts, except transfers to the General Fund Account and Payroll Account, shall be signed by any two signatures as follows:
 - 11.3.1 General Manager
 - 11.3.2 Operations Manager
 - 11.3.3 Finance Manager
 - 11.3.4 Technical Services Manager

11.4 Transfer of funds: Transfers of funds between FOWD accounts can be executed using electronic or phone procedures by either of the following individuals:

11.4.1 General Manager

11.4.2 Operations Manager

11.4.3 Finance Manager

11.4.4 Technical Services Manager

11.5 The Board Vice-President may sign checks as an alternate to the President.



February 18, 2025
Staff Report Briefing Materials
AGENDA ITEM X.1
Maintenance Work Report

FAIR OAKS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS February 18, 2025 REGULAR MEETING

SUBJECT: 2025 METERED WATER ANALYSIS
 STATUS: Information Item
 REPORT AS OF: January 31, 2025

Parcel Count - by water service connection status				
Connected	Shared Meter Residential	Shared Meter Offices Commercial	Not Yet Connected Vacant	Total
13,701	474	72	355	14,602

Service Count - by service type					
	Active	Disconnected		Total	
		Maintenance	Collection	No Meter	Meter
Single Family	12,875	108	12	0	12,995
Multi Family	622	3	0	0	625
Commercial	294	9	1	0	304
Industrial	0	0	0	0	0
Institutional	90	9	0	2	97
Irrigation	223	33	5	0	261
Fire	99	2	0	101	0
			Subtotal	103	14,282
Total	14,203	164	18		14,385

Service Count - by meter size										
	1"	1.5"	2"	3"	4"	6"	8"	10"	Total	
Metered	13,333	603	300	13	17	9	4	3	14,282	
Not Metered	2	0	1	0	35	41	23	1	103	

2025 Water Supply - units of production: acre-feet (AF)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
SW	369.40												369.40
GW	40.02												40.02
CWD	0.00												0.00
Total	409.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	409.42

Groundwater Supply - percentage (%)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2025	10%												10%

Drought Reduction By Volume - acre-feet (AF)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2025	409.42												409.42
2013	401.21												401.21
%	-2.05												-2.05

Residential Water Use - residential gallons per-capita per day (R-GCPD) ¹													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
2025	76												76

¹ Based on population of 36,226 and 75% of Water Supply used for Residential



Monthly Maintenance Work Report

Date	Address	Type
AMR Replacements	Monthly Total	84
		AMR / R900i #
1/8/2025	8133 MOLOKAI WAY	1582304608
1/8/2025	5212 KAUAI WAY	1582339744
1/8/2025	5325 CHICAGO AVE	1582336064
1/8/2025	8308 KAULA DR	1582344292
1/8/2025	5139 MAUNA LOA CT	1582302306
1/8/2025	8131 WOODLEAF DR	1582361420
1/10/2025	5609 NOSTAW ST	1582302360
1/10/2025	8865 BRITLAND WAY	1582321128
1/10/2025	5425 WALDRON ST	1581651082
1/10/2025	8771 PIEDRA WAY	1582354214
1/10/2025	8500 HILTON WAY	1582357112
1/10/2025	8512 FAIRMONT WAY	1582357176
1/10/2025	7984 SHREWSBURY AVE	1582321146
1/10/2025	8043 GLENBAR WAY	1582301952
1/10/2025	8044 HIDDEN VIEW CIR	1581623784
1/10/2025	4309-4347 HAZEL AVE	1581879924
1/14/2025	8512 ALMAZ AVE	1582304964
1/14/2025	8562 SHERATON DR	1582342632
1/14/2025	8623 SHERATON DR	1582302354
1/15/2025	5638 MARCHESE CT	1582331652
1/15/2025	8616 PERSHING AVE	1582357164
1/15/2025	8370 MANANA WAY	1582321126
1/16/2025	5651 FAIRVALE WAY	1582354320
1/16/2025	8866 PHOENIX AVE	1582339732
1/16/2025	5236 KENNETH AVE	1582305904
1/16/2025	8148 SUNSET AVE	1582357350
1/16/2025	7540 FAIRWAY TWO AVE	1582339734
1/16/2025	4220 CRESTLINE AVE	1579420596
1/16/2025	4141 TEMESCAL ST	1581621502
1/16/2025	4071-4084 BRIDGE ST	1581607752

