

AGENDA
REGULAR BOARD MEETING &
PUBLIC WORKSHOP

FAIR OAKS WATER DISTRICT OFFICE
10326 FAIR OAKS BLVD, FAIR OAKS
OCTOBER 21, 2024
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. PUBLIC WORKSHOP ON PROPOSED 2025 FOWD ANNUAL BUDGET

1. Staff presentation on proposed 2025 FOWD Annual Budget

IV. CONSENT CALENDAR

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

V. PRESENTATIONS AND CORRESPONDENCE

1. Correspondence dated September 24, 2024 from the Fair Political Practices Commission – No FOWD Violations
2. Correspondence dated October 15, 2024 from the Sacramento County District Attorney’s Office – No FOWD Violations

VI. DISCUSSION AND ACTION ITEMS: OLD BUSINESS

1. Update and discussion on the New York Water Main Project Phase I
2. Update and discussion on the proposed merger of the SJWD and SSWD
3. Discussion and possible action on the selection of an Engineering Consultant for the Transmission Main Phases I & II Design
4. Discussion and possible action on the selection of a new Special District Financial Auditor – prior Auditor termed out in accordance with District policy

VII. DISCUSSION AND ACTION ITEMS: NEW BUSINESS

1. Discussion on FOWD Water Supply for the month of September 2024
2. Discussion and possible action on additional funding for 2024 expenses
3. Discussion and possible action on FOWD Resolution No. 24-02: “A Resolution of the Board of Directors of the Fair Oaks Water District Approving the Categorical Exemption for the Construction of the Replacement of Groundwater Well at the Northridge Well Site”

VIII. UPCOMING EVENTS

1. October 28, 2024 / FOWD Special Board Meeting on the 2025 Proposed Budget / FOWD Office
2. November 20, 2024 / SJWD Regular Board Meeting / SJWD Office
3. December 3-5, 2024 / 2024 ACWA Fall Conference / Palm Desert, CA

IX. REPRESENTATIVE REPORTS

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

X. DIRECTORS' REPORTS & COMMENTS

1. Budget Committee – (Sarkovich, Dolby)
2. Technical Advisory Committee – (Marx, Petersen)
3. Capital Improvement Committee – (Petersen, Dolby)
4. Personnel Committee – (McRae, Dolby)
5. Public Relations Committee – (McRae, Dolby)
6. FOWD and SJWD 2x2 Ad-Hoc Committee – (McRae, Petersen)
7. FOWD and CWD 2x2 Ad-Hoc Committee – (McRae, Marx)
8. FOWD Field Services Center Ad-Hoc Committee – (Sarkovich, Petersen)

XI. 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 District
6. Employee Update
7. Water Issues – Update on Regional Involvement
8. Other

XII. PUBLIC COMMENT

XIII. 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

XIV. REPORT FROM CLOSED SESSION

XV. 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

10-17-2024

Date

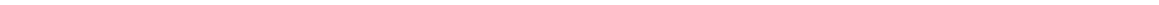


October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM III

Public Workshop on Proposed 2025 FOWD Annual Budget



Fair Oaks Water District

2025 Budget and Financial Plan

As Prepared for the

October 21, 2024

DRAFT

10-16-2024

JRH

@ 3:00 PM

Public Workshop for 2025 Proposed Budget



1917 - 2024

**CELEBRATING
107 YEARS OF SERVICE**

Prepared by FOWD Staff



2025 Budget and Financial Plan

October 21, 2024

Budget Policy

Fair Oaks Water District (FOWD) Policy Number 5000 calls for the District to develop an annual budget. FOWD Policy Number 5000 further states that the proposed annual budget be reviewed and amended at a Special Board Meeting held in October and adopted as amended at the November Regular Meeting of the FOWD Board of Directors.

Budget Overview:

The 2025 Budget and Financial Plan is a comprehensive plan for effectively funding the mission of the Fair Oaks Water District in accordance with specific Board direction. The intent of the document is to provide an executive summary of the detailed proposed budget – providing all with an accurate picture of the total available resources, spending and program priorities, and an accounting of cash flows. The non-GAAP format of portions of the proposed budget accomplishes these objectives more clearly than would strict adherence to traditional accounting principles.

The annual budget process involves a detailed look at the District's strategic objectives, standards of service policies, and their relationships over a Board directed forecast period. The budget process ensures that trends, which affect revenues and expenses, are identified, and reconciled as early as possible.

Another important goal of the annual budget process is to inform our customers about the District's financial and operational activities. In addition, the annual budget should be a planning tool that allows customers to quickly see financial trends of the FOWD.

At first glance, the District's budget can seem complex because of the substantial number of line items and programs; however, the majority of the budget concerns itself with general revenues and expenses, compared to project related revenue and expenses. While most budgetary decisions are made on a unit-by-unit basis, it is helpful to start with a summary of the Board's direction to staff relative to the 2025 Budget and Financial Plan. The Board provided staff with the following general guidelines for the preparation of this 2025 Budget and Financial Plan:

1. Adjust rates in accordance with the Board adopted three-year rate plan.
 - (a) The Board adopted rate adjustments for 2023, 2024 and 2025 on November 21, 2022 after completing a proposition 218 public outreach process.
 - (b) **After implementing Board approved rate adjustments of 10% in 2023 and 10% in 2024, FOWD water rates remain the lowest in the Sacramento Region and 57% of the Sacramento Region average.**
 - (c) The Board adopted rate adjustment for 2025 is 5%.
2. No new debt.



2025 Budget and Financial Plan

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3. No new capital projects besides those that the Board has approved and deemed necessary.
4. Focus on completing current capital projects that are currently “work in progress.”
5. Meet policy targets for financial reserves.
6. Use a 90% surface water and 10% groundwater water supply target.
 - (a) Newly adopted SJWD wholesale rates for the purchase of surface water provide a financial disincentive for the FOWD to serve groundwater to FOWD customers – FOWD essentially must pay for surface water even if it does not take delivery of surface water.
7. Include a 4% COLA in calculations.
 - (a) FOWD staff lowered the proposed COLA to 3%.
8. Prepare a budget that includes the Board’s commitment to developing groundwater supply.

2024 & 2025 Rate Structure Comparison:

Table 1 2024 & 2025 Water Rate Structures				
Description	2024 Estimated		2025 Budget	
	Water Sales	%	Water Sales	%
Fixed Service Charge \$	8,273,200	78%	8,695,100	78%
Commodity Charge \$	2,299,700	22%	2,435,400	22%
Total	\$ 10,572,900		\$ 11,130,500	

Ten-Year Rate Analysis:

Table 2 Rate Adjustments for the Current and Past Years									
2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
0%	0%	10%	0%	0%	0%	0%	10%	10%	5%
(a) The Board adopted rate adjustments for 2023, 2024 and 2025 on November 21, 2022 after completing a proposition 218 public outreach process. (b) After implementing Board approved rate adjustments of 10% in 2023 and 10% in 2024, FOWD water rates remain the lowest in the Sacramento Region and 57% of the Sacramento Region average. (c) The Board adopted rate adjustment for 2025 is 5%.									



2025 Budget and Financial Plan

October 21, 2024

2024 Budget Results:

Review 2024 budgeted vs. estimated year-end 2024 expenditures to identify significant variances.

Table 3 2024 Year-End Estimated Net Cash Result	
Item	Amount (\$)
Estimated Total Revenues	12,210,200
Estimated Total Non-Capital Expenditures	(8,655,600)
Total	(\$3,554,600)

Table 4 2024 Budget Summary Data			
Item	2024 Budget (\$)	2024 Estimate (\$) ^(a)	Variance (\$) ^(b)
Total Revenues	13,007,800	12,210,200	(797,600) ^(b)
Total Expenses	9,573,064	8,655,600	(917,464)
Capital Expense	9,909,247	3,490,900	(6,418,347) ^(c)
<i>Notes:</i>			
(a) 2024 actual \$ based on best available 2024 year-end data estimates.			
(b) 2024 influenced delays in grant approved projects.			
(c) 2024 variance mainly due to work in progress projects to be carried into 2025 budget. Projects reduced or deferred due to Board decisions and impacts outside of FOWD control.			

2024 Financial Performance & 2025 Budget Analysis Summary:

A. 2024 Operating Budget

- a. 2024 Operating Budget was \$9,573,064
- b. 2024 Estimated Year End Operating Budget is \$8,655,600
- c. **Staff has estimated that FOWD will be 10% under budget for 2024**
 - i. Labor & Benefits was \$636,350 below budget
 - ii. Professional Services was \$199,689 below budget

B. 2025 Operating Budget

- a. 2024 projected year-end operating expense is \$8,655,600
- b. 2025 estimated operating budget is \$9,300,100
- c. **Staff estimated a 7.4% (\$644,500) net increase in operating cost for 2025**



2025 Budget and Financial Plan

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- i. Net labor & benefits cost increase of \$611,500 mostly due to filling open positions (14.9% increase)
 - ii. SJWD purchased water cost increase of \$99,000 (4.4% increase)
 - iii. Other net cost decreases of \$66,000
- C. 2025 Income
 - a. 2025 projected revenue is \$14,165,600
 - b. 2025 projected operating budget is \$9,300,100
 - c. Staff has projected net income of \$4,865,500 for 2025
- D. Customer Water Demand
 - a. 2025 projected year-end customer water demand is 9,708 AF
 - b. 2024 estimated year-end customer water demand is 9,616 AF
 - c. Staff has projected a 1.0% increase in customer water demand for 2025
- E. Surface Water Purchase (Increased due to new SJWD rate structure)
 - a. 2025 projected total surface water purchase is 8,737 AF
 - b. 2024 estimated total surface water purchase is 8,671 AF
 - c. Staff has projected an 0.08% increase in purchased SW for 2025
- F. Forward Looking Financial Summary (2025 – 2030)
 - a. Board discussion based on data provided and strategic planning

2025 Proposed Capital Projects:

Review deferred projects and needed capital improvements to determine priorities. Estimate money required to fund the capital projects selected for 2025 work.



2025 Budget and Financial Plan

October 21, 2024

Table 5 2025 Capital Projects		
Project	Estimated Cost	Notes
Field Services Center Project	\$500,000	Board Mandate
New York Well Project Phase II – Equipping	\$1,815,500	Board Mandate / Grant Funded
Northridge Well Drill & Equip. Design	\$337,000	Board Mandate / Grant Funded
Northridge Well Drill & Equip.	\$2,000,000	Board Mandate / Grant Funded
T-Main Phases I & II Design	\$197,700	Board Mandate
T-Main Phase I Construction	\$2,500,000	Staff Recommended
Gum Ranch (Kenneth) Tank Site	\$269,400	Part of Field Services Center Project
Riverfront Lane Services	\$88,900	Board Mandate
County Overlay Projects	\$356,500	Sac County Required
General Transmission & Distribution System	\$870,000	Water System Required
Meter Maintenance Program	\$632,500	FOWD Policy Required
Total	\$9,567,500	

Reserve Analysis:

FOWD policy number 5050 addresses District reserve funds. The policy establishes reserve funds to minimize adverse annual and multi-year budgetary impacts from anticipated and unanticipated District expenses. The adequacy of the target reserve year-end balance ranges and annual contributions will be reviewed annually during the budgeting and rate setting process and may be revised accordingly as necessary.



2025 Budget and Financial Plan

October 21, 2024

Table 6 FOWD Reserve Accounts Summary	
Total Reserve Estimate as of 12-31-24	\$10,132,300
Proposed 2025 Reserve Spending (\$)	(5,087,700)
Proposed 2025 Contingency Fund (\$)	(200,000)
Projected 2025 Year-End Undesignated Reserve	\$4,844,600
Reserve Requirement for 2025	\$3,100,000

Budget Control:

The approved 2025 budget will be entered in the District's accounting system, which will provide online access for up-to-date financial information.

The Board of Directors, on the recommendation of the General Manager, establishes operating budgets and policy programs. The operational budget is then managed and controlled by District management.

Operating budgets are controlled at the operating level by department management with overview by the General Manager. While line-item expenditures are in some cases shown in the budget worksheets, the intent of this information is to provide internal budget monitoring controls for staff and are not intended to be explicit appropriations by the Board of Directors. The Board may transfer appropriations from reserves to individual projects during the fiscal year if the need arises. This bottom-line approach to budget management is intended to prioritize overall District spending, while making senior staff accountable for internal operations and expenditures.

Project budgets are adopted for project funds. These budgets may span a number of years; however, our current accounting system does not allow multiple year project budgeting. Multiple year projects will be budgeted on a year-by-year basis. For each project, subsequent Board approval is required for approving bids and contracts, and for project cost increases over budget authorization.

Debt service budgets are established when the Board authorizes the debt issue. In 2025, the proposed budget has no debt.

The statistical sections of the budget are prepared on a cash basis and include expenditures for capital outlay and the principal and interest portions of debt service, while non-cash expenditures such as depreciation and bad debt write off are excluded.



2025 Budget and Financial Plan

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Financial Planning:

The purpose of the District's financial planning is to demonstrate fiscal solvency, to provide early warning of adverse trends, and to improve financial planning and policy making for the allocation of budget resources. The financial plan utilizes detailed assumptions, such as population, new connections, infrastructure age, land area, parcel area, and current local economic trends. The financial plan's projections may or may not occur as predicted, depending upon changes in the economy, future service level changes, and regulatory mandates. During the operating year, FOWD staff will update the budget model based on actual experience, the latest available information and Board direction based on the changed conditions.

General Financial State of FOWD Entering 2025

Annual Revenue	± \$10.1M
Annual Total Operating Expenses	± \$8.7M
Existing Debt	zero
Existing Debt Payment	zero
Existing Cash Reserve	± \$10.1M

Estimated General Financial State of FOWD Ending 2025

Annual Revenue	± \$14.2M
Annual Total Operating Expenses	± \$9.3M
Existing Debt	zero
Existing Debt Payment	zero
Existing Cash Reserve	± \$4.8M

DRAFT

10-16@ 3:00PM

JRA

Fair Oaks Water District 2025 DRAFT Annual Budget Financial Plan Summary of Revenues and Expenses					
Description	Budget 2024	C/F Funding & Transfers	Adj. 2024 Budget	Estimated 2024	Proposed 2025
Beginning Cash				\$ 10,068,564	\$ 10,132,300
Revenues					
<i>Total Operating Revenues</i>	\$ 10,946,300	\$ -	\$ 10,946,300	\$ 11,127,600	\$ 11,449,900
<i>Total Non-Operating Revenues</i>	188,900	-	188,900	457,800	301,900
<i>Total Capital Contributions</i>	1,872,600	-	1,872,600	624,800	2,413,800
Total Revenues	\$ 13,007,800	\$ -	\$ 13,007,800	\$ 12,210,200	\$ 14,165,600
Expenses					
Operating Expenses	\$ 9,149,700	\$ 423,364	\$ 9,573,064	\$ 8,655,600	\$ 9,300,100
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 9,149,700	\$ 423,364	\$ 9,573,064	\$ 8,655,600	\$ 9,300,100
Net Income (Loss) before Capital Program Expenses	\$ 3,858,100	\$ (423,364)	\$ 3,434,736	\$ 3,554,600	\$ 4,865,500
Capital Program Expenses					
<i>Information Technology Equip. & Software</i>	\$ 31,000	\$ -	\$ -	\$ 23,400	\$ 21,000
<i>Vehicles & Maintenance Equipment</i>	15,000	2,000	17,000	17,000	171,500
<i>Facility & Office Equipment</i>	215,000	-	215,000	113,000	535,500
<i>Meter Maintenance Program</i>	420,000	68,609	488,609	449,800	632,500
<i>Capital Improvement Program</i>	8,649,200	539,439	9,188,639	2,887,700	8,592,700
Total Capital Program Expenses	\$ 9,330,200	\$ 610,047	\$ 9,909,247	\$ 3,490,900	\$ 9,953,200
FO 40-Inch Pipeline paid to SJWD (Non-Operating Exp.)	\$ -				\$ -
Total Expenses including Capital Program	\$ 18,479,900	\$ 1,033,412	\$ 19,482,312	\$ 12,146,500	\$ 19,253,300
Net Income (Loss)	\$ (5,472,100)	\$ (1,033,412)	\$ (6,474,512)	\$ 63,700	\$ (5,087,700)
Contingency¹	200,000				200,000
Year-End Cash				\$ 10,132,300	\$ 4,844,600

¹ The contingency fund used amounts are being transferred to various expense line items.

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Fair Oaks Water District
2025 DRAFT Annual Budget
Revenue Summary

Description	Acct #	Budget 2024	C/F Funding & Transfers	Adj. 2024 Budget	Estimated 2024	Proposed 2025
Operating Revenues:						
<i>Water sales</i>						
Fixed Service Charge	ALL CUSTOMERS	\$ 8,304,500		\$ 8,304,500	\$ 8,273,200	\$ 8,695,100
Commodity Charge	ALL CUSTOMERS	2,364,500		2,364,500	2,299,700	2,435,400
<i>Total Water Sales</i>		10,669,000	-	10,669,000	10,572,900	11,130,500
Water Transfer	4016	-		-		-
San Juan Family Groundwater Supply	4014	-		-		-
<i>Water Services & Other Revenues</i>						
Delinquencies & Late Fees	4050/4055/4060	100,000		100,000	165,400	150,000
Fire Service Fees	4038	66,700		66,700	67,700	71,300
Meter Downsizing	4186	600		600	500	600
Revenues from Reimbursement	4095/4096/4156	25,000		25,000	3,400	7,500
Change of Ownership Processing Fee	4190	30,000		30,000	34,000	30,000
Miscellaneous Revenue	4015/4170/4175/4186/4189/4 310/4042/4315/4330	20,000		20,000	236,500	20,000
Developer Paid Fees for Service ¹	4130	35,000		35,000	47,200	40,000
<i>Total Water Services & Other Revenues</i>		277,300	-	277,300	554,700	319,400
Total Operating Revenues	4014	\$ 10,946,300	\$ -	\$ 10,946,300	\$ 11,127,600	\$ 11,449,900
Non-Operating Revenues:						
Interest Revenue	4610	\$ 188,900		\$ 188,900	\$ 439,600	\$ 301,900
Gain on Disposal of Assets	4080/4090	-		-	18,200	-
Total Non-Operating Revenues		\$ 188,900	\$ -	\$ 188,900	\$ 457,800	\$ 301,900
Capital Contributions:						
Connection Fees	4110/4120	\$ 25,000		\$ 25,000	\$ 95,300	\$ 16,200
Grants	4320	1,847,600		1,847,600	473,000	2,397,600
Other Capital Revenues ¹	4150	-		-	56,500	-
Total Capital Contributions		\$ 1,872,600	\$ -	\$ 1,872,600	\$ 624,800	\$ 2,413,800
Total Revenues		\$ 13,007,800	\$ -	\$ 13,007,800	\$ 12,210,200	\$ 14,165,600

¹ Budget for "Other Capital Revenues" is included in the Developer Paid Fees for Service.

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Fair Oaks Water District
2025 DRAFT Annual Budget
Expense Summary

		Budget	C/F Funding	Adj. 2024	Estimated	Proposed	
Project #	GL #	2024	& Transfers	Budget	2024	2025	
Labor & Benefits⁽¹⁾							
Salaries and Wages							
Salaries	VARIOUS	5010	\$ 3,255,700	\$ -	\$ 3,255,700	\$ 2,831,100	\$ 3,396,300
On-call ⁽²⁾	VARIOUS	5011	30,400	-	30,400	30,400	30,400
Overtime ⁽²⁾	VARIOUS	5011	15,000	-	15,000	15,000	16,200
<i>Salaries and Wages Subtotal</i>			\$ 3,301,100	\$ -	\$ 3,301,100	\$ 2,876,500	\$ 3,442,900
Benefits and Insurance							
Auto and Mileage	E25BIINS	5420	\$ 3,600	\$ -	\$ 3,600	\$ 3,600	\$ 3,600
Dental Insurance	E25BIINS	5220	44,900	-	44,900	34,900	45,900
FICA	E25BIINS	5110	204,700	-	204,700	178,300	213,500
Medicare	E25BIINS	5120	47,900	-	47,900	41,700	49,900
Health Insurance	E25BIINS	5210	829,500	-	829,500	753,600	843,300
Disability Insurance	E25BIINS	5260	13,200	-	13,200	11,100	13,900
Life Insurance	E25BIINS	5230	8,500	-	8,500	8,800	10,200
Pension Plan ⁽³⁾	E25BIINS	5240	620,900	-	620,900	565,900	726,800
Deferred Compensation ^{(4)/[a]}	E25BIINS	5280	41,400	4,250	45,650	45,700	56,000
Unemployment Insurance	E25BIINS	5310	15,000	-	15,000	1,000	15,000
Vision Care	E25BIINS	5250	9,400	-	9,400	8,400	9,300
Workers Compensation	E25BIINS	5320	83,000	-	83,000	61,500	84,100
<i>Benefits and Insurance Subtotal</i>			\$ 1,922,000	\$ 4,250	\$ 1,926,250	\$ 1,714,500	\$ 2,071,500
Labor & Benefits Subtotal			\$ 5,223,100	\$ 4,250	\$ 5,227,350	\$ 4,591,000	\$ 5,514,400
In-house CIP/MMP Labor & Benefits Capitalized			\$ (803,200)	\$ -	\$ (803,200)	\$ (396,100)	\$ (790,400)
In-house Labor & Benefits Charged to Operating Expenses			(11,600)	-	(11,600)	(94,000)	(11,600)
Net Labor & Benefits			\$ 4,408,300	\$ 4,250	\$ 4,412,550	\$ 4,100,900	\$ 4,712,400
Materials & Services							
Water Supply							
Surface Water Supply, SJWD ⁽⁵⁾	E25WSWAT	6110	\$ 2,217,600	\$ -	\$ 2,217,600	\$ 2,226,500	\$ 2,325,500
Chemicals	E25WSCH	6160	32,600	-	32,600	12,500	17,500

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				Budget	C/F Funding	Adj. 2024	Estimated	Proposed
				2024	& Transfers	Budget	2024	2025
	Project #	GL #						
Division of Drinking Water Annual Permit ^[b]	E25WSDOH	6358	64,000	500	64,500	64,500	76,500	
Energy Cost, Tank/Well (Skyway) ⁽⁶⁾	E25WSECT	6120	-	-	-	-	-	
Energy Cost, Wells ⁽⁶⁾	E25WSECW	6130	424,300	-	424,300	178,000	189,000	
Energy Cost, Other	E25WSECO	6135	3,100	-	3,100	3,100	3,300	
Testing & Sampling	E25WSTS	6140	31,000	-	31,000	31,000	32,500	
SCADA Support & Maintenance	E25WSSCADA	6151	10,000	-	10,000	8,500	10,500	
Cathodic Protection	E25WSCP	6152	4,000	-	4,000	3,700	4,000	
Hydrant Testing & Flushing	E25WSHTF	6155	3,000	-	3,000	500	3,000	
<i>Water Supply Subtotal</i>			\$ 2,789,600	\$ 500	\$ 2,790,100	\$ 2,528,300	\$ 2,661,800	
District Facilities Maintenance and Repairs								
Well and Pump Repairs ^[b]	E25DFWPRM	6170	\$ 24,000	\$ -	\$ 24,000	\$ 16,000	\$ 24,000	
Skyway Tank Inspection	E25DFSTI	6166	5,000	-	5,000	-	-	
Skyway Booster Inspection and Repair	E25DFSBIR	6167	5,000	-	5,000	-	5,000	
Annual Pump Efficiency Testing	E25DFAPET	6171	5,000	-	5,000	5,000	5,500	
Tank Repairs and Maintenance	E25DFMTRM	6165	15,000	-	15,000	12,000	15,500	
District Site Maintenance	E25DFSM	6700	20,000	-	20,000	20,000	25,000	
Janitorial Services	E25DFJAN	6710	23,000	-	23,000	23,000	23,000	
Elevator Maintenance ^[c]	E25DFEM	6701	9,500	625	10,125	8,100	7,800	
Security Costs	E25DFSEC	6720	4,200	-	4,200	4,100	4,600	
<i>District Facilities Maint. Subtotal</i>			\$ 110,700	\$ 625	\$ 111,325	\$ 88,200	\$ 110,400	
Vehicle and Equipment Maintenance								
Vehicle Maintenance ⁽⁷⁾	E25VMVM	6610	\$ 16,500	\$ -	\$ 16,500	\$ 16,500	\$ 42,500	
Vehicle Repairs ^{(7)/[d]}	E25VMVR	6611	15,000	1,000	16,000	16,000	-	
Other Equipment Maintenance ^[e]	E25EMEM	6621	15,500	2,000	17,500	16,500	37,500	
Other Equipment Repair ^[f]	E25EMER	6622	15,000	5,000	20,000	19,000	-	
<i>Vehicle Maintenance Subtotal</i>			\$ 62,000	\$ 8,000	\$ 70,000	\$ 68,000	\$ 80,000	
Insurance								
Auto and General Liab. Insurance	E25INAUT	7310	\$ 115,000	\$ -	\$ 115,000	\$ 109,300	\$ 114,500	
Bonding	E25INBON	7330	1,600	-	1,600	1,500	1,600	
Property Insurance ^[g]	E25INPRO	7320	45,000	7,800	52,800	52,800	55,000	
<i>Insurance Subtotal</i>			\$ 161,600	\$ 7,800	\$ 169,400	\$ 163,600	\$ 171,100	
Printing/Postage/Billing and Payment Processing								
Advertisement, Notices & Recording Fees	E25PPADV	7655	\$ 5,000	\$ -	\$ 5,000	\$ 2,000	\$ 5,000	
Online Bill Pay/Payment Processing	E25PPOBP	7697	28,000	-	28,000	28,000	30,000	
Customer Bill Printing	E25PPINV	7660	17,500	-	17,500	10,500	17,500	

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		Budget	C/F Funding	Adj. 2024	Estimated	Proposed
		2024	& Transfers	Budget	2024	2025
	Project #	GL #				
Customer Bill postage	E25PPINV	7695	43,000	-	43,000	44,000
Customer Collection Postage	E25PPCCP	7696	7,000	-	7,000	7,000
General Postage	E25PPPOS	7690	1,000	-	1,000	1,000
General Printing	E25PPPRI	7670	1,800	-	1,800	1,800
Proposition 218 Programs; etc. ⁽⁸⁾	E22PPP218	7651	-	-	-	-
Collection Expense Printing	E25PPCE	6910	900	-	900	900
<i>Printing & Postage Subtotal</i>			\$ 104,200	\$ -	\$ 104,200	\$ 107,200
Office Expense						
Office Equipment Rental	E25OEER	6315	\$ 700	\$ -	\$ 700	\$ 700
Office Supplies	E25OESUP	7610	17,000	-	17,000	17,000
Office Equipment less than \$500	E25OEEQUIP	7615	3,000	-	3,000	3,000
Office Rurniture less than \$500	E25OEOP	7616	2,000	-	2,000	2,000
Office Equipment Maintenance	E25OEEM	6614	500	-	500	500
Office Equipment Maintenance Agreements	E25OEOEMA	6615	18,100	-	18,100	13,400
<i>Office Expense Subtotal</i>			\$ 41,300	\$ -	\$ 41,300	\$ 36,600
Professional Services & Other						
Coop. Trans. Pipeline O & M	E25PSCTP	6190	\$ 7,000	\$ -	\$ 7,000	\$ 7,000
Meter Testing Service ^(h)	E25PSMTS	6626	5,000	1,800	6,800	5,000
Dues & Subscriptions	E25PSDS	7620	52,000	-	52,000	52,400
RWA Regional Water Bank Phase 3	E25PSRWB	7645	-	-	-	40,100
Grant Application	E25PSGRT	7165	5,000	-	5,000	5,000
Urban Water Management Plan (State)	E25PSUWMP	7134	15,000	-	15,000	60,000
Hydraulic Model Update ⁽⁹⁾	E24PSHMU	7138	11,000	-	11,000	-
Emergency Response Plan	E25PSER	7131	500	-	500	500
Banking Fees	E25PSBNK	7170/71	36,000	-	36,000	32,000
Financial Audit Fees	E25PSAUD	7120	22,000	-	22,000	22,000
Actuarial Services for Pension Calculation ⁽¹⁰⁾	E25PSAS	7121	800	-	800	800
Legal Fees	E25PSLEG	7110	150,000	-	150,000	100,000
Regional Support	E25PSRS	7640	108,000	-	108,000	105,000
IT Consulting Service	E25PSCC	7156	123,500	-	123,500	102,000
Website Design and Public Outreach	E25PSWDPO	7160	5,000	-	5,000	5,000
Annual IT Audit	E25PSITAUD	7157	5,600	-	5,600	5,600
Answering Service	E25PSANS	7180	2,500	-	2,500	2,500
Professional Consulting Fees, Other ^(l)	E25PSPROF	7130	150,000	19,589	169,589	114,000
<i>Professional Services & Other Subtotal</i>			\$ 698,900	\$ 21,389	\$ 720,289	\$ 658,900

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			Budget	C/F Funding	Adj. 2024	Estimated	Proposed
	Project #	GL #	2024	& Transfers	Budget	2024	2025
System Maintenance /Repairs							
Aggregate, Sand & Cutback ^[l]	E25SMSA	6320	\$ 25,000	\$ 7,500	\$ 32,500	\$ 30,000	\$ 26,000
Paving (Includes Non-Capital County Overlay)	E25SMPAV	6340	75,000	-	75,000	49,000	80,000
Equip. and Tool Rental ^[k]	E25SMREN	6310	1,500	1,000	2,500	2,500	2,000
Consumables & Maintenance Supplies	E25SMCMS	6210	15,000	-	15,000	14,200	16,000
Distribution Repairs ^[l]	E25SMDR	6215	25,000	7,500	32,500	32,500	40,000
Distribution System Maintenance Programs	E25SMSMP	6214	7,000	-	7,000	7,000	10,000
T-Main Repairs	E25SMTMR	6216	25,000	-	25,000	20,000	25,000
Damages ^{(11)/[m]}	E25SMDAM	6219	25,000	364,800	389,800	389,800	25,000
Backflow Testing and Supplies	E25SMBF	6180	4,800	-	4,800	4,800	6,500
Meter Downsizing	E25SMMD	6627	600	-	600	-	600
Inventory Replenishment ⁽¹²⁾	E25SMIR	6230	10,000	-	10,000	-	10,000
Gas and Oil	E25SMGAS	6630	56,000	-	56,000	54,000	55,000
Equipment and Tools less than \$500	E25SMSMT	6240	12,000	-	12,000	12,000	12,000
Safety Equipment less than \$500	E25SMSAF	6250	13,000	-	13,000	13,000	13,500
<i>System Maintenance/Repairs</i>			\$ 294,900	\$ 380,800	\$ 675,700	\$ 628,800	\$ 321,600
Fees							
County Rees & Taxes	E25FECE	6350	\$ 1,300	\$ -	\$ 1,300	\$ 1,300	\$ 1,300
Air Quality	E25FEAQ	6355	10,900	-	10,900	11,000	11,700
NPDES Permit	E25FENPD	6359	4,000	-	4,000	4,000	4,000
Haz-mat Disposal	E25FEHAZD	6354	2,000	-	2,000	2,000	5,000
Haz-mat Permit	E25FEHAZ	6357	6,900	-	6,900	4,700	7,500
<i>Fees Subtotal</i>			\$ 25,100	\$ -	\$ 25,100	\$ 23,000	\$ 29,500
Utilities							
Communication, Telephone	E25UTTEL	6760	\$ 101,900	\$ -	\$ 101,900	\$ 98,000	\$ 71,000
District Site Utilities	E25UTDU326,.317,.340	6740	36,500	-	36,500	35,500	40,600
<i>Utilities Subtotal</i>			\$ 138,400	\$ -	\$ 138,400	\$ 133,500	\$ 111,600
Information Technology							
IT Maintenance Agreements	E25ITCS	7150	\$ 140,500	\$ -	\$ 140,500	\$ 130,700	\$ 161,700
Computer Hardware <\$500	E25ITCH	7151	5,000	-	5,000	5,000	6,000
Computer Software <\$500	E25ITCSFT	7152	1,000	-	1,000	200	1,000
<i>Information Technology Subtotal</i>			\$ 146,500	\$ -	\$ 146,500	\$ 135,900	\$ 168,700
Water Efficiency							
Conservation Outreach	E25COOUT	6430	\$ 22,000	\$ -	\$ 22,000	\$ 14,000	\$ 20,000
Cons. Landscape Irrigation Review (Materials)	E25COLIR	6450	2,000	-	2,000	-	1,500
Conservation Water Waste (Materials)	E25COWW	6470	500	-	500	500	500
Conservation Large Landscape (Materials)	E25COLL	6455	2,000	-	2,000	1,500	3,500
Conservation Toilet Rebate Program	E25COTR	6510	10,000	-	10,000	6,000	7,500
Conservation Toilet Rebate Program (Reimb.)	E25COTRR	6515	7,500	-	7,500	5,500	6,500

