



## **AGENDA REGULAR BOARD MEETING**

**FAIR OAKS WATER DISTRICT OFFICE  
10326 FAIR OAKS BLVD, FAIR OAKS  
JANUARY 21, 2025  
6:30 PM**

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

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

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

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

### **I. CALL TO ORDER**

### **II. PUBLIC COMMENT**

### **III. CONSENT CALENDAR**

1. Approval of Minutes
  - a. Regular Board Meeting of December 16, 2024
2. Accept and File Treasurer’s Report for the month of December 2024

3. File Investment Report for the month of November 2024
4. Accept and File Financial Expense Report for the month of December 2024
5. Approval of Warrants
6. Approval of Cal-Card Statements for the month of December 2024
7. Approval of Board Expense Report for the month of December 2024

**IV. PRESENTATIONS AND CORRESPONDENCE**

1. None

**V. DISCUSSION AND ACTION ITEMS: OLD BUSINESS**

1. Board discussion and direction on the process for the appointment of the Director to represent FOWD Division 2
2. Update and discussion on the Northridge Well Project
3. Update and discussion on “Make Water a California Way of Life” regulations that took effect on January 1, 2025
4. Update and discussion on the proposed merger of SJWD and SSWD

**VI. DISCUSSION AND ACTION ITEMS: NEW BUSINESS**

1. Consider appointments to serve as District representatives to various organizations and committees
2. Sacramento Region comments on the Draft Sacramento / Delta Bay-Delta Updates to the Water Quality Control Plan
3. Discussion on FOWD Water Supply for the month of December 2024 and 2024 year-end
4. Discussion and possible action on 2024 funds for work in progress projects to be carried forward to 2025 and additional funding for 2025 expenses
5. Update and discussion on FOWD participation in the Fair Oaks Community Menorah Lighting Event
6. Update and discussion on FOWD 2024 Metered Water Deliveries
7. Update and discussion on FOWD Fire Hydrants and readiness to perform
8. Discussion and possible action on General Manager’s Amended and Restated Employment Agreement
9. Discussion and possible action on Board Member request for FOWD participation in upcoming local events

**VII. UPCOMING EVENTS**

1. January 29, 2025 / FOWD Presentation to the FOHS / Fair Oaks
2. February 11, 2025 / Supervisor Desmond Community Meeting / FOWD
3. February 13, 2025 / SGA Board Meeting / Sacramento
4. February 18, 2025 / RWA Board Meeting / Sacramento

**VIII. REPRESENTATIVE REPORTS**

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

**IX. DIRECTORS' REPORTS & COMMENTS**

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

**X. GENERAL MANAGER'S REPORT**

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

**XI. PUBLIC COMMENT**

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

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

**XIII. REPORT FROM CLOSED SESSION**

**XIV. PUBLIC COMMENT**

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



Tom R. Gray / Secretary  
General Manager

01-16-2025

Date

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM III.1a**

**Approval of Minutes of the Regular Board Meeting of December 16, 2024**



**District Attendees**

Chris Petersen	Board President
Mark Dolby	Board Vice President
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**

Jeffrey Mitchell	Kronick Moskowitz Tiedemann & Girard, Legal Counsel
Paul Helliker	SJWD General Manager
George Babcock	Visiting Customer
Carolyn Bramson	Visitor
Barbara Beck	Visitor
Don Gilliland	Visitor

**Absent**

Randy Marx	Board Member
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**AGENDA ITEMS**

**I. CALL TO ORDER**

- President Petersen called the meeting to order at 6:30 p.m.
- General Manager Gray noted that Director Marx informed FOWD that he will not be attending tonight's meeting.

**II. PUBLIC COMMENT**

- Visiting Customer Babcock thanked Director McRae for his service. He agrees with the policies Director McRae has previously expressed. Visiting Customer Babcock believes that Director McRae is part of a well-working Board and works well with

management. Overall, it is a very good team, and Director McRae will be missed. He also noted that Director McRae has been part of the Board for about twelve years.

- SJWD General Manager Helliker commented on water conservation regulations, effective January 1<sup>st</sup>. They will have a significant impact on SJWD’s operations and retail areas. We have shared information with you about what those impacts will be, what the problems are with the regulations in a comment letter that SJWD submitted. SJWD’s Board will be discussing this topic again at the Board meeting on Wednesday (12/18/2024) about next steps. He hopes there is an opportunity to collaborate on this with FOWD. He mentioned the regulations are based upon an approach that is not consistent with the law. If it were consistent with the law, the requirements would be much less onerous. Ratepayers will be the ones on the hook to pay for the cost of trying to meet these requirements. Statistically, both retail and wholesale demand have dropped by 30% over the past twenty years. Trying to meet a 23% or 31% additional reduction will be difficult and expensive. The full impact will take place in 2040, but the time is now to address the regulations.
- President Petersen thanked SJWD General Manager Helliker for the information and noted he watched the five-minute water commission video linked by SJWD.

### **III. CONSENT CALENDAR**

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

1. Approval of Minutes
  - a. Regular Board Meeting of November 18, 2024
2. Accept and File Treasurer’s Report for the month of November 2024
3. File Investment Report for the month of October 2024
4. Accept and File Financial Expense Report for the month of November 2024
5. Approval of Warrants
6. Approval of Cal-Card Statements for the month of November 2024
7. Approval of Board Expense Report for the month of November 2024

Director Sarkovich moved to approve the consent calendar as presented.

Director McRae seconded the motion.

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

Absent: Director Marx

### **IV. PRESENTATIONS AND CORRESPONDENCE**

#### **1. Staff presentation on the “State of the Fair Oaks Water District Entering 2025”**

- General Manager Gray provided a summary and overview via a PowerPoint presentation.
- President Petersen stated the information in the presentation was impressive. He stated his appreciation and thanked General Manager Gray and staff for their hard work and for keeping the District going and thriving.

- An unknown customer inquired if the PowerPoint presentation will be available on the website.
  - General Manager Gray responded that it will be posted tomorrow on the website.
  - Director McRae suggested that staff review the slide mentioning 300% before it is posted on the website, as it was unclear to him what the slide was referring to.
  - General Manager Gray clarified that this slide mentioned one of the key accomplishments in 2024. In twenty (20) years, FOWD's fixed assets have gone up by 300%. A 300% increase in value since 2004" (slide 20/26).
  - Director McRae inquired about the value of the District's assets, if and when the District needs to borrow money.
  - General Manager Gray responded that it comes into play with the debt rating.
  - Director McRae commented that if someone had a lot of debt but not many assets or collateral, they may not be able to get very good rates.
  - General Manager Gray stated that sometimes an Agency will be required to increase the rates to have the debt coverage.
  - Director Sarkovich stated loan companies look at the cash flow when dealing with a public agency like FOWD. Loan companies know a public agency will not sell an asset (a well) to satisfy a debt. FOWD has plenty of room to borrow money, if we want to, due to the capital improvements and cash flow.
  - General Manager Gray added that typically, debt will be secured with your rates..
2. **Oath of Office for the Director representing Division 3 on the FOWD Board of Directors**
    - General Manager Gray swore Director Dolby into office.
  3. **Oath of Office for the Director representing Division 4 on the FOWD Board of Directors**
    - Director Marx is absent tonight; he will be sworn into office at a later time.
  4. **Oath of Office for the Director representing Division 5 on the FOWD Board of Directors**
    - General Manager Gray swore Director Sarkovich into office.
  5. **Accept the resignation of FOWD Director representing Division 2 and acknowledge his election to the San Juan Water District Board of Directors**
    - Director McRae stated he has served this Board for many years and has grown a lot personally. He has enjoyed working with the FOWD Board and staff. This has been a major part of his life.
    - Director McRae stated he will remain living in Fair Oaks and is planning to occasionally attend FOWD Board meetings and will stay in touch.
  6. **Recognize FOWD Director Petersen for serving as the 2024 FOWD Board President**
    - General Manager Gray recognized President Petersen for serving as Board President in 2024.

- President Petersen appreciated the support he received from the Board in 2024.

**7. FOWD awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for the twenty-third consecutive year**

- Information only. This is the highest form of recognition in government accounting and financial reporting.
- Director McRae and President Petersen thanked staff for their hard work.

**V. DISCUSSION AND ACTION ITEMS: OLD BUSINESS**

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

- General Manager Gray provided an update and overview. The water system work has been completed; the roadway has been patched but the paving is still pending due to weather conditions. Permanent paving will now be done in Spring of 2025.

**2. Update and discussion on the FOWD customer damage related to the New York Water Main Replacement Project Phase I**

- General Manager Gray provided an overview and update.
- FOWD’s insurance company met with the homeowners. Homeowners informed FOWD staff that they were happy with the progress since FOWD’s insurance company engaged with them.
- FOWD continues to monitor the issue relative to final resolution and FOWD customer satisfaction.
- President Petersen inquired if homeowners will be receiving payment from the insurance company.
- General Manager Gray responded that the insurance company has already issued an initial progress payment for out-of-pocket money spent by the homeowners, even though a resolution has not been reached at this time.
- President Petersen inquired about the extent of damage and insurance claim.
- General Manager Gray and Operations Manager Huckaby mentioned there was damage to the yard/landscaping and basement of the house.
- Visitor Gilliland introduced himself and stated being one of the affected customers. He asked if there is still a pending investigation regarding the contractor’s responsibility.
- General Manager Gray stated that FOWD’s insurance is advocating on District Customer’s behalf, this is not an issue visitor Gilliland will need to address himself. FOWD is currently monitoring the situation and will be in contact with him when necessary.

**VI. DISCUSSION AND ACTION ITEMS: NEW BUSINESS**

**1. Discussion and possible action on FOWD Resolution No. 24-04 – “A Resolution Recognizing Michael McRae for Serving the Community as a Director of the Fair Oaks Water District”**

- General Manager Gray stated that Director McRae was elected to be on the SJWD Board of Directors. He cannot hold two offices at once, therefore, he is resigning from FOWD.



- General Manger Gray stated that the Board of Directors of the FOWD put together a resolution and proceeded to read it.
- Director Sarkovich expressed his gratitude for Director McRae’s twelve years of service. He enjoyed having Director McRae as part of the FOWD Board. He is looking forward to working with Director McRae as the voice of Fair Oaks while being part of the SJWD Board.
- Director McRae thanked Director Sarkovich and stated that it has been wonderful working with Director Sarkovich, as he has learned a lot from him.
- President Petersen also expressed his gratitude towards Director McRae for bringing him up to speed on a number of issues. He stated that he enjoyed working with him on the 2x2 Committee with SJWD and hopes to continue working with him in that capacity.
- Director Dolby also expressed his gratitude towards Director McRae.
- Director McRae stated that President Petersen and Director Dolby are the newest Board Members, and they have been a wonderful addition to the Board.

Director Sarkovich moved to approve the FOWD Resolution No. 24-04 as presented.

Director Dolby seconded the motion.

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

Absent: Director Marx

## **2. Discussion on the requirements for filling the vacant seat on the FOWD Board of Directors representing Division 2**

- Legal Counsel Mitchell provided an overview.
- General Manager Gray pointed out that the Public Notice and application included in the Board packet, for the Board’s review and consideration will have applications submitted by close of business on January 15, 2025. The Board would take those applications under considerations and possibly hold interviews.
- General Manager Gray addressed questions regarding the requirement to be a registered voter. Sacramento County Elections is responsible for verifying each applicant meets the requirements mentioned in the Public Notice.
- Director Sarkovich suggested adding the option to accept applications via email.
- Legal Counsel Mitchell stated that the Board can decide to add the email option, but it has to be clearly stated on the notice. The application must be signed by the applicant.
- Director Sarkovich provided a description of the overall process based on his experience. The interviews will be conducted during public meetings. The objective is to be clear and transparent.
- Discussion regarding the timing, deadline, steps, and exposure time took place.
- Legal Counsel Mitchell stated that the Public Notice needs to be posted at least fifteen (15) days before the Board makes an appointment.
- Discussion about the application deadline took place.

- An unknown visitor commented that she agrees with the January 15 application deadline. Having the deadline before then is not a good idea because people are still busy with holiday festivities and vacations.
- Discussion took place about whether the interviews should take place during the regular Board meeting.
- The Board decided to keep January 15, 2025, as the deadline.
- FOWD will appoint a person in accordance with Government Code 1780 to fill a vacancy representing Division 2 on the Board of Directors.
- Legal Counsel Mitchell provided the following information:
  - The Board cannot meet in closed session to interview candidates because Directors are not considered employees and therefore, fall under the personnel exception
- If a bunch of applications are received, an Ad-Hoc committee can meet, not in a public meeting, to sort through the applications and maybe make a recommendation of half a dozen for the full Board. From that point, applications for Board consideration have to be in a public meeting. General Manager Gray stated it is the Board's discretion whether to interview all candidates or select candidates based on qualifications.
- An unknown visitor inquired if customers outside of Division 2 will also be notified about this Board opening—like a bill insert. She referenced the division map shown on page 63/104 of the Board Packet.
- General Manager Gray stated that the vacant position will be posted on FOWD's website (by tomorrow), it will be included in more agendas, it will be posted outside the administration building and at the Fair Oaks library. He is contemplating putting it in the American River Messenger. By law, the Board opening needs to be posted in three conspicuously known public areas. There is no time to put it in as a bill insert.
- An unknown visitor inquired if the application can be a fillable pdf form.
- General Manager Gray agreed that a fillable pdf application will be available. No wet signature required; an electronic signature will be fine. FOWD staff will verify the identity of the applicant during the interview process.

### **3. Discussion and possible action on the selection of a Board President and Vice President for 2025**

- General Manager Gray stated that the typical protocol is to have the Vice President become the President the following year. Director Dolby would be considered to fill the role of Board President in 2025.
- Director Dolby stated he would not like to serve as the Board President in 2025. It will conflict with family commitments.
- Director Sarkovich is next in line for President and accepted being the next appointed Board President.
- Director McRae inquired if he should abstain from the vote.
- The Board decided Director McRae should vote.
- General Manager Gray highlighted that the Board Packet includes all government codes and requirements. The staff report spells out all the requirements.

President Petersen moved to appoint Director Sarkovich as the 2025 President.

Director Dolby seconded the motion.

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

Absent: Director Marx

Director Sarkovich moved to appoint Director Marx as the 2025 Vice President.

Director Dolby seconded the motion.

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

Absent: Director Marx

#### **4. Discussion and possible action on the 2025 Salary Ranges for all Board approved positions**

- General Manager Gray provided an overview.
- The Board discussed the salary schedule, specifically item seven.
- Director Sarkovich suggested deleting this item. Staff salaries are based on steps and Cost of Living Adjustment (COLA). The only exception is the General Manager's contract. This embeds the salary for General Manager being based on other water agencies salary and Director Sarkovich is against that.
- President Petersen stated that we run FOWD like a business, and if the leader of the business should be paid based on market value or they go to another company. Director Petersen would be fine striking the word average from item seven but wants to preserve something other than the COLA for General Manager position.
- An unknown visitor inquired if there is a formula used to determine the salary of the General Manager.
- Director Sarkovich responded that it is a contract and there is no formula to determine the salary of the General Manager. It depends on the previous contract and the average salary of nearby agencies, then the Board votes. This would be the first time it would be imbedded.
- General Manager Gray recommended item seven be removed. The salary range can be revised, if necessary.
- President Petersen stated he is in favor of removing item seven and keeping the salary schedule as presented.
- General Manager Gray stated that item seven was not intended to be a policy discussion, and it could be deleted. He stated that with item seven struck, for the Board information, FOWD's top salary range is the average of other nearby agencies. Other water agencies have a higher salary for the General Manager. General Manager Gray stated that what FOWD has for the General Manager salary range is fair.
- General Manager Gray addressed questions regarding salary ranges, steps, COLA and the annual internal evaluation process by the management team.

- An unknown visitor inquired about the stipends Board Members receive and how the amount is determined.
- Director Sarkovich stated that in 2004, the stipend was \$100 per meeting. Staff has made recommendations in the past to raise the stipend, but he feels it is his civil duty and contribution to the community. He is not serving as a Board Member for financial gain. In 2025 the FOWD Board stipend remains at \$100.
- General Manager Gray mentioned that Director McRae’s stipend will be \$200 per meeting as a SJWD Board Member. He also noted that Board Members do not get the protection FOWD employees get. Board Members receive no benefits.
- President Petersen mentioned he agrees with Director Sarkovich. He has been part of other Boards where there is no stipend and it is purely a voluntary position.

President Petersen moved to approve the 2025 Salary Ranges as presented, but removing item seven.

Director Sarkovich seconded the motion.

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

Absent: Director Marx

- 5. Discussion and possible action on the Sacramento LAFCo’s nominations for membership on Special District Advisory Committee**
  - Information only.
- 6. Update and discussion on FOWD’s Annual Financial Risk Assessment**
  - Information only. Discussion was held, no comments.
- 7. Discussion and possible action on FOWD Policy No. 5070: “Investment of District Funds”**
  - The Board decided no changes were necessary.
- 8. Discussion on FOWD Water Supply for the month of November 2024**
  - Technical Services Manager Siebensohn provided a summary of the water supply report. He addressed questions from the Board concerning the operation of wells.
  - General Manager Gray stated that FOWD meets its demand with 10% groundwater. Wells are being rotated and ready to serve. He also confirmed this is the first year Skyway Well is operational and is working fine.
  - General Manager Gray noted that FOWD has three wells that produce over 2,000 gallons per minute, some of the highest producing wells North of the American River. New York Well is expected to produce at this capacity.
- 9. Discussion and possible action on additional funding for 2024 expenses**
  - General Manager Gray stated that staff recommends the Board to authorize the transfer of \$1,078 from the contingency fund to cover 2024 expenses.

Director McRae moved to approve the transfer of \$1,078 from the contingency fund to cover 2024 expenses as presented.

Director Sarkovich seconded the motion.

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

Absent: Director Marx

## **VII. UPCOMING EVENTS**

### **1. December 18, 2024 / SJWD Regular Board Meeting / SJWD Office**

- a) Includes the swearing in of Mike McRae as the SJWD Director representing Division 4
  - b) Includes a discussion and possible action on the SJWD merging with the SSWD
- General Manager Gray encouraged the public and FOWD Board to attend this meeting.

## **VIII. REPRESENTATIVE REPORTS**

### **1. Sacramento Groundwater Authority (SGA)**

- None. They met on December 12, 2024. Had their audit report presented by Richardson & Company, which will be FOWD's incoming auditor.

### **2. Regional Water Authority (RWA)**

- None.

### **3. Sacramento Water Forum**

- None.

### **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.
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. He noted that only the Junior Engineer will be joining the FOWD’s team. The other Engineer was promoted at his current job and decided to accept their offer. The Junior Engineer begins on January 27, 2025.
7. **Water Issues – Update on Regional Involvement**
  - None.
8. **Other**
  - None.

**XI. PUBLIC COMMENT**

- None.

President Petersen closed the open session meeting at 8:25 p.m.

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

**XII. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 54954, 54956 AND 54957**

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
3. Public Employee Performance Evaluation Involving the General Manager; Government Code Sections 54954.5(e) and 54957

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

President Petersen reopened the meeting to the public at 10:50 p.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 10:50 p.m.

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM III.2**

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



**AGENDA ITEM III.2**

REGULAR Board Meeting January 21, 2025

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To: Board of Directors  
From: Chi Ha-Ly  
Date: January 13, 2025  
Subject: Accept and File Treasurer's Report for the month of December 2024

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**Recommendation:**

None.

**Discussion:**

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

**Policy Implications:**

None.

**Fiscal Impact:**

None.



# Fair Oaks Water District

Treasurer's Report - December 31, 2024

Agenda Item III.2

Description	LAIF - remaining	General Fund U.S. Bank	Payroll Fund U.S. Bank (I)	Cash	Balance
Designated and Undesignated Cash, November 30, 2024	\$10,665,522	\$73,593	\$12,720	\$2,375	\$10,754,210
<b>Receipts</b>					
Deposit: Water Service		\$1,186,546			\$1,186,546
Deposit: Other		\$8,634		\$75	\$8,709
Interest Earnings					\$0
<b>Subtotal</b>	<b>\$0</b>	<b>\$1,195,180</b>	<b>\$0</b>	<b>\$75</b>	<b>\$1,195,255</b>
<b>Expenses</b>					
General Expenses		(\$339,833)			(\$339,833)
General Warrants		(\$334,604)			(\$334,604)
Payroll			(\$151,198)		(\$151,198)
Service Charges and Fees		(\$4,318)			(\$4,318)
<b>Subtotal</b>	<b>\$0</b>	<b>(\$678,755)</b>	<b>(\$151,198)</b>	<b>\$0</b>	<b>(\$829,953)</b>
<b>Transfers and Allocations</b>					
Net Transfer from or to LAIF	\$200,000	(\$200,000)			\$0
Transfer to Payroll		(\$155,000)	\$155,000		\$0
<b>Subtotal</b>	<b>\$200,000</b>	<b>(\$355,000)</b>	<b>\$155,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Designated and Undesignated Cash, December 31, 2024</b>	<b>\$10,865,522</b>	<b>\$235,018</b>	<b>\$16,522</b>	<b>\$2,450</b>	<b>\$11,119,512</b>

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

  
 Date

**FAIR OAKS WATER DISTRICT**  
**Check Register**  
**December 2024**

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
<i>General Expenses</i>				
51109	12/4/2024	A. TEICHERT & SON, INC.	\$ 1,607.75	Sand & Aggregate
51110	12/4/2024	AFLAC	349.79	Aflac Premium
51111	12/4/2024	AVALON CUSTODIAL CARE	1,700.00	Janitorial Services
51112	12/4/2024	CUSTOMER	110.93	Customer Refund
51113	12/4/2024	COUNTY OF SACRAMENTO	126.70	Utilities
51114	12/4/2024	CORE & MAIN, LP.	20,380.83	Inventory Parts for Distribution System
51115	12/4/2024	ELEVATOR TECHNOLOGY, INC.	316.00	Elevator Maintenance
51116	12/4/2024	IRON MOUNTAIN RECORDS MANAGEMENT	364.20	Document Storage
51117	12/4/2024	INTEGRITY DATA INC.	38.20	Dues & Subscription
51118	12/4/2024	STAFF	54.12	Training/Seminars
51119	12/4/2024	OLD VILLAGE LANDSCAPING, INC.	655.00	District Site Maintenance
51120	12/4/2024	SMUD	726.07	Utilities
51121	12/4/2024	SACRAMENTO VALLEY ALARM SECURITY	55.74	Security
51122	12/4/2024	VERIZON WIRELESS	351.84	Communications
51123	12/4/2024	SMUD	11,678.03	Utilities
51124	12/11/2024	AT&T MOBILITY	1,180.28	Communications
51125	12/11/2024	P G & E	326.37	Utilities
51126	12/11/2024	SWRCB-DWOCF	3,630.00	NPDES Permit
51127	12/11/2024	WASTE MANAGEMENT	670.45	Utilities
51128	12/11/2024	BUCKMASTER OFFICE SOLUTIONS	842.32	Printing Costs
51129	12/11/2024	COUNTY OF SACRAMENTO	1,524.00	Inspections
51130	12/11/2024	ELLIOTT HOMES INC	217.55	Customer Refund
51131	12/11/2024	FUSE 3 COMMUNICATIONS	7,192.60	IT Consulting
51132	12/11/2024	KASL CONSULTING ENGINEERS, INC.	14,819.50	Engineering Services-Northridge Well
51133	12/11/2024	CUSTOMER	104.92	Customer Refund
51134	12/11/2024	ULINE	822.80	Safety Supplies
51135	12/11/2024	WYJO SERVICES CORP.	1,273.80	Vehicle Maintenance
51137	12/18/2024	COUNTY OF SACRAMENTO	242.00	Inspections
51138	12/18/2024	COUNTY OF SACRAMENTO	126.70	Utilities
51139	12/18/2024	CUSTOMER	50.00	Clothes Washer Rebate
51140	12/18/2024	CUSTOMER	350.00	Toilet Rebate
51141	12/18/2024	FUSE 3 COMMUNICATIONS	21,692.27	Computer Hardware/IT Consulting

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
51142	12/18/2024	STAFF	275.00	Safety Boots
51143	12/18/2024	HERC RENTALS	696.02	Rentals-New York Well
51144	12/18/2024	INTERSTATE ASSEMBLY SYSTEMS, INC.	5,707.67	Lift Gate
51145	12/18/2024	BOARD MEMBER	162.96	Travel Expense Reimbursement
51146	12/18/2024	PMKI REALTORS, LLC.	248.47	Customer Refund
51147	12/18/2024	CUSTOMER	175.00	Toilet Rebate
51148	12/18/2024	SACRAMENTO TRUCK CENTER	600.00	Vehicle Maintenance
51149	12/18/2024	WYJO SERVICES CORP.	2,729.39	Vehicle Repairs
51150	12/18/2024	TPX COMMUNICATIONS	6,366.05	Communications
51151	12/19/2024	FRANCHISE TAX BOARD	100.00	Wage Garnishment
51152	12/19/2024	MFS 529 SAVING PLAN	250.00	529 Education Fund
51154	12/27/2024	CUSTOMER	40.94	Customer Refund
51155	12/27/2024	CARBON HEALTH MEDICAL GROUP OF CA PC	477.00	Physicals
51156	12/27/2024	CUSTOMER	175.00	Toilet Rebate
51157	12/27/2024	CUSTOMER	64.22	Customer Refund
51158	12/27/2024	J FRANKO ELECTRIC, INC.	3,565.88	Wells/Pumps Repairs and Maintenance
51159	12/27/2024	STAFF	22.90	Employee Recognition
51160	12/27/2024	MARK E. GARCIA	350.00	Toilet Rebate
51161	12/27/2024	MARK JAMISON	50.00	Clothes Washer Rebate
51162	12/27/2024	STAFF	58.00	Training/Seminars
51163	12/27/2024	PURCHASE POWER	201.05	Office Supplies/Office Equipment
51164	12/27/2024	SMUD	2,981.59	Utilities
51165	12/27/2024	STANDARD INSURANCE COMPANY	868.33	Disability Insurance
51166	12/27/2024	SCHREDER & BRANDT MFG, INC.	3,829.78	Construction Meter Rental Refund
51167	12/27/2024	FRANCHISE TAX BOARD	100.00	Wage Garnishment
51168	12/27/2024	MFS 529 SAVING PLAN	250.00	529 Education Fund
51169	12/30/2024	CORE & MAIN LP	874.01	Inventory Parts
51170	12/31/2024	PETTY CASH	75.00	Replenish Petty Cash
51171	12/31/2024	HIDDEN TEMPLE MEDIA	5,500.00	Conservation Outreach
51172	12/31/2024	SMUD	8,269.81	Utilities
51173	12/31/2024	VERIZON WIRELESS	351.10	Communications
51174	12/31/2024	WYJO SERVICES CORP.	826.14	Vehicle Maintenance/Equipment Repair
51175	12/31/2024	SMUD	2,968.86	Utilities
* 50791 (VOIDED)	6/19/2024	CUSTOMER	(927.61)	Stale-Dated Check
REMIT000000000004394	12/4/2024	PACE SUPPLY CORP.	3,184.20	Damages/Inventory Parts
REMIT000000000004395	12/4/2024	PACE SUPPLY CORP.	138.44	Project Parts
REMIT000000000004396	12/4/2024	CAPITOL BARRICADE, INC.	949.28	Tools

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
REMIT000000000004397	12/4/2024	STREAMLINE	375.00	Website Maintenance
REMIT000000000004398	12/4/2024	GRAINGER	144.20	Uniforms
REMIT000000000004399	12/4/2024	HUNT & SONS, LLC.	1,527.10	Gas & Oil
REMIT000000000004400	12/4/2024	PACE SUPPLY CORP.	374.10	Project Parts
REMIT000000000004401	12/5/2024	ELLISON,SCHNEIDER, HARRIS & DONLAN, LLP.	6,585.00	Legal Fees
REMIT000000000004402	12/5/2024	KRONICK MOSKOVITZ TIEDEMANN & GIRARD	11,237.30	Legal Fees
REMIT000000000004403	12/11/2024	BSK ASSOCIATES	897.00	Water Testing/Sampling
REMIT000000000004404	12/11/2024	HUNT & SONS, LLC.	1,060.09	Gas & Oil
REMIT000000000004406	12/11/2024	SIERRA CHEMICAL COMPANY	766.32	Chemical
REMIT000000000004408	12/18/2024	BSK ASSOCIATES	253.00	Water Testing/Sampling
REMIT000000000004409	12/18/2024	HUNT & SONS, LLC.	1,999.50	Gas & Oil
REMIT000000000004410	12/18/2024	PBI ENGINEERING CONSULTING	6,444.65	T-Main Replacement
REMIT000000000004411	12/18/2024	NEPTUNE TECHNOLOGY GROUP, INC.	159.47	Meter Parts
REMIT000000000004413	12/27/2024	BSK ASSOCIATES	276.00	Water Testing/Sampling
REMIT000000000004414	12/27/2024	BURKETT'S OFFICE FURNISHINGS AND SUPPLIES	226.22	Office Supplies
REMIT000000000004415	12/27/2024	HUNT & SONS, LLC.	1,280.61	Gas & Oil
REMIT000000000004416	12/27/2024	NEPTUNE TECHNOLOGY GROUP, INC.	10,989.57	Meter Parts/AMR's
REMIT000000000004417	12/27/2024	SIERRA CHEMICAL COMPANY	548.00	Chemical
REMIT000000000004418	12/27/2024	WIENHOFF ASSOC. CALIFORNIA	1,290.00	Employee Screening
REMIT000000000004419	12/30/2024	I.M.P.A.C. GOVERNMENT SERVICES	13,029.94	See Cal-Card Statements Summary for Details
REMIT000000000004420	12/31/2024	CLARK PEST CONTROL	117.00	Pest Services
REMIT000000000004421	12/31/2024	GRAINGER	452.29	Uniforms
REMIT000000000004422	12/31/2024	PACE SUPPLY CORP.	4,222.83	Minor Main Upgrades/Project Parts/Press Reducing
REMIT000000000004423	12/31/2024	CRAYON SOFTWARE EXPERTS, LLC.	2,360.41	Azure Overages
WDL000006704	12/4/2024	IRS EFTPS	24,558.20	Federal Payroll Taxes
WDL000006705	12/4/2024	EDD	4,854.48	State Payroll Taxes
WDL000006713	12/12/2024	PERS - RETIREMENT	18,032.48	Retirement Contributions
WDL000006715	12/18/2024	EDD	5,152.61	State Payroll Taxes
WDL000006716	12/18/2024	IRS/EFTPS	26,041.96	Federal Payroll Taxes
WDL000006724	12/31/2024	IRS EFTPS	25,110.63	Federal Payroll Taxes
WDL000006725	12/31/2024	EDD	4,945.76	State Payroll Taxes
WDL000006726	12/27/2024	PERS - RETIREMENT	18,386.62	Retirement Contributions
<b>Total General Expenses</b>			<b>\$ 339,833.58</b>	

**General Warrants**

51136	12/16/2024	COUNTY OF SACRAMENTO-VOTER REG.	\$ 43,388.64	Election Expense
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<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
51153	12/23/2024	GUTIERREZ ASSOCIATES	25,052.00	Architectural Services-Corp. Yard
REMIT000000000004407	12/16/2024	NEPTUNE TECHNOLOGY GROUP, INC.	79,762.27	Meters/Registers
REMIT000000000004412	12/23/2024	TRILLIUM PUMPS USA, INC.	186,400.81	New York Well Equipment

**Total General Warrants**    **\$    334,603.72**

***Service Charges and Fees***

WDL000006717	12/2/2024	US BANK	\$        115.20	Service Charges
REMIT000000000004405	12/11/2024	INVOICE CLOUD, INC.	2,137.30	Invoice Cloud Fees
WDL000006718	12/13/2024	US BANK	1,995.94	Analysis Fees
WDL000006729	12/31/2024	INVOICE CLOUD, INC.	69.48	Invoice Cloud/Payment Tech (Fees) Settled

**Total Service Charges and Fees**    **\$        4,317.92**

**Total Expenses**    **\$        678,755.22**

**January 21, 2025**  
**Staff Report Briefing Materials**  
**AGENDA ITEM III.3**  
**File Investment Report for the month of November 2024**

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**AGENDA ITEM III.3**

REGULAR Board Meeting on January 21, 2025

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To: Board of Directors  
From: Chi Ha-Ly  
Date: January 13, 2025  
Subject: File Investment Report for the month of November 2024

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**Recommendation:**

None.

**Discussion:**

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

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

**Policy Implications:**

None.

**Fiscal Impact:**

None.



