



**REGULAR BOARD MEETING  
AGENDA PACKET**

**JANUARY 16, 2024**

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**Regular Board Meeting - Tuesday, January 16, 2024, 6:00 p.m.**

**Carmichael Water District Board Room  
7837 Fair Oaks Boulevard  
Carmichael, CA 95608**

**AGENDA - REVISED**

The Board will discuss all items on its agenda, and may take action on any of those items, including information items and continued items. The Board will not take action on or discuss any item not appearing on the posted agenda, except: (a) upon a determination by a majority vote of the Board that an emergency situation exists; or (b) upon a determination by a two-thirds vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted. Agenda packets can be found at our website at [carmichaelwd.org](http://carmichaelwd.org).

*The Board of Directors welcomes and encourages participation in meetings. Public comment may be given on any agenda item as it is called and limited to three minutes per speaker. Matters not on the posted agenda may be addressed under Public Comment. Please follow Public Comment Guidelines found on the District's website at [carmichaelwd.org/public-comment-guidelines/](http://carmichaelwd.org/public-comment-guidelines/).*

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at 483-2452. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

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**CALL TO ORDER AND STATEMENT REGARDING PUBLIC PARTICIPATION: President Davis**

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**ROLL CALL**

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**PRESIDENTS COMMENTS**

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**ORGANIZATIONAL MEETING:**

Per District Policy 9400.60 "The Board of Directors shall hold an Organizational Meeting at its first meeting in January. At this meeting the Board will elect a President and Vice-President from among its members to serve for a one-year period, and will appoint the General Manager as the Board's Secretary and the Finance Manager as Assessor-Collector/Treasurer."

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**PUBLIC COMMENT:**

**1. Public Comment**

Any member of the public may address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board.

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**ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION**

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**CLOSED SESSION:**

**2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Potential Initiation of Litigation pursuant to paragraph (4) of Subdivision (d) of Gov. Code Section 54956.9: One Potential Case.

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**ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION**

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**REPORT OUT OF CLOSED SESSION**

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**CONSENT CALENDAR:**

Consent Calendar items are expected to be routine and non-controversial, to be acted on by the Board in one motion. Should any Board member, staff member, or interested person request discussion on an item, the Board will consider the item separate from the Consent Calendar.

- 3. Minutes for the Regular Board Meeting – December 12, 2023**
  - 4. Paid Expenditure Report – December 2023**
  - 5. Budget to Actual Report – November 2023**
  - 6. Treasurer's Report – Quarter Ending December 31, 2023**
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**ACTION CALENDAR:**

**7. Board of Directors 2024 Conferences and Meetings Schedule**

Per District Policy 9060.311 "Director Conference attendance must be approved annually at the January Board meeting. Resolution No. 3573-2 limits attendance at all conventions, meetings, seminars, symposia or other water agency related business, outside a radius of fifty (50) miles from Sacramento to three (3) District representatives approved by the Board. The Board will annually review all such functions and decide on District participation. Exceptions to the above require special Board consideration and approval."

**8. Board Representatives 2024 Committees Assignments**

Per District Policy 9050.30 "Representative Committee Assignments: Meetings of the approved list of membership associations on which the District is officially represented attended by the representative or alternate of the Board who has been appointed to represent the District. Board Representatives and Alternates will be approved annually at the January Board meeting."

**9. Resolution 01162024-01 A Resolution Adopting an Annual Statement of Investment of District Funds for Carmichael Water District**

Staff recommends that the Board of Directors review and discuss the Directors' Policy Manual 9600 – Investment of District Funds and Resolution 01162024-01 – A Resolution Adopting an Annual Statement of Investment of District Funds for Carmichael Water District, and if the Board of Directors agree, approve Resolution 01162024-01 – A Resolution Adopting an Annual Statement of Investment of District Funds for Carmichael Water District.

**10. La Sierra Well Topside Improvements Contract Award and Professional Services Agreement Amendment**

Staff recommends that the Board of Directors authorize the General Manager to: 1) Execute an amendment to the existing agreement between GEI and the District that increases the contract's not-to-exceed value from \$366,170.00 to \$908,120.00 to include the additional costs of construction management and well construction costs; 2) Award and execute a Construction Contract with Sierra National Construction, Inc. for the amount of \$3,423,000.00; and 3) Authorize an additional ten percent (10%) contingency under the Sierra National Construction contract of \$342,000 for a total not-to-exceed contract value of \$3,765,300.00.

**11. Garfield Well Electrical Design and Construction Services Agreement Amendment**

Staff recommends that the Board of Directors authorize the General Manager to execute Amendment 1 to the Professional Services Agreement with Frisch Engineering, Inc. for Electrical Engineering Design and Construction Services for \$35,230. Approval of Amendment 1 will increase the approved not to exceed fee for this work to \$115,320 which includes an \$8,705 contingency approved with the original agreement authorization.

**12. Surplus Items**

Staff recommends that the Board of Directors declare the equipment and items stated in the memo, surplus, and authorize the General Manager to sell profitable items at public auction and recycle unprofitable items in accordance with District Regulations 1020.

**12.1 Budget Amendment – Ranney Collectors Cleaning**

Staff recommends that the Board of Directors approve a budget amendment to the Fiscal Year 2023-24 CIP budget to increase the CIP Project "Ranney Collector cleaning" by \$900,000 and decrease the CIP Project "Winding Way Well Replacement".

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**INFORMATIONAL ITEMS:****13. LAFCo Memo - Request For Comments on MSR Policies****14. Director Selsky's ACWA Fall Conference Report****15. Combination Discussion with Sacramento Suburban Water District**

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**ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION****CLOSED SESSION:****16. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to Litigation pursuant to paragraph (2) of Subdivision (d) of Gov. Code Section 54956.9: One Potential Case.

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**ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION**

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**REPORT OUT OF CLOSED SESSION****COMMITTEE REPORTS:****17. Sacramento Groundwater Authority Board Meeting**

Director Selsky Reports Out.

**18. Regional Water Authority Executive Committee and Regular Meeting**

Director Greenwood Reports Out.

**19. Other Committee Reports**

Directors Report Out

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**STAFF REPORTS:****20. General Manager and District Activity Report – December 2023****21. Director's Expense Reimbursement Summary – December 2023**

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**GENERAL CORRESPONDENCE/INFORMATION:****22. News Articles****23. Director's Written and/or Oral Reports**

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**The next meeting of the Board of Directors will be a Regular Board Meeting held on:**

**Tuesday, February 20, 2024 at 6:00 p.m.**





**Regular Board Meeting  
Tuesday, December 12, 2023, 6:00 p.m.**

**Carmichael Water District  
7837 Fair Oaks Boulevard  
Carmichael, CA 95608**

# **MINUTES**

**The Carmichael Water District Board of Directors met in Regular Session this 12<sup>th</sup> day of December at 6:00 p.m.**

## **ATTENDANCE:**

**Directors:** Ronald Davis, Mark Emmerson, Ron Greenwood, Jeff Nelson, Paul Selsky  
**Staff:** Cathy Lee, Gaby Padilla  
**Public:** Two (2) Members of the Public  
**Guest:** Mike Zizzi, Leaf & Cole

**CALL TO ORDER:** President Davis called the meeting to order at: **6:00 p.m.**

## **PRESIDENTS COMMENTS:**

President Davis wished staff and the Board of Directors a happy holidays and hoped they all have a wonderful time with their families.

## **PUBLIC COMMENT:**

**1. Public Comment**  
No comments.

## **PRESENTATION:**

### **2. Annual Financial Statement Audit Presentation – Leaf & Cole**

Directors inquired about the District's OPEB obligation and how we are \$10 million short and how close we are to fulfilling that obligation.

Mr. Zizzi informed the Board of Directors that CWD is not short, he was just presenting the current data that is in the 10 year schedule.

Directors inquired about why the Glenbrook water line being a capital asset.

The General Manager informed the Board of Directors that the old waterline was removed and replaced. It is considered a new asset with a new lifespan that has to be depreciated for the next 50 to 60 years.

Directors inquired how many years Leaf & Cole had done this audit for the District.

Mr. Zizzi informed the Board of Directors that this is year five, the last year, in the contract and they have been on and off doing this audit for CWD since the year 2000.

Directors commented that the language used to describe the audit is so vague that it is hard to say that the District is doing great but they realize this is by law the language that has to be used.

Mr. Zizzi commented that in order to respond to the Directors' question, Leaf & Cole would have to go through every single transaction which would just be doing double the work that staff is doing. This is an audit to ensure that the correct accounting procedures are in place and followed.

Directors thanked staff for completing the audit.

Directors inquired if Leaf & Cole has an audit plan before starting the official audit.

Mr. Zizzi informed the Board of Directors that they do have an audit plan where they look at the prior year's audit and point out the biggest differences between then and now, for example CWD had staff changes which automatically increases the risk.

Directors inquired if Leaf & Cole shares the audit plan with staff beforehand.

Mr. Zizzi informed the Board of Directors that they do not.

Directors inquired if they can provide the audit plan to the Directors beforehand.

Mr. Zizzi informed the Board of Directors that they can but a part of the audit process is to have the element of unpredictability.

**CONSENT CALENDAR:****3. Minutes for the Regular Board Meeting – November 7, 2023****4. Paid Expenditure Report – November 2023**

Directors inquired about the Network Designs Associates Inc expenditure and whether it was a monthly fee.

The General Manager informed the Board of Directors that it is a monthly fee for our IT contracting firm since we do not have an in house IT person.

Directors inquired if SSWD has an in house IT person

The General Manager informed the Board of Directors that they do have an IT person.

Directors inquired about the EMA Inc expenditure.

The General Manager informed the Board of Directors that CWD hired EMA to help with our SCADA project components and have already developed a technical memorandums with 3 options for our entire SCADA system.

Directors inquired how far along are they with this SCADA study.

The General Manager informed the Board of Directors that they are not doing a formal study, they are helping create a design build contract to put out to bid. They are about 25 percent done out of the 30 percent portion of the design.

Directors inquired about the LaFleur Excavating Inc expenditure and what project it was associated with.

The General Manager informed the Board of Directors that this is a contractor for the San Juan pipeline replacement project. The replaced over 5,000 feet of pipeline on San Juan Ave over a month period.

Directors inquired about the Brightview Landscape Service expenditure.

The General Manager informed the Board of Directors that this is for our monthly landscape maintenance for the main building, the water treatment plant, and the Charleston house.

Directors inquired about the SMUD expenditure for the La Sierra Well.

The General Manager informed the Board of Directors that we have to apply for a new service connection and this expenditure is a deposit for the service for the new well. Because it is not a regular line or use charge it cost a little bit more.

Directors inquired about the Olin Corp expenditure and if it was a part of the purchasing program with RWA.

The General Manager informed the Board of Directors that this is through the Bay Are Cooperative for chemicals.

Directors inquired about the Ferguson Waterworks expenditure for the meter body's purchase and wanted to know what brand of meter bodies was purchased.

The General Manager informed the Board of Directors that CWD only uses Neptune meters.

Directors commented that in the near future we should re-access the brand of meters we use to see which ones are better and what would benefit the District more.

Directors inquired about the expenditure for legislative advocacy cost share paid to San Juan Water District.

The General Manager informed the Board of Directors that this is for our federal advocacy firm, The Ferguson Group, and we are billed on a quarterly basis. We partnered with San Juan Water District and City of Folsom for this legislative advocate firm.

Directors commented that they like this new format for the paid expenditure report.

**5. Budget to Actual Report – November 2023****6. Director's Expenses and Reimbursements****7. Annual Financial Statement Audit for the Fiscal Year Ending June 30, 2023**

M/S Emmerson / Greenwood to move item 8 into the consent calendar and approve the consent calendar.

Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	5	Nays:	0	Absent:	0	Abstain:	0
<b>Passed Unanimously:</b>		<input checked="" type="checkbox"/>						

**ACTION ITEMS****8. Resolution 1212023-01 - A Resolution to Designate Responsibility for the Lot Line Adjustment for 4515 Charleston Drive Properties**

Staff recommends that the Board of Directors approve Resolution 1212023-01 authorizing the General Manager to execute documents required by the Title Company and County of Sacramento to perform the lot line adjustment on the properties, APNs 247-0010-005 and 247-0010-006, on Charleston Drive

Item was moved into the consent calendar.

**9. California Extended COVID Payment Arrearage Relief Program**

Staff recommends that the Board of Directors discuss the District's participation in the Extended COVID Arrearage Payment Program and authorize the General Manager to proceed accordingly.

Directors inquired if this was a reimbursement or a write-off.

The General Manager informed the Board of Directors that this would pay the water use portion of the bill directly so it is similar to a reimbursement.

Directors inquired if the District would have some losses.

The General Manager informed the Board of Directors that the only loss would be the assessed fees associated with the account, for example, late fees and shut off fees. If we approve this program that means we would have to release the liens on the account.

Directors inquired if these properties are vacant.

The Finance Manager informed the Board that some of these properties might be dealing with squatters but most of them are vacant.

Directors inquired if we remove the lien if we can choose to have the water turned back on.

The General Manager informed the Board of Directors that if they had any charges that occurred after December 31<sup>st</sup>, 2022 the water will continue to be off. If there are any charges that occurred after this time period they would be re-liened with the new amount.

Directors commented that not all like this program even though it is understandable that this was to help the people that went through hard times during COVID, but the hard times have passed before this time period. Eventually the District will receive the full amount of money for these accounts but it may take longer.

M/S Greenwood / Nelson to approve staff's recommendation.

Mark Emmerson	Aye	<input type="checkbox"/>	Nay	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	4	Nays:	1	Absent:	0	Abstain:	0
<b>Motion Carried:</b>		<input checked="" type="checkbox"/>						

**10. Bajamont Water Treatment Plant (BWTP) Contract Award – Raw Water Pump (RWP) Rehabilitation**

Staff recommends that the Board of Directors approve and authorize the General Manager to execute a contract with Commercial Pump and Mechanical for the rehabilitation of one (1) RWP for a total of \$72,992.42.

Directors inquired if we have used this company before.

The General Manager informed the Board of Directors that they have been doing it for the last 3 years.

Directors inquired if this was a budgeted item.

The General Manager informed the Board of Directors that it is in the CIP budget.

Directors commented that if the other Directors haven't been to the treatment plant in a while they recommend going because the raw water pump station is very impressive to look at.

Directors inquired about whether the lowest bidder was aware before bidding about the prevailing wage requirements.

The General Manager informed the Board of Directors that they were aware but they did not want to take on the liability and the requirements of the prevailing wage law of the subcontractor.

M/S Nelson / Emmerson to approve staff's recommendation.

Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	5	Nays:	0	Absent:	0	Abstain:	0
<b>Passed Unanimously:</b>		<input checked="" type="checkbox"/>						

#### 11. Regional Water Authority (RWA) Executive Committee Election

Staff recommends that the Board of Directors discuss the selection of RWA's 2024 Vice Chairperson and the ranking of the candidates for the RWA 2024 Executive Committee and direct the General Manager to cast the ballot.

Directors stated that the RWA Board and the Executive Committee should have elected directors/officials.

Directors decided the following ranking:

RWA 2024 Vice Chair: William Roberts

RWA 2024 Executive Committee ranked accordingly: 1. Ron Greenwood, 2. Robert Wichert, 3. Michael Saunders, 4. William Roberts, 5. Bruce Kamilos, and 6. Sean Bigley.

#### 12. Main Office (Administration) Building Remodel

Staff recommends that the Board of Directors authorize the General Manager to 1) execute a contract with Kimmel Construction for \$50,446 to construct a new wall in the lobby area and install cubicles as outlined in the construction quote by Kimmel Construction dated 11/22/2023 and 2) approve any change orders associated with the project up to \$10,000 for a total not-to-exceed contract amount of \$60,446.

Directors commented that they think it is a good idea to put up a wall in the lobby to restrict access to the public from the staff's workplace.

Directors inquired if there was another way of restrict access besides putting up a permanent wall, such as accordion walls that lock. They feel like it would be more inviting to the public if there was a way to open up that area when there are Board meetings.

Directors commented that most water districts in this area are walled off and that the current open lobby looks unsecure. Directors commented that having an accordion wall would eliminate the use on a daily basis because it is unable to put a door and potentially be a fire hazard.

Directors suggested installing a larger door with a window on the permanent wall to look more inviting.

M/S Greenwood / Nelson to approve staff's recommendation.

Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	5	Nays:	0	Absent:	0	Abstain:	0
<b>Passed Unanimously:</b>		<input checked="" type="checkbox"/>						

**13. Purchase of Replacement Vehicles for the Distribution Department**

Staff recommends that the Board of Directors authorize the General Manager to:

1. Purchase the 2024 Chevrolet Silverado Truck at \$42,785.50 from Winner Chevrolet, Inc. under the LPA State Contract ID #1-22-23-20D,
2. Surplus Unit #14 to public auction,
3. Purchase the 2023 Ford F550 at \$86,580.19 from Downtown Ford Sacramento under the LPA State Contract ID #1-22-23-20F, and
4. Surplus Unit #32 to public auction.

Directors inquired what the lifespan of these new trucks would be.

The General Manager informed the Board of Directors that the current trucks that the District has lasted 21 years so they believe it would potentially last about the same.

Directors inquired about how many trucks the District currently has.

The General Manager informed the Board of Directors that there are three Ford F550's but in total there are about 10 fleet vehicles that would qualify as medium to heavy weight vehicles. Not all the 10 medium to heavy weight vehicles are street vehicles.

Directors inquired if the District has to pay California sales taxes.

The General Manager informed the Board of Directors that the District does have to pay the California sales tax.

Directors inquired if the Ford F550 electric version could be purchased.

The General Manager informed the Board of Directors that under the new California Air Resources Board (CARB) regulation we are not required to do so at the moment. Currently, it is hard to get the electric version due to the long waiting list.

M/S Emmerson / Selsky to approve staff's recommendation.

Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	5	Nays:	0	Absent:	0	Abstain:	0
<b>Passed Unanimously:</b>		<input checked="" type="checkbox"/>						

**INFORMATIONAL ITEMS****14. Combination Discussion with Sacramento Suburban Water District**

Directors commented that they think the 2x2 committee should discuss more in depth whether the County Water District or the Municipal Water District is more advantageous.

Directors inquired about the employee survey and whether those were the only questions that were going to be asked. The General Manager informed the Board of Directors that these were a few questions that they came up with.

Directors suggested doing more scale questions and include an employee satisfaction survey. They also made edits for the questions that were listed.

The General Manager informed the Board of Directors that SSWD will be having an employee survey with regard to the combination as well and these are the questions that will be on both CWD and SSWD surveys. We will be including more questions that pertain to the District as well.

Directors commented that we only have about 8 people that are unionized versus SSWD has more employees that are not unionized. It would not be equitable to our employees if this is left to all the employees.

The General Manager informed the Board of Directors that it is the union's responsibility to gain its membership.

Directors commented that they like the memo that explains the water rights and how it states that SSWD does not have its own water rights because they keep mentioning how they have contract rights as if that is water rights.

**15. Ranney Collector Well Cleaning**

Directors inquired if all three collectors have been cleaned.

The General Manager informed the Board of Directors that they were correct, all three collectors have been cleaned.

Directors inquired about how many laterals in total are there.

The General Manager informed the Board of Directors that there are 19 laterals in total and have all been cleaned as well.

Directors inquired what the total budget was for the cleanings.

The General Manager informed the Board of Directors that it is \$1.5 million but they are expecting about \$100,000 less than what was budgeted.

Directors commented that this was a good investment.

Directors commented that the collectors look like they are in good shape and they were worried that it was going to be corroded and breaking apart.

The General Manager informed the Board of Directors that the foreman indicated that the collectors were in pretty good shape for its age and said that it is most likely due to the good water quality in the area.

**16. RiverArc Project Re-engagement**

Directors commented that it's been almost ten years that they have been talking about this at Cap to Cap meetings.

Directors commented that in 2017 there were discussions about diverting water from the Sacramento River into this area and if it would be needed or worth the cost to do so. The 2017 discussion mentioned that the only way it would benefit CWD is to provide water during curtailment on the American River otherwise we have plenty of water normally.

**COMMITTEE REPORTS****17. Sacramento Groundwater Authority Board Meeting**

Director Selsky Reports Out.

No report.

**18. Regional Water Authority Executive Committee and Regular Meeting**

Director Greenwood Reports Out.

Director Greenwood reported that the major point of discussions were the new water efficiency program that was approved, the voluntary agreement, a policy revision for the salary schedules to be in compliance with CalPERS, the Board's election, and the issue with individual comments that could be viewed as coming from RWA. RWA is preparing an environmental impact report for the Water Bank project.

**19. Other Committee Report**

Directors Report Out.

No reports.

**STAFF REPORTS:****20. General Manager and District Activity Report – November 2023**

Discussed with the Board.

**21. Director's Expense Reimbursement Summary – November 2023**

No comments.

**GENERAL CORRESPONDENCE/INFORMATION:****22. News Articles**

Directors commented that the opposition letter had the smallest amount of agencies signed on to it.

**23. Director's Written and/or Oral Reports**

Director Selsky:

1. Submitted a written report for his attendance to the ACWA Fall Conference.

Director Greenwood:

1. Is going to submit a written report for his attendance to the ACWA Fall Conference.

Director Nelson:

1. Delta Conveyance EIR is going to be certified on December 18<sup>th</sup>.

**ADJOURNMENT:** President Davis adjourned the meeting at: **8:53 p.m.**

**CARMICHAEL WATER DISTRICT**  
**PAID EXPENDITURES REPORT**  
For the period December 1 to December 31, 2023

Check Number	Date Issued	Payee	Description	Amount
75627	12/14/2023	ACWA (Conf Training) - Sacramento	ACWA Dues - ACWA Cert of Excellence (A.C.E.) Program fees	500.00
75628	12/14/2023	ACWA JPIA (Dental vision life et al)	January dental, vision, life, EAP	3,056.79
75629	12/14/2023	ARC Document Solutions LLC	CIP- La Sierra Well	486.17
75630	12/14/2023	Brightview Landscape Service DBA Emerald	Facility and Well Maintenance: Landscape services - December	1,280.00
75631	12/14/2023	Brower Mechanical Inc	Facility Maintenance: HVAC - Admin	400.00
75632	12/14/2023	Bryce Watkins	Training and certification	60.00
75633	12/14/2023	BSK Associates	Water quality: Bacteriological	420.00
75634	12/14/2023	Buckmaster Office Solutions	Equipment repairs and maintenance	268.72
75635	12/14/2023	CA Dept of Tax & Fee Administration	Fees and permits: Water rights renewal	4,453.25
75636	12/14/2023	California Surveying and Drafting Supply	Software and licensing - Engineering: GIS monthly software fees	150.00
75637	12/14/2023	Comcast	Telecommunications- Admin	605.70
75638	12/14/2023	Ferguson Waterworks	Inventory	161.63
75639	12/14/2023	Home Depot	Facility maint-Admin, Supplies-Prod/Dist Admin, Public outreach, La Vista Tank	60.54
75640	12/14/2023	Hunt & Sons Inc	Fuel	1,148.95
75641	12/14/2023	Idexx Distribution Inc	Lab chemicals and supplies	2,545.89
75642	12/14/2023	Invoice Cloud Inc	Payment processing fees - November	8,670.60
75643	12/14/2023	Kendall Hansen	Customer refund	238.24
75644	12/14/2023	Matthew D Stacy	Employee expense reimbursement- Tools	44.86
75645	12/14/2023	Network Design Associates Inc	Contract services-IT, Network monitoring and risk assessment	2,935.00
75646	12/14/2023	New AnswerNet Inc	Telecommunications	200.00
75647	12/14/2023	Pace Supply Corp	Inventory	18.10
75648	12/14/2023	Paul Selsky	Directors' travel and meetings	17.03
75649	12/14/2023	Quill.com	Office supplies- Admin, Production	320.02
75650	12/14/2023	Ron Greenwood	Directors travel and meetings	26.34
75651	12/14/2023	Sacramento County Recorder	Lien release fee	20.00
75652	12/14/2023	Sierra Chemical Company (West Sac)	Muriatic acid	1,004.60
75653	12/14/2023	SMUD	Power	8,794.99
75654	12/14/2023	US Bank	See "Credit card expenses" below	-
75655	12/14/2023	Waste Management of Sacramento	Utilities- Garbage: Production	428.54
75656	12/23/2022	APS Environmental Inc	Wash rack maintenance	1,580.50
75657	12/23/2022	Backflow Distributors Inc	Backflow supplies	121.43
75658	12/23/2022	Bartkiewicz Kronick & Shanahan	Board legal	4,154.39
75659	12/23/2022	Bay Alarm Company	Security- Production, Admin	1,000.00
75660	12/23/2022	Best Cleaning Team LLC	Janitorial - Production, Admin - December	1,500.00
75661	12/23/2022	Blue-White Industries	WTP System maintenance: CMF tertiary	363.64
75662	12/23/2022	Boutin Jones Inc	HR - Personnel legal	120.00
75663	12/23/2022	Brightview Landscape Service DBA Emerald	Production Facility maintenance: Landscape - December	800.00
75664	12/23/2022	BSK Associates	Water quality: Bacteriological	583.00
75665	12/23/2022	Carbon Health Medical Group of CA	Exams and screenings	135.00

**CARMICHAEL WATER DISTRICT**  
**PAID EXPENDITURES REPORT**  
For the period December 1 to December 31, 2023

Check Number	Date Issued	Payee	Description	Amount
75666	12/23/2022	Carmichael Times Newspaper The	Books and subscriptions	52.00
75667	12/23/2022	Cathy Lee	Training/certification/travel/meetings reimbursement	1,413.46
75668	12/23/2022	City of Sacramento	Water quality: Sanitary survey	2,563.00
75669	12/23/2022	Clark Pest Control	Facility maintenance: Pest control service- Production, Admin	279.00
75670	12/23/2022	Comcast	Telecommunications	664.01
75671	12/23/2022	County of Sacramento - Encroachment Perm	CIP- San Juan waterline, CIP- La Vista tank and pump station	5,303.86
75672	12/23/2022	County of Sacramento - Environmental Mgmt.	Production: Fees and permits - County environmental hazmat	674.00
75673	12/23/2022	DataProse LLC	Billing expense- November	5,778.41
75674	12/23/2022	Davis Ronald	Directors' travel and meetings	926.98
75675	12/23/2022	Ditch Witch West	Equipment repairs and maintenance	27.37
75676	12/23/2022	Domenichelli and Associates Inc	Fire flow engineering	5,274.14
75677	12/23/2022	Downtown Ford Sales	Vehicle purchase - Ford F550	86,580.19
75678	12/23/2022	Employee Relations Inc	Exams and screenings	519.49
75679	12/23/2022	Frisch Engineering Inc	CIP- Garfield generator	2,877.50
75680	12/23/2022	GEI Consultants	CIP - Ladera well, CIP - Winding Way well	2,592.50
75681	12/23/2022	Grainger	WTP System maintenance : CMF- Filtrate	67.99
75682	12/23/2022	Harris Industrial Gases	Equipment rental	28.25
75683	12/23/2022	Hunt & Sons Inc	Fuel	1,833.08
75684	12/23/2022	Jeff Nelson	Directors' travel and meetings	1,168.21
75685	12/23/2022	Koch & Koch Inc	CIP- La Vista Tank and pump station	207,290.00
75686	12/23/2022	Koch & Koch Inc	CIP- La Vista Tank and pump station	8,917.81
75687	12/23/2022	Layne Christensen Co	CIP- Ranney collector	413,060.00
75688	12/23/2022	Leaf & Cole LLP	Audit and accounting services	2,160.00
75689	12/23/2022	Murphy Austin Adams Schoenfeld LLP	CIP- La Vista Tank and pump station	3,465.00
75690	12/23/2022	Network Design Associates Inc	Contract services-Network monitoring and risk assessment	300.00
75691	12/23/2022	Pace Supply Corp	Inventory	109.86
75692	12/23/2022	Pat Barrett	Turf replacement	1,972.00
75693	12/23/2022	Patron Trucking Inc	Road materials	1,401.27
75694	12/23/2022	Paul Selsky	Directors' travel and meetings	1,417.30
75695	12/23/2022	PG&E	Production, Admin: Utilities- Gas	359.87
75696	12/23/2022	Planet Paving & Grading	Paving	16,505.70
75697	12/23/2022	Quest UCCS Synectic Technologies	Equipment repairs and maintenance	215.37
75698	12/23/2022	Quill.com	Office supplies-Production	62.47
75699	12/23/2022	Rawles Engineering Inc	Mainline and Service line repairs	13,110.00
75700	12/23/2022	Red Wing Business Advantage Account	Safety - Production	223.03
75701	12/23/2022	Regional Water Authority	Directors' travel and meetings	150.00
75702	12/23/2022	Ron Greenwood	Directors' travel and meetings	1,163.17
75703	12/23/2022	Sacramento County Utilities	Utilities- County services	128.11
75704	12/23/2022	Same Day Signs	Printing - Distribution	53.88



**CARMICHAEL WATER DISTRICT**  
**PAID EXPENDITURES REPORT**  
For the period December 1 to December 31, 2023

<b>Check</b>				
<b>Number</b>	<b>Date Issued</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
75705	12/23/2022	Shred City	HR - contract services	240.00
75706	12/23/2022	SMUD	Power - Electric	38,403.63
75707	12/23/2022	SMUD	Power - Electric	29,622.48
75708	12/23/2022	Somach Simmons & Dunn	Board legal , Water rights	10,268.00
75709	12/23/2022	State Water Res Control Brd (NPDES)	Fees and permits: SWRCB Drinking water	3,576.00
75710	12/23/2022	Verizon Wireless	Telecommunications	628.33
75711	12/23/2022	Waste Management of Sacramento	Utilities- Garbage	409.69
75712	12/23/2022	WorkSmart Automation Inc	SCADA contract services	874.50
75713	12/23/2022	Zim Industries Inc	CIP- La Sierra Well	119,994.50
<b><u>EFT</u></b>				
33312	12/12/2023	CalPERS (Pension contribution)	Pension Contribution (ER and EE) Pay period 11/13/23-11/26/23	18,129.29
33313	12/27/2023	CalPERS (Pension contribution)	Pension Contribution (ER and EE) Pay period 11/27/23-12/10/23	17,623.01
33314	12/1/2023	CalPERS 457 Plan	457 Payment for the pay period 11/13/23-11/26/23	4,479.86
33315	12/13/2023	CalPERS 457 Plan	457 Payment for the pay period 11/27/23-12/10/23	4,396.88
33316	12/27/2023	CalPERS 457 Plan	457 Payment for the pay period 12/11/23-12/24/23	12,099.81
33317	12/18/2023	Mutual of Omaha	January LTD and life insurance premium	1,523.26
33318	12/18/2023	CalPERS (Medical)	January Medical insurance premium	69,970.59
<b><u>Bond Expenses</u></b>				
33310	12/31/2023	Rawles Engineering, Inc	CIP- La Vista Tank and pump station	2,485.89
33311	12/31/2023	Carmichael Water District (Bond Reimburse)	CIP- La Vista Tank and pump station	1,237.54

**CARMICHAEL WATER DISTRICT  
PAID EXPENDITURES REPORT  
For the period December 1 to December 31, 2023**

Check Number	Date Issued	Payee	Description	Amount
<b><u>Credit Card Expenses</u></b>				
75654	12/14/2023	US Bank		1,455.67
		Amazon	Safety- Production	302.46
		Western Feed and Supply	CIP- La Vista Tank and pump station	75.38
		Western Feed and Supply	CIP- La Vista Tank and pump station	75.38
		Rocket Restroom and Fencing	CIP- La Vista Tank and pump station	125.78
		Safeway	Employee recognition	8.97
		Amazon	Computer supplies and tools	156.40
		Quick Quack	Vehicle maintenance- Admin, Production	41.99
		Downtown Commons East Garage	Training and certification/travel and meetings - GM	28.00
		Bel Air	Directors' travel and meetings	11.62
		Bel Air	Employee recognition	8.34
		Easy Kabob	Directors' travel and meetings	375.00
		Safeway	Directors' travel and meetings	65.50
		Carmichael Chamber of commerce	Training and certification/travel and meetings - GM	10.00
		Rite Aid	Office supplies - Admin	10.44
		Rite Aid	Office supplies - Admin	160.41
<b>Check register total</b>				<b>1,176,781.13</b>
		Payroll	Employee wages, payroll taxes, payroll processing fees	212,031.01
<b>Total paid expenditures</b>				<b>1,388,812.14</b>

**CARMICHAEL WATER DISTRICT**  
**Budget to Actual**  
**For the five months ended November 30, 2023**  
**42% of the Budget expired**

	<i>November Actual</i>	<i>Fiscal YTD Actual</i>	<i>Fiscal Year Amended Budget*</i>	<i>Budget Available</i>	<i>% of Budget Used</i>
<b>Revenue</b>					
<b>District revenue</b>					
Water sales	1,196,980	7,733,126	14,530,000	6,796,874	53.22%
Water service fees and charges	6,742	31,548	95,500	63,952	33.03%
Other service fees	11,203	48,863	100,000	51,137	48.86%
Grant revenue	-	42,452	3,430,000	3,387,548	1.24%
Interest income	35,697	125,801	404,365	278,564	31.11%
Miscellaneous revenue	2,515	7,709	709,064	701,355	1.09%
Facility fees	-	31,155	50,000	18,845	62.31%
<b>Total District revenue</b>	<b>1,253,137</b>	<b>8,020,654</b>	<b>19,318,929</b>	<b>11,298,275</b>	<b>41.52%</b>
<b>Outside boundary sales</b>					
Treatment and delivery charges	24,138	371,571	1,324,022	952,451	28.06%
<b>Total outside boundary sales</b>	<b>24,138</b>	<b>371,571</b>	<b>1,324,022</b>	<b>952,451</b>	<b>28.06%</b>
<b>TOTAL REVENUE</b>	<b>1,277,275</b>	<b>8,392,225</b>	<b>20,642,951</b>	<b>12,250,726</b>	<b>40.65%</b>
<b>Expenditures</b>					
<b>Bond interest expense</b>					
COPS Interest	331,774	331,774	979,620	647,846	33.87%
<b>Administrative Services</b>					
<b>Board of Directors</b>					
Director's fees, taxes, insurance	3,751	8,168	29,274	21,106	27.90%
Board expenses	3,906	27,968	102,500	74,532	27.29%
<b>Total Board of Directors Department</b>	<b>7,657</b>	<b>36,137</b>	<b>131,774</b>	<b>95,637</b>	<b>27.42%</b>
<b>Office of the General Manager</b>					
Salaries, benefits, taxes	35,894	142,016	328,841	186,825	43.19%
Studies, contracts	-	5,510	50,000	44,490	11.02%
Training/certification/travel/meetings	-	1,234	5,000	3,766	24.68%
<b>Total Office of the General Manager</b>	<b>35,894</b>	<b>148,760</b>	<b>383,841</b>	<b>235,081</b>	<b>38.76%</b>
<b>Engineering/Technical Services</b>					
Salaries, benefits, taxes	68,639	182,424	827,268	644,844	22.05%
Software licensing, supplies, general office	1,311	5,245	21,450	16,205	24.45%
General engineering/contract services	-	693	55,000	54,307	1.26%
Training/certification/travel/meetings	-	-	3,000	3,000	0.00%
<b>Total Engineering Department</b>	<b>69,950</b>	<b>188,362</b>	<b>906,718</b>	<b>718,356</b>	<b>20.77%</b>
<b>Finance</b>					
Salaries, benefits, taxes	46,813	206,257	511,872	305,615	40.29%
Professional and contract services	14,300	42,815	53,700	10,885	79.73%
Fees and charges	1,424	5,319	16,310	10,991	32.61%
Training/certification/travel/meetings	-	595	3,000	2,405	19.83%
<b>Total Finance Department</b>	<b>62,537</b>	<b>254,986</b>	<b>584,882</b>	<b>329,896</b>	<b>43.60%</b>
<b>Customer Service</b>					
Salaries, benefits, taxes	38,383	157,634	364,015	206,381	43.30%
Billing expense	20	17,426	77,000	59,574	22.63%
Payment processing and collection fees	8,712	33,006	116,600	83,594	28.31%
Professional and contract services	-	-	4,000	4,000	0.00%
<b>Total Customer Service Department</b>	<b>47,115</b>	<b>208,066</b>	<b>561,615</b>	<b>353,549</b>	<b>37.05%</b>
<b>Human Resources</b>					
Salaries, benefits, taxes	12,414	49,344	115,475	66,131	42.73%
Recruitment, exams/screenings	609	1,806	4,250	2,444	42.49%
Legal and litigation expenses	360	7,842	62,000	54,159	12.65%
Training/certification/travel/meetings	-	12	1,200	1,188	1.00%
Employee recognition	124	129	3,000	2,871	4.30%
<b>Total Human Resources Department</b>	<b>13,507</b>	<b>59,132</b>	<b>185,925</b>	<b>126,793</b>	<b>31.80%</b>
<b>Information Technology</b>					
Contract services	3,565	16,950	53,200	36,250	31.86%
Software, licensing, website maintenance	6,981	39,510	109,556	70,046	36.06%
Hardware and supplies	-	9,582	15,500	5,918	61.82%
Equipment repairs/maintenance	418	1,458	10,000	8,542	14.58%
Telecommunications	2,078	9,867	30,000	20,133	32.89%
<b>Total Information Technology Department</b>	<b>13,042</b>	<b>77,366</b>	<b>218,256</b>	<b>140,890</b>	<b>35.45%</b>

**CARMICHAEL WATER DISTRICT**  
**Budget to Actual**  
**For the five months ended November 30, 2023**  
**42% of the Budget expired**

	<i>November Actual</i>	<i>Fiscal YTD Actual</i>	<i>Fiscal Year Amended Budget*</i>	<i>Budget Available</i>	<i>% of Budget Used</i>
<b>Public Outreach and Water Efficiency</b>					
Salaries, benefits, taxes	19,130	106,455	144,397	37,942	73.72%
Outreach	-	5,218	53,650	48,432	9.73%
Training/certification/travel/meetings	-	-	2,000	2,000	0.00%
Grant/other program expenses	976	6,436	125,900	119,464	5.11%
Contract services	-	4,000	4,000	-	100.00%
<b>Total Public Outreach/Water Efficiency</b>	<b>20,106</b>	<b>122,109</b>	<b>329,947</b>	<b>207,838</b>	<b>37.01%</b>
<b>General administration</b>					
Dues and memberships	9,727	72,848	160,273	87,425	45.45%
Facility expenses	5,198	22,534	69,884	47,350	32.24%
Fees and permits	-	5,710	11,695	5,985	48.83%
General administration expenses	1,162	3,992	21,400	17,408	18.65%
Retiree medical	19,554	115,668	245,000	129,332	47.21%
Insurance	16,452	79,884	171,071	91,187	46.70%
<b>Total General Administration Department</b>	<b>52,092</b>	<b>300,635</b>	<b>679,323</b>	<b>378,688</b>	<b>44.26%</b>
<b>Total Administration expenses</b>	<b>321,899</b>	<b>1,395,554</b>	<b>3,982,281</b>	<b>2,586,727</b>	<b>35.04%</b>
<b>Production expenses</b>					
<b>Production administration</b>					
Salaries, benefits, taxes	114,139	462,354	1,263,935	801,581	36.58%
General administration expenses	1,021	12,037	41,300	29,263	29.14%
Training/certification/travel/meetings	-	3,290	7,000	3,710	47.00%
<b>Total Production Administration Department</b>	<b>115,160</b>	<b>477,681</b>	<b>1,312,235</b>	<b>834,554</b>	<b>36.40%</b>
<b>Treatment plant operations</b>					
Facility expenses	3,161	10,090	41,720	31,630	24.19%
Water quality	3,988	20,669	48,700	28,031	42.44%
Chemicals	23,003	99,549	248,500	148,951	40.06%
Power	90,329	428,970	901,600	472,630	47.58%
Systems maintenance	(16,774)	15,083	211,000	195,917	7.15%
Fees, permits, services	-	8,877	108,900	100,023	8.15%
<b>Total Treatment Plant Operations Department</b>	<b>103,707</b>	<b>583,238</b>	<b>1,560,420</b>	<b>977,182</b>	<b>37.38%</b>
<b>Well operations</b>					
Power	21,734	134,298	425,600	291,302	31.56%
Well Site/Reservoir maintenance	(1,175)	11,144	32,750	21,606	34.03%
<b>Total Well Operations Department</b>	<b>20,559</b>	<b>145,443</b>	<b>458,350</b>	<b>312,907</b>	<b>31.73%</b>
<b>Total Production expenses</b>	<b>239,426</b>	<b>1,206,362</b>	<b>3,331,005</b>	<b>2,124,643</b>	<b>36.22%</b>
<b>Distribution expenses</b>					
<b>Distribution administration</b>					
General administration expenses	2,395	13,204	60,300	47,096	21.90%
Fees/permits/services	443	12,182	30,200	18,018	40.34%
Vehicle repairs and maintenance	22	2,651	54,000	51,349	4.91%
Fuel/fuel tank maintenance	4,838	19,638	50,000	30,362	39.28%
Training/certification/travel/meetings	376	3,505	8,000	4,495	43.81%
<b>Total Distribution Administration Department</b>	<b>8,074</b>	<b>51,181</b>	<b>202,500</b>	<b>151,319</b>	<b>25.27%</b>
<b>Transmission and Distribution Maintenance</b>					
Salaries, benefits, taxes	121,244	502,928	1,201,478	698,550	41.86%
Capitalized labor, benefits, taxes	2,186	(41,779)	(196,377)	(154,598)	21.27%
Infrastructure repairs	8,384	106,860	502,500	395,640	21.27%
Road restoration	70,637	119,526	446,000	326,474	26.80%
<b>Total Transmission and Distribution Maintenance</b>	<b>202,451</b>	<b>687,535</b>	<b>1,953,601</b>	<b>1,266,066</b>	<b>35.19%</b>
<b>Total Distribution Expenses</b>	<b>210,525</b>	<b>738,716</b>	<b>2,156,101</b>	<b>1,417,385</b>	<b>34.26%</b>
<b>TOTAL O&amp;M EXPENSES</b>	<b>1,103,624</b>	<b>3,672,406</b>	<b>10,449,007</b>	<b>6,776,601</b>	<b>35.15%</b>

**CARMICHAEL WATER DISTRICT**  
**Budget to Actual**  
**For the five months ended November 30, 2023**  
**42% of the Budget expired**

	<i>November Actual</i>	<i>Fiscal YTD Actual</i>	<i>Fiscal Year Amended Budget*</i>	<i>Budget Available</i>	<i>% of Budget Used</i>
<b>Capital expenditures</b>					
<b>Capital funded by rates</b>					
Administration - Capital improvement	8,081	8,081	208,000	199,919	3.89%
Production - WTP Facility improvements	23,139	33,450	1,163,203	1,129,753	2.88%
Production - Wells (Includes grant funded projects)	216,351	351,192	4,761,797	4,410,605	7.38%
Production - Vehicles and equipment	-	2,660	140,000	137,340	1.90%
Distribution - In house constructed assets	54,696	281,218	388,899	107,681	72.31%
Distribution - Mainline projects	1,162,464	1,164,148	2,500,000	1,335,852	46.57%
Distribution - Vehicles and equipment	-	-	480,000	480,000	0.00%
<b>Total Capital Funded by Rates</b>	<b>1,464,731</b>	<b>1,840,749</b>	<b>9,641,899</b>	<b>7,801,150</b>	<b>19.09%</b>
<b>Capital Funded by Reserves</b>					
Membrane replacement expense	-	-	200,000	200,000	0.00%
Sacramento County impact projects	-	-	200,000	200,000	0.00%
<b>Total Capital Funded by Reserves</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>400,000</b>	<b>0.00%</b>
<b>Debt service, Other sources/Uses of funds</b>					
Series B (2010 COP's Refinanced)	1,515,000	1,515,000	1,515,000	-	100.00%
PERS unfunded Liability	-	-	300,000	300,000	0.00%
OPEB liability funding	-	-	200,000	200,000	0.00%
<b>Total Debt service, Other sources/Uses of Funds</b>	<b>1,515,000</b>	<b>1,515,000</b>	<b>2,015,000</b>	<b>500,000</b>	<b>75.19%</b>
<b>Reserve funding/(uses)</b>					
Filter skid replacement	-	-	650,000	650,000	0.00%
Use of membrane reserve-CY	-	-	(200,000)	(200,000)	0.00%
Facilities fees	-	-	50,000	50,000	0.00%
County impact reserve- One-time funding use	-	-	(592,920)	(592,920)	0.00%
<b>Total Reserve funding/(uses)</b>	<b>-</b>	<b>-</b>	<b>(92,920)</b>	<b>(92,920)</b>	<b>0.00%</b>
<b>Total Expenditures, Debt Service, Fund Sources/(Uses),</b>	<b>4,083,355</b>	<b>7,028,155</b>	<b>22,412,986</b>	<b>15,384,831</b>	<b>31.36%</b>
<b>Budget surplus (deficiency)</b>	<b>(2,806,080)</b>	<b>1,364,070</b>	<b>(1,770,035)</b>	<b>(3,134,105)</b>	<b>-77.06%</b>
Undesignated surplus funding source	-	-	1,770,035	1,770,035	0.00%
<b>Final budget surplus (deficiency)</b>	<b>(2,806,080)</b>	<b>1,364,070</b>	<b>-</b>	<b>(1,364,070)</b>	<b>0.00%</b>
<b>Funded by Bonds</b>					
CIP- La Vista Tank Site	452,416	487,772	1,450,000	962,228	33.64%
<b>Total Bond CIP</b>	<b>452,416</b>	<b>487,772</b>	<b>1,450,000</b>	<b>962,228</b>	<b>33.64%</b>

\*Includes budget amendments through November 30, 2023 (See attached Budget Amendment listing)

**CARMICHAEL WATER DISTRICT**  
**Budget Amendments**  
**As of November 30, 2023**

Amendment # 1	General ledger account	Account description	Adopted Budget	Add (reduce)	Amended Budget
	28-101103-01	Payroll- Full time- Public Outreach	185,810.00	(102,000.00)	83,810.00
	28-101521-01	Taxes- Public Outreach	94,751.00	(7,700.00)	87,051.00
	28-105101-00	Medical- Public Outreach	14,536.00	(41,000.00)	(26,464.00)
	22-101103-01	Payroll- Full time- Engineering	454,878.00	102,000.00	556,878.00
	22-101521-01	Taxes- Engineering	186,409.00	7,700.00	194,109.00
	22-105101-22	Medical- Engineering	35,281.00	41,000.00	76,281.00
Board Meeting 10/17/2023					
Agenda Item #12					
		Net effect on total appropriations		-	

Amendment # 2	General ledger account	Account description	Adopted Budget	Add (reduce)	Amended Budget
	10-011105-28	Winding Way well replacement	1,250,000.00	(88,203.00)	1,161,797.00
	10-011101-15/16	Raw Water Building/Dewey Pump Station HVACS	-	88,203.00	88,203.00
Board Meeting 10/17/2023					
Agenda Item #13					
		Net effect on total appropriations		-	

# MEMO

**TO:** Board of Directors

**FROM:** Debbie Martin, CPA (Inactive), Finance Manager/Treasurer

**DATE:** January 8, 2024

**RE:** Treasurer's Report – For the quarter ended December 31, 2023

## Discussion:

In accordance with Government Code Section 53646 (b) (1) and Directors' Policy 9600, Investment of District Funds, the Treasurer's Report for the quarter ended December 31, 2023 is hereby submitted. The purpose of the Treasurer's Report is to update the Board and the public on the status of the District's cash balances and investments, highlight material changes from one period to another, and provide sufficient and relevant detail regarding the District's investments and cash balances.