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		Budget	C/F Funding	Adj. 2024	Estimated	Proposed
		2024	& Transfers	Budget	2024	2025
	Project #	GL #				
Washing Machine Program	E25COWMR/R	6516	500	-	500	500
Conservation Irrigation Efficiency Rebate	E25COER	6519		-	-	7,500
Conservation Internal Review (Materials)	E25COIR	6460	1,000	-	1,000	1,000
<i>Water Efficiency Subtotal</i>			\$ 45,500	\$ -	\$ 45,500	\$ 48,500
Training & Uniforms						
DMV/Physicals/DOT Testing	E25TUPHY	7135	\$ 8,500	\$ -	\$ 8,500	\$ 8,500
Employee Recognition Program	E25TUERP	7570	11,000	-	11,000	11,000
Training and Travel Expenses	E25TUTTE	7510	20,000	-	20,000	20,000
Uniforms	E25TUUNI	6270	12,800	-	12,800	17,200
<i>Training Subtotal</i>			\$ 52,300	\$ -	\$ 52,300	\$ 56,700
Board Expenses						
Election Expense	E25BEEE	7720	\$ 45,400	\$ -	\$ 45,400	\$ -
Director's Fees	E25BEDF	7710	12,500	-	12,500	12,500
Miscellaneous Board Expenses	E25BEMSC	7730	2,500	-	2,500	2,600
Travel and Seminars	E25BETS	7740	10,000	-	10,000	10,000
<i>Board Expenses Subtotal</i>			\$ 70,400	\$ -	\$ 70,400	\$ 25,100
Materials & services total			\$ 4,741,400	\$ 419,114	\$ 5,160,514	\$ 4,587,700
Department Grand Total			\$ 9,149,700	\$ 423,364	\$ 9,573,064	\$ 8,655,600

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Expense Summary

General Notes

- (1) Labor and Benefits: The Board approved 32 positions. [Page 3]
- (2) Oncall will only include standby pay. All calls taken/worked will be budgeted under overtime. [Page 3]
- (3) Pension plan includes the required portion of unfunded accrued liability for the year and actual pension expense. [Page 3]
- (4) The Board approved the Deferred Compensation Matching Contribution in 2022 - FOWD cash payment is made in January of the following year. [Page 3]
- (5) The District assumes 10% groundwater pumping and 90% surface water for 2025. [Page 3]
- (6) Starting in 2024, the Energy for Tank will be combined with the Wells. [Page 4]
- (7) The District follows manufacturer's recommended maintenance schedule for vehicles. Vehicle Repairs will be budgeted starting 2025 under Vehicle Maintenance. [Page 4]
- (8) The District generally incur Proposition 218 expenses from rate change process. [Page 5]
- (9) Starting 2025, the Hydraulic Model Update will be budgeted under IT Maintenance Agreements. [Page 5]
- (10) GASB requires the District to record the net pension liability on its statement of net position. The District will use actuarial services to calculate the net pension liability. [Page 5]
- (11) Reimbursements for the damages are shown in the revenues summary under "Revenues from Reimbursements and Miscellaneous Revenue." [Page 6]
- (12) Inventory purchase will be budgeted to show the cash spending and placed in inventory until charged out to a particular project. [Page 6]

Budget Transfers/Funds carried forward from prior year(s)

- [a] The Board approved to transfer from Contingency Fund \$3,000 to cover Deferred Compensation on January 16, 2024. [Page 3]
- [b] The Board approved to transfer from Contingency Fund \$500 to cover Division of Drinking Water (DDW) Permit Fees on January 16, 2024. [Page 4]
- [c] The Board approved to carry forward \$625 from 2023 to 2024 for the Elevator Maintenance on January 16, 2024. [Page 4]
- [d] The Board approved to carry forward \$1,000 from 2023 to 2024 for the Vehicle Repairs on January 16, 2024. [Page 4]
- [e] The Board approved to transfer from Contingency Fund \$2,000 to cover Other Equipment Maintenance on September 16, 2024. [Page 4]
- [f] The Board approved to transfer from Contingency Fund \$5,000 to cover Equipment Repairs on September 16, 2024. [Page 4]
- [g] The Board approved to transfer from Contingency Fund \$7,800 to cover Property Insurance on August 19, 2024. [Page 4]
- [h] The Board approved to carry forward \$3,000 from 2023 to 2024 for the Meter Testing Service on January 16, 2024. [Page 5]
- [i] The Board approved to carry forward \$19,589.38 from 2023 to 2024 for the Professional Services on January 16, 2024. [Page 5]
- [j] The Board approved to transfer from Contingency Fund \$2,500 and \$5,000 to cover Aggregate, Sand & Gravel on August 19, 2024 and September 16, 2024, respectively. [Page 6]
- [k] The Board approved to transfer from Contingency Fund \$1,000 to cover Equip. and Tool Rental on August 19, 2024. [Page 6]
- [l] The Board approved to transfer from Contingency Fund \$7,500 to cover Distribution Repairs on August 19, 2024. [Page 6]
- [m] The Board approved to transfer from reserves \$325,000 to Damages for the T-Main repair on May 20, 2024.
FOWD received reimbursement in September 2024 of \$216,339.85 for the T-Main Repair.
\$39,799.85 will be used for damages and the \$176,540 will be put back to reserves. [Page 6]

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Fair Oaks Water District
2025 DRAFT Annual Budget
Debt Service

Description	Acct #	Budget 2024	C/F Funding & Transfers	Adj. 2024 Budget	Estimated 2024	Proposed 2025
Debt Service		\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-
<i>Debt Service Principal Total</i>		\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service - Interest		\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-
		-	-	-	-	-
<i>Debt Service Interest Total</i>		\$ -	\$ -	\$ -	\$ -	\$ -
Material and Services		\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-
<i>Material and Services Total</i>		\$ -	\$ -	\$ -	\$ -	\$ -
Department Grand Total		\$ -	\$ -	\$ -	\$ -	\$ -

Fair Oaks Water District
2025 DRAFT Annual Budget
Information Technology Equipment and Software

Description	Project #	Budget 2024	C/F Funding & Transfers	Adj. 2024 Budget	Estimated 2024	Proposed 2025
Information Technology Equipment & Software						
IT Equipment						
Computer Hardware (Desktops/Laptops)	A24CCCE	\$ 15,000	\$ -	\$ -	\$ 12,000	\$ 15,000
Meter Reading Equipment	A24CCMR	1,000	-	-	900	1,000
Modular Battery Replacement	A24CCMBR	10,000	-	-	10,000	-
IT Software/Licensing						
IT Software and Licensing	A24CCCS	5,000	-	-	500	5,000
Total Information Technology Equipment & Software		\$ 31,000	\$ -	\$ -	\$ 23,400	\$ 21,000

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Fair Oaks Water District						
2025 DRAFT Annual Budget						
Vehicles and Maintenance Equipment						
		Budget	C/F Funding	Adj. 2024	Estimated	Proposed
Description	Project #	2024	& Transfers	Budget	2024	2025
Replace 122 2012 Ford F250 ST in 2025	A24FENV1	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Replace 081 Dodge Pickup in 2025 (Light Service Truck)	A24FENV2	-	-	-	-	60,000
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ 120,000
Maintenance Equipment/Tools						
Replace Wackers/Tampers	A22MEWT	\$ -	\$ -	\$ -	\$ -	\$ -
Underground Locators	A25MEUL	-	-	-	-	5,000
Well Sounder	A25MEWS	-	-	-	-	1,000
Valve Exercise Machine	A25MEVE	-	-	-	-	7,000
Metal Locator	A25MEML	-	-	-	-	2,500
Tapping Machine	A25METM	-	-	-	-	5,000
AC Pipe Cutters	A25MEACPC	-	-	-	-	5,000
Large Meter Tester	A25MELMT	-	-	-	-	12,000
Trench Shoring	A25METS	10,000	-	10,000	10,000	-
Hydrant Backflow Meter Assembly (Construction Meter)	A25MEHBM	-	-	-	-	9,000
Other Maintenance Equipment ^[a]	A25MEOM	5,000	2,000	7,000	7,000	5,000
Subtotal		\$ 15,000	\$ 2,000	\$ 17,000	\$ 17,000	\$ 51,500
Total Vehicles & Maintenance Equipment						
		\$ 15,000	\$ 2,000	\$ 17,000	\$ 17,000	\$ 171,500

Budget Transfers/Funds carried forward from prior year(s)

^[a] The Board approved to transfer from Contingency Fund \$2,000 to cover Other Maintenance Equipment on September 16, 2024.

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Fair Oaks Water District 2025 DRAFT Annual Budget Facilities and Office Equipment						
Description	Project #	Budget 2024	C/F Funding & Transfers	Adj. 2024 Budget	Estimated 2024	Proposed 2025
Building						
Admin. Office Building (10326 FOB)	A25BUNB	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000
FOWD Field Center Service Project	A25BUMQDC	200,000	-	200,000	105,000	500,000
Total Building		\$ 205,000	\$ -	\$ 205,000	\$ 105,000	\$ 505,000
Office Equipment						
Safety Equipment	A25OESAF	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Audio Video	A25OEAV	1,000	-	1,000	500	1,000
Furnishings	A25OEFUR	3,000	-	3,000	3,000	3,000
Folder Inserter	A25OEFI	-	-	-	-	17,000
Postage Machine	A25OEPM	-	-	-	-	3,500
Office Equipment	A25OEOE	3,000	-	3,000	1,500	3,000
Total Office Equipment		\$ 10,000	\$ -	\$ 10,000	\$ 8,000	\$ 30,500
Total Facilities and Office Equipment		\$ 215,000	\$ -	\$ 215,000	\$ 113,000	\$ 535,500

Fair Oaks Water District						
2025 DRAFT Annual Budget						
Meter Maintenance Program						
Description	Project#	Budget	C/F Funding	Adj. 2024	Estimated	Proposed
		2024	& Transfers	Budget	2024	2025
Meter Maintenance Program (MMP)						
New Residential Metering	M25MMMRES	\$ 5,000	\$ -	\$ 5,000	\$ 6,300	\$ 10,000
Meter Replacement ^[a]	M25MMMR	140,000	28,959	168,959	153,500	282,000
AMR/Registers Replacement ^[b]	M25MMAMR	250,000	39,650	289,650	280,000	280,000
Large Meter Install	M25MMLMI	-	-	-	-	40,000
Large Meter Replacement	M25MMLMR	25,000	-	25,000	10,000	20,500
Total MMP⁽¹⁾		\$ 420,000	\$ 68,609	\$ 488,609	\$ 449,800	\$ 632,500

General Notes

⁽¹⁾ Includes labor and benefits.

Budget Transfers/Funds carried forward from prior year(s)

^[a] The Board approved to carry forward \$28,958.70 from 2023 to 2024 for the Meter Replacement on January 16, 2024.

^[b] The Board approved to carry forward \$39,649.86 from 2023 to 2024 for the Meter Replacement on January 16, 2024.

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Fair Oaks Water District
2025 DRAFT Annual Budget
Capital Improvement Program

Description	PROJECT #	Budget	C/F Funding	Adj. 2024	Estimated	Proposed
		2024	& Transfers	Budget	2024	2025
Wells & Tank						
Miscellaneous Bowl Replacement ⁽¹⁾		\$ -	\$ -	\$ -	\$ -	\$ -
Minor Water Supply Facilities Upgrades ⁽¹⁾		-	-	-	-	-
New York Well Design ^{(5)/[a]}	C24WTNYWD	-	23,404	23,404	23,400	-
New York Well Drilling and Equipping ⁽⁶⁾	C24WTNYWDE	2,940,000	-	2,940,000	350,000	1,815,500
Skyway Well Drilling and Equipping ^{(5)/[b]}	C24WTSDE	-	341,966	341,966	340,000	-
Skyway Site Improvements	C25WTSI	-	-	-	-	6,000
Northridge Well Replacement - Design	C24WTNWRD	450,000	-	450,000	150,000	337,000
Northridge Well Replacement - Equipping	C24WTNWRE	1,450,000	-	1,450,000	-	2,000,000
Gum Ranch (Kenneth) Tank Site ^{(6)/[c]}	C24WTGRTS	214,000	56,335	270,335	1,000	269,400
Subtotal		\$ 5,054,000	\$ 421,705	\$ 5,475,705	\$ 864,400	\$ 4,427,900
Transmission & Distribution						
Services Upgrade	C24TDSU	\$ 538,200	\$ -	\$ 538,200	\$ 375,000	\$ 425,000
Hydrant Upgrades ^[d]	C24TDHU	250,000	3,200	253,200	170,000	225,000
Minor Main Upgrades	C24TDMU	75,000	-	75,000	40,000	75,000
ARV and Blow-off Upgrades	C24TDARV	50,000	-	50,000	26,000	50,000
New Hydrants	C24TDNH	80,000	-	80,000	50,000	75,000
Sampling Station Upgrades	C24TDSS	20,000	-	20,000	20,000	20,000
Developer's Paid Projects-Service & Main Line Installation etc. ^{(2)/[e]}	VARIOUS	-	-	-	-	131,700
Developer's Paid Projects-Service Installation etc. ^{(2)/[e]}	VARIOUS	44,100	70,589	114,689	23,000	
Developer's Paid Main Line Projects ^{(2)/[e]}	VARIOUS	15,000	41,969	56,969	7,200	
Greenvale Improvements	C24TDGI	55,000	-	55,000	55,000	20,000
Replace 12-inch Steel Water Main on New York Ave. South of New York Well ⁽⁶⁾	C24TDNYASW	2,132,000	-	2,132,000	1,150,000	-

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Fair Oaks Water District
2025 DRAFT Annual Budget
Capital Improvement Program

Description	PROJECT #	Budget	C/F Funding	Adj. 2024	Estimated	Proposed
		2024	& Transfers	Budget	2024	2025
Riverfront Lane Services Upgrade	C24TDRFL	90,900	-	90,900	2,000	88,900
T- Main Replacement Phases I & II - Design (Blue Oak to Winding Oak) ⁽⁴⁾	C25TDSH/C25TD T1D	145,000	-	145,000	105,100	197,700
T- Main Replacement Phases I & II - Construction	C25TDT1C	-	-	-	-	2,500,000
County Overlay Project - Hidden Valley Circle	C25TDCOHV	-	-	-	-	68,500
County Overlay Project - Madison (Hazel to Blue Oak)	C25TDCOM	-	-	-	-	91,000
County Overlay Project - Sunrise (American River Bridge to Winding Way)	C25TDCOS	-	-	-	-	70,000
County Overlay Project - Madison (Fair Oaks to San Juan)	C25TDCOMFS	-	-	-	-	70,000
County Overlay Project - Sunrise (Winding Way to Sunset)	C25TDCOSWS	-	-	-	-	57,000
County Overlay Project - Madison, Kenneth to McKay	C24TDHAKM	100,000	-	100,000	-	-
County Hazel Ave. Improv. Project Phase III (12-inch DIP) from Sunset Avenue to Madison Avenue ^(f)	C24TD255	-	1,976	1,976	-	-
Subtotal		\$ 3,595,200	\$ 117,734	\$ 3,712,934	\$ 2,023,300	\$ 4,164,800
Total CIP⁽³⁾		\$ 8,649,200	\$ 539,439	\$ 9,188,639	\$ 2,887,700	\$ 8,592,700

General Notes

- ⁽¹⁾ To be funded from contingency fund.
- ⁽²⁾ Developers paid projects are budgeted with fees expected to be collected in revenues. All developers paid fees for incomplete projects will be carried forward to the next year. Starting in 2025, developer projects for services and main installation will be combined into one budget line item.
- ⁽³⁾ Includes labor and benefits.
- ⁽⁴⁾ 2024 Budget for T-Main Phase I was from Skyway Dr. to Hazel
- ⁽⁵⁾ Carryforward any unused fund from 2024 Adjusted Budget.
- ⁽⁶⁾ Carryforward any unused fund of the 2024 Estimated.

Budget Transfers/Funds carried forward from prior year(s)

- ^[a] The Board approved to carry forward \$23,404 from 2023 to 2024 for the New York Well Design on January 16, 2024.
- ^[b] The Board approved to carry forward \$341,966.37 from 2023 to 2024 for the Skyway Drilling and Equipping on January 16, 2024.
- ^[c] The Board approved to carry forward \$56,334.77 from 2023 to 2024 for the Gum Ranch Tank Sie on January 16, 2024.
- ^[d] The Board approved to carry forward \$40,972.98 and \$71,585 from prior years to 2024 for the New Development Projects on January 16, 2024 and March 18, 2024, respectively.
- ^[e] The Board approved to carry forward \$3,200 from 2023 to 2024 for the Hydrant Upgrades on January 16, 2024.
- ^[f] The Board approved to carry forward \$1,975.95 from 2023 to 2024 for the Hazel Ave. Widening Project Phase III on January 16, 2024.

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Fair Oaks Water District 2025 DRAFT Annual Budget Fair Oaks 40-Inch Pipeline Paid to SJWD						
		Budget	C/F Funding	Adj. 2024	Estimated	Proposed
Description	Project #	2024	& Transfers	Budget	2024	2025
Fair Oaks 40-Inch Pipeline	C20TDFO40	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -

Fair Oaks Water District

Metered Service Charges and Commodity Rates ⁽¹⁾

Bi-Monthly Fixed Service Charges				
Meter Size (Inch)	Actual 2022	10% Adopted 2023	10% Adopted 2024	5% Adopted 2025
1	\$ 71.61	\$ 78.77	\$ 86.65	\$ 90.98
1.5	131.24	144.36	158.80	166.74
2	202.71	222.98	245.28	257.54
3	393.32	432.65	475.92	499.72
4	607.87	668.66	735.53	772.31
6	1,203.22	1,323.54	1,455.89	1,528.68
8	1,919.30	2,111.23	2,322.35	2,438.47
10	2,990.76	3,289.84	3,618.82	3,799.76

	2022	2023	2024	2025
Commodity Rate per CCF⁽²⁾	\$ 0.50	\$ 0.55	\$ 0.61	\$ 0.64

Shared Metered Services:

User Category	2022	2023	2024	2025
Shared meter service(s) - multiple parcel community residential domestic ⁽³⁾	\$71.61 per parcel + consumption ⁽⁴⁾	\$78.77 per parcel + consumption ⁽⁴⁾	\$86.65 per parcel + consumption ⁽⁴⁾	\$90.98 per parcel + consumption ⁽⁴⁾
Shared meter service(s) - multiple parcel offices commercial domestic	Meter service rate ⁽⁵⁾	Meter service rate ⁽⁵⁾	Meter service rate ⁽⁵⁾	Meter service rate ⁽⁵⁾

- (1) Customers outside the District's service area will pay an additional 50% of the above water rates or as otherwise determined by Fair Oaks Water District.
- (2) One CCF stands for 100 cubic feet. 100 cubic feet is equal to 748 gallons. The commodity rate is invoiced based upon CCFs used.
- (3) Requires separation of common area and irrigation water systems with each irrigation water service billed based on meter size plus consumption.
- (4) Consumption measured by a master meter with one responsible party in billing for the master meter.
- (5) Each connection will be billed a fixed service charge based on meter size plus consumption with one responsible party in billing for the account.

<h2 style="text-align: center;">Fair Oaks Water District</h2> <h3 style="text-align: center;">Schedule of Fees and Charges</h3> <h4 style="text-align: center;">2025</h4>		
Activity	2024	2025
New Business		
Connection Fees:		
1-inch service	\$ 8,108	\$ 8,108
1.5-inch service	\$ 18,244	\$ 18,244
2-inch service	\$ 32,433	\$ 32,433
3-inch service	\$ 54,731	\$ 54,731
4-inch service	\$ 97,299	\$ 97,299
6-inch service	\$ 218,922	\$ 218,922
8-inch service	\$ 389,195	\$ 389,195
10-inch service	\$ 608,117	\$ 608,117
Service Installation Fees:		
1-inch service	T&M	T&M
1.5-inch service	T&M	T&M
2-inch service	T&M	T&M
Hydrant Flow Testing Fees:		
Pressure testing (field test)	\$ 110	\$ 110
Fire flow test	\$ 425	\$ 425
Fire flow letter	\$ 100	\$ 100
Backflow Device Testing Fee:		
Test and tag	\$ 125	\$ 125
Inspection Fee:		
Inspection per hour (2 hour minimum)	\$ 100	\$ 100
Inspection per hour (2 hour minimum) (after normal working hours)	\$ 150	\$ 150
Development Fees:		
Application for water service fee	\$ 100	\$ 100
Plan checking (minimum)	\$ 1,000	\$ 1,000
Plan checking-additional (per hour)	\$ 110	\$ 110
Construction Fee:		
Construction Fee	T&M	T&M
Water for Construction Purposes:		
Construction meter deposit (with certified backflow device)	\$ 4,000	\$ 4,000
Construction meter minimum charge	\$ 275	\$ 275
Construction meter daily charge	\$ 5	\$ 5
Cost of construction water (per CCF)	\$ 1.66	\$ 1.66
Bacteriological sampling (includes lab cost)	\$ 170	\$ 170
Additional testing (same location and time)	\$ 55	\$ 55

Fair Oaks Water District		
Schedule of Fees and Charges (Continued)		
2025		
Activity	2024	2025
Other Fees		
Payment Processing Fee:		
Return payment fee (1 st insufficient funds)	\$ 25	\$ 25
Return payment fee (subsequent insufficient funds)	\$ 35	\$ 35
Card Convenience Fees:		
Card convenience fees	Up to 3%	Up to 3%
Meter Service Fees:		
Meter re-read fee	\$ 35	\$ 35
Meter test fee	\$ 50	\$ 50
Meter lock replacement	\$ 130	\$ 130
Meter box cleaning fee	\$ 180	\$ 180
Meter box replacement	T&M	T&M
Reduce service size (1.5-inch to 1-inch)	\$ 250	\$ 250
Reduce service size (2-inch to 1-inch)	\$ 250	\$ 250
Reduce service size (2-inch to 1.5-inch)	\$ 300	\$ 300
Denial of access fee	\$ 200	\$ 200
Tampering Fees:		
Unauthorized hydrant use or tampering	\$1,200 plus T&M	\$1,200 plus T&M
Meter & Service tampering (minimum charge plus Time and Materials)	\$500 plus T&M	\$500 plus T&M
Late Penalty Fee:		
Late penalty fee - assessed after the payment due date	10%	10%
Lien Processing Fee:		
Lien processing fee	\$ 250	\$ 250
Change of Ownership Processing Fee:		
Change of ownership processing fee	\$ 75	\$ 75
Disconnect Service Fees:		
Final notice service fee	\$ 25	\$ 25
Disconnect service fee	\$ 70	\$ 70
Disconnect service fee (after normal working hours/non-emergency)	\$ 101	\$ 101
Reconnect service fee (after normal working hours)	\$ 101	\$ 101
Deposit	\$ 125	\$ 125
Copying Charges		
Copying Fee (8-1/2" x 11" black and white) per page	\$ 0.30	\$ 0.30
Copying Fee (8-1/2" x 17" black and white) per page	\$ 0.50	\$ 0.50

Fair Oaks Water District
Schedule of Service Rates for Dedicated Fire Service Connections
2025

Bi-Monthly Service Charges				
Service Size	Actual 2022	10% Adopted 2023	10% Adopted 2024	5% Adopted 2025
2-inch service	\$ 16.50	\$ 18.15	\$ 19.97	\$ 20.97
3-inch service	\$ 33.00	\$ 36.30	\$ 39.93	\$ 41.93
4-inch service	\$ 49.50	\$ 54.45	\$ 59.90	\$ 62.90
6-inch service	\$ 99.00	\$ 108.90	\$ 119.79	\$ 125.78
8-inch service	\$ 159.50	\$ 175.45	\$ 193.00	\$ 202.65
10-inch service	\$ 247.50	\$ 272.25	\$ 299.48	\$ 314.45

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM IV.1a

Approval of Minutes of the Regular Board Meeting of September 16, 2024



District Attendees

Chris Petersen	Board President
Randy Marx	Board Member
Michael McRae	Board Member
Misha Sarkovich	Board Member
Tom R. Gray	General Manager
Shawn Huckaby	Operations Manager
Chi Ha-Ly	Finance Manager
Paul Siebensohn	Technical Services Manager
Rebecca Simon	Human Resource Administrator
Nick Kepler	Operations Superintendent

Other Attendees

Roben C.	Visitor
Clara Jewel	Visitor
Scott Kenney	Visitor
Julie Kenney	Visitor
Carolyn Bramson	Visitor
Richard Luna	Visitor

Absent

Mark Dolby	Vice President
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AGENDA ITEMS

I. CALL TO ORDER

- President Petersen called the meeting to order at 6:33 p.m. He informed the public of the Public Comment Forms placed on the back table and requested anyone making a comment to introduce themselves for record keeping purposes. The forms can be handed to General Manager Gray.

II. PUBLIC COMMENT

- General Manager Gray stated Vice President Dolby is out of town and informed FOWD that he would not be attending tonight's meeting.

- Visitor S. Kenny thanked the District and stated his appreciation towards the FOWD staff for their good work and the low water rates.

III. CONSENT CALENDAR

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

1. Approval of Minutes
 - a. Regular Board Meeting of August 19, 2024
 2. Accept and File Treasurer’s Report for the month of August 2024
 3. File Investment Report for the month of July 2024
 4. Accept and File Financial Expense Report for the month of August 2024
 5. Approval of Warrants
 6. Approval of Cal-Card Statements for the month of August 2024
 7. Approval of Board Expense Report for the month of August 2024
- Director Sarkovich stated that every single transaction made by FOWD is reflected in this section. Everything is visible and transparent. Financial transparency is presented on a monthly basis. FOWD has been doing this for a long time.
 - President Petersen stated there are hard copies of the entire Board Packet placed on the back table and it is also posted on the FOWD’s website in case the public is interested in reviewing this information before the meeting.
 - General Manager Gray pointed out that the approval of Minutes is part of the Consent Calendar. He highlighted that although the last meeting consisted of few attendees, most of them agreed that a Customer Advisory Committee was not necessary, given that transparency already exists at FOWD. A Customer Advisory Committee was portrayed as if the majority of customers were requesting it, but this was not the case at the last Board Meeting.

Director Sarkovich moved to approve the consent calendar as presented.

Director McRae seconded the motion.

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

Absent: Vice President Dolby

IV. PRESENTATIONS AND CORRESPONDENCE

1. **Letter dated September 11, 2024 to all candidates running for the FOWD Board of Directors in the November 2024 General Election, California Fair Political Practices Commission, and others**
 - General Manager Gray provided an overview of this letter. He clarified he does not take any role in the election process. His duty is to ensure that accurate information is available to all candidates and ratepayers. He does not support current Board Members or candidates; he simply would like to make sure that the truth about the

District is available to all. There were previous public comments made stating that General Manager Gray was not following the law, he asked to be informed if someone believes this to be true. This letter was sent to every candidate, including the people running and incumbents.

- Director McRae stated that politicking and an attempt to create a negative persona about FOWD makes the General Manager look bad. He applauds General Manager Gray for being “Switzerland,” finding the middle ground and when an untruth is found, expose it for what it is. There are a lot of untruths being said because a certain person is trying to be creative for a political campaign.

V. DISCUSSION AND ACTION ITEMS: OLD BUSINESS

1. Update and discussion on the New York Water Main Project Phase I

- Information only.
- General Manager Gray provided an overview. Based on field conditions, it was determined that minor modifications were needed, and a revised design was created. The final design has been submitted to the Sacramento County Department of Transportation for their review and approval.
- General Manager Gray pointed out that Phase I of the project was Board approved in the 2024 Budget.
- Director Sarkovich shared that his neighbor lives nearby and asked him what type of water pipes are being installed.
- General Manager Gray responded FOWD is using the Ductile Iron Pipes.
- Director Sarkovich inquired if these are the standard pipes FOWD normally uses.
- General Manager Gray stated that it depends on the location of the work being done. It was determined that the Ductile Iron Pipes would give the highest opportunity for lack of failure over multiple years.
- Director McRae inquired if there are any concerns given the extension of the project schedule (i.e. weather).
- General Manager Gray responded there are no concerns at this time. Hopefully with good effort, the work can be completed earlier.
- Director McRae inquired if the pot holing revealed there was a utility that needed to be avoided.
- General Manager Gray responded yes and provided an explanation.

2. Update and discussion on the proposed merger of the SJWD and SSWD

- Information only.
- General Manager Gray provided an overview to the attendees and mentioned their next meeting will take place on October 3, 2024 at Sacramento Suburban Water District (SSWD). The Pre-1914 water is the most valuable and reliable water in the state of California. He explained that if this merger happens, FOWD’s 33,000 acre feet of water will get diluted in half and we are concerned about that on behalf of our ratepayers.
- An unknown visitor inquired what kind of say they have on the merger.
- President Petersen stated that we can state our opinion, attend their meetings, and voice our concerns.

- General Manager Gray shared that in 2015, San Juan Water District (SJWD) started a merger process. Today, it is happening again. FOWD and Citrus Heights Water District (CHWD) coauthored and submitted fifteen pages of questions and concerns that SJWD has yet to answer.
- Director McRae stated he was very vocal about the 2015 merger attempt. He stated that he asks SJWD to put it to the public to vote on it themselves. It never made it to that point. SSWD needs surface water supply. In a good year, SJWD has excess water but not every year is a good year. If you live in Fair Oaks, your retail water district is FOWD and in a larger family of water districts where the wholesale water supplier is SJWD. FOWD customers get to vote for both SJWD and FOWD Boards. SSWD has a larger population than FOWD; they can out drink us and out vote us. If there is a merger between the two organizations, SSWD could take control of FOWD's water supply. He is also concerned about SSWD's excessive debt.
- An unknown visitor asked what is in it for SJWD.
- President Petersen stated that SJWD was formed by Orange Vale Water Company (OVWD), FOWD and CHWD. It was decided that it would be more efficient if there was an agency that treats surface water for all of those communities. SJWD decided to build a huge treatment plant, much bigger than what was needed. They incurred a lot of debt in the process and additional operating expenses for such a large plant. SJWD is very motivated to increase revenue generation through water sales.
- Director Marx commented that another factor is that SJWD also does not have access to groundwater. SSWD has groundwater and if Folsom Lake goes dry, SJWD is stuck.
- General Manager Gray stated that FOWD has high quality groundwater and surface water is the best of the best. If the merger happens, and Granite Bay grows, SJWD could serve surface water to Granite Bay and send groundwater to FOWD from SSWD, which is not as good as current FOWD water. That is not a good deal.

3. Update and discussion on FOWD Administration Building Parking Signs

- General Manager Gray provided an update and shared the new language on the parking signs. Due to the parking shortage in the Village, FOWD is trying to be a good neighbor and updated the parking signs, as requested by the Board.
- Director Sarkovich complimented staff for the gesture. He stated that we are still good neighbors and still providing parking.
- President Petersen appreciated the prompt action from staff.
- General Manager Gray stated that he wished some of the people that asked for this were present so we could show them and celebrate it.
- An unknown visitor inquired about the idea of FOWD renting the parking spaces to restaurants in the Village.
- General Manager Gray responded that as a public entity and pay for service water district, FOWD cannot collect revenue from anything but water. New developments have been created but no additional parking was taken into consideration. Part of the plan without putting rate payers into liability, is to open up the space and share it as best as possible.

- Director Sarkovich stated that this was FOWD’s plan all along. The Corporate Yard will look similar to the Administration Building and the plan is to share the parking space after business hours. This was the plan from day one. FOWD is adding to the parking and enhancing the Fair Oaks Village.
- An unknown visitor stated some restaurants may be opened past midnight and inquired if that would be an issue.
- General Manager Gray stated that FOWD does not want to invite trouble that may happen from midnight to morning.
- Director Sarkovich stated FOWD does not want any overnighters in the parking lot. He does not believe anyone from the District will be patrolling at 1:00 am.
- General Manager Gray stated that if there are any issues, FOWD will revoke the signs. FOWD’s mission is to serve water, not to provide parking. FOWD does not want to put ratepayers at risk and incur liability.
- An unknown visitor inquired about the number of spaces FOWD will be providing.
- General Manager Gray and Director Sarkovich described FOWD parking. FOWD takes on a liability when it opens up the parking to the public that has nothing to do with its mission. FOWD is trying to be a good neighbor and compromise with those in the community who need additional parking.
- Director McRae summarized the “Move The Yard Campaign,” and addressed the posted recall signs. He believes they want to purchase the property for high density housing. It would change the character of the Village. He provided a brief summary of the California Surplus Land Act and what it entails.
- An unknown visitor inquired about the greater impact on parking issues if the Corporate Yard becomes affordable housing.
- Director McRae provided his view on what the high-density housing could look like in the Village.
- An unknown visitor inquired if the Board candidates running for the 2024 election is public information.
- Director McRae stated that the information is included in the Board Packet.
- General Manager Gray stated that Sacramento County Elections has a list of all the candidates running for public office in Sacramento County.
- The unknown visitor replied she would like the current Board to stay.
- An unknown visitor stated that in the Board Packet and on agenda, the letter that General Manager Gray wrote, they (Board candidates running for the 2024 election) received letter, their names are on it. We were wondering the same thing, who are these people? How interested are they? They are not here.
- An unknown visitor stated that they are too busy putting up signs.

4. Update on the “Request for Qualifications” to select a new Special District Financial Auditor – prior Auditor termed out in accordance with District policy

- General Manager Gray provided an overview and update. Three auditing firms submitted their responses and are pending FOWD review.

VI. DISCUSSION AND ACTION ITEMS: NEW BUSINESS

1. Discussion on FOWD Water Supply for the month of August 2024

- Technical Services Manager Siebensohn provided a summary of the water supply report.
- General Manager Gray explained the Board’s reasoning to opt for a water supply mix, consisting of 90% surface water and 10% groundwater. The Board directed staff to continue with current water supply mix for financial reasons.
- Director Sarkovich provided a brief summary of the conjunctive use.
- President Petersen expressed how hopeful he is to work with SJWD conjunctively.
- Director Sarkovich mentioned that Director McRae is a candidate for the SJWD Board.
- General Manager Gray mentioned there are three candidates running for the SJWD Board Election for one open seat, representing the Fair Oaks community.
- Director McRae clarified he will not be able to serve both districts, due to conflict of interest.
- President Petersen commented that none of the wholesale customers, composed of FOWD, CHWD and Orange Vale Water Company, are in favor of the merger.