California State Treasurer  
**Fiona Ma, CPA**



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

December 02, 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:

November 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
11/19/2024	11/19/2024	RW	1763668	N/A	CHI HA-LY	-100,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	10,765,521.86
Total Withdrawal:	-100,000.00	Ending Balance:	10,665,521.86



# PMIA/LAIF Performance Report as of 12/18/24



## Quarterly Performance Quarter Ended 09/30/24

LAIF Apportionment Rate <sup>(2)</sup> :	4.71
LAIF Earnings Ratio <sup>(2)</sup> :	0.00012912073474208
LAIF Administrative Cost <sup>(1)*</sup> :	0.26
LAIF Fair Value Factor <sup>(1)</sup> :	1.002061084
PMIA Daily <sup>(1)</sup> :	4.58
PMIA Quarter to Date <sup>(1)</sup> :	4.56
PMIA Average Life <sup>(1)</sup> :	231

## PMIA Average Monthly Effective Yields<sup>(1)</sup>

<b>November</b>	<b>4.477</b>
October	4.518
September	4.575
August	4.579
July	4.516
June	4.480

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 11/30/24 \$146.8 billion

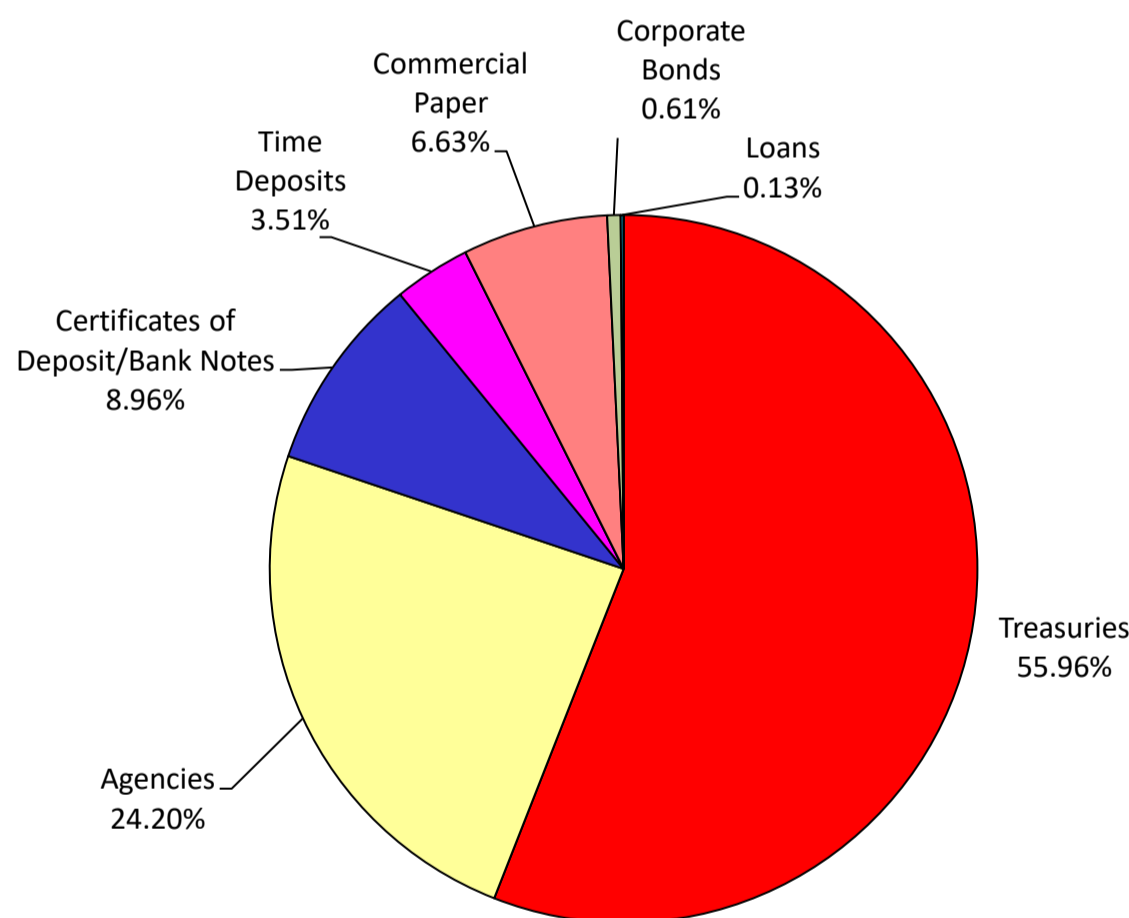


Chart does not include \$1,290,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM III.4**

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

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**AGENDA ITEM III.4**

REGULAR Board Meeting January 21, 2025

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To: Board of Directors  
From: Chi Ha-Ly  
Date: January 16, 2025  
Subject: Accept and File Financial Expense Report for the month of December 2024

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**Recommendation:**

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

**Discussion:**

Attached is the preliminary financial report for the month of December 2024. The numbers may change as staff reconciles to close the year. Staff will bring a revised version for Board approval if there are changes to this report.

As of December 2024, the District has 10.89% 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 Twelve Months Ending Tuesday, December 31, 2024

	December Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
<b>Labor</b>						
<b>Salaries and Wages</b>						
Salaries	\$211,616	\$2,857,204	\$3,301,100	\$3,301,100	\$443,896	13.45%
<b>Salaries and Wages Subtotal</b>	<b>\$211,616</b>	<b>\$2,857,204</b>	<b>\$3,301,100</b>	<b>\$3,301,100</b>	<b>\$443,896</b>	<b>13.45%</b>
<b>Benefits and Insurance</b>						
Auto Fringe Benefits	\$300	\$3,600	\$3,600	\$3,600		0.00%
Dental Insurance		34,552	44,900	44,900	10,348	23.05%
FICA	12,337	176,590	204,700	204,700	28,110	13.73%
Medicare	3,167	42,290	47,900	47,900	5,610	11.71%
Health Insurance		746,301	829,500	829,500	83,200	10.03%
Disability Insurance	932	10,811	13,200	13,200	2,389	18.10%
Life Insurance*		8,678	8,500	8,678	0	0.00%
Pension Plan	21,325	573,282	620,900	620,900	47,618	7.67%
Deferred Compensation**		45,650	41,400	45,650		0.00%
Unemployment Insurance		15,000	15,000	15,000	15,000	100.00%
Vision Care		8,342	9,400	9,400	1,058	11.26%
Worker's Compensation		61,647	83,000	83,000	21,353	25.73%
<b>Benefits &amp; Insurance Subtotal</b>	<b>\$38,060</b>	<b>\$1,711,742</b>	<b>\$1,922,000</b>	<b>\$1,926,428</b>	<b>\$214,686</b>	<b>11.14%</b>
Salaries & Benefits Capitalized	(\$36,608)	(\$389,491)	(\$803,200)	(\$803,200)	(\$413,709)	51.51%
Salaries & Benefits to Damages	(120)	(87,335)	(11,600)	(11,600)	75,735	-652.89%
<b>Labor Total</b>	<b>\$212,949</b>	<b>\$4,092,121</b>	<b>\$4,408,300</b>	<b>\$4,412,728</b>	<b>\$320,607</b>	<b>7.27%</b>
<b>Materials and Services</b>						
<b>Water Supply</b>						
Surface Water Supply, SJWD**		\$2,226,450	\$2,217,600	\$2,226,500	\$50	0.00%
Chemicals	1,314	13,080	32,600	32,600	19,520	59.88%
Division of Drinking Water Annual Permit**		64,482	64,000	64,500	18	0.03%
Energy Cost, Wells	23,936	199,480	424,300	424,300	224,820	52.99%
Energy Cost, Other**	426	3,159	3,100	3,300	141	4.27%
Testing & Sampling**	1,490	33,247	31,000	33,900	653	1.93%
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%
<b>Water Supply Subtotal</b>	<b>\$27,166</b>	<b>\$2,545,295</b>	<b>\$2,789,600</b>	<b>\$2,802,100</b>	<b>\$256,805</b>	<b>9.16%</b>
<b>District Facilities and Maintenance &amp; Repairs</b>						
Wells Repairs and Upgrades	\$4,827	\$14,432	\$24,000	\$24,000	\$9,568	39.87%
Skyway Tank Inspection		4,000	5,000	5,000	1,000	20.00%
Skyway Booster #1 Inspection and Repair			5,000	5,000	5,000	100.00%
Annual Pump Efficiency Testing		2,750	5,000	5,000	2,250	45.00%
Tank Repairs and Maintenance		5,785	15,000	15,000	9,215	61.44%
District Site Maintenance	862	19,582	20,000	20,000	418	2.09%
Janitorial	1,700	21,801	23,000	23,000	1,199	5.21%
Elevator Maintenance*	316	8,037	9,500	10,125	2,088	20.62%
Security Costs	56	3,789	4,200	4,200	411	9.79%
<b>District Facilities Maint. Subtotal</b>	<b>\$7,760</b>	<b>\$80,176</b>	<b>\$110,700</b>	<b>\$111,325</b>	<b>\$31,149</b>	<b>27.98%</b>
<b>Vehicle and Equipment Maintenance</b>						
Vehicle Maintenance	\$2,457	\$15,454	\$16,500	\$16,500	\$1,046	6.34%
Vehicle Repairs*	3,432	15,776	15,000	16,000	224	1.40%
Other Equipment Maintenance**		13,906	15,500	17,500	3,594	20.54%
Other Equipment Repair**	324	15,857	15,000	20,000	4,143	20.71%
<b>Vehicle &amp; Equip. Maint. Subtotal</b>	<b>\$6,213</b>	<b>\$60,994</b>	<b>\$62,000</b>	<b>\$70,000</b>	<b>\$9,006</b>	<b>12.87%</b>
<b>Insurance</b>						
Auto and General Liability Insurance**		\$169,434	\$115,000	\$169,500	\$66	0.04%
Bonding		1,500	1,600	1,600	100	6.25%
Property Insurance**		52,767	45,000	52,800	33	0.06%
<b>Insurance Subtotal</b>		<b>\$223,701</b>	<b>\$161,600</b>	<b>\$223,900</b>	<b>\$199</b>	<b>0.09%</b>
<b>Printing and Postage</b>						
Advertisements & Legal Notices	\$2	\$1,378	\$5,000	\$5,000	\$3,622	72.44%
Online Bill Pay/Payment Processing**	2,207	30,183	28,000	32,200	2,017	6.26%
Customer Bill Printing		10,820	17,500	17,500	6,680	38.17%
Customer Bill Postage*	1,168	43,668	43,000	43,700	32	0.07%
Customer Collection Postage		7,000	7,000	7,000		0.00%
General Postage		543	1,000	1,000	457	45.70%
General Printing		886	1,800	1,800	914	50.78%
Collection Expense Printing		584	900	900	316	35.12%
<b>Printing and Postage Subtotal</b>	<b>\$3,377</b>	<b>\$95,062</b>	<b>\$104,200</b>	<b>\$109,100</b>	<b>\$14,038</b>	<b>12.87%</b>
<b>Office Expense and Other</b>						
Office Equipment Rental		\$605	\$700	\$700	\$95	13.59%
Office Supplies	1,232	14,624	17,000	17,000	2,376	13.97%
Office Equipment less than \$500		2,273	3,000	3,000	727	24.23%
Office Furniture less than \$500		1,149	2,000	2,000	851	42.57%
Office Equipment Maintenance			500	500	500	100.00%
Office Equipment Maintenance Agreements	883	14,015	18,100	18,100	4,085	22.57%
<b>Office Expense &amp; Other Subtotal</b>	<b>\$2,115</b>	<b>\$32,666</b>	<b>\$41,300</b>	<b>\$41,300</b>	<b>\$8,634</b>	<b>20.91%</b>
<b>Professional Services</b>						
Annual Audit Fees		\$20,979	\$22,000	\$22,000	\$1,021	4.64%
Actuarial Services for Pension Calculation		700	800	800	100	12.50%

**FAIR OAKS WATER DISTRICT**  
**Company Consolidation**  
For the Twelve Months Ending Tuesday, December 31, 2024

	December Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
Meter Testing Service*		6,357	5,000	6,800	443	6.52%
Dues and Subscription	73	45,228	52,000	52,000	6,772	13.02%
Grant Application			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	17,822	103,704	150,000	150,000	46,296	30.86%
Coop. Trans. Pipeline O&M		3,855	7,000	7,000	3,145	44.93%
Website Design and Public Outreach		3,441	5,000	5,000	1,559	31.18%
Regional Support		102,796	108,000	108,000	5,204	4.82%
Banking Fees	2,224	29,041	36,000	36,000	6,959	19.33%
IT Consulting Service	10,746	106,964	123,500	123,500	16,536	13.39%
Annual IT Audit			5,600	5,600	5,600	100.00%
Answering Service	181	2,112	2,500	2,500	388	15.52%
Other Professional Fees*	463	36,984	150,000	169,589	132,606	78.19%
<b>Professional Fees Subtotal</b>	<b>\$31,509</b>	<b>\$462,161</b>	<b>\$698,900</b>	<b>\$720,289</b>	<b>\$258,129</b>	<b>35.84%</b>
<b>System Maintenance/Repairs</b>						
Aggregate/Sand/Cutback**	\$1,799	\$31,586	\$25,000	\$32,500	\$914	2.81%
Paving		62,793	75,000	75,000	12,207	16.28%
Equipment and Tool Rental**	339	1,790	1,500	2,500	710	28.40%
General Maint., Supplies & Consumables	1,365	14,201	15,000	15,000	799	5.33%
Distribution Repairs**	639	31,400	25,000	39,500	8,100	20.51%
Distribution System Maintenance Programs		6,659	7,000	7,000	341	4.87%
T-Main Repairs		4,593	25,000	25,000	20,407	81.63%
Damages***	517	381,367	25,000	389,800	8,433	2.16%
Backflow Testing and Supplies**	983	5,746	4,800	5,800	54	0.93%
Meter Downsize Repairs/Upgrades		178	600	600	422	70.38%
Inventory Replenishment			10,000	10,000	10,000	100.00%
Gas & Oil	5,867	50,214	56,000	56,000	5,786	10.33%
Equipment & Tools less than \$500	4,340	11,589	12,000	12,000	411	3.42%
Safety, Signs & Cones	1,042	12,960	13,000	13,000	40	0.31%
<b>System Maint./Repairs Subtotal</b>	<b>\$16,892</b>	<b>\$615,075</b>	<b>\$294,900</b>	<b>\$683,700</b>	<b>\$68,624</b>	<b>10.04%</b>
<b>Fees</b>						
State and County Fees		\$501	\$1,300	\$1,300	\$799	61.42%
Air Quality**		10,993	10,900	11,000	7	0.07%
NPDES Permit	3,630	3,630	4,000	4,000	370	9.25%
Haz-mat Disposal		1,111	2,000	2,000	889	44.47%
Haz-mat Permit		4,045	6,900	6,900	2,855	41.38%
<b>Fees Subtotal</b>	<b>\$3,630</b>	<b>\$20,280</b>	<b>\$25,100</b>	<b>\$25,200</b>	<b>\$4,920</b>	<b>19.52%</b>
<b>Utilities</b>						
Telephone/Communication	\$8,249	\$96,496	\$101,900	\$101,900	\$5,404	5.30%
District Site Utilities	3,513	32,336	36,500	36,500	4,164	11.41%
<b>Utilities Subtotal</b>	<b>\$11,762</b>	<b>\$128,832</b>	<b>\$138,400</b>	<b>\$138,400</b>	<b>\$9,568</b>	<b>6.91%</b>
<b>Information Technology</b>						
Computer Software Maint. & Agreements	\$6,571	\$134,511	\$140,500	\$140,500	\$5,989	4.26%
Computer Hardware <\$500	3,360	3,413	5,000	5,000	1,587	31.74%
Computer Software <\$500			1,000	1,000	1,000	100.00%
<b>Information Technology Subtotal</b>	<b>\$9,931</b>	<b>\$137,924</b>	<b>\$146,500</b>	<b>\$146,500</b>	<b>\$8,576</b>	<b>5.85%</b>
<b>Water Efficiency</b>						
Conservation Outreach	\$5,500	\$10,853	\$22,000	\$22,000	\$11,147	50.67%
Cons. Landscape Irrigation Review	214	214	2,000	2,000	1,786	89.31%
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	600	3,385	10,000	10,000	6,615	66.15%
Conservation Toilet Rebate Program (Reimb.)	450	2,550	7,500	7,500	4,950	66.00%
Washing Machine Rebate Program	100	300	500	500	200	40.00%
Conservation Internal Review			1,000	1,000	1,000	100.00%
<b>Conservation Subtotal</b>	<b>\$6,864</b>	<b>\$17,663</b>	<b>\$45,500</b>	<b>\$45,500</b>	<b>\$27,837</b>	<b>61.18%</b>
<b>Training &amp; Uniforms</b>						
DMV/Physicals	\$1,767	\$5,049	\$8,500	\$8,500	\$3,451	40.60%
Employee Recognition Program	1,460	8,424	11,000	11,000	2,577	23.42%
Training, Travel and Expenses	1,289	11,610	20,000	20,000	8,390	41.95%
Uniforms	748	10,135	12,800	12,800	2,665	20.82%
<b>Training &amp; Uniforms Subtotal</b>	<b>\$5,263</b>	<b>\$35,218</b>	<b>\$52,300</b>	<b>\$52,300</b>	<b>\$17,082</b>	<b>32.66%</b>
<b>Board</b>						
Election Expense	\$43,389	\$43,389	\$45,400	\$45,400	\$2,011	4.43%
Director's Fees	\$1,300	\$8,900	\$12,500	\$12,500	\$3,600	28.80%
Miscellaneous Board Expenses	92	1,570	2,500	2,500	930	37.22%
Travel and Seminars	138	163	10,000	10,000	9,837	98.37%
<b>Board Subtotal</b>	<b>\$44,919</b>	<b>\$54,021</b>	<b>\$70,400</b>	<b>\$70,400</b>	<b>\$16,379</b>	<b>23.27%</b>
<b>Materials &amp; Services Total</b>	<b>\$177,401</b>	<b>\$4,509,066</b>	<b>\$4,741,400</b>	<b>\$5,240,014</b>	<b>\$730,948</b>	<b>13.95%</b>
<b>GRAND TOTAL</b>	<b>\$390,350</b>	<b>\$8,601,187</b>	<b>\$9,149,700</b>	<b>\$9,652,742</b>	<b>\$1,051,556</b>	<b>10.89%</b>

**FAIR OAKS WATER DISTRICT**  
**Company Consolidation**  
For the Twelve Months Ending Tuesday, December 31, 2024

	December Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
<b>CONTINGENCY FUND</b>	<b>\$1,078</b>	<b>\$190,313</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$9,687</b>	<b>4.84%</b>

\*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 and \$7,000 were transferred to Distribution Repairs - Board approved on August 19, 2024 and November 18, 2024, respectively.  
\$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.  
\$100 was transferred to Fees - Air Quality (E24FEAQ) - Board approved on October 21, 2024.  
\$8,900 was transferred to Surface Water Supply, SJWD (E24WSWAT) - Board approved on October 21, 2024.  
\$54,500 was transferred to Auto and General Liability Insurance - Board approved on November 18, 2024.  
\$4,200 was transferred to Online Bill Pay/Payment Processing - Board approved on November 18, 2024.  
\$2,900 was transferred to Water Supply Testing & Sampling - Board approved on November 18, 2024.  
\$7,000 was transferred to Distribution Repairs - Board approved on November 18, 2024.  
\$1,000 was transferred to Backflow Testing & Supplies - Board approved on November 18, 2024.  
\$200 was transferred to Water Supply Energy Cost, Other - Board approved on November 18, 2024.  
\$178 was transferred to Life Insurance - Board approved on December 16, 2024.  
\$200 was transferred to Computer Hardware - Board approved on December 16, 2024.  
\$700 was transferred to Customer Bill Postage - Board approved on December 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.



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**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM III.5**

**Approval of Warrants**



**AGENDA ITEM III.5**

REGULAR Board Meeting on January 21, 2025

To: Board of Directors  
 From: Tom R. Gray  
 Date: January 15, 2025  
 Subject: Approval of Warrants

**Recommendations:**

**Warrants**

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

<b><i>PBI Engineering</i></b> <i>Transmission Main Replacement, Phase 1</i>	\$ 34,745.55
<b><i>ACWA JPIA</i></b> <i>Benefits - Health, Dental, Vision, Life, and Employee Assistance Program</i>	128,519.54
<b><i>San Juan Water District</i></b> <i>Water Purchase</i>	555,057.46
<b><i>State Water Resources Control Board</i></b> <i>System Fees</i>	72,681.52
<b><i>Gutierrez Associates</i></b> <i>Architectural Services (Post Authorization)</i>	25,052.00
<b><i>Trillium Pumps USA, Inc.</i></b> <i>New York Well Equipment (Post Authorization)</i>	186,400.81
<b>Total Warrants</b>	<b>\$ 1,002,456.88</b>



Tom R. Gray, General Manager



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

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

January 08, 2025  
 Project No: 050.0000026892  
 Invoice Number 298  
 Project Manager Ashley Smith

050.0000026892 FOWD RFQ Transmission Main Replacement Phase 1

**Professional Services Rendered Through: December 27, 2024**

Preliminary Work and Survey

**Previous % Complete - 1%**

**Current % Complete - 25%**

**Work Completed this period - Field Survey and general project management**

**CY Budget: \$ 197,700.00** Project No: 025TD110  
**Expenses TD: \$ 181.53** Cost Categ: Professional  
**Committed Cost: \$ 0.00** Avail Budget: 197,518.47  
 Completed By: Blake Chetcuti Date: 1/9/25  
 Authorized By: [Signature] Date: 1/9/25  
 Authorized By: [Signature] Date: 01-16-25

**Professional Services**

	Hours	Rate	Billed Amount	
Senior Engineer/Project Manager 2 Smith, Ashley	5.50	230.00	1,265.00	
Totals	5.50		1,265.00	
<b>Total Labor</b>				<b>1,265.00</b>

**Subcontractors**

AREA WEST ENGINEERS, INC 12/24/2024	AREA WEST ENGINEERS, INC	UTILITY TOPGRAPHIC SURVEYING THRU 12.14.24	20,085.00	
<b>Subcontractors Subtotal</b>			<b>20,085.00</b>	<b>22,093.50</b>

**Additional Fees**

Incidental In-house Expenses-5% of Labor			63.25	
<b>Total Additional Fees</b>			<b>63.25</b>	<b>63.25</b>

**Billing Limits**

	Current	Prior	To-Date	
Total Billings	23,421.75	3,580.50	27,002.25	
Limit			74,075.00	
Remaining			47,072.75	
<b>Phase Subtotal</b>				<b>\$23,421.75</b>

**Design and Specifications**

**Previous % Complete - 1%**

**Current % Complete - 35%**

**Work Completed this period - Submitted 50% design and 50% design review**

**Professional Services**

	Hours	Rate	Billed Amount
Senior Engineer/Project Manager 2 Smith, Ashley	8.00	230.00	1,840.00
Staff Engineer 2 Hernandez Uribe, Laura	15.50	160.00	2,480.00

Technician I				
Sylvester, Tyler	3.00	110.00	330.00	
Technician III				
Gregory, David	43.75	140.00	6,125.00	
Totals	70.25		10,775.00	
<b>Total Labor</b>				<b>10,775.00</b>

**Project Expenses**

Travel and/or tolls				
12/20/2024	Smith, Ashley	Project Meeting	10.05	
		<b>Project Expenses Subtotal</b>	<b>10.05</b>	<b>10.05</b>

**Additional Fees**

Incidental In-house Expenses-5% of Labor			538.75	
<b>Total Additional Fees</b>			<b>538.75</b>	<b>538.75</b>

**Billing Limits**

	Current	Prior	To-Date	
Total Billings	11,323.80	2,864.15	14,187.95	
Limit			123,337.00	
Remaining			109,149.05	
		<b>Phase Subtotal</b>		<b>\$11,323.80</b>

Construction Support Services

**Previous % Complete - 0%**

**Current % Complete - 0%**

**Work Completed this period - None**

**Billing Limits**

	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			35,333.00	
Remaining			35,333.00	
		<b>Phase Subtotal</b>		<b>0.00</b>

**Invoice Total** \$34,745.55

*JRH*  
01-16-2025

**AREA WEST ENGINEERS, INC.**

7478 SANDALWOOD DRIVE SUITE 400  
CITRUS HEIGHTS, CA 95621  
916-725-5551

Invoice No. 9696  
Invoice Date: December 18, 2024

# Invoice

To: PETERSON BRUSTAD LLP (PBI)  
80 BLUE RAVINE ROAD  
FOLSOM, CA 95630

**Project: 24047 PROJECT NUMBER 050.0000026892, PHASE #1, TASK #2  
FAIR OAKS WATER DISTRICT**

Professional Services for the Period Ending: 12/14/2024

**Billing Group: 00** Cost Plus to a Maximum

*UTILITY TOPOGRAPHIC SURVEYING*

Contract Maximum: 25,000.00  
Previous Billings Against Maximum: 0.00  
Current Billings Against Maximum: 20,085.00  
Balance After This Invoice: 4,915.00

**Professional Services**

	<u>Reg Hours</u>	<u>Bill Rate</u>	<u>OT Hours</u>	<u>Bill Rate</u>	<u>Charge</u>
TWO PERSON FIELD CREW	3.00	325.00			975.00
ONE PERSON FIELD CREW	10.50	210.00			2,205.00
ADMINISTRATIVE MANAGER	16.00	65.00			1,040.00
PROFESSIONAL SURVEYOR	57.50	130.00			7,475.00
DRAFTSPERSON	24.00	110.00			<u>2,640.00</u>
<b>Professional Services Totals</b>					<b>\$14,335.00</b>

**Outside Services**

	<u>Bill Units</u>	<u>Bill Rate</u>	<u>Charge</u>
OUTSIDE SERVICES	1.00	5,750.00	<u>5,750.00</u>
<b>Outside Services Totals</b>			<b>\$5,750.00</b>

**Current Totals:**

**Current Invoice Amount: \$20,085.00**

**Aged Receivables:**

<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>&gt; 120 Days</u>
\$20,085.00	\$0.00	\$0.00	\$0.00	\$0.00

*All invoices are due upon receipt. A late charge of 1.5% will be added to any unpaid balance after 15 days.*

X

**INVOICE**

**SYNERGY MAPPING, INC.**  
11027 S Pikes Peak Drive #203  
Parker, CO 80138

Office.admin@synergymapping.com  
303-663-4483



**Bill to**  
Charlie Czapkey  
Area West Engineers, Inc.  
7478 Sandalwood Drive Ste. 400  
Citrus Heights, CA 95621-8437

**Invoice details**  
Invoice no.: GSP 241004  
Terms: Net 30  
Invoice date: 11/22/2024  
Due date: 12/22/2024

Project Name: FOWD Madison Avenue

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Synergy Mapping provided new digital color aerial photography (4.5 cm GSD), planimetric mapping supporting 1"=40' map scale (20 scale text) with one foot contours and color digital orthophotos (0.25' pixel size). The mapping limits include a corridor approximately 3900' in length and 200' wide on Madison Ave. and 150' wide on the two side streets. The project is located in Orangeville, CA.			
2.		Photography	New Digital Color Aerial Aerial Photography (4.5 cm GSD)	1	\$2,400.00	\$2,400.00
3.		Planimetric Mapping	Planimetric Mapping supporting 1"=40' map scale with 1' CI (20 Scale Text)	1	\$2,350.00	\$2,350.00
4.		Orthos	Digital Color Orthophotos - 0.25' Pixel Size	1	\$250.00	\$250.00
					<b>Total</b>	<b>\$5,000.00</b>

**Ways to pay**

BAJIK

**Note to customer**

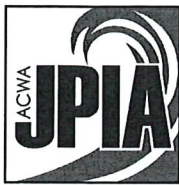
FEDERAL TAX ID: [REDACTED]

24047

ACWA JPIA  
PO Box 619082  
Roseville, CA 95661-9082

<u>Invoice #</u>	<u>Dated</u>	<u>Amount</u>
0704638	12/4/2024	\$ 58,991.45
0704910	1/2/2025	69,528.09
<b>Total</b>		<b>\$ 128,519.54</b>

*JPL*  
01-16-2025



Fair Oaks Water District, 000532  
Coverage Month: January 2025

JAN

Invoice Number: 0704638

Invoice Date: 12/04/2024

	Medical	Dental	Vision	Life	EAP	Totals
Insured Employees	27	27	27	27	27	
Previous Balance						\$65,743.93
Payment						(\$65,743.93)
Past Due Balance						\$0.00
Current Period Premium	\$59,152.92	\$2,646.34	\$654.75	\$1,017.75	\$66.96	\$63,538.72
Adjustment	-\$4,207.04	-\$302.43	-\$24.25	-\$11.07	-\$2.48	-\$4,547.27
Benefit Totals	\$54,945.88	\$2,343.91	\$630.50	\$1,006.68	\$64.48	\$58,991.45
<b>Total Due 01/01/2025</b>						<b>\$58,991.45</b>

RSimon  
1/10/2025

**Important Reminders**

Visit [www.jpia.bswift.com](http://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](mailto:benefits@acwajpia.com).

Thank you for choosing ACWA JPIA.

Keep this summary for your records.

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	01/01/2025
Total Due on or before 01/01/2025	\$58,991.45

IRS  
01-16-2025

Invoice Number: 0704638

Invoice Date: 12/04/2024

\* Please include Invoice # on Addenda



Fair Oaks Water District, 000532  
Coverage Month: February 2025

FEB

Invoice Number: 0704910

Invoice Date: 01/02/2025

	Medical	Dental	Vision	Life	EAP	Totals
Insured Employees	28	28	28	28	28	
Previous Balance						\$58,991.45
Payment						\$0.00
Past Due Balance						\$58,991.45
Current Period Premium	\$62,570.67	\$2,681.70	\$679.00	\$1,023.29	\$69.44	\$67,024.10
Adjustment	\$2,489.17	\$0.00	\$0.00	\$14.82	\$0.00	\$2,503.99
Benefit Totals	\$65,059.84	\$2,681.70	\$679.00	\$1,038.11	\$69.44	\$69,528.09
<b>Total Due 02/01/2025</b>						<b>\$128,519.54</b>

- 58,991.45  
 69,528.09  
 RSimar  
 1/10/2025

**Important Reminders**

Visit [www.jpia.bswift.com](http://www.jpia.bswift.com) to download invoices, make enrollment changes, run reports and more.

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**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](mailto:benefits@acwajpia.com).

Thank you for choosing ACWA JPIA.

Keep this summary for your records.

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	02/01/2025
Total Due on or before 02/01/2025	\$128,519.54

69,528.09  
 RSimar  
 1/10/2025

Invoice Number: 0704910

Invoice Date: 01/02/2025

JPK  
 01-16-2025

\* Please include Invoice # on Addenda



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

<u>Invoice #</u>	<u>Dated</u>	<u>Amount</u>
INV02905	1/10/2025	\$ 459,900.00
INV02911	1/10/2025	95,157.46
<b>Total</b>		<b><u><u>\$ 555,057.46</u></u></b>

*JRH*  
*01-16-2025*



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: 1/10/2025  
 INVOICE #: INV02905  
 DUE DATE: \* 2/24/2025  
 TOTAL DUE: \$459,900.00

CUSTOMER ACCOUNT # : 1014

Fixed Charge Jan - Mar 2025

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
Fixed Charge Jan - Mar 2025	1.00	459,900.00	459,900.00
<b>TOTAL THIS INVOICE</b>			<b>\$459,900.00</b>

*chy*

CY Budget: \$ 2,325,500.00 Project No: E25WSWAT  
 Expenses ID: 0 Cost Categ: Water Purchase  
 Committed Cost: 0 Avail Budget: 2,325,500.00  
 Completed By: Amritpal Date: 01/10/25  
 Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Audited By: [Signature] Date: 01-16-2025

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: 1/10/2025  
 INVOICE #: INV02911  
 DUE DATE: \* 2/24/2025  
 TOTAL DUE: \$95,157.46

CUSTOMER ACCOUNT # : 1014

Water Sales Oct - Dec 2024

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
Water Usage - October 2024	944.14 ✓	52.96	50,001.65
Water Usage - November 2024	504.74 ✓	52.96	26,731.03
Water Usage - December 2024	347.90 ✓	52.96	18,424.78
<b>TOTAL THIS INVOICE</b>			<b>\$95,157.46</b>

*RECEIVED*

CY Budget: \$ 2,325,500<sup>00</sup> Project No: E25 W/SWAT  
 Expenses TD: \$ 0 Cost Categ: Water Purchase  
 Committed Cost: \$ 0 Avail Budget: 2,325,500<sup>00</sup>  
 Completed By: Amritpal Date: 01/10/25  
 Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized By: JRH Date: 01-16-2025

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.*

CY Budget: \$ 76,500 Project No: E25WSDOH  
 Expenses TD: \$ 0 Cost Categ: system fees  
 Committed Cost: \$ 0 Avail Budget: 76,500  
 Completed By: Paul Sidransky Date: 1-2-25  
 Authorized By: [Signature] Date: 01-16-2025



HA-LY, CHI  
 FAIR OAKS WATER DISTRICT  
 10326 FAIR OAKS BLVD.  
 FAIR OAKS, CA 95623

Date: 12/20/2024  
 System Type: Community Water System  
 System No.: [REDACTED]  
 Invoice No.: LW-1049538

**Water System Annual Fees Invoice**  
**Billing Period 07/01/2024 - 06/30/2025**

Payment must be received within 90 days from the date of this invoice, or a 10% penalty will be assessed pursuant to section 116565 of the Health & Safety Code.

LINE ITEMS	Connections	FEES
CONNECTIONS 0-1,000 (\$11.32 per connection, \$677 minimum)	1,000	\$11,320.00
CONNECTIONS 1,001 - 5,000 (\$6.62 per connection)	4,000	\$26,480.00
CONNECTIONS 5,001 - 15,000 (\$3.76 per connection)	9,277	\$34,881.52
CONNECTIONS 15,001+ (\$2.56 per connection)	---	\$0.00

(AMOUNT IF PAID BY 03/20/2025):

*[Handwritten Signature]* \$72,681.52  
 01-16-2025  
 OR

**LATE AMOUNT (including 7268.15 penalty if postmarked AFTER 03/20/2025): \$79,949.67**  
 (if applicable)

You may submit payment via check, money order, credit card, or EFT. Payment information is available on our website at [https://www.waterboards.ca.gov/make\\_a\\_payment/](https://www.waterboards.ca.gov/make_a_payment/)

FY 2024/25 (07/01/2024 - 06/30/2025)

**SYSTEM TYPE: Community Water System**  
**INVOICE NUMBER: LW-1049538** **AMOUNT IF PAID BY 03/20/2025: \$72,681.52**  
**SYSTEM NUMBER: [REDACTED]** **LATE AMOUNT DUE: (if postmarked AFTER 03/20/2025): \$79,949.67**  
 (Please print the above numbers on check or money order) **DISTRICT: 09**

PLEASE REMIT PAYMENT TO:

Invoicing Date: December 20, 2024

SWRCB Accounting Office  
 ATTN: Drinking Water Program Fees  
 P.O. Box 1888  
 Sacramento, CA 95812-1888

HA-LY, CHI  
 FAIR OAKS WATER DISTRICT  
 10326 FAIR OAKS BLVD.  
 FAIR OAKS, CA 95623

For Regulatory or Water System inquiries, change of address, phone, or e-mail, please contact:  
 DWPDist09@waterboards.ca.gov or call 916-449-5681  
 For payment questions, please contact DAS-DrinkingWaterFees@waterboards.ca.gov or call (916) 341-5082

GUTIERREZ / ASSOCIATES

INVOICE FOR SERVICES

RECEIVED

BY: CPA  
DATE: 12-05-2024

Date: December 5, 2024  
Invoice Number: 8-1  
Contract/Order Name: Architectural Services, Construction Documents, Corporation Yard

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

Regarding: Revised Invoice 8, Architectural Services, Construction Documents, Corporation Yard

Services Performed:

Services include completion of 100% Construction Documents.  
90% Completion of Building Permit \$25,052.00

Reimbursables: \$0.00

Payment Status: Construction Document (CD) Phase Total Fees are \$115,670.00.  
CD Phase Fees Previously Paid: \$87,835.00. CD Phase Fees Currently  
Outstanding: \$27,835.00.