The District's investment objectives are established by the Board approved Directors' Policy 9600 – Investment of District Funds and are guided and constrained by the California Government Code. The Policy is reviewed by the Board on an annual basis each January to ensure ongoing compliance with the government code and to ensure the policy's consistency with the overall objectives of preservation of principal, liquidity, return on investment and relevance to financial and economic trends.

An extensive review and update to the investment policy was recently completed and approved by the Board on June 20, 2023 and will be reviewed again at the January 16, 2024 Board meeting. The updated Policy maintains the following objectives for the portfolio:

1. Safety
2. Liquidity
3. Return on investments

The activity of the funds during the quarter was as follows:

	Bank balance as of September 30, 2023	Revenue and transfers in	Expenditures and transfers out	Interest income	Bank balance as of December 31, 2023	Change
Westamerica Bank (WAB):						
Checking	\$ 22,864,069.91	\$ 5,788,417.38	\$ (9,664,115.86)	\$ -	\$ 18,988,371.43	\$ (3,875,698.48)
Membrane replacement	333,829.43	-	(333,829.05)	-	0.38	(333,829.05)
Facilities fees (Restricted)	1,140,286.34	31,155.00	(955,000.00)	42.74	216,484.08	(923,802.26)
Local Agency Investment Fund (LAIF)	1,998,908.44	-	3,000,000.00	18,025.35	5,016,933.79	3,018,025.35
US Bank - Series A payment fund	-	357,801.27	(357,800.00)	1,043.10	1,044.37	1,044.37
US Bank - Series B Payment fund	-	1,654,863.71	(1,654,861.50)	4,819.70	4,821.91	4,821.91
US Bank- Bond proceeds - restricted	6,322,583.98	-	(457,214.38)	74,855.87	5,940,225.47	(382,358.51)
<b>Total</b>	<b>\$ 32,659,678.10</b>	<b>\$ 7,832,237.36</b>	<b>\$ (10,422,820.79)</b>	<b>\$ 98,786.76</b>	<b>\$ 30,167,881.43</b>	<b>\$ (2,491,796.67)</b>

At the end of the previous quarter on September 30, 2023, the value of the District's total portfolio, including unspent bond proceeds was \$32,659,678.10. Since that time, the value of the District's portfolio has decreased by \$2,491,796.67 for an ending balance of \$30,167,881.43 as of December 31, 2023. The District decreased its cash balance this quarter primarily due to the debt service payment for the Series A and Series B Bonds in the amount of \$2,012,661.50. Ongoing expenditures for the District's CIP projects and capital assets accounted for the balance of the decrease, including the drawdown of bond funds for the La Vista tank project.

The cash activity for this quarter also reflects the completion by the District of the Board approved reserve transfers for the 6-30-23 usage of Membrane Reserve funds for the membrane purchases and the use of the Facilities Fees reserves to purchase land for the replacement well at Winding Way. Staff completed this quarter the first step of the current fiscal year investment goals by completing a transfer of \$3,000,000 in idle operational cash to LAIF.

The District received \$98,786.76 in investment income this quarter. The District took advantage of the higher earnings rates in the market this quarter and transferred the funds for the bond debt service to the payment accounts earlier in the quarter. The payment funds were yielding 4.83% at the time and this effort earned the District approximately \$5,900 in additional interest income this quarter. The LAIF account also earned approximately \$2,500 more this quarter than last quarter with an additional investment transfer.

The overall portfolio holdings at 12-31-23 are listed in the following table:

<b>Holdings</b>	<b>Yield %</b>	<b>Current Fair Market Value</b>	<b>Cost</b>	<b>Maturity Date</b>	<b>% of holding</b>
WAB - Demand deposits	N/A	\$ 18,988,371.81	\$ 18,988,371.81	N/A	62.9%
Local Agency Investment Fund (LAIF)	3.590%	4,948,240.62	5,016,933.79	N/A	16.6%
WAB - Demand deposit - Facilities fees - Restricted	0.07%	216,484.08	216,484.08	N/A	0.7%
US Bank - Series A/B U.S. Money Market Funds	4.84%	5,866.28	5,866.28	N/A	0.1%
US Bank - Bond proceeds - U.S. Money Market Funds- Restricted	4.81%	5,940,225.47	5,940,225.47	N/A	19.7%
		<u>\$ 30,099,188.26</u>	<u>\$ 30,167,881.43</u>		<u>100.0%</u>

The holdings are allocated as follows: 1) 62.9% of the District's funds are on deposit with Westamerica Bank for short term operational needs and reserve accumulations, 2) 16.6% are on deposit with LAIF, invested in short-term investments that are considered liquid, holding reserves for capital investments, an increase of 10.5% from last quarter, 3) 0.7% are held in restricted funds from Facility fee collections invested in West America Bank Public Money Market Savings, 4) 19.7%, representing unspent COP bond proceeds, are on deposit with US Bank in First American Funds, Class D Government Obligations Fund, in a restricted account for designated capital projects, and last, 5) 0.1% are on deposit at US Bank, in a U.S. Money Market Fund holding interest income earned on the debt service payments before distribution to the bond holders.

All securities held are in conformance with those permitted by the District's Policy. There are sufficient funds to meet the District's expenditure requirements for the next six months.

#### **Recommended Action:**

This report is for information only and will be filed with the meeting minutes.



# Carmichael Water District

## 2024 BOARD CONFERENCES/MEETINGS SCHEDULE

					<u>ATTENDEES</u>					
					DIRECTORS				Officer	
MEMBERSHIP ASSOCIATION - CONFERENCE/EVENT	LOCATION	FROM	TO	REG. FEE	R. DAVIS	M. EMMERSON	J. NELSON	R. GREENWOOD	P. SELSKY	Cathy Lee
ACWA Spring Conference & Expo	Sacramento	5/9	5/11	\$620*						
ACWA Fall Conference & Expo	Indian Wells	11/28	11/30	\$775*						
ACWA DC 2024	Washington, D.C.	2/27	2/29	\$825						
ACWA Region 4 Tour	TBD	TBD		\$60*						
AWWA Utility Management Conference	Portland, OR	2/13	2/16	\$1,025						
AWWA CA/NV Annual Conference	Reno, NV	10/21	10/24	\$599*						
ACE 2024	Anaheim	6/10	6/13	\$1,150						
Sacramento Metro Chamber - Cap to Cap	Sacramento to D.C.	4/13	4/17	\$4,595						
Water Education Foundation - Water Summit	Sacramento	October		\$385*						

\* BASED ON PREVIOUS YEAR

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# MEMO

**TO:** Board of Directors

**FROM:** Gaby Padilla, Administrative Specialist

**DATE:** December 28, 2023

**RE:** Board Representatives 2024 Committees Assignments

## Background

District Policy 9040, Committees of the Board of Directors states:

“9040.10 The President of the Board of Directors (Board) shall appoint such committees as may be deemed necessary or advisable by themselves and/or the Board. The duties of the committees shall be outlined at the time of appointment.”

District Policy 9040.11, Standing Committee states:

“A Standing Committee will consist of two members of the Board for the continued existence, formed to do its assigned work on an ongoing basis. Members of a standing committee sit for a defined term and terms overlap so as to keep continuity within the committee.”

District Policy 9040.12, Adhoc Committee states:

“An Adhoc Committee will consist of one or two members of the Board, formed for a specific task or objective. The ad hoc committee is temporary and shall be considered dissolved when its final report has been made.”

District Policy 9050.30, Director Compensation for Meetings states:

“Board Representatives and Alternates will be approved annually at the January Board meeting.”

## Summary

The current committees are as follows:

<b>Standing Committees:</b>	<b>Adhoc Committees:</b>
Finance Committee	Sacramento Suburban Water District 2x2 Committee
Drought & Water Use Efficiency Comm.	Sister Agency Committee
	COTP Committee

## Recommendation

Staff recommends that the Board of Directors discuss the committees’ status and functions and appoint new committee members.

## Attachments

1. Board Representatives Committee Assignments, February 2023
2. ACWA Region 4 Final Committee Rosters
3. Policy 9040, Committee of the Board of Directors



## **2024 COMMITTEE ASSIGNMENTS**

Effective: January 2024

### **STANDING COMMITTEES**

#### **Finance Committee**

Ronald Davis  
Mark Emmerson

#### **Drought and Water Use Efficiency Committee**

Ronald Davis  
Mark Emmerson

### **ADHOC COMMITTEES**

#### **COTP Committee**

Mark Emmerson  
Jeff Nelson

#### **Sacramento Suburban Water District 2x2 Committee**

Mark Emmerson  
Jeff Nelson

#### **Sister Agency Committee**

Ronald Davis  
Jeff Nelson

### **ASSOCIATION CALIFORNIA WATER AGENCIES – Term 2023-2024**

#### **Business Development Committee**

Mark Emmerson

#### **Energy Committee**

Ron Greenwood

#### **Groundwater Committee**

Jeff Nelson

#### **Local Government Committee**

Ron Greenwood

#### **State Legislative Committee**

Ronald Davis

#### **Water Management Committee**

Paul Selsky

#### **Region 4 Board Member**

Ronald Davis

### **OTHER MEMBERSHIP COMMITTEES**

#### **CALIFORNIA-OREGON TRANSMISSION PROJECT**

Jeff Nelson (Board); Mark Emmerson (Alternate)

#### **REGIONAL WATER AUTHORITY**

##### **Board of Directors**

Ron Greenwood (Representative); Cathy Lee (Representative); Mark Emmerson (Alternate)

##### **Executive Committee**

Ron Greenwood (Representative)

#### **SACRAMENTO GROUNDWATER AUTHORITY**

Paul Selsky (Representative); Jeff Nelson (Alternate)

#### **WATER FORUMS SUCCESSOR EFFORT**

Cathy Lee (Representative)

#### **JOINT POWER INSURANCE AUTHORITY**

Mark Emmerson (Representative); Jeff Nelson (Alternate)

Region	Committee	First Name	Last Name	Agency
4				
	<b>2024-2025 ACWA - Agricultural Committee</b>			
		Josh	Weimer	Turlock Irrigation District
		Scot	Moody	Oakdale Irrigation District
		Michael	Cooke	Turlock Irrigation District
		Justin	Hopkins	Stockton East Water District
		Paul	Sanguinetti	Stockton East Water District
		Andrew	Watkins	Stockton East Water District
		Jesse	Franco	Modesto Irrigation District
		Lauren	Bernadett	Reclamation District #2035
		Tom	Orvis	Oakdale Irrigation District
		David	Weisenberge	Banta-Carbona Irrigation District
		William	Vanderwaal	Dunnigan Water District
		Richard	Atkins	Stockton East Water District
	<b>2024-2025 ACWA - Business Development Committee</b>			
		Mark	Emmerson	Carmichael Water District
		Craig	Locke	Sacramento Suburban Water District
		Edward	Winkler	Sacramento Suburban Water District
	<b>2024-2025 ACWA - Communication Committee</b>			
		Constance	Anderson	Turlock Irrigation District
		Kyle	Ochendusko	City of Benicia
		Melissa	Williams	Modesto Irrigation District
	<b>2024-2025 ACWA - Energy Committee</b>			
		Justin	Hopkins	Stockton East Water District
		Ron	Greenwood	Carmichael Water District
		Austin	Avery	Turlock Irrigation District
		Robert	Wichert	Sacramento Suburban Water District
		Dana	Ferreira	Modesto Irrigation District
		David	Weisenberge	Banta-Carbona Irrigation District
		Craig	Locke	Sacramento Suburban Water District
		Paul	Sanguinetti	Stockton East Water District
	<b>2024-2025 ACWA - Federal Affairs Committee</b>			
		Dana	Ferreira	Modesto Irrigation District
		Kyle	Ochendusko	City of Benicia
		Anthony	Barkett	Stockton East Water District
		Josh	Weimer	Turlock Irrigation District
		Anne	Sanger	City of Sacramento - Department of Utilities
	<b>2024-2025 ACWA - Groundwater Committee</b>			
		Liz	Elliott	Modesto Irrigation District
		Jeff	Nelson	Carmichael Water District
		Brett	Ewart	City of Sacramento - Department of Utilities
		Jenifer	Ryan	Reclamation District #2035
		Debbie	Montalbano	Turlock Irrigation District
		William	Vanderwaal	Dunnigan Water District

Andrew	Watkins	Stockton East Water District
Tom	Orvis	Oakdale Irrigation District
Trevor	Joseph	Sacramento Suburban Water District
Jay	Boatwright	Sacramento Suburban Water District
Kevin	Thomas	Sacramento Suburban Water District
Justin	Hopkins	Stockton East Water District
Craig	Locke	Sacramento Suburban Water District
John	Mauterer	Modesto Irrigation District
John	Woodling	Elk Grove Water District - Dept. of FRCD
David	Weisenberger	Banta-Carbona Irrigation District
Jesse	Franco	Modesto Irrigation District

#### 2024-2025 ACWA - Legal Affairs Committee

Ryan	Bezerra	Sacramento Suburban Water District
Eric	Robinson	Reclamation District #2035
Jeanne	Zolezzi	Stockton East Water District
Wesley	Miliband	City of Sacramento - Department of Utilities
Roger	Masuda	Turlock Irrigation District
Scott	Shapiro	Reclamation District #2068

#### 2024-2025 ACWA - Local Government Committee

Greg	Zlotnick	San Juan Water District
Brian	Sanders	City of Sacramento - Department of Utilities
Ron	Greenwood	Carmichael Water District

#### 2024-2025 ACWA - State Legislative Committee

Ronald	Davis	Carmichael Water District
Dana	Ferreira	Modesto Irrigation District
Kristin	Sicke	Yolo County Flood Control and Water Conservation District
Josh	Weimer	Turlock Irrigation District

#### 2024-2025 ACWA - Water Management Committee

Michael	Cooke	Turlock Irrigation District
Paul	Selsky	Carmichael Water District
John	Mauterer	Modesto Irrigation District
Michelle	Banonis	Sacramento Suburban Water District

#### 2024-2025 ACWA - Water Quality Committee

Jaycee	Dean	Reclamation District #2068
Patrick	Ji	City of Sacramento - Department of Utilities
Mark	Severeid	City of Sacramento - Department of Utilities

**CARMICHAEL WATER DISTRICT**  
**Directors' Policy Manual**

**POLICY TITLE:** Committees of the Board of Directors

**POLICY NUMBER:** 9040

**9040.10** The President of the Board of Directors (Board) shall appoint such committees as may be deemed necessary or advisable by themselves and/or the Board. The duties of the committees shall be outlined at the time of appointment.

**9040.11 Standing Committee**

A Standing Committee will consist of two members of the Board for the continued existence, formed to do its assigned work on an ongoing basis. Members of a standing committee sit for a defined term and terms overlap so as to keep continuity within the committee.

**9040.12 Adhoc Committee**

An Adhoc Committee will consist of one or two members of the Board, formed for a specific task or objective. The ad hoc committee is temporary and shall be considered dissolved when its final report has been made.

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# MEMO

**TO:** Board of Directors

**FROM:** Debbie Martin, Treasurer/Finance Manager

**DATE:** January 5, 2024

**RE:** Directors' Policy Manual Series 9600 – Investment of District Funds – Review and annual adoption

## BACKGROUND

As stated in Directors' Policy 9600 – Investment of District Funds, the District is required to review and adopt the Investment Policy by resolution of the Board on an annual basis each January. The purpose of the review is to ensure the policy's consistency with the overall objectives of preservation of principal, liquidity, and return on investment, and its relevance to current law and financial and economic trends.

The Investment policy was recently reviewed, substantially modified, and adopted by the Board on June 20, 2023. At this point in time, the policy requires only a review of law changes impacting the policy as the District is mandated by law to abide by the State of California Government Code investment statutes. Generally speaking all local agencies are subject to the reporting, fund management and investment policy requirements of these statutes.

A review of the new investment statutes for 2024, included the following statutory change that would potentially be applicable to the District:

Chapter 187, Statutes of 2023 (SB 882), the *Local Government Omnibus Act of 2023* amended California Government Code Section 53601 to clarify limitations imposed on public investments in various mortgage securities that are not issued by a public agency or issuer identified in subdivision (b) or (f). These types of securities are considered permissible investments under subdivision (o) as long as the following limitations are met: 1) a rating category of "AA" or better, 2) maximum remaining maturity of five years or less, and 3) does not exceed 20% of the local agency's portfolio.

Mortgage securities are currently not included in the District's Authorized and Permitted investment listing under Policy Section 9600.80. As such, this law change does not impact the District's current policy. Local districts can, by policy, adopt more restrictive requirements than allowed by law and the District has in fact done so by excluding mortgage securities as an Authorized and Permitted investment. Staff recommends no changes to the District Policy for this law change.

## SUMMARY

The District's Investment Policy is deemed to meet the minimum legal requirements of the investment statutes of the State of California Government Code and Staff has determined that no additional revisions to the policy are required at this time.

## FISCAL IMPACT

There are no fiscal impacts directly related to the review and adoption of the Investment Policy.

## **RECOMMENDATION**

Staff recommends that the Board of Directors review and discuss the Directors' Policy 9600 – Investment of District Funds and Resolution 062023-2 – A Resolution Adopting an Annual Statement of Investment of District Funds for Carmichael Water District, and if the Board of Directors agree, approve Resolution 01162024-1 – A Resolution Adopting an Annual Statement of Investment of District Funds for Carmichael Water District.

### **Attachments**

1. Directors' Policy 9600 – Investment of District Funds

**CARMICHAEL WATER DISTRICT**

**RESOLUTION 01162024-1**

**A RESOLUTION ADOPTING AN ANNUAL STATEMENT OF  
INVESTMENT OF DISTRICT FUNDS FOR CARMICHAEL  
WATER DISTRICT**

**WHEREAS**, the Board of Directors has heretofore established a general fund from which moneys may be expended for general operating purposes; and

**WHEREAS**, Carmichael Water District has on hand in the general fund from time to time moneys which are surplus to Carmichael Water District's immediate operating needs; and

**WHEREAS**, it has been determined to be in the public interest to invest such surplus and inactive moneys in a manner which insures a maximum return consistent with safety on such investments while maintaining the integrity of such surplus and inactive funds; and

**WHEREAS**, the Treasurer has rendered an annual statement of investment policy to the Board pursuant to the Government Code;

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

The Treasurer's Annual Statement of Investment of District Funds, attached hereto, has not been modified and is hereby approved for continued use until the next annual review.

**PASSED AND ADOPTED** by the Board of Directors on this 16<sup>th</sup> day of January 2024, by the following vote:

Mark Emmerson	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals:	Ayes:	<input type="checkbox"/>	Nays:	<input type="checkbox"/>	Absent:	<input type="checkbox"/>	Abstain:	<input type="checkbox"/>
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Passed Unanimously:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motion Carried:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motion Not Carried:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed after its passage this 16<sup>th</sup> day of January, 2024:

\_\_\_\_\_  
Board President

**ATTEST:** \_\_\_\_\_  
Cathy Lee, Secretary

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# MEMO

**TO:** Board of Directors

**FROM:** Greg Norris, Engineering Manager

**DATE:** January 9, 2024

**RE:** Approve GEI Professional Services Agreement Amendment and Award Topside Well Construction Contract for the La Sierra Aquifer Storage and Recovery (ASR) Well

## BACKGROUND

The District is investing in a new production well, La Sierra Well, located on the northwest corner of Garfield and Engle Avenues. The well will have Aquifer Storage and Recovery (ASR) capability and is part of the District's overall goal to increase drought resiliency.

Previously, the District issued a Professional Services Agreement (PSA) to GEI for engineering services to design a well at the District's current Admin Building/Corporation Yard. The District then directed GEI to adjust their work to the current La Sierra Well site due to the Aerojet NDMA contamination plume near the Admin Building. Zim Industries completed well drilling and development during the summer of 2023 under a separate construction contract. GEI provided engineering geology and construction management services for the well drilling portion of the project.

## SUMMARY

The last phase of the project is to construct the topside improvements that are necessary to make the well operational for water production. GEI also completed the topside improvements design as required under their agreement for this project. These improvements are now ready for construction.

GEI's PSA requires an adjustment by amendment to address the costs associated with the well's location change and construction management services. First, the well's location change required additional surveying and mapping to address the new location's details and to support property acquisition necessary for the well's new location. Second, GEI will be providing construction management (CM) services during the upcoming topside improvements construction work. This work was not included in the scope of services under the present agreement between the District and GEI. GEI has provided an amendment proposal to address both the extra engineering work and construction management services.

For La Sierra Wells' topside construction, the District advertised a construction bid on November 27, 2023 with a non-mandatory pre-bid meeting. The topside construction contract work includes all topside civil, mechanical, and electrical improvements, including but not limited to the following work items:

1. All final site grading and excavation for installation of buried site piping;
2. Construction of a concrete pad and equipment pedestals;
3. Installation of the well pump, column pipe and a downhole ASR valve;
4. Installation of all site pipe and miscellaneous mechanical equipment including connection to the existing distribution system;
5. Installation of onsite liquid hypochlorite system to provide residual disinfectant for distribution system;
6. Installation of all electrical power systems;

7. Installation of all well pump and process control systems;
8. Startup and testing of all installed mechanical equipment and automated control systems;
9. Construction of site security fencing;
10. Final paving for the site's driveway and parking area; and
11. An alternate bid item to install iron and manganese treatment system.

## **BID RESULTS**

The District received five (5) bids which were opened on January 4, 2024. The results of the bids and GEI's cost estimate are shown below:

<b>Company</b>	<b>Base Bid Amount</b>	<b>Alternate Bid Item Iron/Manganese Treatment System</b>
<b>Engineer's Estimate (GEI)</b>	\$3,900,000.00	
<b>Sierra National, Inc.</b>	\$3,423,000.00	\$1,501,000.00
<b>Clyde G Steagal Inc.</b>	\$3,799,989.00	\$1,5010,82.00
<b>T&amp;S Construction</b>	\$4,191,000.00	\$1,645,000.00
<b>TNT Industrial</b>	\$4,444,745.00	\$1,691,150.00
<b>Auburn Constructors</b>	\$4,487,300.00	\$1,632,000.00

Staff and the Design Engineer, GEI Consultants, reviewed and verified the bids and bid documents and concluded that Sierra National Construction (SNC), Inc. is the lowest responsive, responsible bidder. Bonds and Insurance documents will be verified when submitted to the District and prior to execution of the contract. Staff has presented contract forms to SNC and requested that SNC return all required insurance certificates and bonds with a signed copy of the contract for final execution by the District.

Staff has elected not to install Iron and Manganese treatment systems during the La Sierra Well's topside construction work. The decision was based on the need for and cost of the equipment. Based on monitoring conducted during the pumping test after the well completed, manganese levels appear to be well below the respective Maximum Contaminant Levels (MCLs). Space has been reserved and piping and electrical connections were designed into the project to add this equipment in the future should it become necessary. Staff is hopeful that future manganese levels will be within the MCLs with long term ASR operations.

## **FISCAL IMPACT**

The Fiscal Year 2023-2024 budget included \$2.10 million for the La Sierra ASR Well project. Additional funding of \$2.0 million is planned for Fiscal Year 2024-2025. The funding approved in the 2023-2024 budget should be sufficient to pay for construction work completed prior to the availability of the 2024-2025 fiscal year addition.

If awarded, the SNC contract will be the third major contract commitment made by the District under the La Sierra ASR Well Project. In order to have a complete picture of the project's available and approved funding the other two contracts must be considered. First, the District has a contract in place with GEI to provide design and engineering services during construction to support both the completed well drilling portion and the upcoming topside well construction portion of the project. As discussed above, an amendment for the GEI contract has been proposed to pay for their extra work on the project. The GEI amendment proposal includes \$171,756.00 to pay for the extra surveying and mapping conducted while planning for well drilling. The proposal also requests \$366,170.00 for the necessary construction management services during the well's upcoming topside construction. The GEI contract, if amended to include these two additions, will have a total not-to-exceed value of \$908,120.00. Second, the well drilling contract with Zim Industries that has been completed represented a total cost to the project of \$1,472,886.00. The table below shows the current funding and contractual changes:

<b>Contract Item</b>	<b>Original/Awarded Price</b>	<b>Changes</b>	<b>Final Cost</b>
Engineering – GEI’s design and CM services	\$370,194	\$537,926 (extra work and CM)	\$908,120
Well Construction – Zim	\$1,589,346	(\$116,460)	\$1,472,886
Topside Construction – SNC	\$3,423,000	\$342,300 (10% contingency)	\$3,765,300
<b>TOTAL</b>	<b>Budget: \$6,000,000</b>		<b>\$6,146,306</b>

The Project’s approved budget through Fiscal Year 2024-2025 is \$6,000,000.00. The GEI and Zim Industries contract commitments discussed above (including the GEI amendment) total \$2,381,006.00. This leaves approximately \$3,618,994.00 uncommitted in the project’s budget to pay for all remaining work.

As shown above, the price SNC proposed for the topside construction work is \$3,423,000.00. Staff recommends adding a 10% contingency to this amount to pay for any changes encountered during this portion of the well’s construction. Including contingency, the potential cost of the SNC contract will be \$3,765,300.00. Considering the GEI and Zim contract commitments, the potential total project cost is expected to be \$6,146,306.00 exceeding the approved \$6,000,000.00 project funding by \$146,306.00.

As stated above, the approved \$6,000,000 funding is sufficient to pay all anticipated costs incurred prior to the end of Fiscal Year 2023-2024. To address this anticipated funding shortfall, staff plans to request an increase to the project’s overall approved budget with the Fiscal Year 2024-2025 budget process that will be presented for approval by the Board prior to June 30, 2024.

The La Sierra ASR Well project was awarded a \$2 million U.S. Bureau of Reclamation grant and a \$4 million CA Department of Water Resources grant as part of the project funding. The shortfall will need to be paid with District funds.

#### **RECOMMENDATION:**

Staff recommends that the Board of Directors authorize the General Manager to:

- 1) Execute an amendment to the existing agreement between GEI and the District that increases the contract’s not-to-exceed value from \$366,170.00 to \$908,120.00 to include the additional costs of construction management and well construction costs;
- 2) Award and execute a Construction Contract with Sierra National Construction, Inc. for the amount of \$3,423,000.00; and
- 3) Authorize an additional ten percent (10%) contingency under the Sierra National Construction contract of \$342,000 for a total not-to-exceed contract value of \$3,765,300.00.

#### **Attachments:**

1. GEI Agreement Amendment #2
2. Proposal from GEI for additional work dated December 19, 2023
3. Sierra National Construction La Sierra ASR Well Construction Contract

**AMENDMENT NO. [2]  
TO AGREEMENT FOR CONSULTANT AND PROFESSIONAL SERVICES  
BETWEEN CARMICHAEL WATER DISTRICT  
AND GEI CONSULTANTS, INC.**

This Amendment No. [2] to the September 27, 2021 agreement between Carmichael Water District ("District") and GEI Consultants, Inc. ("GEI") concerning consultant and professional services is made effective as of the District's signature, in Carmichael, California.

**RECITALS:**

- A. On September 27, 2021, District and GEI entered into an agreement for well and facilities engineering design and construction management services in connection with the Consultant and Professional Services Agreement ("Agreement");
- B. District desires to extend the services provided by GEI;
- C. GEI is willing to perform the extended services; and
- D. The parties desire to amend the Agreement on the terms and conditions set forth below to provide for the extension of services by GEI to include: (1) construction oversight of well, (2) additional design work required to accommodate site features, and (3) construction management services for construction of facilities.

**AGREEMENT:**

1. **Description of Extended Services.**

- (a) A second round of bidding was required since only two well drilling contractors submitted bids during the initial release. Four contractors submitted bids during the second release.
- (b) During early stages of construction there were mobilization issues due to saturated soil conditions. Poor soil conditions were due to an abandoned pipeline with gravel fill that was conveying water onto the site. Contractor had to provide steel plating to allow equipment access.



- (c) Drilling of the pilot borehole took three extra days than accounted for to complete. During drilling it was discovered that there was a short length of chain tangled in the drill bit.
- (d) GEI subcontracted to and paid for analyses of isolation zone sampling, instead of using laboratories contracted by the District. The laboratories contracted by the District were not responding and the zone sampling results needed to be expedited.
- (e) The inspection during construction required additional time, 3 days instead of 1 day.
- (f) Additional time (5 days) for development oversight needed for pump development. The time for pump to waste was longer than industry standards.
- (g) Design of manganese treatment plant, including a backwash tank and electrical controls that was not included in the original proposal.
- (h) Electrical design for a treatment plant, and additional security lighting that was not included in the original proposal.
- (i) Bidding assistance now requiring multiple eliminations of scope related to potentially holding off construction of the treatment plant. Not anticipated in original scope.
- (j) Construction management (CM) services for construction of the top side well facilities. Original proposal did not include CM costs because of unknown scope of work.

## 2. Compensation.

(a) The total compensation for the additional construction oversight of well, additional design work required to accommodate site features, and construction management services for construction of facilities, described in this Amendment No. 2 shall not exceed \$541,950. Compensation shall be based on GEI's Change Order #2 dated December 19, 2023, which is attached hereto this Amendment No. [2].

(b) The not-to-exceed amounts of compensation described in subdivision (a) of this Section 2 are in addition to the not-to-exceed amount set forth in Section 2 subdivision

(b) of Amendment No. [1]. With this Amendment No. [2], GEI's total not-to-exceed compensation is \$908,120.

3. Term of Agreement.

This Amendment shall become effective on the date signed by the District General Manager.

4. Effect on Agreement.

Except as specifically provided herein, the Agreement, and each of its terms and conditions, shall remain in full force and effect, are incorporated herein by this reference, and apply to the work described in section 1 hereof.

CARMICHAEL WATER DISTRICT

By: \_\_\_\_\_  
CWD General Manager

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

GEI CONSULTANTS, INC.

By:   
GEI Representative

Date: 12-21-23

December 19, 2023

Consulting  
Engineers and  
Scientists

Gregg Norris  
Engineering Manager  
Carmichael Water District  
7837 Fair Oaks Blvd.  
Carmichael, California 95608

**Subject: Change Order #2**  
**La Sierra Well, Additional Costs for Services**

Dear Mr. Norris,

The purpose of this letter is to request funds for additional design and construction oversight costs incurred and to document the new Not to Exceed Amount of our Contract with Carmichael Water District.

Our initial proposal, originally for the Corporate Yard Well site, was divided into three phases, Phase 1: Permitting and Applications, Phase 2: Well Construction and Testing and Phase 3: Facilities Design and Construction. Each Phase was subdivided into Tasks.

GEI and subconsultant Frisch Engineering are projected to incur additional costs under Phases 2 and 3 as the result of additional well services required to provide construction oversight of the well and additional design work required to accommodate site features agreed upon, but not included in our initial proposal. These changes are briefly described below, and the cost implications are summarized in **Tables 1 and 2**.

Change Order 1, to include additional surveying of the project site has already been approved by you and is included in **Table 1** to revise the total contract price.

**Table 1: Summary of Contract Actions**

Date	Contract Action	Authorized Additional Fee	GEI Total Fee
9/27/2021	Initial Contract Authorization	\$352,305	\$352,305
11/1/2023	Change Order 1 - Amendment for Additional Surveying and Mapping – Task 3.1	\$13,865	\$366,170

More detail is now being provided regarding the Phases 2 and 3 additional efforts to support our request for additional funds to cover these construction oversight and design costs.

**Background**

In 2021, GEI and Carmichael Water District entered into an agreement to prepare required permits, design and construction oversight of a new well, and to provide pumping plant facility design and bidding assistance for the Corporate Yard Well. The potential for contamination being present at this location required a shift to the La Sierra well site. No changes were made to the agreement with this site change. The agreement did not include Task 3.4 Construction Management costs and a separate cost for this effort was to be developed upon completion of design drawings.

The well bidding, design and construction as identified in the proposal for the Corporate Yard Well (Tasks 2.1 through 2.3) were:

1. The bidding will be performed one time.
2. Pilot hole drilling would take no more than 4 days to complete.
3. A maximum of four zone tests will be performed. Laboratory analyses were to be paid directly by CWD.
4. GEI staff will be on-site continuously for the installation of the well casing and screens, gravel packing of the annular space and placement of concrete sanitary and annular seals. We will prepare the as-built well construction details. The construction of the well would take 1 day (24 hours) to complete.

The current La Sierra well bidding and well construction oversight required:

1. Bidding of the work twice as only two contractors submitted bids during the initial release. Four contractors submitted bids during the second release.
2. During mobilization of equipment saturated soils were encountered that required placement of trench plating to allow equipment access. An abandoned pipeline with bedding material was found to be conveying water onto the site.
3. Pilot hole drilling took 7 days to complete, due to a chain being lodged in the bit.
4. Four isolation zone tests were performed. GEI paid for the laboratory analyses because CWD contract laboratory was not responding to calls.
5. The construction of the well required 3 days of oversight.
6. The well needed additional development.
7. The construction and testing of the well was \$116,000 under the bid price, even though \$27,000 of Change Orders were added to the project.

The facilities to be designed as identified in the Corporate Yard Well proposal (Task 3.2) was:

1. The specification will be based on the well being able to produce 1,500 gpm, with final adjustments to pump and motor selection after completion of the test pumping and once the flow rate and drawdown is verified.
2. The electrical controls and switchgear equipment would be housed in a weatherproof enclosure.
3. The chlorination system would be housed in separate enclosure.
4. The design includes above and below ground piping and connection to the existing distribution system.
5. Access to the well would be through existing driveways that are already secured.

The current facility layout is:

6. The specification is for a 2,200 gallon per minute (gpm) pump.
7. The electrical controls and switchgear equipment are in a weatherproof enclosure.

8. The chlorination system will be housed in separate enclosure.
9. The well will have two connection points to the existing watermain at beneath Engle and Garfield.
10. The facility is designed to have manganese treatment plant, including a backwash tank along with electrical controls.
11. A new driveway will be constructed to provide access to the well site from Garfield, which required application for a variance from Sacramento County.
12. A security fencing surrounding the entire property and lighting.
13. A subdrain surrounds the property.

The additional costs to perform the current work is detailed in the **Table 2** along with new proposed Construction Management services and costs. Our request also includes time for an extensive amendment to bidders for facility construction.

**Table 2: Additional Design Effort, Cost and Status**

Task	Additional Feature	Description of Additional Work	Estimated Costs	Status of Work
<b>Phase 2 Well Construction and Testing</b>				
<b>2.2</b>	Bid well construction twice.	The first bid only two vendors submitted bids and the project was being delayed until NEPA documentation was completed to be able to use federal funding.	\$2,880	Work Completed
<b>2.3</b>	Mobilization	Upon the Contractor moving equipment onto site, saturated soil conditions were present. Staff time to investigate and found old-buried pipeline with gravel fill that was conveying water onto site. Prepared Change Order, for Contractor to bring steel plating to allow equipment access.	\$1,927	Work Completed
	Slow penetration rates	GEI assumed that the pilot hole drilling would only take 4 days where they took 7 days. The contractor spent 3 days just drilling the pilot hole to about 200 feet. When the contractor finally pulled the bit, they found a short length of chain tangled in the bit.	\$4,487	Work Completed

	Laboratory Analyses	GEI assumed CWD would pay for water quality analyses. During zone sampling, had to obtain expedited results and needing to use different laboratories than those contracted by CWD. GEI subcontracted to and paid for analyses with CLS and Eaton Analytical.	\$3,937	Work Completed
	Additional Construction Oversight	The inspection during construction required additional time 3 days instead of 1 day.	\$6,640	Work Completed
	Additional Development Oversight	The well met standards and recommendations for sand and turbidity; however, the time for pump to waste was longer than industry standards. Provided oversight during 5 days of additional pump development.	\$5,257	Work Completed
<b>Phase 3 Facilities Design and Construction</b>				
<b>3.2</b>	Manganese Treatment Plant Design	Design of a treatment plant was not included in the original proposal.	\$96,700	Work Completed
	Electrical Design Including Treatment Plant	Electrical design for a treatment plant, additional security lighting was not included in the original proposal.	\$43,884	Work Completed
<b>3.3</b>	Bidding Assistance	Bidding assistance now requiring multiple eliminations of scope related to potentially holding off construction of the treatment plant. Not anticipated in original scope.	\$6,044	Work in Progress

3.4	Construction Management (CM)	<p>Original proposal did not include cost because of unknown scope. With bid documents complete to define scope a cost was developed based on the completion of the project by December 31, 2024. The engineer's opinion of cost to construct the facilities is \$3.9 to \$4.5 million. The scope of services for GEI and Frisch are:</p> <ul style="list-style-type: none"> <li>• Pre-construction and weekly Progress meetings.</li> <li>• Review up to 20 submittals</li> <li>• Respond to up to 5 RFIs</li> <li>• Develop up to 5 change orders</li> <li>• Review of progress payment requests</li> <li>• Part time inspection and site visits (up to 980 hours)</li> <li>• Witness testing startup</li> <li>• Develop punch-lists for project closeout</li> <li>• Arc-flash labeling</li> <li>• Review close out documents, including contractor as-builts and O&amp;M Manual</li> <li>• Prepare as-built drawings</li> </ul>	\$370,194	New - Work not Started
Total Additional Well Construction and Design Costs			\$171,756	
Total Construction Management Costs (new Task 3.4)			\$370,194	
Total Previously Authorized			\$366,170	See Table 1
<b>Revised Agreement Amount</b>			<b>\$908,120</b>	

Currently, GEI is requesting an amendment to augment our budget to cover the additional bidding, construction oversight and design phases along with new services for construction management of the work on the project for \$931,140. Please contact Richard Shatz at 916.631.4566 or [rshatz@geiconsultants.com](mailto:rshatz@geiconsultants.com) if you have any questions.

Respectfully submitted,

GEI Consultants, Inc.



Richard Shatz, PG, CEG, CHg  
Senior Hydrogeologist/Project Manager



Christian Petersen, PG, CHg  
Principal Hydrogeologist





**CONSTRUCTION CONTRACT  
for  
LA SIERRA SITE IMPROVEMENTS PROJECT**

**between**

**Sierra National Construction, Inc.  
5433 El Camino Avenue, Suite 4  
Carmichael, CA 95608**

**and**

**Carmichael Water District  
7837 Fair Oaks Boulevard  
Carmichael, CA 95608**

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**January 5, 2024**

## CONTRACT FORMS

### 1.1 CONTRACT

THIS CONTRACT is made as of     [date]    , in Carmichael, California, by and between Carmichael Water District, a public agency, ("District") and **Sierra National Construction, Inc.**, a California corporation ("Contractor"), who agree as follows:

1.1.1 The Contractor agrees to furnish all labor, materials, supplies, tools and equipment and to perform all the work required to construct and complete in a good and workmanlike manner, and in strict accordance with the Contract Documents, those certain improvements entitled:

La Sierra Site Improvements Project. The project will install topside mechanical and electrical equipment for the La Sierra ASR well and connect the improvements to the existing Carmichael Water District water distribution system. The project includes facilities enabling the aquifer storage and recovery function of the well.

1.1.2 Contract Documents for this project have been prepared by the District's Engineer, Greg Norris, hereinafter called the Engineer. All Contract Documents, and each and every provision thereof, relating to this Contract are hereby made a part of and incorporated by reference into this Contract. The following are the applicable Contract Documents: Invitation to Bid, Bid, Bid Bond, Designation of Subcontractors, Experience Qualifications, Non-collusion Declaration, Acknowledgment of Insurance Requirements, Instructions to Bidders, Contract, Faithful Performance Bond, Payment Bond, Contractor's Certificate Regarding Workers' Compensation, the Insurance Certificates and Endorsements, Abbreviations and Definitions, General Conditions, Technical Specifications and Plans (Drawings) applicable to this work, and all Addenda and Change Orders, as well as all written modifications of the Contract Documents agreed to by the parties. Any work called for in one Contract Document and not mentioned in others is to be performed and executed as if mentioned in all Contract Documents.

1.1.3 The District agrees to pay the Contractor for the performance of the Contract, subject to additions and deductions provided therein, in the amount of **Three Million Four Hundred Twenty Three Thousand Dollars, (\$3,423,000.00)**, the following prices, and the Contractor agrees to receive and accept the following prices as full compensation for furnishing all materials, labor, supplies, tools and equipment, and for doing all the work contemplated and embraced in this Contract, and for all risks of every description connected with the work and for all expenses incurred by or in consequence of the suspension or discontinuance of the work, and for well and faithfully completing the work and the whole thereof in the manner and according to the Contract Documents and the requirements of the Engineer under them, namely:

1.1.4 The District shall make payments on the account of the Contract as specified in the General Conditions of the Contract.

1.1.5 The Contractor shall diligently prosecute the work to completion in accordance with the following schedule: The project shall be complete on or before **December 31, 2024**.

1.1.6 The Contractor acknowledges that it has examined the prevailing rate of per diem wages as established and published by the California Director of Industrial Relations, copies of which are available for inspection at the office of the District. The Contractor agrees to pay all workers employed on the work not less than the applicable prevailing rate of per diem wages, as the same may be amended from time to time. The Contractor shall post at each job site a copy of the determination of the Director of Industrial Relations of the prevailing rate of per diem wages. The Contractor also shall ensure that all subcontractors on the work are notified of and comply with their obligations in regard to the payment of prevailing wages to all of their workers employed on the Project.

Intentionally omitted.

1.1.7 The Contractor acknowledges that the District has deemed the Project to be substantially complex and that retention will be withheld from all payments at the rate of five percent (5%), unless otherwise agreed in writing between the parties. The Contractor further acknowledges that the special retention is a material contract term, that its bid reflects any additional costs or impacts caused by the higher retention, and that the District accepted its bid as responsive in part based on the Contractor's voluntary compliance with this term.

IN WITNESS WHEREOF, the parties execute this Contract as follows:

For District:

Carmichael Water District

Name: Cathy Lee

Title: General Manager

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

For Contractor:

Sierra National Construction, Inc.

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

Title: \_\_\_\_\_

## FAITHFUL PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS,

THAT, WHEREAS, Carmichael Water District, hereinafter designated as the “District,” entered into a Contract with **Sierra National Construction, Inc.**, hereinafter designated as the “Contractor” for the work described as follows:

La Sierra Site Improvements Project, to install (1) municipal well and (2) water treatment facilities at the La Sierra well site and connect the improvements to the existing Carmichael Water District water distribution system. The project includes facilities for the aquifer surface recharge into the well.

WHEREAS, the Contractor is required under terms of the Contract to furnish a bond for the faithful performance of the Contract;

WHEREAS, the Contract is by reference made a part hereof;

NOW, THEREFORE, we, the undersigned Contractor, as Principal, and \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, and duly authorized and in good standing to transact business under the laws of the State of California, as an admitted Surety, are held and firmly bound unto the District in the penal sum of \$ \_\_\_\_\_, the sum being not less than one hundred percent (100%) of the total Contract amount, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, THAT, if the above bounden Contractor, its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and agreements in the Contract and any alterations thereof made as therein provided, on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the District, its directors, officers, employees and agents, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a condition precedent to the satisfactory completion of the said Contract, the above obligation in above-stated amount shall hold good for a period of one (1) year after the recording of the notice of completion, during which time if the Contractor, its heirs, executors, administrators, successors or assigns shall fail to make full, complete, and satisfactory repair and replacements or totally protect the District from loss or damage made evident during the period of one (1) year from the date of recording of the notice of completion, and resulting from or caused by defective materials or faulty workmanship in the prosecution of the work done, the above obligation in the above-stated amount shall remain in full force and effect. However, anything in this paragraph to the contrary notwithstanding, the obligation of the Surety hereunder shall continue so long as any obligation of the Contractor remains.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or the specifications accompanying the same shall, in any way, affect its obligations on this bond and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract or to the work or to the specifications. The Surety hereby waives the provisions of Sections 2819 and 2845 of the Civil Code of the State of California.

In the event suit is brought upon this bond by the District and judgment is recovered, the Surety shall pay all costs incurred by the District in such suit, including, but not limited to, administrative and consultant costs, and reasonable attorneys' fees to be fixed by the Court.

The address or addresses at which the principal and surety(ies) may be served with notices, papers and other documents under the California Bond and Undertaking Law (Code of Civil Procedure section 995.010 et seq.) is the following:

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

IN WITNESS THEREOF, the above bounded parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, the name and corporate seal of each corporate party being hereto affixed and those presents duly signed by its undersigned representative, pursuant to authority of its governing body.

For Contractor as Principal:

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

Title: \_\_\_\_\_

For Surety:

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

Title: \_\_\_\_\_

(Seal)

(NOTE: The date of this bond must not be prior to date of Contract. If Contractor is a partnership, all partners should execute bond.)

## Payment Bond

KNOW ALL MEN BY THESE PRESENTS,

THAT, WHEREAS, the Carmichael Water District, hereinafter designated as the “District,” has awarded to **Sierra National Construction, Inc.** hereinafter designated as the “Contractor” a Contract for the work described as follows:

La Sierra Site Improvements Project, to install (1) municipal well and (2) water treatment facilities at the La Sierra well site and connect the improvements to the existing Carmichael Water District water distribution system. The project includes facilities for the aquifer surface recharge into the well.

WHEREAS, the Contractor is required by the Contract and by the provisions of Division 4, Part 6 of the Civil Code to furnish a bond in connection with the Contract, as hereinafter set forth.

WHEREAS, the Contract by this reference is made a part hereof;

NOW, THEREFORE, we, the undersigned Contractor, as Principal, and \_\_\_\_\_, as Surety, a corporation organized and existing under the laws of the State of \_\_\_\_\_, duly authorized and in good standing to transact business under the laws of the State of California, as an admitted Surety, are held and firmly bound unto the District in the sum of \$ \_\_\_\_\_, the sum being not less than one hundred percent (100%) of the total Contract amount payable by the District, under the terms of the Contract, for which payment well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, THAT, if the Contractor, its heirs, executors, administrators, successors, assigns or subcontractors shall fail to pay for any materials, provisions, provender or other supplies or teams, implements or machinery used in, upon, for or about the performance of the work contracted to be done, or shall fail to pay for any work or labor thereon of any kind, or shall fail to pay any of the persons named in Civil Code Section 9100, or shall fail to pay for amounts due under the Unemployment Insurance Code with respect to such work or labor as required by the provisions of Division 4, Part 6 of the Civil Code, or shall fail to pay for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Contractor and subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work or labor, and provided that the claimant shall have complied with the provisions of that Code, the Surety or Sureties hereon will pay for the same in amount not exceeding the sum specified in the Contract, otherwise the above obligation shall be void. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the prevailing party to be fixed by the court. This bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under Section 9100 of the Civil Code, so as to give a right of action to them or to their assigns in any suit brought upon this bond. And the Surety, for value received, hereby stipulates

and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the specifications.

