



1. April 16, 2024 Regular Board Meeting Packet

Documents:

[April 16, 2024 Regular Board Meeting Packet.pdf](#)

1.I. Revised - Strategic Plan And Employee Survey Memo

Documents:

[Revised - Strategic Plan And Employee Survey Memo.pdf](#)



**REGULAR BOARD MEETING  
AGENDA PACKET**

**APRIL 16, 2024**

---

*This page intentionally left blank.*



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

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

## AGENDA

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.

---

### CALL TO ORDER AND STATEMENT REGARDING PUBLIC PARTICIPATION: President Selsky

---

#### ROLL CALL

---

#### PRESIDENTS COMMENTS

---

#### 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.**

---

#### 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.

##### 2. Minutes for the Regular Board Meeting – March 19, 2024

##### 3. Minutes for the Special Board Meeting – March 26, 2024

##### 4. Paid Expenditure Report – March 2024

##### 5. Budget to Actual Report – February 2024

##### 6. Resolution 04162024-01 – A Resolution Amending the Districts' Policy 5000 – Authorized Leave and Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014

Staff recommends that the Board of Directors approve Resolution 04162024-01 – A Resolution Amending the Districts' Policy 5000 – Authorized Leave and Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014.

##### 7. Construction Improvement Standards (Standard Specifications and Details) Revision

Staff recommends that the Board of Directors approve the revised Construction Improvement Standards and authorize the General Manager to upload and distribute as necessary.

---

#### ACTION CALENDAR:

##### 8. Strategic Plan and Employee Survey

Staff recommends that the Board of Directors discuss the scope of the strategic plan and authorize the General Manager to sign a service agreement with BHI Management Consulting.

##### 9. La Vista Storage Tank & Booster Pump Station Project – Professional Services Agreement (PSA) Amendment #1 for Construction Management Services

Staff recommends that the Board of Directors approve a contract increase from \$999,201 to \$1,431,874 with Water Works Engineers and authorize the General Manager to execute Professional Services Agreement Amendment 1.

##### 10. Easement Purchase Agreements with San Juan Unified School District

Staff recommends that the Board of Directors authorize the General Manager to execute District approval of the two Easement Purchase Agreements and pay the agreed upon prices.

**11. Resolution 04162024-02 - A Resolution of the Board of Directors of the Carmichael Water District Declaring Certain Property Exempt Surplus Land Under the Surplus Land Act Surplus Charleston**

Staff recommends that the Board of Directors:

- 1) declare 4515 Charleston Dr, Carmichael, CA 95608 (APN 247-0010-005) exempt surplus property under Surplus Land Act and adopt Resolution 04162024-02 - A Resolution of the Board of Directors of the Carmichael Water District Declaring Certain Property Exempt Surplus Land Under the Surplus Land Act and
- 2) discuss the real estate commission fees and authorize the General Manager to enter into contract with a realtor with a not-to-exceed 5% of the sale price fees.

---

**INFORMATIONAL ITEMS:**

12. **Draft FY 24-25 Budget**
13. **Water Conservation Regulations – “Making Conservation a Way of Life” Update**
14. **Update on COTP - Transmission Leasing Next Steps**
15. **Water Agencies File Lawsuit to Protect Water Rates and Local Control**

---

**COMMITTEE REPORTS:**

16. **Sacramento Groundwater Authority Board Meeting**  
Director Selsky Reports Out.
17. **Regional Water Authority Executive Committee and Regular Meeting**  
Director Greenwood Reports Out.
18. **Other Committee Reports**  
Directors Report Out

---

**STAFF REPORTS:**

19. **General Manager and District Activity Report – March 2024**
20. **Director’s Expense Reimbursement Summary – March 2024**

---

**GENERAL CORRESPONDENCE/INFORMATION:**

21. **News Articles**
22. **Director’s Written and/or Oral Reports**

---

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

**Tuesday, May 21, 2024 at 6:00 p.m.**



**Regular Board Meeting**  
**Tuesday, March 19, 2024, 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 19<sup>th</sup> day of March at 6:00 p.m.**

**ATTENDANCE:**

**Directors:** Ronald Davis, Mark Emmerson, Jeff Nelson, Paul Selsky  
**Staff:** Cathy Lee, Gaby Padilla  
**Public:** Thirty Four (34) Members of the Public

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

**PRESIDENTS COMMENTS:**

No comment.