Following payment of this Invoice, 10% is remaining in Construction Documents and will be paid at  
issuance of Building Permit. Bidding and Construction Administration still remain in the contract

Total Amount of this Invoice: \$25,052.00

Respectfully yours,

Efren Gutierrez  
California Sole Proprietorship doing business as GUTIERREZ/ASSOCIATES  
5701 International Blvd. No. 7  
Oakland CA 94621  
Taxpayer ID [REDACTED]  
California Architect C-9232  
510-839-3311  
efren@gaarchitecture.com

By: [Signature]  
Efren Gutierrez, Principal

APPROVED to Pay  
FOWD Board President Sarkovich  
BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
via phone 12-23-2024

Distribution: M. Sarkovich, E.A. Gutierrez, M. Gutierrez

APPROVED as Directed  
BY: CPA DATE: 12-23-2024

GUTIERREZ/ASSOCIATES  
ARCHITECTS & PLANNERS  
5701 International Blvd., No. 7  
Oakland, CA 94621  
(510) 839-3311  
FAX 839-3315

CY Budget: \$ 200,000.00 Project No: A24 B11M2DC  
Expenses TD: \$ 91,390.13 Cost Categ: Professional  
Committed Cost: \$ 0 Avail Budget: 108,609.87  
Completed By: Amritpal Date: 12/23/24  
Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

# Check Remittance

**FAIR OAKS WATER DISTRICT**  
 10326 FAIR OAKS BLVD.  
 FAIR OAKS CA 95628

Vendor ID	Vendor Name	Check Name	Payment Number	Check Date	Check Number		
T408	Trillium Pumps USA, Inc.	Trillium Pumps USA, Inc.	00000038600	12/23/2024	REMIT000000000004412		
Our Voucher Number	Your Voucher Number	Date	Amount	Amount Paid	Discount	Writeoff	Net
00000069336	136481	12/20/2024	\$186,400.81	\$186,400.81	\$0.00	\$0.00	\$186,400.81
<b>Totals</b>			\$186,400.81	\$186,400.81	\$0.00	\$0.00	\$186,400.81

**APPROVED** to pay  
 BY: JFB DATE: 12-23-2024  
*Shirley Huckaby*  
 12-23-2024

FOWD Board President Sarkovich approved payment by phone on 12-23-2024 at 10:30AM. President Sarkovich also approved Operations Manager Huckaby providing the second signature required for payment. JFB

*JFB*

Invoice Number: 136481  
 Page: 3 of 3  
 Date: 12/20/2024  
 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	Unit Price	Extended Price	

U/M: EA

Date Shipped:

Ext Price: 362,176.00 DO:

2 Progressive Billing

3

5	1.000	0.000	1.000	0.00000	0.00
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CI:

Item: START-UP

Description: START-UP SERVICES BY G3 ENGINEERING INC.

U/M: EA

Date Shipped:

Ext Price: 4,000.00 DO:

2 Progressive Billing

3

Please ensure payment is remitted per the instructions below.

Wire Transfer Bank Information:

JP Morgan Chase Bank



Remit To:

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

Sales Amount	172,523.25
Misc Charges	0.00
Freight	0.00
Sales Tax	13,877.56
Prepaid Amount	0.00
<b>Total</b>	<b>186,400.81</b>

For Questions:

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

All Currency is in USD

Invoice Number: 136481  
 Page: 1 of 3  
 Date: 12/20/2024  
 Fed ID: XXXXXXXXXX  
 Account #: 9767



Trillium Pumps USA, Inc.

2495 S Golden State Blvd  
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B FAIR OAKS WATER DISTRICT  
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 L USA  
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 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	Unit Price	Extended Price
1	1.000	0.000	1.000	0.00000	0.00

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:  
 2 Progressive Billing  
 3

2	1.000	0.000	1.000	0.00000	0.00
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CI:  
 Item: 9685001MTR  
 Description MOTOR 350 HP 460V/3PH/60HZ 1800 RPM  
 U/M: EA  
 Date Shipped:

Ext Price: 40,923.05 DO:

CY Budget \$ 2,940,000 Project No: C24WTNYWDE  
 Expenses TO: \$ 156,370.00 Cost Categ: Project Parts  
 Committed Cost \$ 497,469 Avail Budget: 2,236,160.97  
 Completed By: Paul Sitaras Date: 12/20/24  
 Authorized By: [Signature] Date: 12/20/24  
 Authorized By: [Signature] Date: 12/20/24

\*This invoice is for a portion of the listed committed cost.



Invoice Number: 136481  
 Page: 2 of 3  
 Date: 12/20/2024  
 Fed ID: [REDACTED]  
 Account #: 9767



Trillium Pumps USA, Inc.

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B FAIR OAKS WATER DISTRICT  
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 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	Unit Price	Extended Price	

2 Progressive Billing

3

3	1.000	0.000	1.000	0.00000	0.00
---	-------	-------	-------	---------	------

CI:

Item: SOLE PLATE

Description SOLE PLATE: 30" x 30" x 1.25"

U/M: EA

Date Shipped:

Ext Price: 1,169.60 DO:

2 Progressive Billing

3

4	1.000	0.000	1.000	0.00000	0.00
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CI:

Item: 96850043RV

Description 10" 3R ASR VALVE - 3RVALVE

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM III.6**

**Approval of Cal-Card Statements for the month of December 2024**

**AGENDA ITEM III.6**

REGULAR Board Meeting on January 21, 2025

---

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

---

**Recommendation:**

None.

**Discussion:**

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

**Policy Implications:**

None.

**Fiscal Impact:**

None.

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

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Description</u>	<u>Personnel</u>
11/21/2024	Home Depot	\$ 87.50	Rentals - Damage Protection	Staff
11/21/2024	Home Depot	251.58	Rentals - Damage Protection	Staff
11/22/2024	Staples	0.62	Office Supplies (Rewards Applied)	Staff
11/22/2024	AICPA	552.51	Trainings/Seminars	Staff
11/23/2024	Dickies	192.28	Uniforms	Staff
11/24/2024	Amazon	39.51	Office Supplies	Staff
11/26/2024	Nespresso	54.00	Kitchen Supplies	Staff
11/26/2024	Sandbaggy.Com	969.75	Maintenance Supplies	Staff
11/27/2024	FedEx	55.74	Shipping Cost	Staff
11/27/2024	Ace Hardware	751.02	Tools	Staff
11/27/2024	CA-NV Section, AWWA	400.00	Trainings/Seminars	Staff
11/28/2024	ULINE	752.80	Tools	Staff
11/28/2024	Been Verified	58.48	Background Check	General Manager
12/1/2024	Backgrounds Online	40.50	Background Check	Staff
12/2/2024	CA-NV Section, AWWA	(20.00)	Trainings/Seminars	Staff
12/2/2024	USPS	438.00	Customer Bill Postage	Staff
12/2/2024	Indeed Jobs	2.01	Recruitment	Staff
12/2/2024	County of Sacramento/Kiefer Landfill	45.00	District Site Maintenance	Staff
12/2/2024	County of Sacramento/Kiefer Landfill	45.00	District Site Maintenance	Staff
12/3/2024	Home Depot	73.58	Maintenance Supplies	Staff
12/3/2024	USPS	730.00	Customer Bill Postage	Staff
12/4/2024	USABlueBook	155.77	Sampling/Testing	Staff
12/4/2024	New Answernet, Inc.	181.00	Answering Service	Staff
12/5/2024	Target	69.22	Holiday Lunch - Employee Recognition	Staff
12/5/2024	Home Depot	204.24	Tools	Staff
12/5/2024	Onxmaps.Com	34.99	Dues and Subscriptions	General Manager
12/6/2024	Home Depot	155.44	Tools	Staff
12/6/2024	Government Finance Officers Association	199.00	Trainings/Seminars	Staff
12/7/2024	FedEx	56.90	Shipping Cost	Staff
12/7/2024	Staples	0.72	Office Supplies (Rewards Applied)	Staff
12/10/2024	Staples	0.12	Office Supplies (Rewards Applied)	Staff
12/10/2024	Sam's Club	160.09	Kitchen Supplies	Staff
12/10/2024	Sam's Club	99.48	Holiday Lunch - Employee Recognition	Staff
12/10/2024	Sam's Club	143.70	Employee Recognition	Staff

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Description</u>	<u>Personnel</u>
12/10/2024	Placer Equipment Rentals	191.38	Sand/Aggregate	Staff
12/10/2024	Pollardwater.Com	254.09	Tools	Staff
12/10/2024	Grainger	99.36	Uniforms	Staff
12/11/2024	Ace Hardware	19.38	Maintenance Supplies	Staff
12/11/2024	American Water Works Association	213.79	Water Audits & Loss	Staff
12/11/2024	Deluxe	154.06	Office Supplies	Staff
12/11/2024	Wal-Mart	76.97	Holiday Lunch - Employee Recognition	Staff
12/11/2024	Costco	29.68	Holiday Lunch - Employee Recognition	Staff
12/11/2024	Five Below	72.01	Employee Recognition	Staff
12/11/2024	Ace Hardware	268.30	Tools	Staff
12/11/2024	Ace Hardware	268.30	Tools	Staff
12/12/2024	Super Quick Store	3.73	Holiday Lunch - Employee Recognition	Staff
12/12/2024	Dickies	192.27	Uniforms	Staff
12/12/2024	Taquero Feliz	721.00	Holiday Lunch - Employee Recognition	Staff
12/12/2024	Staples	514.81	Toner	Staff
12/12/2024	Amazon	13.99	Office Supplies	Staff
12/12/2024	Target	72.84	Holiday Lunch - Employee Recognition	Staff
12/12/2024	Red Wing Shoes	275.00	Safety Boots	Staff
12/12/2024	Home Depot	32.64	Holiday Lunch - Employee Recognition	Staff
12/13/2024	Industrialsafety.Com	73.55	Uniforms	Staff
12/13/2024	World Market	115.70	Employee Recognition	Staff
12/16/2024	Ace Hardware	27.11	Maintenance Supplies	Staff
12/16/2024	Batteries Plus	29.07	Maintenance Supplies	Staff
12/17/2024	County of Sacramento	983.01	Backflow Testing Supplies	Staff
12/17/2024	Delish Pizza	92.24	Board Meeting Meals	Staff
12/19/2024	Staples	82.08	Toner	Staff
12/19/2024	Sacramento Battery Co.	317.93	Madison Well-Generator Battery	Staff
12/20/2024	Brake Masters	81.12	Vehicle Maintenance	Staff
12/20/2024	Amazon	39.46	Office Supplies	Staff
12/20/2024	America's Tire	702.43	Vehicle Repair	Staff
12/21/2024	Target	32.09	Kitchen Supplies	Staff
<b>TOTAL</b>		<b><u>\$ 13,029.94</u></b>		

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM III.7**

**Accept and File Board Expense Report for the month of December 2024**

**AGENDA ITEM III.7**

REGULAR Board Meeting on January 21, 2025

---

To: Board of Directors  
From: Chi Ha-Ly  
Date: January 14, 2025  
Subject: Approval of Board Expense Report for the month of December 2024

---

**Recommendation:**

None.

**Discussion:**

Attached you will find the Board Expense Report for the month of December 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 - December 2024*

<b>Name</b>	<b>Meeting Date</b>	<b>Description</b>	<b>Date Paid</b>	<b>Compensation</b>	<b>Reimbursed Expenses</b>	<b>District Expenses</b>
<b>Dolby</b>						
	12/16/2024	Regular Board Meeting	12/26/2024	\$ 100.00	\$ -	\$ -
				<b>\$ 100.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Marx</b>						
	9/12/2024	RWA Board Meeting	12/12/2024	\$ 100.00	\$ -	\$ -
	9/16/2024	Regular Board Meeting	12/12/2024	100.00	-	-
	10/10/2024	SGA Board Meeting	12/12/2024	100.00	-	-
	10/21/2024	Regular Board Meeting	12/12/2024	100.00	-	-
	10/28/2024	Special Board Meeting	12/12/2024	100.00	-	-
	11/14/2024	RWA Board Meeting	12/12/2024	100.00	-	-
	11/18/2024	Regular Board Meeting	12/12/2024	100.00	-	-
	12/12/2024	SGA Board Meeting	12/26/2024	100.00	-	-
		Travel Reimbursement	12/18/2024	-	162.96	-
				<b>\$ 800.00</b>	<b>\$ 162.96</b>	<b>\$ -</b>
<b>McRae</b>						
	11/20/2024	SJWD Board Meeting	12/26/2024	\$ 100.00	\$ -	\$ -
	12/16/2024	Regular Board Meeting	12/26/2024	100.00	-	-
				<b>\$ 200.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Petersen</b>						
	12/16/2024	Regular Board Meeting	12/26/2024	\$ 100.00	\$ -	\$ -
				<b>\$ 100.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Sarkovich</b>						
	12/16/2024	Regular Board Meeting	12/26/2024	\$ 100.00	\$ -	\$ -
				<b>\$ 100.00</b>	<b>\$ -</b>	<b>\$ -</b>



Board of Directors  
Expense Reimbursement Summary  
Monthly Activity - December 2024

**December 2024 RECAP**

Name	Meeting Month	Meetings Attended (Paid)	Month Paid	Compensation	Reimbursed	
					Expenses	District Expenses
Dolby	December	1	December	\$ 100.00	\$ -	\$ -
Marx	Sept.-Dec.	8	December	800.00	162.96	-
McRae	Nov./Dec.	2	December	200.00	-	-
Petersen	December	1	December	100.00	-	-
Sarkovich	December	<u>1</u>	December	<u>100.00</u>	<u>-</u>	<u>-</u>
<b>TOTAL</b>		13		<b>\$ 1,300.00</b>	<b>\$ 162.96</b>	<b>\$ -</b>

**Year-to-Date RECAP**

Name	Meetings Attended (Paid)	Compensation	Reimbursed	
			Expenses	District Expenses
Dolby	15	\$ 1,500.00	\$ -	\$ -
Marx	26	2,600.00	162.96	-
McRae	17	1,700.00	-	-
Petersen	16	1,600.00	-	-
Sarkovich	<u>15</u>	<u>1,500.00</u>	<u>-</u>	<u>-</u>
<b>TOTAL</b>	89	<b>\$ 8,900.00</b>	<b>\$ 162.96</b>	<b>\$ -</b>

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM V.1**

**Discussion and direction on the process for the appointment  
of the Director to represent FOWD Division 2**

---

**AGENDA ITEM V.1**

Regular Board Meeting January 21, 2025

---

To: Board of Directors  
From: Tom R. Gray  
Date: January 16, 2025  
Subject: Discussion and direction on the process for the appointment of the Director to represent FOWD Division 2

---

**Recommendation:**

1. Interview all applicants that meet the minimum requirements to fill the open seat on the Fair Oaks Water District (FOWD) Board of Directors that applied by the deadline set by the FOWD Board during a public meeting held on December 16, 2024.
  - Verify that all selected applicants are registered to vote at the address provided on the application.
2. Invite all applicants, who were verified as registered to vote at the address provided on the application, to be interviewed by the FOWD Board of Directors (BOD) at a Special Board Meeting scheduled for Monday January 27, 2025 starting at 5:30 PM.
3. FOWD Board Present call for a Special Board Meeting of the FOWD Board of Directors for Monday January 27, 2025 starting at 5:30 PM.

**Discussion:**

The FOWD currently has an opening on the Board of Directors due to the resignation of the Division 2 Director effective December 17, 2024. The remaining FOWD Board Members unanimously voted to fill the vacancy by appointment. The FOWD Board must make an appointment to fill the vacancy by February 14, 2025.

- On December 16, 2025 the FOWD BOD approved a Public Notice of the vacancy during a public meeting. The Public Notice has a deadline for applications of January 15, 2025.
- On December 17, 2024 the approved Public Notice was posted on the FOWD Website, at the Fair Oaks Library, and at the Fair Oaks Historic Society.

**Status Update:**

As of the Wednesday January 15, 2025 deadline for application submittal, five applications were received. The following table provides a summary of the applications received.

<b>Table 1 – Applicant list</b>			
<b>Name</b>	<b>Date Received</b>	<b>D2 Address Verified</b>	<b>Application Complete</b>
Leon Corcos	12-19-2024	yes	yes
John Briggs	12-20-2024	yes	yes
Terry Erlewine	01-02-2025	yes	yes
Susannah Martin	01-06-2025	yes	yes
George Babcock	01-06-2025	yes	yes

Attachments:

- Copies of all applications received.
- Copy of related prior FOWD Staff Reports.
- Copy of County Elections Department publication titled “How to Fill a Vacancy.”

Schedule:

The FOWD Board of Directors must make the appointment to fill the Division 2 vacancy by February 14, 2025.

**Policy Implications:**

None because of the recommended action.

**Fiscal Impact:**

None because of the recommended action.

**County of Sacramento  
Fair Oaks Water District  
Division 2 Board of Directors Seat**

Applicant Name:

Susannah Martin

Application Date Received:

January 6, 2025

**- FOWD Application to Fill Board Vacancy -**



Statement of Interest & Qualifications:

Please briefly describe your qualifications and why you are interested in serving on the Fair Oaks Water District Board of Directors.

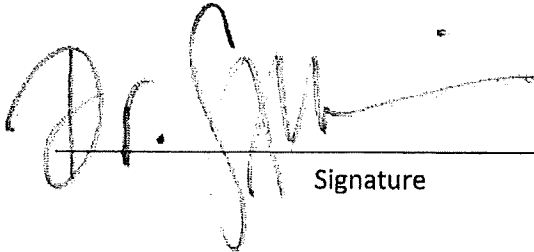
I have been a resident of Fair Oaks since 1978 with stints in Davis, Carmichael, Germany, and Switzerland. I am a huge community advocate and volunteer countless hours with FOVEC as well as with river clean up days, Meraki High School (in the Village) functions for my teenaged daughters, and with NorCal Boxer Rescue. My family and I attend and volunteer at many Fair Oaks events as well as support our local economy before all other alternatives. My father was also a long term elected official for the Fair Oaks Fire Board before it was disbanded.

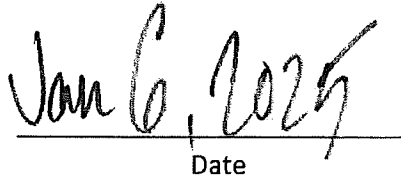
I have a long employment background in the way of public service. I have been a lecturer at UC Davis and at the Georg August University in Gottingen, Germany, and also a professor at the University of the Pacific and American River College. I have taught high school in Fair Oaks for 14 years and now work as a correctional educator for Folsom State Prison. I regularly volunteer at the Sacramento Turn Verein where I was also the director of their language school for many years.

I feel it is extremely important for our community members to have new voices and energy serving them on the Fair Oaks Water Board which has had the same make up of board members for many, many years. I will be very proactive about outreach so I can learn exactly what our constituents want in the way of their water district offerings. It is about far more than just low rates. I will attend community events with the other board members and take the time to get to know individuals in my zone and their needs. Blindly serving without knowing the actual people is not authentic nor true service. I envision a water district board with a strong community presence where people recognize the members who put in countless hours behind the desk as well as with the people they serve.

Certification:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

**County of Sacramento  
Fair Oaks Water District  
Division 2 Board of Directors Seat**

Applicant Name:

George Babcock

Application Date Received:

January 6, 2025

**- FOWD Application to Fill Board Vacancy -**





**APPLICATION FOR APPOINTMENT TO FILL A VACANCY  
 ON THE BOARD OF DIRECTORS**

Instructions:

If you are interested in serving on the Fair Oaks Water District Board of Directors, please complete this application and return it to 10326 Fair Oaks Boulevard, Fair Oaks CA 95628.

Name: George B. Babcock Date: January 6, 2025

Residence Address: [REDACTED]

Registered Voter at Residence Address (Yes or No): Yes

Contact Phone Number: [REDACTED]

Email: [REDACTED]

EDUCATION			
Institution	Major	Degree	Year
University of New Mexico	business & fine arts	Bachelor of Univ. Studies	1972 (Dec. 1971)
ES Institute, UC Davis Extention	business/personnel mgt.	certificate	1986
Sierra College	computer courses	- - -	1978-1980's

WORK & VOLUNTEER EXPERIENCE			
Organization	City	Position	Year
First Church of Christ, Scientist	Roseville	Executive Bd: Pres, 1st VP	3rd term: 2024-25
Calif Dept Health Services	Sacramento	budget & policy analyst	1990-2006
Placer Co Welfare Dept / Red Cross	Placer County	Supervisor / Relief Coor.	1976-90 / 1988

Statement of Interest & Qualifications:

Please briefly describe your qualifications and why you are interested in serving on the Fair Oaks Water District Board of Directors.

Water is vital to our life and way of life. The supply of water to meet these needs is fundamental to our existence. Policies pertaining to meeting these needs is of concern to me. Water must be healthful and affordable for use in food preparation, personal and household cleanliness, and to an extent, exterior environment. It is my share of the community responsibility to monitor the policies and procedures utilized in the providing water by Fair Oaks Water District (FOWD). In furtherance of this endeavor, I am applying for the position of FOWD Division 2 Director.

My focused interest in our water began during the drought water reduction meeting conducted by San Juan Water District (SJWD) in early 2014. I volunteered to participate in the newly created Drought Committee. Usually monthly, we met for nearly two years providing suggestions and recommendations of how SJWD wholesale and retail customers could equitably conserve water. When the volunteer work at SJWD ended, I began attending the FOWD monthly Board meetings. I have attended the vast majority of these meetings since that time.

Monthly attendance at the Board of Directors meetings has kept me engaged in the business of water management. I was at the meeting when architectural firms were discussed for the design of the redevelopment of the corporate yard. I was there at the meeting when the architectural firm offered a choice from three proposed facades for the corporate yard and I provided comment. And, I was there when dozens of customers protested the planned redevelopment of the corporate yard and spoke in support of the redevelopment. I have attentively listened to progress reports about the corporate yard, the refurbishing of old wells, the procurement of new well sites and their development, the Hazel Avenue project phases, a variety of maintenance issues, budget issues, and even the sale of an old dump truck.

(Please see continuation on page 3.)

Certification:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

*George B. Babcock*

Signature

January 6, 2025

Date

**APPLICATION FOR APPOINTMENT TO FILL A VACANCY ON THE BOARD OF DIRECTORS**  
FOWD Board of Directors Division 2 Application by George Babcock  
January 6, 2025  
Page 3

**VOLUNTEERISM:**

During my early days at the Placer County Welfare Department (PCWD), I realized the problems that applicants and staff had with state issued forms. On my own time, I developed redesigned forms which were accepted by the California Department of Health Services (CDHS) and also California Department of Social Services (CDSS). Consequently, the County Welfare Directors Association placed me on the CDHS-CDSS-CWDA Forms Committee where I became the lead modifier and creator of forms. The format of the initial aid application that I redesigned is still in use after 45 years.

Immediately after the 1986 flooding in the southern portion of Placer County, as an Eligibility Supervisor, I coordinated other volunteer PCWD and Red Cross staff in the inspection of flooded residences and the issuing of vouchers for housing and food.

**MANAGEMENT:**

During my work at the Placer County Welfare Department, I was selected to be the first and only technical writer for a new computer system. Demonstrating that skill, I was selected to be the first PCWD Training Officer with responsibility to train in multiple programs a record-breaking number of new hires.

During 16 years working at California Department of Health Services, I performed in various analyst positions. In Medi-Cal Eligibility Branch, I audited Medi-Cal eligibility policy determinations performed by county staffs and developed training aids for them as needed. In Benefits Branch, I chaired a 38 county and state work group and developed a time-study structure to secure federal matching funds. In Rates Branch, I was part of audit teams that retrieved overpayments to hospitals. I was recruited to Fiscal Forecasting & Data Management to be the sole person to estimate the number of recipients for all Medi-Cal programs in California. My projections were used in the semi-annual State budget and the analysis of every legislative bill affecting Medi-Cal.

Retiring from CDHS, I became a full-time owner-builder, designing home modifications with support of architects and engineers. I secured and worked with various sub-contractors. At my church, I have designed building modifications to establish ADA compliant entrances to two buildings, performed construction management for those modifications, parking lot expansion, and landscaping.

###



July 26, 2016

George Babcock  
Wholesale Customer



Subject: Thank you for serving on the Drought Committee

Dear Mr. Babcock:

We would like to personally thank you for your involvement on the San Juan Water District drought committee. Your time is very valuable, and we appreciate that you chose to spend some of it helping us figure out how to travel through the uncharted waters the past few years.

The assistance you provided us in figuring out how to encourage customers to voluntarily conserve water in 2014 was invaluable insight that led to our success in achieving the voluntary reduction of over 20%. The State Water Resource Control Board's requirements in 2015, that SJWD conserve 36% over our 2013 water use levels, was a first ever mandatory conservation program statewide. Your assistance in helping staff identify an approach to meet this requirement was vital to our customers' ultimate success. SJWD customers reduced their overall water use in 2015 by over 36% from their 2013 water use. That was an amazing effort with extreme sacrifices by many.

Again, thank you very much for your time and assistance.

Sincerely,

Pam Tobin, President  
Board of Directors

**Directors**  
Edward J. "Ted" Costa  
Kenneth H. Miller  
Dan Rich  
Pamela Tobin  
Bob Walters  
**General Manager**  
Shauna Lorance



**American  
Red Cross**

**Commends**



# George B. Babcock

**For service to the American Red Cross and the community  
in providing assistance to families  
living in Northern California and Nevada  
affected by the floods of February, 1986**

*Allen Whear*

**Allen Whear  
Director, DR 290**

**County of Sacramento  
Fair Oaks Water District  
Division 2 Board of Directors Seat**

Applicant Name:

Terry Erlewine

Application Date Received:

January 2, 2025

**- FOWD Application to Fill Board Vacancy -**



**APPLICATION FOR APPOINTMENT TO FILL A VACANCY  
ON THE BOARD OF DIRECTORS**

Instructions:

If you are interested in serving on the Fair Oaks Water District Board of Directors, please complete this application and return it to 10326 Fair Oaks Boulevard, Fair Oaks CA 95628.

Name: Terry Erlewine Date: January 2, 2025

Residence Address: [REDACTED]

Registered Voter at Residence Address (Yes or No): Yes

Contact Phone Number: [REDACTED]

Email: [REDACTED]

EDUCATION			
Institution	Major	Degree	Year
UC Davis	Civil Engineering	BS	1977
UC Davis	Civil Engineering	MS	1985

WORK & VOLUNTEER EXPERIENCE			
Organization	City	Position	Year
California Dept of Water Resources	Fresno/Sacramento	Jr-Sr Engineer	1978-91
State Water Contractors	Sacramento	Engineer/General Man.	1993-2017
Provost & Pritchard Consulting	Clovis	Principal Engineer	2017-2024

Statement of Interest & Qualifications:

Please briefly describe your qualifications and why you are interested in serving on the Fair Oaks Water District Board of Directors.

I have been working professionally for more than forty years on surface water and groundwater management issues at various levels. I worked for 13 years with the State Department of Water Resources on analysis in support of the California Water Plan. Additionally, I worked for several years with DWR on computer models of the State Water Project and Central Valley Project.

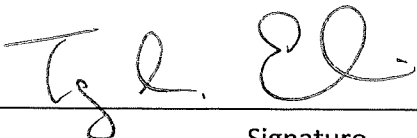
I spent the majority of my career with the State Water Contractors, representing 27 of the 29 water agencies that contract with the State Water Project. This work included review and advise on issues involving expenditures by the Department of Water Resources, in addition to water management issues. During my time with the State Water Contractors, I was also involved in review of water rights and environmental constraints.

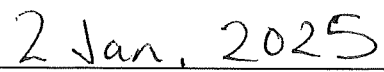
Since retirement from the State Water Contractors, I have worked part time as a consultant. This work has included development of a Groundwater Sustainability Plan, along with general advise on water management and planning.

I am interested in being on the Board of Directors for the Fair Oaks Water District as a means to apply my experience in water management and fiscal oversight at a local level, to the area where I have lived for the past forty years. Fair Oaks Water District is fortunate to have a high quality and reliable water supply, including both surface water and groundwater, that I would work to protect. Balancing cost efficiency with maintaining high reliability is a challenge that I am interested in and have worked on professionally.

Certification:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date



**County of Sacramento  
Fair Oaks Water District  
Division 2 Board of Directors Seat**

Applicant Name:

John Briggs

Application Date Received:

December 20, 2024

**- FOWD Application to Fill Board Vacancy -**

RECEIVED

DEC 20 2024

Fair Oaks Water District



FAIR OAKS  
WATER DISTRICT

APPLICATION FOR APPOINTMENT TO FILL A VACANCY  
ON THE BOARD OF DIRECTORS

Instructions:

If you are interested in serving on the Fair Oaks Water District Board of Directors, please complete, sign, and submit this application to 10326 Fair Oaks Boulevard, Fair Oaks, CA 95628 or to: [boardofdirectors@fowd.com](mailto:boardofdirectors@fowd.com)

Name: John BRIGGS Date: 12/20/2024

Residence Address: [REDACTED]

Registered Voter at Residence Address (Yes or No): Yes

Contact Phone Number: [REDACTED]

Email: [REDACTED]

EDUCATION			
Institution	Major	Degree	Year
CSU NORTHRIDGE	Political Sci	BA	1977
UOP McGeorge Sch of Law	LAW	JURIS DOCTORAE	1981

WORK & VOLUNTEER EXPERIENCE			
Organization	City	Position	Year
See Attachment			



ATTACHMENT TO APPLICATION TO FILL A VACANCY  
ON THE BOARD OF DIRECTORS

Work & Volunteer Experience

1981-1989: Ball, Hunt, Brown and Baerwitz-General civil litigation.

1989-1999: Miller, Nelson and Briggs-Environmental litigation.

2000-2010: McDonough, Holland and Allen-Real estate transactional and environmental counseling and litigation.

2010-2014: Weintraub Tobin-Real estate transactional and environmental litigation and counseling.

2012-2013: Sacramento Tree Foundation-Board of Directors.

2021-2022: SMUD Citizen Advisory Committee concerning changes to the residential roof top solar program.

Statement of Interest & Qualifications:

I am a 35 year resident of Fair Oaks (in the same house) and believe my experience as an attorney in a broad variety of environmental matters, including representation of municipal water departments, gives me the background to be an effective member of the Board of Directors. I have been retired for ten years and would like to give back to the community I love. Over the last 35 years I have found the Fair Oaks Water District has without fail delivered reliable and healthy water at reasonable rates. This speaks to a well run organization which is an extremely valuable community resource. My desire is to serve on the Board in order to contribute to preserving and enhancing the district's operations and service to the community. Some of the details of my experience I believe would be relevant to a Board position are set forth below.

Represented the cities of Fresno, Clovis, Dinuba, Modesto and Lodi in lawsuits seeking damages as the result of groundwater contamination with an agricultural pesticide known as DBCP (1,2 Dibromo-3-chloropropane) used to treat nematodes. These cities relied primarily on municipal wells for potable water supplies. I became familiar with the regulatory scheme governing such suppliers and the legal principals governing groundwater ownership, use and sustainability. We recovered over \$65,000,000 for the capital cost and operation of well-head GAC treatment systems.

Defended owners of a cattle feed lot and a dairy in enforcement proceedings brought by the Central Valley Regional Water Quality Control Board, the Attorney General

and the San Joaquin County District Attorney concerning waste containment and alleged illegal discharges to the surface water.

Defended the owner of property which is part of the Jamestown open pit gold mine referred to as the Harvard and Crystalline Pits in an enforcement action brought by the Attorney General alleging discharges of metals and other minerals into the groundwater and the Harvard Pit lake.

Advised and defended Blue Diamond Growers in matters involving alleged illegal discharges into the combined sewer and storm water system, a land fill on owned property acquired from Southern Pacific Railroad and other regulatory issues.

Retained by the State Integrated Waste Management Board to advise about a waste tire facility in Westly which ultimately caught fire and discharged oil constituents from burning tires.

Advised a major developer about a proposed development on the Aerojet property which involved evaluating the federal Consent Decree, soil and groundwater conditions, remediation extraction wells and liability exposure.

I also did substantial real estate work for several clients in the Sacramento region which involved water supplies and ground and surface water issues, including the following: (1) Mineral leasing and property acquisitions for Teichert for mining purposes, including all aspects of due diligence, as well as management issues arising from owned and leased properties such as well operations, rights of way issues and compliance with permit conditions; (2) negotiated and drafted a ground lease for a PG&E 500MW power plant constructed in Colusa County; and (3) negotiated and drafted various operating documents and evaluated and advised concerning permit and environmental compliance matters for the owners of a clay and glass sand mine in Ione.

**County of Sacramento**  
**Fair Oaks Water District**  
**Division 2 Board of Directors Seat**

Applicant Name:

Leon Corcos

Application Date Received:

December 19, 2024

**- FOWD Application to Fill Board Vacancy -**



**FAIR OAKS  
WATER DISTRICT**

**RECEIVED**

BY: JKS

DATE: 12-19-2024

**APPLICATION FOR APPOINTMENT TO FILL A VACANCY  
ON THE BOARD OF DIRECTORS**

Instructions:

If you are interested in serving on the Fair Oaks Water District Board of Directors, please complete this application and return it to 10326 Fair Oaks Boulevard, Fair Oaks CA 95628.

Name: LEON CORCOS Date: Dec 19

Residence Address: [REDACTED]

Registered Voter at Residence Address (Yes or No): yes

Contact Phone Number: [REDACTED]

Email: [REDACTED]

EDUCATION			
Institution	Major	Degree	Year
SFSU	communication	BA	1978

WORK & VOLUNTEER EXPERIENCE			
Organization	City	Position	Year
Fair Oaks CPAC	FO	Council member	2004-2007 & 2018-2023
Fair Oaks Little League	FO	President	1998-2000 ??

Statement of Interest & Qualifications:

Please briefly describe your qualifications and why you are interested in serving on the Fair Oaks Water District Board of Directors.

I have been a proud member of the Fair Oaks community for nearly 30 years, and I am deeply committed to its future. In 2024, I was honored with the Fair Oaks Village Enhancement Committee's Spirit of the Village Award, recognizing my dedication and contributions to the Fair Oaks community. This honor reflects my passion for Fair Oaks and my desire to ensure its continued growth and success.

I believe the Fair Oaks Water District (FOWD) Board should represent the full spectrum of viewpoints in our community. A healthy, effective board thrives on diversity of thought and open dialogue, ensuring that decisions are made with all residents' needs in mind—including those whose perspectives may differ from the majority currently represented.

While I am not a water engineer or technical specialist, neither are most board members. The fundamental role of a board member is not technical execution; it is governance. Board members must carefully consider information provided by staff and experts, ask informed and critical questions, and approach every issue with an open mind. Our responsibility is to make decisions in the best interest of the ratepayers we serve and to act as responsible stewards of their trust and resources.

My qualifications align closely with the duties of a board member:

" My years on the Fair Oaks Community Planning Advisory Council (CPAC) have honed my understanding of local governance, including county rules, ordinances, and processes. I am well-versed in effectively navigating these systems to achieve results.