2. Discussion and possible action on the Transmission Main Phase I Design Request for Qualifications

- General Manager Gray presented staff recommendation to the Board to combine two scheduled transmission main replacement phases into one project for long-term cost savings and to expedite retirement of the existing transmission main.
- General Manager Gray also introduced staff recommendation for the Board to approve the “Request for Qualifications” and direct FOWD staff to distribute to consulting firms.
- General Manager Gray provided an overview, explained the qualifications process, and addressed questions from the Board. Completion date for design services in the RFQ is January 31, 2025. The target date for construction to be completed is May 31, 2025.
- An unknown visitor agreed with General Manager Gray on the qualifications process and structure.
- The Board discussed the qualifications process, the selection criteria for design proposals and the fiscal impact of combining the projects.
- The Board compromised on the design proposals selection criteria; staff will be responsible to review bids based on qualifications and will be responsible for cost negotiations.
- General Manager Gray addressed questions from the public regarding the transmission main leak.

Director McRae moved to:

- a. approve combining two scheduled transmission main replacement phases into one project;
- b. approve the amended “Request for Qualifications,” which allows a subcommittee, consisting of President Petersen and Director Sarkovich, to participate in the review panel alongside staff; and

- c. distribute the amended qualifications to consulting firms by staff.

Director Sarkovich seconded the motion.

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

Absent: Vice President Dolby

3. Discussion on mandated Service Line Inventory

- Information only. General Manager Gray provided an overview.

4. Discussion and possible action on additional funding for 2024 expenses

- Finance Manager Ha-Ly recommended for the Board to authorize a transfer of \$14,000 from the contingency fund to cover 2024 expenses and provided a summary of each expense.
- General Manager Gray provided an overview of how the contingency fund operates.
- Director Sarkovich and General Manager Gray addressed questions from the public.

Director Sarkovich moved to authorize the transfer \$14,000 from the contingency fund to cover 2024 expenses as presented.

Director Marx seconded the motion.

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

Absent: Vice President Dolby

VII. UPCOMING EVENTS

- 1. September 18, 2024 / SJWD Board Meeting / SJWD Office**
- 2. September 21, 2024 / Fair Oaks Chicken Festival, Fair Oaks Park**
- 3. October 3, 2024 / SJWD & SSWD Joint Board Special Meeting / SSWD Office**
- 4. December 3-5, 2024 / 2024 ACWA Fall Conference / Palm Desert, CA**

VIII. REPRESENTATIVE REPORTS

- 1. Sacramento Groundwater Authority (SGA)**
 - None.

2. Regional Water Authority (RWA)

- General Manager Gray and Director Marx attended the meeting. Director Marx provided an overview.

3. Sacramento Water Forum

- Report provided.

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 – (McRae, Dolby)

- None.

5. Public Relations Committee – (McRae, Dolby)

- None.

6. FOWD and SJWD 2x2 Ad-Hoc Committee – (McRae, Petersen)

- None.

7. FOWD and CWD 2x2 Ad-Hoc Committee – (McRae, 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. General Manager Gray provided a summary of capital projects.
- President Petersen commented that the listed 2024 budget vs. year-to-date amount spent is way less than the budgeted amount. These capital projects are meant to extend through many years. These types of projects are not completed in one year.

He requested staff to budget closely to match what will actually be spent in 2025, taking into consideration the resources FOWD currently has.

- General Manager Gray stated that this is something that could be discussed in the upcoming Budget Committee meetings and public hearings.
- Director Sarkovich pointed out that some of the construction projects are totally out of staff's control, like permitting and wells equipment.
- General Manager Gray stated that FOWD has been very successful with the construction of projects. Almost every major project has been covered by grants.

3. Authorizations of Additional Funding

- Report provided.

4. Water Transfer Status Report

- None.

5. Claims Against District

- Report provided.

6. Employee Update

- General Manager Gray provided an update. The Construction Inspector position has been repurposed into a recruitment for another Engineer or a Project Administrator position to assist in the completion of projects. The Project Administrator would have some field and design experience as well as project management. At this level, the inspection aspect will be covered in addition to having another technical staff. FOWD is also recruiting for the Maintenance Lead Worker position. This position requires a water operator certification and inventory experience.

7. Water Issues – Update on Regional Involvement

- None.

8. Other

- None.

XI. PUBLIC COMMENT

- A visiting customer introduced herself. She has been a Fair Oaks resident and homeowner for twenty years. Loves the community and has been very happy with the District. The water quality, water rates, and the transparency reflected on the FOWD website is very impressive. She attended the meeting in support of all because she believes FOWD is doing a fantastic job.
- General Manager Gray thanked all customers that came to support FOWD.

President Petersen closed the open session meeting at 8:42 p.m.

President Petersen opened the closed session meeting at 8:50p.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 Petersen closed the closed session meeting at 10:15 p.m.

President Petersen reopened the meeting to the public at 10:15p.m.

XIII. REPORT FROM CLOSED SESSION

- None.

XIV. PUBLIC COMMENT

- None.

XV. ADJOURNMENT

With no further business to come before the Board, President Petersen adjourned the meeting at 10:15 p.m.

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM IV.2

Accept and File Treasurer's Report for the month of September 2024

AGENDA ITEM IV.2

REGULAR Board Meeting October 21, 2024

To: Board of Directors
From: Chi Ha-Ly
Date: October 13, 2024
Subject: Accept and File Treasurer's Report for the month of September 2024

Recommendation:

None.

Discussion:

Attached you will find the Treasurer's report for the month of September 2024.

Policy Implications:

None.

Fiscal Impact:

None.




Fair Oaks Water District

Treasurer's Report - September 30, 2024

Agenda Item IV.2

Description	LAIF - remaining	General Fund U.S. Bank	Payroll Fund U.S. Bank (I)	Cash	Balance
Designated and Undesignated Cash, August 31, 2024	\$10,388,980	\$176,586	\$15,872	\$2,425	\$10,583,863
Receipts					
Deposit: Water Service		\$1,052,237			\$1,052,237
Deposit: Other		\$218,316			\$218,316
Interest Earnings					\$0
Subtotal	\$0	\$1,270,553	\$0	\$0	\$1,270,553
Expenses					
General Expenses		(\$211,183)		(\$50)	(\$211,233)
General Warrants		(\$67,339)			(\$67,339)
Payroll			(\$158,997)		(\$158,997)
Service Charges and Fees		(\$4,512)			(\$4,512)
Subtotal	\$0	(\$283,034)	(\$158,997)	(\$50)	(\$442,081)
Transfers and Allocations					
Net Transfer from or to LAIF	\$625,000	(\$625,000)			\$0
Transfer to Payroll		(\$155,000)	\$155,000		\$0
Subtotal	\$625,000	(\$780,000)	\$155,000	\$0	\$0
Designated and Undesignated Cash, September 30, 2024	\$11,013,980	\$384,105	\$11,875	\$2,375	\$11,412,335

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

10/16/24
 Date

FAIR OAKS WATER DISTRICT
Check Register
September 2024

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
<i>General Expenses</i>				
50946	9/4/2024	AVALON CUSTODIAL CARE	\$ 1,700.00	Janitorial Services
50947	9/4/2024	BARE BONES WORKWEAR	3,630.70	Uniforms
50948	9/4/2024	ELEVATOR TECHNOLOGY, INC.	316.00	Elevator Maintenance
50949	9/4/2024	EMPLOYEE	94.50	Hazardous Waste Removal
50950	9/4/2024	CUSTOMER	40.26	Customer Refund
50951	9/4/2024	IRON MOUNTAIN RECORDS MANAGEMENT	364.20	Document Storage
50952	9/4/2024	INTEGRITY DATA, INC.	38.20	Dues & Subscription
50953	9/4/2024	ODP BUSINESS SOLUTIONS, LLC.	49.78	Office Supplies
50954	9/4/2024	OLD VILLAGE LANDSCAPING, INC.	655.00	District Site Maintenance
50955	9/4/2024	SACRAMENTO VALLEY ALARM SECURITY	55.74	Security
50956	9/4/2024	VERIZON WIRELESS	350.96	Communications
50957	9/4/2024	SMUD	15,411.24	Utilities
50958	9/4/2024	SMUD	3,979.03	Utilities
50960	9/6/2024	FRANCHISE TAX BOARD	100.00	Wage Garnishment
50961	9/6/2024	MFS 529 SAVING PLAN	175.00	529 Education Fund
50962	9/6/2024	P G & E	35.31	Utilities
50963	9/6/2024	TPX COMMUNICATIONS	7,222.71	Communications
50964	9/11/2024	AMERICAN WATER WORKS ASSOCIATION	4,342.00	Dues & Subscriptions
50965	9/11/2024	AT&T MOBILITY	1,140.03	Communications
50966	9/11/2024	FUSE 3 COMMUNICATIONS	6,695.00	IT Consulting
50967	9/11/2024	CUSTOMER	47.19	Customer Refund
50968	9/11/2024	CUSTOMER	350.00	Toilet Rebate-Reissued of Check #50549
50969	9/11/2024	TAURUS WELDING, INC.	2,000.00	T-Main Repairs
50970	9/11/2024	WASTE MANAGEMENT	631.97	Utilities
50971	9/18/2024	AFLAC	699.58	Aflac Premium
50972	9/18/2024	BUCKMASTER OFFICE SOLUTIONS	1,138.51	Printing Costs
50973	9/18/2024	COUNTY OF SACRAMENTO	182.45	Utilities
50974	9/18/2024	DITCH WITCH WEST	3,068.89	Equipment Repair
50975	9/18/2024	EMPLOYEE	167.01	Dues & Subscriptions
50976	9/18/2024	KASL CONSULTING ENGINEERS, INC.	327.37	Engineering Services

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
50977	9/18/2024	PRINT PROJECT MANAGERS, INC.	474.10	Office Supplies
50978	9/18/2024	STANDARD INSURANCE COMPANY	916.08	Disability Insurance
50979	9/18/2024	EMPLOYEE	100.00	Exam Fee
50980	9/18/2024	CUSTOMER	101.33	Customer Refund-Reissued Check
50981	9/18/2024	CUSTOMER	101.96	Customer Refund-Reissued Check
50982	9/18/2024	CUSTOMER	141.55	Customer Refund
50983	9/18/2024	CUSTOMER	287.61	Customer Refund
50984	9/23/2024	FRANCHISE TAX BOARD	100.00	Wage Garnishment
50985	9/23/2024	EMPLOYEE	133.76	Employee Recognition
50986	9/23/2024	MFS 529 SAVING PLAN	175.00	529 Education Fund
50987	9/25/2024	COUNTY OF SACRAMENTO	1,467.00	Inspections
50988	9/25/2024	CUMMINGS LIVING TRUST	107.12	Customer Refund
50989	9/25/2024	EMPLOYEE	735.31	Employee Recognition
50990	9/25/2024	CUSTOMER	36.33	Customer Refund
50991	9/25/2024	KASL CONSULTING ENGINEERS, INC.	5,170.50	Engineering Services
50992	9/25/2024	CUSTOMER	91.50	Customer Refund
50993	9/25/2024	SMUD	4,668.93	Utilities
50994	9/25/2024	EMPLOYEE	347.68	Employee Recognition
50995	9/25/2024	CUSTOMER	106.37	Customer Refund
* 50278 (VOIDED)	10/4/2023	BOB MURRAY & ASSOCIATES	(5,290.06)	Stale-Dated Check
* 50493 (VOIDED)	1/17/2024	CUSTOMER	(106.91)	Stale-Dated Check
* 50496 (VOIDED)	1/17/2024	CUSTOMER	(101.96)	Stale-Dated Check
* 50549 (VOIDED)	2/14/2024	CUSTOMER	(350.00)	Voided and Reissued w/ Check #50968
* 50667 (VOIDED)	4/16/2024	CUSTOMER	(101.33)	Stale-Dated Check
REMIT000000000004328	9/4/2024	STREAMLINE	375.00	Website Maintenance
REMIT000000000004329	9/4/2024	PACE SUPPLY CORP.	116.15	Tools
REMIT000000000004330	9/6/2024	HUNT & SONS, LLC.	2,222.36	Gas & Oil
REMIT000000000004332	9/11/2024	BSK ASSOCIATES	276.00	Water Testing/Sampling
REMIT000000000004333	9/11/2024	BURKETT'S OFFICE FURNISHINGS AND SUPPLIES	226.22	Office Supplies
REMIT000000000004335	9/18/2024	BSK ASSOCIATES	230.00	Water Testing/Sampling
REMIT000000000004336	9/18/2024	CLARK PEST CONTROL	117.00	Pest Services
REMIT000000000004337	9/18/2024	NEPTUNE TECHNOLOGY GROUP, INC.	21,550.00	AMR's
REMIT000000000004338	9/18/2024	PACE SUPPLY CORP.	1,653.60	New York Well Parts
REMIT000000000004339	9/18/2024	SIERRA CHEMICAL COMPANY	598.69	Chemicals
REMIT000000000004340	9/25/2024	BSK ASSOCIATES	299.00	Water Testing/Sampling
REMIT000000000004341	9/25/2024	HUNT & SONS, LLC.	2,004.24	Gas & Oil

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
REMIT000000000004342	9/30/2024	I.M.P.A.C. GOVERNMENT SERVICES	15,653.28	See Cal-Card Statements Summary for Details
WDL000006633	9/11/2024	IRS EFTPS	26,315.30	Federal Payroll Taxes
WDL000006634	9/11/2024	EDD	5,050.58	State Payroll Taxes
WDL000006635	9/6/2024	PERS - RETIREMENT	18,791.72	Retirement Contributions
WDL000006645	9/18/2024	PERS ACTUARIAL FEE	700.00	Actuarial Fees
WDL000006646	9/19/2024	PERS - RETIREMENT	18,880.45	Retirement Contributions
WDL000006648	9/25/2024	IRS - EFTPS	26,295.18	Federal Payroll Taxes
WDL000006649	9/25/2024	EDD	5,189.69	State Payroll Taxes
WDL000006651	9/25/2024	EDD	33.41	State Payroll Taxes
WDL000006652	9/25/2024	IRS EFTPS	37.90	Federal Payroll Taxes
WDL000006653	9/25/2024	EDD	2.73	State Payroll Taxes
WDL000006654	9/25/2024	IRS EFTPS	243.72	Federal Payroll Taxes
Total General Expenses			\$ 211,182.72	
General Warrants				
REMIT000000000004334	9/16/2024	ACWA JPIA	\$ 67,339.45	Health/Dental/Vision/EAP/Life Insurance
Total General Warrants			\$ 67,339.45	
Service Charges and Fees				
WDL000006628	9/3/2024	US BANK	\$ 175.52	Service Charges
REMIT000000000004331	9/6/2024	INVOICE CLOUD, INC.	2,170.15	Invoice Cloud Fees
WDL000006644	9/16/2024	US BANK	2,109.64	Analysis Fees
WDL000006665	9/30/2024	INVOICE CLOUD, INC.	56.91	Invoice Cloud/Payment Tech (Fees) Settled
Total Service Charges and Fees			\$ 4,512.22	
Total Expenses			\$ 283,034.39	

October 21, 2024
Staff Report Briefing Materials
AGENDA ITEM IV.3
File Investment Report for the month of August 2024

AGENDA ITEM IV.3

REGULAR Board Meeting on October 21, 2024

To: Board of Directors
From: Chi Ha-Ly
Date: October 13, 2024
Subject: File Investment Report for the month of August 2024

Recommendation:

None.

Discussion:

Attached are the August 2024 LAIF monthly statement and LAIF monthly performance report. The September 2024 LAIF monthly performance report is not available for inclusion this month due to the timing of the Board meeting. The September 2024 LAIF monthly statement and LAIF monthly performance report will be included in the November 2024 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

September 03, 2024

[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:

August 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
8/20/2024	8/20/2024	RW	1758705	N/A	CHI HA-LY	-300,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	10,688,980.05
Total Withdrawal:	-300,000.00	Ending Balance:	10,388,980.05



PMIA/LAIF Performance Report as of 10/02/24



Quarterly Performance Quarter Ended 06/30/24

LAIF Apportionment Rate ⁽²⁾ :	4.55
LAIF Earnings Ratio ⁽²⁾ :	0.00012419067099490
LAIF Administrative Cost ^{(1)*} :	0.16
LAIF Fair Value Factor ⁽¹⁾ :	0.996316042
PMIA Daily ⁽¹⁾ :	4.52
PMIA Quarter to Date ⁽¹⁾ :	4.36
PMIA Average Life ⁽¹⁾ :	217

PMIA Average Monthly Effective Yields⁽¹⁾

September	4.575
August	4.579
July	4.516
June	4.480
May	4.332
April	4.272

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 8/31/24 \$163.4 billion

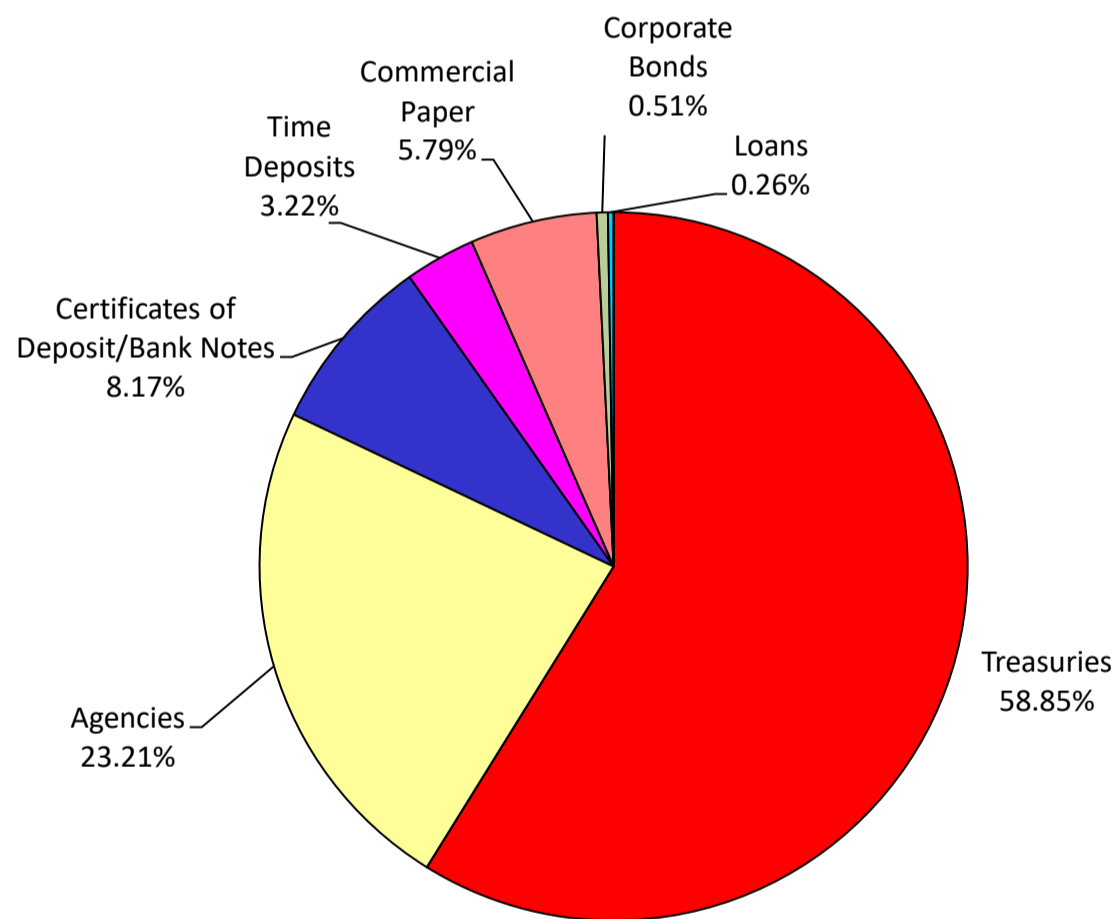


Chart does not include \$1,368,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM IV.4

**Accept and File Monthly Financial Expense Report for the month of September
2024**

AGENDA ITEM IV.4

REGULAR Board Meeting October 21, 2024

To: Board of Directors
From: Chi Ha-Ly
Date: October 18, 2024
Subject: Accept and File Financial Expense Report for the month of September 2024

Recommendation:

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

Discussion:

Attached is the financial report for the month of September 2024.

Please note that the monthly financial report is on a cash basis; therefore, a budgeted line item could be 100% expended as of September 2024.

As of September 2024, the District has 33.22% 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 Nine Months Ending Monday, September 30, 2024

	September Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
Labor						
Salaries and Wages						
Salaries	\$221,935	\$2,106,970	\$3,301,100	\$3,301,100	\$1,194,130	36.17%
Salaries and Wages Subtotal	\$221,935	\$2,106,970	\$3,301,100	\$3,301,100	\$1,194,130	36.17%
Benefits and Insurance						
Auto Fringe Benefits	\$300	\$2,700	\$3,600	\$3,600	\$900	25.00%
Dental Insurance	2,925	29,015	44,900	44,900	15,885	35.38%
FICA	13,522	133,566	204,700	204,700	71,134	34.75%
Medicare	3,222	31,297	47,900	47,900	16,603	34.66%
Health Insurance	62,748	626,213	829,500	829,500	203,287	24.51%
Disability Insurance	916	8,093	13,200	13,200	5,107	38.69%
Life Insurance	720	7,235	8,500	8,500	1,265	14.88%
Pension Plan	21,956	498,011	620,900	620,900	122,889	19.79%
Deferred Compensation**		45,650	41,400	45,650		0.00%
Unemployment Insurance		15,000	15,000	15,000	15,000	100.00%
Vision Care	679	7,008	9,400	9,400	2,392	25.44%
Worker's Compensation	17,887	46,716	83,000	83,000	36,284	43.72%
Benefits & Insurance Subtotal	\$124,875	\$1,435,504	\$1,922,000	\$1,926,250	\$490,746	25.48%
Salaries & Benefits Capitalized	(\$40,968)	(\$252,078)	(\$803,200)	(\$803,200)	(\$551,122)	68.62%
Salaries & Benefits to Damages	(2,643)	(85,049)	(11,600)	(11,600)	73,449	-633.18%
Labor Total	\$303,198	\$3,205,348	\$4,408,300	\$4,412,550	\$1,207,202	27.36%
Materials and Services						
Water Supply						
Surface Water Supply, SJWD		\$1,593,636	\$2,217,600	\$2,217,600	\$623,964	28.14%
Chemicals	1,485	9,994	32,600	32,600	22,606	69.35%
Division of Drinking Water Annual Permit**		64,482	64,000	64,500	18	0.03%
Energy Cost, Wells	37,900	152,593	424,300	424,300	271,707	64.04%
Energy Cost, Other	420	2,389	3,100	3,100	711	22.95%
Testing & Sampling	1,232	29,607	31,000	31,000	1,393	4.49%
SCADA Support & Maintenance		1,739	10,000	10,000	8,261	82.61%
Cathodic Protection		3,658	4,000	4,000	342	8.55%
Hydrant Testing & Flushing			3,000	3,000	3,000	100.00%
Water Supply Subtotal	\$41,037	\$1,858,097	\$2,789,600	\$2,790,100	\$932,003	33.40%
District Facilities and Maintenance & Repairs						
Wells Repairs and Upgrades	\$1,331	\$8,620	\$24,000	\$24,000	\$15,380	64.09%
Skyway Tank Inspection			5,000	5,000	5,000	100.00%
Skyway Booster #1 Inspection and Repair		4,000	5,000	5,000	1,000	20.00%
Annual Pump Efficiency Testing			5,000	5,000	5,000	100.00%
Tank Repairs and Maintenance	199	2,946	15,000	15,000	12,054	80.36%
District Site Maintenance	1,208	13,879	20,000	20,000	6,121	30.61%
Janitorial	1,725	15,794	23,000	23,000	7,206	31.33%
Elevator Maintenance*	316	7,089	9,500	10,125	3,036	29.99%
Security Costs	56	3,027	4,200	4,200	1,173	27.94%
District Facilities Maint. Subtotal	\$4,834	\$55,354	\$110,700	\$111,325	\$55,971	50.28%
Vehicle and Equipment Maintenance						
Vehicle Maintenance	\$1,181	\$11,648	\$16,500	\$16,500	\$4,852	29.40%
Vehicle Repairs*	167	11,566	15,000	16,000	4,434	27.71%
Other Equipment Maintenance**	2,078	9,565	15,500	17,500	7,935	45.34%
Other Equipment Repair**	1,080	14,948	15,000	20,000	5,052	25.26%
Vehicle & Equip. Maint. Subtotal	\$4,506	\$47,727	\$62,000	\$70,000	\$22,273	31.82%
Insurance						
Auto and General Liability Insurance		\$4,247	\$115,000	\$115,000	\$110,753	96.31%
Bonding		1,500	1,600	1,600	100	6.25%
Property Insurance**		52,767	45,000	52,800	33	0.06%
Insurance Subtotal		\$58,514	\$161,600	\$169,400	\$110,886	65.46%
Printing and Postage						
Advertisements & Legal Notices	\$350	\$530	\$5,000	\$5,000	\$4,470	89.40%
Online Bill Pay/Payment Processing	2,227	22,265	28,000	28,000	5,735	20.48%
Customer Bill Printing	86	8,828	17,500	17,500	8,672	49.55%
Customer Bill Postage		42,500	43,000	43,000	500	1.16%
Customer Collection Postage		7,000	7,000	7,000		0.00%
General Postage		535	1,000	1,000	465	46.50%
General Printing		886	1,800	1,800	914	50.78%
Collection Expense Printing		555	900	900	345	38.33%
Printing and Postage Subtotal	\$2,663	\$83,100	\$104,200	\$104,200	\$21,100	20.25%
Office Expense and Other						
Office Equipment Rental		\$454	\$700	\$700	\$246	35.19%
Office Supplies	1,565	11,399	17,000	17,000	5,601	32.95%
Office Equipment less than \$500	172	1,427	3,000	3,000	1,573	52.43%
Office Furniture less than \$500		252	2,000	2,000	1,748	87.41%
Office Equipment Maintenance			500	500	500	100.00%
Office Equipment Maintenance Agreements	816	11,012	18,100	18,100	7,088	39.16%
Office Expense & Other Subtotal	\$2,552	\$24,543	\$41,300	\$41,300	\$16,757	40.57%
Professional Services						
Annual Audit Fees		\$20,979	\$22,000	\$22,000	\$1,021	4.64%
Actuarial Services for Pension Calculation	700	700	800	800	100	12.50%

FAIR OAKS WATER DISTRICT
Company Consolidation
For the Nine Months Ending Monday, September 30, 2024

	September Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
Meter Testing Service*		2,807	5,000	6,800	3,993	58.72%
Dues and Subscription	6,782	34,027	52,000	52,000	17,973	34.56%
Grant Application			5,000	5,000	5,000	100.00%
Hydraulic Model Update			11,000	11,000	11,000	100.00%
Urban Water Management Plan			15,000	15,000	15,000	100.00%
Emergency Response Plan			500	500	500	100.00%
Legal Fees		84,127	150,000	150,000	65,873	43.92%
Coop. Trans. Pipeline O&M			7,000	7,000	7,000	100.00%
Website Design and Public Outreach	796	1,119	5,000	5,000	3,881	77.62%
Regional Support		102,796	108,000	108,000	5,204	4.82%
Banking Fees	2,394	21,837	36,000	36,000	14,163	39.34%
IT Consulting Service	6,570	78,792	123,500	123,500	44,708	36.20%
Annual IT Audit			5,600	5,600	5,600	100.00%
Answering Service	181	1,579	2,500	2,500	921	36.84%
Other Professional Fees*	423	9,522	150,000	169,589	160,068	94.39%
Professional Fees Subtotal	\$17,847	\$358,286	\$698,900	\$720,289	\$362,004	50.26%
System Maintenance/Repairs						
Aggregate/Sand/Cutback**		\$23,574	\$25,000	\$32,500	\$8,926	27.46%
Paving		24,389	75,000	75,000	50,611	67.48%
Equipment and Tool Rental**		1,451	1,500	2,500	1,049	41.96%
General Maint., Supplies & Consumables	620	11,096	15,000	15,000	3,904	26.03%
Distribution Repairs**	2,326	28,017	25,000	32,500	4,483	13.79%
Distribution System Maintenance Programs	742	6,659	7,000	7,000	341	4.87%
T-Main Repairs	2,733	4,593	25,000	25,000	20,407	81.63%
Damages***	7,607	365,920	25,000	389,800	23,880	6.13%
Backflow Testing and Supplies		3,780	4,800	4,800	1,020	21.25%
Meter Downsize Repairs/Upgrades			600	600	600	100.00%
Inventory Replenishment			10,000	10,000	10,000	100.00%
Gas & Oil	4,227	38,081	56,000	56,000	17,919	32.00%
Equipment & Tools less than \$500	2,316	6,571	12,000	12,000	5,429	45.24%
Safety, Signs & Cones		9,501	13,000	13,000	3,499	26.92%
System Maint./Repairs Subtotal	\$20,571	\$523,631	\$294,900	\$675,700	\$152,069	22.51%
Fees						
State and County Fees			\$1,300	\$1,300	\$1,300	100.00%
Air Quality	(1,225)	966	10,900	10,900	9,934	91.13%
NPDES Permit			4,000	4,000	4,000	100.00%
Haz-mat Disposal			2,000	2,000	2,000	100.00%
Haz-mat Permit	1,320	3,041	6,900	6,900	3,859	55.93%
Fees Subtotal	\$95	\$4,007	\$25,100	\$25,100	\$21,093	84.04%
Utilities						
Telephone/Communication	\$7,907	\$71,777	\$101,900	\$101,900	\$30,123	29.56%
District Site Utilities	5,242	25,292	36,500	36,500	11,208	30.71%
Utilities Subtotal	\$13,149	\$97,069	\$138,400	\$138,400	\$41,331	29.86%
Information Technology						
Computer Software Maint. & Agreements	\$1,307	\$35,583	\$140,500	\$140,500	\$104,917	74.67%
Computer Hardware <\$500			5,000	5,000	5,000	100.00%
Computer Software <\$500	(125)		1,000	1,000	1,000	100.00%
Information Technology Subtotal	\$1,182	\$35,583	\$146,500	\$146,500	\$110,917	75.71%
Water Efficiency						
Conservation Outreach	\$184	\$5,150	\$22,000	\$22,000	\$16,850	76.59%
Cons. Landscape Irrigation Review			2,000	2,000	2,000	100.00%
Conservation Water Waste		39	500	500	461	92.21%
Conservation Large Landscape		322	2,000	2,000	1,678	83.89%
Conservation Toilet Rebate Program		2,285	10,000	10,000	7,715	77.15%
Conservation Toilet Rebate Program (Reimb.)		1,725	7,500	7,500	5,775	77.00%
Washing Machine Rebate Program		150	500	500	350	70.00%
Conservation Internal Review			1,000	1,000	1,000	100.00%
Conservation Subtotal	\$184	\$9,671	\$45,500	\$45,500	\$35,829	78.74%
Training & Uniforms						
DMV/Physicals		\$2,871	\$8,500	\$8,500	\$5,629	66.22%
Employee Recognition Program	2,095	5,825	11,000	11,000	5,175	47.05%
Training, Travel and Expenses	360	6,798	20,000	20,000	13,202	66.01%
Uniforms	4,110	8,974	12,800	12,800	3,826	29.89%
Training & Uniforms Subtotal	\$6,565	\$24,468	\$52,300	\$52,300	\$27,832	53.22%
Board						
Election Expense			\$45,400	\$45,400	\$45,400	100.00%
Director's Fees	\$300	\$6,300	\$12,500	\$12,500	\$6,200	49.60%
Miscellaneous Board Expenses	144	1,374	2,500	2,500	1,126	45.04%
Travel and Seminars		25	10,000	10,000	9,975	99.75%
Board Subtotal	\$444	\$7,699	\$70,400	\$70,400	\$62,701	89.06%
Materials & Services Total	\$115,630	\$3,187,749	\$4,741,400	\$5,160,514	\$1,972,766	38.23%
GRAND TOTAL	\$418,828	\$6,393,096	\$9,149,700	\$9,573,064	\$3,179,968	33.22%

FAIR OAKS WATER DISTRICT
Company Consolidation
For the Nine Months Ending Monday, September 30, 2024

	September Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
CONTINGENCY FUND	\$14,000	\$109,135	\$200,000	\$200,000	\$90,865	45.43%

*The Board approved the following Project Fund to be carried forward from 2023 to 2024 at the January 16, 2024 Regular Board Meeting.
 \$19,589.38 from Professional Services.
 \$1,000 from Vehicle Repairs.
 \$1,800 from Meter Testing Services.
 \$625 from Elevator Maintenance.

**Contingency Fund was used as follows:
 \$500 was transferred to SWRCB-Division of Drinking Water Annual Permit - Board approved on January 16, 2024.
 \$4,250 was transferred to Deferred Compensation - Board approved on January 16, 2024.
 \$29,616 was transferred to Hazel Avenue Project #2004 - Board approved on March 18, 2024.
 \$41,969 was transferred to Gum Ranch Unit 2 Project #1607 - Board approved on March 18, 2024.
 \$7,800 was transferred to Property Insurance - Board approved on August 19, 2024.
 \$2,500 was transferred to Aggregate/Sand/Gravel - Board approved on August 19, 2024.
 \$5,000 was transferred to Aggregate/Sand/Gravel - Board approved on September 18, 2024.
 \$1,000 was transferred to Equipment & Tool Rental - Board approved on August 19, 2024.
 \$7,500 was transferred to Distribution Repairs - Board approved on August 19, 2024.
 \$2,000 was transferred to Other Equipment Maintenance (E24MEMEM)- Board approved on September 16, 2024.
 \$5,000 was transferred to Other Equipment Repair - Board approved on September 16, 2024.
 \$2,000 was transferred to Other Maintenance Equipment (A24MEOM) - Board approved on September 16, 2024.