**PUBLIC COMMENT:**

**1. Public Comment**

Mrs. Hanscom commented that she is looking for some closure on the previous management case and she believed that the case was finally closed. She inquired if the County of Sacramento won.

The General Manager informed Mrs. Hanscom that the case has not been closed yet and the closed session on tonight's agenda is to discuss the case with the attorney.

Mrs. Hanscom inquired if the District has received the money back.

The General Manager informed Mrs. Hanscom that the District currently has not and, unfortunately, this case will take a lot more time until it closes.

Mrs. Hanscom inquired if when the case is finally done and if anyone is charged with embezzlement and the stealing of tax payers funds within CWD if there is any chance we can get our attorney's fees back as well.

The General Manager informed Mrs. Hanscom that this was under consideration and would need to be discussed with the attorney to see what the final strategy is.

Mr. York, General Manager from Sacramento Suburban Water District, commented that the night prior, Sacramento Suburban Water District (SSWD) had their Board meeting and on their agenda they had two items on the potential combination. The first was the outreach materials summary report which was accepted by the Board and the second was the draft resolution to review the comments that was submitted by CWD's Board which was discussed heavily between the Board and legal counsel. Based on the direction he received, SSWD asks, respectfully, that the CWD Board conduct a joint Board meeting with SSWD to go over the resolution because SSWD Directors feel it is more efficient to have everyone present during the discussion.

Directors informed Mr. York that they will ask staff to get back to them.

Ms. Corder inquired if CWD has put the committee meetings and the 2x2 meetings on YouTube so the public, who is in Carmichael, can listen in to what is going on if they cannot make it to the meeting. She also commented that she believes SSWD's meetings are on YouTube. She also inquired if the oak tree was taken out at the Barret well site and if the new pipes that were just put in were too close to the existing trees and SMUD's line that could potentially cause damage.

**10. Sacramento Suburban Water District 2x2 Ad Hoc Committee Meeting**

Director Selsky moved this informational item up after the Public Comment section to accommodate members of the public.

Director Nelson reported that at the last 2x2 committee meeting there was a public outreach report that summarized the information that was conveyed to them during the last workshops. The 2x2 Committee recommended that the Boards accept this report.

Director Emmerson reported that at the last 2x2 Committee meeting there was quite a few people in attendance and a lot of them spoke about their concerns and issues. Another topic that was discussed was CWD's template and draft resolution which included CWD's water rights and place of use.

Director Nelson commented that the resolution also included language about the existing labor union and how it would survive the consolidation. He then mentioned that, based off of Mr. York's request from his Board to respectfully request that both Boards meet to discuss CWD's draft resolution, any detail that needs to be updated can be done in the moment versus having the 2x2 committee go back and forth.

Directors commented that they reviewed CWD's draft resolution and the potential changes to the resolution that was suggested by SSWD and they prefer the original language.

Mr. York commented that SSWD did not submit a draft resolution because it has not been finalized.

The General Manager informed the Board of Directors that the attached amended resolution was at the direction of the 2x2 Committee.

Mr. Patterson commented that he has some concerns that he would like to express and consider it going forward. One concern is that when he moved in 2002 to Carmichael he wanted to make sure the water quality was good. He mentioned that he brews his own beers and CWD's treatment with the water taken from the American River and this was a big selling point for him. He moved from southern California and they have 700 parts per million of dissolved solids and in Carmichael it's about 75 which means that the quality is way better. He is concerned that if they mix water with SSWD the quality will be reduced significantly. He mentioned that he read an article titled "What's so special about special districts?" and that it stated that special districts have focused service. If the consolidation happens and we get really big, it is much harder to keep focus. He commented that they need to focus on these types of details when putting anything out that has the benefit of this process and it's not always about saving money all the time.

Ms. Stone commented that she just moved into Carmichael a few months ago and she realizes that this process started years before she moved here and she has yet to read anything that says how this would be good for Carmichael as opposed to SSWD. She suggested that, before the Board even attempts to move forward, they need to identify clearly what that advantages would be.