" With years of experience in construction projects, I bring practical knowledge about infrastructure management and repair—critical components of the water district's responsibilities.

" My extensive career in advertising and marketing has equipped me with skills that could significantly enhance FOWD's communication and outreach to ratepayers, an area where improvement is needed.

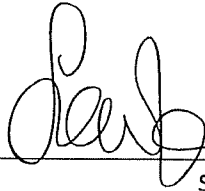
" As a self-employed business owner for over 30 years, I understand the importance of balancing fiscal responsibility with fairness to employees—a mindset that aligns well with overseeing the district's budget and operations.

The past election highlighted that over 30% of the ratepayers hold views that diverge from those of the current board. This underscores the need for diverse representation. Without differing perspectives and open discussion, progress and innovation can stagnate. I believe my background and approach will bring a fresh, balanced perspective to the board.

I am eager to contribute to the Fair Oaks Water District as a thoughtful and dedicated representative of my district. I welcome the opportunity to discuss my candidacy further and how I can help the board better serve all members of our community.

Certification:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

  
\_\_\_\_\_  
Signature

DECEMBER 19, 2024  
\_\_\_\_\_  
Date



**County of Sacramento  
Fair Oaks Water District  
Division 2 Board of Directors Seat**

**December 16, 2024 FOWD Staff Report  
“Discussion on requirements for filling the vacant seat on  
the FOWD Board of Directors representing Division 2”**

**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.2**

**Discussion on the requirements for filling the vacant seat on the  
FOWD Board of Directors representing Division 2**

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**AGENDA ITEM VI.2**

Regular Board Meeting December 16, 2024

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To: Board of Directors  
From: Tom R. Gray  
Date: December 11, 2024  
Subject: Discussion on the requirements for filling the vacant seat on the FOWD Board of Directors representing Division 2

---

**Recommendation:**

No staff recommendation - staff requests direction from the FOWD Board of Directors.

**Discussion:**

The FOWD is governed by five board members. The board members are publicly elected to four-year staggered terms representing geographical divisions. The Fair Oaks Water District currently has an opening on the Board of Directors due to the resignation of the Division 2 Director effective December 17, 2024.

- The remaining FOWD District Board Members have 60 days immediately after the effective date of the vacancy to either fill the vacancy by appointment or by calling a special election (Government Code Section 1780).
  - The FOWD Board of Directors has decided to make an appointment to fill the vacancy.
  - The FOWD Board of Directors must post a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the appointment is made (Government Code Section 1780 d1).
  - The FOWD Board of Directors must notify the County Elections Office of the appointment within 15 days (Government Code Section 1780 d1).
- The person appointed to fill the vacancy shall fill the balance of the unexpired term (Government Code Section 1780 d1).
  - The term of the Division 2 appointment will expire on December 31, 2026.
- If the vacancy is not filled by the FOWD Board within 60 days of December 17, 2024 the following shall occur; within the next 90 days the Board of Supervisors may fill the vacancy by appointment or may order the District to call an election to fill the vacancy (Government Code Section 1780).

Schedule:

The FOWD Board of Directors must make the appointment to fill the Division 2 vacancy by **February 14, 2025**.

Recruitment Documents:

The attached documents are provided for FOWD Board consideration for use in the recruitment of applicants to fill the open seat representing Division 2 on the FOWD Board of Directors.

**Policy Implications:**

None as a result of recommended action.

**Fiscal Impact:**

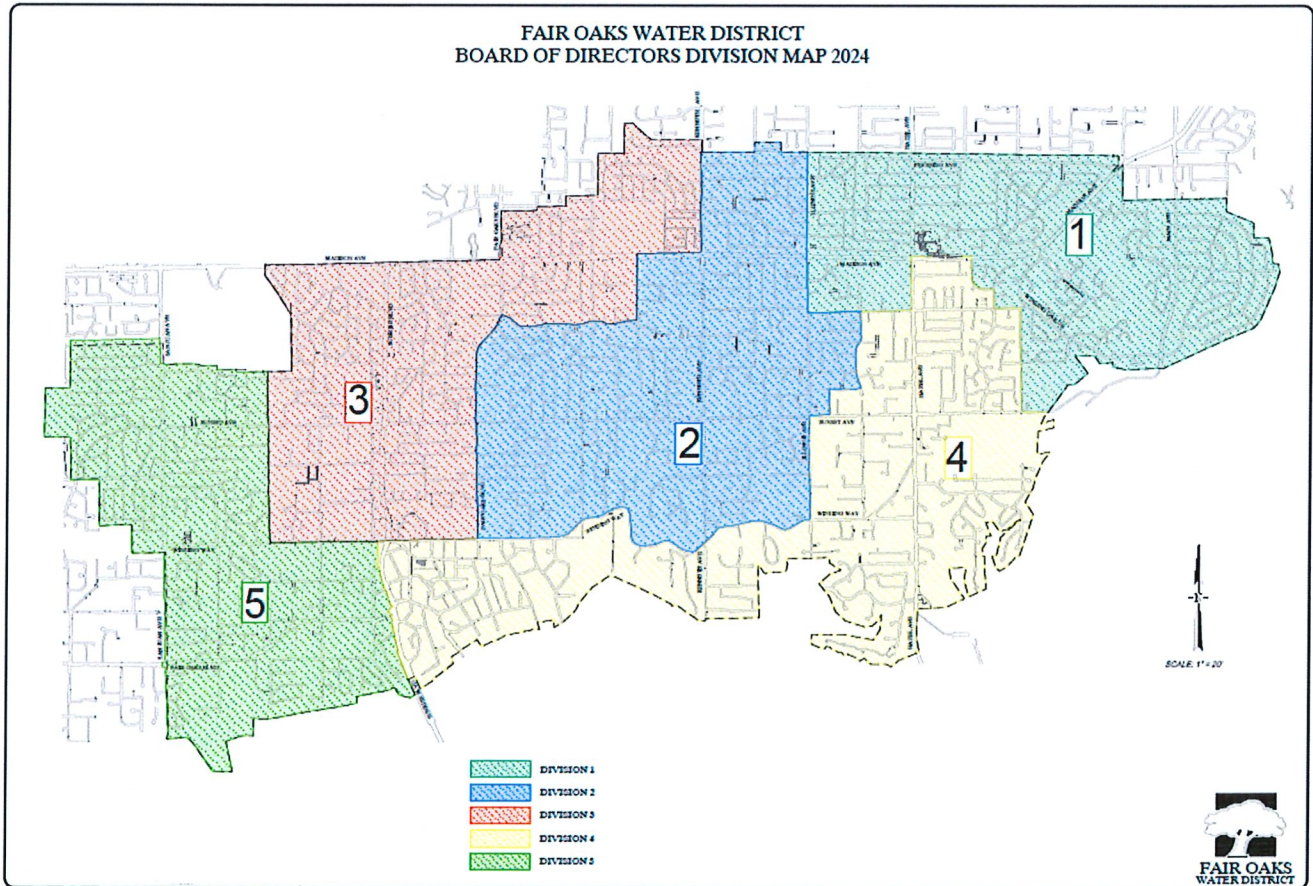
None as a result of the recommended action.



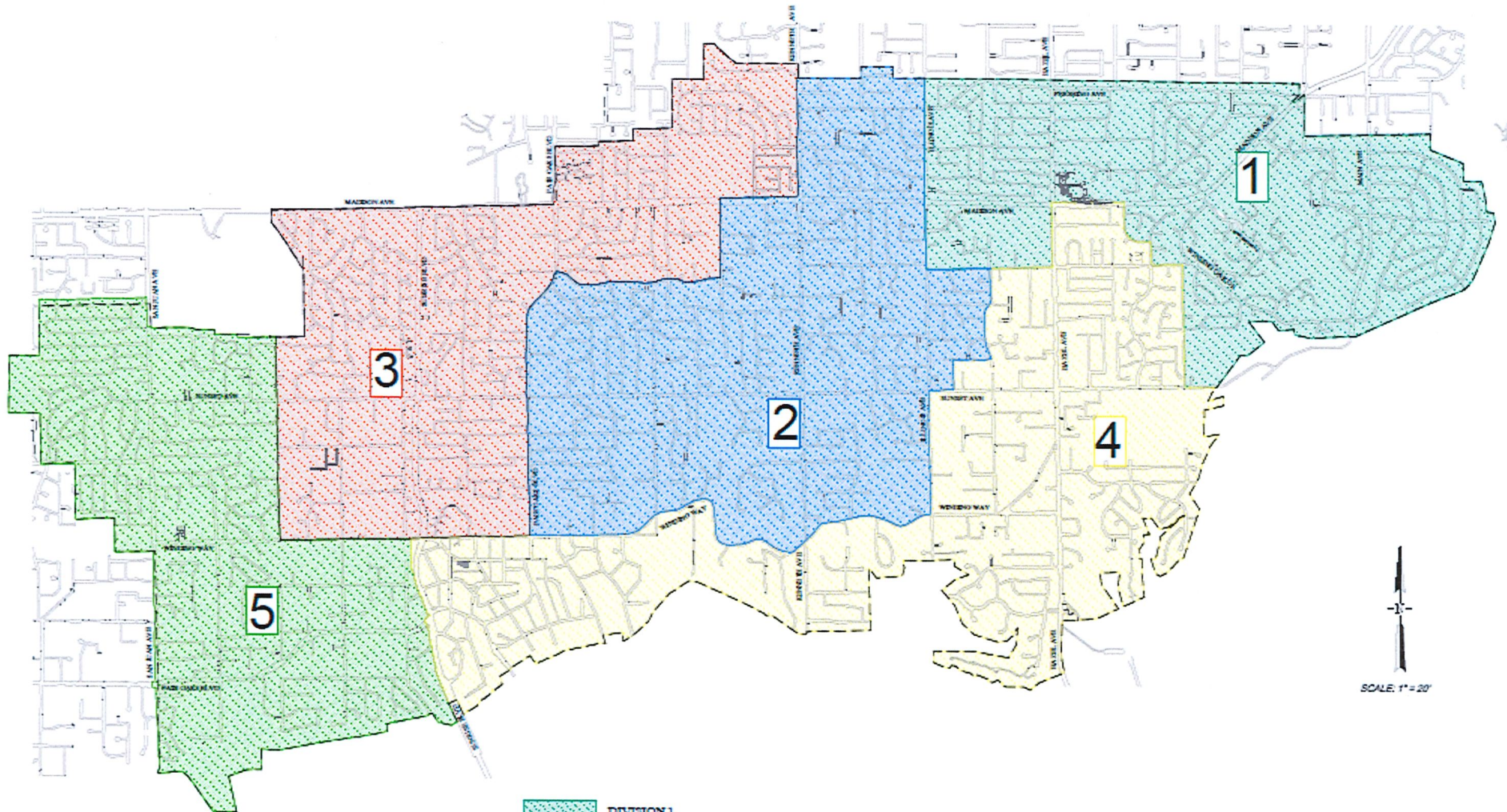
# PUBLIC NOTICE

## Vacancy on the Board of Directors

Notice is hereby given that the Board of Directors of the Fair Oaks Water District will consider appointing a person in accordance with Government Code 1780 to fill a vacancy representing Division 2 on the Board of Directors. For consideration of the appointment, potential applicants must be registered to vote and reside within the boundaries of Division 2 of the District. A map showing the general boundary of Division 2 is provided below. The appointee will serve for the remainder of the current term expiring on December 31, 2026. Qualified applicants should submit a completed application for appointment to the General Manager of Fair Oaks Water District, 10326 Fair Oaks Boulevard, Fair Oaks, CA 95628. Application forms are available at [www.fowd.com](http://www.fowd.com) and at the District Office. Applications for appointment will be accepted until close of business on **January 15, 2025**. For further information, please contact the District Office at (916) 967-5723.



FAIR OAKS WATER DISTRICT  
BOARD OF DIRECTORS DIVISION MAP 2024



-  DIVISION 1
-  DIVISION 2
-  DIVISION 3
-  DIVISION 4
-  DIVISION 5





**APPLICATION FOR APPOINTMENT TO FILL A VACANCY  
ON THE BOARD OF DIRECTORS**

Instructions:

If you are interested in serving on the Fair Oaks Water District Board of Directors, please complete this application and return it to 10326 Fair Oaks Boulevard, Fair Oaks CA 95628.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Registered Voter at Residence Address (Yes or No): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

EDUCATION			
Institution	Major	Degree	Year

WORK & VOLUNTEER EXPERIENCE			
Organization	City	Position	Year

Statement of Interest & Qualifications:

Please briefly describe your qualifications and why you are interested in serving on the Fair Oaks Water District Board of Directors.

Certification:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**County of Sacramento  
Fair Oaks Water District  
Division 2 Board of Directors Seat**

**Sacramento County Elections Department  
How to Fill a Vacancy Publication**

# HOW TO FILL A VACANCY

COUNTY OFFICES,  
SPECIAL DISTRICT BOARDS,  
SCHOOL DISTRICT GOVERNING BOARDS,  
JUDICIAL OFFICES,  
FEDERAL & STATE OFFICES,  
PARTY CENTRAL COMMITTEE/COUNTY COUNCILS



Prepared by  
Sacramento County Elections Department  
7000 65<sup>th</sup> Street, Suite A  
Sacramento, CA 95823-2315  
(916) 875-6451  
[www.elections.saccounty.net](http://www.elections.saccounty.net)  
Updated: April 2014

This guide was developed to provide answers to frequently asked questions concerning vacancies in local offices. It is intended to provide general information about vacancies and does not have the force of law, regulation or rule. It is distributed with the understanding that we are not rendering legal advice and, therefore, this guide is not to be used as a substitute for legal counsel for the individual, organization, district or candidate using it. In case of conflict, the law, regulation or rule will apply.

Karen Startup  
Campaign Services Manager  
Sacramento County Elections

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## VACANCIES - DEFINITION

An office becomes vacant on the happening of any of the following events before the expiration of the term:

(a) The death of the incumbent.

(b) An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his or her office for the remainder of his or her term. This subdivision shall not apply to offices created by the California Constitution nor to federal or state legislators.

(c) His or her resignation.

(d) His or her removal from office.

(e) His or her ceasing to be an inhabitant of the state, or if the office be local and one for which local residence is required by law, of the district, county, or city for which the officer was chosen or appointed, or within which the duties of his or her office are required to be discharged.

(f) His or her absence from the state without the permission required by law beyond the period allowed by law.

(g) His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.

(h) His or her conviction of a felony or of any offense involving a violation of his or her official duties. An officer shall be deemed to have been convicted under this subdivision when trial court judgment is entered. For purposes of this subdivision, "trial court judgment" means a judgment by the trial court either sentencing the officer or otherwise upholding and implementing the plea, verdict, or finding.

(i) His or her refusal or neglect to file his or her required oath or bond within the time prescribed.

(j) The decision of a competent tribunal declaring void his or her election or appointment.

(k) The making of an order vacating his or her office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond.

(l) His or her commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.

Government Code §1770

## **VACANCIES IN COUNTY OFFICES**

### **Member, Board of Supervisors (General Law)**

Whenever a vacancy occurs in any board of supervisors, the Governor shall fill the vacancy. The appointee shall hold office until the election and qualification of his successor. (Government Code §25060)

The election of a supervisor to fill the vacancy for the unexpired term shall be held at the next general election, unless the term expires on the first Monday after January 1st succeeding the election. (Government Code §25061)

When a vacancy occurs from the failure of the person elected to file his oath or bond as provided by law, and the person elected is appointed to fill the vacancy, he shall hold office for the unexpired term. (Government Code §25062)

### **Elected County Offices**

- Assessor
- District Attorney
- Sheriff

The board of supervisors shall fill by appointment all vacancies that occur in any office filled by the appointment of the board and elective county officers, except judge of the superior court and supervisors. The appointee shall hold office for the unexpired term or until the first Monday after January 1st succeeding the next general election. (Government Code §25304)

If on the first Monday after January 1 following a general election the person elected to an elective county office has resigned or died, the board of supervisors shall provide that the office which was made vacant shall be filled at the next regularly scheduled election. The board of supervisors may appoint a person to temporarily carry out the duties of any office to be filled by such an election and that person shall serve until the results of the election are declared.

The person elected shall serve for the remainder of the term which began on the first Monday after January 1 immediately preceding the election. (Government Code §25304.5)

### **County Superintendent of Schools**

Notwithstanding Section 25304 of the Government Code, the county Board of Education may fill by appointment any vacancy that occurs during the term of office of the county superintendent of schools. In any county in which the superintendent is elected, the appointee shall hold office until the office is filled by election at the next gubernatorial election.

The authority described in this subdivision shall be vested in a county board of education only upon its adoption by the board at a public meeting held pursuant to Article 1 (commencing with Section 1000) of Chapter 1 of Part 2.

### **Terms of County Offices**

County offices are up for election every four years at the Gubernatorial Primary and General Elections.

While the law for filling vacancies in county offices does not specifically call for a primary and run-off election should no candidate receive more than 50% of the vote, the decision in past vacancies has been to conduct the vacancy election as we would a regular election with a primary and general run-off election if needed as indicated by Elections Code §8000 and §8140.

A regularly scheduled election for the county is held in June (Primary) and November (General) of even-numbered years.

## VACANCIES ON SCHOOL DISTRICT GOVERNING BOARDS

### What Causes a Vacancy

Vacancies on school district governing boards or community college district boards are caused by any of the events specified in Section 1770 of the Government Code (see Vacancies - Definition), or by a failure to elect. A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district. A deferred effective date not to exceed 60 days may be specified by the incumbent, in which case, the resignation becomes effective on that date. Upon being filed with the County Superintendent of Schools, the written resignation is irrevocable.

Education Code §5090, 5091(a)

### Action Required by the Governing Board

Whenever a vacancy occurs, the school district or community college district governing board has one of two options available to it. Either of these two options must be exercised within 60 days of the date a vacancy occurs or the date of a deferred resignation is filed with County Superintendent of Schools:

1. Immediately call an election to fill the vacancy; or
2. Make a provisional appointment pursuant to the Education Code

In the event that the governing board fails to make a provisional appointment or order an election within the prescribed 60-day period as required by this section, the County Superintendent of Schools shall call an election to fill the vacancy.

Education Code §5091(a)

Although not required by law, as a matter of practice, a copy of the resignation, and copies of any notices, appointments, resolutions calling election, etc. should be sent to the Sacramento County Elections Department as soon as possible.

### Election Ordered

When an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy or after the written resignation is filed with the County Superintendent of Schools.

Education Code §5091(b)

A regular election as defined by Elections Code §1000

- (a) The second Tuesday of April in each even-numbered year.
- (b) The first Tuesday after the first Monday in March of each odd-numbered year.
- (c) The first Tuesday after the first Monday in June of each year.
- (d) The first Tuesday after the first Monday in November of each year.

Vacancy elections shall be conducted in as nearly the same manner as practicable as other governing board member elections.



### **Provisional Appointment**

If the Governing Board makes a provisional appointment, the appointee is immediately conferred with all powers and duties of a governing board member.

Education Code §5091(d)

### **Public Notice**

Within 10 days of making the provisional appointment to fill a vacancy the school district governing board must:

1. Post a notice described below (**See Attachment A for sample notice**) in at least three public places in the district; and
2. Publish the notice at least once in a newspaper of general circulation published within the district (Gov. Code 36061). If there is no newspaper of general circulation published in the district, notice need not be published.

Education Code §5092

A copy of the notice should be sent to the Sacramento County Elections Department.

### **Contents of Public Notice**

The notice to be posted and published must state the following:

1. The fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation, and
2. The full name of the provisional appointee to the board and the date of his/her appointment, and
3. A statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

Education Code §5092

### **Petition Calling for a Special Election**

If a provisional appointment is made within the 60-day period, the registered voters of the district may, within 30 days from the date of the appointment, petition for the conduct of a special election to fill the vacancy. (**See Attachment B for sample petition**)

**Signature Requirements:** A petition shall be deemed to bear a sufficient number of signatures if signed by whichever means below results in the greater number of registered voters:

- 1 ½ percent of the number of registered voters of the district at the time of the last regular election for governing board members, or
- 25 registered voters

However, in districts with registered voters of less than 2,000 persons, a petition shall be deemed to bear a sufficient number of signatures if signed by at least 5 percent of the number of registered voters of the district at the time of the last regular election for governing board members.

Education Code §5091 (c)1

**Petition Requirements:** Whenever a petition calling for a special election is circulated, the petition shall meet all of the following requirements:

- A. The petition shall contain the estimate of the elections official of the cost of conducting the special election.
- B. The name and residence address of at least one, but not more than five, of the proponents of the petition shall appear on the petition, each of which proponents shall be a registered voter of the school district or community college district, as applicable.
- C. None of the text or other language of the petition shall appear in less than six-point type.
- D. The petition shall be prepared and circulated in conformity with Sections 100 and 104 of the Elections Code.

Education Code §5091 (f)

**Who Can Sign Petition:** Only a person who is an eligible registered voter at the time of signing the petition or paper is entitled to sign it. Each signer shall at the time of signing the petition or paper personally affix his or her signature, printed name, and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. A space at least one inch wide shall be left blank after each name for the use of the elections official in verifying the petition or paper. The part of a petition for the voters' signatures, printed names, and residence addresses and for the blank spaces for verification purposes shall be numbered consecutively commencing with the number one and continuing through the number of signature spaces allotted to each section. See sample petition. (Elections Code §100)

**Petition Circulator:** Each section of the petition or paper shall have attached to it a declaration signed by the circulator of the petition or paper, setting forth, in the circulator's own hand, the following:

- 1. The printed name of the circulator.
- 2. The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
- 3. The dates between which all the signatures to the petition or paper were obtained.

Each declaration submitted pursuant to this section shall also set forth the following:

- 1. That the circulator circulated that section and witnessed the appended signatures being written.
- 2. That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.

The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature. (Elections Code §104)

**Filing the Petition:**

The petition must be filed with the County Superintendent of Schools within the 30-day period following the making of the provisional appointment.

The County Superintendent of Schools then has 30 days to verify the signatures. (Since there is no mention of excluding weekend days and holidays, the 30-day reference is 30 calendar days) As a matter of practice, the Superintendent forwards the petitions to the Sacramento County Elections Department for checking signatures. The Superintendent may decide if the petition is to be checked using a random sampling in accordance with Elections Code §9115 or to check 100 percent of the signatures. A certificate of the results of the petition checking will be forwarded to the County Superintendent of Schools.

If the petition is determined to be legally sufficient by the County Superintendent of Schools, the provisional appointment is terminated, and the County Superintendent of Schools shall call a special election to be conducted no later than the 130th day after the determination. However, if a regular election date, as defined in Section 1000 of the Elections Code, occurs between the 130th day and the 150th day following the determination, the County Superintendent of Schools may call the special election to be conducted on the regular election date.

If any of the legal requirements are not met as to any petition calling for a special election, the County Superintendent of Schools shall not verify the signatures, nor shall any further action be taken with respect to the petition.

No person shall permit the list of names on petitions prescribed by this section to be used for any purpose other than qualification of the petition for the purpose of holding an election pursuant to this section.

The petition filed with the County Superintendent of Schools is not a public record and may not be open to public inspection. The proponents, however, may have access to the petition if it is found to be insufficient. (Gov. Code §6253.5)

Education Code §5091 (c)&(f)

**Term of Office**

**A person appointed to fill a vacancy** shall hold office only until the next regularly scheduled election for district governing board members, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term.

**A person elected at an election to fill the vacancy** shall hold office for the remainder of the term.

Education Code §5091(e)

**A person elected at a regular biennial governing board member election** shall hold office for a term of four years commencing on the first Friday in December following his or her election in November.

Education Code §5017

## VACANCIES ON SPECIAL DISTRICT BOARDS

### Action Required by the Governing Board

The district shall notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The remaining district board members have 60 days immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy

1. By appointment, or
2. By calling a special election

Government Code §1780

### Appointments to Fill Vacancies

If the Board decides to appoint someone to fill the vacancy, the board first must post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the appointment is made. ***(See Attachments C & D for sample notice and application to serve on a board)***

The Board must notify the county elections of the appointment no later than 15 days after the appointment is made.

The person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. If the term of office is due to expire following the next general district election and that election is scheduled 130 or more days after the date the county elections official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor.

Government Code §1780 (d)(1)

### Elections to Fill Vacancies

In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

The election shall be held on the next established election date that is 130 or more days after the date the district board calls the election

Government Code §1780 (e)(1)

A regular election as defined by Elections Code §1000 is:

- (a) The second Tuesday of April in each even-numbered year.
- (b) The first Tuesday after the first Monday in March of each odd-numbered year.
- (c) The first Tuesday after the first Monday in June of each year.
- (d) The first Tuesday after the first Monday in November of each year.

**If the District Board Fails to Act**

If the vacancy is not filled by the district board by either making an appointment or calling a special election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the following shall occur.

Within the next 90 days, the City Council of the city in which the district is wholly located, or if the district is not wholly located within a city, the Board of Supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may fill the vacancy by appointment or may order the district to call an election to fill the vacancy.

The election shall be held on the next established election date (see previous list) that is 130 or more days after the date the city council or board of supervisors calls the election.

Government Code §1780(b)(f)

**If the District Board Lacks a Quorum to Act Within 60**

If the number of remaining members of the district board falls below a quorum, at the request of the district secretary, or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

Again, the council or board may either appoint immediately to fill the vacancy, or may call an election to fill the vacancy.

The election shall be held on the next established election (see previous list) that is 130 or more days after the date the district board calls the election.

The board of supervisors or the city council shall only fill enough vacancies to provide the board with a quorum.

Government Code §1780(h)

**If the City Council or Board of Supervisors Fails to Act**

If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, no action has been taken by any governing body to fill the vacancy by appointment or by calling for a special election, the district must call an election to fill the vacancy.

The election shall be held on the next established election (see previous list) that is 130 or more days after the date the district board calls the election.

Government Code §1780(c)

**Term of Office**

**A person appointed to fill a vacancy** shall hold office only until the next general district election that is scheduled 130 or more days after the date the county elections official is notified of the vacancy and thereafter until the person elected at that election to fill the vacancy has been qualified to fill the vacancy for the remainder of the unexpired term.

Government Code §1780(d)(3)

**A person elected at an election to fill the vacancy** shall hold office for the remainder of the unexpired term.

Government Code §1780(d)(2)

**A person elected at a regular board member election or appointed in-lieu of election** takes office at noon on the first Friday in December following his or her election in November and shall serve for four years.

Elections Code §10554, 10507

**OTHER DISTRICTS NOT COVERED BY GOV. CODE §1780**

Government Code §1781 specifically exempts certain districts from its provisions to fill vacancies in §1780. The Education Code governs school districts and the other districts not covered by Government Code §1780 are detailed below.

**Municipal Utility Districts** organized pursuant to Division 6 (commencing with Section 11501) of the Public Utilities Code follow §11865 in the Public Utility Code to fill vacancies on their board.

The remaining board members may fill the vacancy by appointment until the next district general election that is scheduled 90 or more days after the effective date of the vacancy.

The appointment shall be made within a period of 60 days immediately subsequent to the effective date of such vacancy. A notice of such vacancy shall be posted in three or more conspicuous places in the district at least 15 days before the appointment is made.

In lieu of making an appointment, the remaining members of the board may within 60 days of the vacancy call a special election to fill the vacancy. The person elected at such special

election shall hold office for the remainder of the term in which the vacancy occurred.

If the vacancy is not filled by appointment as provided in subdivision (a), or if the board has not called for an election within 60 days of the vacancy, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held may fill the vacancy by appointment within 90 days of the effective date of the vacancy or may order the district to call a special election to fill the vacancy.

If within 90 days of the effective date of the vacancy, the remaining members of the board or the appropriate board of supervisors have not filled the vacancy by appointment and no election has been called for, the district shall call a special election to fill the vacancy.

A person elected at an election to fill a position to which an appointment was made pursuant to this section shall take office immediately upon issuance of the certificate of election by the secretary of the district, after qualifying according to law, and shall hold office for the remainder of the term in which the vacancy occurs.

**Irrigation Districts with 500,000 or more acres** subject to the provisions of Chapter 5 (commencing with Section 22825) of Part 5 of Division 11 of the Water Code follow §22849 of the Water Code to fill vacancies on their board.

The Board of Supervisors of the office county shall fill by appointment vacancies in the offices of directors, provided that any such appointed directors shall be required to run for election in the next succeeding general district election.

If within 60 days after a vacancy on the board of directors occurs the board of supervisors has failed to fill such vacancy, a special election may be called by the board of directors and held in the division affected, for the purpose of filling such vacancy. In the event there are more than two candidates at such special election, only a plurality will be required for election. The candidate elected at such special election shall fill the unexpired term of the vacating director.

## **FEDERAL, STATE & JUDICIAL OFFICES**

### **President of the United States**

In case of the removal of the President from office or of his death or resignation, the Vice President shall become President.

Whenever there is a vacancy in the office of the Vice President, the President shall nominate a Vice President who shall take office upon confirmation by a majority vote of both Houses of Congress.

See the U.S. Constitution, Amendment XXV for more provisions.

### **United States Senator**

If a vacancy occurs in the representation of this state in the Senate of the United States, the Governor may appoint and commission an elector of this state who possesses the qualifications for the office to fill the vacancy until his or her successor is elected and qualifies and is admitted to his or her seat by the United States Senate. However, whenever a vacancy occurs within a term fixed by law to expire on the third day of January following the next general election, the person so appointed shall hold office for the remainder of the unexpired term unless the vacancy is filled at a special election held prior to the general election, in which case the person elected at the

special election shall hold office for the remainder of the unexpired term. An election to fill a vacancy in the term of a United States Senator shall be held at the general election next succeeding the occurrence of the vacancy or at any special election.

Elections Code §10720

### **Congressional and Legislative Offices**

**Governor's Proclamation:** The Governor shall call all statewide special elections by issuing a proclamation pursuant to Elections Code §12000. In the case of a vacancy in a congressional or legislative office the Governor shall issue a proclamation, within 14 calendar days of the occurrence of the vacancy, calling a special election to fill the vacancy in accordance with section 10703. A copy of the proclamation shall be sent to the board of supervisors of every affected county.

Elections Code §10700

**Vacancies occurring After the Close of Nomination:** When a vacancy occurs in a congressional office after the close of the nomination period in the final year of the term of office, the Governor may decline to issue an election proclamation at his discretion.

When a vacancy occurs in a legislative office after the close of the nomination period in the final year of the term of office, no special election shall be held.

Elections Code §10701

**Time to Call Election:** A special election to fill a vacancy in the office of Representative in Congress, State Senator, or Member of Assembly shall be conducted on a Tuesday at least 126 days, but not more than 140 days, following the issuance of an election proclamation by the Governor pursuant to Section 1773 of the Government Code, except that any special election may be conducted within 180 days following the proclamation in order that the election or the primary election may be consolidated with the next regularly scheduled statewide election or local election occurring wholly or partially within the same territory in which the vacancy exists, provided that the voters eligible to vote in the local election comprise at least 50 percent of all the voters eligible to vote on the vacancy.

In no event may a special election or a primary election be conducted on the day after a state holiday.

A special primary election shall be held in the district in which the vacancy occurred on the 9<sup>th</sup> Tuesday or, if the 9<sup>th</sup> Tuesday is the day of or the day following a state holiday, the 10<sup>th</sup> Tuesday preceding the day of the special general election at which the vacancy is to be filled.

Elections Code §10704

**Nominations:** Candidates at the primary election shall be nominated in the same manner as a regular election (Elections Code §8000, et. al.), except that nomination papers shall not be circulated more than 73 days before the primary election, shall be left with the county elections official for examination not less than 53 days before the primary election, and shall be filed with the Secretary of State not less than 53 days before the primary election.

**Vote by Mail Ballot Requests:** Applications for Vote by Mail voter ballots may be submitted not more than 25 days before the primary election. However, if the special vacancy election is consolidated with a statewide election, the Vote by Mail period will begin on the 29th day before



the election as usual. Applications received by the elections official prior to the 25th day shall not be returned to the sender, but shall be held by the elections official and processed by him or her following the 25th day prior to the election in the same manner as if received at that time.

Elections Code §10703, 10704

**Ballot Layout:** All candidates shall be listed on one ballot. If any candidate receives a majority of all votes cast, he or she shall be declared elected, and no special general election shall be held. Or, if only one candidate qualifies to have his or her name printed on the special general election ballot, that candidate shall be declared elected, and no special general election shall be held.

Elections Code §10705

**General, Run-Off Ballot:**

On June 8, 2010, California voters approved Proposition 14, which created the “Top-Two Open Primary Act”. Prior to the “Top-Two Open Primary Act”, candidates running for partisan office appeared only on their own party ballot. The top vote-getter from each qualified political party and any candidates who qualified using the independent nomination process would then move on to the General Election.

Now, under the “Top-Two Open Primary Act”, all candidates running, regardless of their party preference, will appear on a single combined ballot, and voters can vote for any candidate from any political party. The “Top-Two Open Primary Act” would not affect the election of President (except parties that allow cross-over voters) and County Central Committees, which are still party specific contests.

The “Top-Two Open Primary Act” requires that only the two candidates for voter-nominated offices who receive the highest and second-highest number of votes cast at the primary shall appear on the ballot as candidates at the ensuing General Election. (EC 8141.5)

The “Top-Two Primary Act” changes the way elections are conducted for all statewide offices including:

Governor	Controller	State Senator
Lt. Governor	Insurance Commissioner	State Assembly
Secretary of State	Board of Equalization	U.S. Senator
State Treasurer	U.S. Representatives	Attorney General

The “Top-Two Primary Act” would not affect the election of President (except parties that allow cross-over voters) and Central Committees, which are party-nominated. Non-partisan offices such as Judges, schools, special districts, municipalities and the Superintendent of Public Instruction would remain open to all eligible voters.

Elections Code §8141.5

**Order of Contest on Ballot:** Whenever a special general election, or a special primary election, to fill a vacancy in Congress or the State Legislature is consolidated with a statewide election, the candidates to fill the vacancy shall appear on the consolidated ballot immediately preceding the candidates for that same seat in Congress or the seat in the Legislature that most nearly encompasses the same geographical area at the statewide election, or the elections official at his or her option may print a separate and distinct ballot.

Elections Code §10707

### **Governor**

The Lieutenant Governor shall become Governor when a vacancy occurs in the office of Governor. The Lieutenant Governor shall act as Governor during the impeachment, absence from the State, or other temporary disability of the Governor or of a Governor-elect who fails to take office.

CA. Const., Article V, Section 10

### **Other State Constitutional Offices**

Whenever there is a vacancy in the office of the Superintendent of Public Instruction, the Lieutenant Governor, Secretary of State, Controller, Treasurer, or Attorney General, or on the State Board of Equalization, the Governor shall nominate a person to fill the vacancy who shall take office upon confirmation by a majority of the membership of the Senate and a majority of the membership of the Assembly and who shall hold office for the balance of the unexpired term.