Date	Address	Type
1/16/2025	4609 LEI ST	1582337344
1/16/2025	4975 DARU WAY	1582306220
1/21/2025	8232 MADISON AVE	1582310290
1/21/2025	8112 RED SHERRY LN	1582306232
1/21/2025	8177 ROSE VINE LN	1582301968
1/21/2025	8843 PERSHING AVE	1582361464
1/21/2025	5624 BOLTRES ST	1582339806
1/21/2025	8489 MALLEE CIR	1582294642
1/21/2025	5157 MISSISSIPPI BAR DR	1582331650
1/21/2025	5161 DREDGER WAY	1582313652
1/21/2025	9231 WINDING OAK DR	1582302372
1/21/2025	10741 FAIR OAKS BLVD	1581861786
1/21/2025	10741 FAIR OAKS BLVD	1581871274
1/21/2025	10741 FAIR OAKS BLVD	1581892658
1/21/2025	4301 WATKINS DR	1581742046
1/21/2025	4348 CENTRAL AVE	1582305888
1/21/2025	4527 ILLINOIS AVE	1582341948
1/21/2025	4204 THISTLEDOWN DR	1582341298
1/24/2025	5624 MEMORY LN	1582243142
1/24/2025	5626 MEMORY LN	1582284942
1/27/2025	5506 KENNETH AVE	1582340134
1/27/2025	5813 KENNETH AVE	1582340614
1/27/2025	4552 OLIVEGATE DR	1582376986
1/27/2025	8625 FAIRMONT WAY	1577320586
1/27/2025	5121 OLEAN ST	1581614544
1/27/2025	8970 PHOENIX AVE	1582296026
1/27/2025	5352 RIDGEVALE WAY	1582336046
1/27/2025	9054 TAKEOFF CT	1582275068
1/27/2025	7265 FALCON RD	1582376060
1/27/2025	7773 ORIANA CT	1582379518
1/27/2025	8549 OAK VIEW LN	1582353956
1/27/2025	8553 SHAWNEE AVE	1582331628
1/27/2025	8533 EMPEROR DR	1582353658
1/27/2025	8393 TAMPICO CT	1582337298
1/27/2025	4321 HALE RANCH LN	1582353770
1/28/2025	4509 STONEWALL DR	1582211920

Date	Address	Type
1/28/2025	4500 OLIVEGATE DR	1582166050
1/28/2025	5312 WEDGE CIR	1582286654
1/28/2025	7678 GREENRIDGE WAY	1582265904
1/28/2025	7807 JUAREZ WAY	1582173282
1/28/2025	7913 WILLOWRIDGE CT	1582376080
1/29/2025	4301 VISTA DE LAGO WAY	1582302356
1/29/2025	5309 NAVIGATION CT	1582337338
1/29/2025	4729 PENNSYLVANIA AVE	1582305824
1/29/2025	8851 CURRAGH DOWNS DR	1582358088
1/30/2025	4816 SKYWAY DR	1582336052
1/30/2025	7721 OLIVE ST	1581756506
1/30/2025	7825 OLIVE ST	1582333330
1/30/2025	7745 SUNSET AVE	1581804448
1/30/2025	3949 OAK HURST CIR	1582314068
1/30/2025	7866 OLIVE ST	1582376392
1/30/2025	7860 OLIVE ST	1582376716
1/30/2025	4436 NEW YORK AVE	1582333306
1/30/2025	4922 CHICAGO AVE	1582273940