Mr. Simmons commented that he has been a resident of Carmichael since 1978 and they have been blessed with the finest quality of water in Sacramento. He mentioned that he owned an office in the SSWD area and the water was not as tasty as it is in Carmichael. He also commented that when there is a merger and it is to reduce overhead that rarely happens. He is a chiropractor and he was in a merge that put five offices together and their overhead increased dramatically. He complimented the Board and staff on a marvelous job and mentioned that CWD has one of the least expensive water and has one of the most state of the art filtration systems. He suggested that the Board weigh the fact of what is the balance between getting cheaper water and losing quality or resources of being able to sell the water to other people.

Mrs. Christian commented that she has live in Carmichael on and off since she was about 10 years old. She inquired what the combined Board's plan is if the merger happens for the staff and what would happen to the existing building in Carmichael. She also commented that she stands in opposition of the merger.

Directors informed Mrs. Christian that there have been no decisions made for that and they would have to decide to move forward before they really got into those details.

Mr. Hanscom commented that he is against the merger. He also inquired about how Mr. York commented in a past meeting how the contamination around McClellan was contained around McClellan and then in another meeting SSWD's Director Locke mentioned that there is a chrome 6 coming off of there. He is looking for an honest and correct answer about this contamination.

Ms. Allison commented that she has lived in Carmichael for ten years and she is a part of the Carmichael Creek Neighborhood Association (CCNA) Board which has submitted a letter to the CWD Board where they made a stance against the merger. She also mentioned that she looked through all the outreach materials and although Carmichael is almost 75 percent white population it leaves a 25 percent of other ethnic families and people. All the materials that was put out was in English. She commented that at her children's school they have translators so everyone can be reached

so she thinks that by not having a diverse outreach not everyone in the area is being reached. She also mentioned that she loves CWD's customer service. She knows that she can always call and CWD will show up immediately and everyone she has interacted with has always been very helpful.

Ms. Corder commented that she saw in the materials stating benefits of the merger and some of the benefits are to enhance water supply reliability, long term savings, economies of scale, efficiencies, cost savings, and financial stability. In all the reports that have been sent out and have been given to the public, there is no dollar amounts on anything. She mentions that CWD has the most sufficient and superior water treatment plant on the American River in northern California; meaning CWD has quality water that is by far better than anyone else's that she has heard of. She commented that rates have only gone up and has practically doubles in the last few years because of the changes in billing, but this doesn't show that we are efficient and she doesn't know if this was to cover attorney's fees. She then mentioned that these discussions started in 2021 which was during the pandemic. So she doesn't think anyone's mind was dealing with this at that time so she doesn't believe that CWD has given the community enough time to absorb what the Board is trying to do with moving forward with it. She mentions that there has been publications sent out but, as she stated again, nowhere does it state how much money is going to be saved and she is concerned that CWD is going to lose the small stability that CWD is. And why CWD is not increasing the capabilities of the groundwater which they have all been shut off ever since CWD started pulling water out of the American River. She suggested that instead of wasting the all the money that will be used on this merger why not use it to get all of the wells back up and running.

Mr. Christian commented that he has met with all the Board members individually and thanked them for being so gracious with him. He has a major appreciation for all of them and he recognizes that their intentions are in the best interest of CWD whether the public agrees with them or not. He then inquired about the language in the agreement finalized between both districts.

Directors informed Mr. Christian that the language is not finalized.

Mr. Christian then inquired if CWD does not really know what they are moving forward into until there is a finalization of the language in the agreement.

Directors agreed with Mr. Christian's statement.

Mr. Christian then commented that in the reports he had found that the main office would be relocated to an office in Marconi and Fulton and that this building would be a service yard and wanted to confirm that this was correct.

Directors confirmed that in one of the reports this was stated but no decisions have been made. This would decide if they decide to move forward with the potential combination.

Mr. Christian commented that one of the Directors mentioned to him that CWD does not have established first rights of water from where we get it now; and if this would be included in the agreement to state that Carmichael will get the first rights before it is given to anyone else.