In the event the nominee is neither confirmed nor refused confirmation by both the Senate and the Assembly within 90 days of the submission of the nomination, the nominee shall take office as if he or she had been confirmed by a majority of the Senate and Assembly; provided, that if such 90-day period ends during a recess of the Legislature, the period shall be extended until the sixth day following the day on which the Legislature reconvenes.

CA. Const., Article V, Section 5

Proposition 103, an initiative statute passed by voters in November 1988, established the office of the State Insurance Commissioner. While Insurance Code 12900 provides how the person is elected, there are no provisions for filling a vacancy in this office.

12900(b) should a vacancy occur during the term of office, legislative confirmation shall be required for the position of commissioner in the same manner and procedure as that required by section 5, Article V of the California Constitution.

## **Supreme and Appellate Court Justices**

Within 30 days before August 16 preceding the expiration of the judge's term, a judge of the Supreme Court or a court of appeal may file a declaration of candidacy to succeed to the office presently held by the judge. If the declaration is not filed, the Governor before September 16 shall nominate a candidate. At the next general election, only the candidate so declared or nominated may appear on the ballot, which shall present the question whether the candidate shall be elected. The candidate shall be elected upon receiving a majority of the votes on the question. A candidate not elected may not be appointed to that court but later may be nominated and elected.

The Governor shall fill vacancies in the Supreme and Appellate courts by appointment. An appointee holds office until the Monday after January 1 following the first general election at which the appointee had the right to become a candidate or until an elected judge qualifies. A nomination or appointment by the Governor is effective when confirmed by the Commission on Judicial Appointments.

Electors of a county, by majority of those voting and in a manner the Legislature shall provide, may make this system of selection applicable to judges of superior courts.

CA. Const., Article VI, Section 16(d)

## **Superior Court Judge**

Terms of judges of superior courts are six (6) years beginning the Monday after January 1 following their election. A vacancy shall be filled by election to a full term at the next general election after the second January 1 following the vacancy, but the Governor shall appoint a person to fill the vacancy temporarily until the elected judge's term begins.

CA. Const., Article VI, Section 16(c)

The following opinions provide additional information on filling Superior Court vacancies.  
Department of Justice informal opinion re: Judicial Vacancies (Sept. 23, 1999) Legislative Counsel opinion Superior Court Vacancies (July 26, 1999)  
Judicial Council opinion Effect of Court Unification on Judicial Elections (June 28, 1999)

## **MEMBER, PARTY CENTRAL COMMITTEE/COUNTY COUNCIL**

### **Democratic/Republican/ American Independent**

In the event of the appointment or election to a committee of an ineligible person, or whenever any member of the committee dies, resigns or becomes incapacitated to act, or removes from the jurisdiction of the committee, or ceases to be a member of this party, a vacancy exists which shall be filled by appointment by the committee in which the ineligibility or vacancy occurs.

A committee may remove any member, other than an ex officio member if:

- The member misses more than three consecutive regularly called meetings, unless his or her absence is caused by illness or temporary absence from the county on the date of the meeting; or
- The member, during his or her term of membership affiliates with, or registers as a member of another party, who publicly advocates that the voters should not vote for the nominee of this party for any office, or who gives support or avows a preference for a candidate of another party or candidate who is opposed to a candidate nominated by this party.

The removal of residence by an elected or appointed member of a committee from the Assembly district or supervisor district from which he or she has been elected or appointed a member of that committee shall constitute his or her automatic resignation from the committee.

Elections Code §7212-7215, 7410-7413, 7657-7658

### **Peace and Freedom/Libertarian**

For election purposes, the Libertarian party opted to utilize the provisions in the Elections Code pertaining to the Peace and Freedom Party (the party was disqualified in 1998 and re-qualified in 2003).

At their first meeting on the second Tuesday in July following the Presidential Election and at subsequent meetings, a county central committee in their sole discretion may appoint any additional members to the county central committee as they desire.

Elections Code 7850

A committee may remove any member if:

- The member misses more than three consecutive regularly called meetings, unless his or her absence is caused by illness or temporary absence from the county on the date of the meeting; or
- The member, during his or her term of membership affiliates with, or registers as a member of another party, who publicly advocates that the voters should not vote for the nominee of this party for any office, or who gives support or avows a preference for a candidate of another party or candidate who is opposed to a candidate nominated by this party.

The removal of residence by an elected or appointed member of a committee from the Assembly district or supervisor district from which he or she has been elected or appointed a member of that committee shall constitute his or her automatic resignation from the committee.

Elections Code §7850, 7853-7855

### **Green Party**

In 1992, the Green Party became a qualified political party in California and was authorized to participate in the primary elections. Although there are no written guidelines as to how vacancies on the Green Party County Council are filled, vacancies would be filled by appointment by the remaining members.

Whenever new appointments are made to county central committee or county councils, committees obtain Certificates of Appointments and Oaths of Office from the Elections Department. Signed originals are then filed with the Elections Department.

# PUBLIC NOTICE OF VACANCY AND PROVISIONAL APPOINTMENT

(Education Code §5092)

1. A vacancy in the membership of the Governing Board of the (name of district) School District has occurred by reason of the (resignation or other reason) of (name of trustee) effective (date).
2. The resignation was filed in the office of the Sacramento County Superintendent of Schools on (date).
3. (Name of appointee) was appointed by the Governing Board on (date) to fill the above named vacancy.
4. To challenge the appointment and order a special election, the following must be filed in the office of the Sacramento County Superintendent of Schools within 30 days from the date of the provisional appointment:
  - File a petition calling for a special election containing the valid signatures of at least 1 ½ percent of the number of registered voters of the district at the time of the last regular election for governing board members held within the (name of district), or 25 registered voters of the district, whichever is greater, or
  - In districts with less than 2,000 registered voters, a petition shall be deemed to bear a sufficient number of signatures if signed by at least 5 percent of the number of registered voters of the district at the time of the last regular election for governing board members.

Governing Board of the (name of district)

\_\_\_\_\_  
Governing Board Secretary/Clerk

Date: \_\_\_\_\_

**PETITION FOR SPECIAL ELECTION  
TO FILL THE VACANCY ON THE GOVERNING BOARD  
OF THE SACRAMENTO CITY UNIFIED SCHOOL  
DISTRICT IN SACRAMENTO COUNTY**

The proponents of this petition as named herewith are registered voters of the aforementioned school district.

- s/ Voter 1, 3030 Sugar St., Sacramento, CA 95835
- s/ Voter 2, 4010 Sugar Dr., Sacramento, CA 95823
- s/ Voter 3, 501 Coco Rd., Sacramento, CA 95814
- s/ Voter 4, 32 Sugar Ave., Sacramento, CA 95834
- s/ Voter 5, 189 Coco Blvd., Sacramento, CA 95835

Name and residence of at least one and not more than five proponents. Ed. Code §5091(f)

Pursuant to Education Code §5091, we the undersigned, who are registered votes of the We Learn Real Good School District of Sacramento County, California, hereby petition the County Superintendent of Schools to call a special election for the purpose of filling the vacancy on the governing board of said school district.

If an election is called pursuant to this petition, the provisional appointment heretofore made by the governing board of said school district to fill the vacancy shall be terminated.

The Registrar of Voters for the County of Sacramento has estimated the cost of conducting the special election called pursuant to this petition to be approximately \$\_\_\_\_\_ (insert estimated cost here)\_\_\_\_\_.

Official  
Use Only

1	Print Your Name	Residence Address Only	
	Your Signature as Registered to Vote	City, State	Zip
2	Print Your Name	Residence Address Only	
	Your Signature as Registered to Vote	City, State	Zip
3	Print Your Name	Residence Address Only	
	Your Signature as Registered to Vote	City, State	Zip

← 1" §100

DECLARATION OF PERSON CIRCULATING SECTION OF PETITION FOR A SPECIAL ELECTION

I, \_\_\_\_\_ declare:  
(Print Name)

Each petition section shall have attached to it an affidavit to be completed by the circulator, §104, 9109

1. My residence address is \_\_\_\_\_, in Sacramento County, California, and I am a registered voter in Sacramento County;
2. I personally circulated the attached petition for signing;
3. I witnessed each of the appended signatures being written on the petition and to my best information and belief, each signature is the genuine signature or the person whose name it purports to be; and
4. The appended signatures were obtained between the dates of \_\_\_\_\_ and \_\_\_\_\_, inclusive.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(date) (Place of signing)

\_\_\_\_\_  
(Complete Signature of Petition Circulator)

It is recommended that you leave a 1" margin at the top. And a 1/2" margin on the left, right and bottom.

# APPLICATION FOR APPOINTMENT TO A SPECIAL DISTRICT VACANCY

**Instructions**

If you are interested in serving on a special district Board of Directors, please complete this application and return it to: \_\_\_\_\_

Date Due: \_\_\_\_\_

You will be advised by the district board if your appointment is confirmed. Thank you for your interest.

.....

DISTRICT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ AGE (optional): \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

BUSINESS OR MAILING ADDRESS: \_\_\_\_\_

PHONE (DAYTIME): \_\_\_\_\_ PHONE (EVENING): \_\_\_\_\_

EDUCATION			
Institution	Major	Degree	Year

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To



**STATEMENT OF QUALIFICATIONS:**

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

**CERTIFICATION:**

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

---

Signature

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Date

# NOTICE OF VACANCY

Interested persons are hereby notified that pursuant to Government Code 1780 there is a vacancy on the

\_\_\_\_\_  
Board of Directors.

The position to be filled is a 4-year term ending December 20\_\_\_\_\_.

Eliminate this sentence if the seat is up for a full term in the next election.

The seat will go to election in November 20\_\_\_\_\_ for the final two years of the term.

Applications are available at the \_\_\_\_\_ District Office located at:

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Applications are due by: \_\_\_\_\_

This district board has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever is later, to fill the vacancy by appointment or call a special election.

Gov. Code §1780

Pursuant to Government Code 1780, this notice will be posted for 15 days in 3 or more conspicuous locations in the districts from \_\_\_\_\_ to \_\_\_\_\_.

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM V.3**

**Update and discussion on “Make Water a California Way of Life” regulations that took effect on January 1, 2025**

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**AGENDA ITEM V.3**

Regular Board Meeting January 21, 2025

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To: Board of Directors  
From: Tom R. Gray  
Date: January 16, 2025  
Subject: Update and discussion on “Make Water a California Way of Life” regulations that took effect on January 1, 2025

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**Recommendation:**

Information Item – no staff recommendation.

**Discussion:**

"Making Conservation a California Way of Life" is a regulation that establishes water conservation goals for urban water suppliers in California. The regulation was created by Senate Bill 606 (SB 606) and Assembly Bill 1668 (AB 1668) in 2018. The regulations took effect on January 1, 2025.

Status Update:

In accordance with calculations completed related to FOWD compliance using currently available data and regulations:

- The FOWD will meet water budget targets through 2034.
- The FOWD will need to reduce demand by 10% by 3035.

Attachments:

- Summary of regulation requirements.

Tasks:

- Continue to monitor evolving regulations.
- Continue to train staff on compliance.
- Request that the General Manger of the San Juan Water District immediately stop making public statements that are not true about FOWD requirements and compliance.

**Policy Implications:**

None because of the recommended action.

**Fiscal Impact:**

None because of the recommended action.

## Summary Of Regulation Requirements

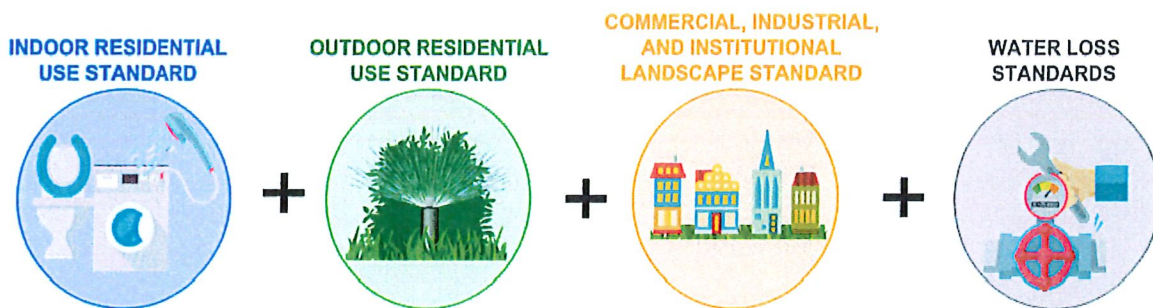
In 2018, California passed new water conservation laws to establish a statewide framework for managing urban water supplies in the face of drought and climate change. The overall goal is to “Make Water Conservation a California Way of Life” and a permanent part of the state’s culture. These laws directed the California Department of Water Resources and the State Water Resources Control Board to develop a new regulation for urban water suppliers to implement over the next several decades to meet this goal. The regulation was officially adopted and will take effect on January 1, 2025.

Under the new regulation, water suppliers must calculate annual water use targets based on certain factors – This is the Urban Water Use Objective. It is defined as the “estimated efficient water use for the previous year based on adopted water use efficiency standards and local service area characteristics for that year.

- **Indoor Use:** A standard of 47 gallons per person per day on average across the entire service area beginning in 2025 - 2029, which will decrease over time to 42 in 2030 – 2039.
- **Outdoor Use:** Standards for residential and commercial large landscape irrigation customers based on local climate data and the amount of landscaped area.
- **System Leaks:** A standard to minimize water loss through leaks in the water system.

These standards combine into one overall water use target for each water supplier’s service area. Individual customers are not required by the state to meet specific targets.

## Water Agency Water Use Objective =



Fair Oaks Water District is determining the best strategies to meet the targets for our service area. These strategies may include helping customers use less water by offering rebates for water-wise appliances, fixtures, irrigation upgrades, providing outdoor watering

guidelines, complimentary Landscape Irrigation Review audits, upgrading water infrastructure to minimize system leaks, and exploring additional water savings measures.

Urban water providers who do not meet their targets can be fined by the State Water Board (up to \$1,000 per day during non-drought years and \$10,000 per day during drought emergencies). Fines apply to the urban water provider and not directly to the customer. Suppliers that exceed their Urban Water Use Objective may be required by the State to enact policies and programs to achieve water savings. Suppliers must calculate and comply with their Urban Water Use Objective by January 1, 2025, and every January 1<sup>st</sup> thereafter.

## **FAQ'S AS PROVIDED BY THE STATE**

### **Why was this regulation created?**

The regulation was prompted by the state's frequent cycles of drought and the projected impacts of climate change on the state's water supplies. The overall goal is to "Make Conservation a California Way of Life" for a sustainable water future for the state's cities, agriculture and environment.

### **How hard will it be to meet the indoor target of 47 gallons per person per day?**

It's important to know that the target of 47 gallons per person per day is not a state-mandated goal for individual customers but will be measured across our entire service area. To help customers reduce their indoor water use, we offer rebates for upgrading toilets, clothes washers and complimentary water conservation leak detection audit appointments.

### **What's the difference between these targets and water conservation targets during drought?**

The new regulation creates long-term water use targets not short-term, emergency conservation targets like those implemented during a drought. The long-term targets are meant to inspire greater conservation over time (lifestyle change) rather than mandate short-term cutbacks that require extreme measures such as not watering your lawn or flushing the toilet less when the water supply is limited.

### **How will the new regulation impact businesses in California?**

The new regulation does not establish specific water use targets for businesses, but it does outline a framework for offering businesses new water conservation best management practices and incentive programs. Best management practices are recommended actions for specific business sectors to improve water conservation over time.

### **How will population growth affect water use targets?**

Water use targets will be updated annually, taking into account changes in population and the amount of new landscaped area that can potentially be irrigated in our service area.

### **How will the new regulation impact customers?**

While the regulation applies to the entire service area and not individual households or businesses, we will work with customers to reduce water use through outreach, rebates, and other efforts to meet our water use targets.

### **Will it be illegal to take a shower and wash clothes in the same day, as some media have reported in the past?**

No, the regulation does not restrict when or how often you use water. Instead, the regulation provides a framework for setting water use targets for the entire service area. The regulation sets an overall target for residential indoor water use of 47 gallons per person per day starting in 2025, which applies across the service area, not to individual households. This target will decrease to 42 gallons per person per day by 2030 and beyond.

### **Will water suppliers Fair Oaks Water District be monitoring and evaluating individual water use as part of the new regulation?**

The new regulation does not require individual households to meet specific water use targets. Instead, the regulation provides a framework for setting goals across our entire service area, and water suppliers. Fair Oaks Water District will monitor progress toward meeting targets at the service area level.

### **Will individual households and businesses be fined for not meeting water use targets?**

The new regulation does not require individual households or businesses to meet specific targets. The new regulation provides a framework for setting targets for our entire service area. However, fines may apply for violating local water waste rules.

### **When will the new water conservation targets take effect?**

The regulation takes effect on January 1, 2025. Water suppliers will calculate and submit their water use targets to the state on an annual basis.

### **Will the regulation affect how much water I can use for my garden or lawn?**

The regulation sets overall water use targets for the entire service area, and it does not impose restrictions on individual households. However, Fair Oaks Water District will offer outdoor watering guidelines and incentives to help customers use water more efficiently for landscaping. Our complimentary Landscape Irrigation Review appointment audits will help check for leaks and how to conserve water.

### **What is being done to minimize water loss in the system?**

The new regulation requires the Fair Oaks Water District to focus on reducing water loss to leaks in our water supply system. We are committed and continuing the replacement of aging pipe infrastructure. Efforts to identify and fix leaks promptly to minimize water waste.

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.1**

**Consider appointments to serve as District representatives to various organizations  
and committees**



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**AGENDA ITEM VI.1**

REGULAR Board Meeting on January 21, 2025

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To: Board of Directors  
From: Tom R. Gray  
Date: January 13, 2025  
Subject: Consider appointments to serve as District representatives to various organizations and committees

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**Recommendation:**

Appoint Directors to serve as District representatives to various organizations and committees that benefit the District's ratepayers.

**Discussion:**

Past practice of the FOWD Board of Directors was to have the President appoint individuals to external and internal activities as District representatives.

In accordance with direction from the FOWD Board, the following subcommittees were formed in 2006:

1. Budget
2. Capital Improvement
3. Personnel
4. Public Relations
5. Technical Advisory

In accordance with direction from the FOWD Board, the following subcommittees were added in 2017:

6. Wholesale Water Agreement

The subcommittees meet intermittently and consist of two Board members and the General Manager. The Board President typically makes appointment of Board members to the proposed committees. The term of the appointment is typically for one year. Attached are the existing Board and Committee assignments for your review.

**Policy Implications:**

None.

**Fiscal Impact:**

None.

**FAIR OAKS WATER DISTRICT  
2025 ASSIGNMENTS**

<b>2025 - BOARD ASSIGNMENTS</b>		
Agency Name	2024 (Existing)	2025 (Proposed)
Sac. Groundwater Authority	Marx, Petersen	
Regional Water Authority	Petersen, Gray, Marx (alternate)	
ACWA JPIA	Sarkovich, Dolby (backup)	
Water Forum SE	Petersen, Gray	

<b>2025 - COMMITTEE ASSIGNMENTS</b>		
Committee Name	2024 (Existing)	2025 (Proposed)
Budget	Sarkovich, Dolby, Gray	
Capital Improvement	Petersen, Dolby, Gray	
Personnel	Vacant, Dolby, Gray	
Public Relations	Vacant, Dolby, Gray	
Technical Advisory	Marx, Petersen, Gray	
FOWD and SJWD 2x2 Ad-Hoc	Vacant, Petersen, Gray	
FOWD and CWD 2x2 Ad-Hoc	Vacant, Marx, Gray	
Corporate Yard Ad-Hoc	Sarkovich, Petersen, Gray	

<b>2025 - OUTREACH ASSIGNMENTS</b>		
Agency/Committee Name	2024 (Existing)	2025 (Proposed)
FO Chamber	Gray, Petersen	
Office of County Supervisor	Gray, Petersen	
Office of State Assemblyman	Gray, Petersen	
Office of State Senator	Gray, Petersen	
FOVEC	Gray, Petersen	
CSDA	Gray, Petersen	
AWWA	Gray, Petersen	
ACWA	Gray, Petersen	
LAFCo	Gray, Petersen	

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.2**

**Sacramento Region comments on the Draft Sacramento / Delta Bay-Delta  
Updates to the Water Quality Control Plan**



January 10, 2025

Brett Ewart, Chair  
Michael Saunders, Vice  
Chair

**Members**

California American Water  
Carmichael Water District  
Citrus Heights Water District  
Del Paso Manor Water  
District  
El Dorado Irrigation District  
Elk Grove Water District

Fair Oaks Water District

Folsom, City of

Georgetown Divide Public  
Utility District

Golden State Water  
Company

Lincoln, City of

Nevada Irrigation District

Orange Vale Water Company

Placer County Water Agency

Rancho Murieta Community  
Services District

Roseville, City of

Sacramento, City of

Sacramento County Water  
Agency

Sacramento Suburban Water  
District

San Juan Water District

West Sacramento, City of

Yuba City, City of

**Associates**

County of Placer

El Dorado County Water  
Agency

Sacramento Area Flood  
Control Agency

Sacramento Municipal Utility  
District

Sent via electronic mail to: [SacDeltaComments@waterboards.co.gov](mailto:SacDeltaComments@waterboards.co.gov)

Courtney Tyler  
Clerk to the Board  
State Water Resources Control Board  
P.O. Box 100  
Sacramento, California 95814-0100

Subject: Comment Letter – Draft Sacramento/Delta Bay-Delta Plan Updates

Dear Ms. Tyler:

The Regional Water Authority (RWA) appreciates this opportunity to submit comments on the Draft Sacramento/Delta Updates to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Watershed (Draft Bay-Delta Plan Updates). The comments provided in this letter will respond to what the State Water Resources Control Board (State Board) has provided in the Notice of Public Comment and Workshop on Draft Sacramento/Delta Updates to Bay-Delta Plan on October 25, 2024, and subsequent revised notices related to both the regulatory pathway and the Healthy Rivers and Landscapes Proposal (HR&LP). These comments are submitted by RWA on behalf of American River HR&LP proponents.

First, it is important to note that the workshops held on November 20 and 22 and December 3 and 12, 2024 highlighted a major issue – that the Program of Implementation (POI) for the regulatory pathway lacks significant detail and developing the mechanisms for implementation of this POI will take up to two years.

In contrast, the HR&LP participants have spent a considerable amount of time and effort in outlining key details to support the POI for HR&LP, many of which were developed to answer questions asked by State Board staff. In fact, we believe that many, if not all, of the issues we addressed for HR&LP will also need to be answered for the regulatory pathway.

At this time, as State Water Board staff acknowledged during the workshops, the HR&LP appears to be leaps and bounds ahead of the regulatory pathway process. This means that the HR&LP will be able to be implemented with more expediency and more certainty. We are concerned that deferring adoption of a Bay-Delta Plan Update to allow further time to explain how staff proposes to implement unimpaired flow<sup>1</sup> as a regulatory

<sup>1</sup> The regulatory pathway uses the term “unimpaired flow” to define flow releases. However, “unimpaired flow” is not an appropriate term for the regulatory pathway. The Board’s Draft Bay-Delta Plan Updates have indicated multiple factors that would limit a release of unimpaired flow, including, but not limited to, flood control operations and reservoir temperature management for cold water pool development. Because the Draft

pathway could damage the environment through continued inaction while conditions deteriorate around us. The State Board's process for these updates started in 2009 and has been ongoing for the past 15 years. With each passing year, climatological conditions continue to change, human populations continue to increase, species continue to decline, and hydrologic conditions continue to become less predictable.

HR&LP represents a holistic approach that combines flow and habitat with robust science and governance practices and assured funding. It is readily implementable, and we can start making positive change now.

Lower American River (LAR) habitat projects, part of HR&LP's early implementation, illustrate this real change. In fact, the Sacramento Water Forum (Water Forum), of which the parties to this letter are a part, published a peer-reviewed study that shows that spawning female fish in augmented habitat sites in the LAR produced more offspring than occurred naturally in non-augmented sites.<sup>2</sup> This study demonstrates the significant positive value of habitat enhancement projects such as those proposed by the HR&LP, and we need to continue to recognize that operational changes to produce more flow are only one part of the story. To work towards recovery of our endangered species, and to prevent other species from becoming imperiled, we need to be able to recognize that flows and habitat need to complement each other and work together. A regulatory pathway does not allow for this complementary approach, but HR&LP does -- and HR&LP, unlike the regulatory pathway, is capable of being adopted and implemented now.

As shown from Footnote 1, a major theme across the Draft Bay-Delta Plan Updates and the POI for the regulatory pathway is that there is limited detail and analysis. This creates challenges when comparing the relatively significant details provided in the HR&LP to the regulatory pathway approach. State Board staff have acknowledged the amount of work still needed on the regulatory pathway, and we appreciate their candor. However, the lack of information on the regulatory pathway leaves the reader with no clear means of knowing how the implementation would occur. A regulatory pathway that relies on figuring out details later is troubling, and we continue to remain concerned that we do not know what is being proposed, how it will be carried out, who will do it, or when it will be done.

Here, the program the State Water Board is considering adopting consists of Updates to the Bay-Delta Plan, and the POI is, obviously, a mandatory component of this program. (Water Code § 13050(j) defining "water quality control plan" to include "A program of implementation needed for achieving water quality objectives"). But, as admitted during the workshops, the POI fails to describe "the nature of [the] actions which are necessary to achieve the objectives" under the regulatory pathway, nor can it identify the requisite time schedule and compliance monitoring for actions that presently remain unknown. Consequently, the POI for the regulatory pathway does not meet the statutory criteria for adoption. (Water Code § 13242.)

For the same reasons, the Draft Staff Report, as supplemented by the POI, does not contain adequate environmental analysis of the Plan Amendments to satisfy the

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Bay-Delta Plan Updates do not include details on how these factors would be applied, it is impossible to determine what flow releases actually would occur, although it is has been established that the releases made under the regulatory approach would not be "unimpaired flow."

<sup>2</sup> Applying parentage methods to detect gravel augmentation effects on juvenile Chinook Salmon recruitment rates. Scott M. Blankenship, Avery Scherer, Cheryl Dean, Kirsten Sellheim, Jamie Sweeney, Joseph Merz. Published March 5, 2024. <https://doi.org/10.1002/rra.4264>

California Environmental Quality Act (CEQA). Even if it were permissible to conduct a separate environmental review of the POI, that evaluation has not yet been done -- nor can it be until the components of the POI for the regulatory pathway are identified with sufficient detail so that its implementation can be understood and analyzed.

We join with the comments of other HR&LP proponents and endorse the draft HR&LP POI that they have submitted for State Board consideration along with their comment letter. This HR&LP POI provides additional detail intended to help prepare an adoptable POI that accurately describes the features of the HR&LP. Particularly, we would like to draw your attention to the HR&LP proponents' suggestions on the draft HR&LP POI that provide additional detail on how a the red, yellow, and green light processes would function. This includes factors to be considered and established procedures to ensure fair consideration of any proposed modifications, consistent with the March 29, 2022 Memorandum of Understanding entered into by the HR&LP proponents. We understand additional work will be needed on the HR&LP POI and we stand willing and ready to discuss these suggestions.

In coordinating with the Water Forum, we have identified areas within the October 2024 Draft Bay-Delta Plan Updates and POI that, for the American River HR&LP, are problematic and which the State Board should consider modifying. These issues are related to habitat projects and accounting and are provided in detail in Attachment 1. In summation, the concerns focus around a previously unagreed to adherence to a flow-to-habitat relationship; an inappropriate requirement that habitat projects are only credited if the area was "unsuitable under pre-project conditions"; a lack of acknowledgement of the importance of habitat buffers; an unfounded and untested use of an "under the curve" approach which does not provide a meaningful accounting methodology of how habitat will benefit target species; a disallowance of crediting for multiple habitat types within the same project footprint; and a need to acknowledge instream rearing habitat.

We would also request that the State Board review comment letters that were provided from American River water and power providers that were submitted on the *September 2023 Draft Staff Report/Substitute Environmental Document in Support of Potential Updates to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary for the Sacramento River and its Tributaries, Delta Eastside Tributaries, and Delta* and also the *January 2023 Draft Scientific Basis Report Supplement in Support of Proposed Voluntary Agreements for the Sacramento River, Delta and Tributaries – Update to the San Francisco Bay/Sacramento-San Joaquin Delta Water Quality Control Plan*. These comments are still germane, particularly those expressing concern about tributary temperatures/cold water pool formation, flood control constraints, and the incorrect characterization of the American River HR&LP proposal.

Related to the topics raised by our prior comments, we note there are elements provided in the Draft Bay-Delta Plan Updates and POI that appear to be additive to what the State Board has provided previously. These items are:

- 1. Operational Reservoir Changes for Temperature Management and Flood Control:**

Carryover Storage Requirements. As a means to provide temperature management, Table 7 on page 59 of the Draft Bay-Delta Plan Updates provides an initial end of September carryover storage requirement for Folsom Reservoir of 400 thousand

acre-feet (TAF) in Dry (D) and Critical (C) water year types and 500 TAF in Wet, Above Normal (AN), and Below Normal (BN) water year types.

Adjusted Range of Unimpaired Flow: As a means to provide adjustable flood control storage levels, the Draft Bay-Delta Plan Updates provide that during October 1 through March 31 that:

- If a tributary is less than 75 percent of the allowable flood control storage level, the minimum inflow level can be reduced to 45 percent of unimpaired flow; and
- If a tributary is less than 50 percent of the allowable flood control storage level, the minimum inflow level can be reduced to 35 percent of unimpaired flow.

We are uncertain about these two items and how or if they interact with one another. We are also unclear what they mean related to implementation. More work should be done in consideration of these proposed restraints, as they could trigger very significant impacts. For example, 500 TAF is more than one-half of the storage capacity of Folsom Reservoir, so implementing a carryover storage requirement of this magnitude likely would have significant water supply and flood control impacts (even if it could be done consistently with the federal authorizing statutes, which is not clear).

We request that the State Board staff review this further with the U.S. Army Corps of Engineers, Bureau of Reclamation, and Sacramento Area Flood Control Agency to determine if this carryover storage or unimpaired flow adjustment requirement is appropriate. The Folsom Dam Modification Project Water Control Manual<sup>3</sup> (WCM) governs variable flood storage in the reservoir. The WCM focuses primarily on ensuring a flood control reserve – that is, space in the reservoir – to accommodate between 400 – 600 TAF from November to March. Obviously, an end of December *storage* of 500 TAF in a reservoir that accommodates 980 TAF does not meet this criterion of the WCM. There may also be aspects in other months that need consideration.

Additionally, Reclamation operates Folsom Reservoir to meet Section 7 Endangered Species Act requirements, which includes the American River Modified Flow Management Standard. To ensure that these requirements are feasible in the context of releasing flows at temperatures and volumes adequate to meet species' requirements, we would recommend that Reclamation be consulted.

We further are concerned that any of the proposed modifications to reservoir operations, or others, would conflict with other licenses or approvals held by water rights holders within our region. American River upstream reservoir operators maintain 30-to-50-year Federal Energy Regulatory Commission (FERC) licenses that impose strict operational requirements. These licenses were carefully negotiated and agreed to by a wide array of interested parties. (See SMUD/EID/PCWA Joint Comment Letter Draft Bay-Delta Water Quality Control Plan Updates, incorporated herein by reference). We ask the State Board to carefully reconsider proposed operational parameters in light of these requirements.

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<sup>3</sup> <https://www.govinfo.gov/content/pkg/GOVPUB-D103-PURL-gpo133465/pdf/GOVPUB-D103-PURL-gpo133465.pdf>

## 2. Characterization of the American River HR&LP

The American River description in both Table 9 and on page 82 is generally correct, however, it is missing a key element. Water would be provided in three out of eight D and C years and in three out of eight AN and BN years. Additional years could be considered on a case-by-case basis through a meet and confer process<sup>4</sup>.

Table 8 on page 77 shows the American River HR&LP parties as RWA. This is incorrect. RWA does not hold any water rights. Please refer to the list of parties and water rights covered under the HR&LP for the American River, which we have provided previously. We are happy to provide this list again upon request.

In addition to the operational considerations discussed above, there are operational concerns related to the flow accounting procedures included in the POI for the HR&LP. In Section 4.4.10.3 on pages 91 through 93, the flow accounting procedures provide terms to make additive flows from January through June including “a reoperation of a reservoir that increases net releases from January through June in all years except wet water year types.” However, under the HR&LP, American River reservoir reoperations to provide flows occur only during above normal and below normal years, with optional releases during dry and critically dry years. The same section also provides that, for reservoir reoperation, “reservoir refill provisions that avoid reductions in flows during the January through June time period” will be required in all except wet year types. The American River Tributary reservoir operators reject the arbitrary imposition of refill restrictions on upstream reservoirs that are operating / reoperating reservoirs to provide flows for in-basin uses. Such releases are consistent with existing regulatory approvals. Indeed, the American River Tributary reservoir operators designed their HR&LP commitments in such a way to not require any additional regulatory approvals.

Section 4.4.10.3 also states there cannot be *any* redirected impacts to stream flows from groundwater substitution, which could mean that there would be no opportunity to provide any offsets for any potential streamflow depletion, if determined to be present. Per current water transfer protocols, which can be used as an example that is similar to - albeit unique from - providing HR&LP flows, streamflow depletion is considered and factored into water contributions if it is determined there is a net loss to a stream based on localized information. Water transfers do not necessarily assume that there will not be *any* redirected impacts, but instead provide a mechanism to offset any potential impacts. We suggest the State Board consider a similar approach.

While we support the Draft Plan Update’s many references to implementation of flow objectives on a water rights priority basis, the draft plan appears to arbitrarily assign compliance points for unimpaired flow on sub-tributaries above Folsom Reservoir. This would place the burden of meeting American River HR&LP outflow objectives solely on the backs of water rights holders located geographically above Folsom Reservoir without regard to the water rights priorities of other diverters on the American River or the Bay-Delta watershed. As Bay-Delta inflow is a responsibility of all parties in the watershed, arbitrarily assigning inflow compliance points that shift obligations upstream without respect to water rights priority is unlawful (See *El Dorado Irr. Dist. v. State Water Resources Control Board* (2006) 142 Cal.App.4th 937, 966 holding that the State Water Board violated

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<sup>4</sup> April 2024 Draft HR&LP Global Agreement – Appendix 1, American River HR&LP, Section 1.1.1, Exhibit B.14-B.15



water rights priorities by imposing a term in a senior appropriator's water right permit when the State Board had failed to impose a similar term in the permits and licenses of more junior appropriators with later priority dates.) Responsibility for meeting Delta inflow requirements must first be implemented on a priority basis throughout the Bay-Delta watershed. To the extent the Board believes there is a lawful basis to apportion responsibility in a way that violates the rule of priority, the Board must make findings that would justify subverting the rule of priority. (Ibid.) The Board must also ensure that it is not establishing a regulatory regime that would result in the export projects exporting water "reasonably required to adequately supply the beneficial needs" of the watersheds where that water originates, as such a directive would result in a violation of law. (See Water Code section 11460). Implementing delta inflow criteria through compliance points on the North, Middle, and South Forks of the American River above Folsom Reservoir (see October 2024 Draft, p. 53) creates a situation whereby the export projects violate Water Code section 11460.