***Reserve Fund was used as follows:
 \$325,000 was transferred to Damages for the Transmission Main Break Repair on Pershing Ave. and Chestnut Ave. - Board approved on May 20, 2024.
 FOWD received \$216,339.85 from the insurance company on 9/11/2024 for this project.
 Upon reconciliation of the damages project \$39,799.85 was allocated to damages and \$176,540 was returned to reserves.



October 21, 2024
Staff Report Briefing Materials
AGENDA ITEM IV.5
Approval of Warrants

AGENDA ITEM IV.5

REGULAR Board Meeting on October 21, 2024

To: Board of Directors
 From: Tom R. Gray
 Date: October 17, 2024
 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>	\$ 63,190.98
Trillium Pumps USA, Inc.	
<i>New York Well Site Equipment (20% Progress Billing)</i>	123,867.21
San Juan Water District	
<i>Water Purchase</i>	636,669.10
Flowline Contractors, Inc.	
<i>New York Avenue Steel Main Replacement Phase I (Post Authorization)</i>	541,920.85
KASL Consulting Engineers, Inc.	
<i>Civil Engineering and Landsurveying Source Conducted for Northridge Well</i>	25,607.18
Total Warrants	\$1,391,255.32



Tom R. Gray, General Manager



Fair Oaks Water District, 000532
Coverage Month: November 2024

Invoice Number: 0704097

Invoice Date: 10/02/2024

	Medical	Dental	Vision	Life	EAP	Totals
Insured Employees	28	28	28	28	28	
Previous Balance						\$67,339.45
Payment						(\$67,339.45)
Past Due Balance						\$0.00
Current Period Premium	\$61,169.95	\$2,832.55	\$679.00	\$990.11	\$69.44	\$65,741.05
Adjustment	-\$2,389.27	-\$128.10	-\$24.25	-\$5.97	-\$2.48	-\$2,550.07
Benefit Totals	✓ \$58,780.68	✓ \$2,704.45	✓ \$654.75	✓ \$984.14	✓ \$66.96	\$63,190.98
Total Due 11/01/2024						\$63,190.98

*R Simon
10/7/2024*

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: \$ 1,881,350.00 Project No: E24B11NS
 Expenses TD: \$ 727,120.08 Cost Categ: VARIOUS
 Committed Cost: \$ 0 Avail Budget: 1,134,219.92
 Completed By: R Simon Date: 10/7/2024
 Authorized By: _____ Date: _____
 Authorized By: [Signature] Date: 10-09-2024

Keep this summary for your records.

es

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
 Or
 ACH to:
 California Bank & Trust

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

Client Code	532
Payment Due Date	11/01/2024
Total Due on or before 11/01/2024	\$63,190.98

*R Simon
10/7/2024*

Invoice Number: 0704097

Invoice Date: 10/02/2024

* Please include Invoice # on Addenda

Invoice Number: 134807
Page: 1 of 3
Date: 9/26/2024
Fed ID: [REDACTED]
Account #: 9767



2495 S Golden State Blvd
 Fresno, CA 93706 USA
 T +1 559 442 4000
 F +1 559 442 3098
 www.trilliumflow.com

B FAIR OAKS WATER DISTRICT
I 10317 FAIR OAKS BLVD.
L FAIR OAKS CA 95628
L USA
T
O

S FAIR OAKS WATER DISTRICT
H 10317 FAIR OAKS BLVD.
I FAIR OAKS CA 95628
P USA
T
O

Fax: 916-967-0153

Order	Purchase Order	Packages	Prepaid	Weight	Ship Via	Terms
96850	PO000008600				BEST WAY	NET 30 DAYS From Invoice Date

Line/Rel	Qty Ordered	Qty Shipped	Back Order
1	1.000	0.000	1.000

CI:
Item: 14DK CLOSE CPL
Description 14DKH-7 STAGE PL WELL PUMP NSF 61/372
U/M: EA
Date Shipped:

Ext Price: 166,808.84 **DO:**
 1 Progress Billing-20% Submittals Approval
 Progressive Billing:

CY Budget: \$ 2,940,000 **Project No:** C24WTNYWDE
Expenses TD: \$ 32,258.25 **Cost Categ:** Project Parts
*** Committed Cost:** \$ 621,336 **Avail Budget:** 2,907,761.72
Completed By: Paul S. **Date:** 9/27/24
Authorized By: [Signature] **Date:** 9/27/24
Authorized By: [Signature] **Date:** 10-15-2024
**This invoice is for a portion of the committed cost.*

2 1.000 0.000 1.000
CI:
Item: 9685001MTR
Description MOTOR 350 HP 460V/3PH/60HZ 1800 RPM
U/M: EA
Date Shipped:

Ext Price: 40,923.05 **DO:**
 1 Progress Billing-20% Submittals Approval
 Progressive Billing:

Invoice Number: 134807

Page: 2 of 3

Date: 9/26/2024

Fed ID: [REDACTED]

Account #: 9767



Trillium Pumps USA, Inc.

2495 S Golden State Blvd
Fresno, CA 93706 USA
T +1 559 442 4000
F +1 559 442 3098
www.trilliumflow.com

B FAIR OAKS WATER DISTRICT
I 10317 FAIR OAKS BLVD.
L FAIR OAKS CA 95628
L USA
T
O

S FAIR OAKS WATER DISTRICT
H 10317 FAIR OAKS BLVD.
I FAIR OAKS CA 95628
P USA
T
O

Fax: 916-967-0153

Order	Purchase Order	Packages	Prepaid	Weight	Ship Via	Terms
96850	PO000008600				BEST WAY	NET 30 DAYS From Invoice Date

Line/Rel	Qty Ordered	Qty Shipped	Back Order
3	1.000	0.000	1.000

CI:
Item: SOLE PLATE
Description SOLE PLATE: 30" x 30" x 1.25"
U/M: EA
Date Shipped:

Ext Price: 1,169.60 DO:
1 Progress Billing-20% Submittals Approval
Progressive Billing:

4	1.000	0.000	1.000
---	-------	-------	-------

CI:
Item: 96850043RV
Description 10" 3R ASR VALVE - 3RVALVE
U/M: EA
Date Shipped:

Ext Price: 362,176.00 DO:
1 Progress Billing-20% Submittals Approval
Progressive Billing:

Invoice Number: 134807
Page: 3 of 3
Date: 9/26/2024
Fed ID: [REDACTED]
Account #: 9767



2495 S Golden State Blvd
 Fresno, CA 93706 USA
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B FAIR OAKS WATER DISTRICT
I 10317 FAIR OAKS BLVD.
L FAIR OAKS CA 95628
L USA
T
O

S FAIR OAKS WATER DISTRICT
H 10317 FAIR OAKS BLVD.
I FAIR OAKS CA 95628
P USA
T
O

Fax: 916-967-0153

Order	Purchase Order	Packages	Prepaid	Weight	Ship Via	Terms
96850	PO000008600				BEST WAY	NET 30 DAYS From Invoice Date

Line/Rel	Qty Ordered	Qty Shipped	Back Order
5	1.000	0.000	1.000

CI:
Item: START-UP
Description: START-UP SERVICES BY G3 ENGINEERING INC.
U/M: EA
Date Shipped:

Ext Price: 4,000.00 **DO:**
 1 Progress Billing-20% Submittals Approval
 Progressive Billing:

Please ensure payment is remitted per the instructions below.

Wire Transfer Bank Information:

JP Morgan Chase Bank
 [REDACTED]

Remit To:

Trillium Pumps USA, Inc.
 P.O. Box 100019
 Pasadena, CA 91189-0019

Sales Amount	115,015.50
Misc Charges	0.00
Freight	0.00
Sales Tax	8,851.71
Prepaid Amount	0.00
Total	123,867.21

For Credit Card Payment:

Contact the Credit Manager at 559- 443-6460 or by Email: US010.AR@trilliumflow.com

All Currency is in USD
 Page 64 of 183

**San Juan Water District
9935 Auburn - Folsom Road
Granite Bay, CA 95746**

Multiple Invoices for Warrant Approval

<u>Invoice #</u>	<u>Dated</u>	<u>Amount</u>
INV02819	10/10/2024	\$ 438,000.00
INV02824	10/10/2024	194,813.89
INV02832	10/10/2024	3,855.21
TOTAL		<u><u>\$ 636,669.10</u></u>

*JRM
10-17-2024*



9935 Auburn-Folsom Rd
 Granite Bay, CA 95746
 Phone: (916) 791-0115

INVOICE

Billed To:
 Fair Oaks Water District
 Attn: Accounts Payable
 10326 Fair Oaks Blvd
 Fair Oaks, CA 95628

DATE: 10/10/2024
 INVOICE #: INV02819
 DUE DATE:* 11/24/2024
 TOTAL DUE: \$438,000.00

CUSTOMER ACCOUNT # : 1014

Fixed Charge Oct - Dec 2024

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
Fixed Charge - Oct - Dec 2024	1.00	438,000.00	438,000.00
TOTAL THIS INVOICE			\$438,000.00

chj

CY Budget:\$ 2,217,600 Project No: E24WSWAT
 Expenses TD:\$ 1,593,635.88 Cost Categ: Water Purchase
 Committed Cost:\$ 0 Avail Budget: 623,964.12
 Completed By: Phu Date: 10/10/24
 Authorized By: _____ Date: _____
 Authorized By: JR Date: 10-14-2024

For questions, contact Accounts Receivable at (916) 791-6942.

REMIT TO:

San Juan Water District
 9935 Auburn-Folsom Road
 Granite Bay, CA 95746

Thank you!

** Payment Terms: Net 45 -
 Balances not received by the due
 date will be charged a 10% penalty
 fee on balance due plus an
 additional 1% per month until
 balance is paid in full.*



9935 Auburn-Folsom Rd
 Granite Bay, CA 95746
 Phone: (916) 791-0115

INVOICE

Billed To:
 Fair Oaks Water District
 Attn: Accounts Payable
 10326 Fair Oaks Blvd
 Fair Oaks, CA 95628

DATE: 10/10/2024
 INVOICE #: INV02824
 DUE DATE:* 11/24/2024
 TOTAL DUE: \$194,813.89

CUSTOMER ACCOUNT # : 1014

Water Sales July - September 2024

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
Water Usage - July 2024	1,359.83 ✓	52.96	72,016.60
Water Usage - August 2024	1,232.23 ✓	52.96	65,258.90
Water Usage - September 2024	1,086.45 ✓	52.96	57,538.39
TOTAL THIS INVOICE			\$194,813.89

CY Budget: \$ 6,217,600 Project No: E24WSWAT
 Expenses TD: \$ 1,593,635.88 Cost Categ: Water Purchase
 Committed Cost: \$ 438,000 Avail Budget: 1,859,644.12
 Completed By: Oh Date: 10/10/2024
 Authorized By: _____ Date: _____
 Authorized By: JRS Date: 10-14-2024

need additional funding of \$849.77

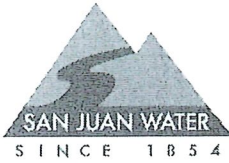
For questions, contact Accounts Receivable at (916) 791-6942.

REMIT TO:

San Juan Water District
 9935 Auburn-Folsom Road
 Granite Bay, CA 95746

Thank you!

* Payment Terms: Net 45 -
 Balances not received by the due date will be charged a 10% penalty fee on balance due plus an additional 1% per month until balance is paid in full.



9935 Auburn-Folsom Rd
 Granite Bay, CA 95746
 Phone: (916) 791-0115

INVOICE

Billed To:
 Fair Oaks Water District
 Attn: Accounts Payable
 10326 Fair Oaks Blvd
 Fair Oaks, CA 95628

DATE: 10/10/2024
 INVOICE #: INV02832
 DUE DATE:* 11/24/2024
 TOTAL DUE: \$3,855.21

CUSTOMER ACCOUNT # : 1014

Cooperative Transmission Pipeline FY 2023-2024

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
FY 2023-2024 CTP Operating Costs	1.00	1,906.20	1,906.20
FY 2023-2024 CTP Maintenance Costs	1.00	1,949.01	1,949.01
TOTAL THIS INVOICE			\$3,855.21

CY Budget:\$ 7,000 Project No: E24 PSCTB
 Expenses TD:\$ 0 Cost Categ: Coop Trans Pipe
 Committed Cost:\$ 0 Avail Budget: 7,000
 Completed By: Chi Date: 10/10/24
 Authorized By: _____ Date: _____
 Authorized By: CRH Date: 10-14-2024

For questions, contact Accounts Receivable at (916) 791-6942.

REMIT TO:

San Juan Water District
 9935 Auburn-Folsom Road
 Granite Bay, CA 95746

Thank you!

** Payment Terms: Net 45 -
 Balances not received by the due
 date will be charged a 10% penalty
 fee on balance due plus an
 additional 1% per month until
 balance is paid in full.*

Flowline Contractors, Inc.
6560 Asher Lane
Sacramento, CA 95828
Multiple Invoices for Warrant Approval

<u>Invoice #</u>	<u>Dated</u>	<u>Amount</u>
24014-001(Rev3)	9/24/2024	\$ 48,026.30
24014-002	9/30/2024	493,894.55
TOTAL		<u><u>\$ 541,920.85</u></u>

JH
10-17-2024



6560 Asher Lane
 SACRAMENTO, CA 95828
 (916) 383-7525
 CA CONTRACTORS LICENSE NO.: 697400

September 24, 2024

INVOICE # 24014-001(Rev3)

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

RE: Fair Oaks Water District - New York Avenue, Phase 1 - Billing #1 (Rev3)

Attn: Mr. Chetcuti

The following is our billing for work completed as of August 31st, 2024, for the above referenced project:

Project # C24TDNYASW

ITEM DESCRIPTION	CONTRACT #		PO #:		WORK ORDER #:		%	TOTAL		TOTAL		%
	BID QTY	U/M	UNIT PRICE	CONTRACT TOTAL	MONTH QTY	U/M		MONTH TOTAL	BILLED	QTY	U/M	
A1 Installation of 12" ductile iron pipe (Cl.350 T/J)	1810	LF	\$167.00	\$302,270.00	0	LF	\$0.00	0%	0	LF	\$0.00	0%
A2 Installation of 8" ductile iron pipe (Cl.350)	55	LF	\$502.00	\$27,610.00	0	LF	\$0.00	0%	0	LF	\$0.00	0%
A3 Installation of 6" fire hydrant	4	EA	\$18,005.00	\$72,020.00	0	EA	\$0.00	0%	0	EA	\$0.00	0%
A4 Installation of 1" water service, reconnecting to existing meter setter	19	EA	\$4,739.00	\$90,041.00	0	EA	\$0.00	0%	0	EA	\$0.00	0%
A5 Installation of 1.5" water service, reconnecting to existing meter setter	3	EA	\$6,019.00	\$18,057.00	0	EA	\$0.00	0%	0	EA	\$0.00	0%
A6 Installation of new 2" water service to New York Well Site - complete service	1	EA	\$8,742.00	\$8,742.00	0	EA	\$0.00	0%	0	EA	\$0.00	0%
A7 Installation of 2" water service and reconnection to existing meter setter	1	EA	\$8,210.00	\$8,210.00	0	EA	\$0.00	0%	0	EA	\$0.00	0%
A8 Installation of 1" air and vacuum release valve (AVRV)	2	EA	\$8,361.00	\$16,722.00	0	EA	\$0.00	0%	0	EA	\$0.00	0%
A9 POC installation station 23+21 (Tie-In)	1	LS	\$23,536.00	\$23,536.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A10 POC installation station 30+16 (Tie-In)	1	LS	\$16,494.00	\$16,494.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A11 POC installation station 30+74 (Tie-In)	1	LS	\$16,502.00	\$16,502.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A12 POC installation station 32+69 (Tie-In)	1	LS	\$20,797.00	\$20,797.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A13 Potholing at crossings with existing utilities	1	LS	\$37,971.00	\$37,971.00	1	LS	\$37,971.00	100%	1	LS	\$37,971.00	100%
A14 Disinfection, flushing, and pressure testing, in accordance with the FOWD standards	1	LS	\$5,840.00	\$5,840.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A15 Abandonment/removal and disposal of existing water facilities as called on the plan and as needed per site condition	1	LS	\$7,283.00	\$7,283.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A16 Traffic control plan	1	LS	\$5,933.00	\$5,933.00	1	LS	\$5,933.00	100%	1	LS	\$5,933.00	100%
A17 Erosion and sediment control as needed and as per Sacramento County requirements	1	LS	\$2,287.00	\$2,287.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A18 Retirement of Fire Hydrants	4	LS	\$1,307.00	\$5,228.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A19 Mechanical Joint Elbows	11	EA	\$1,317.00	\$14,487.00	0	EA	\$0.00	0%	0	EA	\$0.00	0%
A20 Mobilization/Demobilization	1	LS	\$20,762.00	\$20,762.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A21 Overhead/Bonding/Insurance	1	LS	\$13,932.00	\$13,932.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
P1 Pavement and asphalt restoration per Sac.County specifications and standards	22000	SF	\$8.27	\$181,940.00	0	SF	\$0.00	0%	0	SF	\$0.00	0%
P2 Slurry seal per Sac. County specifications and standards	22000	SF	\$2.39	\$52,580.00	0	SF	\$0.00	0%	0	SF	\$0.00	0%
P3 Street marking restoration per Sacramento County requirements	1	LS	\$21,712.00	\$21,712.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%

P4 Sidewalk, curb and gutter, and driveway replacement per Sac. County specifications and standards	100 SF	\$51.00	\$5,100.00	0 SF	\$0.00	0%	0 SF	\$0.00	0%
Change Order									
NA Additional Potholes/Not Shown on Plans	7 EA	\$675.00	\$4,725.00	7 EA	\$4,725.00	100%	7 EA	\$4,725.00	100%
NA Traffic Control for Additional Potholes/Not Shown on Plans	1 LS	\$1,925.00	\$1,925.00	1 LS	\$1,925.00	100%	1 LS	\$1,925.00	100%
Subtotal & Percentage Completed				\$50,554.00		5%	\$50,554.00		5%
Less 5% Retention				<u>\$2,527.70</u>			<u>\$2,527.70</u>		
Subtotal				\$48,026.30			\$48,026.30		
Less Previous Billings				\$ -			\$0.00		
TOTAL DUE THIS INVOICE				<u>\$48,026.30</u>			<u>\$48,026.30</u>		

Contract Amount: \$996,056.00
Change Orders to Date: \$6,650.00
Contract Amount with Change Orders: \$1,002,706.00
Total Completed to Date: \$50,554.00 5.0%
Balance of Contract: \$952,152.00 95.0%

CY Budget: \$ 2,132,000.00 Project No: C24 TD NYASW
 Expenses ID: \$ 35,452.10 Cost Categ: Contractors
 Committed Cost: \$ 1,559.52 Avail Budget: 2,094,988.38
 Completed By: Amritpal Date: 09/25/24
 Authorized By: Blm Uu Date: 9/25/24
 Authorized By: SPM Date: 10-08-2024



6560 Asher Lane
 SACRAMENTO, CA 95820
 (916) 383-7525
 CA CONTRACTORS LICENSE NO.: 697400

September 30, 2024

INVOICE # 24014-002

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

RE: Fair Oaks Water District - New York Avenue, Phase 1 - Billing #2

Attn: Mr. Chetcuti

The following is our billing for work completed as of September 30th, 2024, for the above referenced project:

Project # C24TDNYASW

ITEM DESCRIPTION	BID		UNIT PRICE	CONTRACT TOTAL	MONTH		MONTH TOTAL	% BILLED	TOTAL		TOTAL TO DATE	% BILLED
	QTY	U/M			QTY	U/M			QTY	U/M		
A1 Installation of 12" ductile iron pipe (Cl.350 TJ)	1810	LF	\$167.00	\$302,270.00	1810	LF	\$302,270.00	100%	1810	LF	\$302,270.00	100%
A2 Installation of 8" ductile iron pipe (Cl.350)	55	LF	\$502.00	\$27,610.00	20	LF	\$10,040.00	36%	20	LF	\$10,040.00	36%
A3 Installation of 6" fire hydrant	4	EA	\$18,005.00	\$72,020.00	4	EA	\$72,020.00	100%	4	EA	\$72,020.00	100%
A4 Installation of 1" water service, reconnecting to existing meter setter	19	EA	\$4,739.00	\$90,041.00	14	EA	\$66,346.00	74%	14	EA	\$66,346.00	74%
A5 Installation of 1.5" water service, reconnecting to existing meter setter	3	EA	\$6,019.00	\$18,057.00	1	EA	\$6,019.00	33%	1	EA	\$6,019.00	33%
A6 Installation of new 2" water service to New York Well Site - complete service	1	EA	\$8,742.00	\$8,742.00	1	EA	\$8,742.00	100%	1	EA	\$8,742.00	100%
A7 Installation of 2" water service and reconnection to existing meter setter	1	EA	\$8,210.00	\$8,210.00	1	EA	\$8,210.00	100%	1	EA	\$8,210.00	100%
A8 Installation of 1" air and vacuum release valve (AVRV)	2	EA	\$8,361.00	\$16,722.00	2	EA	\$16,722.00	100%	2	EA	\$16,722.00	100%
A9 POC installation station 23+21 (Tie-In)	1	LS	\$23,536.00	\$23,536.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A10 POC installation station 30+16 (Tie-In)	1	LS	\$16,494.00	\$16,494.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A11 POC installation station 30+74 (Tie-In)	1	LS	\$16,502.00	\$16,502.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A12 POC installation station 32+69 (Tie-In)	1	LS	\$20,797.00	\$20,797.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A13 Potholing at crossings with existing utilities	1	LS	\$37,971.00	\$37,971.00	0	LS	\$0.00	0%	1	LS	\$37,971.00	100%
A14 Disinfection, flushing, and pressure testing, in accordance with the FOWD standards	1	LS	\$5,840.00	\$5,840.00	0.5	LS	\$2,920.00	50%	0.5	LS	\$2,920.00	50%
A15 Abandonment/removal and disposal of existing water facilities as called on the plan and as needed per site condition	1	LS	\$7,283.00	\$7,283.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A16 Traffic control plan	1	LS	\$5,933.00	\$5,933.00	0	LS	\$0.00	0%	1	LS	\$5,933.00	100%
A17 Erosion and sediment control as needed and as per Sacramento County requirements	1	LS	\$2,287.00	\$2,287.00	1	LS	\$2,287.00	100%	1	LS	\$2,287.00	100%
A18 Retirement of Fire Hydrants	4	LS	\$1,307.00	\$5,228.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%
A19 Mechanical Joint Elbows	11	EA	\$1,317.00	\$14,487.00	0	EA	\$0.00	0%	0	EA	\$0.00	0%
A20 Mobilization/Demobilization	1	LS	\$20,762.00	\$20,762.00	0.5	LS	\$10,381.00	50%	0.5	LS	\$10,381.00	50%
A21 Overhead/Bonding/Insurance	1	LS	\$13,932.00	\$13,932.00	1	LS	\$13,932.00	100%	1	LS	\$13,932.00	100%
P1 Pavement and asphalt restoration per Sac.County specifications and standards	22000	SF	\$8.27	\$181,940.00	0	SF	\$0.00	0%	0	SF	\$0.00	0%
P2 Slurry seal per Sac. County specifications and standards	22000	SF	\$2.39	\$52,580.00	0	SF	\$0.00	0%	0	SF	\$0.00	0%
P3 Street marking restoration per Sacramento County requirements	1	LS	\$21,712.00	\$21,712.00	0	LS	\$0.00	0%	0	LS	\$0.00	0%

P4 Sidewalk, curb and gutter, and driveway replacement per Sac. County specifications and standards	100 SF	\$51.00	\$5,100.00	0 SF	\$0.00	0%	0 SF	\$0.00	0%
Change Order									
NA Additional Potholes/Not Shown on Plans	7 EA	\$675.00	\$4,725.00	0 EA	\$0.00	0%	7 EA	\$4,725.00	100%
NA Traffic Control for Additional Potholes/Not Shown on Plans	1 LS	\$1,925.00	\$1,925.00	0 LS	\$0.00	0%	1 LS	\$1,925.00	100%
Subtotal & Percentage Completed				\$519,889.00		52%	\$570,443.00		57%
Less 5% Retention				<u>\$25,994.45</u>			<u>\$28,522.15</u>		
Subtotal				\$493,894.55			\$541,920.85		
Less Previous Billings				\$ -			<u>\$48,026.30</u>		
TOTAL DUE THIS INVOICE				<u>\$493,894.55</u>			<u>\$493,894.55</u>		

Contract Amount:	\$996,056.00	
Change Orders to Date:	\$6,650.00	
Contract Amount with Change Orders:	\$1,002,706.00	
Total Completed to Date:	\$570,443.00	56.9%
Balance of Contract:	\$432,263.00	43.1%

CY Budget: \$ 2,132,000.00 Project No: C24TDNYASW
 Expenses TD: \$ 42,089.25 Cost Categ: Contractor
 Committed Cost: \$ 1,559.52 Avail Budget: 2,088,351.23
 Completed By: Amritpal Date: 10/01/24
 Authorized By: Blair Chen Date: 10/11/24
 Authorized By: CRH Date: 10-09-2024

October 14, 2024

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



Attn: Tom Gray, Blake Chetcuti,
Paul Siebensohn
bchetcuti@fowd.com
psiebensohn@fowd.com
ap@fowd.com

Invoice #24238
WO #2695-08

3741 Douglas Boulevard

Suite 150

Roseville, CA

95661

Tel. 916/ 722-1800

INVOICE

Invoice for Civil Engineering and Land Surveying Source Conducted during the Period of September, 2024.

Project: Northridge Well

Task 1: Coordinate Environmental Compliance Services with Environmental Planning Partners (EPP). Provide EPP with Project Descriptions, Well Drilling and Well Equipping Details. Coordinate Geotechnical Services. Send Revised Temporary Construction Easement for Northridge Well. Project Status Updates Review with Engineer.

Principal:
John C. Scroggs

Project Manager	4 hrs @	\$202.00 =	\$	808.00
Senior Civil Engineer	6.5 hrs @	\$184.00 =	\$	1,196.00
Assistant Engineer	2 hrs @	\$140.00 =	\$	280.00
Admin. Assistant	0.5 hrs @	\$85.00 =	\$	42.50

DIRECT COSTS:

ENGEO Invoice #295610 = \$ 13,475.00

Environmental Planning Partners Invoice # KNW 24-02 = \$ 9,805.68

(copies of invoices attached, billing reflects 10% markup)

Task 1 Total = \$ 25,607.18

INVOICE TOTAL = \$ 25,607.18

CIVIL
WATER RESOURCES
SURVEYING

CY Budget: \$ 450,000.00 Project No: C24WTNWRD
Expenses ID: \$ 23,341.37 Cost Categ: Professional
Committed Cost: \$ 0 Avail Budget: 426,658.63
Completed By: Amritpal Date: 10/17/24
Authorized By: Blake Lin Date: 10/17/24
Authorized By: [Signature] Date: 10-17-2024

BILLING SUMMARY

<u>Task</u>	<u>Invoiced to Date</u>	<u>Task Budget</u>
1	\$44,024.83	\$50,253.00
2 & 3	\$0.00	\$107,753.00
4	\$0.00	\$308,298.50
<u>TOTAL</u>	<u>\$44,024.83</u>	<u>\$466,304.50</u>



2695-08

Invoice

Invoice Total \$12,250.00



2010 Crow Canyon Place, Suite 250
San Ramon, CA 94583
Phone (925) 866-9000
Fax (888) 279-2698

Mr. John Scroggs
KASL Consulting Engineers
7777 Greenback Lane, Suite 104
Citrus Heights, CA 95610

September 27, 2024
Invoice No: 295610
Project Manager: Paul Cottingham
Project Assistant: Stacey Lacy

Project 025945.000.001 Fair Oaks Water District Northridge Well Site

Professional Services through September 22, 2024

Phase 001 Geotechnical Services
ENGEO Contract dated 06/06/24, fully executed 06/07/24

Total Fee	24,500.00		
Percent Complete	50.00	Total Earned	12,250.00
		Previous Fee Billing	0.00
		Current Fee Billing	12,250.00
		Total Fee	12,250.00
		Subtotal this Phase	\$12,250.00
		Total this Invoice	<u>\$12,250.00</u>



INVOICE SUBMITTED TO:	Jack Scroggs KASL Consulting Engineers 3741 Douglas Boulevard, Suite 150 Roseville, CA 95661
DATE OF INVOICE	October 1, 2024
NAME OF COMPANY	Environmental Planning Partners, Inc.
ADDRESS	2934 Gold Pan Court, Suite 21 Rancho Cordova, California 95670
PHONE NUMBER	(916) 852-8830
NAME OF PROJECT	FOWD Northridge Well
PLANNING PARTNERS INVOICE NUMBER	KNW 24-02
DATES OF WORK	July 1 - September 30, 2024
WORK PERFORMED (ATTACH EXPLANATION IF LENGTHY)	
<ul style="list-style-type: none"> • Revise strategy to Notice of Completion • Initiate Preparation of Notice of Completion and supporting information 	
AMOUNT OF INVOICE	\$8,914.25

Project Cost and Completion Summary
 KASL Consulting Engineers
 Consulting Services - FOWD Northridge Well

Environmental Planning Partners, Inc.

Billing Date: October 1, 2024

Task No.	Task Name	Contract Amount	Percent Complete	Previously Billed Costs	Labor Costs	Direct Costs	Net Fee This Billing
1	Project Initiation - Review Information	\$2,230.00	45%	\$1,000.00	\$0.00	\$0.00	\$0.00
2	Native American Consultation	\$3,412.00	0%	\$0.00	\$0.00	\$0.00	\$0.00
3	Prepare IS/MND	\$9,348.00	100%	\$881.50	\$8,466.50	\$0.00	\$8,466.50
4	Respond to Comments / MMRP	\$2,386.00	10%	\$0.00	\$247.75	\$0.00	\$247.75
5	Meetings	\$2,300.00	0%	\$0.00	\$0.00	\$0.00	\$0.00
	Direct Costs	\$800.00	25%	\$0.00	\$0.00	\$200.00	\$200.00
Total Accrued Costs		\$20,476.00	53%	\$1,881.50	\$8,714.25	\$200.00	\$8,914.25
Total Fee Due This Billing							\$8,914.25

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM IV.6

Approval of Cal-Card Statements for the month of September 2024

AGENDA ITEM IV.6

REGULAR Board Meeting on October 21, 2024

To: Board of Directors
From: Tom R. Gray
Date: October 15, 2024
Subject: Approval of Cal-Card Statement

Recommendation:

None.

Discussion:

Attached you will find the Cal-Card statement summary for the period ending September 23, 2024.

Policy Implications:

None.

Fiscal Impact:

None.