Directors informed Mr. Christian that it was included in the proposed resolution to have exclusive rights to CWD's licensed water and first priority to the permit water.

Mr. Christian commented that this is not for sure because it is just in the proposed language and it has not been finalized. He mentioned that this section was really relevant to the Carmichael residents. It's like saying to a mom the taste of the water that you are going to give your baby in the formula isn't going to be the same and it is going to be more expensive.

Directors inquired if Mr. Christian was for or opposed the potential combination.

Mr. Christian informed the Board of Directors that he is opposed.

Dr. Poirier commented that he has lived in Carmichael for about 33 years and is a retired physician. He spoke in the last meeting that he has concerns about contamination of their water with heavy metals which have been correlating with different illnesses that people are exposed to. He then commented that he is against the merger and he informed the Board that he bought the signs that have been posted around the area. Mr. Christian and himself passed them out while canvassing the community. He found out that almost all of the people that he spoke to have not heard about the merger and were pretty upset when they learned about it. He stated that the little notices that the Board sent out have not been enough to inform the community. He commented that, in his opinion, the way the Board is speaking about the merger sounds like it is a done deal. He then mentioned that the Board has a big responsibility and he hopes they do not take it lightly, and that they should think about the impact that they are going to have over the lives of over 48,000 people in Carmichael.

Directors informed Mr. Poirier that the Board has not made any formal decisions.

Mr. Riley commented that he is against the proposed combination. He mentioned that the only reason he became aware of this and is in attendance of the meeting is because it popped up on his Facebook feed from people that were against the merger. He has seen nothing from CWD and he doesn't understand how it went this far with the majority of Carmichael not having a clue that this is going forward. He stated that he believes that even with all the statements that have been made, saying that this will be saving money, after the merger happens there will be a rate increase.

He mentioned that he has lived in Carmichael since 1962. At that time Pacific Bell was their phone company and they were local. When Pacific Bell merged with AT&T, there was no money saving and the service declined significantly.

Mr. Ayres commented that he moved to Carmichael four years ago and he agrees with several of the people that have spoken. He mentioned that he looks at his bill every time it comes in; and not once did he see anything about this merger until Mr. Christian called him and informed him about it. He stated that in his lifetime he has seen a lot of mergers that have increased the cost and decreased the quality. He mentioned that as he read through the reports it seems like it already has been approved. He asked his daughter who works for the Department of Interior, and is in charge of the water on the Delta so she is pretty familiar with this. She was asking him so many questions that he could not answer. He stated that at this point he is against the merger until he can find evidence that this will be beneficial to CWD because he has been happy with the quality of water and service that CWD provides standing alone.

Ms. Mattos commented that she has been a resident of Carmichael for 26 years. She stated that she is a registered civil engineer and has been practicing for the last 39 years and has designed and processed plans for all the water purveyors in the area. She has found that it is easier to process through CWD than SSWD. She also stated that she is against the merger and she has been to the outreach meetings. And one of the points that was brought up at the last meeting was that we might want to consider combining so that we have more say when the goliath of the State Water Resource Control Board (SWRCB) comes after us. There is some wisdom in that but she believes that if that time comes we can form alliances with other water districts and get together to go after that goliath and maintain our great quality water that we have in Carmichael with our outstanding water rights, great service, and great representation. She also mentioned that she has not seen a compelling reason for CWD to combine and she understands the economy of scales and some cost savings. She is hearing that the rate payers are to pay more for the Carmichael water because it is so great.

Ms. Helland commented that the biggest thing that really drew her into this is the lack of knowledge given to her community and it breaks her heart that there is not more education and participation. She mentioned that she went to the funeral of her dear friend Sharon Ruffner and there was close to 1,000 people that showed up. Because of her leadership to draw people and we need to do more of that with CWD. It is crucial because when you look at how people live and what they are faced with, just making a living or maintaining their house so their house doesn't leak, it takes education and being neighborly. She commented that when she read the online study several weeks ago she was in shock that there was no pros or content with factual support.