The address or addresses at which the principal and surety(ies) may be served with notices, papers and other documents under the California Bond and Undertaking Law (Code of Civil Procedure section 995.010 et seq.) is the following:

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

IN WITNESS THEREOF, the above bounded parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, the name and corporate seal of each corporate party being hereto affixed and those presents duly signed by its undersigned representative, pursuant to authority of its governing body.

For Contractor as Principal:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

For Surety:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

(Seal)

(NOTE: The date of this bond must not be prior to date of Contract. If Contractor is a partnership, all partners should execute bond.)

**CONTRACTOR'S WORKERS' COMPENSATION CERTIFICATE (LABOR CODE SECTION 1861)**

To: Carmichael Water District

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work under this Contract.

BIDDER

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



# MEMO

**TO:** Board of Directors

**FROM:** Greg Norris, Engineering Manager

**RE:** Garfield Well – Amendment 1 to the Professional Services Agreement for Electrical Engineering Design and Construction Services with Frisch Engineering, Inc.

**DATE:** January 3, 2024

## BACKGROUND

The District is committed to providing reliable water service to our customers and providing regional backup water supply support through District interties and groundwater wells. Providing reliable water in scenarios where power is unavailable, whether it be in emergencies or planned power outages, requires that the District invest in backup power supplies. The District currently has backup electrical power at two District facilities, the Bajamont Water Treatment Plant (BWTP) and the Dewey tank and booster pump station. The current backup electrical power supply at only two facilities limits the District options for providing water service during power outages. The District is taking proactive steps to improve our water supply resiliency by investing in backup electrical power supplies as part of new water supply projects as well as selectively retrofitting our existing facilities. The District is currently in construction on the La Vista Water Storage Tank and Booster Pump Station project, which adds a backup electrical power generator planned to be online in 2024. The District has included backup electrical power generators at future well sites including the La Sierra Aquifer Storage and Recovery Well planned to start construction in early 2024. The District has budgeted \$250,000.00 in the Fiscal Year 2023 – 2024 Annual Budget to start retrofitting existing well sites with backup electrical power generators.

## SUMMARY

Staff determined that Garfield Well would be the best well site for the addition of backup electrical power supply. The Garfield Well is centrally located in pressure Zone 2, which can provide water supply to Zone 2, gravity feed to pressure Zone 3, and be boosted to pressure Zone1 by the Dewey booster pump station which has a backup electrical power supply.

Adding an uninterrupted backup electrical power supply to the Garfield Well requires electrical engineering design to incorporate several new electrical components including a generator, variable frequency drive (VFD), automatic transfer switch, controls, and SCADA integration.

On September 6, 2022, the Board approved execution of an agreement with Frisch Engineering to initiate design and generator equipment selection work. A recent detailed inspection of the utility power supply equipment at the Garfield Well revealed a need for additional replacements to support a generator installation. In order to add the generator and an automatic transfer switch, SMUD approval must be secured before utility power will be restored to the well site. Due to the age of the well site's utility power supply equipment, SMUD approval would unlikely be granted unless the key power supply equipment such as the pad's substation is replaced with a modern pad-mounted transformer. The well site's meter service panel will also be replaced in order to ensure SMUD's approval of the final generator installation. Even though Garfield Well is at the end of its service life and is scheduled for replacement, the new equipment will be reused for the new/replacement well.

In response to the new electrical requirement, Frisch Engineering prepared an extra work scope to support agreement Amendment 1 to make these additions. Because materials and electrical component deliveries take an extended time period due to on-going supply chain challenges, staff plan to place equipment orders prior to advertisement for the installation. Staff will return to the Board twice for this project to authorize equipment purchase and to award an equipment installation contract. As project information is developed, equipment and installation costs will be continuously refined. If equipment purchases and installation costs appear to exceed the project's remaining approved budget, Staff will request additional funds as part of one of these requests. Staff plan to seek competitive formal bids for both equipment procurement and installation work. In consideration of recent power supply challenges regionally and statewide, staff is eager to complete this project.

### **FISCAL IMPACT**

The District has sufficient funds in the budget for Amendment 1 to the professional services agreement. The fiscal year 2023-2024 budget includes \$250,000 for backup power at well sites. If approved, staff anticipate the electrical engineering component of the project will not exceed \$80,000 under the original agreement and \$36,000 under the amendment for a total not to exceed fee of approximately \$116,000. Staff will use the remaining project funds of approximately \$134,000 as partial funding for equipment purchase and installation.

### **RECOMMENDATION**

Staff recommends that the Board of Directors authorize the General Manager to execute Amendment 1 to the Professional Services Agreement with Frisch Engineering, Inc. for Electrical Engineering Design and Construction Services for \$35,230. Approval of Amendment 1 will increase the approved not to exceed fee for this work to \$115,320 which includes an \$8,705 contingency approved with the original agreement authorization.

### **Attachments:**

1. Draft Amendment 1 for Electrical Engineering Design and Construction Services with Frisch Engineering proposal attached.

**AMENDMENT NO. [1]  
TO AGREEMENT FOR ELECTRICAL ENGINEERING SERVICES FOR THE  
GARFIELD WELL BETWEEN CARMICHAEL WATER DISTRICT  
AND FRISCH ENGINEERING, INC.**

This Amendment No. [1] to the December 15, 2022 agreement between Carmichael Water District (“District”) and Frisch Engineering, Inc. (“Contractor”) concerning Garfield Well Electrical Engineering services is made effective as of \_\_\_\_\_, 20\_\_, in Carmichael, California.

**RECITALS:**

- A. On December 15, 2022, District and Contractor entered into an agreement for Electrical Engineering services in connection with the Garfield Well Electrical Engineering with Frisch Engineering, Inc. (“Agreement”);
- B. District desires to extend the services provided by Contractor;
- C. Contractor is willing to perform the extended services; and
- D. The parties desire to amend the Agreement on the terms and conditions set forth below to provide for the extension of services by Contractor to include: Electrical Design Services for the Garfield Well Utility Line Power Supply Equipment replacement.

**AGREEMENT:**

- 1. Description of Extended Services.
  - (a) Engineering design and utility coordination services to replace the substation and main transformer as well as replacement of the main service panel, PLC control panel, and the existing equipment shade structure.
  - (b) Engineering services during construction to respond to information requests, develop change orders, submittal review, factory testing, and witness testing of newly installed equipment.
- 2. Compensation.

(a) The total compensation for the additional Electrical Engineering services described in this Amendment No. 1 shall not exceed thirty-five thousand two hundred thirty dollars (\$35,230.00). Compensation shall be based on Contractor's scope of work, which is attached hereto and incorporated herein as Exhibit A to this Amendment No. [1].

(b) The not-to-exceed amounts of compensation described in subdivision (a) of this Section 2 are in addition to the not-to-exceed amount set forth in Section 2 and Exhibit A of the Agreement. With this Amendment No. 1, Contractor's total not-to-exceed compensation is one hundred six thousand five hundred twenty-five dollars (\$106,520.00).

3. Term of Agreement.

This Amendment shall become effective on the date stated above. The Agreement, together with this Amendment No. [1], shall not expire until the original agreement and the Amendment 1 services are complete unless terminated earlier pursuant to Section 3.2 of the Agreement.

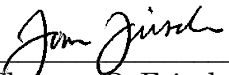
4. Effect on Agreement.

Except as specifically provided herein, the Agreement, and each of its terms and conditions, shall remain in full force and effect, are incorporated herein by this reference, and apply to the work described in section 1 hereof.

Carmichael Water District:

By: \_\_\_\_\_  
Cathy Lee  
General Manager

Frisch Engineering, Inc.:

By:  \_\_\_\_\_  
Thomas P. Frisch  
Owner



## FRISCH ENGINEERING, INC.

Consulting Electrical Engineers and Programmers  
13405 Folsom Blvd., Unit 600  
Folsom, CA 95630

Electrical Contractor  
C-10 Lic #1025671  
Phone (916) 353-1025

December 26, 2023

Mr. Ken Glotzbach  
Carmichael Water District  
7837 Fair Oaks Blvd  
Carmichael, CA 95608  
Ken Glotzbach <KenG@carmichaelwd.org>

Location: Garfield Well Improvements  
Subject: Engineering Design Additional Scope

Mr. Glotzbach,

Frisch Electrical Engineering Inc. is pleased to submit this proposal to perform the electric power and control system design and construction services for this project. The following detail is provided in defining our proposed scope of work.

### Design Services (Additional Scope)

The site visit on 11/10/22 revealed that a few more items are in need of attention or will be required by utility for reconnection. These items are:

1. Additional Electrical and Control System Design.
  - A. Utility coordination and replacement of substation with pad mount transformer.
  - B. Meter Main Service Panel
  - C. PLC Control Panel
  - D. Site electrical layout and design to include these items.

### Construction Services

We will perform the following services to the extent possible limited only by the budget of hours and costs. Please see spreadsheet for quoted budget quantities of the tasks as listed below. We have estimated the quantity of hours for each task based on experience with similar projects. Occasionally, project circumstances require more attention than anticipated. If the project requires more effort than allocated, additional budget may be required.

2. Construction Services (for additional scope items)
  - A. Project Management and Meetings during construction
  - B. Respond to RFIs
  - C. Assist with change orders
  - D. Review Contractor Submittals
    1. Switchboard
    2. PLC control panel
  - E. Factory Testing
  - F. Site Visit
  - G. Witness Testing

- H. Inspection and punchlist
- I. As Built Drawings
- J. Civil and Structural CM services

### **Assumptions**

- We have assumed one design bid package, one project for construction, and a design period not to exceed 6 months. If the project is broken up into additional bid packages or design duration is exceeded for any reason, additional charges may apply.
- Design reviews are comprehensive and that information furnished at each design stage (design drawings, standards, methods, equipment tags, conventions) will be reviewed, commented, and/or approved when presented. Revisions to previously presented, yet uncommented, design information may create additional cost in Engineering for rework.
- Sunshade for electrical equipment is required for project but designed and furnished by CWD.
- Our existing insurance coverage limits for general liability (\$4M) and E&O liability (\$3M/5M) are sufficient. Please request insurance certificate for details.
- Drawings and specifications can be completed by using our standards and templates created in AutoCad and MS Word using CSI format.
- Rate escalation of 5% per hour is scheduled for January 1, 2025 and each anniversary thereafter. Escalated rates will only apply to extra work performed after January 1, 2025.
- Hourly rates include overhead costs such as telephone, photocopies, computer costs, and insurance.
- Hourly rates do not include expenses such as mileage, rental equipment, airline tickets, rental vehicles, lodging, non-incidental photocopying and materials.
  - Travel time will be billed at hourly rate, plus current Federal mileage rate.
  - Per diem charge will be added based on half or full day of field work.
  - Actual travel expenses (airfare, ground transportation lodging, etc.) are billed at cost plus 10% for overhead and handling.

### **Deliverables**

- Plans, specifications, and cost estimate, delivered PDF, at Prepurchase Draft and Final, 90%, and 100% design stages.
- Submittal reviews, RFI and change order responses, Field reports.

### **Terms**

- As defined per contract, contract by Client.
- Subconsultant markup – 10%.
- Attached quote is based on project scope as described. We anticipate that we can perform the scope as described within our budget. If the project changes, or work scope increases or decreases, we will make every effort to inform the Client in advance of work for authorization.
- Client will be invoiced monthly based on project progress.
- Changes to project scope may result in increased or reduced costs.

## Electrical Engineering Costs

### See attached Quotation

Frisch Engineering is pleased to offer this quotation for your consideration. Please give me a call or email if you have any questions or require further information.

Sincerely,

A handwritten signature in black ink that reads "Tom Frisch". The signature is fluid and cursive, with the first name "Tom" and last name "Frisch" clearly distinguishable.

Thomas P. Frisch, P.E.  
Electrical Engineer  
[tfrisch@frischengineering.com](mailto:tfrisch@frischengineering.com)



# FRISCH ENGINEERING, INC.

Consulting Electrical Engineers and Programmers  
13405 Folsom Blvd., Unit 600  
Folsom, CA 95630

Electrical Contractor

C-10 Lic #1025671

Phone: (916) 353-1025

## PROFESSIONAL ENGINEERING SERVICES COST ESTIMATE

JOB TITLE: Carmichael WD, Garfield Well ATS and Generator  
CLIENT: Ken Glotzbach <KenG@carmichaelwd.org>

DATE: 12/26/2023

### Design Services

#### Electrical Engineering Discipline

Task	Description	Principal Engineer	Senior Engineer	Senior Designer	Junior Designer	Associate Designer	Total hours per task	cost per task
1	Meetings and conferences	0	4	0	0	0	4	\$920.00
1	90% Design PS&E	6	12	13	23	6	60	\$11,665.00
1	100% Design PS&E	2	3	4	6	2	17	\$3,300.00
2	Civil Design (not included)							\$0.00
2	Structural Budget (no change to scope)							\$0.00
3	Bid Services	1	3	0	4	0	8	\$1,635.00
	Travel Expense and Per Diem							\$50.00
Subtotal Hours		9	22	17	33	8	89	
Hourly rate per discipline		\$245	\$230	\$200	\$175	\$135		Subtotal Costs
Total cost per discipline		\$2,205	\$5,060	\$3,400	\$5,775	\$1,080		\$17,570.00

### Construction Services

#### Electrical Engineering Discipline

Task	Description	Principal Engineer	Senior Engineer	Senior Designer	Junior Designer	Associate Designer	Total hours per task	cost per task
4A	Meetings and PM	1 each	4	1	4	0	9	\$2,010.00
4B	Respond to RFIs	1 each	1	1	4	1	7	\$1,450.00
4C	Change Order Documents	1 each	2	2	8	4	16	\$3,250.00
4D	Submittal Reviews	2 each	1	3	10	0	14	\$2,935.00
4E	Factory Testing	0 days	0	0	0	0	0	\$0.00
4F	Site Visit	1 visits	1	1	4	0	6	\$1,275.00
4G	Witness Testing	2 days	2	4	16	0	22	\$4,610.00
4H	Inspection and Punchlist	0 revs	0	0	0	0	0	\$0.00
4I	As Built Drawings		0	1	0	4	5	\$930.00
4J	Structural CM							\$1,000.00
	Travel Expense and Per Diem							\$200.00
Subtotal Hours		11	13	46	9	0	79	
Hourly rate per discipline		\$245	\$230	\$200	\$175	\$135		Subtotal Costs
Total cost per discipline		\$2,695	\$2,990	\$9,200	\$1,575	\$0		\$17,660.00

**Total Costs \$35,230.00**

Individual tasks cost are approximate and some cost shifting between tasks or disciplines may be necessary



# MEMO

**TO:** Board of Directors

**FROM:** Scott Bair, Distribution Superintendent

**DATE:** December 29, 2023

**RE:** Equipment and Item Surplus

## BACKGROUND

District Regulation 1020 – Disposal of Surplus Property states that surplus property “with an estimated value of \$500 may be disposed of on terms that are in the best interest of the District”.

## SUMMARY

The following equipment and items are no longer viable, non-operational, does not meet current air quality standards, and/or have been replaced. In accordance with District Regulations 1020 - Disposal of Surplus Property, the equipment and items below still have value and will be sold at public auction and/or recycled, in the best interest of the District. The purchase dates stated below are estimates.

- 1 - 2006 Vermeer D6X6 Direction Drill SN# 1VR4100C161000195 (does not meet air quality standards)
- 1 - 1997 Ditch Witch 1220 Trencher SN# 1P2827, (does not meet air quality standards)
- 1 - 1996 Ditch Witch Trencher Trailer SN# 1D5000AXT17N0119
- 1 - 1997 Ditch Witch 1230 Trencher SN# 1N1077, (does not meet air quality standards)
- 1 - 1995 Ditch Witch Trencher Trailer SN# 1DS000A6S17M0069
- 1 - 1997 Wacker Gas Powered Generator 2.5kw SN# 718801096, (replaced)
- 2 - 1997 Romac Transmate Hydraulic Valve Exerciser Tool, (replaced)
- 1 - 2000 Atlas Copco type GA 55 Air Compressor SN# AII-469395H (replaced)
- 3 - 2004 Heath Sure-Lock Pipe Locators, (non-operational) (replaced)
- 6 - 2001 Pneumatic Jack Hammers with Bits, (non-operational) (replaced)
- 3 - 2004 Husqvarna 14 inch Gas Powered Saws, (non-operational) (replaced)
- 1 - 2001 Heath Magna-Lock Metal Detector (non-operational) (replaced)
- 1 - Pre-1996 Lincoln Lincwelder AC 250k Arc Welder SN# 75348 (replaced)
- 1 - 1997 Wacker Viber-Plate Compactor (replaced)
- 1 – Fisher Split Box Pipe Locator (non-operational) (replaced)
- 1 – 2003 Multiquip 3 inch Diaphragm Pump SN# P024278 (non-operational) (replaced)
- 1 – 2015 MRX Meter Reading Equipment
- Misc. old Board Room tables and chairs

## RECOMMENDATION

Staff recommends that the Board of Directors declare the equipment and items stated above surplus and authorize the General Manager to sell profitable items at public auction and recycle unprofitable items in accordance with District Regulations 1020.

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# MEMO

**TO:** Board of Directors

**FROM:** Debbie Martin, CPA (Inactive), Finance Manager

**DATE:** January 11, 2024

**RE:** Budget Amendment - Ranney Collectors Cleaning

## Background

Over the last couple of years, the District has been working towards evaluating and improving the performance of the Ranney Collectors. The evaluation has included inspections, flow measurements, and developing alternatives. At the February 2023 regular Board Meeting, the Board approved the General Manager to move forward with the cleaning of one of the collectors for an estimated cost of \$500,000. This amount was already approved in the 2023-24 adopted budget.

Subsequently, staff found difficulties with scheduling Layne Christenson Co. (Layne) for the cleaning of the collection system as they were usually booked far in advance, needed to coordinate with other subcontractors, and had tight windows of availability. To increase efficiency and take advantage of Layne's scheduling, staff identified a potential advantage to the District if Layne remained on-site to clean the other two collectors, thus eliminating any future scheduling conflicts. A contract amendment was then brought to the Board and approved on September 19, 2023 authorizing the General Manager to amend the existing contract with Layne Christenson Co. from \$500,000 to \$1,400,000 to allow for the cleaning of the additional two collectors.

To complete the transaction of the contract amendment, a corresponding budget amendment is required to fund the CIP project "Ranney Collector cleaning" for the additional \$900,000 for the cleaning of the additional two collectors to secure efficiency, enhance scheduling, and reduce project costs.

## Summary

Staff requests a budget amendment to increase CIP project "Ranney Collector cleaning" by \$900,000 and decrease CIP Project "Winding Way Well Replacement" by \$900,000. This reclass of funding for the CIP projects will not have an impact on the net appropriations for the current budget year.

This will reduce the budget for Winding Way Well Replacement from its current adjusted budget of \$1,161,797 to \$261,797. Staff has secured grant funding for the Winding Way Well and that has provided a release of funds from this project to be repurposed for other CIP projects. The revised budget amount for the Ranney Collector cleaning will be \$1,400,000.

## Recommendation

Staff recommends that the Board of Directors approve a budget amendment to the Fiscal Year 2023-24 CIP budget to increase the CIP Project "Ranney Collector cleaning" by \$900,000 and decrease the CIP Project "Winding Way Well Replacement".

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SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
 1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458  
[www.saclafco.org](http://www.saclafco.org)

## MEMO

### SENT VIA EMAIL

DATE: January 8, 2024

TO: Presiding Officer

FROM: José C. Henríquez, Executive Officer  
 Sacramento Local Agency Formation Commission

### SUBJECT: REQUEST FOR COMMENTS ON MSR POLICIES

To Whom it May Concern,

You are being contacted as an elected or appointed official for a special district or a city. The purpose of this letter is to request comments on the draft policies and implementation measures as described in Table 1 below.

**Table 1. Draft MSR Policies**

Goal	Policy	Implementation
Sacramento LAFCo will create an Ad Hoc Committee with support from staff to clearly define Government Code §56430a(7).	Sacramento LAFCo to maintain a §56430a(7) that requires the Commission to consider how effectively an agency or district maintains communication with its customers.	<ul style="list-style-type: none"> <li>➤ LAFCo will require supplemental application material that contextualizes an agency and district's system for communicating with customers.</li> <li>➤ The LAFCo office will maintain a directory of Countywide agencies, districts, and services.</li> </ul>
To help districts operate to the highest potential.	Municipal Service Reviews will be updated consistently.	<ul style="list-style-type: none"> <li>➤ A Municipal Service Review project plan will be created to ensure efficient services. The project plan includes a timeline on when certain districts and agencies will have their MSR being reviewed.</li> </ul>

#### Commissioners

*Sue Frost, Rich Desmond, County Members* ■ *Patrick Hume, Alternate*  
*Iva Walton, Vacant, City Members* ■ *Katie Valenzuela, Jay Vandenburg, Alternates*  
*Chris Little, Public Member* ■ *Timothy Murphy, Alternate*  
*Lindsey Carter, Gay Jones, Special District Members* ■ *Charlea Moore, Alternate*

#### Staff

*José C. Henríquez, Executive Officer* ■ *Desirae Fox, Kristi Grabow, Policy Analysts*  
*Nancy Miller, DeeAnne Gillick, Commission Counsel*

Sacramento LAFCo will help the agencies/districts understand the roles of updated MSRs and the LAFCo process.	Empowering and encouraging agencies/districts to self-initiate the MSR process based on understanding the benefits to having updated MSRs.	➤ Sacramento LAFCo will create an outreach program that outlines the annual, quarterly and district specific outreach that will be conducted.
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## **BACKGROUND**

The Cortese-Knox-Hertzberg Act (CKH) establishes procedures for local government changes of organization, including city incorporations, annexations to a city or special district, and city and special district consolidations. The Legislature recognizes that priorities are required to be established regarding the type and levels of services based on local conditions and preferences of the residents. Furthermore, Government Code §56430 states that in order to update spheres of influence (SOIs), the Commission “shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the Commission.”

There are six determinations required for staff to consider during the MSR process as shown in Table 2. Please note that Determination #7 is not required, but instead empowers a local commission to adopt a policy that will serve the needs and level of services unique to their region. In order to maximize the MSR process the Commission established that it is a priority to consider the regional needs unique to Sacramento County. In addition to complying with CKH, establishing a policy to execute determination #7 will consider existing circumstances, and will improve the efficiency and the delivery of municipal services.

**Table 2. MSR Determinations**

<b>Determination</b>	<b>Determination Description</b>
1. Population	Growth and population projections for the affected area.
2. Disadvantaged Unincorporated Community	The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities	Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
4. Finances	Financial ability of agencies to provide services.
5. Shared Facilities	Status of, and opportunities for, shared facilities.
6. Government	Accountability for community service needs, including governmental structure and operational efficiencies.
7. Other	Any other matter related to effective or efficient service delivery, as required by commission policy.

## **AD HOC COMMITTEE PROCESS**

On April 5, 2023, Sacramento County's Local Agency Formation Commission (LAFCo) established an ad hoc committee to develop a regional policy to better facilitate the Municipal Service Reviews (MSR) for the LAFCo office. The committee consists of Commissioners Iva Walton, Chris Little, and Gay Jones and Policy Analyst Desirae Fox. The committee met once a month to consider two different policy types: internal policies for LAFCo staff that are more oriented in procedures and processing, and topical policies that will enhance the technical review and analysis of an MSR. In drafting the proposed policy, the ad hoc committee is considering three different factors.

1. Reflects a current or projected topic that is relevant in County of Sacramento
2. Improves effective or efficient delivery of service.
3. Supports one or more LAFCo's charters.
  - a. Encourage orderly growth and development which are essential to the social, fiscal, and economic well-being of the state.
  - b. Discouraging urban sprawl
  - c. Preserving open-space and prime agricultural lands
  - d. Efficiently extending government services.

The committee began the process by reviewing the purpose and execution of MSRs. Once all committee members were knowledgeable about the MSR process, the team began preparing a work plan to initiate the MSR policy update, including a methodology to determine the adequacy of the draft policies. Our team deemed it essential to provide a window of time for Sacramento County's district/agency to provide feedback on the draft policies.

## **CONCLUSION**

Sacramento LAFCo adopting local MSR policies will have strong regional contribution and will also provide an outline that may serve sister LAFCo offices, positioning the policies to have a statewide benefit. LAFCo staff is preparing the policy update for the March 6, 2024, Commission meeting. Please respond to this e-mail with any feedback on the proposed policies listed in Table 1 prior to February 2, 2023. Comments can be provided by contacting Desirae Fox at [foxd@saccounty.gov](mailto:foxd@saccounty.gov), or send correspondence to our office located 1112 "I" Street, Suite 100, Sacramento, CA 95814.

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## Association of California Water Agencies (ACWA) 2023 Fall Conference Report, November 27 – 30, 2023

By Paul Selsky

December 7, 2023

- **Groundwater Committee**

- Paul Gosselin, DWR.
  - 5 groundwater basins have approved GSPs.
  - 9 basins have approved alternatives.
  - 6 inadequate basins.
  - 7 incomplete basins.
  - Technical assistance available:
    - 2023 Groundwater Conditions Report.
    - InSAR Land Subsidence Data.
    - Statewide Land Use Data. 2021 available.
    - Airborne Electromagnetic (AEM) Surveys. Survey complete. Danish firm Ramboll was contractor.
    - SGMA Data Viewer Updates.
    - Upcoming guidance:
      - Interconnected Surface Water. Winter 2023/24.
      - Well permitting Analysis Report. December 2023.
      - Subsidence. Spring 2024.
      - Land Repurposing Program Coordination.
      - Water Market Recommendations.
      - Small Agricultural SGMA Outreach.
  - Described linkage to GRA.

- **Water Management Committee**

- Joaquin Esquivel, Chair, State Water Resources Control Board, provided update.
  - Manage wet year water.
  - Update water rights data system pilot. Deloitte is the consultant. Advisory committee formed.
  - Conservation regulations based on water budgets.
    - Aware of disagreements.
    - Misinformation is being circulated.
    - From Coachella, so appreciate challenges.
    - Thank you for input during October public hearing.
    - Disappointed that day before hearing for funding to benefit ratepayers had little attendance.
  - Incidental recharge from diverting flood water does not require permit.
- Tim Godwin (prior BC employee), DWR provided update on prior wet winter recharge efforts.
  - SB 122 clarifies Water Code 1242.1 for ability to divert capture flood waters and temporary flood waters for diversion and recharge.
  - Flood triggers must be defined in advance.
  - Local flood declaration required.
  - Can't claim a water right on diverted flood water.
  - Temporary point of diversion (POD) provided.

- Even with wet year there still are dry wells and some basins still have land subsidence.
- Margaret Mohr, DWR, provided update on CA Water Plan.
  - Equity, tribal issues, and climate are new chapters.
  - 7 objectives are defined, including:
    - Improve resiliency.
    - Improve water infrastructure.
    - Develop real time diversion system.
- Issue updates:
  - Water use objectives.
    - Water use objective tool available.
    - Board review and response to comments will be in December.
    - Adopt regs summer 2024.
    - Jan 2025 effective date for implementation and reporting.
    - Initial deadline January 2024 for reporting CII requirements.
  - Headwaters report.
    - Wildfire focus
  - Direct potable reuse ((DPR) from Fiona Sanchez, IRWD.
    - Dec 19 adoption of regs.
    - CA Water Reuse collaboration
- Ca Water Commission
  - White paper prepared on how to address drought longer than 3 years.
  - Four items recommended:
    - Scale up recharge.
    - Planning for water in eco systems.
    - Vulnerable communities.
    - Improved communication.
  - Comments due December 15.
- Last committee meeting for 2-year term.
  - New work plan will be developed.
- **Keynote with CA EPA Secretary Yana Garcia**
  - Lawsuit filed against five largest oil companies.
  - During Governor's recent trip to China, water and wastewater interest was expressed by Chinese government.
  - Priorities for the administration:
    - Human right to water.
    - Modernize water rights system.
    - Promote circular economy.
    - Reduce harmful chemicals.
    - Improve water resilience.
    - \$27 m provided for Coachella reuse.
    - Develop DPR regs.
    - Promote conservation as a way of life.
    - Justice 40 equity.
- **Policy Forum: The Voluntary Agreement Advantage**
  - Agreements to Support Healthy Rivers and Landscapes (Agreements), previously known as Voluntary Agreements, represent a collaborative alternative that would create a

- comprehensive program of habitat enhancement projects coupled with more water for fish and wildlife.
  - Unimpaired flow alternative is 50% for Sacramento River and 45% for San Joaquin River.
  - Flood control system stops majority of return salmon.
  - Hydroelectric impacts of early releases would be significant.
- **Membership Committee: Next Generation Workforce**
  - Discussion on how industry is integrating DEI, AI, and other strategies to attract the best and the brightest to answer workforce challenges. Moderated by June from Moulton Niguel WD.
  - We just swap employees.
  - Can't jump from spreadsheet to AI.
  - Key questions:
    - How to attract talent when the shiny attraction not yet there?
    - Practical side for fair compensation for expertise?
- **Water Industry Trend – Leading the (re)Charge: California's Latest Strategy to Put More Water in the Ground**
  - SB 122 addresses capture of flood flows for groundwater recharge without an appropriative water right.
  - Water Code 1242 is clarified.
  - No water right including right to ownership or control of diverted flood waters.
  - For winter of 2022-23, 75 reported diversions for a total of 401,470-acre feet diverted and recharged over 93,275 acres, with 264 points of diversion.
  - Define areas not suitable for recharge.
  - Diversion requires one water rights. Actually, owning the water requires another water right.
  - Movement of constituents due to recharge a concern.
- **Region 4 Membership Meeting**
  - Brian Sanders City of Sacramento led the meeting.
  - Reclamation recycle grants reported.
  - The 2024 Congress will have a water bill.
  - City of Benicia joined ACWA and attended the meeting.
  - Region 4 needs to plan for a regional issues session at the Spring 2024 conference. I volunteered to help set that up.
- **Region Issues Forum – Tug of War: Affordability, Conservation, and Prop. 218**
  - Presented by Region 10.
  - Challenge is the balance between providing an affordable water supply, encouraging water use efficiency, dealing with lower water demands, and ensuring Proposition 218 cost-of-service principles are met in setting water rates.
  - The impacts have included lawsuits challenging the water rates.
    - \$80 m judgement against City of San Diego.
    - \$18 m judgment for Otay WD.
  - Peaking rates have been challenged.
  - If you get prop 218 wrong, the risks include political risk, recall.
  - Joe Burg, MWDOC, reported that the cost to meet the new water demand standards will be high. David Mitchell, MCubed, was hired to assess cost impacts. Statewide costs are \$101/yr/connection. For MWDOC members required demand reduction is 45,508 AF/yr. Annual compliance cost will be \$64 million per year. That works out to \$1,400 per AF.

- Bottled water is a total scam. It is sold at high cost by for-profit private companies. But public water agencies are being targeted with nuisance lawsuits over water rates.
- Floyd Wicks, Director at Montecito WD and prior CEO of Golden State Water Company, asked about how water users subsidize fire flow for commercial areas and how to make more equitable who pays for those costs.
- **Roundtable Talk – Are you Ready for Making Conservation a California Way of Life?**
  - The State Water Resources Control Board is developing a regulation that will be in effect by Fall of 2024 to Make Conservation a California Way of Life.
  - Starting 2025, urban retail water suppliers will be required to comply with a numeric water use objective and begin implementing CII Performance Measures.
  - Starting Jan. 1, 2024, suppliers will begin reporting annually to the State.
  - CII performance measures must be addressed immediately.
  - 5% threshold required to apply for variance.
  - Currently variance must be applied for annually. Seek to change that.
  - Second public comment period is March 2024.
  - Type of landscape must be quantified.
  - Dedicated irrigation meters and the areas they supply must be measured.
  - Mixed use meters supplying > 500,000 gal per year must be identified.
  - Marcus Yasutake from City of Folsom said he has a special dashboard to identify CII customers.
  - CII landscape area footprint must be provided in 3 years.
  - Staff turnover is a challenge water utilities face in keeping on top of these requirements.

I made some inquiries about other water districts that have consolidated.

- **Rancho Water**
  - Director and Vice President Bill Plummer told me about how his district was formed in the 1970s as a combination of two districts, and that they still keep separate books.
  - He said that Irvine Ranch Water District merged with Lake Forest a few years ago.
- **Zone 7 Water Agency**
  - Director Sarah Palmer said I should speak with their GM Valerie Pryor to find out about the water district consolidations that took place in the Santa Clarita area. I subsequently met Valerie.

# MEMO

**TO:** Board of Directors

**FROM:** Cathy Lee, General Manager

**DATE:** January 8, 2024

**RE:** Combination with Sacramento Suburban Water District (SSWD)

## BACKGROUND

The Board discussed several items related to combination with SSWD at last month's Board meeting and staff is presenting this memo as a follow up and/or summary of the discussion. The items discussed include:

- union representation
- employee survey
- water rights considerations
- upcoming Public Information Workshops

## SUMMARY

### Union Representation

As previously discussed, a portion of the CWD's current employees, mostly field staff in the Production Department and Distribution Department, are represented by American Federation of State, County, and Municipal Employees (AFSCME). The current Memorandum of Understanding (MOU) between CWD and AFSCME does not allow for succession of representation. To establish the succession in the current MOU prior to finalizing the combination process, CWD and AFSCME would need to open the MOU and negotiate the terms and conditions for succession. Additional considerations may be whether SSWD and its Board are willing to accept such contractual terms and conditions and whether it will be the best interest of the new district when only a small portion of its employees have outside representation.

### Employee Survey

Staff continues to work on finding a firm for the employee survey. Due to the holidays, staff did not receive proposals in time for this Board packet and will bring this discussion topic back later.

### Water Rights

CWD has two water right licenses and one water right permit and SSWD has two surface water supply contracts. To provide surface water from CWD's current water rights to the SSWD service area, a petition needs to be submitted to the State Water Resources Control Board (SWRCB) to change the "place of use". The Board provided direction at the December 2023 Board meeting to have a detailed discussion of water right issues at a future Board meeting.

### Water Quality – Fluoridation

SSWD operates 4 service areas with the South Service Area, adjacent to CWD, fluoridated. SSWD indicated that CWD would be isolated based on existing infrastructure limitations and place of use within its water rights.

### Governance and Representation

At the October 2023 CWD and SSWD Joint Board meeting, the Boards approved 7 members for the future consolidated district beginning with the 2026 general election term. Based on the number of customers, the current CWD would most likely be split into 2 or 3 divisions based on population, geography, and demographics characteristics. CWD customers have voiced concerns related to governance and representation and the Board provided direction to continue this discussion. Attached in Exhibit A is a written letter from Mr. Curtis Spencer who was a CWD Director previously.

### Prop 218 Compliance

CWD will implement the last year of the approved 5-year rate structure in January 2025 while SSWD's most recent rate structure expires in December 2024. There may be items in the upcoming rate study that the Board should consider and staff will bring forth these items in the future.

### Resolution to LAFCo

The next step in the combination discussion is to review and finalize a substantially similar resolution approved by both Boards for submittal of a consolidation application to LAFCo. The substantially similar resolution is part of the application process to LAFCo to begin its proceedings to review and combine the two districts. Items included in the resolution may bind the future consolidated board. A draft copy of the resolution was included in the October joint Board meeting and will most likely be on the future 2x2 Committee agenda. Staff recommends that the CWD Board discuss any concerns CWD may have and provide direction to the 2x2 Committee.

### Upcoming Public Information Workshop (Workshop)

CWD will hold its Public Information Workshop on 1/24/2024 and SSWD will hold its workshop on 1/31/2024. The purpose of this workshop to present the Further Analysis Report completed by SSWD and CWD staff for a detailed evaluation on type of consolidated district, number of directors, human resources, IT, water rights, and financial, etc. All members of the SSWD Board are expected to be at CWD's workshop as observers to ensure there is no Brown Act violation.

### **RECOMMENDATION**

Staff recommends that the Board of Directors discuss the items above and provide direction.

### **Attachment**

1. Curtis Spencer Comments

## **Carmichael Water District Combination Study Notes June 16, 2023**

### **Curtis Spencer, P.E**

Figure 4 indicates relative staff efficiency per customer account. In understanding the significance of the differences, it should be noted that most of the Carmichael Colony area was subdivided in a piecemeal and almost random fashion, splitting large lots into smaller ones, and presenting a greater challenge for managing field operations. In contrast, much of SSWD has been developed in a more conventional manner, allowing for a more traditional infrastructure build-out that would naturally be less labor-intensive to maintain.

In addition, the degree to which each agency uses field staff for construction activities needs to be factored into the equation. If CWD uses staff more frequently for smaller construction projects under its 50-year facility replacement program than SSWD, that difference also needs to be factored in, as contracting costs on the SSWD side may offset much of the staff efficiency difference,

If one reads Figure 4 to imply that the combined agency would be able to maintain the CWD service area with only two-thirds the total staff, that interpretation would appear misleading considering the above points.

**Water rights:** Permit 7356 expired on December 31, 2005. SWRCB denied a further time extension on June 11, 2009. It appears from SWRCB on-line records that the SWRCB has not acted on CWD's 2016 apparent request to consider perfecting a part of this permit. In this context, the green bars on Figure 6 are misleading in terms of availability and potential magnitude. Both agencies need a clear understanding of the available resources available for use within the combined entity and the areas of beneficial use allowed under the rights.

As to Term 91 curtailments, I had occasion to discuss this issue with Reclamation management in the early 2000s after my retirement from the board and while working on water transfer issues for DWR in partnership with Reclamation on the CalFed Environment Water Account. The person I spoke with suggested that a Settlement Agreement with Reclamation to assure DWR's ability to divert during Term 91 curtailments by relying on Reclamation storage in Folsom Reservoir could be possible. He suggested the best route to get the process moving would be through Congressional representatives, primarily Matsui. I am unaware of that route being explored by CWD, but I have been out of that loop for many years.

At one point the predecessor agencies to SSWD had multiple areas of back lot service lines that needed replacement. CWD should be sure it is not on the hook for the costs of replacing that infrastructure. The other surprising statement from the June 15 workshop was that SSWD is fragmented into four discrete operating areas, and, if the combination goes forward, CWD would be the fifth such area. One would expect that the past consolidations would have led to a more integrated operation.

The main concern that was expressed that struck a chord with me was the loss of local control, namely that, regardless of how the board of the combined district is structured, CWD would have only a 20 percent or so say in matters affecting Carmichael. Whether by number of customer accounts, population, or area, the outcome of representation would be similar.

Past Director John Wallace made comments at the meeting that have my support.

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**SACRAMENTO GROUNDWATER AUTHORITY**  
**MEETING OF THE BOARD OF DIRECTORS**

**Thursday, December 14, 2023**  
**at 9:00 a.m.**

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

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

**IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION:**

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

**Join the meeting from your computer, tablet or smartphone**

<https://us06web.zoom.us/j/82737526432?pwd=PMOQuQs6PsY18JREWLBab9atzA0E6G.1>

**Phone: 1-669-900-6833**

**Meeting ID: 827 3752 6432    Passcode: 121932**

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

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

## **AGENDA**

### **1. CALL TO ORDER AND ROLL CALL**

- 2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.

### **3. CONSENT CALENDAR:**

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

**3.1** Approve the draft meeting minutes of October 12, 2023 SGA Board meeting.

**3.2** Approve Josette Reina-Luken as the alternate Board Secretary for the December 14, 2023 Board meeting.

**Action: Approve Consent Calendar items as presented**

### **4. FISCAL YEAR 2022/2023 AUDIT REPORT**

Presenter: Ingrid Sheipline, Richardson & Company, LLP

**Action: Accept Fiscal Year 2022/2023 SGA Financial Audit Report**

### **5. REVISIONS TO POLICY 100.3 (EMPLOYEE COMPENSATION POLICY) AND APPROVE PAST SALARY SCHEDULES**

Presenter: Josette Reina-Luken, Financial and Administrative Services Manager

**Action: Approve Revisions to Policy 100.3 and Approve Past Salary Schedules**

### **6. SGA WATER ACCOUNTING FRAMEWORK**

Presenter: Jim Peifer, Executive Director and Trevor Joseph, Manager of Technical Services

### **7. ELECTION OF 2024 SGA OFFICERS**

Presenter: Randy Marx, Chair

**Action: 2024 Chair and Vice Chair and select SGA Ad Hoc Nominating Committee**

### **8. EXECUTIVE DIRECTOR'S REPORT**

### **9. DIRECTORS' COMMENTS**

## **ADJOURNMENT**

### **Next SGA Board of Director's Meetings:**

February 8, 2024, 9:00 a.m. at the RWA/SGA office, 2295 Gateway Oaks, Suite 100, Sacramento, CA 95833. The location is subject to change.

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

Posted on: December 8, 2023

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James Peifer, Executive Director

## 2023 SGA BOARD MEMBERS

Organization	Representative/Alternate	Appointing Authority
California American Water	S. Audie Foster Christina Baril (Alternate)	Sacramento City Council
Carmichael Water District	Paul Selsky <b>Vice Chair</b> Jeff Nelson (Alternate)	Sacramento County
Citrus Heights Water District	Caryl Sheehan Raymond Riehle (Alternate)	Citrus Heights City Council
City of Folsom	Marcus Yasutake YK Chalamcherla (Alternate) Todd Eising (Alternate)	Folsom City Council
City of Sacramento	Lisa Kaplan Mai Vang (Alternate) Brett Ewart (Alternate)	Sacramento City Council
County of Sacramento	Chris Hunley Kerry Schmitz (Alternate)	Sacramento County
Del Paso Manor Water District	Robert Matteoli Gwynne Pratt (Alternate)	Sacramento City Council
Fair Oaks Water District	Randy Marx <b>Chair</b> Christian Petersen (Alternate)	Sacramento County
Golden State Water Company	Paul Schubert Lawrence Dees (Alternate)	Sacramento City Council
Natomas Central MWC	Matt Lauppe Brett Gray (Alternate)	Sacramento City Council
Orange Vale Water Company	John Wingerter Craig Davis (Alternate)	Sacramento County
Rio Linda/Elverta CWD	Mary Harris Vacant (Alternate)	Sacramento County
Sacramento Suburban Water District	Jay Boatwright Robert Wichert (Alternate) Kevin Thomas (Alternate)	Sacramento City Council
San Juan Water District	Ted Costa Dan Rich (Alternate)	Sacramento County
Agriculture	Mike DeWit Nathan Doyel (Alternate)	Sacramento County
Self-Supplied Industry	Larry Johnson	Sacramento City Council

June 2023

Topic: Public Comment  
Type: New Business  
Item For: Information/Discussion  
Purpose: Routine

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SUBMITTED BY: Ashley Flores, CMC  
Secretary

PRESENTER: Jim Peifer  
Executive Director

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### EXECUTIVE SUMMARY

This is an information item to provide an opportunity for the Sacramento Groundwater Authority Board of Directors to recognize or hear from visitors that may be attending the meeting or to allow members of the public to address the Board of Directors on matters that are not on the agenda.

As noted on the agenda, members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.

### STAFF RECOMMENDED ACTION

None. This item is for information only.

### BACKGROUND

Public agencies are required by law to provide an opportunity for the public to address the SGA Board of Directors matters that are not on the agenda.

### **3.0 CONSENT CALENDAR**

## **Attachment 1**

### **Draft meeting minutes of the Sacramento Groundwater Authority Board of Directors Meeting of October 12, 2023**



## SACRAMENTO GROUNDWATER AUTHORITY

Board Meeting  
Draft Minutes  
October 12, 2023

### 1. CALL TO ORDER

Chair Marx called the special meeting of the SGA Board of Directors to order at 9:00 a.m. at the RWA Board Room located at 2295 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833. A quorum was established of 12 participating members at 9:11 a.m.. Individuals in attendance are listed below:

#### **Board Members**

S. Audie Foster, California American Water  
Paul Selsky, Carmichael Water District  
Caryl Sheehan, Citrus Heights Water District  
Marcus Yasutake, City of Folsom  
Todd Eising, City of Folsom  
Lisa Kaplan, City of Sacramento  
Brett Ewart, City of Sacramento  
Chris Hunley, County of Sacramento  
Robert Matteoli, Del Paso Manor Water District  
Randy Marx, Fair Oaks Water District - Chair  
Christian Petersen, Fair Oaks Water District  
Mary Harris, Rio Linda/Elverta Community Water District  
Robert Wichert, Sacramento Suburban Water District  
Ted Costa, San Juan Water District  
Mike DeWitt, Agriculture  
Nathan Doyel, Agriculture

#### **Staff Members**

Jim Peifer, Trevor Joseph, Josette Reina-Luken, Ryan Ojakian, Raiyna Villasenor, Ashley Flores and Chris Sanders, legal counsel

#### **Others in Attendance**

Pauline Espinosa, GEI; Vanessa Nishikawa, Stantec; Greg Zlotnick, San Juan Water District; Paul Helliker, San Juan Water District; Cathy Lee, Carmichael Water District; Hilary Straus, Citrus Heights Water District; Rebecca Scott, Citrus Heights Water District; John Woodling, GEI; Dan York, Sacramento Suburban Water District; Kevin Thomas, Sacramento Suburban Water District; Craig Locke, Sacramento Suburban Water District; and Lisa Porta, Montgomery Associates.

### 2. PUBLIC COMMENT

None



***Due to a lack of a quorum, Chair Marx took Agenda Item 5. SGA Engagement with Sacramento Regional Water Bank out of order.***

The following Directors entered the meeting establishing a quorum of the SGA Board of Directors:

Director Sheehan entered at 9:05 a.m.; Director Foster entered at 9:07 a.m.; Director Kaplan entered at 9:09 a.m.; Director Matteoli and Director Costa entered at 9:11 a.m.; and Director Doyel entered at 9:58 a.m.

### **3. SGA ENGAGEMENT WITH SACRAMENTO REGIONAL WATER BANK**

Jim Peifer, SGA Executive Director and Trevor Joseph, Manager of Technical Services presented this information/discussion item for the SGA Board of Directors to discuss the SGA's role in the development and engagement with the Sacramento Regional Water Bank.

#### **Public Comment:**

Paul Helliker identified the need for further discussions on recharge recovery framework, water transfers for non-banked water, and leave behind requirements.

### **4. CONSENT CALENDAR**

**3.1** Approve the draft meeting minutes of August 18, 2023 special SGA Board meeting.

**3.2** Approve Task Order 23-01 dated October 4, 2023 for Professional Services between Woodard & Curran and SGA in the amount of \$41,765.