We appreciate the significant amount of work done by the State Board staff, the feedback from interested parties, and the patience and dedication of all involved to keep the lines of communication open. American River HR&LP proponents stand ready to assist in the process where appropriate. Please contact me at [mbanonis@rwah2o.org](mailto:mbanonis@rwah2o.org) or via (916) 862-0359 if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michelle Banonis', written in a cursive style.

Michelle Banonis  
Manager of Strategic Affairs, RWA

January 10, 2024

Sent via email: [SacDeltaComments@waterboards.ca.gov](mailto:SacDeltaComments@waterboards.ca.gov) &  
[Joaquin.Esquivel@Waterboards.ca.gov](mailto:Joaquin.Esquivel@Waterboards.ca.gov)

State Water Resources Control Board  
Division of Water Rights  
Attn: Bay-Delta & Hearings Branch  
P.O. Box 100  
Sacramento, CA 95812-2000

**Subject: Comment Letter – Draft Sacramento/Delta Bay-Delta Plan Updates**

Dear Chair Esquivel,

We appreciate the opportunity to provide these comments, on behalf of the parties currently participating in the Healthy Rivers and Landscapes (HRL) Program, in response to the October 2024 draft Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Watershed (October 2024 draft).

The HRL approach offers an adaptive framework that integrates flow and non-flow measures to balance beneficial uses of water to both enhance the ecological health of the Bay-Delta and ensure water reliability for communities. By prioritizing a science-driven process and fostering collaboration among diverse stakeholders, the HRL Program provides a sustainable and balanced pathway for achieving long-term water quality and ecosystem goals. We provide the following information toward advancing those goals.

The October 2024 draft represents a significant first step in an iterative process to finalize updates to the Bay-Delta Plan. At a high level, the October 2024 draft contains the key elements including the identification of beneficial uses, including new tribal beneficial uses; establishment of water quality objectives including a new narrative fish viability objective; and a program of implementation (POI). The October 2024 draft also includes a series of placeholders that require additional detail and refinement to fully realize its objectives.

The March 2022 VA MOU Term Sheet<sup>1</sup> confirmed that the HRL Program parties' request that the State Water Board consider and approve an updated Bay-Delta Plan that includes two regulatory pathways for implementation of the existing Narrative Salmon Objective and a new Narrative Fish Viability Objective – the HRL Program and an alternative pathway. The October 2024 draft (at p. 70) notes that the HRL Program parties (HRL Parties) did not submit a complete

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<sup>1</sup> See State Water Board Staff's September 23, 2023, Draft Staff Report/Substitute Environmental Document (DSR/SED), Append. G1 and Append. A thereto, Memorandum of Understanding Advancing a Term Sheet for the Voluntary Agreements to Update and Implement the Bay-Delta Water Quality Control Plan, and Other Related Actions (Mar. 29, 2022), Term Sheet for Voluntary Agreements to Update and Implement the Bay-Delta Water Quality Control Plan (Mar. 29, 2022) and associated amendments, herein referred to as the March 2022 VA MOU Term Sheet.

POI, and it sets forth in Section 4.4.10 “possible implementation provisions for . . . the Healthy Rivers and Landscapes Proposal.”

In response, we are submitting the attached draft HRL POI for the Narrative Salmon Objective and Narrative Fish Viability Objective (HRL POI) (Attachment 1). This draft is consistent in format with the current POI in Chapter IV of the December 12, 2018, Water Quality Control Plan and provides some of the additional information missing from the October 2024 draft. The draft HRL POI was crafted to reflect the terms of the March 2022 VA MOU Term Sheet and address a subset of questions that were raised in the April 2024 workshops on the HRL Program. Of particular note, the draft HRL POI includes provisions for incorporating the Science Plan and the Enforcement Agreements as the cornerstones of the HRL Program, a process by which the HRL Program could be evaluated and modified by the State Water Board, and a process for accounting for and protecting HRL flow assets.

There are key structural differences between the State Water Board’s October 2024 draft POI and the POI in the existing 2018 Bay-Delta Plan. As explained in the 2018 Bay-Delta Plan, there are five general components to its program of implementation: “(1) implementation measures within State Water Board authority; (2) measures requiring a combination of State Water Board authorities and actions by other agencies; (3) recommendations to other agencies; (4) a monitoring and special studies program; and (5) other studies that are being conducted by other entities but may provide information relevant to future proceedings.” (2018 Bay-Delta Plan, p. 22.)

In contrast, the October 2024 draft changes the structure and proposes to organize the program of implementation by category of objectives: “This program of implementation consists of measures to implement the Water Quality Objectives for Municipal and Industrial Beneficial Uses (Table 1 Objectives), Water Quality Objectives for Agricultural Beneficial Uses (Table 2 Objectives); and Water Quality Objectives for Fish and Wildlife Beneficial Uses (Table 3 Objectives).” (October 2024 draft, p. 29). As noted above, the structure of the draft HRL POI is consistent with the format of the 2018 Bay-Delta Plan POI. The structure in the 2018 Bay-Delta Plan POI is preferred because it more clearly establishes how the State Water Board expects each of the water quality objectives to be achieved. Thus, the HRL Parties encourage the State Water Board to retain the structure of the 2018 Bay-Delta Plan POI in the final Bay-Delta Plan Update absent further explanation for the need of an alternative structure.

Accordingly, at this time the HRL Parties provide a high-level vision of an updated Bay-Delta Plan that should include:

- Beneficial Uses: Retention of existing beneficial uses and a process for further definition of new tribal beneficial uses.
- Water Quality Objectives: Retention of existing narrative salmon, municipal and industrial, and agricultural objectives, and addition of a new narrative fish viability objective.
- Program of Implementation: A comprehensive and actionable framework that includes:
  - An accurate description of the HRL Program including the Science Plan and Science Committee for assessing the effectiveness of flow and non-flow measures.

- A process by which the flow only (e.g. Unimpaired Flow (UIF)) pathway could become a viable alternative to the HRL Program.
- Clear definition of “backstopping” and clear accountability for the HRL Program<sup>2</sup> and the UIF alternative.
- Improved tribal engagement.
- A process that allows for changes in participation in HRL Program and UIF alternative.
- Robust and efficient State Board oversight procedures; and
- Appropriate monitoring and reporting requirements.

The HRL Parties recognize that additional work is needed to refine the Bay-Delta Plan and are committed to dedicating the resources needed to maintain the schedule such that the updates to the Bay-Delta Plan can be adopted by the State Water Board by Summer of 2025. While the attached draft HRL POI reflects our initial efforts, we acknowledge it may not yet fully incorporate feedback from recent State Water Board workshops or address some of the concerns identified in the October 2024 draft.

We appreciate the hard work and dedication of the State Water Board members and staff. We value your partnership and are committed to advancing solutions that enhance the viability of native species while also balancing the need for reliable water deliveries to our constituents. In the upcoming months, we look forward to continued engagement with the State Water Board members and staff to provide relevant and timely input to allow for an adoptable Bay-Delta Plan by Summer 2025. Thank you for your consideration of these comments.

Sincerely,



<sup>2</sup> There must be an additional regulatory process in accordance with the Porter-Cologne Water Quality Control Act (Porter-Cologne) prior to the imposition of an alternative pathway/UIF objective on the HRL Program parties. (VA MOU Term Sheet, §§ 7.4, 7.4.B(iii), 7.4.F, 7.5.)

cc: The Honorable Dorene D'Adamo, Vice Chair, State Water Resources Control Board  
The Honorable Laurel Firestone, Member, State Water Resources Control Board  
The Honorable Sean Maguire, Member, State Water Resources Control Board  
The Honorable Nichole Morgan, Member, State Water Resources Control Board  
Eric Oppenheimer, Executive Director, State Water Resources Control Board  
Michael Lauffer, Chief Counsel, State Water Resources Control Board

Attachment 1

Draft HRL Program of Implementation

Chapter IV. Program of Implementation

B. Measures Requiring a Combination of State Water Board Authorities and Actions by Other Agencies

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3. Narrative Objective for Salmon Protection & Narrative Fish Viability Objective

D-1641 assigned primary responsibility to the USBR and DWR to comply with certain quantitative objectives for the protection of beneficial uses in the Delta, including fish and wildlife. D-1641 did not require separate actions to implement the narrative objective for salmon.

The narrative objective for salmon protection in the Delta is consistent with the anadromous fish doubling goals of the CVPIA. Under the Anadromous Fish Restoration Program (AFRP), State, federal and local entities are continuing to implement programs within and outside the Delta geared towards achieving the CVPIA anadromous fish doubling goals.

CDFW, NOAA Fisheries, and other agencies monitoring the progress of the salmon protection effort have presented the results from ongoing studies and fishery improvement programs to the State Water Board. The State Water Board considered the monitoring results, as well as other information, and has determined to augment that narrative salmon objective with the new narrative fish viability objective and with additional actions for implementation of those objectives.<sup>3</sup> The actions fall within three categories.

**Category 1: The Healthy Rivers and Landscapes Actions**

The State Water Board will implement the narrative objective for salmon and the narrative fish viability objective through continued implementation of D-1641 (or as may be amended for Phase I) as well as through the Healthy Rivers and Landscapes Program, which is a comprehensive approach to managing and integrating habitat, flow, landscape, and other factors required to protect native fish and wildlife species, while concurrently protecting water supply reliability, consistent with the legal requirement of providing reasonable protection for all beneficial uses.

The Healthy Rivers and Landscapes Program was developed as a regulatory path similar to pathways employed by the State Water Board in prior Water Quality Control Plans for the Bay Delta. Although they have been referred to as “Voluntary Agreements”, upon the State Water Board updating this Bay-

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<sup>3</sup> For ease of reference for this draft, the proposed narrative fish viability objective’s text is as follows: “Maintain water quality conditions, including flow conditions in and from tributaries and into the Delta, together with other measures in the watershed, sufficient to support and maintain the natural production of viable native fish populations. Conditions and measures that reasonably contribute toward maintaining viable native fish populations include, but may not be limited to, (1) flows that support native fish species, including the relative magnitude, duration, timing, temperature, and spatial extent of flows, and (2) conditions within water bodies that enhance spawning, rearing, growth, and migration in order to contribute to improved viability. Indicators of viability include population abundance, spatial extent, distribution, structure, genetic and life history diversity, and productivity. Flows provided to meet this objective shall be managed in a manner to avoid causing significant adverse impacts to fish and wildlife beneficial uses at other times of the year. \*

\* The actions the State Water Board and other agencies expect to take to implement this objective are described in section [insert number] of this Plan’s Program of Implementation.”

Delta Plan and the parties executing the agreements described below, the commitments made through the Healthy Rivers and Landscapes Program are binding on the parties and enforceable by the State Water Board. As recognized by the State Water Board in its 2018 Bay-Delta Plan, this type of approach will “expedite implementation ... and provide durable solutions in the Bay-Delta watershed while also providing reasonable protections for fish and wildlife.”

i. The Healthy Rivers and Landscapes Program

The Healthy Rivers and Landscapes Program has established governance procedures that will be implemented through and as provided by three plans:

**Strategic Plan.** This plan describes the Healthy Rivers and Landscapes Program and schedule for implementation. In addition to a description of the flow and non-flow assets included in the program, including flexibility brackets for flow to support adaptive management, it reflects the governance structures that will: (a) ensure the synergistic benefits of the flow and non-flow measures are realized to the extent feasible and consistent with Healthy Rivers and Landscapes plans and (b) provide accountability and transparency of the Healthy Rivers and Landscapes Program to State Water Board and interested parties. As set forth in more detail in the Strategic Plan, the following tables summarize the Healthy Rivers and Landscapes flow and non-flow commitments, subject to the specific terms of the Global, Implementation and Enforcement Agreements that are included in appendices to this program of implementation and are discussed below (Table 1<sup>4</sup>).

Table 1 New Contributions to Tributary Flow and Delta Outflows in Thousand Acre Feet by Sacramento River Index (Adapted from Term Sheet, Appendix 1 and associated amendments)

Source Category	Specific Source	C (15%)	D (22%)	BN (17%)	AN (14%)	W (32%)
San Joaquin River Basin	<i>Minimum Placeholder Contributions (Stanislaus and Merced)</i>	11	83	101	85	0
San Joaquin River Basin	<i>San Joaquin Basin Portion of Gap</i>	-	11	2	10	-
San Joaquin River Basin	Tuolumne	37	62	78	27	0
Friant	-	0	50	50	50	0
Sacramento River Basin	Sacramento	2	102	100	100	0
Sacramento River Basin	Feather	0	60	60	60	0
Sacramento River Basin	Yuba	0	50	50	50	0
Sacramento River Basin	American	30	40	10	10	0
Sacramento River Basin	Mokelumne	0	5	5	7	0
Sacramento River Basin	Putah	7	6	6	6	0
CVP/SWP Export Reduction	-	0	125	125	175	0
PWA Water Purchase Program	Fixed Price	3	63.5	84.5	99.5	27
PWA Water Purchase Program	Market Price	0	50	60	83	0
Permanent State Water Purchases	-	65	108	9	52	123

<sup>4</sup> Table 1 here references Table 1 in the Strategic Plan and incorporates the footnotes in the Strategic Plan by reference. It is also important to note that some of the assumptions and values are still being finalized as of the date of this letter.

<i>Year 1 New Outflow Above Baseline (Low Target)</i>	-	155	825.5	750.5	824.5	150
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As discussed below, the State Water Board finds that all flow commitments, and contributions of flow under those commitments, constitute an application of water to the beneficial use of preservation of fish and wildlife resources under Water Code section 1243 and do not constitute non-use of water.

In addition to flow assets, the Healthy Rivers and Landscapes Program also includes substantial habitat restoration, that together with flow measures above, will be implemented to contribute to the narrative objectives (Table 2<sup>5</sup>).

Table 2 Minimum Additive Contributions to Habitat Restoration and other Non-flow Measures (Source: Appendix 2 of Term Sheet and associated amendments)

Area	Total Acres
San Joaquin Basin – Tuolumne	77 (rearing/floodplain), >21.35 (spawning gravel)
Sacramento Basin – Sacramento	137.5 (instream), 113.5 (spawning)
Sacramento Basin – Sutter Bypass, Butte Sink, and Colusa Basin	20,000 (floodplain), 20,000 (fish food production) <i>Initial Targets per funding and permitting</i>
Sacramento Basin – Feather	15 (spawning), 5.25 (instream), 1,655 (floodplain)
Sacramento Basin – Yuba	50 (instream), 100 (floodplain)
Sacramento Basin – American	25 (spawning), 75 (rearing)
Sacramento Basin – Mokelumne	1 (instream), 25 (floodplain)
Sacramento Basin – Putah	1.4 (spawning)
North Delta Arc and Suisun Marsh	5,227.5

**Science Plan.** This plan presents the procedures and other requirements that will evaluate the effects of the Healthy Rivers and Landscapes Program and includes procedures to test the hypotheses underlying the Healthy Rivers and Landscapes Program, to support ongoing adaptive management, synthesis reports to the State Water Board and ultimately the decision on whether or not to continue the Healthy Rivers and Landscapes Program. It establishes the coordinated collective of tributary and Delta-focused monitoring and research programs, including existing programs. It has several high-level functions:

- To inform decision-making by the Systemwide Governance Committee, Tributary/Delta Governance Entities, and Healthy Rivers and Landscapes Parties;
- To track and report progress relative to the metrics described in Section 2 [HRL Program Science Plan] of this document;
- To reduce management-relevant scientific uncertainty;
- To provide recommendations on adjusting management actions to the Systemwide Governance Committee, Tributary/Delta Governance Entities, and Healthy Rivers and Landscapes Parties; and
- To inform the State Water Board process to evaluate and determine the implementation pathway for the Healthy Rivers and Landscapes Program parties after the eighth year.

<sup>5</sup> Table 2 references Table 25 in the Strategic Plan and incorporates the footnotes in the Strategic Plan by reference.



**Funding Plan.** This plan describes the funding commitments for the Healthy Rivers and Landscapes Program. It describes the sources from which the revenues to support the Healthy Rivers and Landscapes Program will be collected, directed, and disbursed.

The Healthy Rivers and Landscapes Program, including all the preceding plan components, have been memorialized in the Global Agreement, Implementation Agreements, and the Enforcement Agreements, which are an appendix to this program of implementation.

**Global Agreement.** The Global Agreement describes the structure, funding, Science Program, and Governance Program.

**Implementation Agreements.** Each Implementation Agreement states the flow, non-flow, and funding commitments of the Responsible Party(ies), and other measures.

**Enforcement Agreements.** Pursuant to Government Code section 11415.60, each Enforcement Agreement states the obligations of the Responsible Party(ies) under the respective Implementation Agreement and provides the remedies for enforcement of such obligations.

These legally binding agreements provide for implementation and enforcement of the Healthy Rivers and Landscapes Program in the following watersheds within the Bay-Delta (Table 3).

Table 3 Watersheds Participating in the Healthy Rivers and Landscapes Program that are Parties to the Global Agreement, Implementation Agreements, and Enforcement Agreements.

American River	Delta
Feather River	Friant (San Joaquin River)
Mokelumne River	Putah Creek
Sacramento River Mainstem	Tuolumne River
Yuba River	

The State Water Board approves the Enforcement Agreements, in lieu of an adjudicative water right proceeding, to implement flow, habitat, and other commitments of parties to the Healthy Rivers and Landscapes Program. To the extent that the U.S. Bureau of Reclamation (Reclamation) permits or licenses are modified to implement measures in that program, the State Water Board will use its ordinary enforcement procedures under the California Water Code, consistent with Section 8 of the Reclamation Act. To the extent Reclamation permits and licenses are not modified, or commitments of other state or federal parties to the Healthy Rivers and Landscapes Program are not otherwise memorialized in an Enforcement Agreement, the State Water Board will incorporate such commitments in memoranda of understanding.

The Enforcement Agreements establish a procedure for timely and effective referral of disputes that arise concerning implementation of the applicable elements of the Healthy Rivers and Landscapes Program. The procedure will promptly involve executive leadership (across the parties to those agreements) in resolution of disputes.

Through the decision-making structure that includes consideration of governance, the agreements, adaptive management, and the required annual and triennial reporting, the State Water Board will initiate a process beginning in the sixth year following the Office of Administrative Law's approval of the Bay-Delta Plan updates (Year 6) to evaluate the efficacy of the Healthy Rivers and Landscapes Program. The Year 6 review is described in detail below.

ii. Procedures for Renewal, Modification, and Extension.

In Year 6, the State Water Board will initiate the process to evaluate and determine the implementation pathway for parties to the Healthy Rivers and Landscapes Program after the eighth year following the Office of Administrative Law's approval (Year 8). That process will be comprehensive and transparent.

**Information to be Considered.** The State Water Board will consider the following information with respect to the Healthy Rivers and Landscapes Program:

- A. Science Program's synthesis of the most current science and analyses of the effects of the Healthy Rivers and Landscapes Program's implementation;
- B. Past, present, and probable future beneficial uses of water;
- C. Environmental characteristics of the Bay-Delta watershed, including the quality of water available thereto;
- D. Water quality conditions that could reasonably be achieved through the coordinated control of all factors which affect water quality in the Bay-Delta watershed; and
- E. Economic considerations.

**The Process.** In Year 6, the State Water Board will issue a notice to initiate the process. The State Water Board will hold at least one public informational workshop, at which time the Healthy Rivers and Landscapes Parties will present its second Triennial Report and recommend to the State Water Board whether the Healthy Rivers and Landscapes Program should continue for another term with limited modification or if more significant changes to Healthy Rivers and Landscapes Program terms are needed. The State Water Board will consider that recommendation, all public comments on the progress of Healthy Rivers and Landscapes Program implementation, all annual and triannual reports, as well as any other relevant technical information.

Following the workshop and after consideration of all comments, the State Water Board will distribute a draft proposed pathway to be implemented for Healthy Rivers and Landscapes Parties after Year 8. In summary form, it will select from three options:

**Green** – The Healthy Rivers and Landscapes Program is substantially achieving the metrics as described in the Science Plan, and the ecological outcomes analysis described there supports the conclusion that continuing the Healthy Rivers and Landscapes Program, together with other actions in the Bay-Delta Plan, will result in attainment of the narrative objectives. If so, implementation of the Healthy Rivers and Landscapes Program will continue without any substantial modification in terms, except for necessary changes to provide for funding and other measures necessary to continue the Healthy Rivers and Landscapes Program for another 7 years. Necessary updates to the Healthy Rivers and Landscapes Program terms (if any) will be determined and the process to renew the Healthy Rivers and Landscapes Program will be initiated so that the renewed Healthy Rivers and Landscapes Program is in place at Year 9.

**Yellow** – The Healthy Rivers and Landscapes Program is meeting a significant number of metrics as described in the Science Plan, and the ecological outcomes analysis described there supports the conclusion that continuing the Healthy Rivers and Landscapes Program, together with other actions in the Bay-Delta Plan and other measures in the watershed, will result in attainment of the narrative objectives, but some modifications are needed. If that is the case, the parties to the Healthy Rivers and Landscapes Program,

in coordination with State Water Board, will develop proposed modifications to the Healthy Rivers and Landscapes Program, and the State Water Board will initiate the process to modify the Healthy Rivers and Landscapes Program terms to address deficiencies. In that process, the State Water Board may consider alternative means to address deficiencies. The parties to the Healthy Rivers and Landscapes Program must agree to those alternative means before they become implementation requirements as part of a Yellow condition.

**Red** – A new pathway is required because the Healthy Rivers and Landscapes Program is not achieving the metrics as described in the Science Plan, and the ecological outcomes analysis described there does not support the conclusion that continuing the Healthy Rivers and Landscapes Program, together with other actions in the Bay-Delta Plan, will result in attainment of the narrative objectives. New agreements will be negotiated, or the State Water Board will issue an update to the Bay-Delta Plan that provides a new pathway for implementation by those that were parties to the Healthy Rivers and Landscapes Program. The State Water Board recognizes that all parties to the Healthy Rivers and Landscapes Program reserve all of their rights to fully participate in the related processes, and potential remedies related thereto.

Factors the State Water Board will consider before determining whether a Red, Yellow, or Green condition exists, will include, but not necessarily be limited to:

- A. Whether permits required for implementation of Healthy Rivers and Landscapes agreements were pursued and available within a reasonable timeframe;
- B. Whether the quantity and timing of flow commitments under Healthy Rivers and Landscapes Program were met;
- C. Whether the Triennial Reports analyze progress across the Delta watershed, provide considerations for updating the Strategic Plan, include considerations for updating the Healthy Rivers and Landscapes Program flow and non-flow measures, and are timely submitted to the State Water Board to inform its triennial review process;
- D. Whether the guidance as set forth in the Strategic Plan for the initiation and construction of habitat projects has been achieved;
- E. Whether the Healthy Rivers and Landscapes Program is fully funded through Year 8;
- F. Whether the Triennial Reports or other sources of reliable information indicate that factors outside of the Healthy Rivers and Landscapes Program were impairing the ability to meet intended objectives;
- G. Whether the State Water Board adequately protected flows contributed through the Healthy Rivers and Landscapes Program; and
- H. Whether additional funds are available to continue the Healthy Rivers and Landscapes Program.

Prior to determining whether a Red, Yellow, or Green condition exists, the State Water Board will:

- A. Hold appropriate hearings to review and receive input on the scientific reports, analysis, information, and data generated by the Healthy Rivers and Landscapes Program and other sources and receive recommendations on the anticipated effectiveness of continuing

or modifying the Healthy Rivers and Landscapes Program or requiring an alternative implementation pathway.

- B. Conduct a Delta Independent Science Board review to receive input and recommendations on the scientific rationale for continuing or modifying the Healthy Rivers and Landscapes Program; and
- C. Conduct optional hearings to implement a pathway as an alternative to the Healthy Rivers and Landscapes Program; any such hearings will be conducted consistent with the applicable provisions of the California Bagley-Keene Open Meeting Act, Administrative Procedures Act, and Water Code.

In Year 8, the Healthy Rivers and Landscapes Program will submit its final Annual Report. The State Water Board will distribute any proposed amendments to the Bay-Delta Plan's Program of implementation, which will be informed by the consideration of factors identified above, to be implemented after Year 8.

Subject to the procedural requirements described above, if Year 8 or thereafter, the State Water Board:

- A. Determines a Red condition exists, the State Water Board may implement the narrative objective for salmon and the narrative fish viability objective through another pathway; or
- B. Determines a Yellow condition exists and:
  - i. If the State Water Board completes the process described above and modifications are made to the Healthy Rivers and Landscapes Program, the Healthy Rivers and Landscapes Program, as modified, will continue to be implemented; or
  - ii. If modifications are not made to the Healthy Rivers and Landscapes Program, then the State Water Board may update the Bay-Delta Plan to amend the Program of implementation to identify a pathway for implementation by those who were parties to the Healthy Rivers and Landscapes Program; or
- C. Determines a Green condition exists, and new agreements have been adopted by the Healthy Rivers and Landscapes Parties, the Healthy Rivers and Landscapes Program will continue, but unless otherwise negotiated, those obligations will not extend beyond 15 years.

If at the end of 15 years it appears that objectives are not being met as intended, the Parties will continue to seek modified agreements and may continue implementing actions as described.

- iii. **Protection of Flows.** The State Water Board will use its legal authorities to protect against diversions for other purposes all flows generated by the Healthy Rivers and Landscapes Program. Specific protections, whether arising from regulatory actions of the State Water Board or as part of the Enforcement Agreements will include provisions specifying that water contributed under the Healthy Rivers and Landscapes Program:
  - a. constitutes beneficial use of that water, consistent with Water Code section 1243;
  - b. does not constitute non-use of the water;

- c. is not abandoned water available for appropriation; and
  - d. will be protected from unauthorized diversions; provided that if unauthorized diversions occur, the State Water Board will work with the Healthy Rivers and Landscapes Parties to identify and resolve any redirected adverse impacts to water supply in excess of the contributions required by the Implementing Agreements and resulting from the protection of these flows as Delta outflow.
- iv. **Report on Protection of Flows.** The State Water Board will prepare a report and post the report on its website annually on what actions the State Water Board has taken to protect these flows from unauthorized uses.
  - v. **Accounting for flow.** Consistent with the applicable terms of the Global, Implementation, and Enforcement Agreements and their respective appendices, the parties will account for flow and habitat contributions made under the Healthy Rivers and Landscapes Program.
  - vi. **Potential for Delay in Permitting.** If a representative of the Healthy Rivers and Landscapes Program or of a tributary governance entity notifies the State Water Board of an unanticipated permitting delay that substantially impacts implementation, the State Water Board will hold a workshop at which representatives of the relevant participants in the Healthy Rivers and Landscapes Program will explain the basis for the delay and interested parties will be afforded an opportunity to provide their input. The Executive Director, through authority delegated by the State Water Board, may defer review and performance milestones required by the Healthy Rivers and Landscapes Program; provided the Executive Director finds after the workshop that the delay results from actions or inactions that were beyond the control of the Responsible Parties obligated to provide the relevant contribution to the Healthy Rivers and Landscapes Program. The workshop will be held within 45 days of the State Water Board receiving the notice.

**Category 2: Tributaries, or Persons or Entities, Not Covered by the Healthy Rivers and Landscapes Program**

- i. **Non-Covered Persons or Entities.** The State Water Board encourages water-right holders not participating in or otherwise covered by the Healthy Rivers and Landscapes Program to join that program in accordance with the Global Agreement, and corresponding provisions in the various Implementation Agreements providing for the addition of new parties. For those water-right holders that do not participate in, or are otherwise not covered by, the Healthy Rivers and Landscapes Program, the State Water Board will use its legal authorities and public processes to require those entities to make adequate contributions to implementing the narrative objectives for salmon and fish viability.
- ii. As part of the process to assign responsibility under this alternative pathway, the State Water Board will use its legal authorities to account for and protect the resulting flows without causing redirected direct or indirect adverse impacts to any person or entity that has implementation responsibility under the Healthy Rivers and Landscapes Program, including to water supplies and reservoir operations. The State Water Board will also factor into its consideration the ability of any person or entity to:

- a. Meet existing or future federal or other state legal requirements, including (i) requirements imposed pursuant to the federal and state endangered species acts and the federal Clean Water Act, as applicable, (ii) requirements imposed by the Federal Energy Regulatory Commissions, and (ii) alternative implementation pathways (e.g., Category 1 actions) to implement the Water Quality Control Plan for the Bay Delta Estuary;
  - b. Generate hydropower to support the State energy needs and further the State’s carbon-free energy objectives;
  - c. Adaptively manage between or among tributaries and to optimize flows to achieve the objectives while allowing for consideration of other beneficial uses and the implementation of the Healthy Rivers and Landscapes Program;
  - d. Protect minimum reservoir carryover storage targets or other requirements to help ensure that providing flows to meet the flow objectives will not have significant adverse temperature or other impacts on fish and wildlife or, if feasible, on other beneficial uses and the implementation of the Healthy Rivers and Landscapes Program;
  - e. Meet desired minimum flows;
  - f. Conduct experiments;
  - g. Avoid flooding or other related public safety concerns;
  - h. Respond to emergency events;
  - i. Avoid impacts to supplies of water for minimum health and safety needs, particularly during drought periods; and
  - j. Any new information provided to or gathered by the State Water Board that may inform their decisions.
- iii. Further, when the State Water Board exercises its authorities, for the additional pathway, the State Water Board will consider, on a case-by-case basis, direct evidence of impacts to beneficial uses of water, all material and relevant information submitted by the persons or entities that are the subject of the State Water Board’s proposed action and other interested parties, and relevant information developed and/or published by other agencies and organizations.
  - iv. **Protection of Flows.** The State Water Board will use its legal authorities to protect water contributed by water users as a result of actions by the Board within this Category 2 against unauthorized diversions. The State Water Board will prepare a report and post the report on its website annually on what actions the State Water Board has taken to protect these flows from unauthorized diversions.

### Category 3: Actions by Other Agencies

Federal, state, and local agencies will take actions to implement the narrative objectives for salmon and fish viability.

- i. **Salmon and other Native Fish:** Outside of the actions required by Category 1 and Category 2 of this program of implementation, the U.S. Fish and Wildlife Service, NOAA Fisheries, and the California Department of Fish and Wildlife must ensure factors affecting the protection of salmonids and viability of all native fish are addressed. Some of those factors have been identified in (1) the Delta Smelt Resiliency Strategy, (2) California Salmon Strategy for a Hotter, Drier Future: Restoring Aquatic Ecosystems in the Age of Climate Change, and (3) the “Recovery Plan for The Evolutionarily Significant Units of Sacramento River Winter-run Chinook Salmon and Central Valley Spring-run Chinook Salmon and the DPS of California Central Valley Steelhead.” The

State Water Board will hold at least two workshops each year at which Federal, state, and local agencies will be requested to present information on the actions they have taken to comply with this provision.

- ii. In addition, State and Federal agencies should continue to pursue the following specific activities:
  - a. Through the CVPIA Section 3406 (b)(19), Anadromous Fish Screen Program, the USBR, USFWS, and other participating agencies should continue to assist the State of California in efforts to develop and implement measures to avoid losses of juvenile anadromous fish resulting from unscreened or inadequately screened diversions on the Sacramento and San Joaquin rivers, their tributaries, the Sacramento-San Joaquin Delta, and the Suisun Marsh.
  - b. The DWR and the USBR, in coordination with the CDFW, USFWS, and NOAA Fisheries, should continue to evaluate and implement all feasible measures and programs to reduce entrainment and mortality of fish salvaged at the Skinner Fish Protection Facility (Banks Pumping Plant) and the Tracy Fish Collection Facility (Tracy Pumping Plant).
- iii. **Permitting:** Federal, state, and local agencies will expedite and coordinate permitting of measures undertaken as part of the Healthy Rivers and Landscapes Program, consistent with applicable laws. To achieve that result, among other actions, the following actions will be taken:
  - a. The CDFW will apply flexible and innovative uses of its Lake and Streambed Alteration, California Endangered Species Act, and other relevant Fish and Game Code authorities to expedite permitting of these restoration projects.
  - b. The State Water Board will complete and employ its general order for Clean Water Action section 401 Water Quality Certification and waste discharge requirements for restoration projects statewide (Order WQ 2022-0048-DWQ) to expedite permitting of these restoration projects.
  - c. The State Water Board will consider on an expedited basis any water-right actions that may be necessary to implement agreements within the Healthy Rivers and Landscapes Program.
  - d. The USFWS and NOAA Fisheries have been requested to prioritize HRL and other habitat permitting.
  - e. The U.S. Army Corps of Engineers will be requested to expedite Healthy Rivers and Landscapes actions that may require Clean Water Act section 404 or Section 14 of the Rivers and Harbors Act (USC 408 (Section 408)).
  - f. State agencies participating in the Healthy Rivers and Landscapes Program will establish a multi-disciplinary restoration unit of at least 8 full-time specialists to assist the Healthy Rivers and Landscapes Program on developing, permitting, and expeditiously implementing these restoration projects. This team will regularly report to Secretaries for Environmental Protection and Natural Resources.
  - g. The Healthy Rivers and Landscapes Program, in coordination with relevant state and federal agencies, shall update the California Governor's Office on at least an annual basis on the status of developing, permitting, and expeditiously implementing those projects.

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.3**

**Discussion on FOWD Water Supply for the month of December 2024 and 2024 year-end**



**AGENDA ITEM VI.3**

REGULAR Board Meeting January 21, 2025

To: Board of Directors  
 From: Paul Siebensohn, Technical Service Manager  
 Date: January 13, 2025  
 Subject: Discussion on FOWD Water Supply for the month of December 2024 & 2024 year-end

**Recommendation:**

None.

**Discussion:**

According to the wunderground.com website, the recorded average daily temperature in December 2024 was 50.2° F, which is 2.3 degrees below the historic average of 52.5° F for December. Precipitation for December 2024 was recorded at 4.76” according to the Department of Water Resources Chicago rain station located in Fair Oaks.