Mr. Cadena commented that he has been a Carmichael resident since the pandemic. He saw the signs that were put up which stated there was a meeting so this is the first time that he has heard about this potential combination. He expressed that he is against the merger and he believes the operations of CWD have been smooth and he would like to see it stay that way. He commented that water is a necessary resource and we cannot take it lightly what can happen to our water sources. He mentioned that he has spoken to several gentlemen that work for CWD and they told him that they have to drill down quite a ways in order to get well water and that we also get water from the river. He commented that he believes we should keep things the way they are and if need be merge in order to protect our rights.

Ms. Corder commented that she plans to be a pillar on the Board's side because she opposes this so immensely. She thinks that what they just heard and what she has spoken to Director Davis about at the last meeting is that the Board has not done sufficient amount of educating this community. The Directors can do their jobs which is to protect this community and their voice and they have been telling the Directors that they have not been informed. She stated that plenty of people have informed the Directors that they have not seen a compelling reason to merge. If the Board cannot give the rate payers these figures then they should listen to the people of this community. She also stated that they are on this Board to be responsible for this community and that's what everyone expects from them.

Dr. Poirier inquired from everyone in attendance to see who was in favor of the merger and no one raised their hands.

Mr. Romano commented that he has lived in Carmichael for 50 years. He also commented that most of the people who have spoken have said what he wanted to say but wanted to include that bigger is not always better. And if you do not believe that, go talk to the fire victims of PG&E. He mentioned that CWD has great water quality and water rights and those water rights are gold. He has learned that recently because he has a cabin up in the hills and he has been fighting the SWRCB and knows what water rights are like, so why would CWD jeopardize that.

Mr. Patterson commented that there were some comments that he has heard this evening that were about cost savings that were interesting to him. Because, by law, water districts are to have a certain number of certified water technicians on call or working and if the merger happens the amount of these technicians will not decrease. CWD has staff who are very valuable so he does not see how this will lower the overhead. The only savings that is going to happen would

be for the buildings which could be sold. He mentioned that there are risks as well, like contaminants in the SSWD well at McClellan, which in the future all the rate payers including CWD would have to pay to contain and treat. He commented that with all the risks and not much room to for overhead reduction, there is not much cost savings.

Ms. Skinner inquired how many people came to this meeting with an open mind and five people raised their hands. She mentioned that it is beneficial to record this because these people came to learn more about the merger and yet are now opposed. She also mentioned that there is a meeting coming up next week where a decision might be made and inquired as to what the decision would be.

Mr. Christian inquired the Board to state what was said at the 2x2 committee meeting about what the decision would be for the merger at the upcoming meeting.

Directors commented that the Board is either "to fish or cut bait" and the meeting next week is to determine if we should continue this process or not.

Mr. Scholocker inquired if all five Board members would be present next week. And if there was an inference that if the majority of the public who show up at that meeting are against the consolidation that the Board may decide to not go forward.

Directors informed Mr. Scholocker that all five Board members will be present and that it was the sense of the Board that this could be a possibility.

Mr. Christian commented that he only heard about this 16 days ago and since then he has read everything that the Board has put out about this merger; and he is trying to reach out to everyone about this so they are aware. He mentioned that he felt offended at first; but once he started reading about everything, the facts overcame his feelings. But at the end his decision to oppose is based on both facts and feelings because Carmichael is embedded into everyone, because of the long time that most people have been here and because of the community that was built. He commented that the Board made a mistake by making the water quality so good that no one wants it to go away, even if they have to pay more money to keep it. He also commented that the reason the Board is up there today is because the community put them there since they want what the community wants and it is their duty to show this.

Mr. Hanscom commented that this discussion has been going on for over two and a half years and it is clear that there has not been a good job in letting everyone know what is going on. He then commented that, at this point in time, with all the studies and 2x2 meetings the Board should have a pretty good idea on whether or not to go forward with this. He then suggested to add one more option for next week's meeting. And the options are to determine whether we need more study or we do not need more study and it needs to be justified on both sides. The third option would be to toss this in the trash can. He also reiterated what everyone has been saying that bigger is not better and it really is time to fish or cut bait.

Mr. Riley commented that he came in with an open mind because he really did not have the information to choose side; but he thinks it is unfathomable that it has been two and a half years and nothing has been sent out to him or his neighbors, either. He mentioned that he is not claiming that this is being done in the dark but it is also not being done in the daylight and there is an opportunity every month to contact everyone in the bills and yet nothing has been done.