**A motion was made to approve the Consent Calendar.**

Motion/Second/Carried Director Ewart moved with a second by Director Foster

S. Audie Foster, California American Water; Paul Selsky, Carmichael Water District; Caryl Sheehan, Citrus Heights Water District; Marcus Yasutake, City of Folsom; Brett Ewart, City of Sacramento; Chris Hunley, County of Sacramento; Robert Matteoli, Del Paso Manor Water District; Christian Petersen, Fair Oaks Water District; Mary Harris, Rio Linda/Elverta Community Water District; Robert Wichert, Sacramento Suburban Water District; Ted Costa, San Juan Water District; Mike DeWitt, Agriculture; voted yes. Motion passed.

Ayes- 12

Noes- 0

Abstained- 0

Absent- 4

## **5. REVIEW OF INVESTMENT POLICY**

Josette Reina-Luken, Finance & Administrative Services Manager presented this recurring annual action item for the SGA Board of Directors to review SGA Policy 400.1 – Investment Policy. Previously, this item has been listed on the consent calendar to affirm in both 2022 and 2021. This item is necessary to be in compliance with audit requirements.

**A motion was made to approve Current Investment Policy, no changes to SGA Policy 400.1.**

Motion/Second/Carried Director Sheehan moved with a second by Director Hunley

S. Audie Foster, California American Water; Paul Selsky, Carmichael Water District; Caryl Sheehan, Citrus Heights Water District; Marcus Yasutake, City of Folsom; Brett Ewart, City of Sacramento; Chris Hunley, County of Sacramento; Robert Matteoli, Del Paso Manor Water District; Christian Petersen, Fair Oaks Water District; Mary Harris, Rio Linda/Elverta Community Water District; Robert Wichert, Sacramento Suburban Water District; Ted Costa, San Juan Water District; Mike DeWitt, Agriculture; voted yes. Motion passed.

Ayes- 12

Noes- 0

Abstained- 0

Absent- 4

## **6. SUSTAINABLE GROUNDWATER MANAGEMENT ACT GROUNDWATER SUSTAINABILITY PLAN IMPLEMENTATION AND ROUND 2 GRANT AWARD**

Trevor Joseph, Manager of Technical Services provided a presentation on Sustainable Groundwater Management Act, Groundwater Sustainability Plan implementation, and the Department of Water Resources (DWR) Sustainable Groundwater Management (SGM) Round 2 Grant Award updates to the Sacramento Groundwater Authority Board of Directors. The following topics were discussed Timeline of Activities, 2022 Groundwater Substitution Transfer Update, Hydrograph Update, North American Subbasin (NASb) Annual Interbasin Coordination Meetings (Yolo, Yuba, & South American), DWR SGM Final Grant Award, and DWR NASb GSP Approval Determination.

## **7. APPOINTMENT OF NOMINATIONS COMMITTEE FOR 2024 SGA OFFICERS**

Chair Marx appointed a committee of SGA Board Members that will serve on the 2024 SGA Officer Nomination Committee.

**He appointed Director Yasutake (City of Folsom); Director Ewart (City of Sacramento); and Director Schubert (Golden State Water Company) as the 2024 SGA Officer Nomination Committee.**

## **8. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Peifer referred the Board to his written report and asked if they had any questions, they could reach out to him directly.

He announced that Josette Reina-Luken will be leaving the organization at the end of the year, thanking for her four years of service. He also reminded the Board that this was Ashley Flores, Clerk of the Board last SGA meeting as she takes extended leave, all communication should be forwarded to Jim until further notice.

He also thanked the Board for all that attended the SGA 25th Anniversary Event on September 21, 2023 at the Sutter Club.

## **9. DIRECTORS' COMMENTS**

None.

## **ADJOURNMENT**

With no further business to come before the Board, Chair Marx adjourned the meeting at 10:40 a.m.

By:

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Randy Marx, Chairperson

Attest:

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Name:  
Alternate Board Secretary

Topic: Appointment of an Alternate Board Clerk  
Type: Consent Calendar  
Item For: Action; Motion to Approve  
Purpose: Policy 200.1, Section 4.05

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SUBMITTED BY: Jim Peifer  
Executive Director

PRESENTER: Jim Peifer  
Executive Director

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### EXECUTIVE SUMMARY

This is an action item to appoint an alternate Board Clerk for the Sacramento Groundwater Authority Board of Directors while the Board Clerk is out on extended leave.

### STAFF RECOMMENDED ACTION

A motion to appoint Josette Reina-Luken as an alternate Board Clerk for the December Board meeting.

### BACKGROUND

Ashley Flores is the appointed SGA Board Clerk. She is going out on extended leave and will not be returning to her position until Spring of 2024. Staff recommends the Board appoint an alternate clerk while Ms. Flores is out.

### FINDING/CONCLUSION

Policy 200.1 identifies that the Board shall appoint a clerk as the Board deems appropriate. Appointment of an alternate clerk will fill this critical role.

## Agenda Item 4

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Topic: Fiscal Year 2022/2023 Audit Report  
Type: New Business  
Item For: Action/Discussion  
Purpose: Government Accounting Standards Board (GASB) Compliance

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SUBMITTED BY:	Josette Reina-Luken Finance & Administrative Services Manager	PRESENTER:	Josette Reina-Luken Finance & Administrative Services Manager
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### EXECUTIVE SUMMARY

In accordance with generally accepted and Government Auditing Standards, Richardson and Company, LLP was retained to conduct SGA's annual financial audit and provide an Independent Auditor's Report to the Board of Directors.

### STAFF RECOMMENDATION:

Accept the SGA Fiscal Year 2022/2023 Audit Report.

### BACKGROUND

Presentation of the draft Fiscal Year 2022/2023 Audit Report to be made by Ingrid Sheipline of Richardson & Company, LLP.

### ATTACHMENTS

Attachment 1- Draft Fiscal Year 2022/2023 Audit Report to be provided separately

Topic: Public Employee Retirement Law Compliance  
 Type: New Business  
 Item For: Action/Discussion  
 Purpose: [SGA Policy 100.3](#)

SUBMITTED BY:	Josette Reina-Luken Finance & Administrative Services Manager	PRESENTER:	Josette Reina-Luken Finance & Administrative Services Manager
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#### EXECUTIVE SUMMARY

This is an action item for the Board of Directors to approve revisions to SGA Policy 100.3 (Compensation Policy) and to approve Policy 100.3 Exhibit A attachments for the period from January 2020 to July 2023 to be in compliance with California Public Employee Retirement Law (PERL).

#### STAFF RECOMMENDATION:

Approve the revisions to SGA Policy 100.3 (Compensation Policy) and retroactive approval of Policy 100.3 Exhibit A attachments from January 1, 2020 through July 1, 2023 to be in compliance with California PERL.

#### BACKGROUND

Recently, the CalPERS division of Compliance and Review assessed RWA's pension reporting and inquired about SGA's salary schedules specifically regarding position effective dates of when employees are granted pay increases. Staff responded to the requests by turning over all salary schedules for the last three years and was informed that payroll schedules must have an effective date for all listed positions, even if they occur at different times, and must be dually accepted and approved by an action from the Board of Directors and noted in the board meeting minutes.

It has been SGA's practice to notify the Board of Directors of the new salary schedule in February as part of the Executive Director Report after the November CPI is released in accordance with SGA policy. Updates to the Executive Director's salary appear as a footnote on the salary schedule whenever the Board approves contract changes. This is not in compliance with PERL. CalPERS has requested that the SGA retroactively approve salary schedules beginning from 2020 and update all salary schedules with the correct effective dates for the Executive Director and that the Board dually accept and approve these changes. These changes are reflected in Attachment 1 (original version) and Attachment 2 (highlighted changes). Additionally, moving forward, annual pay schedules will need to be a separate agenda item for Board consideration and approval during the first board meeting of the new year.

## Agenda Item 5

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In order to minimize the administrative burden, staff proposes that employee salary ranges approved by the Board of Directors align with an effective date that is also at the beginning of the pay period in the new calendar year. This is so that pay increases align with CalPERS reporting periods. Proposed staff changes are noted in a redline version to SGA Policy 100.3 (Attachment 3) for Board consideration.

### FINDING/CONCLUSION

As this issue is embedded in legal compliance, the Board of Directors has no option but to approve the retro-active Compensation Exhibit A Attachments. However, the Board of Directors can modify the staff proposed policy changes to SGA Policy 100.3.

### ATTACHMENTS

- Attachment 1- Original Compensation Exhibit A Attachments (January 1, 2020 through July 1, 2023)
- Attachment 2 - Revised Compensation Exhibit A Attachments (January 1, 2020 through July 1, 2023)
- Attachment 3 - SGA Policy 100.3 – Redlined Version

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

Effective as of January 1, 2020

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$12,971	\$13,490	\$14,009	\$14,528	\$15,047	\$15,566
Principal Project Manager	\$10,611	\$11,035	\$11,460	\$11,884	\$12,308	\$12,733
Senior Project Manager	\$8,922	\$9,279	\$9,634	\$9,992	\$10,348	\$10,705
Associate Project Manager	\$6,330	\$6,584	\$6,838	\$7,090	\$7,344	\$7,597
Finance & Administrative Services Manager I	\$7,943	\$8,260	\$8,578	\$8,895	\$9,213	\$9,531
Executive Assistant	\$5,316	\$5,529	\$5,741	\$5,954	\$6,166	\$6,380
Project Research Assistant	\$4,757	\$4,946	\$5,136	\$5,327	\$5,518	\$5,707

There is no range for the Executive Director position. The Executive Director's compensation is \$16,932 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2020 ranges include COLA per November 2019 CPI Index of 2.5%)



**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

Effective as of January 1, 2021

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$13,179	\$13,706	\$14,233	\$14,761	\$15,288	\$15,815
Manager of Strategic Affairs	\$13,179	\$13,706	\$14,233	\$14,761	\$15,288	\$15,815
Principal Project Manager	\$10,781	\$11,212	\$11,643	\$12,074	\$12,505	\$12,936
Senior Project Manager	\$9,064	\$9,428	\$9,788	\$10,152	\$10,514	\$10,876
Associate Project Manager	\$6,432	\$6,689	\$6,947	\$7,203	\$7,462	\$7,719
Finance & Administrative Services Manager I	\$8,070	\$8,393	\$8,715	\$9,037	\$9,360	\$9,684
Executive Assistant	\$5,401	\$5,617	\$5,833	\$6,049	\$6,265	\$6,482
Project Research Assistant	\$4,833	\$5,025	\$5,218	\$5,412	\$5,606	\$5,799

There is no range for the Executive Director position. The Executive Director's compensation is \$17,779 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2021 ranges include COLA per November 2020 CPI Index of 1.6%)

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

January 1, 2022

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$14,088	\$14,652	\$15,215	\$15,780	\$16,343	\$16,906
Manager of Strategic Affairs	\$14,088	\$14,652	\$15,215	\$15,780	\$16,343	\$16,906
Principal Project Manager	\$11,525	\$11,986	\$12,446	\$12,907	\$13,368	\$13,829
Senior Project Manager	\$9,689	\$10,079	\$10,463	\$10,852	\$11,239	\$11,626
Associate Project Manager	\$6,876	\$7,151	\$7,426	\$7,700	\$7,977	\$8,252
Finance & Administrative Services Manager I	\$8,627	\$8,972	\$9,316	\$9,661	\$10,006	\$10,352
Executive Assistant	\$5,774	\$6,005	\$6,289	\$6,514	\$6,697	\$6,929
Project Research Assistant	\$5,166	\$5,372	\$5,578	\$5,785	\$5,993	\$6,199

There is no range for the Executive Director position. The Executive Director's compensation is \$18,668 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2022 ranges include COLA per November 2021 CPI Index of 6.9%)

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

January 1, 2022

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$14,088	\$14,652	\$15,215	\$15,780	\$16,343	\$16,906
Manager of Strategic Affairs	\$14,088	\$14,652	\$15,215	\$15,780	\$16,343	\$16,906
Principal Project Manager	\$11,525	\$11,986	\$12,446	\$12,907	\$13,368	\$13,829
Senior Project Manager	\$9,689	\$10,079	\$10,463	\$10,852	\$11,239	\$11,626
Associate Project Manager	\$6,876	\$7,151	\$7,426	\$7,700	\$7,977	\$8,252
Finance & Administrative Services Manager I	\$8,627	\$8,972	\$9,316	\$9,661	\$10,006	\$10,352
Executive Assistant	\$5,774	\$6,005	\$6,289	\$6,514	\$6,697	\$6,929
Project Research Assistant	\$5,166	\$5,372	\$5,578	\$5,785	\$5,993	\$6,199

There is no range for the Executive Director position. The Executive Director's compensation is \$19,601 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2022 ranges include COLA per November 2021 CPI Index of 6.9%)

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

November 10, 2022

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$14,335	\$14,830	\$15,359	\$15,928	\$16,541	\$17,202
Manager of Strategic Affairs	\$14,335	\$14,830	\$15,359	\$15,928	\$16,541	\$17,202
Principal Project Manager	\$11,946	\$12,358	\$12,779	\$13,273	\$13,784	\$14,335
Senior Project Manager	\$9,955	\$10,298	\$10,666	\$11,061	\$11,487	\$11,946
Associate Project Manager	\$7,118	\$7,363	\$7,626	\$7,908	\$8,213	\$8,541
Finance & Administrative Services Manager I	\$9,979	\$10,323	\$10,692	\$11,088	\$11,514	\$11,975
Executive Assistant	\$5,774	\$6,005	\$6,289	\$6,514	\$6,697	\$6,929
Project Research Assistant	\$5,166	\$5,372	\$5,578	\$5,785	\$5,993	\$6,199

There is no range for the Executive Director position. The Executive Director's compensation is \$19,601 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2022 ranges include COLA per November 2021 CPI Index of 6.9%)

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

January 1, 2023

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$15,367	\$15,898	\$16,465	\$17,075	\$17,732	\$18,441
Manager of Strategic Affairs	\$15,367	\$15,898	\$16,465	\$17,075	\$17,732	\$18,441
Principal Project Manager	\$12,806	\$13,248	\$13,699	\$14,229	\$14,776	\$15,367
Senior Project Manager	\$10,672	\$11,039	\$11,434	\$11,857	\$12,314	\$12,806
Associate Project Manager	\$7,630	\$7,893	\$8,175	\$8,477	\$8,804	\$9,156
Finance & Administrative Services Manager I	\$10,697	\$11,066	\$11,462	\$11,886	\$12,343	\$12,837
Executive Assistant	\$6,190	\$6,437	\$6,742	\$6,983	\$7,179	\$7,428
Project Research Assistant	\$5,538	\$5,759	\$5,980	\$6,202	\$6,424	\$6,645

There is no range for the Executive Director position. The Executive Director's compensation is \$19,601 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2023 ranges include COLA per November 2022 CPI Index of 7.2%)

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

July 1, 2023

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$15,367	\$15,898	\$16,465	\$17,075	\$17,732	\$18,441
Manager of Strategic Affairs	\$15,367	\$15,898	\$16,465	\$17,075	\$17,732	\$18,441
Manager of Government Relations	\$15,367	\$15,898	\$16,465	\$17,075	\$17,732	\$18,441
Principal Project Manager	\$12,806	\$13,248	\$13,699	\$14,229	\$14,776	\$15,367
Senior Project Manager	\$10,672	\$11,039	\$11,434	\$11,857	\$12,314	\$12,806
Associate Project Manager	\$7,630	\$7,893	\$8,175	\$8,477	\$8,804	\$9,156
Finance & Administrative Services Manager	\$10,697	\$11,066	\$11,462	\$11,886	\$12,343	\$12,837
Executive Assistant	\$6,190	\$6,437	\$6,742	\$6,983	\$7,179	\$7,428
Project Research Assistant II	\$6,369	\$6,623	\$6,877	\$7,132	\$7,388	\$7,642
Project Research Assistant I	\$5,538	\$5,759	\$5,980	\$6,202	\$6,424	\$6,645

There is no range for the Executive Director position. The Executive Director's compensation is \$21,169 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2023 ranges include COLA per November 2022 CPI Index of 7.2%)

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

Effective as of January 1, 2020

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$12,971	\$13,490	\$14,009	\$14,528	\$15,047	\$15,566
Principal Project Manager	\$10,611	\$11,035	\$11,460	\$11,884	\$12,308	\$12,733
Senior Project Manager	\$8,922	\$9,279	\$9,634	\$9,992	\$10,348	\$10,705
Associate Project Manager	\$6,330	\$6,584	\$6,838	\$7,090	\$7,344	\$7,597
Finance & Administrative Services Manager I	\$7,943	\$8,260	\$8,578	\$8,895	\$9,213	\$9,531
Executive Assistant	\$5,316	\$5,529	\$5,741	\$5,954	\$6,166	\$6,380
Project Research Assistant	\$4,757	\$4,946	\$5,136	\$5,327	\$5,518	\$5,707

Effective June 28, 2019, the Executive Director's compensation is \$16,932 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2020 ranges include COLA per November 2019 CPI Index of 2.5%)

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

Effective as of January 1, 2021

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$13,179	\$13,706	\$14,233	\$14,761	\$15,288	\$15,815
Manager of Strategic Affairs	\$13,179	\$13,706	\$14,233	\$14,761	\$15,288	\$15,815
Principal Project Manager	\$10,781	\$11,212	\$11,643	\$12,074	\$12,505	\$12,936
Senior Project Manager	\$9,064	\$9,428	\$9,788	\$10,152	\$10,514	\$10,876
Associate Project Manager	\$6,432	\$6,689	\$6,947	\$7,203	\$7,462	\$7,719
Finance & Administrative Services Manager I	\$8,070	\$8,393	\$8,715	\$9,037	\$9,360	\$9,684
Executive Assistant	\$5,401	\$5,617	\$5,833	\$6,049	\$6,265	\$6,482
Project Research Assistant	\$4,833	\$5,025	\$5,218	\$5,412	\$5,606	\$5,799

Effective July 1, 2020, the Executive Director's compensation is \$17,779 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2021 ranges include COLA per November 2020 CPI Index of 1.6%)



**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

January 1, 2022

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$14,088	\$14,652	\$15,215	\$15,780	\$16,343	\$16,906
Manager of Strategic Affairs	\$14,088	\$14,652	\$15,215	\$15,780	\$16,343	\$16,906
Principal Project Manager	\$11,525	\$11,986	\$12,446	\$12,907	\$13,368	\$13,829
Senior Project Manager	\$9,689	\$10,079	\$10,463	\$10,852	\$11,239	\$11,626
Associate Project Manager	\$6,876	\$7,151	\$7,426	\$7,700	\$7,977	\$8,252
Finance & Administrative Services Manager I	\$8,627	\$8,972	\$9,316	\$9,661	\$10,006	\$10,352
Executive Assistant	\$5,774	\$6,005	\$6,289	\$6,514	\$6,697	\$6,929
Project Research Assistant	\$5,166	\$5,372	\$5,578	\$5,785	\$5,993	\$6,199

Effective January 10, 2022, the Executive Director's compensation is \$18,668 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2022 ranges include COLA per November 2021 CPI Index of 6.9%)

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

January 1, 2022

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
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Manager of Strategic Affairs	\$14,088	\$14,652	\$15,215	\$15,780	\$16,343	\$16,906
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Associate Project Manager	\$6,876	\$7,151	\$7,426	\$7,700	\$7,977	\$8,252
Finance & Administrative Services Manager I	\$8,627	\$8,972	\$9,316	\$9,661	\$10,006	\$10,352
Executive Assistant	\$5,774	\$6,005	\$6,289	\$6,514	\$6,697	\$6,929
Project Research Assistant	\$5,166	\$5,372	\$5,578	\$5,785	\$5,993	\$6,199

Effective July 1, 2022, the Executive Director's compensation is \$19,601 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2022 ranges include COLA per November 2021 CPI Index of 6.9%)

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

November 10, 2022

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$14,335	\$14,830	\$15,359	\$15,928	\$16,541	\$17,202
Manager of Strategic Affairs	\$14,335	\$14,830	\$15,359	\$15,928	\$16,541	\$17,202
Principal Project Manager	\$11,946	\$12,358	\$12,779	\$13,273	\$13,784	\$14,335
Senior Project Manager	\$9,955	\$10,298	\$10,666	\$11,061	\$11,487	\$11,946
Associate Project Manager	\$7,118	\$7,363	\$7,626	\$7,908	\$8,213	\$8,541
Finance & Administrative Services Manager I	\$9,979	\$10,323	\$10,692	\$11,088	\$11,514	\$11,975
Executive Assistant	\$5,774	\$6,005	\$6,289	\$6,514	\$6,697	\$6,929
Project Research Assistant	\$5,166	\$5,372	\$5,578	\$5,785	\$5,993	\$6,199

Effective July 1, 2022, the Executive Director's compensation is \$19,601 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2022 ranges include COLA per November 2021 CPI Index of 6.9%)

**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

January 1, 2023

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
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Manager of Strategic Affairs	\$15,367	\$15,898	\$16,465	\$17,075	\$17,732	\$18,441
Principal Project Manager	\$12,806	\$13,248	\$13,699	\$14,229	\$14,776	\$15,367
Senior Project Manager	\$10,672	\$11,039	\$11,434	\$11,857	\$12,314	\$12,806
Associate Project Manager	\$7,630	\$7,893	\$8,175	\$8,477	\$8,804	\$9,156
Finance & Administrative Services Manager I	\$10,697	\$11,066	\$11,462	\$11,886	\$12,343	\$12,837
Executive Assistant	\$6,190	\$6,437	\$6,742	\$6,983	\$7,179	\$7,428
Project Research Assistant	\$5,538	\$5,759	\$5,980	\$6,202	\$6,424	\$6,645

Effective July 1, 2022, the Executive Director's compensation is \$19,601 per month.

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**EXHIBIT A**  
**SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

July 1, 2023

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
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Project Research Assistant II	\$6,369	\$6,623	\$6,877	\$7,132	\$7,388	\$7,642
Project Research Assistant I	\$5,538	\$5,759	\$5,980	\$6,202	\$6,424	\$6,645

Effective July 1, 2023, the Executive Director's compensation is \$21,169 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed. (2023 ranges include COLA per November 2022 CPI Index of 7.2%)

# **SACRAMENTO GROUNDWATER AUTHORITY POLICIES AND PROCEDURES MANUAL**

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Policy Type : Human Resources  
Policy Title : Employee Compensation Policy  
Policy Number : 100.3  
Date Adopted : February 14, 2019  
Date Amended :

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## **EMPLOYEE COMPENSATION POLICY**

The Sacramento Groundwater Authority (SGA) and Regional Water Authority (RWA) entered into "AGREEMENT BETWEEN THE REGIONAL WATER AUTHORITY AND THE SACRAMENTO GROUNDWATER AUTHORITY FOR ADMINISTRATIVE AND MANAGEMENT SERVICES," (Administrative Services Agreement) on the 23rd day of May, 2002, and amended the Agreement on the 9th day of September, 2004.

With respect to employees, the Administrative Services Agreement states in Section 2.b, "Employees shall include all full-time and part-time personnel and staff hired and retained by RWA to act for the benefit of both RWA and SGA."

Consistent with the Administrative Services Agreement, SGA recognizes a need to have consistent compensation levels with RWA and thereby adopts Exhibit A to this Policy. Exhibit A will be updated annually to maintain consistency with the RWA employee salaries and pay scales, and the Board will be notified of changes.

# SACRAMENTO GROUNDWATER AUTHORITY POLICIES AND PROCEDURES MANUAL

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Policy Type : Human Resources  
Policy Title : Employee Compensation Policy  
Policy Number : 100.3  
Date Adopted : February 14, 2019  
Date Amended : December 14, 2023

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## EMPLOYEE COMPENSATION POLICY

The Sacramento Groundwater Authority (SGA) and Regional Water Authority (RWA) entered into "AGREEMENT BETWEEN THE REGIONAL WATER AUTHORITY AND THE SACRAMENTO GROUNDWATER AUTHORITY FOR ADMINISTRATIVE AND MANAGEMENT SERVICES," (Administrative Services Agreement) on the 23rd day of May, 2002, and amended the Agreement on the 9th day of September, 2004.

With respect to employees, the Administrative Services Agreement states in Section 2.b, "Employees shall include all full-time and part-time personnel and staff hired and retained by RWA to act for the benefit of both RWA and SGA."

Consistent with the Administrative Services Agreement, SGA recognizes a need to have consistent compensation levels with RWA and thereby ~~adopts~~ will dually authorize and approve all compensation changes and Exhibit A to this Policy at the first SGA meeting of the new calendar year. Exhibit A will be updated annually in January and approved- by the RWA Board of Directors. In order to maintain consistency with the RWA employee salaries and pay scales, ~~and~~ the Board will ~~be notified of~~ retroactively approve these changes.

Topic: SGA Water Accounting Framework  
 Type: New Business  
 Item For: Action/Discussion  
 Purpose: Policy 100.1 (SGA Joint Powers Agreement)

SUBMITTED BY: James Peifer, Executive Director Trevor Joseph, Manager of Technical Services	PRESENTER: James Peifer, Executive Director Trevor Joseph, Manager of Technical Services
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#### EXECUTIVE SUMMARY

This item is a presentation to the Board of Directors on the Sacramento Groundwater Authority's (SGA's) Water Accounting Framework (WAF).

#### STAFF RECOMMENDATION:

No recommendation(s). This item is an informational presentation by SGA staff for discussion purposes only.

#### BACKGROUND

The SGA's Joint Powers Agreement explicitly identified certain powers that the SGA adopted including (but not limited to) the following:

1. *Collect and monitor data on the extraction of groundwater from, and the quality of groundwater in, the North Area Basin;*
2. *Establish and administer a Conjunctive Use program for the purpose of maintaining Sustainable yields in the North Area Basin consistent with the Groundwater Management Element;*
3. *Buy and sell water on other than a retail basis;*
4. *Exchange water;*
5. *Distribute water in exchange for ceasing or reducing groundwater extractions;*
6. *Spread, sink and inject water into the North Area Basin;*
7. *Store, transport, recapture, recycle, purify, treat or otherwise manage and control water for the beneficial use of persons and property within the Authority;*
8. *To implement any Conjunctive Use program which the Authority deems necessary to maintain Sustainable yields in the North Area Basin consistent with the Groundwater Management Element; and*
9. *Study and plan ways and means to implement any or all of the foregoing powers.*

In the 2000s, the SGA developed the Water Accounting Framework (WAF) as a policy to incentivize



## Agenda Item 6

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conjunctive use and manage groundwater supplies within the sustainable yield defined in the Groundwater Management Plan (GMP). The policy established voluntary pumping limits by agency with a focus on the water agencies in the central portion of the SGA area. The SGA adopted the WAF in 2008 and set the accounting start date for January 1, 2010. In order to gain support by the SGA Board, the policy recognized water previously banked through conjunctive use by member agencies dating back to August 1998. The WAF also credited out of basin transfers starting in 2010.

The WAF has been an important and foundational policy by SGA to aid in sustainably managing groundwater resources long before the passage and implementation of the Sustainable Groundwater Management Act of 2015. The WAF is also of important consideration to the RWA, as RWA and the Program Committee (local water agencies participating in the development of the Sacramento Regional Water Bank {Water Bank}) is considering how to account for banking actions under a new Water Accounting System (WAS) for the Water Bank. Although the WAS is being developed under different criteria and to cover a large scope of banking actions and geographical area, the progressive framework provided in the WAF is aiding RWA and the Program Committee think through important considerations in WAS development.

Finally, it is possible that modifications to the WAF may be needed in order to allow water agencies in the "Eastern Unit", as defined in the WAF to participate in future sustainable groundwater banking and exchange programs.

Staff will be presenting on the WAF.

### ATTACHMENTS

Water Accounting Framework Phase III Effort (June 10, 2010)

SACRAMENTO GROUNDWATER AUTHORITY

WATER ACCOUNTING FRAMEWORK  
PHASE III EFFORT

June 10, 2010

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## **Sacramento Groundwater Authority**

### **Water Accounting Framework**

#### **Phase III Effort**

##### **I. Introduction**

The Water Accounting Framework (Framework) establishes a set of policies and procedures that will encourage and support conjunctive use operations within the Sacramento Groundwater Authority (SGA) area of jurisdiction to facilitate the long-term sustainability of the underlying groundwater basin as source of public water supply. The Framework recognizes investments by the SGA member agencies in the development of conjunctive use programs and supports groundwater banking programs that enhance the long-term sustainability of the groundwater basin.

##### **II. Background**

In June 2007, the SGA Board adopted Phase II of the Framework for the SGA area. Phase II established that SGA would maintain an ongoing record of groundwater banking and withdrawal activities within the SGA area, maintain necessary groundwater management tools (e.g., groundwater model, monitoring wells, etc.), and coordinate with regional stakeholders as necessary to communicate essential information regarding banking and withdrawal activities. Phase II also directed staff to develop a Model Groundwater Banking Program (MGBP) for use by SGA member agencies should they choose to implement a groundwater banking program that would result in transfers of water outside the SGA area.

At the direction of the MGBP Oversight Committee and the SGA Board, three additional elements were proposed in addition to the MGBP itself. The following four Framework components are described in this Phase III document:

- A. principles that reflect current understanding of the underlying groundwater basin<sup>1</sup> and existing management practices, including basin sustainability goals, as a foundation of the Framework;

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<sup>1</sup> The basin as referenced here is the groundwater basin underlying the SGA management area, which includes Sacramento County north of the American River.

- B. standardized methodology for determining the volume of water available for banking and withdrawal operations under the framework;
- C. elements of an MGBP for agencies proposing groundwater exchanges under the Framework; and
- D. specific roles and responsibilities of SGA staff, the SGA Board, and member agencies in implementation of the Framework.

This Framework is intended to provide guidance to SGA member agencies on voluntary actions to help ensure the long-term sustainability of groundwater resources in the SGA area. It is not intended to restrict or limit the access to groundwater of any individual or agency.

### **III. Framework Principles**

Based on current understanding of the underlying groundwater basin and existing groundwater management practices, the following principles are generally applicable within the SGA area. Specific principles are applicable to three sub-units (central, eastern, western) of the SGA area as listed below.

- A. To ensure the long-term sustainability of the groundwater basin underlying the SGA area, SGA should establish a basin sustainability<sup>2</sup> goal for each sub-unit.
- B. Achievement of basin sustainability goals can be met by agencies through either direct implementation (e.g., conjunctive use operations, conservation measures, etc.) or indirect means (e.g., purchase credits).
- C. Basin sustainability goals developed for this Framework should be pursued as feasible for each agency. In evaluating whether an agency is progressing toward meeting its sustainability goal, the availability of water, costs, significant water conservation that offsets groundwater extraction, and other factors affecting feasibility shall be taken into account.
- D. Basin sustainability goals established through the Framework do not include consideration of impacts associated with known or unknown contaminants. Putting to beneficial use any water from contaminant plume remediation shall be recognized as beneficial to the basin and shall not be assessed against an agency's basin sustainability goal.

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<sup>2</sup> Sustainability as used here is the planned use of a resource in a manner such that the resource is not depleted or damaged through time.

- E. Basin sustainability goals will not be developed for agricultural and other self-supplied groundwater users at this time.
- F. This Framework and basin sustainability goals will be reviewed at least every five years to evaluate their effectiveness and equitable application among the participating agencies.
- G. Agencies interested in participating in a banking and exchange program with a party outside the SGA area will submit a plan for operation to demonstrate that the exchange will not adversely impact the sustainability of the groundwater basin or negatively impact Framework objectives.
- H. A proposed exchange arrangement resulting from this Framework should honor contracts within the region as the highest priority.
- I. The SGA area is set up as three discrete operating units (central, eastern, and western units), each with unique hydrogeology and water use characteristics. These units were previously described in the SGA Groundwater Management Plan and Basin Management Report (see Figure in Exhibit 1).

- 1. Central Unit

- a) A cone of depression has developed in the central portion of the SGA area (Central Unit) as a result of historic reliance on groundwater as the primary source of water by agencies within the Central Unit.
- b) The Central Unit agencies have a common interest in maintaining the sustainability of the basin and share responsibility for implementing programs to stabilize groundwater elevations.
- c) Central Unit agencies should implement measures to ensure the groundwater basin is sustainable.
- d) The initial sustainable pumping estimate, i.e., the estimated volume that can be pumped from the central portion of the basin while maintaining a stable groundwater elevation, is presented in Table 1 . This estimate of 90,000 ac-ft is based on an analysis in the Central Unit as of 2004. It is not intended that this be a fixed number, and may change over time with continued monitoring of water levels, pumping amounts and locations, new facilities, and future operational changes. It is also not intended to limit the amount of groundwater that an agency can extract to meet its service area water supply demands.
- e) The proportion of total annual groundwater use within the Central Unit by each of the overlying agencies nearest the time of

formation of SGA has been determined to be an appropriate basis for assignment of an annual basin sustainability goal. The average extractions for the five-year period 1993 through 1997 are deemed to be representative of the highest level of groundwater extraction from the Central Unit by the various agencies pumping from the Central Unit. This pumping totaled 101,784 ac-ft, as presented in Table 1 (See Exhibit 2). There have been no significant increases in groundwater extraction since that time.

d) The initial basin sustainability goal of 11,784 acre-feet for the Central Unit represents an average annual goal for reduction in groundwater extractions from this portion of the basin, which will contribute to stabilizing groundwater levels. Table 1 identifies the average extraction by each agency in the Central Unit for the period 1993 through 1997. Based on the each agency's relative groundwater extraction during this period, each agency is assigned a basin sustainability goal (expressed as a pumping target). This goal may be revised based on future observations of groundwater conditions or changing future demands. Member agencies will voluntarily identify programs by which they propose to meet these goals. While SGA promotes basin sustainability through a conjunctive use<sup>3</sup> program, the SGA Board shall not unreasonably withhold endorsement of alternative programs.

e) Attainment of basin sustainability goals for each agency will be required for SGA's endorsement of banking and exchange programs in which water is exported from the SGA area.

f) Central Unit agencies will endeavor to attain their respective basin sustainability goals beginning in calendar year 2012.

## 2. Eastern Unit

a) Past groundwater extractions by agencies overlying the eastern portion of the SGA area (Eastern Unit) have been comparatively low, averaging approximately 1,300 acre-feet per year from 1998 through 2008. The SGA Board recognizes that this nominal past pumping has benefited the groundwater basin as compared to conditions that would exist if water demands in the Eastern Unit had been met with groundwater from the SGA area.

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<sup>3</sup> Conjunctive use as referred to in this document is maximizing operational capacity to utilize either surface water or groundwater as a source of supply. Surface water is used preferentially during wet periods, while groundwater is used preferentially in dry periods.

b) Additional groundwater pumping by these agencies may be needed in certain years to achieve environmental goals and maintain flows in the American River watershed. The agencies in the Eastern Unit estimate that they would use groundwater to meet overlying demand as follows: up to 3,000 acre-feet per year when inflow<sup>4</sup> to Folsom Reservoir is above 950,000 acre-feet; up to 9,000 acre-feet per year when inflow to Folsom Reservoir is less than 950,000 acre-feet but greater than 400,000 acre-feet; up to 18,000 acre-feet per year when inflow to Folsom Reservoir is at or below 400,000 acre-feet.

c) As a result of current and past practices, and the current water supply systems in place in the Eastern Unit, the Eastern Unit has not been assigned a basin sustainability goal at this time. However, groundwater pumping in excess of the amounts identified in part 2b above, which results in an exchange of water outside the SGA area, should include a plan to mitigate impacts resulting from the increased groundwater use (e.g., expanding conjunctive use to import additional surface water in wet periods).

d) The planned groundwater pumping identified in part 2b above does not include consideration of potential shortage conditions resulting from cutbacks of Federal water project deliveries or other shortage conditions within the San Juan Wholesale Area. Additional pumping during these conditions is not subject to mitigation planning identified in Part 2c above.

e) The planned groundwater pumping identified in part 2b above does not include consideration of impacts associated with known and unknown contaminants in groundwater. Current and future pumping associated with remediation efforts in the Eastern Unit is not subject to mitigation planning identified in part 2c above.

f) The pumping amounts identified above will be evaluated not later than five years from the date of adoption.

### 3. Western Unit

a) The Western Unit historically has relied almost exclusively on surface water for supply. Groundwater pumping has been primarily by independent pumpers, and no significant impacts to the groundwater basin have been observed.

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<sup>4</sup> This is the calculated unimpaired inflow to Folsom Reservoir for March through November as presented in Department of Water Resources Bulletin 120.



- b) As a result of current and past practices, and the current water supply systems in place in the Western Unit, the Western Unit has not been assigned a basin sustainability goal at this time.
- c) The geology of the Western Unit is characterized by finer-grained flood basin deposits associated primarily with the Sacramento River. As a consequence of this geologic structure, additional pumping could result in significant drawdown of groundwater elevations. Groundwater pumping in the Western Area, therefore, should include an appropriate monitoring and mitigation program.

#### **IV. Banking and Exchange Principles**

Determining the Volume of Water Available for Exchanges Outside of the SGA Area.

The quantity of water available for exchange will be based upon a variety of factors, including the effective date on which the project participant is awarded banked water credits, how much water can be demonstrated to have been banked, and the quantity of banked water that should remain in the basin to mitigate against any unforeseen impacts (referred to as the “basin mitigation factor”) or to meet an agency’s sustainability goal.

A. Effective Date – the SGA<sup>5</sup> was formed in August 1998. The SGA Joint Powers Agreement (JPA) cites the following purposes for establishing SGA: 1) to maintain the long-term sustainable yield of the North Area Basin; and 2) to manage the use of groundwater in the North Area Basin and facilitate implementation of an appropriate conjunctive use program by water purveyors. Given that these foundational purposes are linked to the formation of SGA, it is recommended that water available for exchange operations under the program managed by SGA should include documented banked water dating back to August 1998.

B. Exchangeable Water Balance – while the intent of the banking program is to recognize investment in conjunctive use operations in the basin, it is important to consider the commitment needed to ensure the sustainability of the underlying groundwater basin for future beneficial uses. A significant cone of depression developed in the Central Unit of the basin is a potential threat to basin sustainability if not managed. Therefore, water available for banking and exchange through this program should be a quantity of water over and above that needed to stabilize groundwater elevations in the basin. In 2006, SGA conducted a study of water agencies that were historically reliant on groundwater for supply in the Central Unit overlying the cone of depression. That study determined that an annual average reduction of

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<sup>5</sup> SGA was initially formed as the Sacramento North Area Groundwater Management Authority (SNAGMA) on August 1, 1998. The organization’s name was changed to SGA through an amendment of the joint powers agreement on May 7, 2002.

groundwater extraction of 11,784 acre-feet from the average extraction from 1993 through 1997 would result in stable groundwater elevations in the Central Unit. The study also estimated the responsibility of each agency to attain this target, based on their historical use. For agencies in the Central Unit, the initial amount of exchangeable water will be calculated as:

For the period August 1, 1998 through December 31, 2011, the amount of documented banked water will include the volume of surface water put to beneficial use within the Central Unit above baseline levels of surface water use during or prior to the period 1993 through 1997.

Beginning January 1, 2012, exchangeable water in a given year will be calculated as:

The volume of surface water put to beneficial use within the Central Unit in excess of the amount necessary to offset groundwater extraction to meet the agency's respective basin sustainability goal. The annual exchangeable water will be added to the exchangeable water balance on an annual basis.

There is currently no methodology for accurately determining savings from conservation efforts as a component of water supply<sup>6</sup>. While water conservation efforts will help an agency meet its basin sustainability goal (by reducing pumping), conserved water will not be included as net banked water for purposes of banking and exchange from the SGA area at this time.

For agencies in the Eastern and Western units, the amount of exchangeable water will be individually determined by the SGA Board, based on records of surface and groundwater use and observations of groundwater elevations.

C. Basin Mitigation Factor – In 2009, SGA completed an analysis using the Sacramento County Integrated Groundwater and Surface Water Model to determine the fate of water banked in the basin. The simulation included banking of nearly 150,000 acre-feet of water from actual in-lieu recharge operations in the basin from 1998 through 2008. The model demonstrated that banked groundwater generally remains within the operational control of SGA member agencies (i.e., the banked groundwater did not flow out of the groundwater basin). These results generally reflect the significant cone of depression in the Central Unit of the SGA area.

Notwithstanding the foregoing, the SGA Board proposed a conservative approach to basin losses to ensure that banking and exchange programs are consistent with other

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<sup>6</sup> DWR has been tasked with developing a method for correcting annual demand data to reflect changes in annual climatic conditions in 2010, which may help better identify water savings associated with conservation efforts.

basin sustainability objectives in the Framework. The Framework, therefore, assigns a basin mitigation factor to exchanges outside of the basin to protect against negative impacts of the loss of this resource and to help recovery of the cone of depression in the basin. SGA will assess a 5% reduction to water banked on behalf of agencies from outside the SGA area that is subsequently exchanged outside the SGA area or substituted for surface water that will be exchanged. The basin mitigation factor will be applied during the withdrawal phase of the banking and exchange operation. SGA will work with agencies that participate in banking and exchange programs to develop and implement the basin mitigation factor as warranted by the specific circumstances of each transaction.

D. Use of Banked Water to Meet Basin Sustainability Goal – An agency with a positive exchangeable water balance may reduce its balance and apply the credit toward meeting its basin sustainability goal.

E. Transfer of banked water credits - An agency with both a positive exchangeable water balance and a positive basin sustainability balance may transfer exchangeable water credits to another agency in the basin. The receiving agency may apply the credit to either its exchangeable water or basin sustainability balance.

F. Attainment of the basin sustainability goal (i.e. maintaining a positive basin sustainability balance), as well as maintenance of a positive balance of exchangeable water will be required for SGA endorsement of banking and exchange programs in which water is exported from the SGA area.

Examples of how a few agencies could operate under this Framework are provided as Exhibit 3.

## **V. Model Groundwater Banking Program Elements**

The purpose of this MGBP is to recognize and create incentives for agencies developing or expanding conjunctive use practices beyond basin sustainability goals. Conjunctive use will be critical to the region's future water supply and to the sustainability of the underlying groundwater basin. The MGBP will establish a consistent set of policies to ensure the sustainability of the groundwater basin, while creating opportunities to recover investments for agencies that can demonstrate they have banked water in the basin in excess of basin sustainability goals.

The MGBP elements listed below include all of the elements arising over an entire banking and exchange cycle. The timing as to when information would be required by SGA would depend on the timing of the operations. For example, a banking and exchange agreement might involve the banking of excess surface water on behalf of an agency from outside the SGA area in a wet year, with the recovery of that water occurring in a future dry year. In

such a case, the exchange agreement and environmental documentation may be required at the time water is banked. Since the recovery of banked water could occur several years into the future, it may be more appropriate to secure permits and develop the plans listed below at that time.

- A. Exchange agreement - an exchange agreement is the agreement between the seller and buyer. While there is no single model for this agreement, SGA staff can provide examples of existing exchange agreements in other parts of the state.
- B. Environmental documents – depending on the program, preparation of environmental documentation may be necessary. In other cases, banking and exchange programs may rely on existing environmental documentation. For example, the 2009 Drought Water Bank used existing CEQA coverage under the Environmental Water Account (EWA). Therefore, potential participants in the program would not require CEQA. Potential exchanges not falling under an existing state Department of Water Resources program (e.g., EWA) may require NEPA compliance, if the exchange involves the use of federal facilities.
- C. County permit – Sacramento County has an ordinance that pertains to the export of groundwater and surface water outside the county. Sacramento County Water Agency Code Title 3 Chapter 3 under Section 3.40.090 is as follows:

***Groundwater and Surface Water Export***

*Groundwater or surface water shall not be transported in any manner from Sacramento County to any point outside the County, except pursuant to a permit issued by the Engineer for each and every source and/or location of water export in accordance with the following:*

*1) Application. To obtain a permit the owner or authorized agent shall first file an application in writing stating the following:*

- a) Name of applicant, owner of source, owner of place of use, consulting engineer who will plan and design the work;*
- b) Description of proposed action, location of source(s) and point(s) of use;*
- c) Justification for proposed action;*
- d) Any other information requested by Engineer.*

*2) Engineer shall within thirty days of receipt of the application, or within thirty days of receipt of additional information, make such investigations as necessary to determine if the proposal is in conformance with County water planning policies adopted and revised from time to time by the County and the Sacramento County Water Agency, and if the proposal will impose liability on*

*the County or the Water Agency, or cause adverse impacts on the source, the area of use, or the environment.*

*3) After investigation Engineer shall approve, approve conditionally, or disapprove the application for permit. Engineer shall not grant a permit if the permit will authorize work or activity which is inconsistent with the general plan of the County of Sacramento, the water plan of the Sacramento County Water Agency, or a specific plan of the County or Water Agency which may be affected by the work or activity.*

*Nothing in this section contained shall apply to those public water purveyors providing water service in two or more counties within a legally defined service area.*

- D. Exchange Recovery Plan – prior to the extraction of groundwater for the purposes of exchanging surface water or groundwater from the SGA area, the project proponent<sup>7</sup> shall submit an Exchange Recovery Plan (ERP) to SGA and any appropriate state and federal agencies. The ERP should be submitted at least two months in advance of expected operations to allow staff time to review the ERP and report to the SGA Board. Consistent with criteria developed for state and federal groundwater substitution transfers, the ERP shall include the five elements discussed below. Note that the state and federal programs also have a minimum two month review time, so these documents should be submitted concurrently to the appropriate agency.
- i. General proposal information – the project proponent should provide a brief summary of the proposed project including, but not limited to, the participants, the contracted volumes available for exchange, and the term of the agreement.
  - ii. Exchange project map – the project proponent shall prepare a project map showing the locations of all production wells and clearly identifying the wells to be used in the recovery operations. The map should also include major roads, hydrology, district boundaries, and wells of adjacent water purveyors to the purveyor subject to the exchange operations. Additionally, the map should show the locations of any small water systems licensed through the County or State within one mile of the proposed operations. SGA can provide information on production wells of member agencies as well as the locations of small water systems.

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<sup>7</sup> The project proponent is the SGA member agency proposing to enter into an exchange agreement.

- iii. Well information table – the project proponent shall prepare a table of information for all wells expected to participate in the operation. The following information shall be included in the table, with each data item listed in columnar format:
  - 1. Well owner name
  - 2. Well identification number (per owner's naming)
  - 3. State Well Number (if assigned)
  - 4. Latitude of well
  - 5. Longitude of well
  - 6. Township/range/section descriptor of well
  - 7. Land surface elevation at well location
  - 8. Total depth of well
  - 9. Depth of annular seal
  - 10. Well construction method
  - 11. Diameter of well casing
  - 12. Screen interval (include top and bottom of interval referenced in feet below land surface. For wells with multiple screens, each interval should be indicated in distinct rows on the spreadsheet)
  - 13. Gravel pack interval (include top and bottom for each gravel pack interval corresponding to screen interval from item above)
  - 14. Estimated well capacity (gallons per minute)
  - 15. Pump power source (electric, diesel, etc.)
- iv. Geologic logs – for each well, provide available geologic/lithologic information (e.g., Driller's log, electric log). SGA maintains much of this information in its data management system. SGA staff may be able to assist in compiling this information.
- v. Water quality data – baseline water quality data should include the information listed below. SGA maintains much of this information in its data management system. SGA staff may be able to assist in compiling this information.
  - 1. For each well in the program, include the most recent measurement of total dissolved solids (TDS) or electrical conductivity (EC) and the date of the measurement.
  - 2. For each well in the program, disclose any past primary or secondary maximum contaminant level (MCL) exceedances and the current status of the well with respect to the MCL.
  - 3. Disclose any known areas of groundwater contamination within one mile of the service area (or the proposed wells in the program) of the project proponent.