Meters Replaced	Monthly Total	88	Meter #
1/7/2025	5609 SKYRIDGE DR		17950422
1/7/2025	5615 SKYRIDGE DR		17950425
1/7/2025	5625 SKYRIDGE DR		17950438
1/7/2025	5626 SKYRIDGE DR		17950439
1/7/2025	8544 HANS ENGEL WAY		17553846
1/7/2025	5629 SKYRIDGE DR		17950388
1/8/2025	5610 SKYRIDGE DR		17950423
1/8/2025	5535 SKYRIDGE DR		17950442
1/8/2025	5601 SKYRIDGE DR		17950443
1/8/2025	5515 SKYRIDGE DR		17950444
1/8/2025	5604 SKYRIDGE DR		17950445
1/9/2025	5512 SKYRIDGE DR		17950424
1/9/2025	9144 KENDRICK WAY		17950436
1/9/2025	9148 KENDRICK WAY		17950437
1/9/2025	9217 CASTLEMONT CIR		17950435
1/9/2025	9010 BARRHILL WAY		17950447

Date	Address	Type
1/9/2025	9000 BARRHILL WAY	17950446
1/9/2025	9348 CASTLEMONT CIR	17950434
1/10/2025	8913 CUSTER AVE	17950448
1/10/2025	8917 CUSTER AVE	17950449
1/10/2025	8747 SUNSET AVE	17950462
1/10/2025	8745 SUNSET AVE	17950465
1/10/2025	4757 MARTSMITH WAY	17950464
1/10/2025	8771 RIVENDELL LN	17950463
1/10/2025	5630 SKYRIDGE DR	17950389
1/13/2025	8760 RIVENDELL LN	17950454
1/13/2025	8770 RIVENDELL LN	17950455
1/13/2025	8761 RIVENDELL LN	17950456
1/13/2025	8808 CHANDEAUX LN	17950458
1/13/2025	8816 CHANDEAUX LN	17950459
1/13/2025	8833 CHANDEAUX LN	17950460
1/13/2025	4330 KENTWOOD LN	17950461
1/13/2025	4342 KENTWOOD LN	17950466
1/13/2025	8831 SWALLOW WAY	17950469
1/13/2025	4605 MARTSMITH WAY	17950457
1/15/2025	4128 THISTLEDOWN DR	17950473
1/15/2025	7350 ROBIN RD	17950471
1/15/2025	7340 ROBIN RD	17950470
1/15/2025	7333 ROBIN RD	17950479
1/15/2025	7351 ROBIN RD	17950480
1/15/2025	7341 ROBIN RD	17950481
1/15/2025	7321 ROBIN RD	17950484
1/15/2025	7361 ROBIN RD	17950467
1/15/2025	7301 ROBIN RD	17553830
1/15/2025	7263 ROBIN RD	17553828
1/15/2025	8788 BLUFF LN	17950472
1/15/2025	5051 LARK RD	17950478
1/15/2025	8837 BOLD RULER WAY	17950468
1/16/2025	7101 ROBIN RD	17553829
1/16/2025	7233 ROBIN RD	17950475
1/16/2025	7225 ROBIN RD	17950474
1/16/2025	7239 ROBIN RD	17950482

Date	Address	Type
1/16/2025	7250 ROBIN RD	17950485
1/16/2025	7209 QUAIL RD	17950486
1/16/2025	7111 ROBIN RD	17950490
1/16/2025	7217 QUAIL RD	17950492
1/16/2025	7208 ROBIN RD	17950498
1/16/2025	5120 DOVE DR	17950499
1/16/2025	7217 ROBIN RD	17950500
1/16/2025	7216 ROBIN RD	17950501
1/16/2025	7101 QUAIL RD	17553827
1/16/2025	7238 ROBIN RD	17950476
1/16/2025	7232 ROBIN RD	17950477
1/16/2025	7266 ROBIN RD	17950483
1/16/2025	7120 ROBIN RD	17950491
1/16/2025	7100 QUAIL RD	17950441
1/16/2025	7110 QUAIL RD	17950440
1/22/2025	7852/7854 OLYMPIC WAY	61381617
1/22/2025	7856/7858 OLYMPIC WAY	61381618
1/22/2025	4807/4809 GASTMAN WAY	61381627
1/22/2025	4825/4827 GASTMAN WAY	61381614
1/23/2025	4819/4821 GASTMAN WAY	61381623
1/24/2025	4812 NEBRASKA LN	61381619
1/24/2025	4808 NEBRASKA LN	61381624
1/24/2025	5626 MEMORY LN	18360499
1/24/2025	5624 MEMORY LN	18360501
1/28/2025	7201 QUAIL RD	18360490
1/28/2025	7745 SUNSET AVE	61381616
1/29/2025	7239 QUAIL RD	18360517
1/29/2025	7238 QUAIL RD	18360465
1/29/2025	7232 QUAIL RD	18360491
1/29/2025	7224 QUAIL RD	18360493
1/29/2025	7361 PHEASANT RD	18360492
1/29/2025	7250 QUAIL RD	18360515
1/30/2025	7314 QUAIL RD	18360462
1/30/2025	7321 QUAIL RD	18360463
1/30/2025	7251 QUAIL RD	18360464
1/30/2025	7311 QUAIL RD	18360514