The wholesale connections provided **347.9** AC-FT (88.1%) of surface water and FOWD groundwater wells produced **47.2** AC-FT (11.9%) to meet the total water demand of 395.1 AC-FT in December 2024.

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 FOWD.

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

	Forward Flow, AC-FT	Reverse Flow, AC-FT	Total, AC-FT
CTP Connection	203.05	0.02	203.03
FO-40 (39”)	144.91	0.04	144.87
<b>TOTAL FROM SJWD</b>	<b>347.96</b>	<b>0.06</b>	<b>347.90</b>

The average daily flow from wholesale connections for the month of December 2024 was recorded at 2,513 GPM.

The maximum day water demand was reached on December 1, 2024, and was recorded at approximately 4.61 million gallons (MG) with the wholesale connections providing 4.41 MG

and FOWD groundwater wells providing 0.40 MG. The minimum day water demand was recorded on December 17, 2024, at 3.29 MG. The average daily demand was calculated at 4.12 MG.

The 10-year total average water use for the month of December is 383.97 AC-FT and December 2013 total water demand was recorded at 529.55 AC-FT. The December 2024 total water demand of 395.1 AC-FT represents an increase of 2.90% from the December 10-year average, a 25.39% decrease from December 2013 consumption, and a 3.13% decrease from 2023 consumption.

During the month of December 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 December 2024 was:

Town Well	–	0.92 AC-FT
Heather Well	–	4.30 AC-FT
Northridge Well	–	1.23 AC-FT
Madison Well	–	14.42 AC-FT
Skyway Well	–	<u>26.33 AC-FT</u>
<b>TOTAL GROUNDWATER</b>		<b>47.20 AC-FT</b>

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 December.

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

## 2024 Consumption Analysis

District staff produced water supply in accordance with FOWD Board direction for all of 2024, providing 9.92% of the total water used from its groundwater. For comparison, the total year of 2023 the ratio was 64.6% purchased surface water to 35.4% groundwater production.

The overall 2024 demand increased due to having the hottest summer on record and 2024 being the hottest year on record.

The Maximum Day Demand (MDD) in 2024 was recorded on July 4<sup>th</sup> at 16.36 Million Gallons per Day (MGD).

The total system consumption for 2024 is 9,819.74 AC-FT, 4.22% up from the 2023 total of 9,043.21 AC-FT, and down 23.12% from the 2013 total of 12,258.97 AC-FT.

The break-down of 2024 production between water supply sources and comparison with 2023 is shown in the table below.

<b>Water Supply Source</b>	<b>2023</b>	<b>2024</b>	<b>Increase / (Decrease), %</b>
Wholesale Purchase (SJWD)	5,841.06	8,845.83	51.4
Groundwater Supply (FOWD)	3,202.15	973.92	(69.6)
Total	9,043.21	9,819.74	8.6

The break-down of 2024 production between water supply sources and comparison with 2013 is shown in the table below. 2013 is the “baseline” year used for comparison of water supply savings per our Water Conservation Policy 6060.

<b>Water Supply Source</b>	<b>2013</b>	<b>2024</b>	<b>Increase / (Decrease), %</b>
Wholesale Purchase (SJWD)	10,939.25	8,845.83	(19.1)
Groundwater Supply (FOWD)	1,319.72	973.92	(26.2)
Total	12,258.97	9,819.74	(19.9)

The following table compares 2024 consumption with the 10-year average consumption from all sources:

<b>Water Supply Source</b>	<b>10-Year Average</b>	<b>2024</b>	<b>Increase / (Decrease), %</b>
Wholesale Purchase (SJWD)	6,891.02	8,845.83	28.4
Groundwater Supply (FOWD)	2,591.01	973.92	(62.4)
<b>Total</b>	<b>9,482.03</b>	<b>9,819.74</b>	<b>3.6</b>

The groundwater supply was contributed by five groundwater wells: Town Well, Heather Well, Northridge Well, Madison Well, and Skyway Well. The breakdown for groundwater sources for 2023 vs. 2024 is presented below:

<b>Groundwater Source</b>	<b>2023</b>	<b>2024</b>	<b>Increase / (Decrease), %</b>
Town Well	988.49	215.01	(78.2)
Heather Well	1,309.16	242.50	(81.5)
Northridge Well	87.98	27.41	(68.8)
Madison Well	815.30	282.03	(64.4)
Skyway Well	1.22	206.97	NA*
<b>Total</b>	<b>3,202.15</b>	<b>973.92</b>	<b>(71.2)</b>

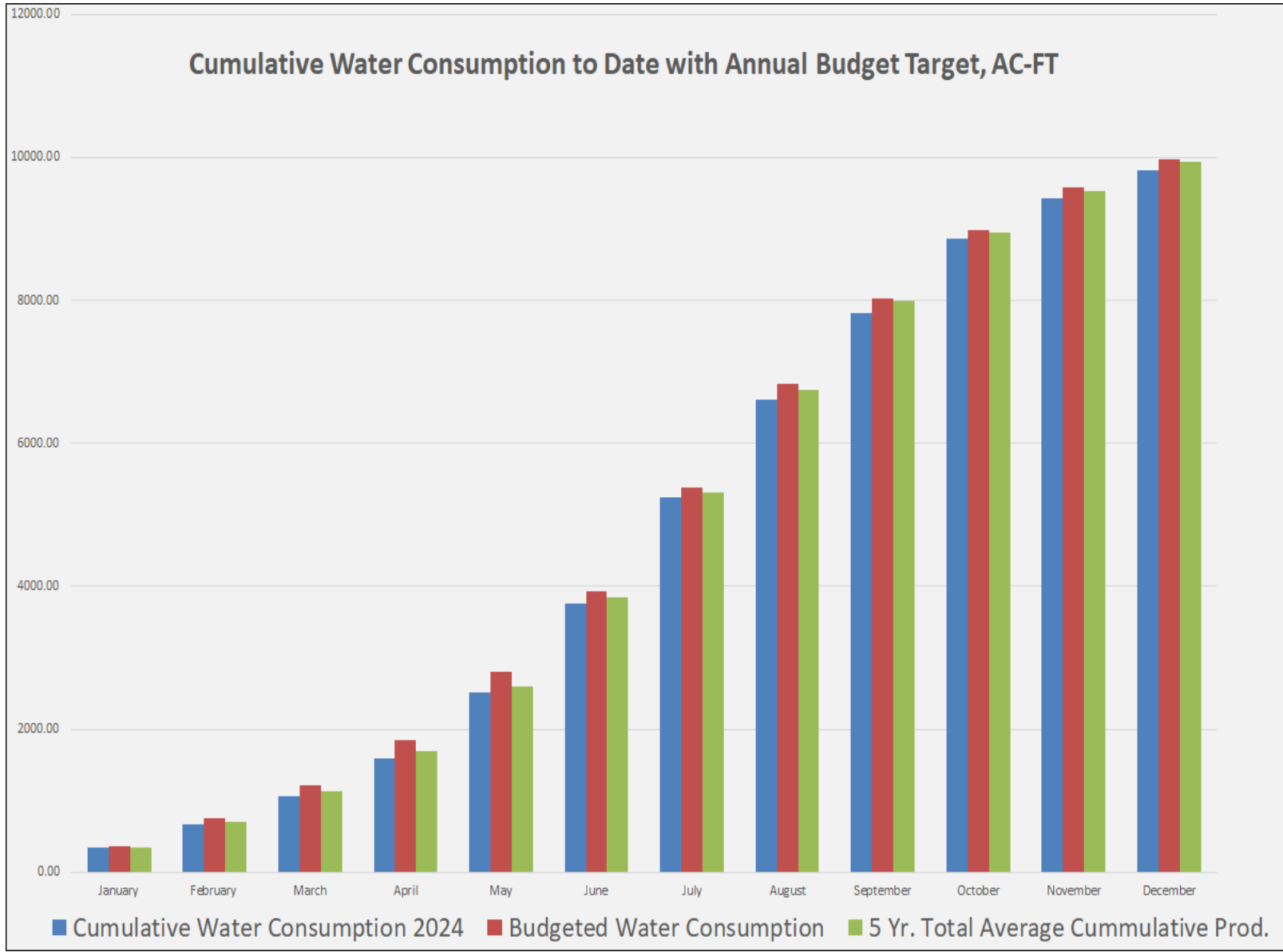
\*2024 was Skyway Well's first year of total operation

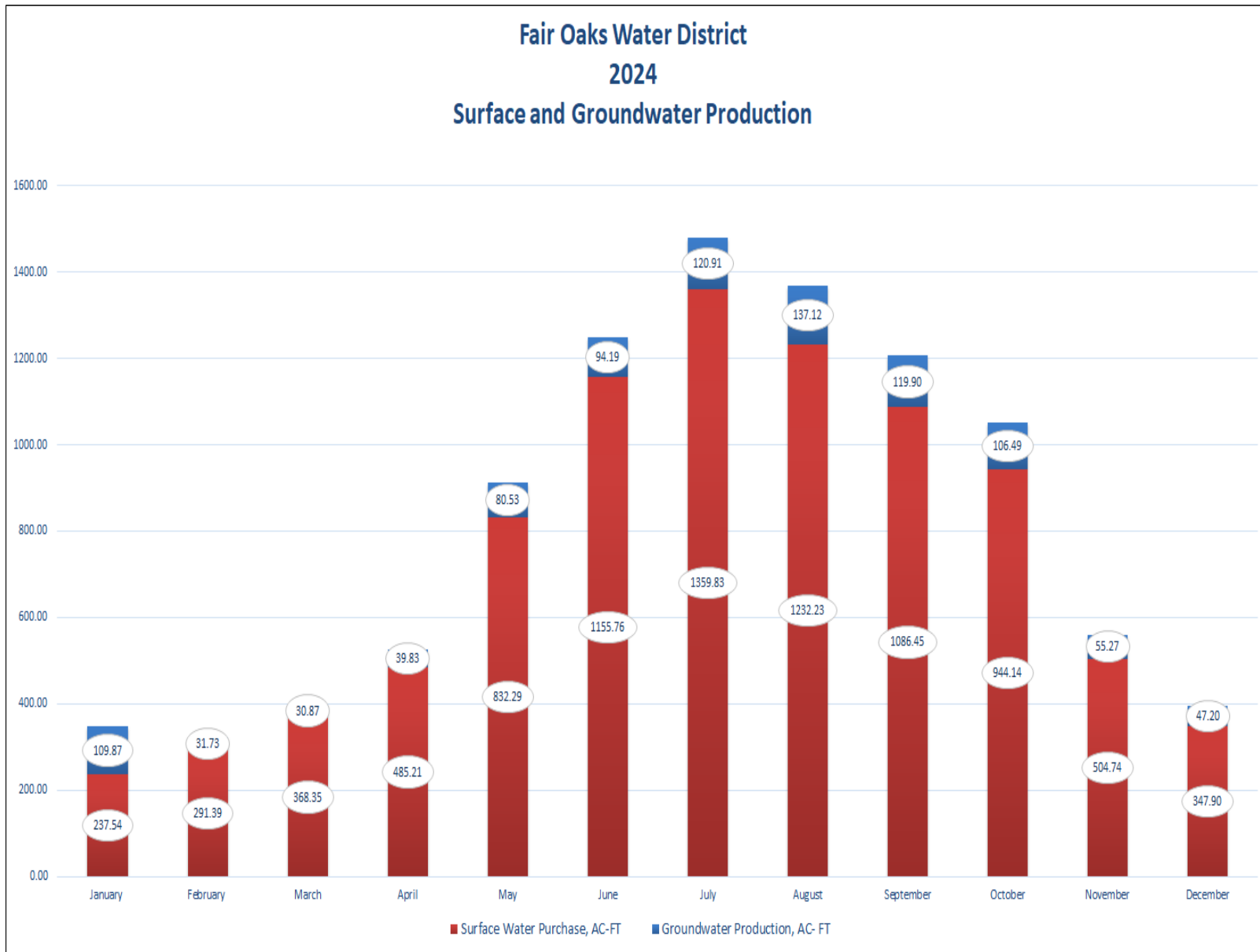
**Fiscal Impact:**

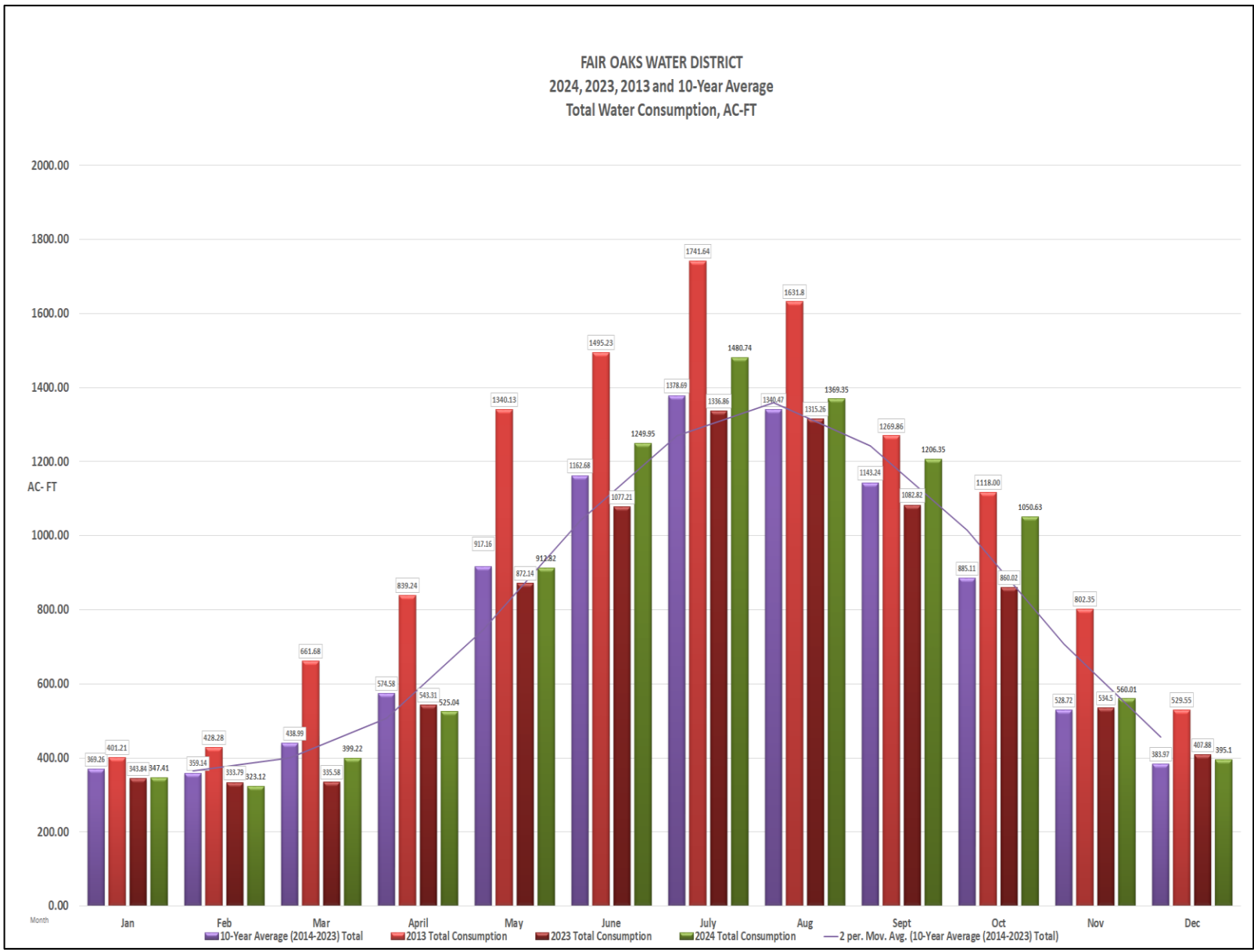
None.

**Policy Implications:**

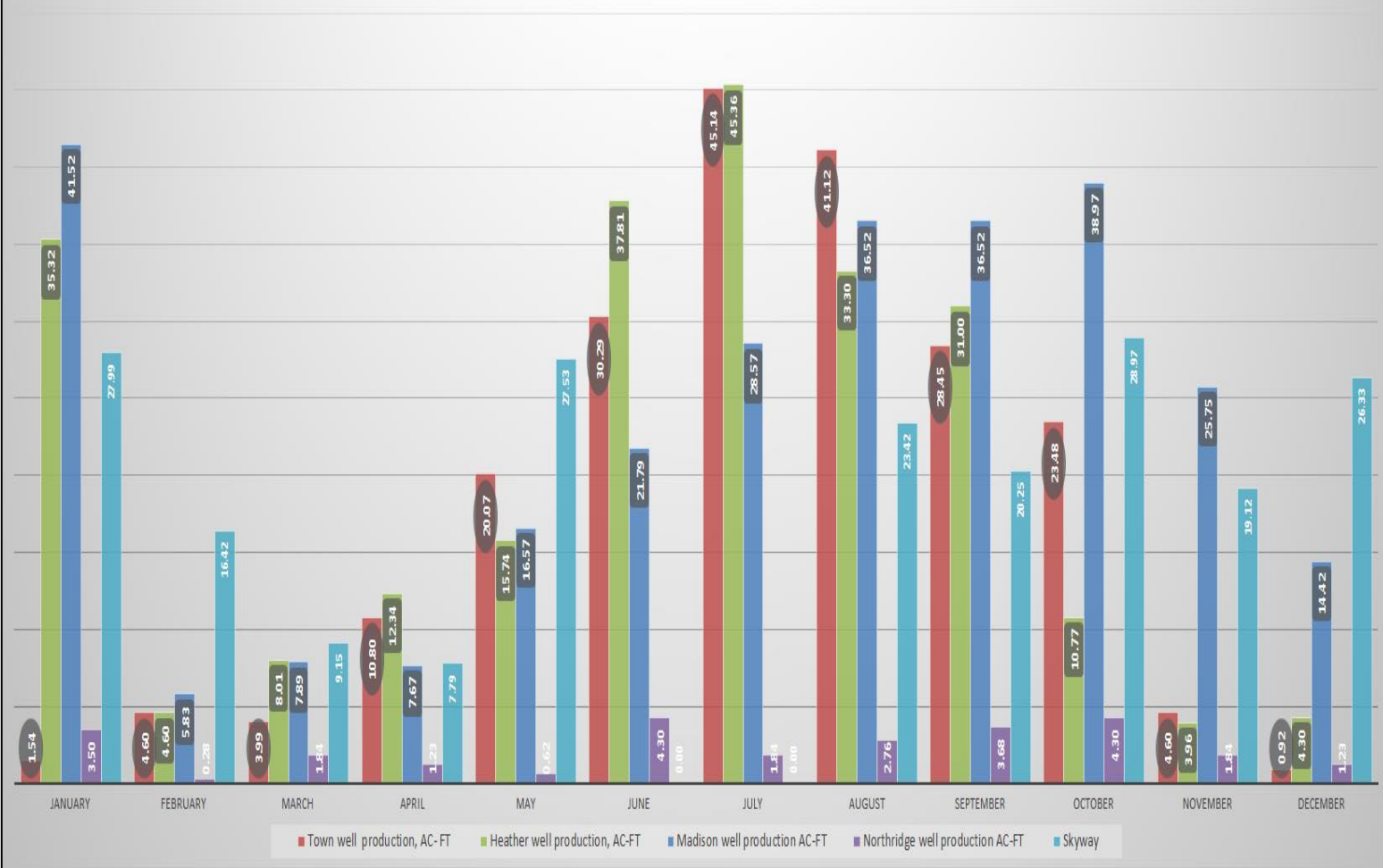
None.







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





**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.4**

**Discussion and possible action on 2024 funds for work in progress projects to be carried forward to 2025 and additional funding for 2025 expenses**

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**AGENDA ITEM VI.4**

REGULAR Board Meeting on January 21, 2025

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To: Board of Directors  
From: Tom R. Gray  
Date: January 15, 2025  
Subject: Discussion and possible action on 2024 funds for work in progress projects to be carried forward to 2025 and additional funding for 2025 expenses

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**Recommendation:**

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

**Discussion:**

**2024 Funds to be carried forward to 2025**

**Capital Projects**

***12-Inch Main Replacement on New York Avenue (C24TDNYASW)***

The Board approved funding for the *12-Inch Main Replacement on New York Avenue* in 2024 is \$2,132,000, staff estimated closing out 2024 spending \$1,150,000, and total cost incurred is \$751,843.71. No monies were budgeted in 2025 as the project was assumed to close-out in 2024. Staff requests to transfer remaining \$398,156.29 from 2024 to 2025 to complete the project.

***New York Well Design (C24WTNYWD)***

The Board approved funding for the *New York Well Design* in 2024 is \$23,404 and total cost incurred is \$858.30. Staff requests to transfer \$22,545.70 from 2024 to 2025 to complete the project.

***New York Well Equipping (C24WTNYWDE)***

The Board approved funding for the *New York Well Equipping* in 2024 is \$2,940,000, estimated to close out 2024 spending \$350,000, and the total cost incurred was \$342,770.84. Staff requests to transfer \$7,229.16 from 2024 to 2025 to complete the project.

***Northridge Well Replacement-Design (C24WTNWRD)***

The Board approved funding for the *Northridge Well Replacement-Design* in 2024 is \$450,000, staff estimated to close out 2024 spending \$150,000, and the total cost

incurred was \$88,045.29. Staff requests to transfer the remaining \$61,954.71 from 2024 to 2025 to complete the project.

***Greenvale Improvements (C24TDGI)***

The Board approved funding for *Greenvale Improvement* in 2024 is \$55,000, staff estimated to close out 2024 spending \$55,000, and the total cost incurred was \$0. Staff requests to transfer the remaining \$55,000 from 2024 to 2025 to complete the project.

***Riverfront Lane Services Upgrade (C24TDRFL)***

The Board approved funding for *Riverfront Lane Services* in 2024 is \$90,900, staff estimated to close out 2024 spending \$2,000, and the total cost incurred was \$1,330.30. Staff requests to transfer the remaining \$669.70 from 2024 to 2025 to complete the project.

***T-Main Replacement Phases I & II (C24TDSH)***

The Board approved funding for *T-Main Replacement Phases I & II* in 2024 is \$145,000, staff estimated to close out 2024 spending \$105,100, and the total cost incurred was \$11,460.17. Staff requests to transfer the remaining \$93,639.83 from 2024 to 2025 (C25TDT1D) to complete the project.

***IT Consulting (E24PSCC)***

The Board approved funding for *IT Consulting* in 2024 is \$123,500, staff estimated to close out 2024 spending \$112,600, and the total cost incurred was \$106,963.93. Staff requests to transfer the \$468.53 from 2024 to 2025 to cover committed costs.

***Computer Hardware < \$500 (E24ITCH)***

The Board approved funding for *Computer Hardware < \$500* in 2024 is \$5,000, staff estimated to close out 2024 spending \$5,000, and the total cost incurred was \$3,413.25. Staff requests to transfer the \$815.12 from 2024 to 2025 to cover committed costs.

***Well Pump Repairs & Maintenance (E24DFWPM)***

The Board approved funding for *Well Pump Repairs & Maintenance* in 2024 is \$24,000, staff estimated to close out 2024 spending \$16,000, and the total cost incurred was \$14,432.07. Staff requests to transfer the \$2,600 from 2024 to 2025 to cover committed costs.

**Additional Funding for 2025**

***12-Inch Main Replacement on New York Avenue (C24TDNYASW)***

The Board approved funding for the *12-Inch Main Replacement on New York Avenue* in 2024 is \$2,132,000 which included both phases I and II of the main replacement. For phase I, staff estimated closing out 2024 spending \$1,150,000. Total cost incurred was \$751,843.71, with \$398,156.29 remaining of 2024 funds. Staff anticipates an additional \$100,000 needed due to change orders to close out the project. Staff requests to transfer \$100,000 from contingency fund to cover the additional expenses.

**Policy Implications:**

None as a result of recommended action.

**Fiscal Impact:**

This fund carryforward and additional funding transfer will decrease contingency fund by \$100,000. No net impact to year-end reserves.

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.6**

**Update and discussion on FOWD 2024 Metered Water Deliveries**

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**AGENDA ITEM VI.6**

REGULAR Board Meeting on January 21, 2025

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To: Board of Directors  
From: Shawn Huckaby  
Date: January 14, 2025  
Subject: Update and Discussion on 2024 FOWD Metered Water Deliveries

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**Recommendation:**

None – information item.

**Discussion:**

FOWD staff reconciles annual water supply and metered water deliveries at the end of each year. This reconciliation process is performed by comparing the combination of surface water purchased from San Juan Water District and groundwater produced from FOWD wells against actual water delivered to customers, as measured through FOWD water meters. The difference is calculated and reported as non-revenue water loss.

Industry standards (e.g. AWWA) allow up to 10% non-revenue water loss as an acceptable number and good indicator of a well-maintained water system.

FOWD Metered Water Deliveries – Year 2024 (AF)

Water Supply:	9,820
Water Deliveries:	9,294
Non-Revenue Water Loss	526
Non-Revenue Water Loss Percentage:	5.36%

**Water Supply:**

Surface Water – FOWD staff regularly records water received from the San Juan Water District via the metered wholesale water connection(s). The meter(s) are strategically read at the end of each year to determine water supplied during the calendar year.

Surface Water Supply (2024) = 8,846 AF

Groundwater – FOWD staff regularly records water produced from all FOWD owned and maintained metered groundwater sources. These groundwater sources include Town Well, Heather Well, Northridge Well, Madison Well, and Skyway Well. The meter(s) for these groundwater sources are strategically read at the end of each year to determine water supplied during the calendar year.

Groundwater Supply (2024) = 974 AF

**Water Deliveries:**

FOWD staff has installed and maintains a water meter on **all** customer water connections to accurately measure all authorized consumption. FOWD strategically reads all meter(s) bi-monthly for billing purposes and once at the end of each year to determine water delivered to our customers during the calendar year. This is done by performing a mass read (all meters are downloaded at the same time and read the last week of each year). The information (consumption) is recorded in the FOWD billing system.

**Non-Revenue Water Loss:**

Explanation for non-revenue water loss (Water Supplied minus Water Deliveries) and the apparent losses typically include:

- Meters are not measuring 100% of water delivered.
- Unauthorized consumption (e.g., theft).
- Systematic data handling errors
- Leaks

**Water Deliveries by Service Type:**

Water Supply - units of production: acre-feet													
2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Surface	238	291	368	485	833	1156	1360	1232	1086	944	505	348	8846
Ground	110	32	31	40	80	94	121	137	120	107	55	47	974
Sold	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>348</b>	<b>323</b>	<b>399</b>	<b>525</b>	<b>913</b>	<b>1250</b>	<b>1481</b>	<b>1369</b>	<b>1206</b>	<b>1051</b>	<b>560</b>	<b>395</b>	<b>9,820</b>

Metered Water Deliveries - units of delivery: acre-feet													Accounted for water = 94.64 %	
2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Single Family Residential <sup>1</sup>	265	249	310	400	704	959	1141	1050	929	808	431	310	7556	
Multi-Family Residential	22	20	25	33	58	79	93	86	77	66	35	25	619	
Commercial	9	9	11	14	25	34	40	37	33	29	15	11	267	
Institutional	7	7	9	12	20	27	32	30	26	23	12	9	214	
Dedicated Irrigation	22	21	26	33	56	80	95	87	77	67	36	26	626	
Operation & Maintenance	1	1	1	1	1	1	1	1	1	1	1	1	12	
Water Loss	22	16	17	32	49	70	79	78	63	57	30	13	526	
<b>Total</b>	<b>348</b>	<b>323</b>	<b>399</b>	<b>525</b>	<b>913</b>	<b>1250</b>	<b>1481</b>	<b>1369</b>	<b>1206</b>	<b>1051</b>	<b>560</b>	<b>395</b>	<b>9820</b>	

**Policy Implications:**

None.

**Fiscal Impact:**

Financial impacts of water losses included in budget preparation.

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.7**

**Update and discussion on FOWD fire hydrants  
and readiness to perform**



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**AGENDA ITEM VI.7**

REGULAR Board Meeting on January 21, 2025

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To: Board of Directors  
From: Tom R. Gray  
Date: January 14, 2025  
Subject: Update and discussion on FOWD fire hydrants and readiness to perform

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**Recommendation:**

Information item – no staff recommendation.

**Discussion:**

The recent devastation caused by the fierce Los Angeles fires has resulted in general criticism about California's water management and specific concerns about fire hydrant readiness to serve. This situation has caused some Fair Oaks Water District (FOWD) customer anxiety about the readiness to perform of FOWD owned fire hydrants.

- FOWD owns and maintains approximately 1800 fire hydrants.
- FOWD maintains a written Fire Hydrant Maintenance Program.
- FOWD maintains a hydraulic model that provides predicted flows and pressures at every FOWD owned fire hydrant.
- In 2024 FOWD completed a comprehensive Fire Hydrant Assessment Program and database of the results.
- Standard practice is for all FOWD fire hydrants to have two sources of water.
- In general, FOWD fire hydrants can maintain both pressure and required flow by a gravity flow of surface water.
- FOWD maintains a redundant water supply for fire hydrants of groundwater that has backup diesel generators to produce the water supply in emergencies.
- Over the last ten years the FOWD has replaced approximately 20 fire hydrants per year.

The FOWD is confident that your water system and water supply are ready to perform in accordance with design.

**Policy Implications:**

None.

**Fiscal Impact:**

None - routine maintenance of the FOWD water system is embedded in the 2025 Board approved budget.

**January 21, 2025**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.8**

**Discussion and possible action on General Manager's  
Amended and Restated Employment Agreement**

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**AGENDA ITEM VI.8**

REGULAR Board Meeting on January 21, 2025

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To: Board of Directors  
From: Tom R. Gray, General Manager  
Date: January 16, 2025  
Subject: Discussion and Possible action on General Manager's Amended and Restated Employment Agreement

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**Recommendations:**

Approved the attached Amended and Restated Employment Agreement for the FOWD General Manager and authorize the FOWD Board President to sign.

**Discussion:**

In accordance with FOWD Policy No. 4050, the FOWD Board of Director's met in closed session on December 16, 2024 to complete a public employee performance evaluation of the FOWD General Manager. Board consensus was that the General Manger performed well on behalf of FOWD ratepayers and generally exceeded the expectations of the FOWD Board in 2024.

At the conclusion of the performance evaluation process, the attached Amended and Restated Employment Agreement was developed for approval at the next regular meeting of the Fair Oaks Water District Board of Directors.

**Policy Implications:**

None

**Fiscal Impact:**

None – All costs were included in the Board approved annual budget for 2025.

**FAIR OAKS WATER DISTRICT  
GENERAL MANAGER  
AMENDED AND RESTATED EMPLOYMENT AGREEMENT**

This amended and restated employment agreement effective on January 1, 2025, is between the Fair Oaks Water District ("District"), and Tom R. Gray ("General Manager"). District and General Manager agree to the following terms and conditions of employment.

**1. PERIOD OF EMPLOYMENT.** The District selected Mr. Gray as the General Manager of the District on October 25, 2004. District continues to employ Mr. Gray as General Manager and District Secretary from the date of this Agreement until December 31, 2026; or as extended by the FOWD Board and Mr. Gray; or employment is terminated in accordance with Section 5.

**2. AT-WILL EMPLOYMENT.** General Manager is an at-will employee who shall serve at the pleasure of the Board of Directors. The terms of the District's personnel rules, policies, procedures, ordinances or resolutions ("Personnel Policies") shall apply, except that in the event of any conflict between such policies and this agreement, this agreement shall control. This at-will employment shall be subject to the rights and obligations of District and General Manager as set forth in Section 5 of this Agreement.

**3. POSITION AND RESPONSIBILITIES.**

(a) **Position.** General Manager accepts employment with the District as General Manager and District Secretary. The General Manager's regular working hours shall generally be a "9/80" type schedule from 7:30 am to 5:00 pm Monday through Thursday; every other Friday 7:30 am to 4:00 pm, and the remaining Friday's off. During these regular working hours, the General Manager is expected to be engaged in District business either at the District's office or at another worksite belonging to the District, or at other locations as needed on District business. It is anticipated that the General Manager will regularly be required to attend meetings and other events both during his regular working hours and after those hours either on weekends or in the evening. The General Manager's attendance at these meetings or events is part of his/her regular job duties and no additional compensation shall be paid for attendance at these meetings or events. Absences will be reported to the President or Vice-President.

(b) **Accountability.** General Manager shall provide service at the direction of and under the supervision of the District's Board of Directors. General Manager shall report directly to Board of Directors and will, on occasion, give a report of his activities on a periodic basis to the Board of Directors as determined by the Board.

(c) **Duties.** The General Manager shall be the chief administrative officer of the District, and is hereby designated as the person who shall have charge of, handle and have access to the property of the District. The General Manager shall be responsible to the Board of Directors for the proper administration of all affairs of the District. The General Manager shall have, pursuant to California Water Code Section 71362, and the District's Personnel Policies, full charge and control of the maintenance,

operation and construction of the water systems under the operational control of the District. To that end, the General Manager shall have the following authorities and responsibilities:

(i) Appoint, discipline, suspend and terminate the employment of any employee of the District subject to compliance with applicable Board approved policies. The General Manager shall have the authority to delegate these responsibilities to senior management staff.

(ii) Shall, as the General Manager, have the authority to hire, oversee and discharge all individuals or entities operating as a consultant for the District, except that the General Manager agrees to notify the Board of Directors, in writing, at least 7 days prior to terminating any individual or entity providing consulting services for the District.

(iii) Prepare the annual budget and submit it to the Board of Directors together with a description of its important features, and be responsible for its administration after adoption;

(iv) Keep the Board of Directors advised as to the current financial condition and future needs of the District and make such recommendations as the General Manager may deem necessary or desirable;

(v) Review with the Board of Directors job descriptions for each position in the District and recommend a standard pay range for each position, including minimum and maximum pay rates; select specific pay rates and approve merit increases for employees, at the time of hiring and subsequently;

(vi) Recommend to the Board of Directors the adoption of such measures as the General Manager may deem necessary or expedient for the improvement of water services;

(vii) Consolidate, combine or reorganize positions, departments, or units of the District;

(viii) Implement the purchasing policies as adopted by the Board of Directors for the purchase of all materials, supplies and equipment for which funds are provided in the budget, execute contracts necessary for the operation or maintenance of District services for amounts determined from time to time by the Board of Directors. However, no purchase shall be made, contract executed or obligation incurred for any item or service which exceeds the total budget appropriation, without approval of the Board of Directors, except for transfers between line items for similar goods or services. No public works contract for construction shall be executed, except by authority of the Board of Directors;

(ix) Negotiate, after consultation with the Board of Directors, with all third-parties, contracts involving the District as a party;

(x) Investigate the operations of the District or any department of the District; and

(xi) Serve as Secretary of the District.