- vi. Baseline extraction – for each well in the program, the project proponent should provide a baseline extraction by month in acre-feet to serve as a baseline from which additional extraction will serve to document “performance” of the exchange. The 2009 Drought Water Bank used 2008 as the baseline unless the project proponent was able to demonstrate that a different method for determining a baseline was more appropriate. Additionally, monthly data is important because of potential restrictions as to when the water can be physically transported. For example, the 2009 Drought Water Bank could only use additional extractions from July 1 through September 30 because of through-Delta pumping restrictions. SGA staff coordinated with DWR on the 2009 Drought Water Bank and can assist in determining an appropriate basis for establishing a baseline.
  - vii. Extraction schedule – for each well in the program, the project proponent should provide an estimated pumping schedule for each month that exchange operations are expected to occur. This information should be combined with the table of baseline extraction above and include the estimated net delivery of each well resulting from extractions above the baseline.
- E. Monitoring plan – prior to the extraction of groundwater for the purposes of exchanging water from the SGA area, the project proponent shall submit a Monitoring Plan to SGA and any applicable state or federal agencies. To allow time for review and discussion, the Monitoring Plan should be submitted two months prior to expected exchange operations. Consistent with guidelines developed with state and federal groundwater substitution transfers, the plan should include the following elements:
- i. Monitoring – the project proponent should design a monitoring program that is intended to characterize the expected impacts of the pumping during and following the exchange recovery operations. The project proponent should demonstrate that it has coordinated with adjacent purveyors and is monitoring to minimize impacts to its neighbors. Additionally, there are more than 20 small water systems<sup>8</sup> that are reliant on groundwater as their primary supply within the SGA area. The monitoring plan should identify any systems within one mile of the

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<sup>8</sup> A small water system is defined by the California Department of Public Health as water for human consumption that has 15 or more service connections or regularly served at least 25 individuals at least 60 days out of the year, but has fewer than 200 service connections. This includes any collection, treatment, storage, and distribution facilities.

boundary of the proposed operations and address the monitoring in place to observe potential impacts to these small systems.

When possible dedicated monitoring wells (i.e., non-producing wells) should be incorporated into the monitoring well network. SGA maintains a series of dedicated wells in the basin, so the project proponent should also coordinate with SGA to ensure that these wells are monitored where applicable. Required monitoring includes:

1. Pre-exchange water elevations – in order to determine the potential impacts to groundwater elevations following the exchange operations, the project proponent shall measure groundwater elevations in the selected water elevation monitoring network by April 15 prior to commencing exchange operations (levels should be collected earlier if the performance period starts prior to the April 15 target date).
  2. During exchange water elevations – during the performance period, water elevations will be collected at the beginning of each month from the approved monitoring well network. Elevations should be as static as possible by cycling the well out of production for as long as practicable prior to collecting the data. Typically, a minimum of several hours should be sufficient.
  3. During exchange water quality – water quality shall be measured at a subset of 10% of wells participating in the program. The project proponent should attempt to achieve the highest practicable level of geographic distribution and the deepest wells in its system. During the performance period, water quality shall be monitored at the wellsite by collecting a grab sample of water from the production well and measuring either TDS or EC.
  4. During exchange groundwater extractions – for each well in the program, the project proponent should provide meter readings of extracted data for each calendar month of performance compared to the baseline for that well. The net groundwater exchanged will be the result of subtracting the baseline from the actual water produced.
  5. Post-exchange water level monitoring – typically, monthly water level monitoring continues until water levels have recovered to elevations prior to operations or until April of the year following the exchange, whichever comes first. Requests to consider discontinuing water level monitoring prior to these times should be submitted to SGA.
- ii. Reporting – monitoring and extraction data should be submitted on a monthly basis by the 15<sup>th</sup> day of the month for the previous calendar



month for the duration of the performance period. A final report will be submitted by May of the year following the exchange operation that shows a comparison of spring groundwater elevations (assume measurement of April 15) from prior to the exchange to those after the exchange.

- F. Mitigation plan – the mitigation plan is intended to minimize impacts to adjacent water purveyors or other third parties. Prior to the extraction of groundwater for the purposes of exchanging water from the SGA area, the project proponent shall submit a Mitigation Plan to SGA and any applicable state or federal agencies. To allow time for review and discussion, the Mitigation Plan should be submitted two months prior to expected exchange operations. Consistent with guidelines developed with state and federal groundwater substitution transfers, the plan should include the following elements:
- i. A designated point of contact for the project proponent where all concerns related to operation of the exchange program can be directed.
  - ii. A timeline/schedule for responding to any concerns.
  - iii. A procedure for verifying whether a problem exists related to the exchange operations.
  - iv. A procedure for notifying SGA and other potentially impacted parties.
  - v. A discussion of the range of possible actions to respond to verified problems resulting from the exchange operations.

## **VI. Roles under Phase III of the Framework**

### **Role of SGA Staff:**

- Develop sustainability goals for the basin in consultation with water agencies and the SGA Board.
- Review water agency plans for meeting sustainability goals and report to the SGA Board.
- Preliminarily determine net banked water and track changes to banked water amounts for each agency.
- Review and report on whether the sustainability goals appear to be appropriate for basin sustainability in the Biennial Basin Management Report beginning in 2012.

### **Role of the SGA Board:**

- Adopt the Water Accounting Framework Policy.
- Adopt the initial voluntary basin sustainability plans for agencies in the Central Unit.
- Approve initial net banked water and annual transactions.
- Make determinations if basin sustainability plans are consistent with Framework intent.

- The Board will not have any enforcement power to prevent an agency from implementing alternatives to achieve basin sustainability goals.
- The Board will not have authority to enforce basin sustainability goals, or otherwise limit groundwater extractions.

Role of the overlying agencies:

- Implement programs to achieve the agency's basin sustainability goal on a voluntary basis.
- If desired, develop a basin sustainability plan that allows increases in groundwater pumped in dry years (beyond the basin sustainability goals) while not changing their long-term groundwater extraction rate.
- If desired, enter into agreements that allow water to be banked in the basin and exchanged outside the basin.
- If desired, enter into agreements with other water agencies inside the basin to improve water supply reliability by transferring groundwater or surface water.
- Submit alternative basin sustainability plans to the SGA.

Exhibit 1  
SGA Basin Figure Showing SGA Units



Exhibit 2  
Central Unit Basin Sustainability Goals

**Table 1. Central Unit Basin Sustainability Goals**

<b>Agency</b>	<b>Groundwater Pumping prior to SGA Formation (ac-ft) (1)</b>	<b>% Total Groundwater Pumping prior to SGA Formation</b>	<b>Sustainable Pumping Estimate (ac-ft) (2)</b>	<b>Average Annual Basin Sustainability Goal (ac-ft)</b>
<b>Carmichael Water District</b>	7,516	7.4	6,646	870
<b>City of Sac</b>	23,287	22.9	20,591	2,696
<b>California American Water</b>	20,351	20.0	17,995	2,356
<b>Del Paso Manor Water District</b>	1,657	1.6	1,465	192
<b>Golden State Water Company</b>	1,242	1.2	1,098	144
<b>Rio Linda/Elverta Community Water District</b>	3,259	3.2	2,882	377
<b>Sacramento, County of</b>	4,850	4.8	4,288	562
<b>Sacramento Suburban Water District</b>	39,622	38.9	35,035	4,587
<b>Total</b>	101,784	100	90,000	11,784

1) Data based on average pumping 1993 through 1997.

2) The sustainable pumping estimate reflects observations of extractions and drawdowns based on facilities in the basin as of 2004. This should not be construed as a fixed volume of water that can be extracted from the basin under future facilities and operations.

Exhibit 3  
Water Accounting Framework Examples

**Exhibit 3**  
**WATER ACCOUNTING FRAMEWORK EXAMPLES**

**Principles**

These principles apply to the tracking of the Water Accounting Framework for those agencies within the Central Unit of the SGA area.

- All agencies start with a zero balance for basin sustainability beginning on January 1, 2012.
- Agencies that can demonstrate surface water deliveries in excess of baseline levels (1993-1997) during the period August 1, 1998 through December 31, 2011 will be credited with exchangeable water.
- Beginning on January 1, 2012, the volume of surface water imported, beyond that necessary to meet the pumping target, is the annual net banked water, credited to the exchangeable water balance.
- Credits may be transferred from an agency's exchangeable water balance to its basin sustainability balance.
- Credits may be transferred from an agency's exchangeable water balance to the exchangeable water balance *or* the basin sustainability balance of another agency.
- A basin sustainability balance is neither transferable to another agency nor to the exchangeable water within an agency's accounting.
- An agency must have a positive or neutral sustainability balance to participate in a transfer of surface water or groundwater outside the basin.
- The 5% basin mitigation factor assessed on banked water applies only to direct pumping of groundwater for transfer outside the basin or to future banking for parties outside the basin.

Examples for three agencies operating under the Framework are provided below along with the accompanying table.

**Agency A** – Agency A is actively practicing conjunctive use. Agency A built a large balance of exchangeable water (100,000 af) through actions prior to adoption of the Framework. Agency A will take advantage of opportunities to transfer surface water to which it has access, and may develop the capacity to transfer groundwater directly.

2012 – Agency A pumped 16,000 acre-feet (af), which is less than its target of 20,000 af. The basin sustainability balance increases by 4,000 af. Agency A took delivery of 10,000 af of surface



water. Of this amount, 6000 af went to offset pumping to meet the target (total demand was 26,000 af); 4000 af is credited toward the exchangeable water balance.

2013 – Agency A pumped less than the target. Basin sustainability balance increases by 1,000 af. No surface water delivered, so banked water balance does not increase.

2014 – Agency A pumping exceeded target. Basin sustainability balance reduced. Agency A took delivery of 3,000 af of surface water. No credit to exchangeable water balance since, even with surface water, pumping target still exceeded. No debit to exchangeable water.

2015 – Agency A pumping exceeds target. Basin sustainability balance decreased. No surface water transactions, exchangeable water balance does not change.

2016 – Agency A pumping exceeds target. Basin sustainability balance decreased to negative. No surface water transactions, exchangeable water balance does not change. Agency A may carry negative balance if no transfer proposed.

2017 – Agency A pumping meets target. Agency A transfers 5,000 af of available surface water. Debit 1,000 af from exchangeable water to achieve zero basin sustainability balance, because no transfers of available surface water if basin sustainability balance is negative.

2018 – Agency A pumping less than target. Basin sustainability balance increased. Agency A uses 8,000 af of surface water; 7,000 af toward meeting pumping target, 1,000 af added to exchangeable water. 3,000 af of surface water transfer not debited since pumping target was met.

2019 – Agency A pumps 35,000 af; of which 14,000 af is transferred through direct pumpback. 14,000 af debited from exchangeable water to achieve zero sustainability balance. 700 af (5% basin mitigation factor) debited for direct groundwater export.

**Agency B** – Agency B is not engaged in active conjunctive use, but intends to achieve its target pumping through water efficiency and/or purchase of credits from others.

Agency B exceeds pumping target in early years (2012-2014), resulting in negative basin sustainability balance. Beginning in 2015, conservation reduces pumping and basin sustainability balance recovers. In 2019, Agency B purchases 2,000 af of exchangeable water credits from Agency C to zero out basin sustainability balance.

**Agency C** – Agency C practices limited conjunctive use, taking relatively small volumes of surface water when it is available. Having done this for several years, Agency C begins with a positive exchangeable water balance of 3,000 af.

2012 – Agency C exceeds pumping target, basin sustainability balance goes negative.

2013 – Agency C takes delivery of surface water, but entire amount goes toward offsetting pumping to meet target. No increase to exchangeable water balance.

2015-16 – Surface water deliveries exceed that necessary to offset pumping. Exchangeable water balance increases.

2019 – Agency C sells 2,000 af exchangeable water credits to Agency B. No basin mitigation factor applied since transfer was in-basin.

## Basin Sustainability Goal

## Exchangeable Water

Agency A	Target Pumping	Actual GW pumped	Total Demand	Transfer of Credits	Basin Sustainability Balance	Surface Water for Conjunctive Use	Water Transfer (out of basin)	Credits transferred	Net Banked Water	Exchangeable Water Balance
	20,000									100,000
2012		16,000	26,000		4,000	10,000	0	0	4,000	104,000
2013		19,000	19,000		5,000	0	0	0	0	104,000
2014		21,000	24,000		4,000	3,000	0	0	0	104,000
2015		22,000	22,000		2,000	0	0	0	0	104,000
2016		23,000	23,000		-1,000	0	0	0	0	104,000
2017		20,000	20,000	1,000	0	0	5,000	-1,000	0	103,000
2018		19,000	27,000		1,000	8,000	3,000	0	1,000	104,000
2019		35,000	35,000	14,000	0	0	14,000	-14,000	-700	89,300

## Basin Sustainability Goal

## Exchangeable Water

Agency B	Target Pumping	Actual GW pumped	Total Demand	Transfer of Credits	Basin Sustainability Balance	Surface Water for Conjunctive Use	Water Transfer (out of basin)	Credits transferred	Net Banked Water	Exchangeable Water Balance
	10000									0
2012		12000	12000		-2,000	0	0	0	0	0
2013		12000	12000		-4,000	0	0	0	0	0
2014		11500	11500		-5,500	0	0	0	0	0
2015		10000	10000		-5,500	0	0	0	0	0
2016		9500	9500		-5,000	0	0	0	0	0
2017		9000	9000		-4,000	0	0	0	0	0
2018		9000	9000		-3,000	0	0	0	0	0
2019		9000	9000	2000	0	0	0	0	0	0

## Basin Sustainability Goal

## Exchangeable Water

Agency C	Target Pumping	Actual GW pumped	Total Demand	Transfer of Credits	Basin Sustainability Balance	Surface Water for Conjunctive Use	Water Transfer (out of basin)	Credits transferred	Net Banked Water	Exchangeable Water Balance
	8000									3,000
2012		9,000	9,000		-1,000	0	0	0	0	3,000
2013		8,000	9,000		-1,000	1,000	0	0	0	3,000
2014		8,000	8,000		-1,000	0	0	0	0	3,000
2015		7,000	9,000		0	2,000	0	0	1,000	4,000
2016		7,000	8,500		1,000	1,500	0	0	500	4,500
2017		7,500	7,500		1,500	0	0	0	0	4,500
2018		8,500	8,500		1,000	0	0	0	0	4,500
2019		8,000	8,500		1,000	500	0	-2,000	0	2,500

Topic: Election of 2024 SGA Officers  
 Type: New Business  
 Item For: Action  
 Purpose: Policy 200.1 (Rules of Procedure governing the Sacramento Groundwater Authority)

SUBMITTED BY:	James Peifer Executive Director	PRESENTER:	Randy Marx Chair
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#### EXECUTIVE SUMMARY

This is an action item to elect the Chair and Vice Chair for 2024.

#### STAFF RECOMMENDATION:

Elect 2024 Chair and Vice Chair.

#### BACKGROUND

The SGA Board elects a chair and vice-chair annually at its December meeting. The Chair appointed Director Yasutake (City of Folsom); Director Ewart (City of Sacramento); and Director Schubert (Golden State Water Company) as the 2024 SGA Officer Nomination Committee.

Policy 200.1, Section 3.06, (a) states:

*The Board of Directors shall elect a Chair and a Vice Chair, and may elect such other officers as the Board shall find appropriate. The Chair shall preside over meetings of the Board, and in the Chair's absence, the Vice Chair shall preside. Board officers shall serve for a term of one (1) calendar year unless sooner terminated at the pleasure of the Board. If, for any reason, an officer is appointed after the commencement of a calendar year, the term of office shall expire at the end of the calendar year. **Elections for Chair and Vice Chair shall be conducted not later than the last regularly scheduled meeting which precedes the calendar year for which the appointments are made.** Nothing in these rules shall preclude an officer from serving more than one term, if so appointed pursuant to these Rules.*

Topic: Executive Directors' Report  
 Type: New Business  
 Item For: Information  
 Purpose: General

SUBMITTED BY: Jim Peifer  
 Executive Director

PRESENTER: Jim Peifer  
 Executive Director

## EXECUTIVE SUMMARY

This is an information item for the Executive Director to provide a briefing on important activities, reports, communications, advocacy, and other updates for the Sacramento Groundwater Authority Board of Directors.

## STAFF RECOMMENDED ACTION

None. This item is for information/discussion only.

## BACKGROUND

This agenda item is a standing item to provide an opportunity for the Executive Director to report to the Executive Committee on important activities, reports, communications, advocacy, and other updates.

**Grant Funding** – During December 2023, the SGA Executive Director anticipates signing an agreement with the DWR securing the approximately \$3.5 million in grant funding to support projects to recharge the groundwater basin and monitor conditions in the Sacramento region's North American Subbasin.

**Water Bank** - RWA discussed the status of Sacramento Regional Water Bank (Water Bank) development with Groundwater Sustainability Agencies in both the North and South American subbasins on December 12<sup>th</sup>. The discussion focused on how the Water Bank will aid Sustainable Groundwater Management Act (SGMA) implementation through operations and the new Water Accounting System (WAS).

RWA hosted a Stakeholder Forum public meeting during the evening of December 12.

**Senate Bill 659** – SB 659 was signed by the Governor after sailing through both legislative houses with broad support by a wide range of stakeholder interests. The RWA is sponsored SB 659, and it aims to establish a state plan to increase groundwater storage in California.

**Grandpark Development** – The Grandpark Developer's engineer and representative met with Mr. Peifer and Mr. Joseph to discuss the water supply strategy for the Grandpark development. This development is proposed to occur north of North Natomas, within the unincorporated Sacramento

## Agenda Item 8



County. A letter has been sent to Mr. Ken Giberson with the SGA staff's feedback. (See attached letter.)

**ECOS Letter** – The SGA has received a letter from the Environmental Council of Sacramento regarding the creation of a public process for the Annual Report. Staff proposes to include an item on the February (2024) SGA Agenda to allow for public input.

### ATTACHMENTS

Letter to Mr. Ken Giberson

Letter from ECOS



**Sacramento Groundwater Authority**  
*Managing Groundwater Resources  
in Northern Sacramento County*

2295 Gateway Oaks Drive  
Suite 100  
Sacramento, CA 95833

Tel: (916) 967-7692  
Fax: (916) 967-7322  
[www.sgah2o.org](http://www.sgah2o.org)

December 4, 2023

MacKay & Soms  
Attention: Mr. Ken Giberson  
1025 Creekside Ridge Dr. #150  
Roseville CA 95678

Submitted via email [kgiberson@msce.com](mailto:kgiberson@msce.com)

Re: Grandpark Development Project – Water Supply Planning

Dear Mr. Giberson,

The Sacramento Groundwater Authority (SGA) appreciates the overview you provided of the Grandpark development project (Grandpark) held at the SGA offices on August 28, 2023, and the follow up discussion on October 24, 2023. This overview provided SGA an opportunity to hear directly from Grandpark's consulting team about the efforts that have been undertaken to plan and analyze data and information to obtain a future water supply for Grandpark. During these meetings, SGA was introduced to the consulting team's work related to the topics of groundwater modeling, land use planning (based on the Grandpark Specific Plan) and preliminary water system design. We understand that Grandpark's preferred water supply strategy will utilize groundwater to initially supply project demands. Based on your presentation, it is estimated that 67 percent of Grandpark will develop before surface water is available. After surface water is available, the customers in the development will be served approximately 80 percent surface water and the balance will be groundwater on a long term basis.

At your request, we are providing you this letter with our feedback. Below are questions and information that we believe will be helpful to learn more about Grandpark and the potential affects to the North American groundwater subbasin (NASb) and specifically how Grandpark would be developed consistent with the sustainability of our groundwater supplies. The SGA is one of five Groundwater Sustainability Agencies (GSAs) that overlie the NASb and have responsibility to maintain sustainable groundwater conditions and the sustainable yield of the basin consistent with the requirements identified in the Sustainable Groundwater Management Act (SGMA) and NASb Groundwater Sustainability Plan (GSP). Pursuant to our regional GSP implementation agreement, each GSA is responsible for "Undesirable Results" caused by their individual actions, including land use decisions. For this reason, please see the following questions regarding Grandpark.

1. Based on our discussion and information presented during our meetings, there are multiple possible water supply development scenarios that illustrate Grandpark will rely initially and for approximately the next 20 years solely on groundwater supply from NASb. Most scenarios show a source of surface water supply replacing a portion of, if

California American Water  
Carmichael Water District  
Citrus Heights Water District  
City of Folsom  
City of Sacramento  
County of Sacramento  
Del Paso Manor Water District  
Fair Oaks Water District  
Golden State Water Company  
Natomas Central Mutual Water Company  
Orange Vale Water Company  
Rio Linda / Elverta Community Water District  
Sacramento Suburban Water District  
San Juan Water District  
Agricultural and Self-Supplied Representative

not most of the demands initially met with groundwater. Please provide analysis and information as to how these scenarios, including the scenario where groundwater supply meets demand at Grandpark buildout without surface water will be addressed. We will be interested in seeing an analysis which demonstrates that Grandpark development without surface water availability in addition to each scenario will be consistent with the NASb GSP and will not create any impacts or limit the ability for the NASb to be operated in accordance with the GSP and without undue burden on the remaining sustainable yield of the basin.

2. Related to item 1, what financial resources and assurance does Grandpark have that surface water supplies will be provided to meet demands for this project? Given that all residences within the proposed project will rely upon surface water as well as groundwater, the funding plan should include equal participation in surface water investment through all phases of development. In addition, what if any conjunctive water management strategies are being planned to limit the use of groundwater? In addition, do the scenarios presented meet the conjunctive use requirements of the conservation element of the Sacramento County General Plan?
3. Although SGMA provides GSAs with certain powers and authorities as it relates to groundwater management, the County of Sacramento is the public agency that approves new development. Any development approval should be in close coordination with the appropriate water purveyor since the water purveyor is the entity that would be subject to enforcement should the groundwater basin experience negative consequences from the Grandpark development.

SGA appreciates your team's willingness to engage with us and discuss this project. If you have any questions or would like to discuss anything presented in this letter further, please contact Trevor Joseph of our office at (916) 990-3035 or [tjoseph@rwah2o.org](mailto:tjoseph@rwah2o.org).

Sincerely



James Peifer  
Executive Director

Cc: Mr. Trevor Joseph (SGA - Manager of Technical Services)  
Mr. Matt Satow (County of Sacramento Department of Water Resources)  
Ms. Kerry Schmitz, (County of Sacramento Department of Water Resources)  
Mr. Michael Grinstead, (County of Sacramento Department of Water Resources)  
Mr. Todd Smith (County of Sacramento Department of Community Development)  
Mr. Brett Ewert (City of Sacramento Department of Utilities)  
NASb Groundwater Sustainability Agencies (GSAs)  
Ms. Kimberly Reese (Reclamation District 1001)  
Mr. Hayden Cornwell (South Sutter Water District)  
Mr. Guadalupe Rivera (Sutter County)  
Ms. Christina Hanson (Placer County)





Post Office Box 1526 | Sacramento, CA 95812-1526

November 16, 2023

Jim Peifer  
Director, Regional Water Authority  
[jpeifer@rwah2o.org](mailto:jpeifer@rwah2o.org)

John Woodling  
Executive Director, Sacramento Central Groundwater Authority  
[jwoodling@geiconsultants.com](mailto:jwoodling@geiconsultants.com)

Austin Miller  
Sloughhouse RCD Executive Director  
[millerau@sacounty.gov](mailto:millerau@sacounty.gov)

Subject: Subbasin Groundwater Monitoring, Groundwater Dependent Ecosystems, and the 3<sup>rd</sup> year GSP Annual Report

Gentleman,

The Environmental Council of Sacramento (ECOS) has closely followed the development and implementation of the North American, South American and Consumnes Groundwater Sustainability Plans (GSP). Quite a bit of work was done to characterize these groundwater resources including the Groundwater Dependent Ecosystems (GDE) and Interconnected Surface Waters (ISW) within them, and to begin the work of bringing the three subbasins into full sustainability. With both the recent droughts and climate change, this work will be pivotal in helping to assure both adequate regional water supplies and protection of environmental resources that depend on groundwater.

Each Groundwater Sustainability Agency's (GSA) groundwater monitoring network is critical to understanding subbasin operations and potential impacts to GDEs and ISWs from dry year pumping and climate change. We understand that work planned to fill out and maintain the groundwater monitoring networks has or may be deferred, and, in some cases, has been made more critical by the loss of some monitoring wells. It is important that the region fill in any data gaps resulting from less than optimum monitoring systems. Initial monitoring system shortcomings were identified in the GSPs along with projects and management actions to correct them. We Hope each GSA will include within its GSP third year progress report, efforts and timetables to bring the monitoring well systems into operational states that allow a comprehensive understanding of each groundwater subbasin.



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The GSPs have left unanswered questions regarding the status and protection of GDEs and ISWs in each subbasin. Comprehensive monitoring programs are key to answering these questions. The three GSPs had different levels of ISW and GDE characterization, but all three were noted in the Department of Water Resources (DWR) approvals letters as needing more work to close data gaps. We hope that each GSA will include within its third year progress report efforts and timetables to address the areas of GDE and ISW concern. DWR summary concerns regarding each subbasin's deficiencies in this area are as follows.

DWR North Basin GSP approval letter: "The Plan acknowledges and identifies interconnected surface waters within the Subbasin. The GSAs proposes initial sustainable management criteria to manage this sustainability indicator and measures to improve understanding and management of interconnected surface water. The GSAs acknowledge, and the Department agrees, many data gaps related to interconnected surface water exist. The GSAs should continue filling data gaps, collecting additional monitoring data, and coordinating with resources agencies and interested parties to understand beneficial uses and users that may be impacted by depletions of interconnected surface water caused by groundwater pumping. Future periodic evaluations of the Plan and amendments to the Plan should aim to improve the initial sustainable management criteria as more information and improved methodology becomes available."

DWR South Basin GSP approval letter: "The Plan demonstrates an understanding of where data gaps exist and provides a description of measures to fill these data gaps. The GSP describes specific data gaps related to uncertainties in interconnected surface water locations and well information in its groundwater levels and quality monitoring networks. The Plan provides a management action to address these data gaps and commits to developing a plan, schedule, and budget for actions to address the data gaps by the first year of GSP implementation. (23 CCR § 355.4(b)(2).)

DWR corrective action from the Cosumnes GSP approval letter: GSAs "should consider addressing by the first periodic evaluation of the Plan" "Continuing to fill data gaps, collecting additional monitoring data, coordinating with resources agencies and interested parties to understand beneficial uses and users that may be impacted by depletions of interconnected surface water caused by groundwater pumping, and potentially refine sustainable management criteria."

As stated above, ISW and GDEs are of particular interest to ECOS, and areas of concern regarding them are often found along mutual subbasin boundaries. We understand that resource constraints are affecting GSA operations. However, while not all subbasins were



# ECOS

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fortunate enough to receive State grant funding, the obligation to close these gaps has not changed. We hope that more coordination and data sharing will enhance GSA abilities to make substantive progress in this critically important area.

GSAs are preparing their third annual reports, and the five-year plan updates are due in 2025. ECOS looks forward to an open, public process in the development and adoption of each subbasin's three year report as well as future annual reports and five year updates. We hope that these documents will fully disclose the North American, South American and Cosumnes subbasin plans and timing to address monitoring program shortcomings as well as shortcomings in understanding and protecting the region's GDEs and ISWs.

Thank you for your consideration of these suggestions and requests. ECOS appreciates all the work you are doing to implement SGMA for the benefit of the Sacramento area. We would appreciate your action to distribute this letter with our thanks to all of the GSAs involved in implementing the approved GSAs in our region. We would also appreciate hearing from you and the other GSAs regarding your efforts to address our concerns.

Ted Rauh  
Chair, ECOS Water Committee

CC: Brittany Friedman, Board Secretary, [info@CosumnesGroundwater.org](mailto:info@CosumnesGroundwater.org)

Topic: Board Directors' Comments  
Type: New Business  
Item For: Information  
Purpose: Routine

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SUBMITTED BY: Jim Peifer  
Executive Director

PRESENTER: Randy Marx  
Chair

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### EXECUTIVE SUMMARY

This is an information item to provide an opportunity for the Sacramento Groundwater Authority Board of Directors to report on any updates from their agency, comments, request future agenda items, recommendations, and questions.

### STAFF RECOMMENDED ACTION

None. This item is for information only.

### BACKGROUND

This agenda item is a standing item to provide an opportunity to report on any updates from their agency, comments, request future agenda items, recommendations, and questions.



Tony Firenzi, Chair

Brett Ewart, Vice Chair

Sean Bigley, Director

Audie Foster, Director

William Roberts, Director

Ron Greenwood, Director

Bruce Kamilos, Director

Caryl Sheehan, Director

Michael Saunders, Director

## REGIONAL WATER AUTHORITY EXECUTIVE COMMITTEE MEETING

**Tuesday, December 19, 2023  
at 1:30 p.m.**

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

### **IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION:**

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

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/89913925933?pwd=ZgZ9obs682SrFJZQbeTazgQVLs00GO.1>

**Meeting ID: 899 1392 5933    Passcode: 952211**

### **Dial by your location**

**+1 669 900 6833 US (San Jose) Meeting ID: 899 1392 5933 Passcode: 952211**

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

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above.

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the

meeting. The Board of Directors may consider any agenda item at any time during the meeting.

## **AGENDA**

### **1. CALL TO ORDER AND ROLL CALL**

### **2. PUBLIC COMMENT:**

Members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.

### **3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Committee members may request an item be removed for separate consideration.

**3.1** Appoint Josette Reina-Luken as acting Board Secretary

**3.2** Approve draft meeting minutes of the October 30, 2023 Executive Committee Special Meeting.

**3.3** Authorize the Executive Director to execute a change order in the amount of \$10,000 to Richardson & Co., LLP.

**Recommended Action: Approve Consent Calendar**

### **4. FISCAL YEAR 2022/2023 AUDIT REPORT**

Presenter: Ingrid Shepline, Richardson & Company, LLP

**Action: Recommend Acceptance of Fiscal Year 2022/2023 RWA Financial Audit Report to the Board of Directors**

### **5. ARTESIAN SUPPORT AGREEMENT**

Presenter: Michelle Banonis, Manager of Strategic Affairs

**Discussion/Action: Recommend Approval for the Executive Director to enter into an agreement with West Yost for services to support the ARTESIAN Program Agreement to the Board of Directors**

### **6. LEGISLATIVE UPDATE**

Presenter: Ryan Ojakian, Manager of Government Relations

### **7. RWA BOARD AGENDA**

Presenter: Jim Peifer, Executive Director

**Discussion/Action: Approve RWA Board Agenda for January 18, 2024 Board Meeting**

### **8. EXECUTIVE DIRECTOR'S REPORT**

### **9. DIRECTORS' COMMENTS**

## **ADJOURNMENT**

### **Upcoming meetings:**

#### **Next RWA Board of Director's Meeting:**

RWA Board Meeting, January 18, 2024, at 9:00 a.m. at the City of Roseville - Corporation Yard, 2005 Hilltop Circle, Roseville, CA 95747

#### **Next RWA Executive Committee Meeting:**

RWA Executive Committee Meeting, January 23, 2024, 1:30 p.m. at the RWA/SGA Office, 2295 Gateway Oaks, Suite 100, Sacramento, CA 95833.

Notification will be emailed when the RWA electronic packet is complete and posted on the RWA website at: <https://www.rwah2o.org/meetings/board-meetings/>.

Posted on: December 13, 2023

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James Peifer, Executive Director

Topic: Public Comment  
Type: New Business  
Item For: Information/Discussion  
Purpose: [Policy 200.1, Rule 11](#)

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SUBMITTED BY: Ashley Flores, CMC  
Secretary

PRESENTER: Jim Peifer  
Executive Director

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### EXECUTIVE SUMMARY

This is an information item to provide an opportunity for the Regional Water Authority Executive Committee to recognize or hear from visitors that may be attending the meeting or to allow members of the public to address the Executive Committee on matters that are not on the agenda.

As noted on the agenda, members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.

### STAFF RECOMMENDED ACTION

None. This item is for information only.

### BACKGROUND

Public agencies are required by law to provide an opportunity for the public to address the RWA Executive Committee matters that are not on the agenda.



Topic: Meeting Minutes  
Type: Consent Calendar  
Item For: Action; Motion to Approve  
Purpose: [Policy 200.1, Rule 14](#)

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SUBMITTED BY: Ashley Flores, CMC  
Secretary

PRESENTER: Jim Peifer  
Executive Director

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### EXECUTIVE SUMMARY

This is an action item for the Regional Water Authority Executive Committee to review and consider approving the draft minutes of the Special Regional Water Authority Executive Committee Meeting of October 30, 2023.

### STAFF RECOMMENDED ACTION

A motion to approve the Minutes, as presented or amended.

### BACKGROUND

The draft minutes of the above referenced meetings are included with this Agenda. The minutes reflect Policy 200.1 to document specific details on items discussed at the meetings.

The Executive Director may list on the agenda a "consent calendar", which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent calendar items might include approval of minutes, financial reports and routine resolutions. Any matter may be removed from the consent calendar and placed on the regular calendar at the request of any member of the Board. The entire consent calendar may be approved by a single motion made, seconded and approved by the Board.

### FINDING/CONCLUSION

Staff believes the draft of the presented minutes correctly reflect the information shared and actions taken by the Executive Committee.

### ATTACHMENTS

Attachment 1- Draft meeting minutes of the Regional Water Authority Executive Committee Special Meeting of October 30, 2023

## 1. CALL TO ORDER

Chair Firenzi called the special meeting of the Executive Committee to order on October 30, 2023 at 1:31 p.m. at the RWA Board Room located at 2295 Gateway Oaks, Suite 100, Sacramento, CA 95833. Eight of the Executive Committee Members were present at roll call; a quorum was established. Individuals in attendance are listed below:

### **Executive Committee Members**

Tony Firenzi, Placer County Water Agency  
Audie Foster, California American Water  
Ron Greenwood, Carmichael Water District  
Sean Bigley, City of Roseville  
Brett Ewart, City of Sacramento  
Willam Roberts, City of West Sacramento  
Bruce Kamilos, Elk Grove Water District  
Michael Saunders, Georgetown Divide Public Utility District

### **Staff Members**

Jim Peifer, Ryan Ojakian, Josette Reina-Luken, Raiyna Villasenor, Ashley Flores, and Andrew Ramos, legal counsel.

### **Others in Attendance:**

Jessica Law, Dan Kelly, Dan York, Greg Zlotnick, Paul Helliker, Craig Locke, Cathy Lee, and Rich Plecker

## 2. PUBLIC COMMENT

None

**Director Greenwood requested Consent Item 3.2 be pulled from the Consent Calendar. Director Kamilos also requested Consent Item 3.3 and 3.5 be pulled from the Consent Calendar.**

## 3. CONSENT CALENDAR

3.1 Approve draft meeting minutes of the July 25, 2023, Executive Committee Meeting.

- 3.4 Recommendation to RWA Board to authorize the Executive Director to enter into a Professional Services Agreement for the Water Efficiency Program Sacramento Regional Indoor Direct Install Project – Phase 2.

**A motion was made to approve the consent calendar.**

Motion/Second/Carried Director Ewart moved, with a second by Director Bigley

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**3.2 Recommend approval or changes to Policy 100.6 (RWA Affiliates) and no changes to Policy 100.3 (RWA Associate Members) to the Board of Directors.**

**A motion was made to recommend approval or changes to Policy 100.6 (RWA Affiliates) and no changes to Policy 100.3 (RWA Associate Members) to the Board of Directors as presented.**

Motion/Second/Carried Director Greenwood moved, with a second by Director Kamilos

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**3.3 Recommend approval of Conflict of Interest Code RWA Policy 200.4.**

**A motion was made to recommend approval of Conflict of Interest Code RWA Policy 200.4 as presented.**

Motion/Second/Carried Director Roberts moved, with a second by Director Kamilos

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**3.5 Recommend approval of Change Order No. 11 to the Master Consulting Services Agreement for Professional Services provided by Stantec Consulting Services Inc. to the Regional Water Authority.**

**A motion was made to recommend approval of Change Order No. 11 to the Master Consulting Services Agreement for Professional Services provided by Stantec Consulting Services Inc. to the Regional Water Authority as presented.**

Motion/Second/Carried Director Kamilos moved, with a second by Director Ewart

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**4. ANNUAL REVIEW OF INVESTMENT POLICY 500.2 AND CALIFORNIA EMPLOYEE RETIREMENT BENEFITS TRUST (CERBT)**

Josette Reina-Luken, Finance & Administrative Services Manager presented this action item for the Executive Committee to review RWA Policy 500.2 – Investment Policy which includes its California Employee Retirement Benefits Trust (CERBT) investment portfolio allocations which funds Other Post Employment Benefits (OPEB) also known as retiree health benefits. This item is necessary to be in compliance with audit requirements.

**A motion was made to recommend no changes to RWA's Investment Policy 500.2 and CERBT investment portfolio to the Board of Directors via consent calendar.**

Motion/Second/Carried Director Foster moved, with a second by Director Greenwood

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**5. REVISIONS TO POLICY 400.1 (PERSONNEL RULES) APPENDIX G TO SET THE MEDICAL FSA EXPENSE LIMIT**

Josette Reina-Luken, Finance & Administrative Services Manager presented this action item for the Executive Committee to review and approve the maximum amount that RWA will allow for staff's medical FSA reimbursements given the associated risk of how a medical FSA operates under federal law and determine if the employee will be allowed a rollover and grace period.

**A motion was made to approve approval of the changes to Personnel Rules Appendix G and set the medical FSA expense limit to the maximum amount as allowable under IRS code with full account balance rollover with a 3-month grace period.**

Motion/Second/Carried Director Foster moved, with a second by Director Greenwood

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**6. REVISIONS TO POLICY 400.1 (PERSONNEL RULES)**

Executive Director Peifer presented this action item for the Executive Committee to consider and recommend proposed changes to Policy 400.1 (Personnel Rules).

Proposed changes include the addition of a whistleblower policy and updates to Rule 2, Section 212 (Professional Appearance).

**A motion was made to recommend approval of proposed changes to RWA Policy 400.1 (Personnel Rules) to the Board of Directors.**

Motion/Second/Carried Director Kamilos moved, with a second by Director Greenwood

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**7. WATERSHED RESILIENCE PLANNING**

Executive Director Peifer presented this information item providing an update on the State Department of Water Resources' (DWR) efforts to improve watershed resilience planning and a potential partnership between DWR and the RWA.

**No action was taken.**

**8. REPRESENTATION ON REGIONAL MATTERS**

This was an information item at the Chair's request for the Executive Committee to discuss a matter of regional representation. Statements were made by Chair Firenzi, Director Bigley, and Executive Director Peifer. The Committee recommended that the item be brought to the Board of Directors in November; no action was taken.

**9. STRATEGIC PLAN SURVEY**

Executive Director Peifer presented this action item for the Executive Committee to consider and approve the Annual Survey for FY 2024/2025 Strategic Plan priorities.

**A motion was made to approve the Strategic Plan Survey and include data comparisons from previous survey with final report in January.**

Motion/Second/Carried Director Roberts moved, with a second by Director Bigley

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

#### **10. RWA AND SGA STAFFING UPDATE**

Executive Director Peifer presented this information item for the Executive Committee to brief them on SGA and RWA staffing.

#### **11. RWA BOARD AGENDA**

Executive Director Peifer presented this action item for the Executive Committee to review and consider approving the draft Agenda of the Regular Regional Water Authority (RWA) Board of Directors Special Meeting of November 9, 2023.

*The Board Secretary requested Item 5 be removed from the agenda because it was approved at the Executive Committee meeting. The Executive Director requested that Item 6 be moved to the Consent Calendar.*

#### **A motion to approve RWA Board of Directors Agenda for November 9, 2023 Board Meeting, as amended.**

Motion/Second/Carried Director Greenwood moved, with a second by Director Kamilos

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

#### **12. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Peifer reported about the upcoming Holiday Social and the RWA Member Reception at the ACWA Conference in Palm Desert. He also gave kudos to Amy on her response letter to the Water Boards on Water Loss and Conservation Regulations.

#### **13. DIRECTORS' COMMENTS**

Director Saunders reported on September 8, 2023, there is a webinar for Water Use Efficiency.

Director Foster thanked Chair Firenzi for bringing to the Committee important topics that will help the organization be more efficient and how we address and communicate moving forward.

Director Greenwood reported that Carmichael Water District is continuing to conduct 2x2 meetings with Sacramento Suburban Water District. The last joint Board meeting discussed a consolidation of the two agencies. Rate alignment and debits are being reviewed.

Director Bigley reported that the City of Roseville will be holding a ribbon cutting event celebrating two new Roseville ASR wells December 5, 2023, at Solaire Well located at John L Sullivan Park - 4000 Solaire Drive, Roseville CA 95747. Two other ASR wells Mistywood and Campus Oaks just completed drilling and show promising results. The City of Roseville appreciate the partnership and funding with the ARTESAN agreement to help with the wells.

Director Roberts reported that the City of West Sacramento is still working with City of Sacramento for alternative water supplies for fire suppression and other emergencies.

Director Kamilos reported that Trevor Joseph will be presenting to the Elk Grove Water District Board on December 12.

Director Saunders reported that Mountain Counties - French Meadows Restoration meeting, legislative round. They need to get more people aware of the headwaters.

Director Ewart reported that City of Sacramento Council approved the updated Development Impact Fees. RiverArc is getting ready to kick off the environment portion of the project, a grant was received by Wildlife Conservation of about 5 million dollars.

## **ADJOURNMENT**

With no further business to come before the Board, Chair Firenzi adjourned the meeting at 4:04 p.m.

Approved by:

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Anthony Firenzi, Chair

Attested by:

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, Acting Secretary



Topic: Change Order for Professional Services Agreement with Richardson & Co, LLP  
 Type: New Business  
 Item For: Consent Calendar  
 Purpose: Policy 300.2 (Professional Services Policy)

SUBMITTED BY:	Josette Reina-Luken Finance & Administrative Services Manager	PRESENTER:	Josette Reina-Luken Finance & Administrative Services Manager
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### EXECUTIVE SUMMARY

This is an action item for the Executive Committee to authorize the Executive Director to execute a change order in the amount of \$10,000 with Richardson & Co., LLP. This amount will increase the maximum contract compensation from \$50,000 to \$60,000 to cover additional costs associated with the Fiscal Year 2022-2023 audit accounting support.

### STAFF RECOMMENDED ACTION:

Authorize the Executive Director to execute a change order in the amount of \$10,000 to Richardson & Co., LLP.

### BACKGROUND

On June 28, 2023, the Executive Director executed a contract with Richardson & Co. to provide accounting support assistance with the upcoming Fiscal Year 2022-2023 audit in the maximum amount of \$50,000 which is the Executive Director's signing authority as stated in Policy 300.2 (Professional Services Policy). RWA has historically used an outside CPA to assist with the preparation of financial statements that are GASB compliant. For many years, RWA contracted with Ms. Nicole Krotoski and has for the past four years contracted with Richardson and Co., specifically Mr. Tom Hoffart, one of their CPA/auditors, to provide these services.

This audit year, RWA selected Richardson & Co. through an RFP process to conduct the audit engagement in addition to the subsequent 4 years in accordance with the Policy 500.4 (Auditor Rotation Policy). Additional safeguards have been put in place to ensure that there is independence between Richardson providing accounting support on one team and a separate team conducting the audit. With a first-year audit, additional time and work is expected to explain, document, and create schedules for the current work programs and grants. This additional work has incurred an overage of \$5,725 in billable time for Mr. Hoffart's accounting support.

During this time, RWA conducted a recruitment for a replacement to the current Finance and Administrative Services Manager. Mr. Hoffart was selected as the Financial and Administrative

### Agenda Item 3.3

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Services Manager through the recruitment process. This created a potential independence issue that Richardson had to research and document. The billable for this additional work (not covered under the scope of the current contract) is approximately \$3,400.

These two amounts comprise the additional \$10,000 needed. RWA has approved a budget that includes an amount for audit/budget support in the amount of \$69,600 so no additional funds are needed. This item is solely to authorize the Executive Director to sign the change order to amend the current contract.

#### ATTACHMENTS

Attachment 1- Change Order 23-1

Attachment 2- Richardson Engagement Letter 2023

## CHANGE ORDER

This Change Order, number 23-1 executed on December 19, 2023, between the Regional Water Authority and Richardson & Company, LLP ("CONSULTANT") modifies the original contract signed June 28, 2023 as follows:

1. **Change in Services:**

No change in Accounting Support Services.

2. **Change in time of Performance:**

No change in time of performance.

3. **Change in CONSULTANT's Compensation:**

Increase the maximum contract amount to \$60,000 to cover additional accounting consulting work for 1<sup>st</sup> year audit and independence research issue.

All other terms and conditions of the Services Agreement between RWA and Consultant dated June 28, 2023 remain unchanged.

**Regional Water Authority (RWA)**

**Richardson & Company, LLP**

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James Peifer, Executive Director

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Brian N. Nash, CPA, Partner

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Date

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Date



550 Howe Avenue, Suite 210  
Sacramento, California 95825  
Telephone: (916) 564-8727  
FAX: (916) 564-8728

June 22, 2023

Regional Water Authority  
5620 Birdcage Street, Suite 180  
Citrus Heights, California 95610

We are pleased to confirm our understanding of the nature and limitations of the nonattest services we are to provide for the Regional Water Authority (RWA) and the Sacramento Groundwater Authority (SGA) for the year ended June 30, 2023.

### **Engagement Objective**

The objective of this nonattest engagement is to assist RWA and SGA in preparing financial statements in conformity with U.S. generally accepted accounting principles from RWA and SGA's general ledger and supporting footnote tables for the year ended June 30, 2023 using the accrual basis of accounting based on information provided by you.

### **Services to be Performed**

In connection with the engagement objective, we will perform the following services:

- Obtain schedules supporting footnote tables from RWA and SGA's staff and type numbers into the financial statement footnote tables. We will compare schedules to detail records provided by RWA and SGA's staff for consistency prior to typing the amounts into footnote tables.
- Type changes to financial statement footnotes as directed by RWA and SGA's staff.
- If we become aware of any accounts or disclosures that do not agree to supporting records provided by RWA and SGA's staff, we will notify RWA and SGA's staff which accounts or disclosures do not balance to supporting records so RWA and SGA's staff may evaluate whether correcting entries or modifications to disclosures are necessary. We will post entries in our trial balance program or modify disclosures only upon approval by RWA and SGA's staff. RWA and SGA staff will be responsible for making the appropriate entries to RWA and SGA's general ledger.

However, we will not perform the following services:

- Authorize, execute, consummate or approve transactions, or otherwise exercise authority on behalf of RWA and SGA or have the authority to do so.