Cal-Card Statement
Cal-Card Summary of Charges
Closing Statement Ending September 23, 2024

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Description</u>	<u>Personnel</u>
8/22/2024	Nespresso USA, Inc.	\$ 50.50	Kitchen Supplies	Staff
8/22/2024	56 Standard Plumbing	57.27	District Site Maintenance	Staff
8/23/2024	USA Blue Book	97.11	Tools	Staff
8/23/2024	Staples Inc.	836.53	Office Supplies	Staff
8/23/2024	Home Depot	203.00	Tools and Maintenance Supplies	Staff
8/23/2024	Home Depot	129.92	Tools and Maintenance Supplies	Staff
8/23/2024	Home Depot	229.27	Tools and Maintenance Supplies	Staff
8/23/2024	America's Tire	916.06	Vehicle Maintenance	Staff
8/24/2024	FedEx	54.46	Mailing Service	Staff
8/25/2024	Home Depot	91.46	Tools and Maintenance Supplies	Staff
8/25/2024	Adobe	2,015.16	Dues and Subscriptions	Staff
8/26/2024	Sam's Club	47.56	Dues and Subscriptions	General Manager
8/26/2024	Sam's Club	47.56	Dues and Subscriptions	General Manager
8/27/2024	CA-NV Section, AWWA	235.00	Training/Seminars	Staff
8/28/2024	Placer Equipment Rentals	191.38	Service Upgrades	Staff
8/28/2024	Been Verified	58.48	Background Check	General Manager
8/28/2024	Amazon	27.87	Office Supplies	General Manager
8/28/2024	Amazon	94.26	Toner	General Manager
8/28/2024	Amazon	42.89	Toner	General Manager
8/29/2024	Brake Masters	64.46	Vehicle Maintenance	Staff
8/29/2024	Brake Masters	77.69	Vehicle Maintenance	Staff
8/29/2024	Brake Masters	66.92	Vehicle Maintenance	Staff
8/29/2024	Brake Masters	56.16	Vehicle Maintenance	Staff
8/30/2024	Kiefer Landfill/County of Sacramento	45.00	District Site Maintenance	Staff
8/30/2024	Kiefer Landfill/County of Sacramento	45.00	District Site Maintenance	Staff
8/30/2024	Staples Inc.	157.08	Office Supplies	Staff
8/30/2024	Hydraulic Power Sales	122.08	Vehicle Repairs	Staff
8/30/2024	United Rentals	220.89	T-Main Repairs	Staff
8/31/2024	Amazon	171.56	Office Equipment	Staff
9/4/2024	Sam's Club	106.16	Kitchen and Janitorial Supplies	Staff
9/4/2024	Sam's Club	114.27	Kitchen Supplies	Staff
9/4/2024	Ace Printing	246.51	Parking Lot Signs	Staff
9/4/2024	Sam's Club	74.58	Wellness	Staff
9/4/2024	New Answernet, Inc.	181.00	Answering Service	Staff

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Description</u>	<u>Personnel</u>
9/5/2024	Lowes	25.77	Sampling Stations	Staff
9/5/2024	Amazon	51.64	Office Supplies	Staff
9/5/2024	Pape D.W. Inc.	89.31	Equipment Repairs	Staff
9/6/2024	Staples Inc.	0.25	Office Supplies (Rewards Points Applied)	Staff
9/9/2024	Ace Hardware	807.05	Tools	Staff
9/9/2024	Ace Hardware	975.14	Tools	Staff
9/10/2024	RDO Equipment Co.	28.17	Maintenance Supplies	Staff
9/10/2024	O'Reilly	44.87	Vehicle Repairs	Staff
9/10/2024	Amazon	41.82	District Site Maintenance	General Manager
9/10/2024	Wal-Mart	86.23	Employee Recognition	Staff
9/10/2024	Whole Foods	54.99	Employee Recognition	Staff
9/10/2024	Lowes	13.03	Maintenance Supplies	Staff
9/12/2024	Amazon	57.29	Office Supplies	Staff
9/12/2024	Sacramento County Regional Parks	80.00	Employee Recognition	Staff
9/15/2024	Vicco Group Inc.	479.25	Uniforms	Staff
9/15/2024	United Rentals	511.81	T-Main Repairs	Staff
9/16/2024	Olive Garden	144.13	Board Meetings	Staff
9/17/2024	Target	74.48	Wellness	Staff
9/17/2024	Capital Rubber & Gasket	199.01	Tank Repairs and Maintenance	Staff
9/17/2024	Amazon	20.94	Office Supplies	General Manager
9/18/2024	FedEx	54.70	Mailing Service	Staff
9/18/2024	Staples	86.39	Invoice Printing - Customer Bill Processing	Staff
9/18/2024	All Pad Locks	255.04	Distribution System Supplies	Staff
9/19/2024	Prynt Ink (Tuff Labels)	974.10	Hydrant Upgrades/Distribution System Maintenance	Staff
9/19/2024	Wal-Mart	131.46	Conservation Outreach	Staff
9/19/2024	Staples	2,275.88	Door Hangers	Staff
9/20/2024	Sam's Club	475.44	Employee Recognition	General Manager
9/20/2024	Costco	32.80	Employee Recognition	General Manager
9/20/2024	CSDA Careers	175.00	Advertisement/Recruitment	Staff
9/20/2024	CSDA Careers	175.00	Advertisement/Recruitment	Staff
9/21/2024	Del Oro Jr. Golden Eagles	5.00	Inadvertent Charge (FOWD Received Reimbursement)	Staff
9/21/2024	Allen BBQ	21.74	Harvest Festival	Staff
9/21/2024	Allen BBQ	30.45	Harvest Festival	Staff
TOTAL		<u>\$ 15,653.28</u>		

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM IV.7

Accept and File Board Expense Report for the month of September 2024

AGENDA ITEM IV.7

REGULAR Board Meeting on October 21, 2024

To: Board of Directors
From: Chi Ha-Ly
Date: October 13, 2024
Subject: Approval of Board Expense Report for the month of September 2024

Recommendation:

None.

Discussion:

Attached you will find the Board Expense Report for the month of September 2024.

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 - September 2024

Name	Meeting Date	Description	Date Paid	Compensation	Reimbursed Expenses	District Expenses
McRae						
	9/16/2024	Regular Board Meeting	9/19/2024	\$ 100.00	\$ -	\$ -
				\$ 100.00	\$ -	\$ -
Petersen						
	9/16/2024	Regular Board Meeting	9/19/2024	\$ 100.00	\$ -	\$ -
				\$ 100.00	\$ -	\$ -
Sarkovich						
	9/16/2024	Regular Board Meeting	9/19/2024	\$ 100.00	\$ -	\$ -
				\$ 100.00	\$ -	\$ -

Board of Directors
Expense Reimbursement Summary
Monthly Activity - September 2024

September 2024 RECAP

Name	Meeting Month	Meetings Attended (Paid)	Month Paid	Compensation	Reimbursed Expenses	District Expenses
Dolby		0		\$ -	\$ -	\$ -
Marx		0		-	-	-
McRae	September	1	September	100.00	-	-
Petersen	September	1	September	100.00	-	-
Sarkovich	September	<u>1</u>	September	<u>100.00</u>	-	-
TOTAL		3		\$ 300.00	\$ -	\$ -

Year-to-Date RECAP

Name	Meetings Attended (Paid)	Compensation	Reimbursed Expenses	District Expenses
Dolby	11	\$ 1,100.00	\$ -	\$ -
Marx	18	1,800.00	-	-
McRae	11	1,100.00	-	-
Petersen	12	1,200.00	-	-
Sarkovich	<u>11</u>	<u>1,100.00</u>	-	-
TOTAL	63	\$ 6,300.00	\$ -	\$ -

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM V.1

**Correspondence dated September 24, 2024 from the Fair Political Practices
Commission – No FOWD Violations**



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
1102 Q Street • Suite 3050 • Sacramento, CA 95811

September 24, 2024

Leon Corcos
[REDACTED]

Re: Complaint No. COM-09232024-03262; Mark Dolby, Randy Marx, Misha Sarkovich

Dear Leon Corcos:

This letter is in response to the sworn complaint submitted to the Enforcement Division of the Fair Political Practices Commission regarding the above-named individuals. The Commission only enforces the provisions of the Political Reform Act (the "Act") found in Government Code section 81000, et seq. The Commission does not have authority to enforce Government Code section 54964. While the Act prohibits public agencies from sending certain mass mailings that feature an elected officer, the subject mailer does not meet the criteria under the Act to be considered an impermissible mass mailing. **We will, therefore, not pursue the matter further.** If you have any questions, please contact Shelby Pearce at 279-237-5972 or spearce@fppc.ca.gov.

Sincerely,

James M. Lindsay

James M. Lindsay
Chief, Enforcement Division

JML: sp

cc Mark Dolby, Randy Marx, Misha Sarkovich

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM V.2

**Correspondence dated October 15, 2024 from the Sacramento County District
Attorney's Office – No FOWD Violations**



Sacramento County District Attorney's Office

THIEN HO
District Attorney

October 15, 2024

Chris Petersen, President
Tom R. Gray, General Manager
Kronick, Moskovitz, Teidemann & Girard Law Firm
Fair Oaks Water District |
10326 Fair Oaks Blvd.
Fair Oaks, CA 95628

RECEIVED

BY: TRG


DATE: 10-15-2024

Re: Brown Act Violations

The Sacramento County District Attorney's Office had received a complaint alleging that Brown Act violations (Gov. Code § 54950, et seq.) had occurred before the regular board meetings conducted by the Fair Oaks Water District on **July 15**, and **August 19, 2024**. The complaint alleged that the board members, including General Manager Tom Gray, held closed-door meetings that lasted approximately thirty minutes prior to each regularly scheduled meeting, which were not listed on the agenda, in violation of Gov. Codes § 54957 and 54957.7(a) & (b). Per the complainant, it was apparent that the board members were discussing board-related items in this closed meeting, as evidenced by the minimal discussion and swift decisions made during the subsequent public meetings.

Upon reviewing your response to these allegations, as well as the relevant agendas, meeting minutes, and board packets, there is insufficient evidence to conclude that a violation occurred. Accordingly, the Sacramento County District Attorney's Office will take no further action on this matter.

Sincerely,


Bob McCloskey, Criminal Investigator
Sacramento County District Attorney's Office
Special Investigations & Public Integrity Unit
(916) 874-4908 | McCloskeyB@sacda.org

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM VI.2

Update and discussion on the proposed merger of the SJWD and SSWD

AGENDA ITEM VI.2

REGULAR Board Meeting on October 21, 2024

To: Board of Directors
From: Tom R. Gray
Date: October 17, 2024
Subject: Update and discussion on the proposed merger of the SJWD and SSWD

Recommendation:

No staff recommendation – information item.

Discussion:

In 2011 the San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD) approved the investigation and analysis of merging the two agencies.

In June of 2015 the two agencies agreed to stop further merger discussions.

In March and April of 2024 the SJWD Board and SSWD Board approved restarting the SJWD and SSWD Merger Project.

A joint SJWD and SSWD Board meeting was held on July 31, 2024 to discuss the SJWD and SSWD Merger Project.

- FOWD Board President Petersen sent the attached letter dated June 24, 2024 to both SJWD Board President Zamorano and SSWD Board President Thomas requesting an opportunity to discuss our concerns and questions related to a proposed merger of SJWD and SSWD.
- FOWD also sent copies of the letter to SJWD General Manager Helliker and SSWD General Manager York.
- FOWD did not receive a written response.
- The FOWD letter was not discussed at the July 31, 2024 joint meeting of SJWD and SSWD.

A joint SJWD and SSWD Board meeting was held on October 3, 2024 to discuss the SJWD and SSWD Merger Project.

- On behalf of FOWD Board President Petersen, I sent the attached letter dated October 3, 2024 to both SJWD Board President Zamorano and SSWD Board President Thomas requesting an opportunity to discuss our concerns and questions related to a proposed merger of SJWD and SSWD.
- FOWD also sent copies of the letter to SJWD General Manager Helliker and SSWD General Manager York requesting that:

1. They please provide a copy of the letter to each SJWD and SSWD Board member prior to any proposed action related to the SJWD and SSWD Merger Project at the October 3, 2024 meeting.
 2. They please read the letter content or discuss the letter content at the appropriate time during the October 3, 2014 meeting.
- FOWD did not receive a written response.
 - The FOWD letter was not discussed at the October 3, 2024 joint meeting of SJWD and SSWD.

Attached for your reference is a copy of the “SJWD and SSWD technical proposal to conduct an analysis on a potential combination of the two agencies into a single entity.”

- Staff’s review of the document indicates that response to the written questions and concerns on the SJWD and SSWD Merger Project, submitted by both the FOWD and CHWD, have not been included in document or in the \$149,000 cost. In addition, a review of the records indicates that prior written questions and concerns about a potential merger between SJWD and SSWD were not even discussed as a part of the process.

Policy Implications:

TBD

Fiscal Impact:

TBD



October 3, 2024

Mr. Manuel Zamorano, President
Board of Directors
San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, CA 95746

Mr. Kevin Thomas, President
Board of Directors
Sacramento Suburban Water District
3701 Marconi Avenue #100
Sacramento, 95821

Dear President Zamorano and President Thomas:

On June 24, 2024 Fair Oaks Water District (FOWD) Board President Petersen sent you the attached letter related to the analysis of a proposed merger between the San Juan Water district (SJWD) and Sacramento Suburban Water District (SSWD). An important item in the June letter was a request that the SJWD and SSWD consider working through written comments and concerns submitted on behalf of our ratepayers during the prior merger discussions.

FOWD appreciated the June 25, 2024 email response from SJWD General Manager Paul Helliker stating that *he and SSWD General Manager York were committed to responding to any and all comments submitted by the FOWD.*

Given the above, it is requested that you ensure that responding to all written comments, submitted during the prior merger discussions that ended in 2015, is included in the approved scope of work for the new Business Case Analysis that is on tonight's Joint Special Board Meeting agenda for possible action.

As was stated by FOWD Board President Petersen in the June letter, the FOWD hopes that the current merger analysis will include reasonable and collaborative interaction between all potentially impacted Agencies – with the FOWD looking forward to working with the SSWD and SJWD boards and assigned staff on meeting the objectives of your proposed merger.

We again thank you for your consideration of our input in your decision-making process.

Sincerely,



Tom R. Gray
General Manager
Fair Oaks Water District



June 24, 2024

COPY

Mr. Manuel Zamorano, President
Board of Directors
San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, CA 95746

Mr. Kevin Thomas, President
Board of Directors
Sacramento Suburban Water District
3701 Marconi Avenue #100
Sacramento, 95821

Dear President Zamorano and President Thomas:

Based on statements made at recent meetings of the Sacramento Suburban Water District (SSWD) and San Juan Water District (SJWD) Boards of Directors, it is our understanding that the Districts are going to restart discussions of a proposed merger of the two Districts. Given the potential direct impacts of a merger on Fair Oaks Water District (FOWD) ratepayers, FOWD is committed to participating in these discussions to ensure that our ratepayers are aware of the SJWD merger discussions with the SSWD and the potential effects on FOWD water rates and related interests.

Though FOWD has never taken a position on the potential merger of the SJWD and SSWD, we did submit written comments and concerns on behalf of our ratepayers during the prior merger discussions. We are happy to resubmit those comments, and look forward to the Districts' responses and learning more about how the concerns will be addressed. We request the opportunity to work through those concerns and questions directly with us as part of your process.

The FOWD hopes that the proposed merger analysis will include reasonable and collaborative interaction between all potentially impacted Agencies. We look forward to working with the SSWD and SJWD boards and assigned staff on meeting the objectives of your proposed merger analysis.

On behalf of the entire FOWD Board and staff, we thank you in advance for your consideration of our input into your decision-making process.

Sincerely,

A handwritten signature in black ink, appearing to read "Christian Petersen". The signature is fluid and cursive, with the first name being more prominent.

Christian Petersen
Board President
Fair Oaks Water District

cc: Tom Gray – FOWD General Manager
Dan York – SSWD General Manager
Paul Helliker – SJWD General Manger



September 16, 2024

San Juan Water District and Sacramento Suburban Water District

Technical proposal to conduct an analysis on a potential combination of the two agencies into a single entity

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We really appreciate your support through our journey and ALL that we were able to learn with you coaching and guiding us.

Vice president | Baker Tilly client



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A. Letter of transmittal

September 16, 2024

Dan York, General Manager
Sacramento Suburban Water District
Delivered electronically to hhernandez@sswd.org

Baker Tilly Advisory Group, LP
18500 Von Karman Ave, 10th Fl.
Irvine, CA 92612
United States of America

T: +1 (949) 222 2999
F: +1 (949) 222 2989

bakertilly.com

Dear Mr. York:

In your RFP, you told us you're looking to conduct an analysis on a potential combination of the San Juan Water District (SJWD) and the Sacramento Suburban Water District (SSWD) (the Agencies) into a single entity. This proposal is the starting point — our vision of how we can protect and enhance your organizational impacts as we achieve your immediate goals to:

- Evaluate potential governance structures and board advisory committees to ensure customer equality and equity for both districts and achieve an overall cost benefit to the Agencies' customers.
- Perform a detailed assessment of each agency's operations, infrastructure and other assets.
- Perform detailed financial analyses of each agency's current water rates, fees, debts, retirement funding obligations, costs, reserves, and future equities based on current capital improvement projects (CIP) plans.
- Understand the pros and cons of consolidation alternatives and understand the compelling reasons for making any changes.

At the conclusion of this work the Agencies want to have a complete business analysis of the potential combination of the two agencies. The basis for the elected leadership to make an informed determination on this manifestly important question, which has been discussed since at least 2019.

For agencies like SJWD and SSWD, we know there's not just one finish line. Transformational success means looking beyond your first goal and imagining the next one. And the one after that. And then the one nobody has even thought possible. Your Baker Tilly team will support you through every step of the journey — during your analysis for a potential combination and beyond.

We're prepared to redefine what service and success means for the Agencies. It's not about ticking boxes. It's about navigating complex landscapes and blazing new trails. The road map shared in our proposal shows how important the Agencies will be to us as clients.

Sincerely,



Carol Jacobs, Managing Director
+1 (949) 809 5588 | carol.jacobs@bakertilly.com

B. General statement of approach

B. Include a general statement of the consultant's approach to conducting a financial and operational review of public utilities (two pages maximum).

Providing our approach to achieve the Agencies' objectives

Baker Tilly has provided a significant number of financial and operational reviews for utility clients. Our organizational structure brings a variety of specialized resources to match your engagement's diverse components. We anticipate working with the Agencies to develop any additional needs based on a macro-level of detail. We have created an efficient and effective process for these studies to achieve the Agencies' objectives and deliverables as outlined in the Requested Scope of Work.

Our approach to financial and operational review is multi-faceted and based on best practices developed by our team over the course of dozens of projects in recent years.

Understanding federal, state, and local regulations

Utility advisory services require knowledge of federal, state and local regulations that may impact or constrain parameters.

Within California, probably the most important regulations applicable to municipal utilities stem from Proposition 218 and, to a lesser extent, Proposition 26, statewide popular initiatives passed in the wake of Proposition 13. While there are a variety of technicalities embedded in each, the overarching public policy objective of the propositions, particularly 218, is to ensure that utility rates and fees capture only the costs associated with the proper operation of the utility, not other unrelated municipal costs. In other words, the drafters of these initiatives were concerned with municipalities seeking a "workaround" from the Proposition 13 property tax restrictions via utility rate or fee adjustments.

At the federal level, the most frequently encountered source of regulation tends to be requirements associated with legacy grant funding that may have been used for system capital improvements. Typically, these requirements relate to keeping the system and the grant-related improvements in good working order through the maintenance of rate levels consistent with that end. These types of rate maintenance requirements are also sometimes found in bond documents associated with debt financing undertaken by the Agencies.

For this engagement a good understanding of the role and responsibilities of the Sacramento County Local Agency Formation Commission (Sacramento LAFCO) will be essential. Baker Tilly has worked on many governmental reorganization projects and LAFCO sponsored municipal service review projects over the years, so we understand how county LAFCOs are organized and operate.

B. GENERAL STATEMENT OF APPROACH

Utility regulations can take many forms and cover any number of restrictions at the local level. At the beginning of this engagement, our Baker Tilly team will work with the Agencies to understand any local regulations that may apply as well as any federal legacy or debt financing restrictions that might be in place.

Committing to responsiveness and accessibility

The Agencies can expect a genuine, meaningful relationship with Baker Tilly throughout the duration of this work.

Real-time communication and responsiveness are key to our relationship. The Agencies will work with dedicated engagement team members who will be available when you need us, where you need us, and for as long as you need us. We will resolve your issues quickly and offer timely, forward-looking insight and advice to benefit your organization.



C. Experience with similar public sector projects

C. Describe the Firm's experience with public sector projects of a similar nature and scope. Emphasis should be placed on projects undertaken within the past three years.

Delivering specialized expertise to our public sector clients

Baker Tilly has served state and local government agencies since our establishment more than 90 years ago. We are one of the few advisory, tax and assurance firms with a practice dedicated entirely to serving governmental clients.

Unlike many other firms, Baker Tilly is organized by industry, not service line. What does this mean for the Agencies? It means you will be served by a carefully selected team that blends our utility-focused professionals with experienced specialists in the activities of the Agencies. The Agencies will work with a knowledgeable team that understands your specific challenges and provides innovative solutions to help you overcome them.

State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other industries. Recognizing this complexity and eager to serve as a true valued advisor to the public sector, Baker Tilly formalized its dedicated public sector specialization more than 50 years ago. **Today, more than 350 Baker Tilly professionals — including nearly 30 principals** — focus directly on serving governments and provide hundreds of thousands of client service hours annually to organizations like the Agencies.

Nationwide, our public sector practice serves nearly 4,000 state and local governmental entities, including municipalities, counties, school districts, **utilities**, transit organizations, airports and special authorities. Several of these client groups are now served by dedicated specialists in distinct sub-practices.

Public sector: Experience that matters

The infographic consists of three columns. The first column features a black icon of a person with three smaller circles above their head, representing clients. Below it is a black box with the text '4,000 public sector clients'. The second column features a red icon of a classical building with columns, representing industry experience. Below it is a red box with the text '90+ years of industry experience'. The third column features a teal map of the United States, representing nationwide service. Below it is a teal box with the text 'Serving clients nationwide'.

COMMITMENT TO THE PUBLIC SECTOR

Baker Tilly has been in business for more than 90 years, and public sector entities were some of our first clients.

C. EXPERIENCE WITH SIMILAR PUBLIC SECTOR PROJECTS

The Agencies will benefit from our industry specialization in several specific ways:

- **Dedication to the public sector:** Your engagement team members live and breathe government and work exclusively with the public sector year-round. This translates into insights only experience can bring, as well as an understanding of the best ways to communicate and collaborate with public-sector entities.
- **Specialized training and continuing education:** SJWD and SSWD can be assured of an engagement team with the necessary skills and timely knowledge to effectively perform your engagement.
- **Industry involvement:** Members of our public sector practice are leaders in key industry organizations. Because of our work with these groups, we know about dynamic trends and consequential developments in state and local government — and are equipped with leading practices to help SSWD and SJWD best respond to them.
- **Knowledge sharing with SSWD and SJWD:** At Baker Tilly, serving governments goes beyond delivering services – we also supply our clients with crucial thought leadership in the form of webinars, workshops, articles and our regular newsletter, CommuniTIES.
- **Year-round consultation:** Throughout our relationship, we will be available for routine calls and technical questions, connecting you with recommendations and ideas to address the inevitable operational issues that arise. We can also alert you to new opportunities for us to collaborate and create value for the Agencies.

Your team is ready to help you find solutions to overcome the obstacles that stand between you and your goals. We provide a full range of service offerings for state and local governments, including those listed below.

OUR FULL RANGE OF KEY SERVICE OFFERINGS:

<p>Accounting services and assurance</p> <p>Arbitrage/rebate regulatory compliance</p> <p>Attestation services</p> <p>Capital planning</p> <p>Cybersecurity consulting</p> <p>Economic development</p> <p>Efficiency studies</p> <p>Federal funding advisory</p> <p>Financial management services</p> <p>Financial reporting and GAAP services</p> <p>Public finance/bond issuance*</p>	<p>Housing and economic development</p> <p>Human capital services</p> <p>Investment services**</p> <p>Organizational management advisory</p> <p>Post-issuance compliance</p> <p>Public finance/bond issuance*</p> <p>Process improvement</p> <p>Rate and user fee studies</p> <p>Risk advisory and internal audit</p> <p>Strategic planning</p>
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**Services provided by Baker Tilly Municipal Advisors, LLC, a registered municipal advisor and controlled subsidiary of Baker Tilly US, LLP, an accounting firm.*

*** Services provided by Baker Tilly Investment Services, a division of Baker Tilly Wealth Management, which is a registered investment advisor and subsidiary of Baker Tilly US, LLP.*

C. EXPERIENCE WITH SIMILAR PUBLIC SECTOR PROJECTS

Investing our resources in California

Your population is the largest in the United States and growing. You have the fifth-largest economy in the world, boasting a diverse range of industries and businesses. We're proud to be growing right alongside you. For Baker Tilly, expanding client relationships, a burgeoning local presence and an understanding of your state's unique markets are escalating our growth in the Golden State.

Baker Tilly has more than 800 professionals across nine California locations here for you. For SJWD and SSWD, that means exceptional service from a local team passionate about protecting and enhancing your value and standing ready to draw on our broad national resources as your goals or needs evolve.



COVERING MORE OF THE CALIFORNIA MAP TO SUPPORT THE AGENCIES

When the Agencies want a team with an in-depth understanding of economic conditions, knowledge of regional and state regulations and local assistance, you won't have to go far.

Providing similar services to clients

For nearly 50 years, Baker Tilly's specialists have worked with communities to review utility rates and connection/impact fees, explore available financing for project improvements, and perform long-range financial projections. Each year, we help as many as 50 utility clients plan for the future through long-term projections and planning for major capital projects requiring creative rate and funding solutions. This experience gives Baker Tilly a broad view of industry issues and a specific familiarity with municipal utility goals.

250+ studies

Your engagement team has conducted more than 250 studies in the past few years.

C. EXPERIENCE WITH SIMILAR PUBLIC SECTOR PROJECTS

Our staff members practice their craft with the knowledge, experience, skills and integrity to deliver what you ask and meet your goals. We also teach courses for industry associations on cost-of-service and rate design principles for utility organizations. The Agencies will benefit directly from our depth of knowledge in this area.

While the merger of public agencies is fairly uncommon, our project team has been involved in several successful efforts. For example, we were involved in the successful effort to change the governance structure for the dysfunctional Sacramento Port District from a special district involving two counties and the cities of Sacramento and West Sacramento to a department within the City of West Sacramento where the port is located. In another governance change, as part of our management of the City of San Bernardino's bankruptcy, we managed a reorganization of the City's Fire Department into the County of San Bernardino Fire Protection District, which resulted in significant economic and service improvements. Both of these governance changes were processed successfully through county LAFCOs.

We also developed a successful merger between the Association of Bay Area Cities and the Metropolitan Transportation Commission (the regional transportation agency for the Bay Area). While this merger did not have to be processed through a LAFCO it did need to receive unanimous approval from 28 separate city governments and seven counties.

While we have not provided utility studies for many California clients, Baker Tilly has provided consulting services to the following California public sector organizations in the past 12 months.

- Alameda County
- Albany
- Altadena Library District
- American Canyon
- Anaheim
- Antioch
- Arcata
- Bell
- Berkeley
- Brisbane
- California City
- Contra Costa Water District
- Costa Mesa Sanitary District
- Cosumnes Community Services District
- Cudahy
- Dublin
- Fremont
- Hayward
- Hayward Area Recreation District
- Hercules
- Hesperia
- Hillsborough
- La Canada Flintridge
- Livermore
- Long Beach
- Los Angeles
- Malibu
- Manhattan Beach
- Marina
- Menlo Park
- Millbrae
- Mono County
- Monterey
- Monterey County
- Napa
- Northern California Power Agency
- Oakland
- Oakley
- Ojai
- Orange County
- Pleasanton
- Pomona
- Riverside
- Sacramento Municipal Utility District
- San Jose
- San Luis Obispo
- San Rafael
- San Ramon
- Santa Clarita
- Santa Cruz
- Santa Cruz County
- Santa Maria
- Saratoga
- Seal Beach
- Shafter
- Silicon Valley Clean Energy
- Suisun City
- Sunnyvale

C. EXPERIENCE WITH SIMILAR PUBLIC SECTOR PROJECTS

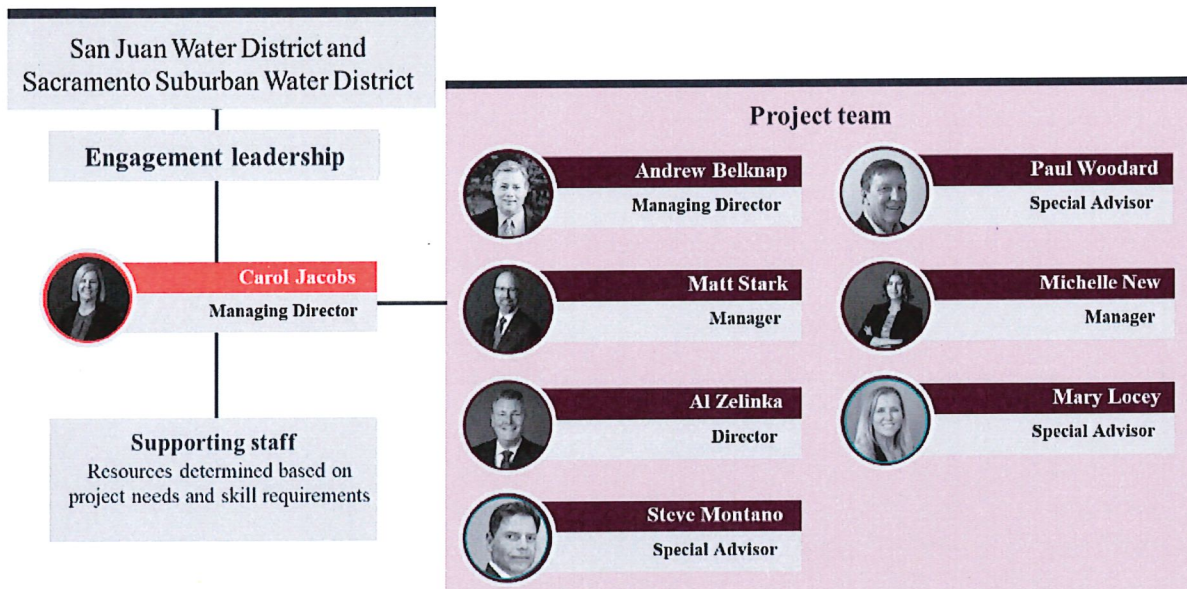
- Thousand Oaks
- Truckee
- Union City
- Union Sanitary District
- Victorville
- West County Wastewater District
- West Sacramento
- West Valley Clean Water Authority
- Windsor
- Woodside

D. Team organization

D. Identify a team organization clearly showing all key personnel (consultant employees and sub-consultants, if any) and their respective roles. Include brief summaries, up to one page of their background, knowledge, and experience relevant to the project.

Leading the Agencies' business case analysis for a potential combination and uncovering opportunities along the way

Meet the Agencies' team we've assembled to achieve everything you envision. Selected intentionally for your goals and backed by our specialized resources, these individuals are collaborative and multidisciplinary. Their passion for the state and local government industry will make them an unstoppable force on your behalf. You'll find their bios/team org chart below.



Many of our senior-level practice professionals bring a combination of large-firm consulting and industry-based experience to your engagement. We combine their diverse expertise in a personalized delivery model for SJWD and SSWD, working side by side with your team and your unique culture.

Aligning key engagement team members with SJWD and SSWD's goals

While other firms may not always assign their best and most experienced people to state and local government engagements, that is not the case at Baker Tilly. We believe in strong personal relationships, and this means a personal interest in SJWD and SSWD from some of our most experienced team members. You will work with our best and brightest state and local government professionals who will be dedicated to you and the organizations you serve. This handpicked team offers a collaborative focus supported by the breadth and depth of our firm's resources.

THE TEAM TO ACHIEVE YOUR GOALS

Your engagement leadership team orchestrates our services to bring the right people with the right experience together to move you forward

Carol Jacobs — Managing director

Engagement role: Relationship manager



Carol is a managing director with Baker Tilly. She has held a wide range of roles across local government and consulting, including multiple stints as a city manager. She served most recently as assistant city manager of the City of Newport Beach, California. In that role, she was responsible for functions such as fire, library, harbor, information technology, utilities, and homelessness, with service as interim finance director and harbormaster. Carol also served as city manager for the Southern California cities of Eastvale and Stanton, interim city manager for the City of Grand Terrace, and in a series of roles with increasing responsibility for the City of Costa Mesa. Carol’s consulting experience includes managing a financial solutions practice area that served local governments, managing client needs, preparing financial studies, and conducting management and organizational reviews. She earned a Master of Public Administration with an emphasis in Finance and a Bachelor of Arts in Communications from California State University- Fullerton.

Andy Belknap — Managing director

Engagement role: Engagement leader



Andrew is responsible for Baker Tilly’s western operations based in San Jose, California. He has more than 20 years of local government experience, including service as a city manager, public works director and consultant to municipalities and special districts. His areas of expertise include fiscal and budget analysis, intergovernmental relations, developing service delivery partnerships, and functional consolidations to take advantage of economies of scale in public sector service delivery. Andy is a trained economist with expertise in fiscal analysis and public finance issues. His blend of quantitative skills and a practitioner’s understanding of public services and management systems adds value to all types of organizational and policy analysis.

Subject matter specialists

Matt Stark — Manager

Engagement role: Project analysis



Matt is a manager with Baker Tilly’s municipal advisory team. With the firm since 2002, he has applied his analytical expertise to new challenges in long-term financial planning, operational finance, community surveys and economic development. During his tenure with the organization, Matt has built a suite of analytical tools used by clients and colleagues in operational finance, cost allocation and cost of services, capital planning, cost-benefit of

THE TEAM TO ACHIEVE YOUR GOALS

development incentives, compensation programs, and utility rate studies. Matt holds a degree in Physics from Penn State University.

Al Zelinka — Director

Engagement role: Consulting services



Al brings a wealth of experience in both local government leadership and consulting to his work with Baker Tilly’s public-sector advisory team. He served most recently as city manager for the California cities of Huntington Beach and Riverside. Key accomplishments in those roles include overhauling outdated administrative policies and procedures, improving financial health, developing public infrastructure, advancing strategic planning and succession planning, advancing policies on equity and homelessness, and promoting community engagement. Al also served as community development director for the cities of Riverside and Fullerton, creating more efficient and effective processes and improving operations.

Steve Montano — Special advisor

Engagement role: Finance specialist



Steve is a public finance professional with more than 25 years of experience and has held a wide range of roles in local government including budget development and administration, long-term strategic business and financial planning, and the analysis of operational areas to improve organizational effectiveness. After serving in the United States Marine Corps, Steve worked for the U.S. Office of Management and Budget, the City of Palo Alto, and the City of San Juan Capistrano, and served most recently as the Deputy Finance Director for the City of Newport Beach. In that role, he had the responsibility of coordinating the development and preparation of the City’s annual long-range fiscal forecast, performing financial planning and analysis associated with capital replacement plans, and developing strategies to achieve City goals in a fiscally responsible manner. Steve holds a bachelor’s and a master’s degree in political science and public policy from the University of California at Berkeley.