Date	Address		Type
Leaks			
	Monthly Total	3	Detail
1/2/2025	8000 WITHROW CT		1" SVC LEAK
1/7/2025	4729 PENNSYLVANIA AVE		1" SVC LEAK
1/13/2025	8983 SUNSET AVE		1" SVC LEAK
Distribution Repairs			
	Monthly Total	1	Detail
1/8/2025	4729 PENNSYLVANIA AVE		1" SVC REPAIR
System Upgrades			
	Monthly Total	9	Detail
1/6/2025	4951 GASTMAN WAY		BLOWOFF UPGRADE
1/7/2025	8000 WITHROW CT		1" SERVICE UPGRADE
1/15/2025	8908 CUSTER AVE		1" SERVICE UPGRADE
1/15/2025	8912 CUSTER AVE		1" SERVICE UPGRADE
1/15/2025	8908 CUSTER AVE		FIRE HYDRANT UPGRADE
1/21/2025	5054 COCOA PALM WAY		FIRE HYDRANT UPGRADE
1/21/2025	5054 COCOA PALM WAY		FIRE HYDRANT UPGRADE
1/23/2025	4729 PENNSYLVANIA AVE		1" SERVICE UPGRADE
1/30/2025	8141 CHENIN BLANC		BLOWOFF UPGRADE
System Maintenance			Year to Date
WATER MAIN VALVES MAINTAINED YTD			87
FIRE HYDRANTS MAINTAINED YTD			9

February 18, 2025
Staff Report Briefing Materials
AGENDA ITEM X.2
Capital Projects Status Report