- Prepare source documents, in electronic or other form, which evidence the occurrence of a transaction. Source documents are the documents upon which evidence of an accounting transaction are initially recorded. Source documents are often followed by the creation of many additional records and reports, which do not, however, qualify as initial recordings. Examples of source documents are purchase orders, payroll timecards and customer orders. However, we will use existing source documents to identify possible adjustments to RWA and SGA's trial balance.
- Make changes to source documents without RWA and SGA approval.
- Have custody of RWA and SGA assets.
- Supervise RWA and SGA employees in the performance of their normal recurring activities.
- Report to the board of directors on behalf of management.

#### **Independence Requirements for Performing Nonattest Services for an Audit Client**

We may provide the nonattest services described herein and also remain independent in connection with our audit of RWA and SGA in accordance with U.S. generally accepted auditing standards with the understanding that Richardson & Company, LLP may not and, therefore, will not perform management functions or make management decisions for RWA and SGA. However, we may provide advice, research materials and recommendations to assist management in performing its functions and making decisions. Therefore, our duties must be necessarily limited, and RWA and SGA must agree to perform the following functions in connection with this engagement to perform nonattest services:

- Make all management decisions and perform all management functions;
- Establish and maintain internal controls including monitoring ongoing activities;
- Evaluate the adequacy and results of the services performed;
- Accept responsibility for the results of the services performed; and
- Designate an individual within senior management with suitable skill, knowledge, and/or experience to oversee our services;

The services will be performed by a Senior Manager and will be reviewed by a Partner not on the audit engagement team. It is our understanding that Josette Reina-Luken, Finance and Administrative Services Manager, has been designated to oversee the services we provide to RWA and SGA. Your signature on page 4 indicates RWA and SGA's acknowledgement and acceptance of RWA and SGA's responsibilities described herein.

#### **Administration and Other**

Errors and Irregularities: Our engagement cannot be relied upon to disclose errors and irregularities, including fraud or defalcations, that may exist. However, we will inform the appropriate level of management of any material errors, and any irregularities or illegal acts, that come to our attention.

Subpoena or Other Legal Process: In the event we are requested or authorized by you or required by government regulation, subpoena, or other legal process to produce our workpapers or our personnel to respond to inquiries or serve as witnesses with respect to this or any engagement for you, you will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such a request. If such a request is made, and unless we are obligated by law or legal process to the contrary, we will inform you prior to providing such access.

### **Professional Fees**

#### **Financial statement preparation:**

Yearly financial statement preparation - assign new accounts; verify linked accounts in the financial statements; prepare cash flows statement; update the information in each footnote; prepare the management's discussion and analysis, and general typing and review  
– amount not to exceed \$ 50,000

Our fees for these nonattest services will be billed based on the following hourly rate schedule and will not exceed the fees quoted above:

<u>Classification</u>	<u>Rate per Hour</u>
Principal/Directors	\$ 205
Tax Director	240
Senior Managers	185
Managers	166
Supervisors	145
Seniors	123
Semi-seniors	113
Staff	105
Administrative Assistants	65

You will also be billed for out-of-pocket travel and other costs such as typing, postage, etc., if any. While the fees in the high column above are intended to be not to exceed amounts, if unforeseen issues result in us incurring significant additional unforeseen time to prepare the financial statements, we will discuss the situation with you and will arrive at a new fee arrangement.

\* \* \* \* \*

Regional Water Authority and Sacramento Groundwater Authority  
June 22, 2023  
Page 4 of 4

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

RICHARDSON & COMPANY, LLP



Brian N. Nash, CPA  
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Regional Water Authority and Sacramento Groundwater Authority and is signed by the officer authorized by the Board of Directors to enter into this agreement on RWA and SGA's behalf.

By: \_\_\_\_\_

Title: Executive Director

Date: 6/28/2023

## Agenda Item 4

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Topic: Fiscal Year 2022/2023 Audit Report  
Type: New Business  
Item For: Action/Discussion  
Purpose: Government Accounting Standards Board (GASB) Compliance

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SUBMITTED BY:	Josette Reina-Luken Finance & Administrative Services Manager	PRESENTER:	Josette Reina-Luken Finance & Administrative Services Manager
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### EXECUTIVE SUMMARY

In accordance with generally accepted and Government Auditing Standards, Richardson and Company, LLP was retained to conduct RWA's annual financial audit and provide an Independent Auditor's Report to the Board of Directors.

### STAFF RECOMMENDATION:

Recommend acceptance of the RWA Fiscal Year 2022/2023 Audit Report to the Board of Directors.

### BACKGROUND

Presentation of the draft Fiscal Year 2022/2023 Audit Report to be made by Ingrid Shepline of Richardson & Company, LLP.

### ATTACHMENTS

Attachment 1- Draft Fiscal Year 2022/2023 Audit Report **to be distributed separately.**



## Agenda Item 5

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Topic: ARTESIAN Grant Support Services Contract  
Type: New Business  
Item For: Action/Discussion  
Purpose: Policy 300.2 (Professional Services Selection and Contracting Policy)

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SUBMITTED BY:	Michelle Banonis Manager of Strategic Affairs	PRESENTER:	Michelle Banonis Manager of Strategic Affairs
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### EXECUTIVE SUMMARY

This item is for the acquisition of services to assist the RWA in administering the grants under the ARTESIAN agreement.

### STAFF RECOMMENDATION:

Motion to recommend to the Board of Directors that the Executive Director is authorized enter into an agreement with West Yost for grant administration services.

### BACKGROUND

RWA executed an agreement with the California Department of Water Resources on January 21, 2023 (State Agreement). This agreement provided \$55 million in funding to the region for groundwater infrastructure projects. In order to govern administration of state funds provided to RWA, RWA and anticipated funding recipients developed a program agreement, the American River Terms for Ecosystem Support and Infrastructure Assistance Needs (ARTESIAN), which was approved by the Executive Committee on September 14, 2023. Agencies receiving funding have been approving the ARTESIAN agreement with support from their respective boards.

Understanding limitations on RWA staff support given significant workload, as part of both the cost estimates provided in the State Agreement and in the ARTESIAN, a line item was included called “Consultant Support for Grant Administration” in the total amount of \$380,000<sup>1</sup>. A Request for Proposal (RFP) was posted publicly and provided to all RWA affiliates on October 20, 2023. It was subsequently amended and redistributed on November 8, 2023 with a submittal deadline of November 17, 2023.

A proposal from West Yost was received (see attachment). A group consisting of Sean Bigley, Dan York, and Michelle Banonis conferred on the submittal and found it to be technically acceptable. Additionally, legal counsel has reviewed the proposed contract language revisions received by West Yost and has indicated no concerns.

## Agenda Item 5

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### Footnotes:

<sup>1</sup> Estimated \$100,000 for FY 2023/2024; \$130,000 for FY 2024/2025; and \$150,000 for FY 2025, 2026. These amounts vary due to inflation estimates as well as estimating workload over time increasing as more funding recipients sign the ARTESIAN and submit invoices, as well as costs associated with agreement close-out requirements and final reporting.

### ATTACHMENTS

Attachment 1- West Yost Proposal and Consultant Services Agreement with West Yost



REGIONAL WATER AUTHORITY

## Grant Management Services

November 17, 2023

**PRIMARY CONTACT:**

Sheri Lasick, Project Manager

530.924.0230 office  
[slasick@westyost.com](mailto:slasick@westyost.com)



2020 Research Park Drive, Suite 100

Davis, CA 95618

530.756.5905 phone

530.756.5991 fax

[westyost.com](http://westyost.com)

November 17, 2023

**Michelle Banonis**

Manager of Strategic Affairs, Regional Water Authority  
2295 Gateway Oaks Drive, Suite 100  
Sacramento, California 95833

Delivered via email to: [mbanonis@rwah2o.org](mailto:mbanonis@rwah2o.org)

## Required Information

<b>Subject</b>	RWA Grant Management
<b>Firm</b>	West Yost Associates
<b>Local Address</b>	2020 Research Park Drive Suite 100 Davis, CA 95618
<b>Primary Contact</b>	<b>Sheri Lasick</b> Project Manager  530.924.0230 office 530.756.5991 fax <a href="mailto:slasick@westyost.com">slasick@westyost.com</a>

## RE: Response to Request for Qualifications for RWA Grant Management Services

Dear Michelle:

The Regional Water Authority (RWA) is seeking a highly qualified firm to aid with grant management in support of the agreement between RWA and the nine water providers receiving State funding called the American River Terms for Ecosystem Support and Infrastructure Assistance Needs (ARTESIAN). West Yost has a proven team with experience and demonstrated success to provide these services. West Yost has a clear understanding of the scope of work and offers a full services approach to funding projects. We routinely assist clients in managing funds obtained through state, federal and local grant and loan programs. Our success is based on maintaining excellent working relationships with funding agency staff, solid technical and writing skills, close coordination with our clients, and attention to detail.

Our team is led by Project Manager and Senior Grant Funding Specialist **Sheri Lasick** who has more than 20 years of experience strategizing, securing, and managing funds awarded for various types of federal and state grant programs. Our other senior Funding Team members assigned to this project, **Monique Day, PE**, and **Hawkeye Sheene**, have demonstrated success in providing grant management support, grant strategy services, and funding application support for over 30 municipal and water agency clients in California. Our team is cohesive, with Monique and Sheri having worked together on management pursuits, funding strategies, and applications for the past ten years, first with Sheri as a West Yost subconsultant and now working at West Yost. Our team leaders are supported by a staff of four dedicated grant funding specialists. **Alfred Garrett** has more than 20 years of experience, excels in researching, developing grant tracking procedures, and previously was part of a grant administration team managing \$1 billion in federal and state Disaster Recovery and Resiliency grants at the Shelby County Government, Tennessee. **Julia Chambers** has secured over \$20 million in grants for municipalities and supported the administration of grant funds. **Katie Jones** is an integral member of the funding team and is currently providing grant management for the City of Modesto Grayson Water Infrastructure project. **Raven Lasick** has five years of grant administration and labor compliance experience for various public works projects. Principal-in-Charge **Kelye McKinney, PE**, who will provide project oversight and support, was previously the Assistant Director of the Environmental Utilities Department for the City of Roseville.

Our Funding Team is well known for our energy, responsiveness, dedication, and collaborative approach to problem solving. We have the skills, experience, and systems ready to seamlessly manage the complex tasks of grant reporting and compliance. We are confident that RWA will be completely satisfied with the quality of our work and our commitment to providing the highest possible level of client support. West Yost will provide:

- **A commitment to working collaboratively.** West Yost is committed to working with RWA staff to administer the funding reporting requirements.

Michelle Banonis

November 17, 2023


RE: Response to Request for Qualifications for RWA Grant Management Services

- **Leadership that delivers.** With over 20 years of experience from each of our senior team members, you can count on us to lead your grant management needs.
- **A team with diverse experience.** West Yost's Funding Team is experienced with grant administration for a variety of federal, state, and local projects.
- **Efficiency and consistency.** We customize form templates for each project and create a secure Microsoft OneDrive to provide a central repository for project information and an easy way to access important files and information.

Thank you for providing West Yost the opportunity to be of service to the RWA. West Yost has reviewed the terms of the Professional Services Agreement and has included requested edits in **Appendix B**. As Principal-in-Charge and Project Manager, we are committed to allocating the resources and support needed to deliver a successfully administered grant project.

Sincerely,

**WEST YOST**



**Kelye McKinney, PE**

Principal-in-Charge

530.792.3209 office

[kmckinney@westyost.com](mailto:kmckinney@westyost.com)



**Sheri Lasick**

Project Manager/Senior Grant Funding Specialist

530.924.0230 office

[slasick@westyost.com](mailto:slasick@westyost.com)

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## 03 // PROFILE OF FIRM



**We are grant funding and strategic planning experts.**



### Firm Overview

West Yost is a local, West Coast-based consulting engineering firm founded in 1990. We focus exclusively on water, wastewater, recycled water, groundwater, and stormwater. We have broad experience providing planning, design, construction management, and program management services in these areas.

West Yost is headquartered in Davis, California, and has 230 staff members in ten offices. Our staff includes certified or registered professionals in chemical, civil, control systems, electrical, environmental, and mechanical engineering; wastewater treatment and regulatory compliance; geology, engineering geology, and hydrogeology; architecture; GIS; control systems, cybersecurity, and risk management; asset management and condition assessment; **grant funding and management**; project management; and construction management and inspection services.

### A Robust and Skilled Team

West Yost's Funding Team has a deep bench of highly skilled and dedicated staff, with diverse backgrounds and proficiency in grant writing and administration. Support for this contract will be provided by both remote and local staff.

**More than half of our Funding Team is located in the Sacramento and Davis offices and will be available for meetings and on-site information gathering as-needed.**

### OFFICES

#### OREGON

Lake Oswego

#### CALIFORNIA

Concord

Davis (Corporate)

Lake Forest

Oceanside

Pleasanton

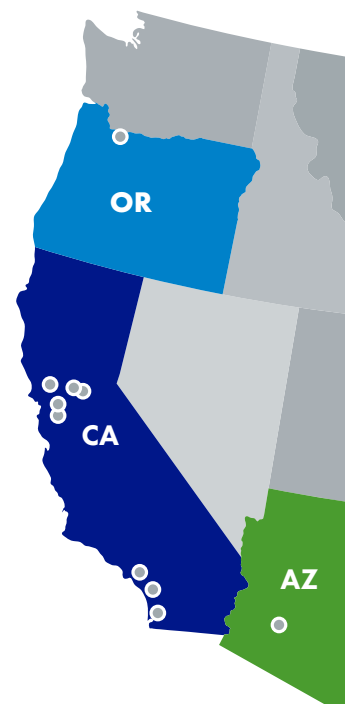
Sacramento

San Diego

Santa Rosa

#### ARIZONA

Phoenix



### FAST FACTS

**35+**

LOCAL SUPPORT  
STAFF

**150+**

PROJECTS IN  
THE GREATER  
SACRAMENTO AREA

**80+**

GRANT FUNDING  
PROJECTS

**“West Yost was always prepared, met every deadline, excellent quality of work, and overall great service. I highly recommend them.”**

— Kevin Hunt, PE,  
General Manager, Central Basin  
Municipal Water District

**“It was a pleasure to work with all of you... Thank you and your team for being so accommodating and always pursuing a better understanding of our system.”**

— Ryan Kirchner,  
Sonoma County Water Agency

## Dedication to Client Service and Quality

West Yost provides exceptional client service and high-quality work products. Our success at meeting ongoing client needs is exemplified by our long-term relationships and repeat work. Our experience will allow us to serve as a valuable extension of your staff. West Yost will manage projects proactively and provide responsive service and timely work products.

Our Funding Team members selected to support the RWA includes senior Funding Team members, Sheri Lasick, Monique Day, and Hawkeye Sheene. Supporting staff include Grant Funding Specialists Raven Lasick, Katie Jones, Al Garrett, and Julia Chambers. The Funding Team has provided grant strategy services, funding application support, and grant management support for over 30 municipal and water agency clients in California over the past 20 years.

Each team member was selected to support the RWA based on their experience and skill sets. All the senior Funding Team members are highly experienced with all phases of grant services, including strategic planning, funding research, application development, and grant administration. At varying times, the availability of each senior staff member fluctuates; therefore, assigning overlapping roles for all three senior Funding Team members will allow West Yost to provide the support that the RWA needs, and will allow the Funding Team to coordinate with other West Yost staff to increase support when needed. Team members listed in the proposal are committed for the duration of the work and any team member substitutions or changes will be brought to the attention of, and approved by, the RWA.



**West Yost has assisted clients in securing more than a billion dollars in loans and grants for water-related projects. Our success is based on maintaining excellent working relationships with funding agency staff, solid technical and writing skills, and attention to detail.**



## Grant Administration Approach

Grant administration is a critical process that plays a pivotal role in ensuring the effective allocation and management of financial resources for various initiatives. Effective grant administration demands meticulous attention to detail, a thorough understanding of grant guidelines, and the ability to maintain transparent and accurate financial records. Furthermore, it requires clear communication and collaboration between grantors and grantees to ensure that the objectives and outcomes align with the intended impact. Successful grant administration is essential for promoting accountability, transparency, and the achievement of the intended goals of grants, ultimately making it a cornerstone of many nonprofit organizations, government agencies, and research institutions.

Under the supervision and approval of RWA, West Yost's Funding Team will assemble invoices, compile information, review and assess documents, and prepare reports and invoices in a timely manner. We will also meet regularly with the RWA to assess and discuss the progress of ARTESIAN grant administration support.

West Yost uses form templates and Microsoft OneDrive file hosting to stay organized. Form templates streamline data collection and provide consistency in the information gathered. OneDrive offers a secure and accessible cloud storage solution that creates a central document storage and sharing location. By combining these tools, we create and store forms and other project documents in a centralized location, making it easier to manage and access information from anywhere. This integration boosts productivity and keeps data neatly organized.

## PROJECT MANAGEMENT AND MEETINGS

- Project management includes those general management activities that are not specific to any one task, including budget and schedule management; coordination of activities and communication with RWA, individual funding recipients, and West Yost's Funding Team; and preparation of monthly invoices.
- The West Yost Project Manager will interact with the RWA project manager by email and/or phone to coordinate on project information for the duration of project.
- West Yost will coordinate and facilitate a Kick-off Meeting with key staff to review project objectives, scope, and schedule for the project.
- West Yost will meet with RWA, funding recipients, and the State Department of Water Resources (DWR) as-needed.
- West Yost will create a OneDrive folder system for each project and for overall grant administration.

## QUARTERLY REPORTING

- Quarterly Progress Reports will be prepared for each project sponsor using the DWR template that will be provided by the DWR Grant Manager. Quarterly reports prepared by each project sponsor will be reviewed by West Yost who will coordinate with funding recipients as needed for clarification or revisions.
- West Yost will compile the individual project reports into a single quarterly report and submit to DWR via the State's GGrants site or other method as required by the DWR Grant Manager.
- In accordance with the grant agreement, West Yost will submit Quarterly Progress Reports to DWR by the due dates as listed in the grant agreement and the RWA RFQ.

## QUARTERLY GRANT DISBURSEMENT REQUESTS

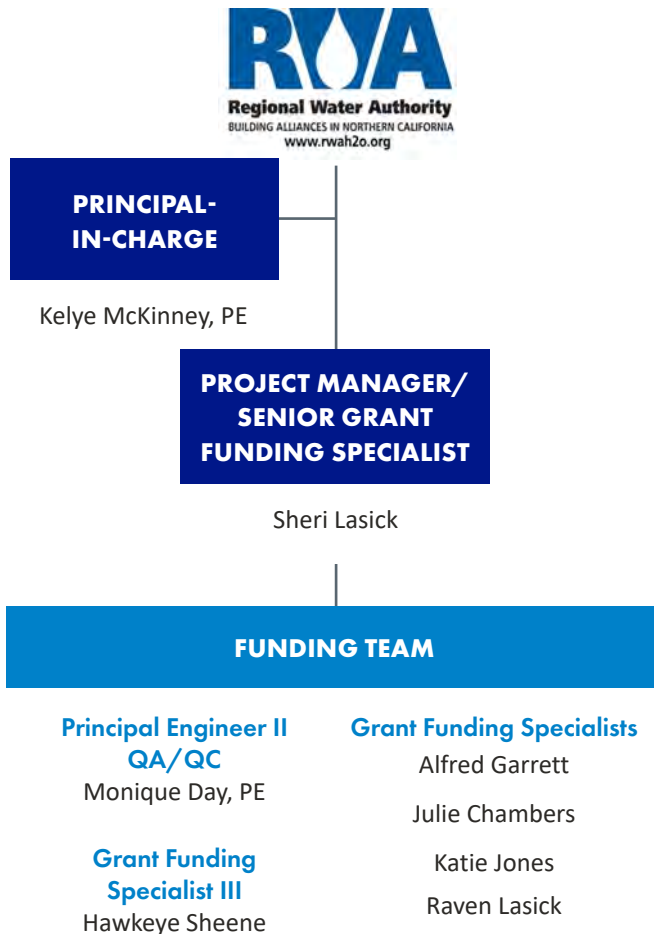
- Quarterly Grant Disbursement Requests will be prepared for each project sponsor using the DWR template that will be provided by the DWR Grant Manager.
- West Yost will use the Grant Disbursement Request data provided by each project sponsor to compile a single Grant Disbursement Request and submit it to DWR via the State's GGrants site or other method as required by the DWR Grant Manager.

## COMPLETION REPORTS

- West Yost will obtain the project component completion report from each respective project sponsor. West Yost will review each report for compliance with grant requirements and will provide comments to the project sponsor.
- West Yost will submit each project component completion report to DWR.

# 04 // SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

## Organizational Chart: Key Personnel



## SHERI LASICK

PROJECT MANAGER/SENIOR GRANT FUNDING SPECIALIST



**Role:** Lead Grant Administrator, Project Manager

**Availability:** 35%

As Project Manager, she will be the primary point of contact and will be available to meet and coordinate with RWA and its members as needed

throughout the duration of the contract. With more than 23 years of funding experience identifying, securing, and managing grants, Sheri was selected to lead the Funding Team for this project.

Sheri has extensive and diverse experience providing grant writing, funding research, and funding management services to public and non-profit entities, as well as program analyses, policy development and industry research for a wide range of projects for water, wastewater, water conservation, recycled water, transportation, parks, public safety, energy efficiency, clean energy, and microgrids. She worked for federal, state, and local governments as well as private firms prior to serving clients for 22 years under her own grant consulting firm.

Sheri has a keen understanding of the issues and challenges faced by public employees and assists local public agencies in meeting the needs of the communities they serve by locating alternative funding sources and by providing analytical services. Sheri has assisted cities, special districts, and municipalities in receiving over \$130 million in grants and \$200 million in low interest loans to date for water and wastewater infrastructure projects, developing and upgrading parks, transportation improvement projects, and public safety activities as an independent consultant, and subconsultant to West Yost. She has managed grant reporting requirements for projects ranging from \$26,000 to over \$60 million-dollar projects with multiple funding sources and agencies. Sheri will be the project manager and lead grant administrator.

**// ...this is a huge success for our Grants Team and our overall funding strategy. A big thanks to your team for the support to get this grant!"**

— Leonard Ash,  
Water Resources Planning,  
Alameda County Water District

## KELYE MCKINNEY, PE

PRINCIPAL-IN-CHARGE/ENGINEERING  
MANAGER I



**Role:** Project Oversight, Document Review, Technical Advisor

**Availability:** 10%

Kelye is a civil engineer with a focus in the environmental engineering and utilities industry. She is an experienced manager who specializes in operation

and resource planning, project management, budgeting, personnel, rate setting, and capacity fee development. She has experience making presentations to government bodies, the general public, and at professional conferences. She previously worked for the City of Roseville in the Environmental Utilities Department, where she was most recently the Assistant Director. In her capacity, she led the technical services team for the water, wastewater, recycled water and solid waste utilities including master planning, capital plan implementation, asset management, utility safety, and land development activities from entitlement through acceptance. She also led the City's Phase 2 Stormwater Quality Program.

## MONIQUE DAY, PE

QA/QC/PRINCIPAL ENGINEER II



**Role:** Grant Administration, Quality Assurance/Quality Control

**Availability:** 10%

Monique has more than 20 years of experience in civil and environmental engineering and has provided similar funding services to many clients

throughout her career. Most of her project work has involved multi-stakeholder planning and implementation processes and funding pursuits. She is the lead engineer and strategist for providing grant strategy services for the Alameda County Water District, Moulton Niguel Water District, Stanislaus Regional Water Authority, Placer County Water Agency, Sacramento Area Sewer District, City of Sunnyvale, Las Gallinas Valley Sanitary District, City of Modesto, and California Water Services Company. She works closely with Sheri Lasick on these projects to inform clients of relevant upcoming grant opportunities, to pursue funding opportunities, and to manage awarded opportunities.

Monique will serve as QA/QC for the project. Monique leads West Yost's Funding Practice and has extensive experience in both water resources planning projects and strategizing and securing funding for water agencies in California.

## HAWKEYE SHEENE

GRANT FUNDING SPECIALIST III



**Role:** Grant Administration Support, Project Management Support

**Availability:** as much as 60% to support time-sensitive tasks

Hawkeye will be the secondary point of contact if Sheri Lasick, Project Manager, is not available. She has experience

in water resources, specifically watershed funding and management. She has been working on NPDES compliance projects since 2002 and has developed and implemented city and region-wide compliance, monitoring, reporting, and outreach activities; guided the development of stormwater and urban runoff mitigation projects for municipalities, universities, and private developments; developed grant projects that were awarded over \$14 million; and managed large-scale grant projects to successful completion.

Hawkeye works closely with water resources agencies to identify funding priorities and opportunities, develop funding strategies for program and project development, align these efforts with the priorities of the funding agencies, and engage with regional partners and key stakeholders to increase competitiveness for successful funding and implementation. Hawkeye's commitment to collaboration extends from participation in statewide organizations, regional engagement, inter-agency coordination, to mentoring strategic funding approaches.

**“I appreciate how organized you are: uploading to GRanTs AND emailing me the invoice with the list of deliverables uploaded. Furthermore, you label the files correctly and you're very organized in your reports. I really appreciate the extra attention”**

— Monia Holleman, MPPA,  
Environmental Scientist/Grant  
Manager, California Department  
of Water Resources (regarding  
Hawkeye Sheene's invoicing for the City  
of Cloverdale UMBDR Grant Submittal 4)

## ALFRED GARRETT

### GRANT FUNDING SPECIALIST II



**Role:** Grant Administration Support  
**Availability:** as much as 80% to support time-sensitive tasks

Alfred has more than 20 years of experience in the management of grant funded programs for corporations, local government, public university, and

non-profit organizations. Most notably, he worked on the National Disaster Resilience Competition Grant where the U.S Dept. of Housing and Urban Development (HUD) made \$1 billion available in CDBG-DR funding to state and local governments impacted by disasters in 2011-2013 for the purpose of promoting innovative resilience projects to better prepare communities for future storms and other events.

## JULIA CHAMBERS

### GRANT FUNDING SPECIALIST II



**Role:** Grant Administration Support  
**Availability:** as much as 80% to support time-sensitive tasks

Julia has a proven track record of successfully cultivating funding partnerships to develop resilient communities. She has secured funding

for a wide range of public works projects, including those related to water infrastructure, transportation, housing, hazard mitigation, disaster recovery, and environmental initiatives. Notable achievements include the establishment and leadership of a grant assistance service at Harris & Associates, resulting in the successful acquisition of over \$20 million in grant funds for cities and counties from federal, state, and private sources. Additionally, Julia has secured a \$9 million Economic Development Administration grant for stormwater infrastructure.

## KATIE JONES

### GRANT FUNDING SPECIALIST I



**Role:** Grant Administration Support  
**Availability:** as much as 80% to support time-sensitive tasks

Katie is part of the funding team providing grant writing and grant management. Katie's projects have included providing support for the

City of Cloverdale, USBR WaterSMART Recycled Water Planning grant application, the City of Modesto Grayson Water Infrastructure project grant management, and grant strategy and application support for the senior Funding Team members for a variety of clients. Before coming to West Yost, she also worked with municipal utilities for over three years developing standard operating procedures for wastewater facilities. She provides grant reporting, grant management, grant budget review, expense tracking, invoicing, as well as supports funding strategy plans.

## RAVEN LASICK

### GRANT FUNDING ANALYST



**Role:** Grant Administration Support  
**Availability:** as much as 70% to support time-sensitive tasks

With five years of experience in the field, Raven Lasick specializes in grant management, administration, and labor compliance. Her expertise includes

reviewing invoices for eligible expenses based on grant agreements, categorizing expenses, and preparing draft grant progress reports. Some of her projects include the Feather River Parkway Grant, Las Virgenes MWD Advance Meter Infrastructure, Las Virgenes MWD Pure Water Source Demonstration Project, and Eastern San Joaquin Groundwater Authority SGMA Grant. Her responsibilities extend to organizing and verifying grant-eligible costs, submitting requests for funding disbursement, and labor compliance monitoring for public works projects, particularly in water and wastewater sectors. She is proficient in all Microsoft Software, DIR (Department of Industrial Relations), and grants research websites.

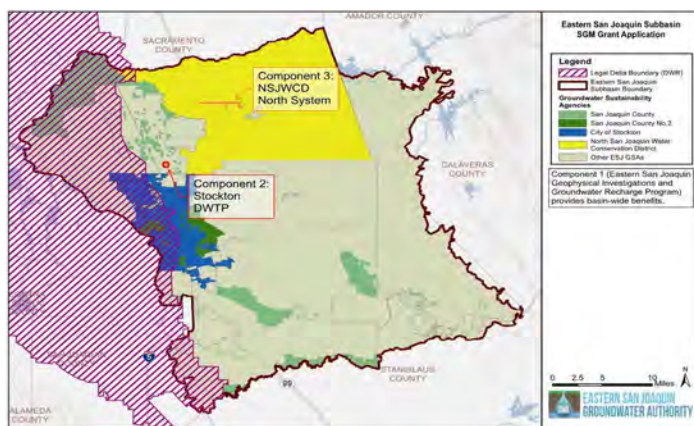
# 05 // SIMILAR ENGAGEMENTS AND REFERENCES

## Project Team Grant Experience

The West Yost Funding Team has extensive experience with securing and managing state and federal funding. The following are summaries of specialized grant support services provided to other clients representing the level of support West Yost can provide the RWA.

## Sustainable Groundwater Management Grant Round 1 Grant Administration

### EASTERN SAN JOAQUIN GROUNDWATER AUTHORITY



**Scope:** The \$8.7 million grant funded scope of work includes both planning and construction activities for the County of San Joaquin, City of Stockton, and the North San Joaquin Community Services District. Sheri Lasick serves as the Grant Administrator for the Eastern San Joaquin Groundwater Authority, Sustainable Groundwater Management Round 1 Grant with support from Raven Lasick who compiles the invoices into a single submittal. West Yost is responsible for coordinating with the three project sponsors to compile and submit quarterly reports and invoices and deliverables on behalf of the County of San Joaquin. Sheri serves as the primary contact between the funding agency (DWR) and the County of San Joaquin.

**Dates:** November 2022 – June 30, 2025

**Engagement Partners:** Sheri Lasick (Grant Administrator), Raven Lasick (Grant Administration Support)

**Total Hours:** 213.75 (to date)

**Client Contact:** Jose Coronado, Management Analyst II,  
209.468.3073



# Surface Water Supply Project Funding Services

## STANISLAUS REGIONAL WATER AUTHORITY



**Dates:** April 2016-current

**Engagement Partners:** Monique Day (Program Management, Funding Task Manager, Grant Writer, and Grant Manager), Sheri Lasick (Funding Strategist, Grant Writer, Grant Manager), Hawkeye Sheene (Grant Manager), and Katie Jones (Loan/Grant Administration)

**Total Hours:** 3,944.25 (to date)

**Client Contact:** Bob Granberg, past General Manager (from 2018 through 2023), 209.401.0439

**Scope:** Since 2016, West Yost has been providing program management services for Stanislaus Regional Water Authority's (SRWA) regional surface water supply project which is a multi-agency project creating a new water supply benefiting the Cities of Turlock, Ceres, and the Turlock Irrigation District. The project consists of funding strategy and pursuits, infrastructure planning, design-build contractor procurement, owner's advisory services, and design. West Yost's funding work includes evaluating grant and loan opportunities, meeting with funding agencies, and drafting applications, including a Drinking Water SRF application, two USBR WaterSMART Drought Resiliency grant applications, a Riverine Stewardship grant application, an IRWM implementation grant application, a Proposition 50 Chapter 6c grant, an Urban and Multi-Benefit Drought Relief grant application, and a Water Storage Improvement Program screening form application.

**These efforts have resulted in \$40.0 million grants secured and \$184.92 million in SRF loan funding secured. West Yost is also supporting SRWA with grant management services such as disbursement requests and progress reporting for the SRF loan, IRWM grant, and Prop. 50 Chapter 6c grant (2023).**

# Grant Funding Research, Application Development, Administration, and Labor Compliance Monitoring

## LAS VIRGENES MUNICIPAL WATER DISTRICT



**Dates:** October 2022-June 2023

**Engagement Partners:** Sheri Lasick (Project Manager/Grant Strategist, Grant Writer, Grant Administration, Labor Compliance Monitoring), Monique Day (QA/QC), and Raven Lasick (Grant Administration, Labor Compliance Monitoring)

**Total Hours:** 192.25

**Client Contact:** Craig Jones, Resource Conservation Manager, Engineering and External Affairs, 818.251.2131

**Scope:** The Funding Team has provided Las Virgenes Municipal Water District (LVMWD) with grant administration services for multiple sources of funding, including a USBR Water and Energy Efficiency Grant and California Prop. 1 IRWM grant for a residential AMI implementation project secured by Sheri Lasick. Grant administration services include preparation of progress reports, development of grant disbursement requests, serving as LVMWD staff liaison, and providing labor compliance monitoring services to verify contractor compliance with California prevailing wage laws for public works. The West Yost team also provided grant administration services for a Prop. 1 grant the District was awarded for its Pure Water Demonstration project. These services included completion of quarterly progress reports, verifying eligible costs for grant reimbursement, preparation of draft, final technical knowledge transfer report, grant project final technical report, and project closeout report.

**West Yost was recently selected by Las Virgenes Municipal Water District through a competitive solicitation to provide additional grant administration and grant writing services.**

# 06 /// FEE SCHEDULE

TABLE 1. ESTIMATED RATES BY POSITION			
STAFF TITLE	BILLING TITLE	RATES 2023	RATES 2024
PRINCIPAL-IN-CHARGE/ENGINEERING MANAGER I	ENGINEERING MANAGER I	\$319/hr	\$335/hr
QA/QC/ PRINCIPAL ENGINEER II	PRINCIPAL ENGINEER II	\$307/hr	\$322/hr
SENIOR GRANT FUNDING SPECIALIST	TECHNICAL SPECIALIST IV	\$254/hr	\$267/hr
GRANT FUNDING SPECIALIST III	TECHNICAL SPECIALIST III	\$228/hr	\$239/hr
GRANT FUNDING SPECIALIST II	TECHNICAL SPECIALIST II	\$203/hr	\$213/hr
GRANT FUNDING SPECIALIST I	TECHNICAL SPECIALIST I	\$178/hr	\$187/hr
GRANT FUNDING ANALYST	TECHNICAL ANALYST I	\$128/hr	\$134/hr

Notes:

- Billing rates are fully loaded rates inclusive of direct and indirect expenses.
- West Yost assumes that all submittals will be electronic and that West Yost staff will not need to travel as part of this contract. We further assume that all meetings will be virtual.
- Beginning with the 2025 calendar year, billing rates will be updated annually based on market conditions and will not exceed 4.5%.
- Full staff billing rates for 2024 are attached for reference should additional staff be required under a future agreement.



## 2024 Billing Rate Schedule

(Effective January 1, 2024, through December 31, 2024)\*

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
<b>ENGINEERING</b>	
Principal/Vice President	\$355
Engineer/Scientist/Geologist Manager I / II	\$335 / \$351
Principal Engineer/Scientist/Geologist I / II	\$302 / \$322
Senior Engineer/Scientist/Geologist I / II	\$272 / \$286
Associate Engineer/Scientist/Geologist I / II	\$226 / \$243
Engineer/Scientist/Geologist I / II	\$176 / \$205
Engineering Aide	\$106
Field Monitoring Services	\$131
Administrative I / II / III / IV	\$97 / \$121 / \$145 / \$160
<b>ENGINEERING TECHNOLOGY</b>	
Engineering Tech Manager I / II	\$349 / \$351
Principal Tech Specialist I / II	\$320 / \$331
Senior Tech Specialist I / II	\$293 / \$306
Senior GIS Analyst	\$265
GIS Analyst	\$251
Technical Specialist I / II / III / IV	\$187 / \$213 / \$239 / \$267
Technical Analyst I / II	\$134 / \$160
Technical Analyst Intern	\$108
Cross-Connection Control Specialist I / II / III / IV	\$140 / \$151 / \$170 / \$189
CAD Manager	\$211
CAD Designer I / II	\$164 / \$185
<b>CONSTRUCTION MANAGEMENT</b>	
Senior Construction Manager	\$338
Construction Manager I / II / III / IV	\$201 / \$215 / \$228 / \$289
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$181 / \$201 / \$224 / \$232
Apprentice Inspector	\$164
CM Administrative I / II	\$87 / \$118
Field Services	\$232

- Hourly rates include charges for technology and communication, such as general and CAD computer software, telephone calls, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- A finance charge of 1.5% per month (an annual rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

\* This schedule is updated annually





## Sheri Lasick

### Project Manager/Senior Grant Funding Specialist/ Technical Specialist IV

Sheri Lasick provides grant writing, funding research, and funding management services to public and non-profit entities, as well as program analyses, policy development, and industry research. Having worked for federal, state, and local governments as well as private firms prior to starting her own business, Sheri has a keen understanding of the issues and challenges faced by public employees and assists local public agencies in meeting the needs of the communities they serve by locating alternative funding sources and providing analytical services.

Sheri has assisted cities, special districts, and municipalities in receiving over \$130 million in grants and \$200 million in low-interest loans for water and wastewater infrastructure projects, park and transportation improvement projects, and public safety activities. She has managed grant reporting requirements for projects ranging from \$26,000 to \$60 million dollar projects with multiple funding sources. For this project, Sheri will provide grant management. One of Sheri's specialties is providing labor compliance services as a post-grant award service.

**STAFF TITLE:** Technical Specialist IV

**YEARS OF EXPERIENCE:** 23

**EDUCATION:**

- MA, Anthropology/Archaeology Graduate Work
- BA, Anthropology, California State University, Sacramento
- Project Management, University of Phoenix

## EXPERIENCE

### GRANT ADMINISTRATION

**Sustainable Groundwater Management Grant, Round 1, Eastern San Joaquin**

**Groundwater Authority:** Sheri Lasick serves as the grant administrator and primary contact between the California Department of Water Resources and the grantee and local project sponsors for the Eastern San Joaquin Groundwater Authority, Sustainable Groundwater Management Round 1 grant agreement. She is responsible for coordinating with the three project sponsors to compile and submit quarterly reports and invoices, and project deliverables on behalf of the County of San Joaquin (grantee) for this \$8.7M grant to complete both planning and construction activities for the County of San Joaquin, City of Stockton, and the North San Joaquin Community Services District.

**Johnny Carson Park Streambed Restoration and Park Revitalization (Grant**

**Amount: \$1,780,000), Burbank, CA:** Sheri identified this grant as a potential source of funding for the Johnny Carson Park Revitalization and Stream Restoration project. She led the team and was responsible for organizing, writing, and submission of the grant application documents and providing all of the necessary follow-up information requested by the State of California staff. The funding received from the California River Parkways Grant was used in conjunction with other federal grant funding sources to complete a park revitalization and stream restoration project. The funding was used to restore the existing 885 linear-foot stormwater concrete/gunite channel located within the Johnny Carson Park to a natural creek and create a multi-story habitat with an ADA accessible trail. The improvements promote groundwater infiltration, reduce urban runoff to the Los Angeles River, increase recreational opportunities, and reconnect the community with nature and educate the public about these important

water issues for the region. Sheri was responsible for providing QA/QC review of progress reports, prepared scope change requests, agreement extensions, and preparation of the draft and final reports for each grant program. Sheri also provided labor compliance monitoring services for the construction of this project.

**Johnny Carson Park Irrigation Retrofit (Grant Amount Requested, \$100,000 – Awarded), Burbank, CA:** Sheri identified this grant as a potential source of funding for the Johnny Carson Park Revitalization and Stream Restoration project. Sheri led the team and was responsible for organizing, writing, and submission of the grant application documents. The funding from the U.S. Bureau of Reclamation Water Conservation Field Services Program was used in conjunction with other grant funding sources to complete a park revitalization and stream restoration project. The funding from this grant was used to completely retrofit the existing park's potable irrigation system to 100 percent recycled water for all of its irrigation needs and to recharge the underlying aquifer and utilize the newer technology to manage the irrigation system resulting in a potable water savings of approximately 30 acre-feet annually.

**Las Virgenes Municipal Water District, Calabasas, CA:** Sheri has provided grant administration services for multiple sources of funding, including a US Bureau of Reclamation Water and Energy Efficiency Grant and California Prop. 1 IRWM grant for a residential AMI implementation project secured by Sheri Lasick prior to joining West Yost. Grant administration services include preparation of progress reports, development of grant disbursement requests, serving as LVMWD staff liaison, and providing labor compliance monitoring services to verify contractor compliance with California prevailing wage laws for public works. Sheri also led a West Yost team providing grant administration services for a Prop. 1 grant the District was awarded for its Pure Water Demonstration project. This included completion of quarterly progress reports, verifying eligible costs, for grant reimbursement, preparation of draft and final technical knowledge transfer reports, grant project final technical report, and project closeout report.

**Grant Management and Applications, Ventura Water, California:** Sheri prepared the following successful grant applications and subsequently managed these grant agreements for Ventura Water:

- U.S. Bureau of Reclamation Water and Energy Efficiency Grant: \$300,000 for implementation of a water conservation rebate program
- U.S. Bureau of Reclamation Water and Energy Efficiency Grant: \$229,631 for System Optimization

- Prop. 84 Integrated Regional Water Management Program: \$1,875,000 for a regional water conservation program that includes Casitas Municipal Water District and the City of Santa Paula.
- U.S. Bureau of Reclamation Water and Energy Efficiency Grant: \$300,000 for implementation of Phase II of a multi-phase AMI conversion project
- US Bureau of Reclamation Water and Energy Efficiency Grant: \$300,000 for implementation of Phase III, final phase of a multi-phase AMI conversion project.

Sheri provided grant administration services for all of the above grant agreements including semi-annual reports, financial progress reports, preparation and tracking of project expenditures and preparing draft and final project reports. Sheri assisted the City with navigating difficult project impacts to schedule and scope from presidentially declared natural disasters (fire and COVID) and assisted the City with establishing project goals and scope changes.

**Grant Strategy Services, Alameda County Water District, Fremont, CA:** Funding Specialist and trusted advisor for grant strategy services since 2016. Services included reviewing the District's top priority CIP projects, evaluating potentially applicable grant and loan opportunities, and conducting a funding strategy workshop. Deliverables included a projects summary matrix, grant opportunities matrix and strategic funding plan. Ongoing services include grant opportunity research, monthly matrix updates and check-in conference calls, and grant program compliance advisor and QA/QC of staff prepared documents.

**Funding Strategy, Stanislaus Regional Water-Authority, Stanislaus County, CA:** Funding Specialist for funding strategy component of program management services. Sheri worked as subconsultant to evaluate grant and loan opportunities, meeting with funding agencies, and drafting applications, including two WaterSMART Drought Resiliency grant applications, and later as an employee, a Proposition 50 Chapter 6c grant. Sheri's efforts have resulted in \$7.5 million grants awarded, of the total \$40M in total grants secured by West Yost. Sheri is currently leading the grant administration for the Proposition 50 Chapter 6c grant including review and submission of disbursement requests and progress reports prepared by West Yost staff.

## ADDITIONAL FUNDING SERVICES

Creating customized lists summarizing the grants and loans including analyzing potential grant programs for which the Agency's project(s) would be most competitive. Sheri also identifies potential partnerships to leverage resources and grant funds throughout the community. This may include locating multiple sources for funding from state, federal,

nonprofit foundations, volunteers, local businesses, etc. This service has been provided to the following agencies:

- Alameda County Water District
- Anaheim Public Utilities
- Borrego Springs Water District
- Burbank Water and Power
- California American Water
- California Water Services Company
- City of Colton
- City of Galt
- City of Huntington Beach
- City of Irwindale
- City of Rialto
- Hi-Desert Water District
- Lake Berryessa Resort Improvement District
- Moulton Niguel Water District
- Newhall County Water District
- Paradise Irrigation District
- Rio Alto Water District
- Sonoma County Water Agency
- Sunrise Recreation and Park District
- Town of Windsor
- Toulumne Utilities District
- Ventura Water
- West Kern Water District
- Western Municipal Water District
- West Valley Water District

**Grant Application Development:** Since 2001, Sheri has assisted public agencies with the data research, grant writing and organization of various types of projects for various types of grant programs, including: the FEMA Hazard Mitigation Grant; the FEMA Pre-disaster Mitigation Grant; FEMA Firefighters' Assistance Grant; California Dept. of Water Resources Water Conservation Grant; U.S. Bureau of Reclamation Drought Assistance Grant; U.S. Bureau of Reclamation WaterSMART Grants, FEMA Building Resilient Infrastructure and Communities (BRIC) grant; Conservation Field Services Grant; State Coastal Conservancy Proposition 1 Grant; Integrated Regional Water Management Implementation Grant; California Resources Agency Urban Rivers Grant; Wildlife Conservancy Board Streamflow Enhancement Grant; U.S. EPA Brownsfield Grant; Community Development Block Grant; SWRCB Facilities Planning Grant; SWRCB Water Recycling Construction Grant; Clean Water Act

State Revolving Loan Program; and many other types of grant programs for energy, public safety, parks and recreation, and transportation projects.

## LABOR COMPLIANCE

**Pure Water Demonstration Project, Las Virgenes Municipal Water District, Calabasas, CA:** Provided labor compliance assistance for a district-wide advanced meter infrastructure project.

**Feather River Parkway Phase II Project, City of Yuba City, CA:** Provided labor compliance assistance for this project created an 84-acre riverfront parkway and woodland preserve.

**River Trunk Realignment – Shackleford Pump Station, City of Modesto, CA:** Providing labor compliance assistance for this \$10 million construction management and inspection project including a 7-MGD sewage pump station, new pressure and gravity pipelines, and associated structures.

**River Trunk Realignment – Gravity System, City of Modesto, CA:** Providing labor compliance assistance for oversight of a \$22 million construction project that includes installation of approximately 1.7 miles of new pipelines.

**Owner's Representative Services, Well 80, Sacramento Suburban Water District, CA:** Provided labor compliance assistance for this project that includes new monitoring and groundwater wells and associated pumping and treatment facilities.



## Kelye McKinney, PE

### Principal-in-Charge/Engineering Manager I

Kelye McKinney is a civil engineer with a focus in the environmental engineering and utilities industry. She is an experienced manager who specializes in operation and resource planning, project management, budgeting, personnel, rate setting, and capacity fee development. She has experience making presentations to government bodies, the general public, and at professional conferences. She previously worked for the City of Roseville in the Environmental Utilities Department, where she was most recently the Assistant Director. In her capacity, she led the technical services team for the water, wastewater, recycled water and solid waste utilities including master planning, capital plan implementation, asset management, utility safety, and land development activities from entitlement through acceptance.