Paul Woodard — Special Advisor

Engagement role: Public works and water agency subject-matter specialist



Paul has over 40 years of experience in the public sector, specifically in local government. His career has included leadership roles as an assistant village engineer, city engineer and director of public works. In these roles Paul has coordinated and supervised activities including solid waste and recycling, engineering, streets, fleet, landfill, buildings, sewer and water utility district, parks, planning, building inspection and stormwater utilities. His responsibilities have included planning and implementing capital improvement programs and supervising the engineering and preparation of plans and specifications,

THE TEAM TO ACHIEVE YOUR GOALS

cost estimates, bidding and construction inspection for capital improvement projects. He has worked extensively with city administrators and managers, councils, boards and commissions and led efforts in capital planning, contract negotiations, and department mergers.

Michelle New — Manager, Consulting

Engagement role: HR and support services expert



Michelle assists public sector clients with strategic plans, city council workshops, organization assessments and comparison analysis studies. She spent 15 years with the City of Santa Maria, where she worked first as a management analyst in the City Manager’s Office and then as the human resources manager, responsible for oversight of all aspects of the human resources function. During her tenure, Michelle developed an award-winning succession planning program, overhauled multiple paper processes, actively participated in employee negotiations, coordinated the city’s performance, disciplinary and investigative issues and was involved in the citywide budget. She also participated in the coordination of the city’s COVID-19 response as one of two contact tracers. Michelle served as a Central Coast regional co-chair of the Municipal Management Association of Southern California (MMASC) and is the founding member of the region’s annual Women in Leadership event. Michelle is also a graduate of Leadership Santa Maria and served on its board for three years including one year as vice chair.

Mary Locey – Special Advisor

Engagement role: Project delivery support and analysis



Mary’s broad range of local government experience includes public information and community and employee engagement, budgeting and purchasing, managing agendas, administering state and federal grants, implementing special projects, managing economic development and business improvement districts, developing internal policies and procedures, leading interdepartmental teams, and providing research and project support for city councilmembers and executive staff. Before becoming a consultant, she held progressively responsible roles in the California city of Newport Beach. Mary holds a bachelor’s degree in strategic communications and a Master of Public Administration from National University. She is also a graduate and former board member of Leadership Tomorrow Orange County

AN INTEGRATED TEAM WORKING TOGETHER FOR SUCCESS

Each professional on your team was selected for a reason, but it’s our collective brainpower and collaboration that will ultimately make a difference for the Agencies.

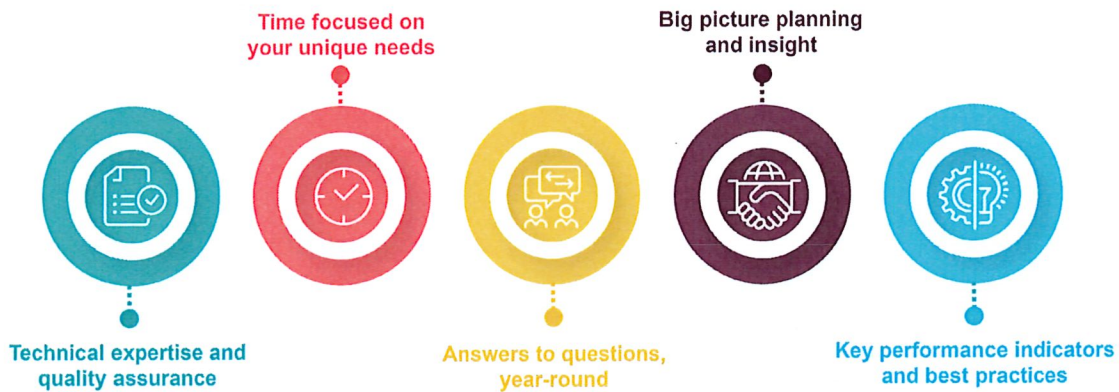
Building trust with our client-focused approach to staffing to demonstrate how important you are to our firm

The work we do matters to you, and it matters to us. Your Baker Tilly principals will reimagine your challenges and deliver value that exceeds your expectations to give you peace of mind. Experienced specialists chosen by your principals will contribute insights into your distinct challenges.

Our leaders are committed to you

Unlike other firms of our size, we commit to significant leadership involvement on every engagement – up to 35% of total engagement hours.

Your engagement leaders won't just see you off at the outset. They stay involved, keeping an open line of communication with you and the process running smoothly. As a team, we work together to bring the Agencies:



OUR LEADERS WILL PRIORITIZE YOUR WORK

Our managers work hard to earn your trust every step of the way. By leaning into our work with the Agencies, they intimately understand your organization to deliver a positive impact.

E. Approach to conducting the study

E. A general statement of the consultant's approach to conducting the required Study. This discussion should estimate the total cost for the Study (two pages maximum).

Creating a customized service plan unique to the Agencies

The Agencies are one-of-a-kind organizations with unique risks and opportunities. We build our service plans accordingly. Tailoring our analysis for a potential combination between the Agencies to your specific needs.

Below is a discussion of our proposed scope of work, informed by our deep understanding of the local government environment and water districts in particular. We aim to help you achieve your goal of fully understanding a potential combination.

OUR PROPOSED SCOPE OF WORK

Activity 1: Describe the current environment

We will begin this project by providing general background on each Agency. This will be a rather comprehensive inventory of the work and assets of both SSWD and SJWD given the nature of this undertaking. We anticipate that this description will include but not be limited to:

- Governing statute and statutory limitations
- Governance
- Service standards
- Staffing levels by number and classification
- Organizational structure by program level
- Description of water supply and distribution and treatment
- Overall system condition and inventory
- Performance data
- Facilities
- Fleet assets
- Office assets
- Capital assets
- Capital project planned and underway
- Master plans
- Real estate and land holdings

We will also describe the current fiscal status of both agencies in detail. Our approach to the fiscal detail will be to first gather all the relevant data pertinent to the fiscal condition of each District, such as is described in the RFP. Using this information and more, basically time series information, we will then develop a basic fiscal forecast model for each District. This will allow us to eventually develop a joint long-term fiscal model for the combined District and also have visibility into the financial condition and prospects of each District on a stand-alone basis.

Activity 2: Identify opportunities and challenges for the future

Using the operational and financial baseline information developed in Activity 1 we will begin the work which forms the heart of this project of developing a business case analysis for the possible combination of the two agencies. This work will proceed through a combination of interviews with SSWD and SSJD staff, Sacramento LAFCO staff and the analysis of appropriate peer jurisdictions. The RFP spelled out a number of issues for which “opportunities and challenges” are to be analyzed. This is a great list, but we may need to add to it as we learn of other issue areas.

E. APPROACH TO CONDUCTING THE STUDY

OUR PROPOSED SCOPE OF WORK

For now, the opportunities and challenge areas to be analyzed and the sub-issues can be summarized as follows:

- 1. Governance structure**
 - a. Apportionment and equity for each agency
 - b. Structural alternatives
 - c. Phasing
- **Service integration**
 - a. Water resources
 - b. Operations (all facets)
 - c. Customer service
 - d. Support services
 - e. Compensation and benefits
 - f. Integration challenges and opportunities
 - g. Costs and potential cost savings
- 2. Facilities integration**
 - a. Building and grounds opportunities and challenges
 - b. Consolidation and surplus potential
 - c. Costs and potential cost savings
- 3. Financial obligations and thresholds**
 - a. Rates
 - b. Liabilities
 - c. Pensions and OPEB
 - d. Reserves
 - e. Financing options related to LTD
- 4. Staffing**
 - a. Rationalization of staffing and units in new organization
 - b. Compensation and benefits
 - c. Impacts to policies and practices
 - d. Long-term staffing efficiencies and implementation options
- 5. Identification of stakeholders**
 - a. Who are stakeholders for purposes of potential combination?
 - b. How could disadvantaged communities be impacted and communicated with?
 - c. Plan for structured communications with stakeholders (employees, customers, developers and others identified)
- 6. Regional participation**
 - a. How might combination afford greater regional leverage?
 - b. What steps should be taken at the regional, state and federal levels?

Our analysis of these issues will be detailed and include reference to peer jurisdictions which will be identified with input from both SSWD and SJWD. In our experience, much can be learned about the future state of a combined SSWD and SJWD from “mapping” similar peer jurisdictions that will have similar attributes to the combined new agency. However, care must be exercised so the comparisons are accurate. Water districts vary across a great range of variables.

Activity 3: Meetings and deliverables

- Baker Tilly will meet with the Agencies’ leaders in a workshop session to present the Final Report.
- We will present our recommendations to the Agencies and provide expert insights to assist and facilitate their decision-making on our recommendations, with a specific focus on developing a path for implementation.
- We will provide the Agencies with a copy of the Final Report in PDF format. This report will describe the process and methodology used in the study. We will also provide a PowerPoint presentation covering the most significant results of the study.

F. Identifying sub-consultants

F. Identify any sub-consultants and include the same information as described in "D".

Performing the Agencies' scope of work with our talent

We have all the resources you need

Planning your scope of work began with one of our most important considerations: the most effective way to enhance and protect impact for the Agencies. A part of that process was considering whether collaborating with subcontractors would add additional value for you.

With a vast depth of resources and experience to perform everything you outlined in your RFP, our path forward is clear: The best way to deliver value to you is by not subcontracting any portion of the Agencies' scope of work.

G. Estimated hours for each position

G. Provide a table showing the estimated hours for each position/role shown on the organization chart, as well as the individuals' availability for the Project. The staffing plan shall also include a table with the level of effort by task and subtask for each proposed staff member. Hours for sub-consultants may be shown as an aggregate total. The hours shown shall be consistent with the hours presented in the fee table that shall be submitted as a separate document.

Detailing estimated staff hours on the engagement

We've assembled the ideal team and plan to serve you. One question remains: How much time will each team member devote to your engagement? While each member's hours may vary, factors like personnel, new regulations or records — this estimate outlines the time we expect to spend on the engagement.

Estimates of the time requirements for the Agencies' analysis by staff level and segment of the engagement are as follows.

Project phase	ESTIMATED STAFF HOURS				
	Managing Director	Director	Manager	Consultant/ Advisor	Additional services
Activity 1	19	5	61	25	10
Activity 2	33	20	93	62	
Activity 3	19	8	58	22	10
445 total hours	71	33	212	109	20

Meeting every milestone with a results-driven work plan

Road maps matter. They keep us on track and focused on your goals. This is why they are built into our project management approach in the form of a detailed work plan with key milestones, client sign-offs and deliverables for each project phase.

Here's how we get there:

- **Kickoff:** In this meeting before the initial on-site visit, we'll work with the project steering committee to get your input on goals, timeline and deliverables.
- **Approval:** Both Agencies and Baker Tilly's engagement manager will approve the final plan.
- **Progress summaries:** We'll outline in writing all work accomplished during the initial and subsequent reporting periods.
- **Communication:** The Agencies will get updates throughout the engagement, detailing progress on specific activities and deliverables. Each activity and deliverable will reflect its status and percentage of completion.
- **Resolution:** We will communicate any problems — actual or anticipated — immediately to make sure the Agencies and our firm understand the issues and what is needed for timely resolution.
- **Changes:** Our team members will share any significant changes in our agreed-upon work plans with the Agencies.

G. ESTIMATED HOURS FOR EACH POSITION

Securing our proposed team members' availability

We are committed to staffing your project with our proposed team. To make sure this happens, our firm uses ProStaff scheduling software to plan and secure each team member's availability. Project managers will also meet monthly to make sure our time is managed to meet your needs.

The team members identified in this proposal will perform the Agencies' business case analysis for a potential combination between SJWD and SSWD. They will not be substituted with other personnel or reassigned to another project without the Agencies' approval.

H. Timeline for completion of the project

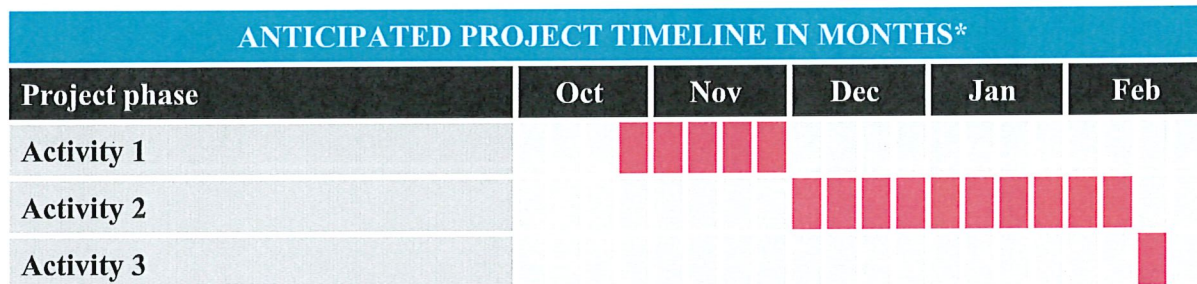
H. Provide a timeline for completion of the project. Any assumptions regarding turnaround time for review should be clearly noted.

Meeting or beating the Agencies’ deadlines

Timing is everything

They say time is money, and we agree. Every moment holds opportunity and we make the most of each moment together — adding value, supporting your goals and always delivering your services on time or ahead of schedule.

The chart below represents our customized approach to deliver business case analysis for a potential combination between SJWD and SSWD services to the Agencies on time. And it’s just our starting point. We’ll collaborate closely with you to finalize a client service plan that meets all your needs — especially your timing.



OUR COMMITMENT TO SJWD AND SSWD

Working closely with you and your team, we will co-develop a timeline to deliver on time or ahead of schedule.

** This timeline assumes a reasonable review timeframe of 10 days to two weeks to receive feedback from the Agencies on draft reporting.*

Staying on schedule while exploring every opportunity




To stay on track, every expedition needs a well-planned course map with milestones to track timing and progress. That’s what we build to meet your deadlines, provide the highest quality business case analysis for a potential combination between SJWD and SSWD and give you a seamless experience.

Your time — and your timeline — matter to us. As we begin our work, we’ll collaborate with you on a timeline and a client service plan. This gives us a communication and monitoring tool that both of our teams can use, with touchpoints showing our progress and keeping us focused and on track. SJWD and SSWD will finalize and approve our customized service plan.

H. TIMELINE FOR COMPLETION OF THE PROJECT

Scheduling for success

A timeline is nothing without the best people with the time and knowledge to devote to meeting your goals. Our scheduling and planning strategies help our teams manage their time commitments, prioritizing the Agencies' needs with a responsive, accessible, and consistent team.

 <p>Dedicated teams with clearly defined roles and responsibilities</p> <p>We structure our responsive team to quickly escalate any issues, be available when you need us and meet your needs without overburdening individual team members.</p>	 <p>Staff scheduling tools and resources to deliver high-quality service</p> <p>Our team members enter their availability into ProStaff. Resource management coordinators use weekly reports to make sure team members' commitments do not exceed their capacity to deliver high-quality service.</p>	 <p>Flexible staffing ratios and a high level of principal and manager resources</p> <p>We offer flexible staffing ratios depending on project needs. We balance workloads for team members through advanced planning and integrate additional subject-matter specialists and support staff when needed.</p>
--	---	--

MEETING YOUR DEADLINES WITH AN ORGANIZED SCHEDULING PROCESS

Building the ideal team to meet and exceed the Agencies' goals is just the beginning. Our scheduling tools and processes keep these team members available and on track to achieve your objectives cost-effectively.

I. References

I. Provide references for your firm's three most representative projects. Include the following:

- 1) Name of public agency*
- 2) Name and title of contact person.*
- 3) Telephone number of contact person.*
- 4) Brief description of the project including start and completion dates and your firm's role in the project.*
- 5) The telephone number and contact names of private firms involved in the project.*

Demonstrating that we've been down this path before

The experiences of our clients speak more to Baker Tilly's capabilities than any proposal ever could. That's why we encourage you to talk with our clients. Here are a few individuals who welcome the opportunity to share their Baker Tilly experience.

Each will give you an authentic perspective as you consider your own needs.

CITY OF FULLERTON, CALIFORNIA			
Name	Ellis Chang	Title	Director of Administrative Services
Phone	+1 (714) 738 6522	Email	echang@cityoffullerton.com
Name	Adam Loeser	Title	Fire Chief
Phone	+1 (714) 853 3348	Email	adam.loeser@fullertonfire.org
Start	3/7/2022	End	9/7/2022
Project summary	<p>Baker Tilly completed (September 2022) an evaluation of a potential contract for fire service delivery between the City of Fullerton and the Orange County Fire Authority (OCFA). Management Partners was retained by the City to complete an independent third-party review of the service arrangement, contract terms and economics of the proposed draft contract proposed by the OCFA. We completed an extensive analysis of all aspects of the proposed contract, including service levels, transition costs, personnel transition considerations, pension liabilities, facility and equipment transfers and other factors that must be taken into account when making a decision with long-term implications such as this. In order to understand the long-term economics, we developed a costing model to compare the long-term costs of maintaining a sustainable independent city fire department and contracting with the OCFA. This model allowed for various assumptions regarding levels of cost increases over basic cost increases for both the basic OCFA contract and core city cost elements such as labor, supplies, equipment and facilities. Using the model and associated analysis we evaluated the economics of scale achievable via contracting and the various pros and cons of independent direct operations and contracted services. Our conclusion was that OCFA contracted services would be somewhat more expensive, while several non-economic factors argued in favor of the contract approach. The City is still considering a final decision.</p>		

I. REFERENCES

CITY OF MISSOULA, MONTANA

Name	Leigh Griffing	Title	Finance Director
Phone	+1 (406) 582 2318	Email	mhodnett@bozeman.net
Start	8/17/2016	End	09/2017
Project summary	<p>Springsted, Incorporated (now Baker Tilly Municipal Advisors, LLC (BTMA)) was retained to assist the City in the acquisition of the privately owned water system serving the entire community through eminent domain. Our work included developing an RFP for the selection of a qualified engineering consultant to review the condition of the water utility and to develop a cost estimate for needed improvements. BTMA led the development of a multi-year pro-forma of the financial performance of the water utility under City ownership and operation. Given the litigation, our primary information sources were state public facilities commission filings of the private financial statements of the company and its parent. This required us to segregate operating costs the City would not incur such as the main office allocation made to the parent company of Mountain Water, income taxes, internal debt payments, and other costs. BTMA also added costs the water utility would incur under City ownership such as payments to the general fund for support services. These projections were central to defining the City's revenue bonding capacity for acquisition and future capital investment. They helped form the debt framework which had to be in place prior to formal acquisition, and were of primary importance to the City receiving an "A" S&P rating before the City acquired the system.</p> <p>BTMA's financial projections were challenged by Mountain Water Company during the eminent domain process. We successfully presented them under testimony in court where the City prevailed. BTMA's financial projections were an instrumental part of the City's success by proving the City could operate the water utility at a lesser cost than Mountain Water. The City's actual experience after its first full year of operations was in line with the proforma. This process and its ultimate \$138M debt program received The Bond Buyer's 2017 'Deal of the Year – Small Issuer Category'.</p>		

SACRAMENTO AREA SEWER DISTRICT AND SACRAMENTO COUNTY REGIONAL SANITATION DISTRICT, CALIFORNIA

Name	Christoph Dobson	Title	General Manager
Phone	+1 (916) 875 6730	Email	dobsonc@sacsewer.com
Start	11/1/2018	End	9/4/2019
Project summary	<p>Management Partners (now Baker Tilly) performed a comprehensive assessment of the advantages and disadvantages of merging the Sacramento Area Sewer District (SASD) and the Sacramento County Regional Sanitation District (Regional San) into one wastewater agency and provided a recommendation</p>		

I. REFERENCES

regarding whether the agencies should pursue such action. We believe a seamless service model provided the appropriate framework to consider whether to consolidate operations aligned because such a model improves economies of scale, decreases costs and eliminates duplication of internal services and functions. Following the development of a comprehensive set of criteria and analysis, we recommended that the districts pursue consolidation.

EXPERIENCE MATTERS. ESPECIALLY THE EXPERIENCE OUR CLIENTS RECEIVE

Connect with our clients to learn more. Additional references are available by request.

J. Summary of similar projects

J. Provide a summary of all similar projects over the past 10 years involving any Agency. This summary shall include:

- 1) Name of public agency*
- 2) Name and title of contact person.*
- 3) Telephone number of contact person.*
- 4) Brief description of the project including start and completion dates and your firm's role in the project.*
- 5) The telephone number and contact names of private firms involved in the project.*
- 6) To address any potential conflict of interest, if your firm is/has provided professional services to either of the Agencies please list the name of the agency and services provided.*

Serving large governmental entities

Baker Tilly will bring the Agencies deep experience serving large governments across the nation. The following is a representative list of our recent audit and advisory clients, which includes a diverse array of high-profile public-sector utilities.

REPRESENTATIVE LIST OF OUR PUBLIC-SECTOR CLIENTS

- Anaheim Public Utilities, CA
- Austin Energy, TX
- Burbank Water and Power, CA
- City Public Service of San Antonio, TX
- Colorado Springs Utilities, CO
- Detroit Water and Sewerage Department, MI
- Great Lakes Water Authority, MI
- Independence Power & Light, MO
- Las Vegas Valley Water District, NV
- Long Island Power Authority, NY
- Lower Colorado River Authority, TX
- Memphis Light, Gas and Water, TN
- Metro Water Reclamation District of Greater Chicago, IL
- Northern California Public Power Agency
- Oklahoma Municipal Power Authority
- Orlando Utility Commission, FL
- Pasadena Water & Electric, CA
- Sacramento Municipal Utility District, CA
- San Antonio Water System, TX
- San Diego Gas & Electric, CA
- Seattle City Light, WA

We are not aware of any potential conflicts of interest in providing the proposed services to the Agencies.

A high-speed photograph of a water splash, with a central column of water rising and splashing outwards, creating a crown-like shape. The background consists of several overlapping, semi-transparent light blue circular arcs. The entire image has a cool, blue-toned aesthetic.

September 16, 2024

San Juan Water District and Sacramento Suburban Water District

Cost proposal to conduct an analysis on a potential combination of the two agencies into a single entity

Cost proposal

When we say value, we mean achieving your objectives and imagining new ones. We mean sharing public sector industry insights, gaining efficiencies and directing our best resources to SJWD and SSWD.

Sharing our transparent fee estimate

The Agencies' fee estimate is based on what we've learned is important to you. We'll go beyond what's expected to deliver a return on your investment. Our fees allow for thorough and insightful advice from experienced professionals without unnecessary add-ons or startup charges.

We envision devoting approximately **445 hours** of our team's time to complete this engagement. The total cost of Activities 1 through 3, discussed in our separate proposal, is **\$149,900**, which includes all fees and expenses.

Detailing our assumptions

Our estimate is based on the below assumptions. Should any of these change during the engagement, we will immediately contact the Agencies and prepare a change order detailing the new requirements and any corresponding budget impact.

- Adequate support, preparedness and cooperation from the Agencies' management
- Organized books and records
- Fees based on current advisory standards
- No significant changes in scope

Delivering services above the standard — at standard hourly rates

When you need us, we step in to help, even outside the scope of our engagement. If the service you need is out of scope, we'll let you know and get your approval. Whenever possible, we'll give you an estimate in advance, outlining the time and expense we believe we'll need to achieve your objectives.

STANDARD HOURLY RATES	
Staff level	Hourly rate
Managing director/Director	\$475
Manager	\$295
Senior consultant/Special advisor	\$230

DELIVERING BEYOND THE STANDARD

When the Agencies need additional services, we're flexible and accessible, standing ready to serve your needs beyond the scope of our engagement.

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM VI.3

**Discussion and possible action on the selection of an Engineering Consultant for the
Transmission Main Phases I & II Design**

AGENDA ITEM VI.3

REGULAR Board Meeting on October 21, 2024

To: Board of Directors
From: Tom R. Gray
Date: October 16, 2024
Subject: Discussion and possible action on the selection of an Engineering Consultant for the Transmission Main Phases I & II Design

Recommendation:

Direct the General Manager to negotiate a fair and reasonable agreement with Peterson Brustad, Inc. (PBI) to provide professional services for Phases I and II Design of FOWD's Transmission Main Replacement Project.

Discussion:

During the September 16, 2024 Board Meeting, approval was granted to post and distribute a Request for Qualifications (RFQ) for design and construction support services for Phases I and II of the Transmission Main Replacement Project. The RFQ was subsequently posted on September 17, 2024 with a response due date of October 10, 2024. Five consulting firms responded to the solicitation. All firms met minimum qualifications; these included Peterson Brustad, Inc., MC Engineering, Domenichelli & Associates, Dugan Management & Engineering, and HydroScience Engineers.

Analysis of Proposals

As specified in the RFQ, proposals were evaluated based on project team qualifications and experience, project approach, ability to meet schedule, project references, quality of the response, and overall cost.

1. Peterson Brustad, Inc. (PBI)

PBI prepared an Alternative Analysis Report in 2021 to assist the District with developing a long-term plan for the replacement of its south transmission main. This report included a preliminary design evaluation and construction cost estimate, allowing PBI to gain a good understanding of the project. PBI submitted a strong proposal that illustrates their extensive experience designing pipelines and the qualifications of senior project staff. This proposal also demonstrates an ability to meet the accelerated schedule of the project. PBI also offered the most competitive cost for service of all respondents.

2. MC Engineering (MCE)

MCE submitted a good proposal that outlines the firm's experience in pipeline design and construction management. The project team is highly qualified with many years of combined experience in the industry. In their proposal, MCE took the liberty of identifying a preliminary alignment and potential utility conflicts for the main replacement. The firm's proximity to the project site also presents a distinct advantage. MCE offered a competitive cost for service but did not include any optional items in their proposal and left concerns that the accelerated project schedule may not be able to be met.

3. Domenichelli & Associates (D&A)

D&A submitted a competitive proposal that highlights their capabilities in a wide range of water resources engineering services including pipeline design. The project team is well qualified and has relevant project experience. D&A noted that they have experience working on compressed schedules to meet project deadlines, as is the case for this project. The cost for service provided by D&A was close to the median price submitted by all firms. It is clear that D&A understands the scope of work but their project approach was not as detailed as other respondents.

4. Dugan Management & Engineering (DME)

DME submitted a strong proposal illustrating their experience in pipeline design and construction management. The proposal was thorough and detailed, and DME provided a good project approach. They had already performed several steps towards preliminary design of the project such as utility identification. DME is confident in their ability to meet the accelerated schedule given past experience on similar projects. Although the project team is smaller than other respondents, DME has expressed they have the resources available to meet the District's needs. The cost for service submitted by DME was above the median pricing for all firms.

5. HydroScience Engineers

HydroScience submitted a competitive proposal that showcases their focus on pipeline design projects. The project team is highly qualified and has relevant experience on projects of similar scope. Communication and project management appear to be key components of the project approach for HydroScience. FOWD does have concerns that the firm may not be able to meet the compressed schedule for this project based on the information submitted in their proposal. The cost for service from HydroScience was highest out of all respondents.

Selection of Consultant

It is recommended to negotiate an agreement with PBI following an evaluation of all proposals received. FOWD believes that PBI is uniquely positioned to provide quality services at the best value and deliver the project on-schedule.

FOWD acknowledges the resources put forth by each consulting firm to delivery these high-quality proposals and appreciates the opportunity for review.

Items of Note:

Professional services are unique by their nature; therefore, they are not subject to competitive bidding. When procuring specialized services, the District is principally dependent upon the skill, integrity, judgement, and ability of the service provider rather than the dollar cost of the direct labor and material. Pursuant to Section 37103 of the California Government Code, the FOWD may contract with any specially trained and experienced person, firm, or corporation for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters. It may pay such compensation to these experts as it deems proper. When contracting for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services, requirements of Sections 4525 through 4529.5 of the California Government Code must be met.

FOWD Policy 5110 Section 5.13.1. Requests 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.

California Government Code Section 37103. The legislative body may contract with any specially trained and experienced person, firm, or corporation for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters. It may pay such compensation to these experts as it deems proper.

Policy Implications:

None.

Fiscal Impact:

\$105,000 is included in FOWD's 2024 Board Approved Budget for the design of Phase I of the Transmission Main Replacement Project. \$197,000 will be placed in the proposed 2025 Annual Budget for the design of Phase II. It is assumed that design for both phases will be combined as recommended, and that design will begin in 2024 and be completed in 2025.

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM VI.4

Discussion and possible action on the selection of a new Special District Financial Auditor – prior Auditor termed out in accordance with District policy

AGENDA ITEM VI.4

REGULAR Board Meeting on October 21, 2024

To: Board of Directors
 From: Tom R. Gray
 Date: October 13, 2024
 Subject: Discussion and possible action on the selection of a new Special District Financial Auditor – prior Auditor termed out in accordance with District policy

Recommendation:

Select Richardson & Company LLP as FOWD’s Special District Financial Auditor for 2024 and authorize the General Manager to enter into an agreement to perform the FOWD’s 2024 financial audit, with possible extension of up to five years.

Discussion:

The FOWD released the Board approved Request for Qualifications (RFQ) for the Special District Financial Auditor on August 26, 2024, with a response deadline of September 16, 2024.

The FOWD received three financial audit proposals by the September 16, 2024 deadline from:

- James Marta & Company LLP
- Maze & Associates
- Richardson & Company LLP

Staff reviewed the audit proposals relative to professional education, experience, and audit approach/program. All three firms were rated as qualified, and all have experience performing special districts audits for water agencies.

Staff ranked Richardson & Company LLP as most qualified of the three respondents. Richardson & Company LLP also submitted the lowest fees for each year proposed as shown in the table below. In addition, Richardson had the most diverse experience relative to auditing special district water agencies in the Sacramento Region.

Staff ranked Maze & Associates as number two and James Marta & Company LLP as number three using the same criteria as above.

Audit Firm	2024	2025	2026	2027	2028	2024-2028	Ranked
	Financial	Financial	Financial	Financial	Financial	Total	
Richardson & Company LLP	\$ 21,000	\$ 21,600	\$ 22,250	\$ 22,900	\$ 23,600	\$ 111,350	1
Maze & Associates	\$ 28,700	\$ 29,700	\$ 30,700	\$ 31,700	\$ 32,800	\$ 153,600	2
James Marta & Company LLP	\$ 37,400	\$ 38,700	\$ 40,055	\$ 41,455	\$ 42,945	\$ 200,555	3

Policy Implications:

Staff recommendation complies with the current audit policy.

Fiscal Impact:

FOWD just completed the 2025 Proposed Annual Budget with \$22,000 projected for audit fees. Selecting Richardson & Company LLP will be within the 2025 Proposed Annual Budget.

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM VII.1

Discussion on FOWD Water Supply for the month of September 2024

AGENDA ITEM VII.1

REGULAR Board Meeting October 21, 2024

To: Board of Directors
 From: Paul Siebensohn
 Date: October 11, 2024
 Subject: Discussion on FOWD Water Supply for the month of September 2024

Recommendation:

None.

Discussion:

According to the Accuweather.com website, the recorded average daily temperature in September 2024 was 73.5° F, which is 1.0 degree above the historic average of 72.5° F for September. Precipitation for September 2024 was recorded at 0.00” according to the Department of Water Resources Chicago rain station located in Fair Oaks.

The wholesale connections provided **1,086.45** AC-FT (90.06%) of surface water and FOWD groundwater wells produced **119.90** AC-FT (9.94%) to meet the total water demand of **1,206.35** 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 2024 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	659.14	0.00	659.14
FO-40 (39”)	427.31	0.00	427.31
TOTAL FROM SJWD	1,086.45	0.00	1,086.45

The average daily flow from wholesale connections for the month of September 2024 was recorded at 8,171 GPM (11.39 million gallons per day).

The maximum day water demand was reached on September 8, 2024, and was recorded at approximately 14.37 million gallons (MG) with the wholesale connections providing 13.06 MG and FOWD groundwater wells providing 1.31 MG. The minimum day water demand was recorded on September 27, 2024, at 11.98 MG. The average day demand was calculated at 13.07 MG.

The 10-year total average water use for the month of September is 1,143.24 AC-FT and September 2013 total water demand was recorded at 1,269.86 AC-FT. The September 2024 total water demand of 1,206.35 AC-FT represents an increase of 5.52% from the September 10-year average, a 5.00% decrease from September 2013 consumption, and an 11.41% increase from 2023 consumption.

During the month of September 2024, 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 September 2024 was:

Town Well	–	28.45 AC-FT
Heather Well	–	31.00 AC-FT
Northridge Well	–	3.68 AC-FT
Madison Well	–	36.52 AC-FT
Skyway Well	–	<u>20.25 AC-FT</u>
TOTAL GROUNDWATER		119.90 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 September. District staff produced water supply in accordance with FOWD Board direction for all of September 2024.