(d) Other Activity. The General Manager agrees to devote his full time and attention to the discharge of the General Manager's duties. Those duties include participation in regional and community activities which, in the opinion of the Board, are in furtherance of the interest of the rate payers of the District.

(i) Except upon the prior written consent of the Board of Directors or as stated below, the General Manager (during the term of this Agreement) shall not (1) accept any other employment; or (2) engage, directly or indirectly, in any other business, commercial, or professional activity (whether or not pursued for pecuniary advantage) that is or may be competitive with the District, that might create a conflict of interest with the District, or that otherwise might interfere with the business and operations of the District. So that the District may be aware of the extent of any other demands upon General Manager's time and attention, General Manager shall disclose in confidence to the Board of Directors the nature and scope of any other business activity in which he is or becomes engaged during the term of this Agreement. This shall not be deemed to prohibit passive personal investments.

#### 4. COMPENSATION AND BENEFITS.

(a) Compensation.

(i) Cost of Living Adjustment. On January 1 of every year, District shall adjust the base pay of the General Manager in accordance with FOWD Policy No. 4070.

(ii) Base Annual Salary. In consideration of the services to be rendered under this Agreement, District shall pay General Manager, as his base annual salary, \$246,000 effective on January 1, 2024. This amount shall be paid pursuant to the procedures regularly established, and as they may be amended, by District in its sole discretion.

(iii) Bonuses. Based on performance, the District shall pay General Manager a one-time bonus of \$0 (zero dollars).

(iv) CalPERS Employee's Contribution. General Manager is a "Classic member" of CalPERS, meaning an individual not considered a "new member" under the Public Employee's Pension Reform Act of 2013, specifically Government Code section 7522.04. Pursuant to Government Code section 20691, the District may pay all or a portion of Classic members' normal contributions to CalPERS, known as Employer Paid Member Contribution (EPMC). District hereby agrees to pay the same percentage of General Manager's member contribution, i.e., EPMC, as it pays for the other Classic member District employees, consistent with Government Code section 20691 and the District's contract with CalPERS. The District may periodically increase,

reduce or eliminate the payment of EPMC for all Classic members (including General Manager).

(v) Evaluations. The Board of Directors shall provide general manager with a written annual evaluation at least annually. This evaluation shall detail the General Manager's accomplishments and highlight areas for improvement, if any, from the last evaluation.

(vi) Annual Written Goals and Policy Objectives. On or about the anniversary date of this Agreement, General Manager shall provide the Board of Directors with a written summary of the goals the General Manager is to accomplish in the following calendar year. This written summary shall prioritize the goals to be accomplished by the General Manager and shall further state that such goals and policy objectives are to be completed within the year. The Board of Directors shall adjust the goals as needed to align with the Board's vision of the District goals.

(b) Benefits. General Manager shall be provided the same types of benefits afforded by the District to other management level employees, which now exist or hereafter may be adopted, in accordance with the District's Personnel Policy, except that in the event of any conflict between such benefits and this agreement, this agreement shall control. Currently, vacation time for the General Manager is accrued at the rate of four (4) weeks' annually and shall be capped at a maximum of ten (10) weeks. In addition, administration leave for the General Manager is thirteen (13) days annually, with full allotment occurring on January 1 of each year. All administration leave accrued shall be exhausted by the end of the year it is allocated and not carried over to the next year. Administration leave accrued prior to the date of this contract shall not have an expiration date. *Currently the Board has suspended all caps on leave for the General Manager based on business need.*

(c) Auto Cost Reimbursement. District agrees to pay General Manager an automobile allowance in the amount of \$300 per month for the use of his personal vehicle while conducting District business. The General Manger agrees to pay all costs of insurance, maintenance and all other costs related to his vehicle. The General Manger shall not be entitled to mileage reimbursement for travel within the Sacramento region. General Manager shall maintain at his own expense an automobile general liability and property damage insurance policy with limits of at least \$300,000 for personal injury and \$100,000 for property damage at all times of employment with the District. The General Manager shall also name the Fair Oaks Water District as an "also insured" on the required auto insurance policy.

(d) Additional Insurance. General Manger's duties require that the individual be exposed to possible personal liability and risk. District shall pay up to \$500 annually towards an "umbrella" insurance policy of the General Managers choosing.

## 5. TERMINATION OF EMPLOYMENT

(a) By District Not For Cause. At any time, District may terminate General Manager without Cause (as defined below) by providing General Manager with three months advance written notice. District shall have the option, in its complete

discretion, to terminate General Manager at any time prior to the end of such notice period, provided District pays General Manager all compensation due and owing through the last day actually worked, plus an amount equal to the base salary, benefits, and accrued benefit balances General Manager would have earned and accrued through the balance of the above notice period, or the remaining balance of the Agreement, whichever is less; thereafter, all of District's obligations under this Agreement shall cease. District may dismiss General Manager as provided in the Section 5 notwithstanding anything to the contrary contained in or arising from any statements, policies, or practices of District relating to the employment, discipline, or termination of its employees.

(b) By District for Cause. District may terminate General Manager for Cause. District shall pay General Manager all compensation then due and owing; thereafter, all of District's obligations under this Agreement shall cease. Termination shall be for "Cause" if General Manager: (i) acts in bad faith and to the detriment of District; (ii) refuses or fails to act in accordance with any specific legal direction or order of a majority of the Board of Directors; (iii) exhibits in regard to his employment unfitness or unavailability for service, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect, or incompetence; (iv) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (v) breaches any material term of the Agreement; provided however, that the District does not arbitrarily or capriciously call for his dismissal. Notice of the proposed discharge by the District shall be given in writing to the General Manager along with a reasonably detailed statement of charges and copies of the materials upon which the proposed action is based. The General Manager shall be entitled to a hearing before the District's Board of Directors. Reasonable time shall be permitted for the General Manager to prepare for the hearing. Such hearing shall be conducted in closed session, unless specifically prohibited by state law or a public hearing is requested by the General Manager. Any decision by the District shall be in writing and shall be served upon the General Manager.

(c) By General Manager. At any time, General Manager may terminate this Agreement and resign his employment by providing District thirty (30) days advance written notice. District shall have the option, in its complete discretion, to terminate General Manager at any time prior to the end of such notice period, provided District pays General Manager all compensation and benefits due and owing through the last day actually worked, plus an amount equal to the base salary, benefits, and accrued benefit balances, General manager would have earned through the balance of the above notice period; thereafter all District's obligations under this Agreement shall cease.

(d) Termination Obligations.

(i) General Manager agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer generated files and data) created on any medium and furnished to, obtained by, or prepared by General Manager in the course of or incident to his employment,



belongs to District and shall be returned promptly to District upon termination of the Period of Employment except for copies of public records and notes which are in the personal custody of the General Manager.

(ii) The representations and warranties contained in this Agreement and the General Manager's obligations shall survive the termination of the Period of Employment and the expiration of this Agreement.

(iii) Following any termination of the Period of Employment, General Manager shall fully cooperate with District in all matters relating to the winding up of pending work on behalf of District and the orderly transfer of work to other employees of District. General Manager shall also cooperate in the defense of any action brought by any third party against District that relates in any way to General Manager's acts or omissions while employed by District.

6. NOTICES. Any notice or other communication under this Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to District or to General Manager at the corresponding address or fax number below. General Manager shall be obligated to notify District in writing of any change in his address. Notice of change of address shall be effective only when done in accordance with this Section.

District's Notice Address:

10326 Fair Oaks Boulevard  
Fair oaks, California 95628-7187  
Fax: (916) 967-0153

General Manager's Notice Address:

[REDACTED]  
[REDACTED]

7. ACTION BY DISTRICT. All actions required or permitted to be taken under this Agreement by District, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Agreement, shall be made and authorized only by the Board of Directors or by its representative specifically authorized in writing to fulfill these obligations under this Agreement.

8. AMENDMENTS; WAIVERS. This Agreement may not be amended except by an instrument in writing, signed by each of the parties. No failure to exercise and no delay in exercising any right, remedy, or power under the Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

9. SEVERABILITY. If any provision of this Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the District, to the greatest extent permitted by law, and the remainder of this Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

10. INTEGRATION. This Agreement constitutes the entire understanding and agreement of the parties with respect to the subject matter hereof and supersedes any previous oral or written agreement. This Agreement may be modified or amended only by a subsequent written instrument executed by all of the parties

11. INDEMNIFICATION. To the full extent and manner provided for public employees by applicable law, the District shall indemnify, defend, and hold General Manager harmless from any demands, claims, suits, actions and legal proceedings brought against him in his official or personal capacity arising out of events within the scope of his employment with the District.

12. POTENTIAL LITIGATION. The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement shall be Sacramento County, CA.

13. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the law of the State of California.

14. GENERAL MANAGER ACKNOWLEDGMENT. General Manager acknowledges that he has had the opportunity to consult legal counsel in regard to this Agreement, that he has read and understands this Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

The parties have duly executed this Agreement as of the date first written above.

General Manager:

\_\_\_\_\_  
Tom R. Gray

\_\_\_\_\_  
Date

Fair Oaks Water District

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date



**January 21, 2025**  
**Staff Report Briefing Materials**  
**AGENDA ITEM X.1**  
**Maintenance Work Report**





# Monthly Maintenance Work Report

Date	Address	Type
<b>AMR Replacements</b>	<b>Monthly Total</b>	<b>164</b>
		<b>AMR / R900i #</b>
12/4/2024	4717 DELLA ROBIA CT	1581675224
12/5/2024	8946 SUNSET AVE	1567863406
12/5/2024	5309 NAVIGATION CT	1575714672
12/6/2024	4824 SKYWAY DR	1581672796
12/6/2024	9201 MADISON AVE	1581319732
12/6/2024	9166 FALCON RIDGE LN	1581620294
12/6/2024	9159 PEBBLE CANYON LN	1581656088
12/6/2024	8779 CLIFFORD CT	1581613302
12/6/2024	5042 KENNETH AVE	1581655670
12/6/2024	5214 VALONIA ST	1581651570
12/6/2024	8649 GUNNER WAY	1581618478
12/6/2024	8685 GUNNER WAY	1581588374
12/6/2024	5008 GERHARDT PL	1581673924
12/6/2024	9011 PHOENIX AVE	1581621504
12/6/2024	5113 ARROYO ST	1581666398
12/6/2024	5129 EMBASSY LN	1581587098
12/6/2024	8910 AMERIGO AVE	1581605368
12/6/2024	8913 AMERIGO AVE	1581623390
12/6/2024	4825 MASSEY LN	1581650514
12/6/2024	5125 RABENECK WAY	1581596406
12/6/2024	8952 BARRHILL WAY	1581652410
12/6/2024	4721 MEADOWOOD WAY	1581621586
12/6/2024	4915 HAZEL AVE	1581655738
12/6/2024	8848 OLIVE RANCH LN	1581602292
12/10/2024	4338 ILLINOIS AVE	1581652022
12/11/2024	4821 SUNSET PLACE LN	1581616122
12/11/2024	8910 LEATHAM AVE	1581651320
12/11/2024	9031 LEATHAM AVE	1581617590
12/11/2024	9061 LEATHAM AVE	1581586144
12/11/2024	8967 CLIFFSIDE LN	1581656682

<b>Date</b>	<b>Address</b>	<b>Type</b>
12/11/2024	4110 RISING OAKS CT	1581621522
12/11/2024	8942 CLIFFSIDE LN	1581604940
12/11/2024	8778 CLIFFORD CT	1581625142
12/11/2024	5213 TUCSON CIR	1581665742
12/11/2024	7656 WESTOVER CT	1581656366
12/11/2024	7707 OLIVE ST	1579249618
12/11/2024	4721 NEW YORK AVE	1581627400
12/11/2024	4617 MINNESOTA AVE	1581605076
12/11/2024	7992 CALIFORNIA AVE	1543169958
12/11/2024	3909 CENTRAL AVE	1581600788
12/11/2024	8198 TOYON AVE	1581627566
12/11/2024	8559 SHAWNEE AVE	1581671820
12/11/2024	8510 DOMINIQUE CT	1581685158
12/11/2024	8385 HIDDEN VALLEY CIR	1581625146
12/11/2024	8417 RANCHITA WAY	1581872558
12/11/2024	8438 HIDDEN VALLEY CIR	1581666388
12/11/2024	8555 EMPEROR DR	1581667730
12/11/2024	8538 EMPEROR DR	1581672686
12/11/2024	4516 VAN DYCE WAY	1581607738
12/11/2024	4630 OAK GLEN WAY	1581685196
12/11/2024	8968 BLUFF LN	1581617566
12/11/2024	4570 OXBOW RIDGE PL	1581712952
12/11/2024	4505 OXBOW RIDGE PL	1581697284
12/17/2024	9167 FALCON RIDGE LN	1581597788
12/17/2024	5637 WALNUT AVE	1581607742
12/17/2024	9246 OUTPOST CT	1581625234
12/17/2024	5145 OAK SHADE WAY	1581607584
12/17/2024	9348 HONEYWOOD CT	1581621244
12/18/2024	9139 LA SERENA DR	1581617582
12/18/2024	4242 CURRAGH OAKS LN	1581616094
12/18/2024	5218 MAUI WAY	1581602946
12/18/2024	5088 COCOA PALM WAY	1581602888
12/18/2024	5018 SHADOWOOD WAY	1581618804
12/18/2024	4941 RICHWOOD CT	1581619456
12/18/2024	4900 TIMOTHY WAY	1581607892
12/19/2024	9050 SUNSET AVE	1581706982

<b>Date</b>	<b>Address</b>	<b>Type</b>
12/19/2024	9070 LA SERENA DR	1581625818
12/19/2024	4530 VEGA DEL RIO DR	1581589130
12/19/2024	4450 LA MIRADA CIR	1581623618
12/19/2024	8903 CLIFFSIDE LN	1581621230
12/19/2024	5367 WEDGE CIR	1581625130
12/19/2024	4909 DURLAND WAY	1581619478
12/19/2024	4033 BANNISTER RD	1581623774
12/19/2024	3960 BANNISTER RD	1581607216
12/19/2024	8066 DORIAN WAY	1581616854
12/20/2024	4508 WAWONA CIR	1581618380
12/20/2024	4705 ISABELLA AVE	1581625862
12/20/2024	7815 OLIVE ST	1581597306
12/20/2024	4706 NEW YORK AVE	1581617232
12/20/2024	4231 NEW YORK AVE	1581804450
12/20/2024	4634 MINNESOTA AVE	1581599588
12/20/2024	5109 DORY WAY	1581607746
12/23/2024	5242 PHOENIX RIDGE PL	1581667972
12/23/2024	9416 BUFFALO AVE	1581618540
12/23/2024	5310 MAIN AVE	1581622036
12/23/2024	9510 WINTERBROOK WAY	1581622042
12/23/2024	9324 TWIN LAKES AVE	1581590744
12/23/2024	5495 BLUET CT	1581611778
12/23/2024	5487 PLANTAIN CIR	1581625844
12/23/2024	5451 PLANTAIN CIR	1581616794
12/23/2024	5447 PLANTAIN CIR	1581623986
12/23/2024	5330 BRANDING IRON LN	1581609814
12/23/2024	5155 LONG CANYON DR	1581604026
12/23/2024	9104 HAMPTON CT	1581619888
12/23/2024	9046 WINDING OAK DR	1581619014
12/23/2024	8721 LATIMER WAY	1581602882
12/24/2024	9181 MADISON AVE	1579551116
12/24/2024	5441 MCKAY ST	1581655454
12/24/2024	5318 MCMILLAN DR	1581617568
12/24/2024	5324 MAUI WAY	1581605058
12/24/2024	5330 CHICAGO AVE	1581619382
12/24/2024	8373 ASCOLANO AVE	1581602532

<b>Date</b>	<b>Address</b>	<b>Type</b>
12/24/2024	5129 MOLAKINI CT	1581625634
12/24/2024	8161 DESERET AVE	1581657150
12/24/2024	8152 MADERIA PORT LN	1581625640
12/24/2024	8438 ASCOLANO AVE	1581602926
12/24/2024	8400 CORONA VISTA WAY	1581625662
12/24/2024	8672 PHOENIX AVE	1581602892
12/24/2024	8621 FAIRMONT WAY	1581597336
12/24/2024	5032 LUKE WAY	1581625644
12/24/2024	9930 FAIR OAKS BLVD	1581868356
12/24/2024	5607 PECAN AVE	1581666578
12/24/2024	7959 ORANGE AVE	1581655106
12/24/2024	4716 STAR RD	1581602868
12/24/2024	7631 WINDING WAY	1581625230
12/24/2024	4300 STENCAR DR	1581655724
12/24/2024	3780 FAIR HILL RD	1581806630
12/24/2024	7748/ 7750 SOUTHCLIFF DR	1581603314
12/24/2024	4509/ 4511 CASA CT	1581804122
12/24/2024	4301 RIDGEPARK CT	1581604030
12/24/2024	7971 VIA ROMA DR	1581656318
12/24/2024	8015 ORANGE AVE	1581656654
12/24/2024	10741 FAIR OAKS BLVD	1581883852
12/24/2024	4227 SUNRISE BLVD	1581742060
12/24/2024	4018 CAPITOLA HILLS CT	1581596210
12/24/2024	3897 CENTRAL AVE	1581806562
12/24/2024	8157 SHANGRILA DR	1581619470
12/24/2024	4923 TOMMAR DR	1581701332
12/24/2024	8150/ 8152 PLUMERIA AVE	1581625656
12/24/2024	11033 FAIR OAKS BLVD	1581596218
12/24/2024	7948 CLOVER HILL LN	1581625646
12/24/2024	4340 WENDOVER CT	1581602444
12/24/2024	4327 WENDOVER CT	1581614596
12/24/2024	7909 CHARCREST CT	1581596224
12/24/2024	4731 HILLCREST AVE	1581806602
12/24/2024	4521 ILLINOIS AVE	1581777874
12/24/2024	4120 NATOMA AVE	1581806628
12/24/2024	8397 SUNSET AVE	1581618644

<b>Date</b>	<b>Address</b>	<b>Type</b>
12/24/2024	4730 KATHYWOOD CT	1581610000
12/26/2024	8100- 8128 MADISON AVE	1581889912
12/26/2024	5245 SIR LANCELOT LN	1581650528
12/26/2024	8431 MARINA VISTA LN	1581609910
12/26/2024	5031 HAVELOK ST	1581595916
12/26/2024	8558 LAFITTE CT	1581607734
12/26/2024	8361 TRINITY LN	1581605070
12/26/2024	11330 FAIR OAKS BLVD	1581635484
12/26/2024	11330 FAIR OAKS BLVD	1581607740
12/26/2024	7978 GLENBAR WAY	1581618582
12/26/2024	8101 ROCKFIELD CT	1581605670
12/26/2024	7925 FIELD STONE LN	1581625638
12/26/2024	8548 WILLINGS WAY	1581614706
12/26/2024	4950 SHAMROCK DR	1581621246
12/27/2024	11330 FAIR OAKS BLVD	1581625526
12/27/2024	4266 NEW YORK AVE	1581756518
12/27/2024	9200 FAIR OAKS BLVD	1581888168
12/27/2024	4517 SIERRA VIEW WAY	1581625840
12/27/2024	8135 WINDING WAY	1581582732
12/27/2024	8141/ 8143 MONTE PARK AVE	1581618386
12/27/2024	8021 HIDDEN VIEW CIR	1581615542
12/27/2024	8304 WINDING WAY	1582314050
12/30/2024	4348 KENTWOOD LN	1851652022
12/30/2024	5716 SKYRIDGE DR	1581704644
12/30/2024	8756 BLUFF LN	1577321136
12/31/2024	9145 KENDRICK WAY	1581655744

<b>Meters Replaced</b>	<b>Monthly Total</b>	<b>85</b>	<b>Meter #</b>
12/2/2024	5419 NORWAY DR		17950516
12/2/2024	5458 NORWAY DR		17950518
12/2/2024	5453 NORWAY DR		17950519
12/2/2024	5424 NORWAY DR		17950520
12/2/2024	5463 NORWAY DR		17950521
12/3/2024	5476 NORWAY DR		17950528
12/3/2024	5470 NORWAY DR		17950529
12/3/2024	5415 NORWAY DR		17950527



<b>Date</b>	<b>Address</b>	<b>Type</b>
12/3/2024	5407 NORWAY DR	17950526
12/4/2024	5531 NORWAY DR	17950534
12/4/2024	5521 NORWAY DR	17950536
12/4/2024	5511 NORWAY DR	17950537
12/4/2024	5551 NORWAY DR	17950540
12/4/2024	5541 NORWAY DR	17950541
12/4/2024	5482 NORWAY DR	17950354
12/4/2024	5501 NORWAY DR	17950355
12/4/2024	5483 NORWAY DR	17950356
12/4/2024	5473 NORWAY DR	17950357
12/4/2024	5540 NORWAY DR	17950539
12/4/2024	5550 NORWAY DR	17950538
12/4/2024	5530 NORWAY DR	17950535
12/5/2024	5612 NORWAY DR	17950417
12/5/2024	5631 NORWAY DR	17950366
12/5/2024	5617 NORWAY DR	17950367
12/5/2024	5613 NORWAY DR	17950368
12/5/2024	5609 NORWAY DR	17950369
12/5/2024	5738 STOKELY CT	17950370
12/5/2024	5742 STOKELY CT	17950371
12/5/2024	5635 STOKELY CT	17950372
12/5/2024	5639 STOKELY CT	17950373
12/5/2024	5606 NORWAY DR	17950416
12/5/2024	5565 NORWAY DR	17950415
12/5/2024	5561 SUTTON WAY	17950414
12/9/2024	9125 SUTTON WAY	17950390
12/9/2024	9119 SUTTON WAY	17950391
12/9/2024	5525 BELLINGHAM WAY	17950392
12/9/2024	5518 BELLINGHAM WAY	17950393
12/9/2024	5542 BELLINGHAM WAY	17950394
12/9/2024	5546 BELLINGHAM WAY	17950395
12/9/2024	5539 BELLINGHAM WAY	17950396
12/9/2024	5543 BELLINGHAM WAY	17950397
12/9/2024	5734 SUTTON WAY	17950399
12/9/2024	9113 SUTTON WAY	17950400
12/9/2024	9120 CHAUNCEY WAY	17950401

<b>Date</b>	<b>Address</b>	<b>Type</b>
12/10/2024	5530 CHAUNCEY WAY	17950374
12/10/2024	5536 BELLINGHAM WAY	17950375
12/10/2024	5547 BELLINGHAM WAY	17950376
12/10/2024	5524 CLAIBORNE WAY	17950377
12/10/2024	5600 CLAIBORNE WAY	17950382
12/10/2024	5537 CHAUNCEY WAY	17950402
12/10/2024	5549 CHAUNCEY WAY	17950403
12/10/2024	5555 CHAUNCEY WAY	17950404
12/10/2024	5561 CHAUNCEY WAY	17950405
12/10/2024	5401 NORWAY DR	17950533
12/10/2024	5412 NORWAY DR	17950532
12/10/2024	5601 MADISON AVE	17950421
12/11/2024	9101 MADISON AVE	17950428
12/11/2024	9107 CHAUNCEY WAY	17950429
12/11/2024	5512 CHAUNCEY WAY	17950378
12/11/2024	5432 CHAUNCEY WAY	17950379
12/11/2024	5408 CHAUNCEY WAY	17950380
12/11/2024	5414 MADISON AVE	17950381
12/11/2024	9033 MADISON AVE	17950406
12/11/2024	9039 MADISON AVE	17950408
12/11/2024	9045 MADISON AVE	17950409
12/11/2024	5501 BLUERIDGE CT	17950410
12/11/2024	5439 BLUERIDGE CT	17950411
12/11/2024	5518 CHAUNCEY WAY	17950412
12/11/2024	5525 CHAUNCEY WAY	17950413
12/11/2024	7701 BLUERIDGE CT	17950525
12/11/2024	5419 BLUERIDGE CT	17950427
12/11/2024	5415 MADISON AVE	17950426
12/13/2024	9027 MADISON AVE	17950407
12/13/2024	9021 MADISON AVE	17950431
12/13/2024	9015 MADISON AVE	17950430
12/17/2024	9107 SKYRIDGE DR	17950398
12/17/2024	5701 SKYRIDGE DR	17950453
12/17/2024	5717 SKYRIDGE DR	17950452
12/17/2024	5711 SKYRIDGE DR	17950451
12/17/2024	5710 SKYRIDGE DR	17950450

Date	Address	Type
12/17/2024	5716 SKYRIDGE DR	17950433
12/17/2024	9011 SKYRIDGE DR	17950432
12/17/2024	5641 SKYRIDGE DR	17950387
12/17/2024	5647 NEW YORK AVE	17950386
12/20/2024	4231 NEW YORK AVE	61381620

Leaks	Monthly Total	1	Detail
12/4/2024	8048 SIERRA ST		6" ST MAIN LEAK

Distribution Repairs	Monthly Total	1	Detail
12/5/2024	8048 SIERRA ST		6" ST MAIN REPAIR

System Upgrades	Monthly Total	3	Detail
12/9/2024	5225 TUCSON CIR		1" SVC UPGRADE
12/17/2024	4412 PLANTATION DR		SAMPLE STATION UPGRADE
12/18/2024	4231 NEW YORK AVE		INSTALL NEW 1.5" SERVICE

System Maintenance	Year to Date
WATER MAIN VALVES MAINTAINED YTD	586
FIRE HYDRANTS MAINTAINED YTD	152

**January 21, 2025**  
**Staff Report Briefing Materials**  
**AGENDA ITEM X.2**  
**Capital Projects Status Report**

**FAIR OAKS WATER DISTRICT**  
CAPITAL PROJECTS STATUS UPDATE: December 31, 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 and specifications are at 95%. FOWD needs to conduct a final review and provide feedback to the consultant.
2 New York Well Drilling & Equipment (C24WTNYWDE)	2,940,000	-	-	2,940,000	342,770.84	2,597,229	12%	25%	3,855,744	1,258,514	2,597,229	33%	915,744	Supplier notes that delivery of pump, motor, and 3R valves are now planned for late February 2025.
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	88,045.29	361,955	20%	50%	450,000	88,045	361,955	20%	-	Final design and specifications for drilling phase are under review.
5 Northridge Well Replacement - Equipping (C24WTNWRE)	1,450,000	-	-	1,450,000	-	1,450,000	0%	0%	1,450,000	-	1,450,000	0%	-	
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	
<b>Subtotal Wells &amp; Tanks</b>	<b>\$ 5,054,000</b>	<b>\$ -</b>	<b>\$ 421,705</b>	<b>\$ 5,475,705</b>	<b>\$ 766,012.56</b>	<b>\$ 4,709,693</b>			<b>\$ 9,201,892</b>	<b>\$ 4,492,200</b>	<b>\$ 4,709,693</b>		<b>\$ 3,726,187</b>	
7 Hydrant Upgrades (C24TDHU)	\$ 250,000	\$ -	\$ 3,200	\$ 253,200	\$ 164,863.37	\$ 88,337	65%	100%	\$ 253,200	\$ 164,863	\$ 88,337	65%	\$ -	All work in 2024 completed. No carry forward funding.
8 New Hydrants (C24TDNH)	80,000	-	-	80,000	25,900.33	54,100	32%	100%	80,000	25,900	54,100	32%	-	All work in 2024 completed. No carry forward funding.
9 Minor Main Upgrades (C24TDMU)	75,000	-	-	75,000	34,360.99	40,639	46%	100%	75,000	34,361	40,639	46%	-	All work in 2024 completed. No carry forward funding.
10 Services Upgrade (C24TDSU)	538,200	-	-	538,200	328,283.64	209,916	61%	100%	538,200	328,284	209,916	50%	-	All work in 2024 completed. No carry forward funding.
11 Developer's Paid - Service Installation and Main Line Projects*	59,100	-	112,558	171,658	31,643.12	140,015	18%	10%	241,302	101,287	140,015	42%	69,644	
12 Replacement of Four Distribution Sampling Stations (C24TDSS)	20,000	-	-	20,000	12,850.96	7,149	64%	100%	20,000	12,851	7,149	64%	-	Three of four sample stations were installed in 2024. FOWD has budgeted to install four additional sample stations in 2025. No carry forward funding.
<b>Subtotal</b>	<b>\$ 1,022,300</b>	<b>\$ -</b>	<b>\$ 115,758</b>	<b>\$ 1,138,058</b>	<b>\$ 597,902.41</b>	<b>\$ 540,156</b>			<b>\$ 1,207,702</b>	<b>\$ 667,546</b>	<b>\$ 540,156</b>		<b>\$ 69,644</b>	
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	Work completed.
14 ARV's and Blow-offs (C24TDARV)	50,000	-	-	50,000	12,039.61	37,960	24%	80%	50,000	12,040	37,960	100%	-	All work in 2024 completed. No carry forward funding.
15 Replace 12" Steel Main New York Ave. (C24TDNYASW)	2,132,000	-	-	2,132,000	751,843.71	1,380,156	35%	80%	2,376,800	996,644	1,380,156	80%	244,800	Contractor is working on final punchlist items. Paving has been delayed until spring due to weather conditions.
16 T-Main Replacement Phases I & II - Design (Blue Oak to Winding Oak) (C24TDSH)	145,000	-	-	145,000	11,460.17	133,540	8%	60%	145,000	11,460	133,540	8%	-	Consultant is working on the 95% design and specifications.
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%	-	
19 Riverfront Lane Service Upgrade (C24TDRFL)	90,900	-	-	90,900	1,330.30	89,570	1%	8%	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.
<b>Subtotal</b>	<b>\$ 2,572,900</b>	<b>\$ -</b>	<b>\$ 1,976</b>	<b>\$ 2,574,876</b>	<b>\$ 776,673.79</b>	<b>\$ 1,798,202</b>			<b>\$ 4,308,433</b>	<b>\$ 2,510,231</b>	<b>\$ 1,798,202</b>		<b>\$ 1,733,557</b>	
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$ 8,649,200</b>	<b>\$ -</b>	<b>\$ 539,439</b>	<b>\$ 9,188,639</b>	<b>\$ 2,140,588.76</b>	<b>\$ 7,048,050</b>			<b>\$ 14,718,027</b>	<b>\$ 7,669,977</b>	<b>\$ 7,048,050</b>		<b>\$ 5,529,388</b>	
20 AMR Replacement (M24MMAMR)	\$ 250,000	\$ -	\$ 39,650	\$ 289,650	\$ 165,805.25	\$ 123,845	57%	70%	\$ 289,650	\$ 165,805	\$ 123,845	100%	-	All work in 2024 completed. No carry forward funding.
21 Large Meter Replacement (M24MMLMR)	25,000	-	-	25,000	10,987.21	14,013	44%	0%	25,000	10,987	14,013	90%	-	Requesting \$7,000 carry forward funding at the January 21 Board meeting.
22 Meter Replacement (M24MMMR)	140,000	-	28,959	168,959	165,210.85	3,748	98%	70%	168,959	165,211	3,748	100%	-	All work in 2024 completed. No carry forward funding.
23 Meter Installation - Residential (M24MMMRRES)	5,000	1,300	-	6,300	6,056.68	243	96%	100%	6,300	6,057	243	100%	-	All work in 2024 completed. No carry forward funding.
<b>METER MAINTENANCE PROGRAM</b>	<b>\$ 420,000</b>	<b>\$ 1,300</b>	<b>\$ 68,609</b>	<b>\$ 489,909</b>	<b>\$ 348,059.99</b>	<b>\$ 141,849</b>			<b>\$ 489,909</b>	<b>\$ 348,060</b>	<b>\$ 141,849</b>		<b>\$ -</b>	
24 10317 Corporate Yard Project (A24BUMQDC)	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 116,442.13	\$ 83,558	58%	35%	\$ 394,500	\$ 310,942	\$ 83,558	79%	\$ 194,500	G/A 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%	-	
<b>GRAND TOTAL</b>	<b>\$ 9,274,200</b>	<b>\$ 1,300</b>	<b>\$ 608,048</b>	<b>\$ 9,883,548</b>	<b>\$ 2,605,090.88</b>	<b>\$ 7,278,457</b>			<b>\$ 15,607,435</b>	<b>\$ 8,328,979</b>	<b>\$ 7,278,457</b>		<b>\$ 5,723,888</b>	

\*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.

**January 21, 2025**  
**Staff Report Briefing Materials**  
**AGENDA ITEM X.3**  
**Authorizations of Additional Funding**



**GENERAL MANAGER'S REPORT**  
**January 21, 2025 REGULAR BOARD MEETING**  
*Report as of December 31, 2024*

**X.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
10/21/2024	New Residential Metering	90,865.00	(1,300.00)	89,565.00
10/21/2024	Fees - Air Quality	89,565.00	(100.00)	89,465.00
10/21/2024	Surface Water Supply	89,465.00	(8,900.00)	80,565.00
11/18/2024	Auto and General Liability Insurance	80,565.00	(54,500.00)	26,065.00
11/18/2024	Online Bill Pay/Payment Processing	26,065.00	(4,200.00)	21,865.00
11/18/2024	Water Supply Testing & Sampling	21,865.00	(2,900.00)	18,965.00
11/18/2024	Distribution Repairs	18,965.00	(7,000.00)	11,965.00
11/18/2024	Backflow Testing & Supplies	11,965.00	(1,000.00)	10,965.00
11/18/2024	Water Supply - Energy Cost, Other	10,965.00	(200.00)	10,765.00
12/16/2024	Life Insurance	10,765.00	(178.00)	10,587.00
12/16/2024	Computer Hardware	10,587.00	(200.00)	10,387.00
12/16/2024	Customer Bill Postage	10,387.00	(700.00)	9,687.00
<b>Total from Contingency</b>			<b>\$ (190,313.00)</b>	

**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.)	(176,540.00)
<b>Total from Reserves</b>	<b>\$ 148,460.00</b>

<b>Total Authorizations of Additional Funding</b>	<b>\$ 338,773.00</b>
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**January 21, 2025**  
**Staff Report Briefing Materials**  
**AGENDA ITEM X.5**  
**Claims Against District**



# FAIR OAKS WATER DISTRICT

## GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JANUARY 21, 2025 REGULAR MEETING

SUBJECT: Processing of Claims  
 STATUS: Information Item  
 REPORT AS OF: December 31, 2024

### DISTRICT CLAIMS RECEIVED

Claim #	Date Claim Received	Type of Claim	Claim Amount	JPIA Contacted ?	Claim Status	Settlement Amount
24-01	6/14/2024	T-Main Leak - Property	None Given	Yes	Denied	\$0.00
24-02	11/14/2024	Main Break - Property	None Given	Yes	Not Settled	
24-03	12/9/2024	Main Break - Property	None Given	Yes	Settled	\$6,318.47