FAIR OAKS WATER DISTRICT
CAPITAL PROJECTS STATUS UPDATE: January 31, 2025

Project Description	2025 Year-to-Date								Total Project				Project Status Comments	
	2025 Approved Budget	Budget Transfers	2024 C/F**	Adjusted Budget Amount	Year-to-Date-Expenses	Remaining Funds	YTD Percent \$ Expended	Percent Completed	Total Budget/Fund to Date	Total Expenses to Date	Total Project Remaining Fund	Total Project Percent \$ Expended		Prior Years Expenses (WIP Projects)
1 New York Well Design (C25WTNYWD)	\$ -	\$ -	\$ 22,546	\$ 22,546	\$ -	\$ 22,546	0%	95%	\$ 365,546	\$ 343,001	\$ 22,546	94%	\$ 343,001	Design and specifications are at 95%. FOWD needs to conduct a final review and provide feedback to the consultant.
2 New York Well Drilling & Equipping (C25WTNYWDE)	1,815,500	-	7,229	1,822,729	484.08	1,822,245	0%	25%	3,081,244	1,258,998	1,822,245	41%	1,258,514	Supplier notes that delivery of pump, motor, and 3R valves are now planned for late February 2025.
3 Syway Site Improvements (C25WTSI)	6,000	-	-	6,000	-	6,000	0%	0%	6,000	-	6,000	0%	-	
4 Northridge Well Replacement - Design (C25WTNWRD)	337,000	-	61,955	398,955	1,480.98	397,474	0%	50%	487,000	89,526	397,474	18%	88,045	Final design and specifications for drilling phase are being prepared to post for bidding.
5 Northridge Well Replacement - Equipping (C25WTNWRE)	2,000,000	-	-	2,000,000	-	2,000,000	0%	0%	2,000,000	-	2,000,000	0%	-	
6 Gum Ranch Tank Site (C25WTGRTS)	269,400	-	-	269,400	-	269,400	0%	14%	317,236	47,836	269,400	15%	47,836	
Subtotal Wells & Tanks	\$ 4,427,900	\$ -	\$ 91,730	\$ 4,519,630	\$ 1,965.06	\$ 4,517,665			\$ 6,257,026	\$ 1,739,361	\$ 4,517,665		\$ 1,737,396	
7 Hydrant Upgrades (C25TDHU)	\$ 225,000	\$ -	\$ -	\$ 225,000	\$ 16,207.35	\$ 208,793	7%	5%	\$ 225,000	\$ 16,207	\$ 208,793	7%	\$ -	
8 New Hydrants (C25TDNH)	75,000	-	-	75,000	-	75,000	0%	0%	75,000	-	75,000	0%	-	
9 Minor Main Upgrades (C25TDMU)	75,000	-	-	75,000	1,309.37	73,691	2%	0%	75,000	1,309	73,691	2%	-	
10 Services Upgrade (C25TDSU)	425,000	-	-	425,000	5,679.46	419,321	1%	5%	425,000	5,679	419,321	50%	-	
11 Developer's Paid - Service Installation and Main Line Projects*	131,700	-	-	131,700	579.34	131,121	0%	10%	192,095	60,974	131,121	32%	60,395	
12 Replacement of Four Distribution Sampling Stations (C25TDSS)	20,000	-	-	20,000	-	20,000	0%	25%	20,000	-	20,000	0%	-	Replaced one sample station in 2025.
Subtotal	\$ 951,700	\$ -	\$ -	\$ 951,700	\$ 23,775.52	\$ 927,924			\$ 1,012,095	\$ 84,170	\$ 927,924		\$ 60,395	
13 ARV's and Blow-offs (C25TDARV)	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 1,460	\$ 48,540	3%	80%	\$ 50,000	\$ 1,460	\$ 48,540	100%	-	
14 Replace 12" Steel Main New York Ave. (C25TDNYASW)	-	100,000	398,156	498,156	1,212.25	496,944	0%	80%	1,494,800	997,856	496,944	80%	996,644	The last item to complete this project is final paving. Paving has been delayed until spring due to weather conditions.
15 T-Main Replacement Construction Phase I (C25TDT1C)	2,500,000	-	-	2,500,000	309.09	2,499,691	0%	0%	2,500,000	309	2,499,691	0%	-	
16 T-Main Replacement Phases I & II - Design (Blue Oak to Winding Oak) (C25TDT1D) formerly C24TDSH	197,700	-	93,640	291,340	36,778.69	254,561	13%	60%	302,800	48,239	254,561	16%	11,460	Consultant is working on the 95% design and specifications.
17 County Overlay Project - Hidden Valley Circle (C25TDCHV)	68,500	-	-	68,500	-	68,500	0%	0%	68,500	-	68,500	0%	-	
18 County Overlay Project - Madison (Hazel to Blue Oak) (C25TDCOM)	91,000	-	-	91,000	-	91,000	0%	0%	91,000	-	91,000	0%	-	
19 County Overlay Project - Sunrise (American River Bridge to Winding Way) (C25TDCOS)	70,000	-	-	70,000	-	70,000	0%	0%	70,000	-	70,000	0%	-	
20 County Overlay Project - Madison (Fair Oaks to San Juan) (C25TDCOMFS)	70,000	-	-	70,000	-	70,000	0%	0%	70,000	-	70,000	0%	-	
21 County Overlay Project - Sunrise (Winding Way to Sunset) (C25TDCOSWS)	57,000	-	-	57,000	-	57,000	0%	0%	57,000	-	57,000	0%	-	
22 Greenvale Improvements (C25TDGI)	20,000	-	55,000	75,000	-	75,000	0%	0%	75,000	-	75,000	0%	-	
23 Riverfront Lane Service Upgrade (C25TDRFL)	88,900	-	670	89,570	-	89,570	0%	8%	100,001	10,431	89,570	10%	10,431	Easements and exhibits have been drafted for review and resident's signatures. Staff reviewing options for main replacement.
Subtotal	\$ 3,213,100	\$ 100,000	\$ 547,466	\$ 3,860,566	\$ 39,759.92	\$ 3,820,806			\$ 4,879,101	\$ 1,058,295	\$ 3,820,806		\$ 1,018,535	
TOTAL CAPITAL IMPROVEMENT PROGRAM	\$ 8,592,700	\$ 100,000	\$ 639,195	\$ 9,331,895	\$ 65,500.50	\$ 9,266,395			\$ 12,148,221	\$ 2,881,826	\$ 9,266,395		\$ 2,816,326	
24 AMR Replacement (M25MMAMR)	\$ 280,000	\$ -	\$ -	\$ 280,000	\$ 4,585.55	\$ 275,414	2%	5%	\$ 280,000	\$ 4,586	\$ 275,414	100%	-	
25 Large Meter Install (M25MMLMI)	40,000	-	-	40,000	-	40,000	0%	0%	40,000	-	40,000	0%	-	
26 Large Meter Replacement (M25MMLMR)	20,500	-	-	20,500	-	20,500	0%	0%	20,500	-	20,500	90%	-	
27 Meter Replacement (M25MMMR)	282,000	-	-	282,000	10,475.06	271,525	4%	5%	282,000	10,475	271,525	100%	-	
28 Meter Installation - Residential (M25MMMRRES)	10,000	-	-	10,000	-	10,000	0%	0%	10,000	-	10,000	100%	-	
METER MAINTENANCE PROGRAM	\$ 632,500	\$ -	\$ -	\$ 632,500	\$ 15,060.61	\$ 617,439			\$ 632,500	\$ 15,061	\$ 617,439		\$ -	
29 10317 Corporate Yard Project (A25BUMQDC)	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	0%	35%	\$ 810,942	\$ 310,942	\$ 500,000	38%	\$ 310,942	G/A continues working on resubmitting plans to Sacramento County. FOWD is paying County review fees as they are being received.
30 10326 Admin. Building (A25BUNB)	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	0%	0%	\$ 5,000	\$ -	\$ 5,000	0%	-	
GRAND TOTAL	\$ 9,730,200	\$ 100,000	\$ 639,195	\$ 10,469,395	\$ 80,561.11	\$ 10,388,834			\$ 13,596,663	\$ 3,207,829	\$ 10,388,834		\$ 3,127,268	