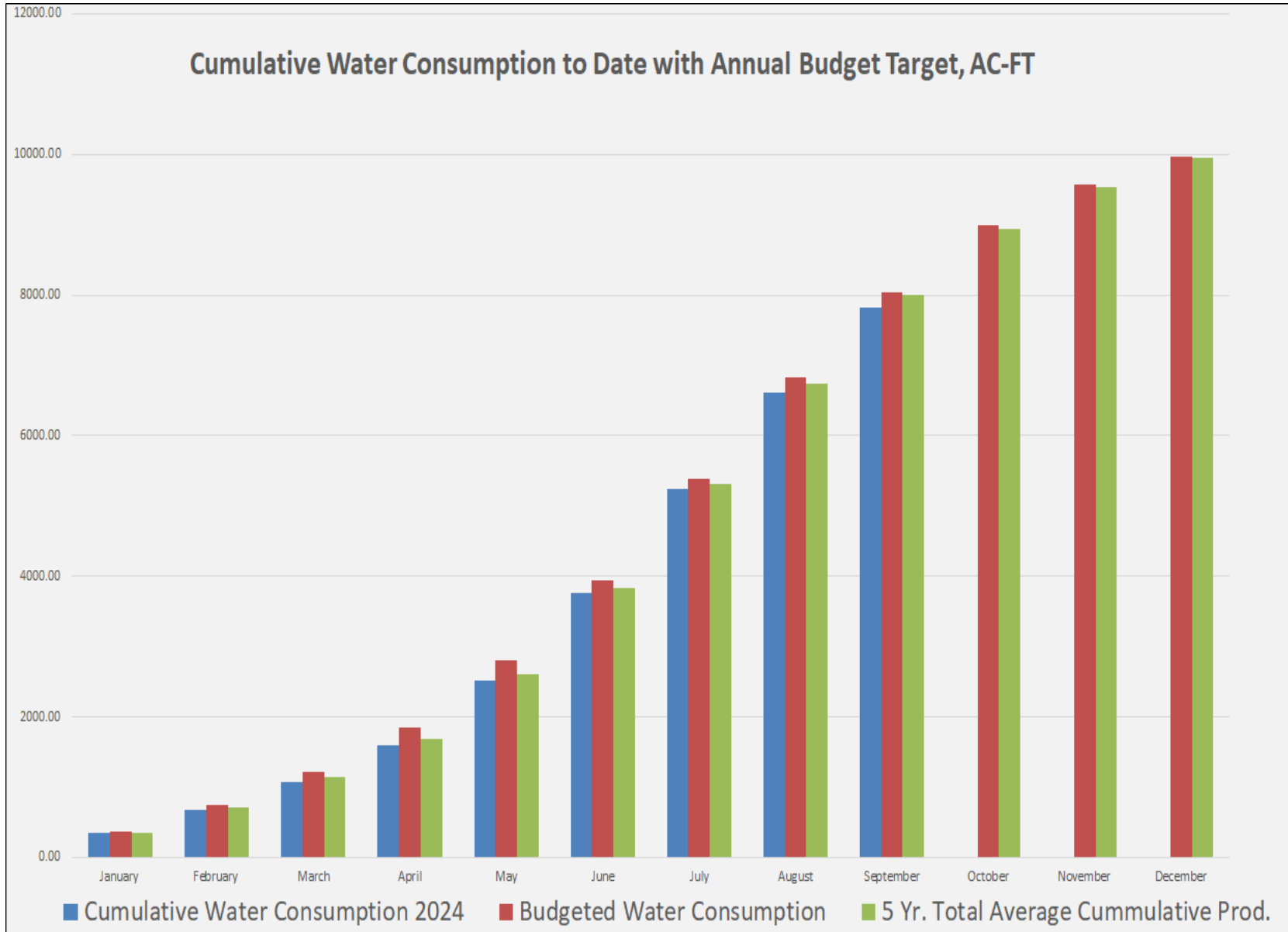
A graph of water consumption per month for 2013, 2023, and 2024 with average trendline is displayed in Exhibit C.

Fiscal Impact:

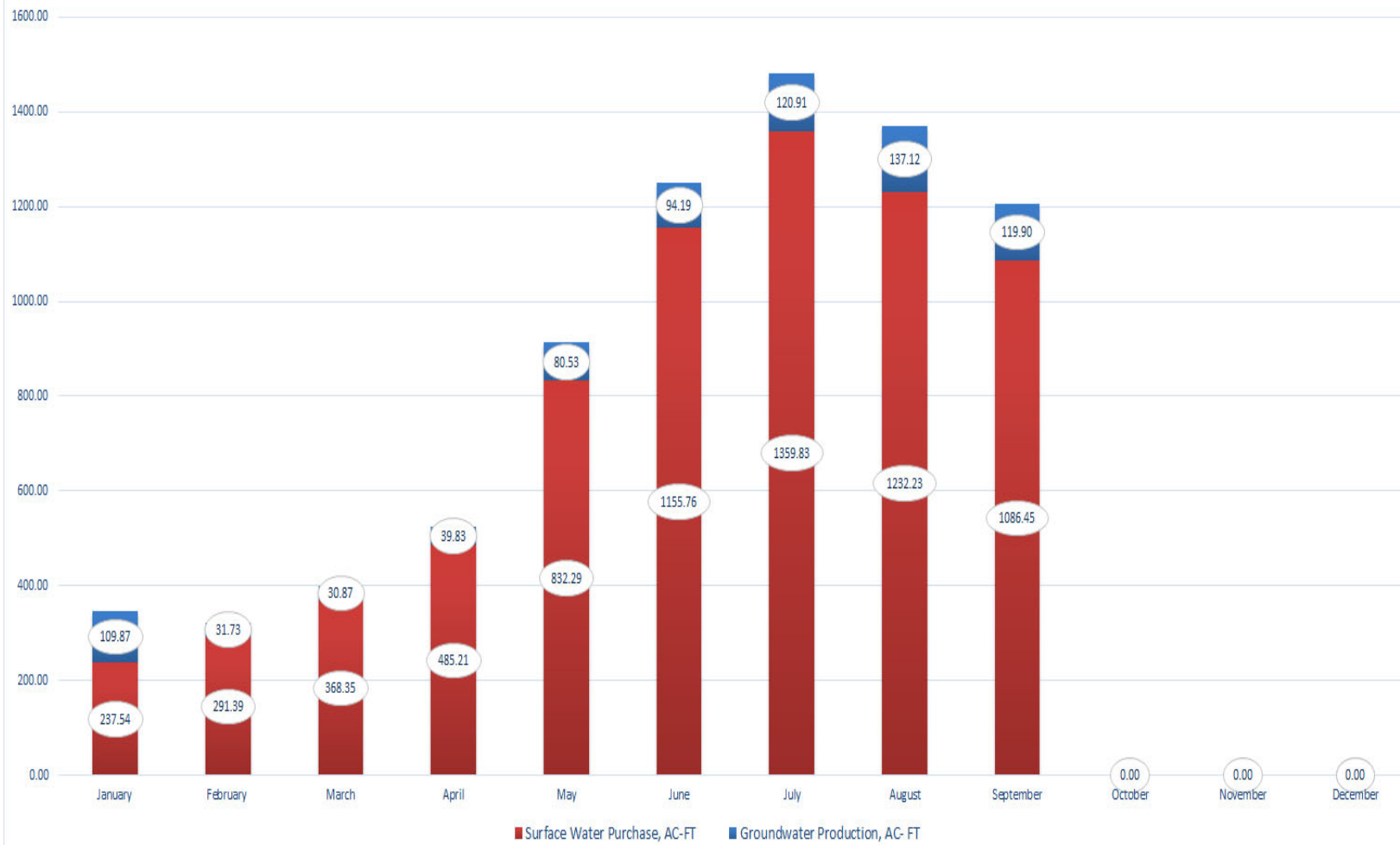
None.

Policy Implications:

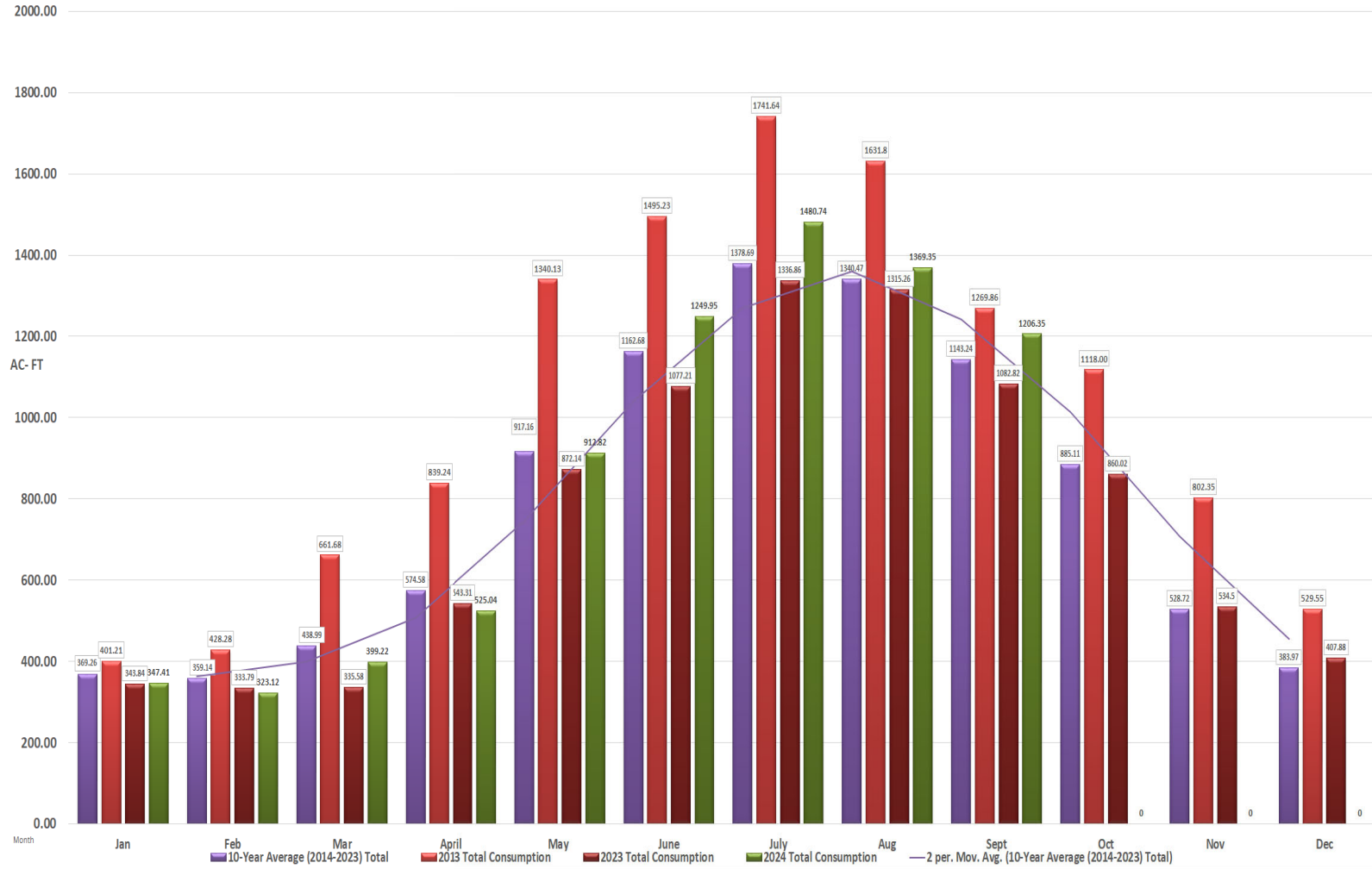
None.



Fair Oaks Water District 2024 Surface and Groundwater Production



FAIR OAKS WATER DISTRICT
2024, 2023, 2013 and 10-Year Average
Total Water Consumption, AC-FT



Fair Oaks Water District
2024
Monthly Wells Production,
AC-FT

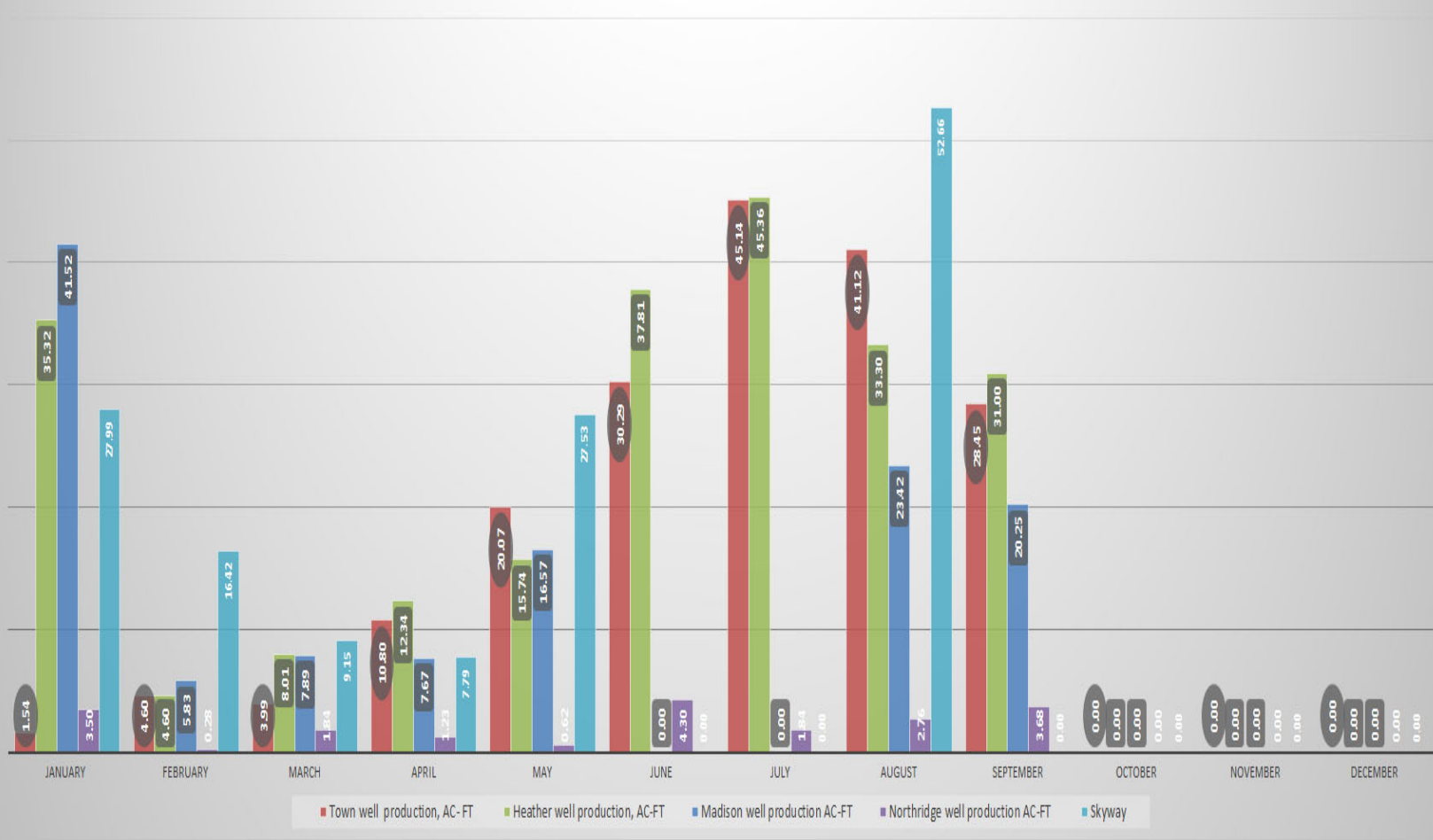


Exhibit D



October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM VII.2

Discussion and possible action on additional funding for 2024 expenses

AGENDA ITEM VII.2

REGULAR Board Meeting on October 21, 2024

To: Board of Directors
From: Tom R. Gray
Date: October 11, 2024
Subject: Discussion and possible action on additional funding for 2024 expenses

Recommendation:

Authorize the General Manager to transfer \$10,300 from the contingency fund to cover 2024 expenses as detailed below.

Discussion:

New Residential Metering (M24MMMRES)

The Board approved 2024 funding for *New Residential Metering* is \$5,000 and the cost to date is \$6,300. FOWD anticipates ending the year with a total cost of \$6,300. Staff requests to transfer \$1,300 from the contingency fund to cover *New Residential Metering*.

Fees - Air Quality (E24FEAQ)

The Board approved 2024 funding for *Fees – Air Quality* is \$10,900 and the cost to date is \$6,300. FOWD anticipates ending the year with a total cost of \$11,000. Staff requests to transfer \$100 from the contingency fund to cover *Fees – Air Quality*.

Surface Water Supply, SJWD (E24WSWAT)

The Board approved 2024 funding for *Surface Water Supply, SJWD* is \$2,217,600 and the cost to date is \$1,593,636. FOWD budgeted based on a 30/70 groundwater/surface but switched to 10/90 groundwater/surface in 2024. FOWD anticipates ending the year with a total cost of \$2,226,500. Staff requests to transfer \$8,900 from the contingency fund to cover *Surface Water Supply, SJWD*.

Policy Implications:

None.

Fiscal Impact:

This fund transfer will decrease the 2024 contingency fund by \$10,300.

October 21, 2024

Staff Report Briefing Materials

AGENDA ITEM VII.3

Discussion and possible action on FOWD Resolution No. 24-02: “A Resolution of the Board of Directors of the Fair Oaks Water District Approving the Categorical Exemption for the Construction of the Replacement of Groundwater Well at the Northridge Well Site”

AGENDA ITEM VII.3

REGULAR Board Meeting on October 21, 2024

To: Board of Directors
From: Tom R. Gray, General Manager
Date: October 15, 2024
Subject: Discussion and possible action on FOWD Resolution No. 24-02: “A Resolution of the Board of Directors of the Fair Oaks Water District Approving the Categorical Exemption for Construction of the Replacement of Groundwater Well at the Northridge Well Site”

Recommendation:

Approve Resolution No. 24-02 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. 24-02

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 21st day of October 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chris Peterson, 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).

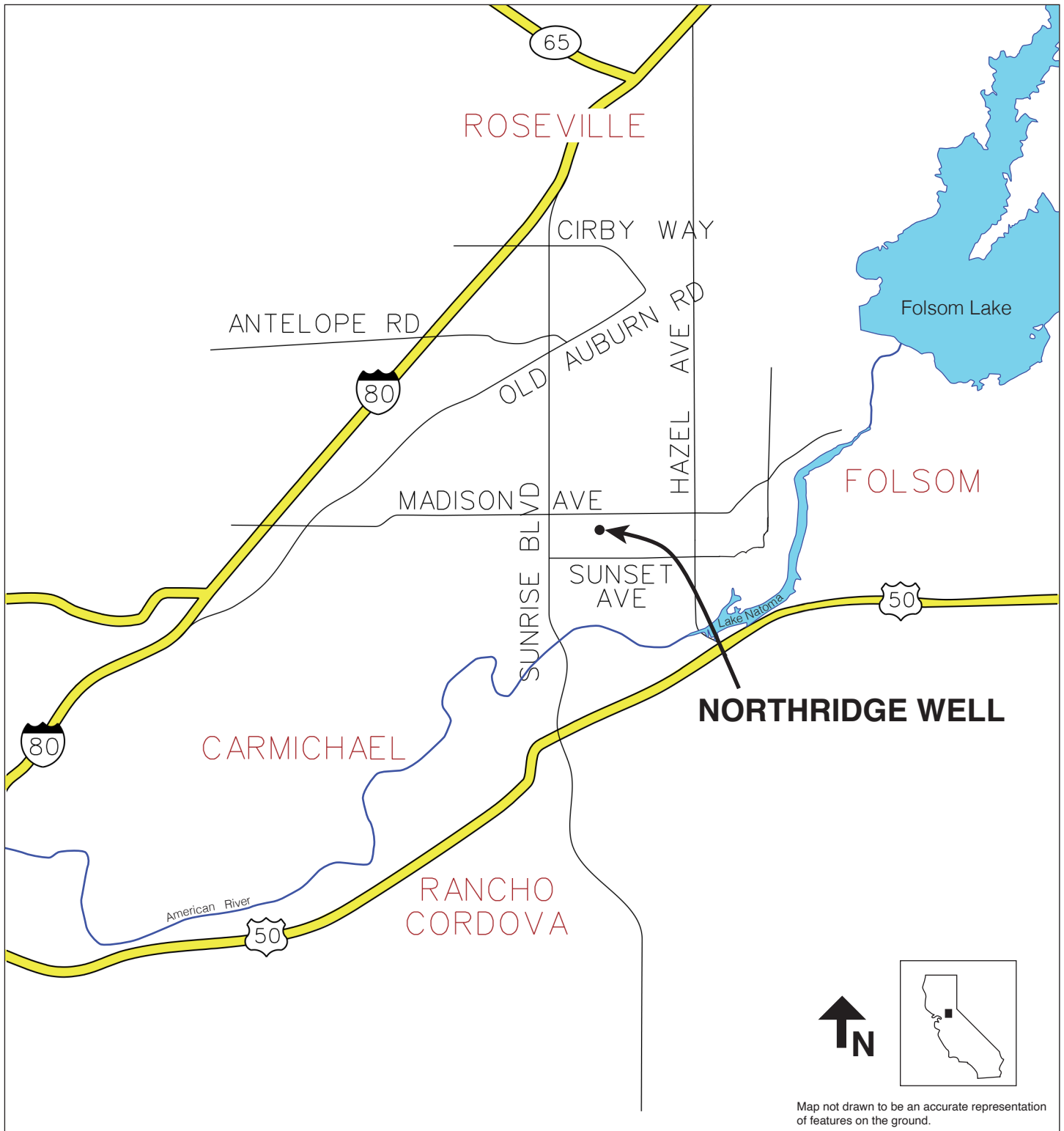
Additionally, a 200 foot by 50 foot (10,128 square feet) construction easement would be located to the west of the replacement site (see Figure 5.) After completion of the replacement well project, the area of the construction easement would be restored to its existing condition.

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.

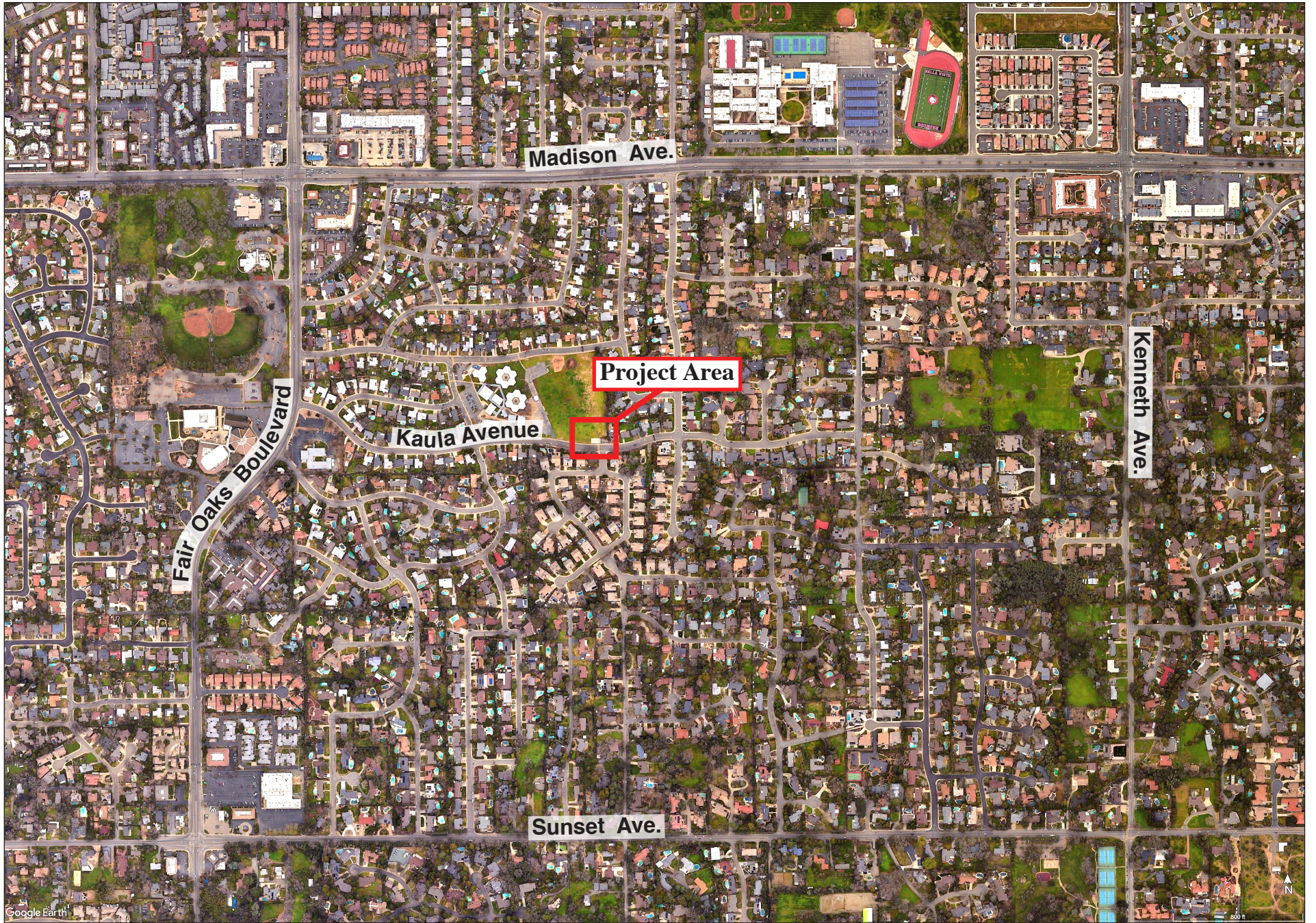


Map not drawn to be an accurate representation of features on the ground.