## EXPERIENCE

**24th Street and K Street Combined Sewer System Storage Project, City of Sacramento, CA:** Principal-in-Charge for the design of approximately 2,900 feet of 120-inch-diameter pipe in midtown Sacramento on 24th Street between N Street and H Street. The project is part of the City's Long Term Control Plan to reduce flooding of its combined sewer system (CSS). The project was designed to capture high flows using an underground weir structure and store up to approximately 1.6 million gallons of water until the CSS flows have receded enough to allow the system to empty. Due to the elevations of the CSS in the vicinity of the project, much of the storage volume needs to be pumped out; therefore, the project included the design of a submersible pump station. The project required the relocation of existing utilities, including a PG&E-owned gas main and several City storm laterals, within the project extents. The project included the development of a preliminary design report, constructability reviews, CEQA services, utility locating/potholing, and public outreach.

**Groundwater Support Services, City of Lincoln, CA:** Principal-in-Charge for technical and advisory support for groundwater projects including the regional water bank, groundwater supply planning, evaluation of groundwater recharge opportunities, and assistance with stakeholder communications.

**Phase 1 and 2 - Developer Standards Updates, Citrus Heights Water District, CA:** Principal-in-Charge for update to the Citrus Heights Water District's improvement standards, submittal requirements, drafting standards, procedures, and policies as they pertain to proposed developments and improvements within its service area.

**Third Party Review & Modeling Services, Sacramento County Water Agency, CA:** Principal-in-Charge for on-call services to perform review of drainage studies for compliance with the Sacramento County Drainage Study Requirements, the Sacramento County Hydrology Manual, Volume 2, FEMA floodplain standards, Sacramento Region Stormwater Quality Design Manual, and the County of Sacramento Improvement Standards. West Yost is also reviewing hydrologic and hydraulic models prepared by others for support of drainage studies and preparation of improvement plans.

**STAFF TITLE:** Engineering Manager I

**YEARS OF EXPERIENCE:** 33

#### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 49414

#### EDUCATION

- BS, Civil Engineering, University of Nevada, Reno

#### PROFESSIONAL AFFILIATIONS

- Groundwater Resources Association



**Natomas Area Water Supply Study, Sacramento County Water Agency, CA:** Principal-in-Charge for the Natomas Basin Water Supply Study. This project included the review of surface water supplies, and surface water rights/contracts and associated places of use for three urbanization areas of interest. West Yost also investigated existing and future water supply facilities that might be available to serve the three urbanization areas including water diversion, treatment and distribution infrastructure owned or operated by the Sacramento County Water Agency and by other water agencies.

**Title 22 Update, City of Ione, CA:** Principal-in-Charge to update the City's Title 22 Engineering Report as required by the California State Water Resources Control Board for the Castle Oaks Recycled Water Facility (COWRF). This work included completing a disinfection system tracer study.

**AMI Implementation, Environmental Utilities Department, City of Roseville, CA:** As Assistant Director, Kelye was responsible for the Technical Services Division, including land development engineering, capital improvement program implementation, asset management and department safety. She supervised 24 employees and managed an annual budget of over \$2.7 million.

**Project Management and 2022 Plan Review Staff Services, Various Projects, Sacramento Suburban Water District, CA:** Project Manager. Kelye serves as the Project Manager for the Sacramento Suburban Water District (SSWD) for project management services associated with several SSWD capital improvement projects. West Yost is providing three staff members to support SSWD in managing a variety of SSWD capital improvement projects. Work includes solicitation and review of proposals from consulting firms, review and comment consultant studies, plans and specifications, and overall general project management activities on behalf of the SSWD. Kelye also managed the 2022 Plan Review services project. West Yost provided staff to assist SSWD with review of development related submittals and County initiated projects requiring input from SSWD.

**Owner's Representative Services, Well 80, Wells 81 A, B, C, and Well 82, Sacramento Suburban Water District, CA:** Project Manager. Kelye serves as the Project Manager for the Sacramento Suburban Water District (SSWD) for the construction of three new monitoring wells and four new groundwater wells and associated pumping and treatment facilities. The projects will be constructed under a progressive design-build project delivery process. Kelye serves as the West Yost Project Manager for Owner's Representative Services. As the Owner's Representative, West Yost is representing the district in the contracting and management of the progressive design-build team. West Yost is also lead in the development of CEQA documents for several of the

project sites, is preparing the preliminary site plan for one of the three facilities, assisting with contracting and contract management, and will also be providing Construction Management and Inspection services as part of the Owner's Representative role.

**Water Portfolio Planning Tool, Sacramento County Water Agency, CA:** Project Manager. Kelye serves as the Project Manager for SCWAs Water Portfolio Planning Tool Project. West Yost is teamed with MBK for this work, which entails developing a planning tool for SCWA's Zone 40. The planning tool allows users to analyze SCWA water supplies' availability under user-defined scenarios. The scenarios enable the user to define demands; surface water and groundwater production; order of SCWA contract use and hydrologic condition, including above average, normal, average, below average, dry, and critically dry years. Output from the tool is a series of graphics that allow the user to understand SCWA supplies and potential supply shortfalls that could occur monthly. The tool will add decision-making, analyzing, and visualization features. Users will be able to see how the impact of future surface water supply limitations and changing supply patterns can be mitigated to increase reliability and meet the needs of SCWA water customers.

**Wastewater and Drainage Sump Station Facilities Conditions Assessments, City of Sacramento, CA:** Principal-in-Charge (PIC). Kelye served as the PIC for the assessment of ten City of Sacramento wastewater and stormwater sump stations. The project developed condition assessment criteria in collaboration with City staff used to evaluate structural, mechanical, and electrical pumping station and outfall pipeline infrastructure. Condition assessment data was uploaded into the City's Computer Maintenance Management Systems, Maintenance Connection. As PIC, Kelye verified the project team had the necessary resources to deliver a successful project to the City on time and on budget.

**Asset Management Program Audit San Francisco Public Utilities Commission Operation and Maintenance Programs, Bay Area Water Supply & Conservation Agency, CA:** QA/QC. Kelye provided QA/QC for West Yost work related to audit of the processes, systems, and tools used to support asset management efforts at the San Francisco Public Utilities Commission (SFPUC) for two of its divisions. The divisions are the Hetch Hetchy Water and Power (HHWP) Division, responsible for operating the Hetch Hetchy system; and the Water Supply and Treatment (WST) Division, responsible for operating the Regional Water System. The audit report documented West Yost's audit criteria, assessment scoring methodology, data reviewed, staff interviews, and evaluation performed to form an opinion regarding the current state of the SFPUC asset management program.

## Monique Day, PE

### QA/QC/Principal Engineer II

Monique Day is a water resources planning engineer with a master's degree in environmental engineering with a focus in water quality and water resources management. Monique's experience includes water reuse planning, water transfers, conservation, water quality, surface and groundwater storage, conjunctive use, permitting, water rights, and integrated regional water management and urban water management planning. Much of Monique's project work has involved multi-stakeholder planning and implementation processes, project management, and funding strategy and pursuits.

### EXPERIENCE

**Drinking Water State Revolving Fund (SRF) Construction Loan Application, Stanislaus Regional Water Authority, Stanislaus County, CA:** Project Manager and Reviewer of Drinking Water SRF General Information (submitted December 2016), Environmental (submitted October 2018), and Technical (submitted February 2019) application packages. Coordinated with Division of Financial Assistance (DFA) project manager and other DFA staff regularly since early 2017 to coordinate the application process and ensure project compliance with SRF requirements. Total requested funding is about \$200 million, which includes over \$27 million in grant funds through Prop. 68. Funding agreement was received in September 2021. Following the receipt of the funding agreement, work has included preparing and submitting disbursement requests and quarterly reports. This project is set to be completed in early 2024.

**Drinking Water SRF Planning Grant Application, City of Modesto, Stanislaus County, CA:** Project Manager and lead application writer for successful Drinking Water SRF application submitted for planning funds for the small, disadvantaged town of Grayson's water infrastructure replacements and upgrades. Prepared and submitted General Information application package; coordinated, reviewed, and submitted Environmental and Financial application packages; coordinated, reviewed, and submitted Technical application package. Coordinated with Department of Food and Agriculture project manager to verify steps in the application process and ensure project compliance with SRF requirements. Total awarded funding is \$653,200 in grant funds. Since the grant award, Monique has led the preparation of quarterly progress reports and disbursement requests on behalf of the City.

**USBR WaterSMART Water Energy And Efficiency Grant Management, Moulton Niguel Water District, CA:** Project Manager and QA/QC reviewer of the final report required as part of the District's WaterSMART Water Energy and Efficiency Grant for its AMI Implementation Program Phase I Project. This \$299,000 grant contributed to MNWD's \$866,000 project which installed AMI for all 1,368 potable irrigation connections and 1,301 recycled water connections and expanded the District's efforts to promote water use efficiency by establishing a remote reading and communications network and implementing a meter data management system to complement the



**STAFF TITLE:** Principal Engineer II

**YEARS OF EXPERIENCE:** 20

#### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 69793

#### EDUCATION

- MS, Environmental Engineering, University of California, Berkeley
- BA, Environmental Studies, University of California, Santa Cruz
- BS, Civil and Environmental Engineering, University of California, Berkeley

#### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers Environmental Water Resources Institute
- Association of California Water Agencies
- California Water Environment Association – Annual Conference Transportation Chair (2006, 2008)
- Northern California Water Association
- WaterReuse – Central Valley/ Sierra Foothills Chapter Secretary (2019 –2021) and Vice President (2022 –Present)
- Water For People – Sacramento Committee Chair (2006 – 2008)



AMI. The AMI Implementation Program assisted the District in identifying and addressing service leaks preemptively instead of having to wait until the line breaks and leaks are visibly noticeable and reported by a customer or other passerby.

**Drinking Water SRF Construction Grant Application and Reports for Planning Grant, Markleeville Water Company, Markleeville, CA:** Project Engineer for reviewing construction loan application and for preparing quarterly reports and monthly reimbursement requests for the planning grant.

**Funding Strategy, Application Preparation, and Grant Management, Stanislaus Regional Water Authority:** Project Manager for the funding component of program management services. Evaluated grant and loan opportunities for the surface water supply project. Prepared funding strategy technical memorandum, met with funding agencies, worked with a lobbyist, and conducted workshops with the technical advisory committee to both establish and implement the funding strategy. Prepared and submitted a successful Drinking Water SRF application, IRWM application, two successful WaterSMART Drought Response Program grant applications, a successful Water Storage Investment Program concept proposal, and a successful Proposition 50 Chapter 6c application for Drinking Water Disinfection Projects using UV Technology and Ozone Treatment. Monique is currently providing QA/QC for the grant administration of the IRWM and Prop. 50 grants. She is also providing QA/QC on the quarterly SRF progress reports and monthly SRF disbursement requests.

**Clean Water SRF Construction Loan Applications, Sacramento Area Sewer District, Sacramento County, CA:** Project Manager and Reviewer of Clean Water SRF applications submitted for construction funds for the communities of Hood, Franklin, Linda Manor, Old Florintown, and Orange Park Cove to convert from septic to sewer systems. Submitted General Information application packages for each community, coordinated Environmental application packages with District and Sacramento County Planning and Environmental Review, and prepared Technical application packages for four communities (one submitted in Fall 2021; three to be submitted in early 2022). Coordinated with DFA project managers to verify steps in the application process and inquire about availability and applicability of funds from the Small Community Wastewater Program and the Prop. 1 Groundwater Grant Program. Total requested funding is about \$29,749,000 in grant funds for these disadvantaged communities.

**Grant Strategy Services, Alameda County Water District, CA:** Project Manager and Project Engineer for grant strategy services 2016-current. Services included reviewing the District's top priority CIP projects, evaluating potentially

applicable grant and loan opportunities, providing QA/QC on grant applications prepared by the District, and preparing portions of various grant applications for the District. Deliverables included a projects summary matrix, grant opportunities, and strategic plan. Services included grant opportunity research, periodic matrix updates, and check-in conference calls. Since implementing the strategic funding plan, ACWD has been awarded over \$38 million through a combination of six different funding programs.

**Grant Strategy Services, Moulton Niguel Water District, Laguna Niguel, CA:** Project Engineer for grant strategy services from 2017 through current. Services included reviewing the District's top priority CIP projects, evaluating potentially applicable grant and loan opportunities, providing QA/QC on grant applications prepared by the District, and preparing portions of various grant applications for the District. Services included grant opportunity research, regular matrix updates, and check-in conference calls. Through working with West Yost, the District has been awarded over \$18 million through a combination of six different funding programs.

**Prop 84 IRWM Round 3 Implementation Grant Application, Cosumnes, American, Bear and Yuba IRWM Group, Placer County Water Agency, CA:** Prepared a successful Prop 84 implementation grant application for the Placer County Water Agency (PCWA), as part of the Cosumnes, American, Bear and Yuba IRWM Group's regional application, for the installation of tank mixers and ventilation systems at seven water storage tanks to reduce disinfection byproduct levels and reduce system water loss in domestic water supply. The application included a work plan, budget, schedule, and project justification, including project physical benefits, technical analysis, direct water-related benefits to disadvantaged communities, project performance monitoring plan, and cost effectiveness analysis. PCWA received about \$445,000 in grant funding.

**Prop 84 IRWM Drought Relief Grant Application, Northern Sacramento Valley IRWM Group, City of Live Oak, CA:** Prepared a successful Prop 84 grant application for the City of Live Oak, as part of the Northern Sacramento Valley IRWM Group's regional application, for the design and construction of a water supply reliability well. The application included a work plan, budget, schedule, and project justification, including project physical benefits, technical analysis, and cost effectiveness analysis. The City of Live Oak received over \$2 million in grant funding.

## Hawkeye Sheene

### Grant Funding Specialist III/Technical Specialist III



**STAFF TITLE:** Technical Specialist III

**YEARS OF EXPERIENCE:** 18

#### EDUCATION

- BS, Geological/Earth Systems Sciences, University of California, Santa Barbara
- Post Graduate Studies, Department of Integrative Biology, University of California, Berkeley

#### PROFESSIONAL AFFILIATIONS

- California Stormwater Quality Association, Legislation Subcommittee Co-chair

Hawkeye Sheene has experience in water resources, specifically watershed funding and management. She has been working with NPDES compliance since 2002 and has developed and implemented city and region-wide compliance, monitoring, reporting, and outreach activities; guided the development of multi-benefit stormwater, groundwater, water supply, habitat and community improvement projects for municipalities, agencies, and universities; developed grant applications awarded over \$35 million; and managed large-scale federal and state-funded grant projects to successful completion.

Hawkeye works closely with clients to identify funding priorities and opportunities, develop funding strategies for program and project development, align these efforts with the priorities of the funding agencies, and engage with regional partners and key stakeholders to increase competitiveness for successful funding. Hawkeye's commitment continues beyond grant award to supporting grant project implementation in compliance with federal and state funding agency requirements to ensure successful project and grant award implementation.

## FUNDING EXPERIENCE

**PureWaterSF, San Francisco Public Utilities Commission (SFPUC), CA:** As Grant Task Manager, worked with SFPUC staff, City departments and consultants to support the installation, operation, and grant management of PureWaterSF (co-funded by the SFPUC with grants from US Bureau of Reclamation (USBR) and the Water Research Foundation). Hawkeye provided federal grant management, grant budget and schedule management, matching costs tracking, preparation of federal grant deliverables including report preparation, invoicing, and online grant funds drawdowns, final project reporting, and communication with funding agency staff. Hawkeye also worked extensively with SFPUC to assist in the development of a branding strategy to both gauge and expand support of purified water as a potential water source. The PureWaterSF research project explored how advanced water purification and monitoring technologies can reliably convert building-sourced wastewaters into a high-quality supply to meet diverse end uses in San Francisco.

**City-Wide Drought Relief Water System Upgrades, City of Cloverdale, CA:** As Grant Manager, Hawkeye coordinates with City staff, contractors and consultants and provides grant administration, budget and schedule management, preparation of grant deliverables, quarterly invoicing and reporting, and communication with funding agency staff in compliance with the Department of Water Resources (DWR) Urban and Multi-Benefit Drought Relief Grant Program. The City-Wide Drought Relief Water System Upgrades (DWR funded for \$3.1 million) implements Advanced Metering Infrastructure with upgrades to over 3,000 water meters, SCADA system upgrades, and water supply well rehabilitation and replacement. In addition to grant management, Hawkeye has collaborated with City staff to develop funding strategies for other

identified projects, prepared federal, state, and local grant applications, and is in process of managing recent draft awards of over \$1.5 million in funding for a USBR Recycled Water Planning Grant, a SWRCB Recycled Water Planning Grant, and a Community Development Block Grant for the City.

**Stanislaus Regional Water Authority Water Treatment Plant Element, Stanislaus Regional Water Authority (SRWA), CA:** As Grant Funding Specialist, provides grant administration, budget and schedule management, preparation of grant deliverables, quarterly invoicing and reporting, and communication with funding agency staff in compliance with the DWR IRWM Grant Program. The SRWA Water Treatment Plan Element (DWR IRWM grant funded for \$5.8 million) constructs the finished water pump station with the construction of a water treatment plant, a key process element of the SRWA Regional Surface Water Supply Project.

**RiverArc Project, Placer County Water Agency, CA:** As Grant Funding Lead, worked with agency partners and consultants to prepare the Wildlife Conservation Board (WCB) Streamflow Enhancement Grant application. Led by Placer County Water Agency on behalf of RiverArc Partners, which includes Placer County Water Agency, the City of Sacramento, Sacramento County Water Agency, and the California American Water Company, the RiverArc Project (WCB grant funded for \$5.1 million) will enhance streamflow in the Lower American River, a designated Wild & Scenic River, by strategically shifting water supply diversions to the much larger Sacramento River.

**La Jolla Shores ASBS Dry Weather Flow and Pollution Control Program, University of California, San Diego, CA:** As Grant Task Manager, worked with UC San Diego, City of San Diego, consultants, and Coastkeeper to develop the project concept, prepare the grant application and later manage the grant project. Led by UC San Diego, the La Jolla Shores ASBS Dry Weather Flow and Pollution Control Program (SWRCB Prop.50 Consolidated Grant/American Recovery and Reinvestment Act funded for \$3,750,000) was a long-term program to implement Best Management Practices throughout the La Jolla Shores coastal watershed to control non-stormwater discharges and reduce or eliminate pollutant sources that drain into both the San Diego-La Jolla Ecological Reserve and the San Diego Marine Life Refuge.

**Petaluma Valley Groundwater Sustainability Implementation Program (G-SIP), Petaluma Valley Groundwater Sustainability Agency, CA:** As Grant Funding Lead, worked with agency partners and consultants to develop project concepts and prepare DWR Sustainable Groundwater Management Grant application. The Petaluma Valley G-SIP (DWR grant funded for \$6.7 million) will implement a suite of stormwater capture, groundwater recharge, monitoring, modeling, water conservation and

recycled water projects necessary to attain and maintain groundwater sustainability in the Subbasin.

**Santa Rosa Plain Groundwater Sustainability Implementation Program (G-SIP), Sonoma Valley Groundwater Sustainability Agency, CA:** As Grant Funding Lead, worked with agency partners and consultants to develop project concepts and prepare the DWR Sustainable Groundwater Management Grant application. The Santa Rosa Plain G-SIP (DWR grant funded for \$5.3 million) will implement a suite of stormwater capture, groundwater recharge, monitoring, modeling, water conservation and recycled water projects necessary to attain and maintain groundwater sustainability in the Subbasin.

**Sonoma Valley Groundwater Sustainability Implementation Program (G-SIP), Sonoma Valley Groundwater Sustainability Agency, CA:** As Grant Funding Lead, worked with agency partners and consultants to develop project concepts and prepare the DWR Sustainable Groundwater Management Grant application. The Sonoma Valley G-SIP (DWR grant funded for \$3.1 million) will implement a suite of stormwater capture, groundwater recharge, monitoring, modeling, and water conservation projects necessary to attain and maintain groundwater sustainability in the Subbasin.

**North Richmond Watershed Connections Project, Contra Costa County Watershed Program, CA:** As Grant Task Manager, worked with County staff, non-profits, and consultants to develop the project concept and prepare a project application. The North Richmond Watershed Connections Project, 2017 (Prop 1 Coastal Conservancy Grant funded for \$884,000) on behalf of the Contra Costa County Watershed Program, which implements a suite of multiple-benefit urban greening projects in the unincorporated community of North Richmond; to improve water quality and enhance the health of San Pablo and Wildcat Creeks and their watersheds while expanding the urban forest, reducing heat islands, and improving this disadvantaged community's awareness of and safe access to their local natural resources with a 1.75-mile long "Walkable Watersheds" urban trail.

**Preliminary Evaluation of Green Stormwater Infrastructure Funding Approaches, City of Palo Alto, CA:** As Stormwater Funding Task Manager, collaborated with City of Palo Alto staff to research and evaluate potential funding options identified in the City's GSI Plan to implement long-term infrastructure funding programs. The analysis included literature reviews and interviews with professionals implementing programs across the United States, with the goal of assessing the funding potential and challenges of establishing each of these options as a long-term City program.



## Alfred Garrett

### Grant Funding Specialist II/Technical Specialist II

Alfred Garrett received a Bachelor of Science in Human Development & Learning from the University of Memphis and has more than 20 years of experience in researching, developing, and preparing grant proposals for corporations, local government, and nonprofit organizations. Most notably, he worked on the National Disaster Resilience Competition Grant where the U.S Dept. of Housing and Urban Development (HUD) made \$1 billion available in CDBG-DR funding to state and local governments impacted by disasters in 2011-2013 for the purpose of promoting innovative resilience projects to better prepare communities for future storms and other events. At St. Jude Children's Research Hospital, he assisted investigators in their endeavors to obtain extramural funding for research and training from the National Institutes of Health (NIH) and other funding sources. He has also worked with the Boys and Girls Club of Greater Memphis, where he managed all aspects of grant administration from concept and proposal to acknowledgement and finalization.

**STAFF TITLE:** Technical Specialist II

**YEARS OF EXPERIENCE:** 20

#### EDUCATION

- BS, Human Development and Learning, University of Memphis, TN

## EXPERIENCE

#### **PFAS Treatment Project Grant Applications, California Water Services Company,**

**CA:** Prepared draft General Application Packages for submission to the State Water Resources Control Board (State Board) for six PFAS treatment projects in Cal Water service areas. Application package included location maps, detailed project descriptions, and several required forms and attachments. Coordinated with client and uploaded completed applications to the State Board's FAAST application submittal site.

**Budget Analyst, University of California, Davis, CA:** Provided administration and analysis for contract and grant pre-and-post awards. Worked in an independent capacity with complex proposals and funding sources. Served as compliance officer and resource advisor to the faculty for proposal submissions. Al was responsible for the pre-award management of grants and contracts. He provided effort reporting and analytical financial reports for large, complex academic departments with a variety of state, private, and federal projects. Gathered, managed, and analyzed financial data from a variety of revenue streams, including state and federal grants, private grants, gifts, and other funding sources. Responsible for budget preparation, review, analysis, effort reporting, compliance, and forecasting of extramural budgets.

**Pre-Award Coordinator, University of Memphis, Memphis, TN:** Identified and tracked new funding sources for projects, including researching funding agencies and their characteristics via online sources; documented communications with funders to develop a better understanding of funding priorities and to support effective compliance processes; provided recommendations regarding project and funder matches to improve competitiveness of applications. Worked with principal investigators/project directors (PI/PD) to develop funding proposals on behalf of clients in diverse medical fields and community programs. Served as liaison between

the PI/PD and the funding agency during the application process; and coordinated communications with the PI/PD and post-awards staff as needed following an award. Served as Project Manager for submissions of proposals and reports through activities, including: technical assistance to the applicant PI/PD to assure compliance with funder guidelines and federal regulations; created project work plan/task lists; technical assistance to model project budget; drafted budget and budget narrative in concert with the project team; managed completion of all required forms in appropriate formats (e.g. Cayuse, SF424, grants.gov RFA applications, foundation applications, and paper/email applications as needed); and proofread all submission materials. Developed proposal budgets and budget revisions in Microsoft Excel, in line with program needs, funder requirements, applicable laws, and internal policies.

**Grant Development Manager, Mid-South Food Bank, Memphis, TN:** Managed and supported the grants requirement and implementation for the organization. Identified and developed strategies to optimize the grants administration process. Performed relevant research to identify available grant opportunities and evaluate the results. Directly involve in grant writing by coordinating with grant writers or coordinators. Researched for effective and authentic funding opportunities having a lawful registration and proven track record. Oversaw that the grants were implemented according to the operational and financial needs of the organization.

**Disaster Recovery/Resiliency Grants Coordinator, Shelby County Government, TN:** Developed control systems to prevent or deal with violations of legal guidelines and internal policies. Evaluated the efficiency of controls and improve them continuously. Revised procedures, reports etc. periodically to identify hidden risks or non-conformity issues. Drafted, modified, and implemented company policies. Reviewed the work of colleagues when necessary to identify compliance issues and provide advice or training. Kept abreast of regulatory developments within or outside of the company as well as evolving best practices in compliance control. Prepared reports for senior management and external regulatory bodies as appropriate.

**Grant and Contract Administrator, St Jude Children's Research Hospital, Memphis, TN:** Administered a sponsored projects fund portfolio more than \$33 million. Performed expenditure review and analysis to ensure compliance. Guided grants accountants, specialists, principal investigators, and faculty on proper procedures and protocols. Conferred with sponsors and contract officers in resolving budgeting and compliance issues. Performed departmental grant, contractual files, and financial transactions audits.

**Grants Coordinator, Boys and Girls Clubs of Greater Memphis, TN:** Identified likely funding sources for Club programs and operations through research and analysis of grant-making agencies, private foundations, and governmental entities. Wrote and managed all aspects of grant administration from concept, proposal, acknowledgement, and final report. Established and communicated grant-driven program goals, action items and logistics with staff. Provided editorial assistance as needed for organizational documents and publications. Tracked vital organizational statistics and provided written materials necessary for the promotion of Club successes and opportunities.

**Director of Adult Learning Programs, Literacy Mid-South, Memphis, TN:** Managed and oversaw the administrative and daily operations of an adult learning program, ensuring compliance with state, and federal policies and regulations. Oversaw the supervision of personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluated performance and made recommendations for personnel actions; motivated employees to achieve peak productivity and performance. Designed and developed or assisted with design and development of program(s) or project(s). Managed contract, grant, and/or state funding; approved and monitors budget expenditures; prepared budget revisions; provided interim status reports on all accounts; oversaw, coordinated, and/or assisted with proposal writing to develop additional funding. Participated in the development of annual operating budgets and provided fiscal direction to the unit. Developed and implemented systems and processes to establish and maintain records for the operating unit. Oversaw and/or coordinated the collection, compilation, and analysis of program activity data; developed, wrote, and presented comprehensive statistical and narrative program reports. Assisted in producing, developing, advertising, and marketing project(s) and/or product(s) in various media such as print and video. Collaborated with area libraries, programs, projects, local and state school systems, and/or community organizations to consolidate resources and enhance programs. Developed or assisted with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient operation of the program/project. Served as spokesperson for programs, media, public and agency partners. Represented the agency at relevant community level committees, task forces, and any board connections.



## Julia Chambers

### Grant Funding Specialist II/Technical Specialist II

Julia Chambers is a grant manager and urban planner that is highly successful at cultivating funding partnerships to plan and build resilient communities. She has secured funding for public works projects, including water, transportation, housing, hazard mitigation/disaster recovery, and the environment. She has twelve years of experience managing the grant lifecycle.

Julia created and led the grant assistance service offering at a previous firm that secured about \$20M+ in grant funds for cities and counties from federal, state, and private sources. She wrote, managed, and secured a \$9M Economic Development Administration grant for stormwater infrastructure. Julia also has experience providing planning services, including safety elements of general plans, hazard mitigation plans, green infrastructure plans, climate action plans, and specific plan analysis.

## EXPERIENCE

### **Economic Development Administration (EDA) 2018 Disaster Grant Application:**

Successfully secured \$9M grant for design and construction of 13 storm drain and 5 pump station sites. Facilitated communication between EDA and the client, collaborated with engineering team to ensure project and documentation were compliant with EDA requirements, and led the development of the grant application, including completion all federally required forms.

**Caltrans Clean California Local Grant Program, Caltrans, CA:** Secured \$2.1M grant for the greening and beautification of a commercial corridor in a disadvantaged community. Led the application strategy, identified eligible project elements, prepared application, facilitated communication between client and the state, and oversaw compliance.

**The Water Quality, Supply, and Infrastructure Improvement Act (Prop 1), Round 4 Grant Application, CA:** Successfully lead the strategy to receive over \$1M+ in grants from multiple funders to improve and restore an urban creek. Facilitated communication between multiple funders and client, outlined requirements from each grant, created scopes of work, budgets, and timelines, and drafted the application forms and exhibits.

**Various On-Call Grant Services, Various Regional Water Management Authority and Individual Water Agencies, CA:** Developed comprehensive and collaborative client-specific funding strategies to position priority and CIP projects for funding from multiple sources, such as the Bureau of Reclamation and State Water Resources Control Board.



**STAFF TITLE:** Technical Specialist II

**YEARS OF EXPERIENCE:** 12

### **EDUCATION**

- BA, Public and Urban Affairs - Urbanization: Planning and Policy, Virginia Polytechnic Institute & State University

**Grant Application Development, CA:** Julia has assisted public agencies with the data research, grant writing and organization of various types of projects for various types of grant programs, including:

- FEMA Hazard Mitigation Grant Program (**also provided grant administration for this project**)
- Economic Development Administration
- California Department of Housing and Community Development
- Caltrans
- Bay Area Council/California Resilience Challenge
- National Fish and Wildlife Foundation

**Grant Writing, River LA, CA:** As a grant writer for River LA, Julia created and implemented fundraising plans targeting 120+ institutional grantmakers giving \$10,000 - \$1,000,000+. Executed the research, conceptualization, writing, and post-award management of grant contracts to fulfill \$2M - \$8M+ operating and capital campaign budgets. Stewarded relationships with Santa Monica Mountains Conservancy, Rivers and Mountains Conservancy, LA County, City of Long Beach, and private foundations through outreach, presentations, briefings, and engagement activities. She analyzed RFPs and FOAs in order to craft compelling and compliant applications that fulfill eligibility and scoring criteria.



## Katie Jones

### Grant Funding Specialist I/Technical Specialist I

Katie Jones is part of the funding team providing grant writing and grant administration support. Her grant administration projects include the Borrego Springs Watermaster SGMA Grant, Stanislaus Regional Water Authority IRWM and Prop. 50, and the City of Modesto Grayson Water Infrastructure Project planning grant management. She has worked with municipal utilities for over three years developing standard operating procedures for wastewater facilities. She provides grant reporting, grant management, grant budget review, expense tracking, invoicing, as well as supporting funding strategy plans.

### EXPERIENCE

#### **Funding Strategy, Stanislaus Regional Water Authority, Stanislaus County, CA:**

Funding Specialist for grant management component of program management services. Katie provides grant administration for the two state grants (IRWM and Prop 50), reviewing invoices to identify eligible grant costs, and preparing grant reimbursement forms.

**Grayson Water Infrastructure Project, City of Modesto, CA:** Grant Administrator for the Grayson Water Infrastructure Project to evaluate available groundwater treatment options, select a preferred alternative and design new treatment, storage, and pumping facilities to provide the community of Grayson with a safe and reliable drinking water supply. Katie is preparing quarterly reports and disbursement requests for the Drinking Water SRF Grant. As an alternative to on-site treatment, the feasibility of constructing a pipeline to connect to the City's South Modesto service area is also being evaluated, along with alternatives for treating and disposing of the waste stream from the groundwater treatment process.

**Grant Administration Services, Borrego Springs Watermaster, CA:** Sustainable Groundwater Management Grant, Round 1 grant administration support for two grant funded projects (\$2,738,590), Biological Restoration of Fallowed Lands and GDE Identification, Assessment, and Monitoring. Katie reviews project invoices from multiple contractors/consultants validating grant eligible costs on contract invoices and organizing project invoices for two projects. She consolidates the project invoices and reimbursement request into one quarterly grant invoice for review by senior staff. Prepares draft quarterly progress reports for review by senior staff.

**Grant Strategy Services, Alameda County Water District, Fremont, CA:** Funding Specialist for grant strategy services. West Yost's services included reviewing the District's top priority CIP projects, evaluating potentially applicable grant and loan opportunities, and conducting a funding strategy workshop. Deliverables included a projects summary matrix, grant opportunities matrix, and strategic funding plan. Ongoing services include grant opportunity research, monthly matrix updates, and check-in conference calls. Katie provided grant monitoring, application, and FEMA Public Assistance application development, including reviewing, organizing and completing FEMA Public Assistance Grant Forms for the 2023 Severe Storms disaster to recover costs for damages due to the disaster.

**STAFF TITLE:** Technical Specialist I

**YEARS OF EXPERIENCE:** 7

#### **EDUCATION**

- BA, Sociology, Sacramento State University, Sacramento



**Grant Strategy Services, Moulton Niguel Water District, Laguna Niguel, CA:** Funding Specialist for grant strategy services. West Yost's services included reviewing the District's top priority CIP projects and evaluating potentially applicable grant and loan opportunities. Services included grant opportunity research monthly matrix updates and check-in conference calls. Katie provided grant monitoring and application support for this project.

**Grant Strategy Services, City of Modesto, CA:** Funding Specialist for funding strategy services. West Yost's services included reviewing the City's top priority CIP projects, conducting a funding strategy workshop, and evaluating potentially applicable grant and loan opportunities. Deliverables included a projects summary matrix, grant opportunities matrix and strategic funding plan. Katie is providing reporting support services for this project.

**City-Wide Drought Relief Water System Upgrades, City of Cloverdale, CA:** Funding Specialist. West Yost provided grant application support to the DWR Urban and Multi-benefit Drought Relief Grant Program and helped the City strategize and package its priority projects to meet the criteria of this grant program. The projects that will receive funding as a result of this successful application include four water supply and distribution system projects (which include 1) Meter Radio Read Upgrades for 1,700 existing water meters; 2) SCADA expansion; 3) Replacement of City supply Well 7, and 4) Rehabilitation of City supply Well 8. Katie provided administrative, research, and grant reporting support services for this project.



## Raven Lasick

### Grant Funding Analyst/Technical Analyst I

Raven Lasick specializes in Grant management and Labor Compliance. Some of the grant administration projects she has worked on are the Feather River Parkway Grant, Las Virgenes MWD Advance Meter Infrastructure, Las Virgenes MWD Pure Water Source Demonstration Project, and the Eastern San Joaquin Groundwater Authority SGMA Grant. In her grant administration support role for each of these projects, she reviews invoices for eligible expenses based on the grant agreement, including eligible dates and expense types and categorize according to the grant agreement. She also provides support preparing draft grant progress reports. She is knowledgeable in labor compliance requirements and navigating state websites used for managing grants and labor compliance monitoring.

## EXPERIENCE

**Eastern San Joaquin Groundwater Authority, Sustainable Groundwater Management Grant, Round 1, San Joaquin County, CA:** The \$8.7 million grant funded scope of work includes both planning and construction activities for the County of San Joaquin, City of Stockton, and the North San Joaquin Community Services District. West Yost is responsible for coordinating with the three project sponsors to compile and submit quarterly reports and invoices and deliverables on behalf of the County of San Joaquin (grantee). Raven provides grant administration support reviewing project invoices validating grant eligible costs on contract invoices and personnel labor rates and organizing project invoices. She consolidates the project invoices and reimbursement request into one quarterly grant invoice for review by senior staff.

**Advanced Meter Infrastructure (AMI), Las Virgenes Municipal Water District, Calabasas, CA:** Project Assistant/ Coordinator for this project provides potable water, recycled water, and sanitation services to the cities of Agoura Hills, Calabasas, Westlake Village, Hidden Hills, and unincorporated areas of Los Angeles County including the Santa Monica Mountains and Chatsworth. The project included replacing approximately 22,000 manually read water utility meters and network infrastructure within the Las Virgenes Municipal Water District service area with Advanced Metering Infrastructure (AMI) or “Smart Meters” that will automatically relay meter data wirelessly on a continuous basis. Meter Data Management Software (MOMS) and Customer Engagement Platform Software will also be installed and integrated. This project is expected to reduce water use by an estimated 1,500 acre-feet per year and be less reliant on imported water. Proposition 1 authorized \$715,000 in IRWM grant funds & \$500,000 in waterSMART grant funds. Raven was responsible for grant reporting and managing a complex, multi-part budget to request grant funds for the reimbursement of eligible expenses. Key grant administration tasks included reviewing invoices and city staff timecards for eligibility, organizing invoices and completing detailed budget/expense tracking forms for quarterly reimbursements. Raven also performed labor compliance monitoring tasks consisting of identify prevailing wage

**STAFF TITLE:** Technical Analyst I

**YEARS OF EXPERIENCE:** 5

#### EDUCATION

- AS, Business Administration, Sierra College
- AS, Management, Sierra College
- AS, Social and Behavioral Sciences, Sierra College
- BS (In Progress) Business Administration - emphasis in General Management, California State University, Sacramento

rates for the project, reviewing certified payroll records and supporting information for compliance with CA prevailing wage laws and preparation of the project final reports.

**Pure Water Demonstration, Las Virgenes Municipal Water District, Calabasas, CA:** Raven was a Project Assistant for this project. The Demo goes far beyond conventional purification, incorporating an outside drought tolerant garden, stormwater capture facilities, and educational facilities about water. Funding provided by the Bureau of Reclamation for \$300,000, which was matched and exceeded by the JPA's contribution of ~\$2.2 million for the design, construction, and startup of the Demo. Raven was responsible for administration tasks included reviewing invoices and city staff timecards for eligibility, organizing invoices and completing detailed budget/expense tracking forms for quarterly reimbursements. Raven also performed labor compliance monitoring tasks consisting of identify prevailing wage rates for the project, reviewing certified payroll records and supporting information for compliance with CA prevailing wage laws and preparation of the project final reports.

**Feather River Parkway, Phase II, City of Yuba City, CA:** Project Assistant/Coordinator. This multi-benefit project included bank stabilization, construction of anti-stranding return channels, and removal of old piping infrastructure to protect water quality and habitat, and clearing of invasive species vegetation to reduce flooding, improve the riverine habitat, and improve public access by creating new trails, restroom facilities, and park benches. Proposition 84 grant funds of \$1,743,000 were awarded to this project. Raven was responsible for grant reporting and managing a complex, multi-part budget to request grant funds for the reimbursement of eligible expenses. Key grant administration tasks included reviewing invoices and city staff timecards for eligibility, organizing invoices and completing detailed budget/expense tracking forms for quarterly reimbursements. Raven also performed labor compliance monitoring tasks consisting of identify prevailing wage rates for the project, reviewing certified payroll records and supporting information for compliance with CA prevailing wage laws and preparation of the project final reports.

**Labor Compliance Services, River Trunk Realignment – Gravity System, Modesto, CA:** Labor Compliance. West Yost is overseeing a \$22M construction project that includes trenching, conduit and pipe placement; backfill and compaction for approximately two miles of large diameter piping. This includes construction of concrete junction structures and requires a large public outreach effort and coordination with multiple stakeholders. West Yost is providing pre-, during, and post-construction management services. The project consists of installation of approximately 1.7 miles of new 42-inch to 60-inch diameter pipeline, small

diameter sewer collection pipelines, and smaller diameter potable water distribution pipelines, and construction of associated reinforced concrete junction structure and appurtenances at depths over 30-feet below existing ground surface. Other components of the project include replacement of slide gates and installation of a biogas filter at the City's existing cannery segregation junction structure. Key challenges include extensive public outreach and traffic control, deep excavation monitoring requiring engineered shoring and strict safety protocol adherence, vibration monitoring services, permit tracking, and coordination with multiple stakeholders such as the MID and private utility companies impacted by the project.

**Labor Compliance Services, River Trunk Realignment – Shackleford Pump Station, City of Modesto, CA:** Labor Compliance. West Yost is providing construction management and inspection for the \$10 million construction of a 7-MGD sewage pump station, new pressure and gravity pipelines up to 36-inch diameter, and associated structures located in the City of Modesto and unincorporated Stanislaus County, CA. New facilities will include a sewage pump station and associated pump station valves and flow meters; a pump station electrical building, outdoor generator, monorail crane, force main pipelines, a pump station, and sanitary sewer pipelines within the public right-of-way and Dryden Park Golf Course. It also includes asphalt pavement replacement, reinforced concrete junction structures and manholes along the new sanitary sewer pipeline alignments, a paved pump station site with retaining wall and fencing, a grinder pump station, and sod restoration for all disturbed areas.

**Labor Compliance Services, Owner's Representative Services, Well 80, Sacramento Suburban Water District, CA:** Labor Compliance services for this project to provide construction management and inspection services as part of our Owner Representative's role for new construction of a groundwater well facility.



## Regional Water Authority Services Agreement

This Agreement is entered into as of the date last signed and dated below by and between Regional Water Authority, a local government agency ("RWA"), and \_\_\_\_\_, a \_\_\_\_\_ *[Insert type and jurisdiction of entity]* ("Consultant"), who agree as follows:

Deleted: Contractor

### 1 Scope of Work

Consultant shall perform the work and render the services described in the attached Exhibit A (the "Work"). Consultant shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Consultant shall determine the method, details and means of doing the Work.

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### 2 Payment

2.1 RWA shall pay to Consultant a fee based on *[check one]*:

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— Consultant's time and expenses necessarily and actually expended or incurred on the Work in accordance with Consultant's fee schedule on the attached Exhibit A.

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— The fee arrangement described on the attached Exhibit A.

The total fee for the Work shall not exceed \$\_\_\_\_\_. *[delete this sentence if not applicable]*. There shall be no compensation for extra or additional work or services by Consultant unless approved in advance in writing by RWA. Consultant's fee includes all of Consultant's costs and expenses related to the Work.

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2.2 At the end of each month, Consultant shall submit to RWA an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, RWA shall pay the invoice within 30 days of its receipt.

### 3 Term

3.1 This Agreement shall take effect on the above date and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the critical importance in this Agreement. If Exhibit A includes a Work schedule or deadline, then Consultant must complete the Work in accordance with the specified schedule or deadline, which may be extended by RWA for good cause shown by Consultant. If Exhibit A does not include a Work schedule or deadline, then Consultant must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

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3.2 This Agreement may be terminated at any time by RWA upon 10 days advance written notice to Consultant. In the event of such termination, Consultant shall be fairly

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compensated for all work performed to the date of termination as calculated by RWA based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Consultant's claimed benefit of the bargain.

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#### 4 Professional Ability of Consultant

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4.1 Consultant represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. RWA has relied upon Consultant's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Consultant shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Consultant's field.

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**[The paragraphs in section 4.2 can be replaced with "Intentionally omitted" if the RWA is not requiring the Contractor to designate key personnel.]**

4.2 The following individuals are designated as key personnel and are considered to be essential to the successful performance of the work hereunder: **[Describe Contractor's key personnel by name or by reference, e.g. the individuals whose resumes are included in Exhibit A].** Consultant agrees that these individuals may not be removed from the Work or replaced without compliance with the following sections:

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4.2.1 If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, Consultant shall immediately notify RWA and shall, subject to RWA's concurrence, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

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4.2.2 Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by RWA to evaluate the proposed substitution. RWA shall evaluate Consultant's request and RWA shall promptly notify Consultant of its decision in writing.

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#### 5 Conflict of Interest

Consultant (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Consultant's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Consultant is not a designated employee within the meaning of the Political Reform Act and RWA's conflict of interest code because Consultant will perform the Work independent of the control and direction of the RWA or of any RWA official, other than normal contract

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monitoring, and Consultant possesses no authority with respect to any RWA decision beyond the rendition of information, advice, recommendation or counsel.

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## 6 Consultant Records

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6.1 Consultant shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Consultant under this Agreement. RWA may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

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6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

## 7 Ownership of Documents

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Consultant under this Agreement and provided to RWA, excluding any standard designs, details, specifications and other intellectual property to which the Consultant held the copyright prior to performing services under this Agreement. ("Work Product") shall be the property of RWA, provided that RWA substantially performs its obligations under this Agreement including payment of all sums due and owing to Consultant and RWA shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Consultant or any other party. Consultant may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; If any Work Product is copyrightable, Consultant may copyright the same, except that, as to any Work Product that is copyrighted by Consultant, RWA reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If RWA reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then RWA shall hold Consultant harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to RWA in paper format, upon request by RWA at any time (including, but not limited to, at expiration or termination of this Agreement), Consultant agrees to provide the Work Product to RWA in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

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Deleted: provided, however, that Contractor shall not provide any Work Product to any third party without RWA's prior written approval, unless compelled to do so by legal process.

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## 8 Confidentiality of Information

*[The paragraphs in this section can be replaced with the phrase “Intentionally omitted” if the District will not provide any confidential information to the Contractor.]*

8.1 Consultant shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the RWA or created by Consultant in connection with the performance of the Work under this Agreement (the “Confidential Material”). Consultant shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by RWA. Consultant also shall not disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by RWA. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

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8.2 Consultant, and its officers, employees, agents, and subconsultants, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Consultant, or its officers, employees, agents, or subconsultants in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the RWA or by order of a court or regulatory entity with jurisdiction over the matter. Consultant, and its officers, employees, agents, and subconsultants shall protect the Confidential Material and treat it as strictly confidential in accordance with applicable law, RWA policies and directives, and best industry security practices and standards.

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8.3 If any person or entity, other than RWA or Consultant, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

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8.4 Unless otherwise directed in writing by the RWA, upon contract completion or termination, Consultant must destroy all Confidential Materials (written, printed and/or electronic) and shall provide a written statement to the RWA that such materials have been destroyed.

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## 9 Compliance with Laws

9.1 General. Consultant shall in a manner consistent with the applicable Standard of Care, perform the Work in compliance with all applicable federal, state and local laws and regulations. Consultant shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Consultant

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shall comply with all federal, state and local air pollution control laws and regulations applicable to the Consultant and its Work (as required by California Code of Regulations title 13, section 2022.1). Consultant shall be responsible for the safety of its workers and Consultant shall comply with applicable federal and state worker safety-related laws and regulations.

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## 9.2 California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1 This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 “Maintenance” work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any RWA facility, plant, building, structure, utility system or other property (“RWA Facility”) in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any RWA Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on RWA machinery and equipment, and (iii) landscape maintenance. “Maintenance” excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this section 9.2 applies only to workers performing the “maintenance” work.

9.2.2 Consultant shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Consultant also shall comply with Labor Code sections 1775 and 1813, including provisions that require Consultant to (a) forfeit as a penalty to RWA up to \$200 for each calendar day or portion thereof for each worker (whether employed by Consultant or any subconsultant) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to RWA the sum of \$25 for each worker (whether employed by Consultant or any subconsultant) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

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9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Consultant under section 2 of this Agreement exceeds \$25,000, Consultant must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Consultant's Public Works Consultant Registration Number: \_\_\_\_\_

9.2.4 If the Work includes maintenance as defined in section 9.2.1.2 above and the amount of the fee payable to Consultant under section 2 of this Agreement exceeds \$15,000, Consultant must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Consultant's Public Works Consultant Registration Number: \_\_\_\_\_

d. *[This paragraph may be replaced with "Intentionally omitted" if the Work is not subject to a grant or loan agreement]* Consultant may perform some of the Work pursuant to funding provided to the RWA by various federal and/or state grant and/or loan agreement(s) that impose certain funding conditions on RWA and its sub-recipients (the "Funding Conditions"). For any such Work, if RWA informs Consultant about the Funding Conditions, then Consultant agrees to determine, comply with and be subject to the Funding Conditions that apply to RWA's Consultants and Consultants performing the Work, including, but not limited to, provisions concerning record keeping, retention and inspection, audits, state or federal government's right to inspect Consultant's work, nondiscrimination, workers' compensation insurance, drug-free workplace certification, and, compliance with the Americans with Disabilities Act and related State laws.