*New Business development pays for services rendered (this item is a pass through).
 **2024 Carryforward funding approved by the Board on January 21, 2025 Regular Board Meetings.



February 18, 2025

Staff Report Briefing Materials

AGENDA ITEM X.3

Authorizations of Additional Funding



GENERAL MANAGER'S REPORT
February 18, 2025 REGULAR BOARD MEETING
Report as of January 31, 2025

X.3 Authorizations of Additional Funding

Accounting for 2025 Contingency Fund
Project No. E25CONT

<u>Date</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Amount Transferred</u>	<u>Ending Balance</u>
1/1/2025	Beginning Balance	\$ 200,000.00	\$ -	\$ 200,000.00
1/21/2025	12-Inch Steel Main Replacement on New York Avenue	200,000.00	<u>(100,000.00)</u>	100,000.00
Total from Contingency			<u>\$ (100,000.00)</u>	

Funds Drawn from Reserves

Total from Reserves	<u>-</u>
	<u>\$ -</u>
Total Authorizations of Additional Funding	<u>\$ 100,000.00</u>



February 18, 2025
Staff Report Briefing Materials
AGENDA ITEM X.5
Claims Against District



FAIR OAKS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 18, 2025 REGULAR MEETING

SUBJECT: Processing of Claims
 STATUS: Information Item
 REPORT AS OF: January 31, 2025

DISTRICT CLAIMS RECEIVED

Claim #	Date Claim Received	Type of Claim	Claim Amount	JPIA Contacted ?	Claim Status	Settlement Amount
24-02	11/14/2024	Main Break - Property	None Given	Yes	Not Settled	