FOWD Northridge Well Project

Figure 1
Regional Location

SOURCE: KASL Engineering 2024; Planning Partners 2024

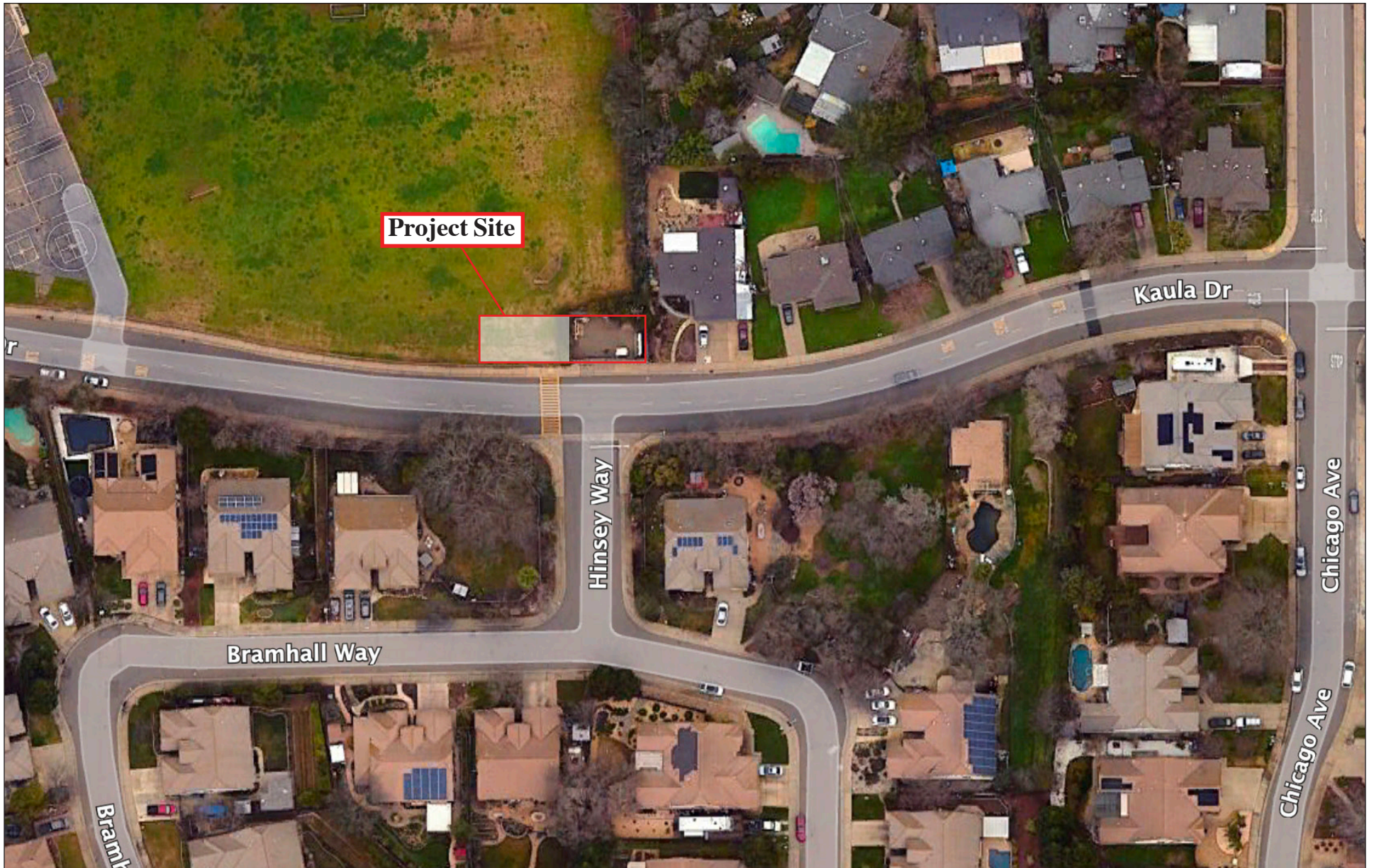


Google Earth

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

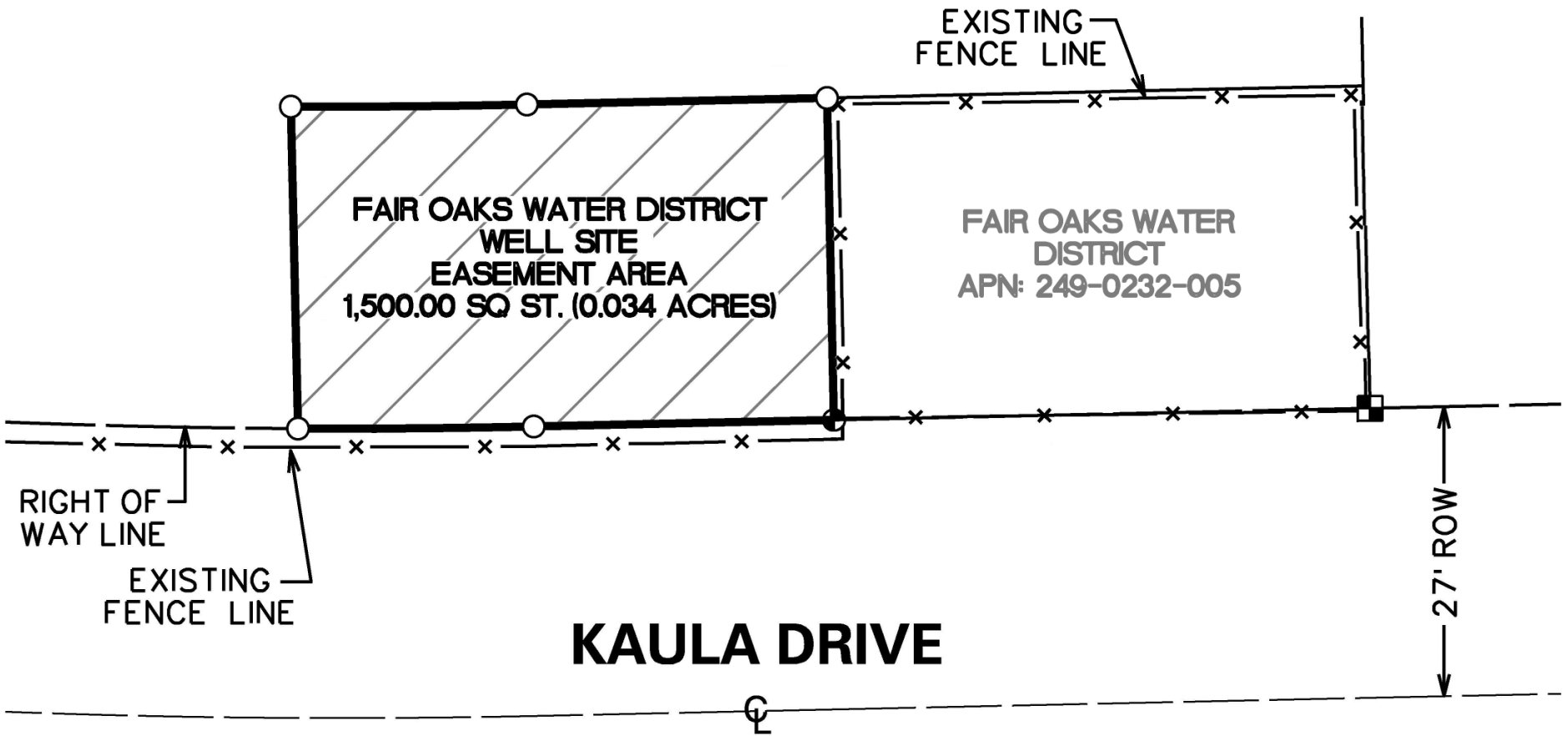
Figure 3

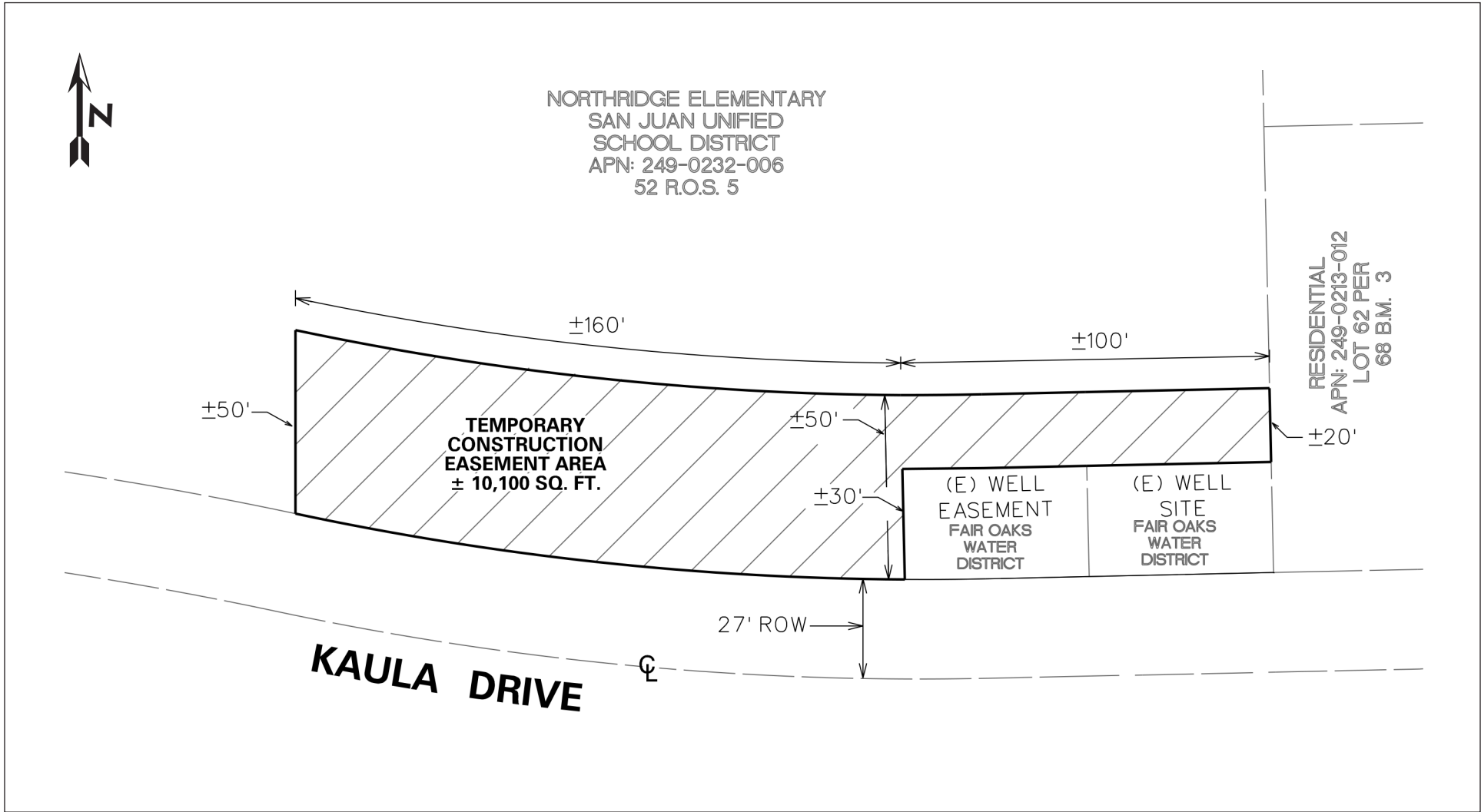
FOWD Northridge Well Project Site



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

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



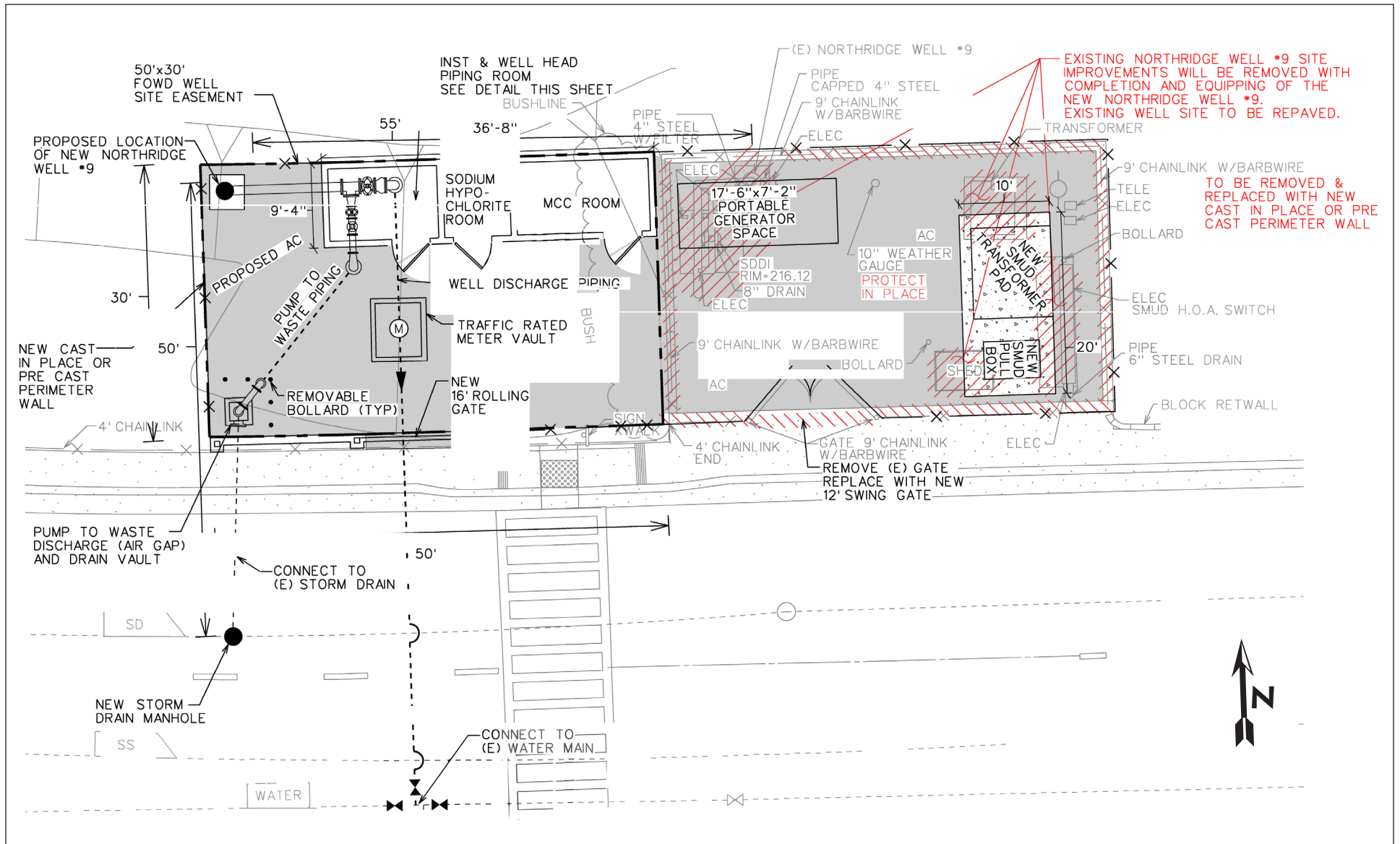


SOURCE: KASL Engineering 2024; Planning Partners 2024

FOWD Northridge Well Project

Figure 5

Temporary Construction Easement



EXISTING NORTHTRIDGE WELL #9 SITE IMPROVEMENTS WILL BE REMOVED WITH COMPLETION AND EQUIPPING OF THE NEW NORTHTRIDGE WELL #9. EXISTING WELL SITE TO BE REPAVED.

TO BE REMOVED & REPLACED WITH NEW CAST IN PLACE OR PRE CAST PERIMETER WALL

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.

4. LITERATURE CITED

- California, State of. Department of Fish and Wildlife, 2024. Query results of the California Natural Diversity Database for the Northridge Well project, conducted by Mary Wilson of Planning Partners on September 23, 2024.
- California, State of. Department of Transportation (Caltrans), 2024. California State Scenic Highway System Map. Accessed on September 25, 2024, at <
<https://caltrans.maps.arcgis.com/apps/webappviewer/index.html?id=465dfd3d807c46cc8e8057116f1aaca>>.
- California, State of. Department of Toxic Substances Control (DTSC), 2024. EnviroStor Database, Map Location of Interest. Map data 2024. Accessed by Mary Wilson on September 25, 2024 at <<http://www.envirostor.dtsc.ca.gov/public/>>
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- Northern Central Information Center (NCIC), California Historical Resources Information System, 2024. Records Search Results for Northridge Well Project. June 17, 2024.
- Sacramento, County of, 2024. General Online Map for Assessor's Parcel Numbers 249-0232-006 and 249-0232-005. Accessed by Mary Wilson on September 25, 2024 at https://generalmap.gis.saccounty.gov/JSViewer/county_portal.html.
- _____, 2024. County Code, Title 6 Health and Sanitation, Chapter 6.68 Noise Control, Sections 6.68.070 Exterior Noise Standards, and 6.68-090 Exceptions. Updated October 1, 2024.
- _____, 2022. Sacramento County General Plan of 2005-2030, B. General Plan Elements and Policy Maps, Chapter 13, Noise. Noise Chapter updated December 13, 2022.
- _____, 2018. Sacramento County General Plan of 2005-2030. November 9, 2011. Land Use Diagram updated September 11, 2018.
- Sacramento, County of, Planning Department, 1975. Fair Oaks Community Plan. Adopted by the Board of Supervisors Resolution No. 75-12, January 8, 1975.
- Sacramento Metropolitan Air Quality Management District (SMAQMD), 2020. CEQA Guide, Chapter 3, Construction-Generated Criteria Air Pollutant and Precursor Emissions. April 2020.
- State Water Resources Control Board (SWRCB), 2024. GeoTracker data management system. Former Unocal Station #5134 LUST Site. Accessed by Mary Wilson on September 25, 2024 at <https://geotracker.waterboards.ca.gov>

United States, Fish and Wildlife Service, 2024. Query results of the Information for Planning and Consultation program for the Northridge Well project. Report prepared by Mary Wilson of Planning Partners on September 23, 2024.

October 21, 2024
Staff Report Briefing Materials
AGENDA ITEM IX.1
Sacramento Groundwater Authority (SGA)



SACRAMENTO GROUNDWATER AUTHORITY
MEETING OF THE BOARD OF DIRECTORS

Thursday, October 10, 2024
at 9:00 a.m.

2295 Gateway Oaks, Suite 100
Sacramento, CA 95833
(916) 967-7692

The Board will discuss all items on this agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on this agenda but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.

IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION:

The Sacramento Groundwater Authority currently provides in person as well as virtual public participation via the Zoom link below until further notice. The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker.

Join Zoom Meeting
<https://us06web.zoom.us/j/86234537375>

Meeting ID: 862 3453 7375 Passcode: 955951

Dial by your location
+1 669 444 9171 US or +1 669 900 6833 US (San Jose)

If we experience technical difficulties and the Zoom link drops and you are no longer able to connect to the Board meeting, please dial 1-877-654-0338 – Guest Code 198

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection on SGA's website. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact jpeifer@rwah2o.org. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.
3. **CONSENT CALENDAR:**

All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request an item be removed for separate consideration.

 - 3.1 Approve the draft meeting minutes of August 8, 2024, SGA Board meeting
 - 3.2 Approval of SGA Policy 400.1 (Investment Policy), no revisions

Action: Approve Consent Calendar items as presented
4. **PROFESSIONAL SERVICES AGREEMENT WITH WOODARD & CURRAN**

Presenter: Trevor Joseph, Manager of Technical Services

Action: Approve a Professional Services Agreement in the amount not to exceed \$352,881 with Woodard & Curran for professional services to support Sustainable Groundwater Management Act implementation and other groundwater management activities
5. **FALL WATER LEVEL DATA COLLECTION AND SUPPORT 2026/2027 GROUNDWATER SUSTAINABILITY PLAN 5-YEAR UPDATE**

Presenter: Trevor Joseph, Manager of Technical Services

Action: Approve Task Orders with GEI Consulting, Inc. for the following:

 - 1) Task Order 24-03 in the amount of \$14,300 implementation of the SGMA;
 - and 2) Task Order 24-04 in the amount of \$17,100 for supporting regulatory activities
6. **INFORMATION: SGA ENGAGEMENT WITH SACRAMENTO REGIONAL WATER BANK**

Presenter: Trevor Joseph, Manager of Technical Services
7. **INFORMATION: DEPARTMENT OF WATER RESOURCES INTERCONNECTED SURFACE WATER GUIDANCE DOCUMENT BRIEFING**

Presenter: Trevor Joseph, Manager of Technical Services
8. **APPOINTMENT OF NOMINATIONS COMMITTEE FOR 2025 SGA OFFICERS**

Presenter: Paul Selsky, SGA Chair

Discussion/Action: Chair to Appoint Nominations Committee for 2025 SGA Officers
9. **EXECUTIVE DIRECTOR'S REPORT**

10. DIRECTORS' COMMENTS

ADJOURNMENT

Next SGA Board of Director's Meetings:

December 12, 2024, 9:00 a.m. at the RWA/SGA office, 2295 Gateway Oaks, Suite 100, Sacramento, CA 95833. The location is subject to change.

Notification will be emailed when the SGA electronic packet is complete and posted on the SGA website at <https://www.sgah2o.org/meetings/board-meetings/>

Posted on: October 4, 2024

Ashley Flores

Ashley Flores, CMC, Secretary

October 21, 2024
Staff Report Briefing Materials
AGENDA ITEM XI.1
Maintenance Work Report

FAIR OAKS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 21, 2024 REGULAR MEETING

SUBJECT: 2024 METERED WATER ANALYSIS
 STATUS: Information Item
 REPORT AS OF: September 30, 2024

Parcel Count - by water service connection status				
Connected	Shared Meter Residential	Shared Meter Offices Commercial	Not Yet Connected Vacant	Total
13,689	474	72	356	14,591

Service Count - by service type					
	Active	Disconnected		Total	
		Maintenance	Collection	No Meter	Meter
Single Family	12,826	152	15	0	12,993
Multi Family	620	3	0	0	623
Commercial	293	11	1	0	305
Industrial	0	0	0	0	0
Institutional	90	9	0	2	97
Irrigation	223	32	4	0	259
Fire	99	2	0	101	0
Subtotal				103	14,277
Total	14,151	209	20		14,380

Service Count - by meter size										
	1"	1.5"	2"	3"	4"	6"	8"	10"	Total	
Metered	13,327	601	303	13	17	9	4	3	14,277	
Not Metered	2	0	1	0	35	41	23	1	103	

2024 Water Supply - units of production: acre-feet (AF)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
SW	237.54	291.39	368.35	485.21	832.29	1,155.76	1,359.83	1,232.23	1,086.45				7,049.05
GW	109.87	31.73	30.87	39.83	80.53	94.19	120.91	137.12	119.90				764.95
CWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
Total	347.41	323.12	399.22	525.04	912.82	1,249.95	1,480.74	1,369.35	1,206.35	0.00	0.00	0.00	7,814.00

Groundwater Supply - percentage (%)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	32%	10%	8%	8%	9%	8%	8%	10%	10%				10%

Drought Reduction By Volume - acre-feet (AF)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	347.41	323.12	399.22	525.04	912.82	1,249.95	1,480.74	1,369.35	1,206.35				7,814.00
2013	401.21	428.28	661.68	839.24	1,340.13	1,495.23	1,741.64	1,631.80	1,269.86				9,809.07
%	13.41	24.55	39.67	37.44	31.89	16.40	14.98	16.08	5.00				20.34

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
2024	76	75	87	118	199	281	322	298	271				192

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	52
		AMR / R900i #
9/5/2024	4940 GASTMAN WAY	1577333404
9/9/2024	8117/8119 DESERET AVE	1579254786
9/16/2024	MEDIAN FAIR OAKS / SUNRISE	1575688954
9/16/2024	8030 GRAND AVE	1573502618
9/16/2024	4018 CAPITOLA HILLS CT	1575688122
9/16/2024	4016 RIDGE ST	1574007952
9/16/2024	3897 CENTRAL AVE	1576467906
9/16/2024	4120 NATOMA AVE	1577306488
9/17/2024	8267 DESERET AVE	1574029782
9/17/2024	8105 MADISON AVE	1579256978
9/17/2024	8280 DESERET AVE	1574024502
9/17/2024	8199 DESERET AVE	1574018948
9/17/2024	8201 DESERET AVE	1574026204
9/17/2024	5424 SHIRE CT	1576300702
9/17/2024	8161 OAHU DR	1577302698
9/17/2024	8144 WAIKIKI DR	1576360962
9/17/2024	8132 WAIKIKI DR	1579063176
9/17/2024	5077 COCOA PALM WAY	1576348772
9/17/2024	8121/8123 DESERET AVE	1579251046
9/17/2024	8104/8106 DESERET AVE	1574023250
9/17/2024	8100/8102 DESERET AVE	1574016680
9/17/2024	8140 CHENIN BLANC LN	1573998640
9/17/2024	5214 BUENA VISTA AVE	1577278724
9/17/2024	8069 CAPITOLA AVE	1574024498
9/17/2024	8413 DONAHUE CT	1574026228
9/18/2024	4026 MAIN ST	1577306478
9/18/2024	11330 FAIR OAKS BLVD	1574612708
9/18/2024	11330 FAIR OAKS BLVD	1574604288
9/18/2024	8069 CALIFORNIA AVE	1577312996
9/19/2024	8154 MOLOKAI WAY	1573998650

Date	Address	Type
9/19/2024	8172 MADISON AVE	1577306218
9/19/2024	4939 HOLLYCREST WAY	1574018970
9/20/2024	8736 PERSHING AVE	1577327306
9/20/2024	8715 STEVE WAY	1571844276
9/20/2024	8566 SHERATON DR	1576340248
9/20/2024	5581 TURNBULL CIR	1576337816
9/20/2024	5507 TURNBULL CIR	1576340260
9/20/2024	8725 JONNIE WAY	1576217680
9/20/2024	8732 MOHAWK WAY	1576362430
9/20/2024	8678 FAIRMONT WAY	1576351044
9/20/2024	8451 MANANA WAY	1578411490
9/23/2024	7815 OLIVE ST	1545940474
9/23/2024	4706 NEW YORK AVE	1546626766
9/23/2024	4300 NEW YORK AVE	1574604266
9/24/2024	8328 WINDING WAY	1579254956
9/25/2024	8672 PERSHING AVE	1574024634
9/25/2024	7634 VASOS WAY	1577320580
9/25/2024	9116 FAIR OAKS BLVD	1577295084
9/25/2024	7781 ORIANA CT	1574611578
9/26/2024	8821 PHOENIX AVE	1577313464
9/26/2024	4195 KENNETH AVE	1577292164
9/26/2024	4100 KENNETH AVE	1577328462

Meters Replaced	Monthly Total	51	Meter #
9/5/2024	8663 CREEKWOOD WAY		17553798
9/5/2024	8538 CREEKWOOD WAY		17553801
9/5/2024	8608 CREEKWOOD WAY		17553805
9/5/2024	8620 CREEKWOOD WAY		17553802
9/5/2024	8694 CREEKWOOD WAY		17553799
9/5/2024	8682 FRUITWOOD CT		17553797
9/5/2024	8676 FRUITWOOD CT		17553796
9/6/2024	8640 FRUITWOOD CT		17553792
9/6/2024	8336 HIDDEN VALLEY CIR		17553821
9/6/2024	8304 HIDDEN VALLEY CIR		17553814
9/6/2024	4621 OAK GLEN WAY		17553813
9/6/2024	4361 WINDING WOODS WAY		17553812

Date	Address	Type
9/6/2024	4353 WINDING WOODS WAY	17553811
9/6/2024	4509 VAN DYCE WAY	17553804
9/6/2024	8564 OAK VIEW LN	17553803
9/6/2024	4631 OAK GLEN WAY	17553800
9/6/2024	8309 MAVERICK CT	17553795
9/6/2024	8556 OAK VIEW LN	17553794
9/6/2024	8330 HIDDEN VALLEY CIR	17553793
9/6/2024	4240 WINDING WOODS WAY	17553817
9/6/2024	8301 MAVERICK CT	17553819
9/6/2024	8688 FRUITWOOD CT	17553822
9/6/2024	4360 WINDING WOODS WAY	17553818
9/6/2024	8650 FRUITWOOD CT	17553820
9/12/2024	5427 BEAUREGARD WAY	17553809
9/12/2024	5409 BEAUREGARD WAY	17553810
9/17/2024	5312 MCMILLAN DR	17553855
9/17/2024	8132 WAIKIKI DR	17553861
9/18/2024	5432 BEAUREGARD WAY	17553831
9/18/2024	5443 BEAUREGARD WAY	17553832
9/18/2024	5412 BEAUREGARD WAY	17553833
9/18/2024	5416 BEAUREGARD WAY	17553807
9/19/2024	5417 BEAUREGARD WAY	17553808
9/20/2024	5455 BEAUREGARD WAY	17553791
9/20/2024	5451 BEAUREGARD WAY	17553782
9/20/2024	5468 BEAUREGARD WAY	17553806
9/23/2024	5435 BEAUREGARD WAY	17553815
9/23/2024	5459 BEAUREGARD WAY	17553779
9/23/2024	5512 BEAUREGARD WAY	17553780
9/23/2024	5531 BEAUREGARD WAY	17553816
9/23/2024	5447 BEAUREGARD WAY	17553838
9/23/2024	5525 BEAUREGARD WAY	17553874
9/23/2024	5452 BEAUREGARD WAY	17553781
9/23/2024	4706 NEW YORK AVE	17553835
9/23/2024	5464 BEAUREGARD WAY	17553836
9/23/2024	7815 OLIVE ST	17553837
9/25/2024	5518 BEAUREGARD WAY	17553823
9/25/2024	5450 BEAUREGARD WAY	17553824

Date	Address	Type
9/25/2024	5524 BEAUREGARD WAY	17553825
9/25/2024	5507 BEAUREGARD WAY	17553826
9/25/2024	5431 BEAUREGARD WAY	17553834

Leaks	Monthly Total	7	Detail
9/4/2024	5200 PRIMROSE DR		6" MAIN VALVE LEAK
9/5/2024	5362 TERRACE OAK CIR		1" SERVICE LEAK
9/6/2024	7501 AMY AVE		FIRE HYDRANT HIT
9/10/2024	10930 FAIR OAKS BLVD		1.5" SERVICE LEAK
9/16/2024	8165 MONTE PARK AVE		FIRE HYDRANT LEAK
9/23/2024	8257 BEEHIVE CT		1" SERVICE LEAK
9/25/2024	8630 FARLEY WAY		1" SERVICE LEAK

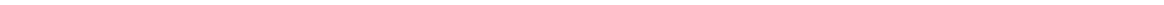
Distribution Repairs	Monthly Total	4	Detail
9/11/2024	5362 TERRACE OAK CIR		1" SERVICE REPAIR
9/16/2024	10930 FAIR OAKS BLVD		1.5" SERVICE REPAIR
9/17/2024	7501 AMY AVE		FIRE HYDRANT REPAIR
9/25/2024	8630 FARLEY WAY		1" SERVICE REPAIR

System Upgrades	Monthly Total	5	Detail
9/3/2024	4100 KENNETH AVE		SAMPLE STATION INSTALL
9/4/2024	5305 HIBISCUS DR		1" SVC UPGRADE
9/9/2024	5200 RAVINE VIEW LN		1" SVC UPGRADE
9/9/2024	5206 RAVINE VIEW LN		1" SVC UPGRADE
9/20/2024	8165 MONTE PARK AVE		WHARF HYDRANT UPGRADE

System Maintenance	Year to Date
WATER MAIN VALVES MAINTAINED YTD	586
FIRE HYDRANTS MAINTAINED YTD	102



October 21, 2024
Staff Report Briefing Materials
AGENDA ITEM XI.2
Capital Projects Status Report



FAIR OAKS WATER DISTRICT
CAPITAL PROJECTS STATUS UPDATE: September 30, 2024

Project Description	2024 Year-to-Date								Total Project					Project Status Comments
	2024 Approved Budget	Budget Transfers	2023 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 (C24WTNYWD)	\$ -	\$ -	\$ 23,404	\$ 23,404	\$ 858.30	\$ 22,546	4%	95%	\$ 365,546	\$ 343,001	\$ 22,546	94%	\$ 342,142	Design plans are being revised by consultant per FOWD feedback.
2 New York Well Drilling & Equipment (C24WTNYWDE)	2,940,000	-	-	2,940,000	31,530.32	2,908,470	1%	30%	3,855,744	947,274	2,908,470	25%	915,744	Submittals are approved and equipment is under production. Delivery of pump, motor, and 3R valves planned for January 2025. None of the equipping has been performed yet.
3 Skyway Drilling & Equipment (C24WTSDE)	-	-	341,966	341,966	333,867.12	8,099	98%	100%	2,762,903	2,754,803	8,099	100%	2,420,936	The project is complete.
4 Northridge Well Replacement - Design (C24WTNWRD)	450,000	-	-	450,000	22,013.81	427,986	5%	20%	450,000	22,014	427,986	5%	-	Design is underway. CEQA requirements were reviewed and a Notice of Exemption (NOE) was drafted. Division of Drinking Water reviewed the site and will finish processing DWSAP once NOE is filed.
5 Northridge Well Replacement - Equipping (C24WTNWRE)	1,450,000	-	-	1,450,000	-	1,450,000	0%	0%	1,450,000	-	1,450,000	0%	-	Equipping phase will begin when design phase is complete.
6 Gum Ranch Tank Site (C24WTGRTS)	214,000	-	56,335	270,335	471.01	269,864	0%	14%	317,700	47,836	269,864	15%	47,365	
Subtotal Wells & Tanks	\$ 5,054,000	\$ -	\$ 421,705	\$ 5,475,705	\$ 388,740.56	\$ 5,086,965			\$ 9,201,892	\$ 4,114,928	\$ 5,086,965		\$ 3,726,187	
7 Hydrant Upgrades (C24TDHU)	\$ 250,000	\$ -	\$ 3,200	\$ 253,200	\$ 153,892.55	\$ 99,307	61%	70%	\$ 253,200	\$ 153,893	\$ 99,307	61%	\$ -	
8 New Hydrants (C24TDNH)	80,000	-	-	80,000	25,900.33	54,100	32%	50%	80,000	25,900	54,100	32%	-	
9 Minor Main Upgrades (C24TDMU)	75,000	-	-	75,000	21,380.00	53,620	29%	40%	75,000	21,380	53,620	29%	-	
10 Services Upgrade (C24TDSU)	538,200	-	-	538,200	275,719.32	262,481	51%	75%	538,200	275,719	262,481	50%	-	
11 Developer's Paid - Service Installation and Main Line Projects*	59,100	-	112,558	171,658	20,198.92	151,459	12%	12%	241,302	89,843	151,459	37%	69,644	Percentage of work completed is estimated based on to date expense.
12 Replacement of Four Distribution Sampling Stations (C24TDSS)	20,000	-	-	20,000	6,194.25	13,806	31%	50%	20,000	6,194	13,806	31%	-	
Subtotal	\$ 1,022,300	\$ -	\$ 115,758	\$ 1,138,058	\$ 503,285.37	\$ 634,773			\$ 1,207,702	\$ 572,929	\$ 634,773		\$ 69,644	
13 Hazel Ave. Widening Project Phase III (C24TD255)	\$ -	\$ -	\$ 1,976	\$ 1,976	\$ -	\$ 1,976	0%	100%	\$ 1,481,632	\$ 1,479,656	\$ 1,976	100%	\$ 1,479,656	Complete.
14 ARV's and Blow-offs (C24TDARV)	50,000	-	-	50,000	8,603.29	41,397	17%	50%	50,000	8,603	41,397	17%	-	
15 Replace 12" Steel Main New York Ave. (C24TDNYASW)***	2,132,000	-	-	2,132,000	37,587.36	2,094,413	2%	45%	2,376,800	282,388	2,094,413	12%	244,800	Construction is nearing completion with three tie-ins and paving left to be completed.
16 T-Main Replacement Phase I - design (Blue Oak to Winding Oak) (C24TDSH)	145,000	-	-	145,000	1,569.98	143,430	1%	10%	145,000	1,570	143,430	1%	-	RFQ's have been received and are being reviewed for selection of a design services consultant. The order of T-main replacement has been revised to coincide with a Sac County overlay on Madison Ave. between Blue Oak and Winding Oak Dr.
17 County Overlay Project- Madison, Kenneth to McKay (C24TDHAKM)	100,000	-	-	100,000	-	100,000	0%	0%	100,000	-	100,000	0%	-	Sacramento County DOT reported this portion of their project is being moved to the spring of 2026.
18 Greenvale Improvements (C24TDGI)	55,000	-	-	55,000	-	55,000	0%	0%	55,000	-	55,000	0%	-	Project is under design.
19 Riverfront Lane Service Upgrade (C24TDRFL)	90,900	-	-	90,900	1,330.30	89,570	1%	10%	100,001	10,431	89,570	10%	9,101	Easements and exhibits have been drafted for review and resident's signatures. Staff reviewing options for main replacement.
Subtotal	\$ 2,572,900	\$ -	\$ 1,976	\$ 2,574,876	\$ 49,091	\$ 2,525,785			\$ 4,308,433	\$ 1,782,648	\$ 2,525,785		\$ 1,733,557	
TOTAL CAPITAL IMPROVEMENT PROGRAM	\$ 8,649,200	\$ -	\$ 539,439	\$ 9,188,639	\$ 941,116.86	\$ 8,247,522			\$ 14,718,027	\$ 6,470,505	\$ 8,247,522		\$ 5,529,388	
20 AMR Replacement (M24MMAMR)	\$ 250,000	\$ -	\$ 39,650	\$ 289,650	\$ 101,321.27	\$ 188,329	35%	75%	\$ 289,650	\$ 101,321	\$ 188,329	40%	-	On-going.
21 Large Meter Replacement (M24MMLMR)	25,000	-	-	25,000	1,368.16	23,632	5%	10%	25,000	1,368	23,632	5%	-	
22 Meter Replacement (M24MMMR)	140,000	-	28,959	168,959	102,101.56	66,857	60%	75%	168,959	102,102	66,857	60%	-	On-going.
23 Meter Installation - Residential (M24MMMRRES)	5,000	-	-	5,000	6,056.68	(1,057)	121%	100%	5,000	6,057	(1,057)	121%	-	On-going.
METER MAINTENANCE PROGRAM	\$ 420,000	\$ -	\$ 68,609	\$ 488,609	\$ 210,847.67	\$ 277,761			\$ 488,609	\$ 210,848	\$ 277,761		\$ -	
24 10317 Corporate Yard Project (A24BUMQDC)	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 91,390.13	\$ 108,610	46%	35%	\$ 394,500	\$ 285,890	\$ 108,610	72%	\$ 194,500	Architect continues working on resubmitting plans to Sacramento County. FOWD is paying County review fees as they are being received.
25 10326 Admin. Building (A24BUNB)	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	0%	0%	\$ 5,000	\$ -	\$ 5,000	0%	-	
GRAND TOTAL	\$ 9,274,200	\$ -	\$ 608,048	\$ 9,882,248	\$ 1,243,354.66	\$ 8,638,893			\$ 15,606,135	\$ 6,967,242	\$ 8,638,893		\$ 5,723,888	

*New Business development pays for services rendered (this item is a pass through).
 **2023 Carryforward funding approved by the Board on January 16, 2024 and March 18, 2024 Regular Board Meetings.
 ***New York Well 12-inch Replacement Project includes both North and South of Main.

October 21, 2024
Staff Report Briefing Materials
AGENDA ITEM XI.3
Authorizations of Additional Funding



GENERAL MANAGER'S REPORT
October 21, 2024 REGULAR BOARD MEETING
Report as of September 30, 2024

XI.3 Authorizations of Additional Funding

Accounting for 2024 Contingency Fund
Project No. E24CONT

<u>Date</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Amount Transferred</u>	<u>Ending Balance</u>
1/1/2024	Beginning Balance	\$ 200,000.00	\$ -	\$ 200,000.00
1/16/2024	SWRCB - Water System Fees	200,000.00	(500.00)	199,500.00
1/16/2024	Deferred Compensation	199,500.00	(4,250.00)	195,250.00
3/18/2024	Hazel Avenue Project #2004	195,250.00	(29,616.00)	165,634.00
3/18/2024	Gum Ranch Unit 2 Project #1607	165,634.00	(41,969.00)	123,665.00
8/19/2024	Property Insurance	123,665.00	(7,800.00)	115,865.00
8/19/2024	Aggregate, Sand & Gravel	115,865.00	(2,500.00)	113,365.00
8/19/2024	Equipment & Tools Rentals	113,365.00	(1,000.00)	112,365.00
8/19/2024	Distribution Repairs	112,365.00	(7,500.00)	104,865.00
9/16/2024	Aggregate, Sand & Gravel	104,865.00	(5,000.00)	99,865.00
9/16/2024	Equipment Maintenance	99,865.00	(2,000.00)	97,865.00
9/16/2024	Equipment Repairs	97,865.00	(5,000.00)	92,865.00
9/16/2024	Other Maintenance Equipment	92,865.00	(2,000.00)	90,865.00
Total from Contingency			<u>\$ (109,135.00)</u>	

Funds Drawn from Reserves

Transmission Main Break at the Corner of Pershing Ave. and Chestnut Ave.	\$ 325,000.00
Transmission Main Break at the Corner of Pershing Ave. and Chestnut Ave. (Reimb.)	<u>(176,540.00)</u>
Total from Reserves	<u>\$ 148,460.00</u>

Total Authorizations of Additional Funding	<u>\$ 257,595.00</u>
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October 21, 2024
Staff Report Briefing Materials
AGENDA ITEM XI.5
Claims Against District

FAIR OAKS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 21, 2024 REGULAR MEETING

SUBJECT: Processing of Claims
 STATUS: Information Item
 REPORT AS OF: September 30, 2024

DISTRICT CLAIMS RECEIVED

Claim #	Date Claim Received	Type of Claim	Claim Amount	JPIA Contacted ?	Claim Status	Settlement Amount
24-01	6/14/2024	Property	None Given	Yes	Denied	\$0.00