## 10 Indemnification.

10.1 Consultant shall indemnify, and hold harmless RWA, and its officers, employees and agents ("Indemnitees") from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Consultant fees, and litigation costs) (collectively a "Claim") to the extent caused by the negligence, recklessness, or willful misconduct of Consultant or its employees, agents or subconsultants. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole or active negligence or willful misconduct of RWA or its employees or agents. Consultant's obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

10.2 This section 10.2 applies if the Consultant is a "design professional" as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall Consultant's total costs incurred pursuant to its duty to defend Indemnitees exceed Consultant's proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

## 11 Insurance

Types & Limits. Consultant at its sole cost and expense shall procure and maintain

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for the duration of this Agreement the following types and limits of insurance: *[The general liability and automobile coverage limits may be reasonably adjusted depending on the Services overall risks, cost and complexity.]*

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Type	Limits	Scope
Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury
Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers' compensation	Statutory limits	
Employers' liability	\$1,000,000 per accident	
Professional liability*	\$1,000,000 per claim <u>and aggregate</u>	

\*Required only if Consultant is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

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11.1 Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name RWA, its officers, employees, volunteers and authorized agents as additional insureds regarding liability arising out of the Services. Consultant's general and automobile coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. RWA's insurance or self-insurance, if any, shall be excess and shall not contribute with Consultant's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to RWA. Insurance is to be placed with insurers authorized to do business in California with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to RWA. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Except for professional liability insurance, Consultant agrees to waive subrogation that any insurer may acquire from Consultant by virtue of the payment of any loss relating to the Work. Consultant agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of RWA for the Work performed by Consultant.

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11.2 Proof of Insurance. Upon request, Consultant shall provide to RWA the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance signed by a person authorized to bind coverage on behalf of the insurer(s), certifying the additional

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insured coverage; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), and.

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**Deleted:** certifying the additional insured coverage

## 12 General Provisions

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 **Independent Consultant.** Consultant's relationship to RWA is that of an independent Consultant. All persons hired by Consultant and performing the Work shall be Consultant's employees or agents. Consultant and its officers, employees and agents are not RWA employees, and they are not entitled to RWA employment salary, wages or benefits. Consultant shall pay, and RWA shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Consultant's employees. Consultant shall, to the fullest extent permitted by law, indemnify RWA, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Consultant's independent Consultant status or employment-related liability.

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12.3 **Subconsultants.** No subcontract shall be awarded nor any subconsultant engaged by Consultant without RWA's prior written approval. Consultant shall be responsible for requiring and confirming that each approved subconsultant meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subconsultant shall obtain the required insurance coverages and provide proof of same to RWA in the manner provided in section 11 of this Agreement.

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12.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

12.5 **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by RWA to Consultant shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

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12.6 **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

12.7 **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where RWA's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

12.8 **Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

RWA:

Regional Water Authority

Attn: \_\_\_\_\_

Regional Water Authority, 5620 Birdcage St # 180, Citrus Heights, CA 95610

E-mail: \_\_\_\_\_

Consultant:

\_\_\_\_\_  
Attn: \_\_\_\_\_

\_\_\_\_\_  
E-mail: \_\_\_\_\_

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Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

12.9 **Signatures and Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature complying with California's Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

\_\_\_\_\_  
Regional Water Authority:

Dated: \_\_\_\_\_

By: \_\_\_\_\_

**[Name]**

**[Title]**

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|    *[Name of **Consultant**]:*

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
      *[Name/Title]*

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**WE SUPPORT OUR COMMUNITIES**  
**WE ARE WATER FOCUSED**  
**WE TAKE PRIDE IN WHAT WE DO**  
**WE STRIVE TO BECOME OUR BEST**  
**WE DO WHAT'S RIGHT**  
**WE BELIEVE IN QUALITY**  
**WE LISTEN**  
**WE SOLVE CHALLENGING PROBLEMS**  
**WE SEE THE BIGGER PICTURE**  
**WE TAKE OWNERSHIP**  
**WE COLLABORATE**  
**WE HAVE FUN**  
**WE ARE WEST YOST**



Topic: Legislative and Regulatory Update  
 Type: New Business  
 Item For: Information/Discussion  
 Purpose: Policy 100.5 and Strategic Plan Priority- Advocacy Objective A

SUBMITTED BY:	Ryan Ojakian Manager of Government Relations	PRESENTER:	Ryan Ojakian Manager of Government Relations
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### EXECUTIVE SUMMARY

This is an information/discussion item for the Executive Committee to review and discuss various State legislative actions. Ryan Ojakian, Manager of Government Relations, will provide an oral report on legislative actions for the Executive Committee to consider.

### STAFF PRESENTATION SUMMARY

#### BACKGROUND

RWA was successful in advancing sponsored legislation last year. One of the top issues coming this year will be the setting of water efficiency requirements with implementation beginning in 2025. There is likely to be little flexibility in the compliance with the water efficiency standards, irrespective of the costs for compliance. Existing, statute does not allow the Water Board to consider other water reliability measures as an alternative to the water efficiency requirements and if those measures may be achieved at a lower cost. The Executive Committee should discuss the possibility of advancing legislation to allow flexibility in enforcement.

Two-year bills that are in their original house (i.e. Assembly bills in the Assembly and Senate bills in the Senate) must be moved through their respective house before the end of January. RWA has a position on most bills that are expected to move. However, AB 828 (Connelly D- San Rafael), which RWA does not have a position on was recently set for hearing on January 9<sup>th</sup>. It is a challenge to take a position on this bill at this time as amendments to the bill will not be public until the after the Legislature reconvenes on January 2<sup>nd</sup>. With that said the Executive Committee should be aware that the bill in print would limit GSA authority to restrict pumping and or impose fees on pumping by disadvantage communities or managed wetlands. It also would require GSP updates to ensure the advancement of the human right to water.

### FINDING/CONCLUSION

This information/discussion is consistent with Policy Principles adopted as part of RWA policy 100.5 and Strategic Plan Priority- Advocacy Objective A



## Agenda Item 7



Topic: RWA Board of Directors Agenda  
Type: New Business  
Item For: Action; Motion to Approve  
Purpose: [Policy 200.2](#)

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SUBMITTED BY: Jim Peifer  
Executive Director

PRESENTER: Jim Peifer  
Executive Director

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### EXECUTIVE SUMMARY

This is an action item for the Executive Committee to review and consider approving the draft Agenda of the Regular Regional Water Authority (RWA) Board of Directors Meeting of January 18, 2024.

### STAFF RECOMMENDED ACTION

A motion to approve RWA Board of Directors Agenda for January 18, 2024, Board Meeting.

### BACKGROUND

Per RWA Policy 200.0, the Executive Committee will be authorized to prepare and approve agendas for meetings of the RWA Board of Directors.

Please be aware that the regularly scheduled Board meeting for January 18, 2024 will be held at the City of Roseville.

### FINDING/CONCLUSION

The Executive Director has prepared the draft Agenda for the RWA Board of Directors Meeting January 18, 2024 for the RWA's Executive Committee's review and approval.

### ATTACHMENTS:

Attachment 1- Draft RWA Board of Directors Agenda for January 18, 2024 Board Meeting



**REGIONAL WATER AUTHORITY  
MEETING OF THE BOARD OF DIRECTORS**

**Thursday, January 18, 2024 at 9:00 a.m.**

**City of Roseville Environmental Utilities  
2005 Hilltop Circle  
Roseville, CA 95747  
(916) 967-7692**

**IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION:**

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

**Join the meeting from your computer, tablet or smartphone**

Join Zoom Meeting

<https://us06web.zoom.us/j/85038064583?pwd=tb7CgNMmrKKMCB48U3aGT1m1akzNdPm.1>

Meeting ID: 850 3806 4583

Passcode: 423518

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

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above.

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Board of Directors may consider any agenda item at any time during the meeting.

**AGENDA**

**1. CALL TO ORDER AND ROLL CALL**

**2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.

**3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Board Members may request an item be removed for separate consideration.

**3.1** Approve the draft meeting minutes of November 9, 2023, RWA Board Meeting.

**3.2** Appoint Tom Hoffart as acting Board Secretary of the Regional Water Authority

**3.3** Appoint Tom Hoffart as the Treasurer of the Regional Water Authority

**3.4** Accept Fiscal Year 2022/2023 RWA Financial Audit Report

**3.5** Approve the 2024 Policy Principles

**3.6** Approve the 2024 Federal Affairs Platform

**3.7** Authorize the Executive Director to enter into an agreement with West Yost Associates for services to support the ARTESIAN Agreement

**3.8** Approve Staff Cost of Living Adjustments in accordance with Policy 400.2

**Action: Approve Consent Calendar items as presented**

**4. 2024 RWA BOARD ELECTIONS OFFICERS AND EXECUTIVE COMMITTEE**

Presenter: Brett Ewart, RWA Chair

**Action: Approve 2024 RWA Vice Chair and Executive Committee election results**

**5. INFORMATION: VOLUNTARY AGREEMENT UPDATE**

Presenter: Michelle Banonis, Manager of Strategic Affairs

**6. INFORMATION: WATER USE EFFICIENCY PROGRAM**

Presenter: Amy Talbot, Water Use Efficiency Program Manager

**7. CLOSED SESSION**

**6.1** Closed session regarding labor negotiations (Gov. Code, § 54957.6)

Agency Representative: RWA Chair and Vice Chair

Unrepresented employee: Executive Director

**8. RETURN TO OPEN SESSION – ANNOUNCEMENT OF REPORTABLE ACTION IN CLOSED SESSION**

**9. EXECUTIVE DIRECTOR’S REPORT**

## 10. DIRECTORS' COMMENTS

### ADJOURNMENT

**Next RWA Board of Director's Meeting:**

March 14, 2024, 9:00 a.m. at to be determined. The location is subject to change.

**Next RWA Executive Committee Meeting:**

January 23, 2024, 1:30 p.m. at the RWA Office, 2295 Gateway Oaks, Suite 100  
Sacramento, CA 95833.

Notification will be emailed when the RWA electronic packet is complete and posted on the RWA website at: <https://www.rwah2o.org/meetings/board-meetings/>.

Posted on January 11, 2023

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James Peifer, Executive Director

Topic: Executive Directors' Report  
Type: New Business  
Item For: Information  
Purpose: General

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SUBMITTED BY: Jim Peifer  
Executive Director

PRESENTER: Jim Peifer  
Executive Director

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**EXECUTIVE SUMMARY**

This is an information item for the Executive Director to provide a briefing on important activities, reports, communications, advocacy, and other updates.

**STAFF RECOMMENDED ACTION**

None. This item is for information/discussion only.

**BACKGROUND**

This agenda item is a standing item to provide an opportunity for the Executive Director to report to the Executive Committee on important activities, reports, communications, advocacy, and other updates.

The Executive Director will be making an oral report.

**Watershed Resilience Program  
Ad Hoc Committee and  
Organizational Structure**

Chair Tony Firenzi has created a Watershed Resilience Program Ad Hoc Committee to create an organizational structure and steering committee for cooperative program with the Department of Water Resources for watershed planning.

Steering Committee

Desired outcome: To assemble a steering committee of representatives from the Yuba River, Bear River, American River and Cosumnes River Supershed that can make policy decisions while channeling the needs of the broader water user region.

Ten-member steering committee (including two environmental NGO reps):

- Headwaters: Rebecca Guo (EDWA)
- American River Watershed: Tony Firenzi (PCWA)
- Yuba & Bear River Watersheds: Greg Jones (NID)
- Cosumnes River Watershed: Austin Miller (Sac. Co. Water Agency)
- Fisheries: Mike Tognolini, or designee (East Bay Municipal Utilities District)
- Env. NGO Representative (two): Clyde MacDonald (SARA) and Ted Rauh (ECOS)
- Groundwater: Brett Ewart (City of Sacramento)
- Flood Control: Gary Bardini (SAFCA)
- Water Quality: Sean Bigley (City of Roseville)

Committee staff:

Trevor Joseph (lead)  
Jim Peifer  
Ryan Ojakian  
Michelle Banonis

Water Forum Liaison: Jessica Law, or designee

## Agenda Item 9



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Topic: Board Directors' Comments  
Type: New Business  
Item For: Information  
Purpose: Routine

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SUBMITTED BY: Jim Peifer  
Executive Director

PRESENTER: Tony Firenzi  
Chair

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### EXECUTIVE SUMMARY

This is an information item to provide an opportunity for the RWA Executive Committee to report on any updates from their agency, comments, request future agenda items, recommendations, and questions.

### STAFF RECOMMENDED ACTION

None. This item is for information only.

### BACKGROUND

This agenda item is a standing item to provide an opportunity to report on any updates from their agency, comments, request future agenda items, recommendations, and questions.

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## General Manager's Report January 2024

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### 1. Upcoming directors' schedules

Many of the directors have upcoming vacation plans and commitments and staff recommends that the Board discuss the directors' upcoming schedules.

### 2. State of California FY23-24 Budget Funding

The FY23-24 State Budget allocated \$2.5M to the District through Senator Niello's office for an Aquifer Storage and Recovery (ASR) groundwater well project and staff plans to use the funding for the Winding Way Well along with the Voluntary Agreement (VA) funding from RWA. With a \$37.9 billion deficit in the State Budget, the Governor may recall all unencumbered funds. Staff is beginning to work within the signed contract with the State/Department of Water Resources to receive and deposit the funding in a separate bank account, not to be co-mingled with the District's funds.

### 3. Municipal Services Review (MSR)

Staff has received and is reviewing a first draft MSR from LAFCo. The last approved MSR for the District was March 2011. With the combination discussion with Sacramento Suburban Water District, LAFCo initiated the review. Staff will present a final draft of the MSR to the Board when it is ready.

### 4. FY 24-25 Budget

Calendar Year 2023 financial reports and compliance reporting are now complete. Staff is gearing up for the FY24-25 Annual Budget.

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## **STAFFING**

The Engineering Team for CWD is as follows:

- Greg Norris, P.E. –Engineering Manager
- Ken Glotzbach, P.E.-Senior Engineer
- David Flores, Water Conservation Specialist
- Sarah Lee, GIS Specialist
- Robert Good, EIT- Asst. Engineer
- Stephen Repace, EIT- Asst. Engineer

## **CAPITAL IMPROVEMENT PROJECTS**

La Sierra Aquifer Storage and Recovery Well at Engle/Garfield: GEI has completed the top side facility design. Bidding Documents became available to the contractors on November 27, 2023 through the ARC Document Solutions website. Five bids were received and the low bid was notified so that they can provide their insurance bonds for the project with an intent to award the contract by January 24, 2024.

Ladera Way and Winding Way ASR Wells: Eaton Pump under contract with GEI is moving forward with pulling the pump at the Ladera Well Site. Once the pump is pulled, GEI will inspect the casing and evaluate water quality. The water quality at the Barrett Road is also being evaluated by sampling at different pumping durations. Staff are developing the purchase agreement for the Ladera and LaSierra properties owned by the San Juan Unified School District (SJUSD). The Stewart Title Company has finalized the deed for the Lot Line Adjustment on Charleston Way. The final information has been sent to the County Planning Section.

La Vista Tank and Pump Station: Performance time for the contract re-started on January 2, 2024. The contractor has mobilized to the site and is performing work. Water Works is on-site under contract with the District as the Engineer providing inspection and construction management.

SCADA Project: CWD Staff are progressing on the Supervisory Control and Data Acquisition (SCADA) system replacement project after work was stopped due to other projects' need for attention and a staff shortage. One of the first tasks is to select the model of programmable logic controllers (PLCs) that the system will be built around. Based on a number of factors including the ability to directly convert the present PLCs programming into a new programming language used by the new PLC, demonstrated reliability, the availability of local technical support, and cost, two Rockwell PLC models were selected to continue the network design.

The next key steps include making final decisions based on CWD's consultant recommendation for the PLC system architecture and human-machine interface (HMI) software which provides the interface operators use to monitor and adjust SCADA controlled processes. Once these decisions are made, actions can be taken to negotiate a final procurement agreement with the vendor. This is

expected to be complete in early summer of 2024. Finally, Staff will procure “construction” services to install and test the new hardware and software systems. The project is projected to be complete in late spring of 2026.

Garfield Well Backup Generator Project: The district has received a proposal from Frisch Engineering to upgrade the electrical components at the well site. This work will be additional to, but compliment the generator work already planned and under contract with Frisch engineering.

#### Claremont Pipeline

The District received 4 proposals from engineering firms for the design of the Claremont Pipeline project. The proposals are being ranked and evaluated by staff to have a recommendation to the Board at the February meeting.

### **MISCELLANEOUS**

#### California-Oregon Transmission Project (COTP)

No updates to last month’s report as follows: SMUD has indicated that they would like to negotiate a lease agreement similar to the previous lease agreement and that they are willing to explore bundling transmission capabilities from several shareholders. They plan to begin negotiations with CWD in the first quarter of 2024 CY.

### **CUSTOMER DELIVERY PROJECTS/ACTIVITIES:**

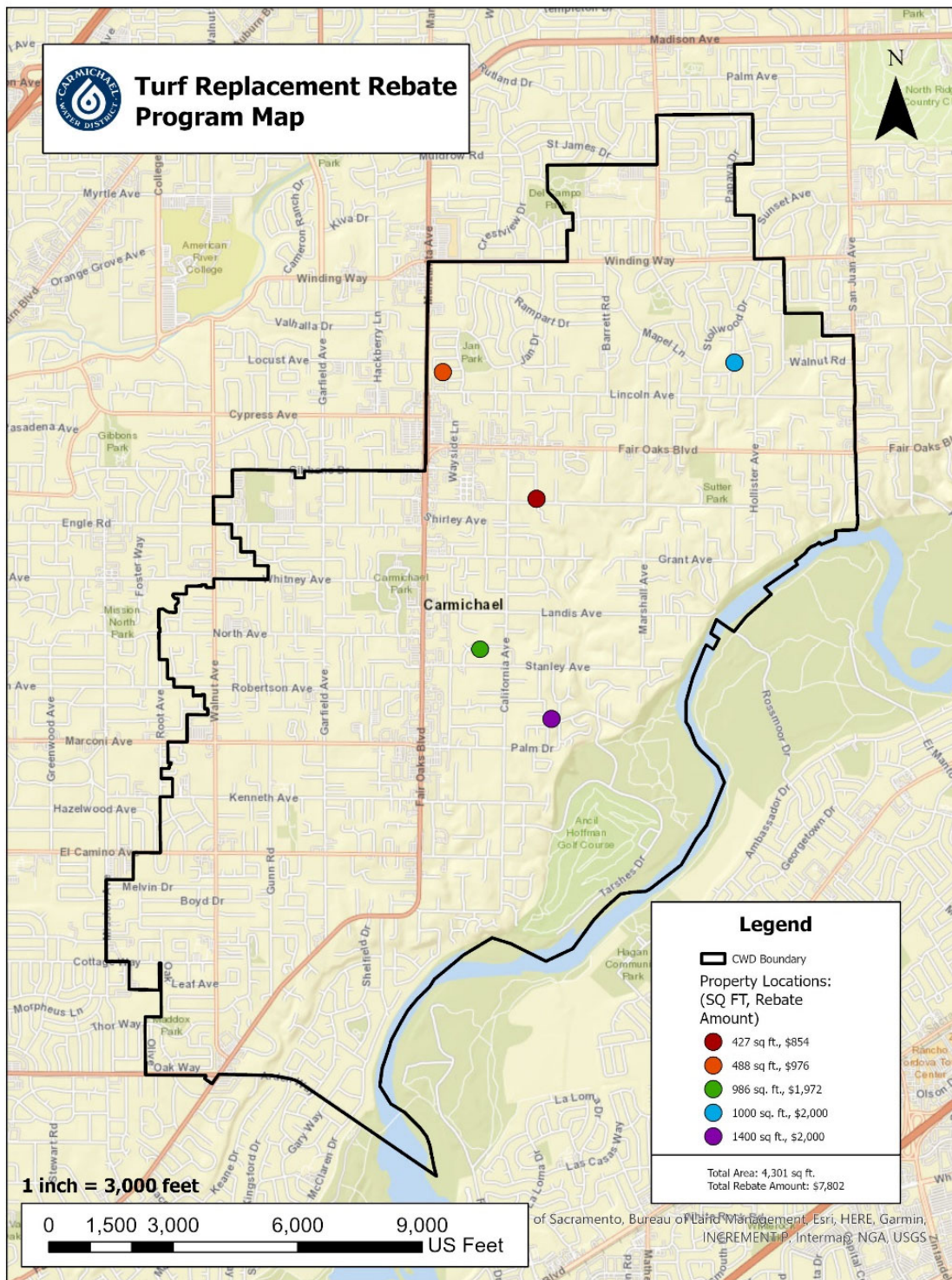
<b><u>Project Location</u></b>	<b><u>Status</u></b>	<b><u>Project Description</u></b>	<b><u>Service/Notes</u></b>
3416 Park Ln	Under Review	Fire Flow Analysis	Waiting for analysis from D&A
6541 Grant Ave.	Under Review	Plan Check Fee for Lot Split	Waiting for plans

### **WATER USE AND CONSERVATION**

Reporting: The annual Water Loss Audit Report was submitted to DWR on December 13, 2023 fulfilling the District’s obligation to report audited results for water use and water loss during CY 2022.

The first Annual Urban Water Use Objective Report was submitted to DWR on December 28, 2023 fulfilling the District’s obligation to report water use within an urban defined district. It identifies water use for different categories of users within an urban setting for CY 2022.

Turf Replacement Program: The District received one new application for this month, which is under evaluation. To date, the district has paid through the grant \$7,802. The replacement rate is \$2/SF up to 1,000 SF. The following map shows the locations of turf replaced to date. Total area replaced at the sites is 4,301 Square Feet.



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# BILLING DEPARTMENT REPORT

Billing Supervisor, Cecilia D.

					FY 23-24	FY 22-23		Previous Year Billing Totals % Difference
Billing Period	Billing Units*	Usage Charge	Service Charge	Flat Rate**	Billing Totals	Billing Totals	Billing Units*	
July	449,410	\$ 925,785	\$ 727,399	\$ 27,821	\$ 1,681,005	\$ 1,523,144	443,523	10%
August	523,315	\$ 1,078,029	\$ 727,579	\$ 28,430	\$ 1,834,038	\$ 1,628,764	499,625	13%
September	397,982	\$ 819,843	\$ 727,470	\$ 26,469	\$ 1,573,781	\$ 1,397,294	377,172	13%
October	337,834	\$ 695,938	\$ 727,524	\$ 25,715	\$ 1,449,177	\$ 1,279,603	314,590	13%
November	216,445	\$ 445,877	\$ 727,470	\$ 24,812	\$ 1,198,159	\$ 1,082,481	210,513	11%
December	151,575	\$ 312,245	\$ 727,524	\$ 23,717	\$ 1,063,486	\$ 991,463	162,639	7%
<b>YTD Totals</b>	<b>2,076,561</b>	<b>\$4,277,716</b>	<b>\$4,364,967</b>	<b>\$156,964</b>	<b>\$ 8,799,646</b>	<b>\$ 5,828,806</b>	<b>1,634,910</b>	<b>51%</b>
<b>FY Totals</b>	<b>2,076,561</b>	<b>\$4,277,716</b>	<b>\$4,364,967</b>	<b>\$156,964</b>	<b>\$ 8,799,646</b>	<b>\$14,819,907</b>	<b>3,177,008</b>	<b>-41%</b>

\* 1 Unit = 100 CCF (Centum Cubic Feet) = 748 Gallons.

Billing Units are based on current meter reading period, i.e., Current Billing Period = 11/20/23 – 12/19/23, and may differ from Production reported numbers due to the meter read billing cutoff dates.

\*\* Condominium's-Uniform Rates, Fire-Dedicated Service Lines.

## COLLECTIONS: Processed & Total Outstanding A/R Amounts

The “Total 61-120 Days” is the delinquent amounts that will be targeted on next month’s final notice and collections processes. The Outstanding A/R amounts reflect revenue to be collected at month end with delays such as mail, holidays, and customer diligence, etc. This typically is about 19% of what was billed, or approximately 1,300 customers.

Date	Total on APS*	Total Off	Total Liened	Total Liened	Total 61 - 120 Days **	Total Outstanding A/R **
June 2023	2	16	18	\$ 13,506	\$ 20,081	\$ 216,858
<b>FY 23-24</b>						
July	1	15	14	\$ 11,121	\$ 19,406	\$ 167,841
August	1	17	14	\$ 10,142	\$ 18,260	\$ 278,965
September	1	15	15	\$ 10,459	\$ 18,057	\$ 246,033
October	1	17	15	\$ 10,538	\$ 23,574	\$ 204,383
November	1	18	13	\$ 10,156	\$ 28,365	\$ 228,146
December	2	21	14	\$ 10,778	\$ 24,762	\$ 202,789

\* APS = Alternative Payment Schedule

\*\* Includes Total Liened and 61-120 Day Amounts

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# CARMICHAEL WATER DISTRICT

## Production Superintendent, DAVID BIAGI

### December 2023 Water Production Board Report

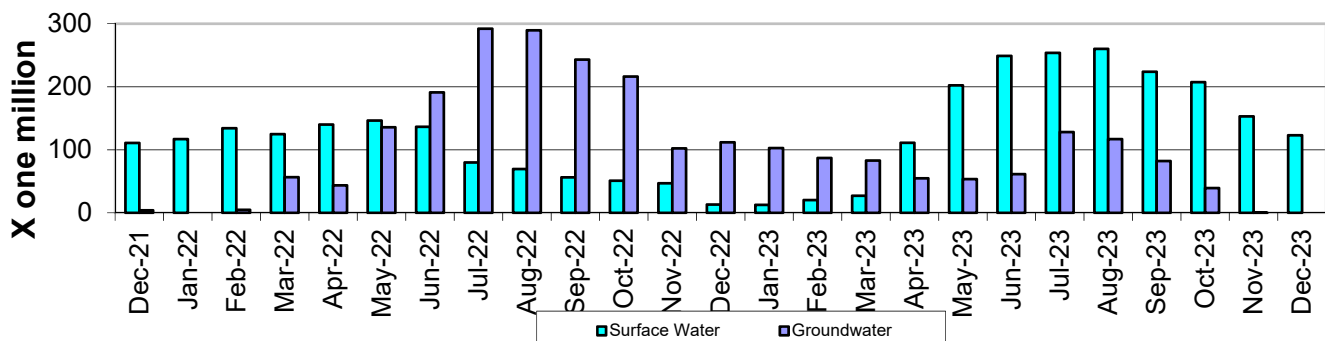


Ranney Collector Cleaning – Collector #3 on 12/14/23

#### CWD Monthly Water Production 2014-2024

FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	MGD Totals	Acre/Ft
2023-24	381.87	376.96	305.79	246.50	153.18	123.06							1588	4873
2022-23	371.77	358.96	299.37	267.16	149.16	124.91	115.2	107.14	109.89	165.79	255.81	310.23	2635	8088
2021-22	381.78	354.31	318.00	232.62	127.07	114.90	116.95	138.86	181.17	183.76	282.17	327.46	2759	8467
2020-21	408.04	402.05	335.66	294.53	188.58	140.24	125.19	110.64	145.91	237.20	332.59	371.58	3092	9490
2019-20	378.84	381.60	314.85	259.58	201.55	122.39	113.09	135.71	153.23	181.81	281.40	360.18	2884	8851
2018-19	387.57	361.56	314.04	259.22	187.67	121.80	111.84	96.07	109.20	158.03	226.19	317.21	2650	8134
2017-18	399.61	383.76	323.74	270.59	140.87	129.07	113.92	117.16	115.88	148.80	258.57	335.23	2737	8400
2016-17	357.82	353.35	299.41	193.38	123.16	115.61	113.47	96.26	116.84	123.76	268.14	332.52	2494	7653
2015-16	287.66	283.68	259.99	213.09	128.89	107.92	100.49	97.72	107.12	148.87	219.44	308.84	2264	6947
2014-15	373.21	338.74	294.65	240.50	153.63	116.73	120.74	110.98	168.88	175.83	214.05	255.44	2563	7867
<b>Avg.</b>	<b>372.82</b>	<b>359.50</b>	<b>306.55</b>	<b>247.72</b>	<b>155.38</b>	<b>121.72</b>	<b>114.54</b>	<b>112.93</b>	<b>134.24</b>	<b>169.32</b>	<b>259.82</b>	<b>324.30</b>	<b>2675</b>	<b>8211</b>
<b>Daily</b>	<b>12.03</b>	<b>11.60</b>	<b>10.22</b>	<b>7.99</b>	<b>5.18</b>	<b>3.93</b>	<b>3.69</b>	<b>4.03</b>	<b>4.33</b>	<b>5.64</b>	<b>8.38</b>	<b>10.81</b>		

#### CWD Combined Surface & Ground Water Usage



Nov. CWD Total Production		MG
Surface Water	100%	123.06
Groundwater	0%	0

Production	Up/ Down	Month	Up/ Down	9 Year Running Average
Production from same month last year	Down	1%	Up	1.5 %
Dec. 2023 Average Daily Production		3.97 MG		
Peak Day – Dec. 3rd		4.50 MG		

**GSWC Delivery:** CWD delivered 61.03 MG or 187.29 Acre/Ft to GSWC in December.

There were Three (3) water quality complaints in the month of December.

#### Water Quality Activity

- ✓ Taste & Odor: 2
- ✓ Color: 0
- ✓ Turbidity (Air): 0
- ✓ Suspended Solids: 1
- ✓ Low Pressure: 0

#### Backflow Devices Tested

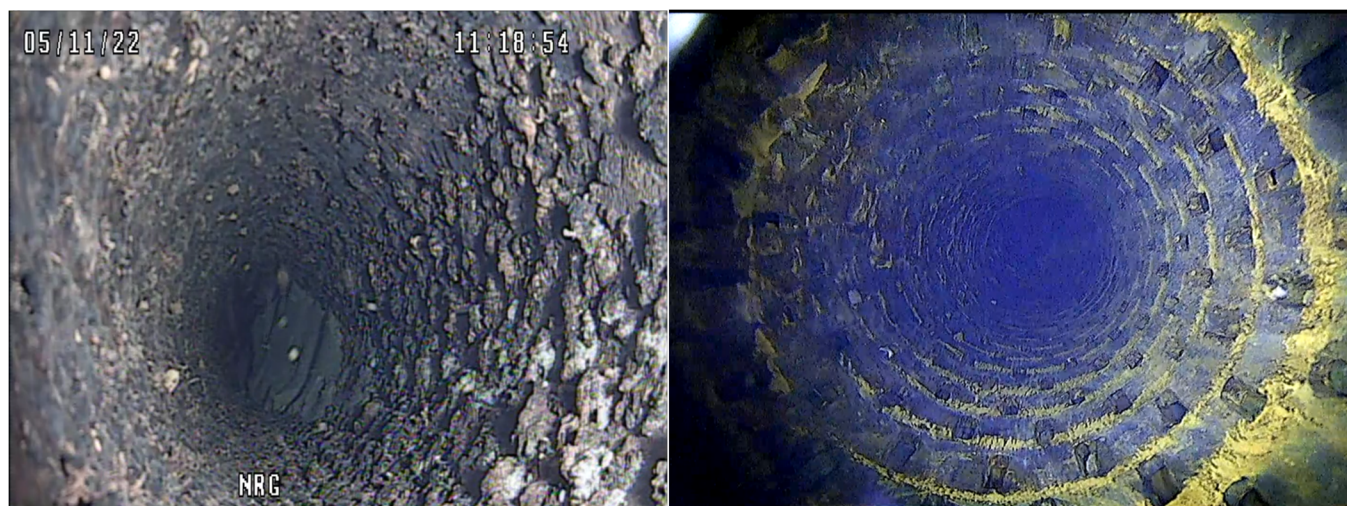
- ✓ Tested: 72
- ✓ New Devices: 0
- ✓ Failed Tests: 5

#### Maintenance Activity

- ✓ Secondary Cl2 CIP: 3
- ✓ Instrument Calibrations: 7
- ✓ Valve Repair: 2
- ✓

#### **Ranney Collector Cleaning:**

In December, the crews from Layne Construction (Layne), subcontracting with, Rawles Engineering Inc. and AUS Divers, continued with the cleaning of collector wells. Each collector well was isolated from the rest of the intake structure and pumped to waste for 4 hours at 2500 gpm. Crews take depth to water measurements at regular intervals to track the drawdown of the well. Once the pump test is completed divers are sent into the well with jetting equipment to clean each lateral. The jetting head delivers 2500 to 3000 psi and is slowly moved into the screen to remove sand and years of inorganic buildup. Below are side by side comparison for ~~Taken~~ pre and post cleaning. ~~†~~ The pictures included are from Collector Well #1 in lateral #2 approximately 50 ft into the lateral. A large amount of material was removed exposing the screen openings and allowing us to see the remaining thickness of the pipe and the gravel beyond.



Collector Well #1 Lateral #2 Pre and Post Cleaning Comparison

A post-clean pump test is conducted on each well that is identical to the pre-clean test. Layne Construction found that each well had an improvement of one foot of head after four hours of pumping. Staff from Bajamont Water Treatment Plant (BWTP) have seen improvements in the raw water level during morning flows. Future pumping tests are planned by BWTP staff to evaluate capacity limits as demand increases and river levels change. Layne will compile the data and provide a comprehensive review with recommendations at February or March Board meeting.



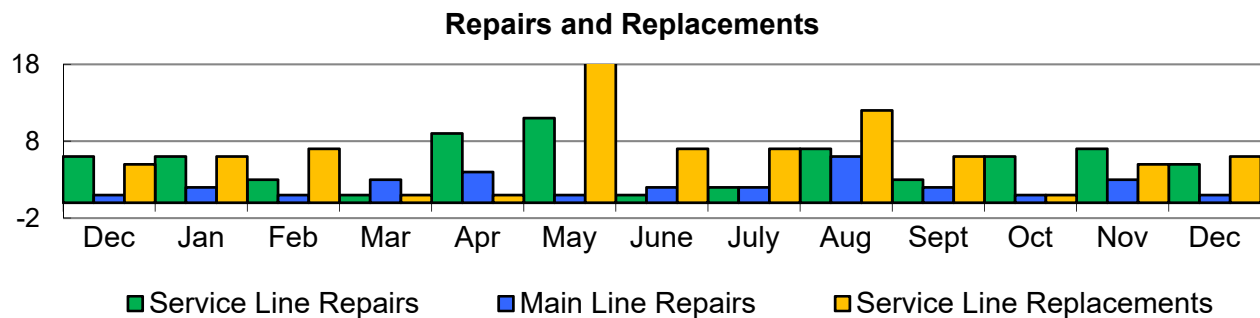
# CARMICHAEL WATER DISTRICT

## DISTRIBUTION SUPERINTENDENT, SCOTT BAIR

### December 2023 Water Distribution Board Report



Newly Purchased Doosan 185cfs Tow Bwhind Air Compressor



#### Capital Improvements/Replacements

- Service Line: 6
- Fire Hydrant: 1
- Main Line Valve: 0
- New Construction Meters: 1
- Air Relief Valves - 0

#### O and M Repair Work

- Service Line: 5
- Fire Hydrant: 0
- Main Line: 1
- Meter Boxes: 1
- Main Line Valve Boxes: 0
- Meter Change Out: 73
- Registers Change Out: 0
- Hydrant Inspections: 0
- Valves Exercised: 16

#### Customer Assist

- Call Outs: 50
- Private Repairs: 8
- Water Waste: 1
- Lock/Unlock: 26
- High Pressure: 0
- Low Pressure: 0
- USA's: 77

- Sacramento Area Sewer District FY 22-23 Pipe Bursting Project 1: SASD has identified fifteen sewer improvement locations within the unincorporated areas of Sacramento County. Construction will involve replacing sewer pipelines by the pipe bursting method. A small section of pipeline on Queenston Ct has been identified for replacement in this project. It is unknown at this time if District facilities are in conflict. \*Project on hold for winter
- Sacramento County ADA Project: This project will construct pedestrian improvements which include: curb and gutter, pedestrian accessible curb ramps at Thor Way, Olive Oak Way and Park Place Dr. Construction of this project is scheduled for late summer 2023. Impacts to District facilities will be minimal. \*Project on hold for winter
- Sacramento County AC Overlay Phase D (Contract No. 4575) “B” Plans requires District facilities within grind areas be lowered prior to overlay and grinding operations. Generally, wedge grinding will be six and a half feet (6.5’) wide along curb, gutter, and sidewalk on residential streets and thirteen (13’) feet wide on collectors and arterial roadways. Conform grinding will be thirty five feet (35’) at non-signalized cross streets and one hundred feet (100’) at signalized cross streets. The County will also require that all District facilities within the project limits be adjusted to grade (approximately 2 inches) after the overlay using quality materials and workmanship. Upon completion of this overlay projects, there will be a three (3) year utility trench cut moratorium. \*Scheduled to start March 2024
- Arden – Arcade & Carmichael Sidewalk & Street Lights: This Sacramento County project will install curb, gutter, sidewalk infill, ADA curb ramps, and street lighting at the intersection of El Camino Ave and Fair Oaks Blvd. District staff will need to relocate some of the facilities within the project limits after construction has taken place. \*Project on hold
- Fair Oaks Blvd at Kenneth Ave Traffic Signal: This project will construct a traffic signal at the intersection of Fair Oaks Blvd. and Kenneth Ave. The District received “A” plans for this project on May 5, 2022 and has responded with comments. As this project moves forward to the “B” plan stage, Sac County will identify potential conflicts. Once identified CWD will or may need to relocate existing facilities. \*Project on hold
- San Juan Water Line Replacement Project: To date all sections of the water main have been installed, water service laterals are stubbed into the properties, pressure test was performed with no leakage and the bacti test will be conducted the week of January 8<sup>th</sup>. The project is on time and on budget.

# BOARD OF DIRECTORS

## DECEMBER 2023 MEETING ATTENDANCE

MEETINGS ATTENDED		DIRECTORS				
DATE	DESCRIPTION	DAVIS	EMMERSON	NELSON	GREENWOOD	SELSKY
12/13	CWD 2x2 Adhoc Committee			1		
12/12	CWD - Regular Board Meeting	1	1	1	1	1
12/19	RWA - Executive Committee				1	
12/6	RWA Holiday Social			1		
<b>TOTAL MEETINGS ATTENDED</b>		<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>

## DECEMBER 2023 EXPENSE COMPENSATION/REIMBURSEMENT

MEETINGS COMPENSATED						
DATE	DESCRIPTION	DAVIS	EMMERSON	NELSON	GREENWOOD	SELSKY
11/28, 11/29, 11/30	ACWA Fall Conference	3		2	4	4
8/30	ACWA Committee Meetings					1
12/13	CWD 2x2 Adhoc Committee			1		
12/12	CWD - Regular Board Meeting	1	1	1	1	1
10/18	CWD - Meeting					1
11/19, 12/19	RWA - Executive Committee				2	
11/26	RWA - Special Board Meeting					1
10/25	WEF Water Summit					1
9/21, 10/11	SGA Meetings					2
10/6	Water Forum					1
12/6	RWA Holiday Social			1	1	1
<b>TOTAL # COMPENSATED</b>		<b>4</b>	<b>1</b>	<b>5</b>	<b>8</b>	<b>13</b>
<b>TOTAL \$ COMPENSATED</b>		<b>\$608.00</b>	<b>\$152.00</b>	<b>\$760.00</b>	<b>\$1,216.00</b>	<b>\$1,976.00</b>
<b>TOTAL REIMBURSEMENTS</b>		<b>\$466.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,531.01</b>	<b>\$0.00</b>

## FISCAL YEAR 2023-2024 SUMMARY

	DAVIS	EMMERSON	NELSON	GREENWOOD	SELSKY
<b>FYTD # MEETINGS ATTENDED</b>	<b>13</b>	<b>8</b>	<b>24</b>	<b>18</b>	<b>20</b>
<b>FYTD # MEETINGS COMPENSATED</b>	<b>9</b>	<b>6</b>	<b>23</b>	<b>22</b>	<b>18</b>
<b>FYTD \$ MEETINGS COMPENSATED</b>	<b>\$1,368.00</b>	<b>\$912.00</b>	<b>\$3,496.00</b>	<b>\$3,344.00</b>	<b>\$2,736.00</b>
<b>FYTD EXPENSE REIMBURSEMENTS</b>	<b>\$466.30</b>	<b>\$1,480.55</b>	<b>\$1,437.14</b>	<b>\$1,651.19</b>	<b>\$1,313.77</b>

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## ENVIRONMENT

## California’s proposed water conservation rules too stringent and costly, analysts say



BY RACHEL BECKER  
JANUARY 4, 2024



Sprinklers water a lawn of a home in Fresno on June 3, 2022. Photo by Larry Valenzuela, CalMatters/CatchLight Local

### IN SUMMARY

Even though California faces serious water shortages, the Legislature’s analysts recommend weaker outdoor conservation requirements and longer deadlines for urban water agencies.

California’s legislative advisors today lambasted the state’s ambitious proposal to regulate urban water conservation, calling the measures costly and difficult to achieve, “in many cases without compelling justifications.”

The proposed rules, [unveiled in August](#), call for more than 400 cities and other water suppliers serving about 95% of Californians to meet conservation targets beginning in 2025.

The state Legislative Analyst’s Office [suggested significant changes to](#) the State Water Resources Control Board’s proposal, warning that the regulations would set “such stringent standards for outdoor use that suppliers will not have much ‘wiggle room’ in complying.” They also warn that the added costs will ultimately be borne by customers.



“Whether the benefits of the new rules ultimately will outweigh the costs is unclear,” the report says. “These doubts are particularly worrisome given we find that suppliers will face notable challenges complying with these requirements.”

The report recommended that lawmakers direct state regulators to “make several of the proposed requirements less stringent (such as the residential outdoor standard), consider how to target state funding to assist lower-income customers, and extend some of the deadlines for suppliers to ensure they can actually achieve the framework’s goals.”

Water board officials didn’t comment on the criticism or recommendations, but spokesperson Edward Ortiz said the report, along with other feedback received from industry and the public, will be considered. He said a new draft of the rules will be released this spring.

“With changing weather conditions threatening to reduce the state’s water supply 10% by 2040, California is advancing an all-of-the-above strategy to bolster water supplies throughout the state, including conservation,” Ortiz said.

Heather Cooley, director of research at the Pacific Institute, a global water think tank, said conservation and efficiency are the cheapest, fastest ways to meet California’s water needs as climate change renders supplies more variable and uncertain.

“We have to take real action to ensure we can provide safe, clean, reliable water for California communities,” she said. “Retrofitting and taking out old devices, transforming our landscapes, all of those things have a cost. But it’s far less than developing new sources of supply.”

Mandated by a package of 2018 laws, the intent of the rules is to make conservation “a way of life” in California. The rules, which are two years behind schedule, are expected to be adopted by the water board this summer before taking effect in October.

The rules don’t target individuals or businesses, instead setting individualized conservation targets for urban water agencies across the state based on goals for indoor and outdoor water use, leaks and other factors.

By 2035, water providers will collectively need to reduce water use by 14% . The savings would be enough to supply about 1.2 million homes every year, or about 1% of the state’s total water use.

The report called this amount “modest,” noting that “the agricultural sector uses about four times as much water as the urban sector.”

[Water agencies and city officials warned](#) state regulators last fall that complying would be costly — roughly \$13.5 billion from 2025 to 2040 for rebates and other efforts to cut residential use. The benefits are anticipated to reach about \$15.6 billion, in large part because suppliers and customers will buy less water.

The Legislative Analyst’s report noted that an assessment by a consulting firm commissioned by a water supplier raised questions about those calculations. They noted that customers — particularly low-income households — would likely bear the brunt of rates increased to cover the costs.

“Even if benefits outweigh costs in the long run, whether they merit the amount of work and costs to implement the requirements as currently proposed is uncertain,” the report said.

Jay Lund, vice-director of the Center for Watershed Sciences at the University of California, Davis, called the report “an unusually frank assessment.”

“Although there is good room for further conservation, this additional State effort seems like it is probably not needed, or at least, need not be as stringent and complicated as it seems. It has been asked, ‘Is this juice worth the squeeze?’” he told CalMatters in an email.

During the last three-year severe drought, [which ended last year](#), the Newsom administration set voluntary conservation goals that were largely ineffective. Californians used [only about 6%](#) less water from July 2021 through the end of last year compared to 2020, far less than Gov. Gavin Newsom’s 15% goal.

Some areas, especially in hot, inland areas of the state, will require more stringent conservation than others under the proposed rules. Inland and eastern California will be required to cut back the most, with the biggest cuts, up to 34%, needed in desert areas, followed by the Tulare Lake region.

Even in the North Coast area, which as a whole is not expected to need to cut back at all to meet the 2035 targets, two large suppliers serving more than 1.6 million customers will nevertheless need to reduce their water use by a quarter.

But increasing conservation in the places that need it most will seem a bargain when inevitable longer and drier droughts occur, said [Felicia Marcus](#), former chair of the water board and now a visiting fellow at Stanford University’s Water in the West Program.

“The goal is both to make each locality more resilient to the nightmare curveballs climate change is throwing at us, and to do it in a way that integrates efficiency first and foremost as the most cost and carbon effective measure in the long run,” Marcus said.



Sonja Petek, the principal fiscal and policy analyst who authored the report, said the office isn't saying to abandon the conservation regulations, it's just recommending changes to

“Water conservation is one of the important components of the state’s overall water management strategy,” she said, citing more severe and prolonged droughts and the need to reduce reliance on overdrafted groundwater basins. “Our concern is that if these regulations were adopted as written, it could lead to a scenario where compliance is not feasible for some water suppliers, so the state might not achieve its ultimate goals.

Assemblymember Laura Friedman, a Democrat from Burbank and an author of the original legislation, said the report “raises some valid concerns with the rulemaking process thus far, however, I have faith in the water board to do its due diligence in implementing the standards that were passed.”

### Making water conservation a ‘California way of life’: Controversial state rules could cost \$13 billion

Water providers say rebates for residential areas are costly and many people refuse to remove their lawns. The rules aim to save enough water for more than a million households a year.



by Rachel Becker    OCTOBER 5, 2023

### California approves rules that turn sewage into drinking water

Suppliers now have detailed steps to create a new source of drinking water. But it's not really “toilet-to-tap.” Due to the cost, it'll likely be only large suppliers.



by Rachel Becker    DECEMBER 19, 2023