Ms. Corder commented that she has seen some paperwork about the merger but it has always been vague. It has never been specific enough to include the exact amount of savings this would do. She also mentioned that CWD has the quality and the Board members need to pay attention to the quality. She commented that there has been no mention of how they can revitalize the 16 CWD wells and since CWD already sells water how much this could potentially save CWD rate payers in the future. She believes that the money that is being put into the merger can be put in other places to help CWD thrive on its own. She then mentioned that these meetings should be placed on YouTube for people to be able to watch instead of read the many pages of comments; and by watching the videos you can see the sincerity and heart of each person when you are listening to them.

Mr. Brown commented that he is an employee of CWD for 19 years, he is the union president for the Carmichael chapter, and he is also a rate payer of SSWD. He mentioned that the union has sent a letter to all the Board members and General Managers of CWD and SSWD informing them that they are not in support of this combination. He commented that he cannot speak for the rest of the employees but from what his sense is that 95 to almost 100 percent of the employees of CWD do not support this. He wanted to make the union's stance known to everyone.

**MEETING RECESSED FROM 7:26 p.m. to 7:35 p.m.**

ANNOUNCED CLOSED SESSION AND ADJOURNED OPEN SESSION TO CLOSED SESSION: 7:35 p.m.

## CLOSED SESSION:

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1);

*Carmichael Water District v. Nugent, et al., Sacramento Superior Court Case No. 34-2021-00299134.*

ADJOURNED CLOSED SESSION AND OPENED REGULAR SESSION: 7:57 p.m.

## REPORT OUT OF CLOSED SESSION

Discussed items with legal counsel and the General Manager.

## CONSENT CALENDAR:

3. Minutes for the Regular Board Meeting – February 20, 2024  
 4. Minutes for the Special Board Meeting – February 27, 2024  
 5. Paid Expenditure Report – February 2024  
 6. Budget to Actual Report – January 2024

No comments.

M/S Nelson / Davis to approve the consent calendar.

Mark Emmerson	Aye	✓	Nay		Absent		Abstain		
Jeff Nelson	Aye	✓	Nay		Absent		Abstain		
Ronald Davis	Aye	✓	Nay		Absent		Abstain		
Ron Greenwood	Aye		Nay		Absent		Abstain		
Paul Selsky	Aye	✓	Nay		Absent		Abstain		
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:		0
<b>Passed Unanimously:</b>									

## ACTION ITEMS

7. **Dugan Management & Engineering (DME) Agreement Amendment for Claremont Road Pipeline Replacement Project**

Staff recommends that the Board of Directors authorize the General Manager to execute an amendment to the existing agreement between DME and the District that increases the contract's value from \$198,929 to \$270,488 to include the additional costs of design and management services.

Directors inquired about when Fair Oaks Blvd was repaved was this pipeline not replaced then.

The General Manager informed the Board of Directors that the pipelines were not replaced entirely, but a portion of was replaced with the La Vista bond.

Directors inquired if this is the first project we will be using Dugan Management & Engineering.

The General Manager informed the Board of Directors that Mr. Dugan was a principle at Domenichelli and Associates and he recently went out on his own with another principle and formed their own firm.

Directors commented that the rates look very competitive.

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

Mark Emmerson	Aye	✓	Nay		Absent		Abstain		
Jeff Nelson	Aye	✓	Nay		Absent		Abstain		
Ronald Davis	Aye	✓	Nay		Absent		Abstain		
Ron Greenwood	Aye		Nay		Absent		Abstain		
Paul Selsky	Aye	✓	Nay		Absent		Abstain		
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:		0
<b>Passed Unanimously:</b>									

**8. November 5, 2024 Election**

Staff recommends that the Board of Directors approve Resolution 03192024-01 – A Resolution of the Board of Directors of The Carmichael Water District Calling The November 5,2024 District Election, Requesting Consolidation of Elections, and Designating Payment for Publication of Candidate Statements.

Directors inquired if this was typically how the District does this.

The General Manager informed the Board of Directors that this is how the elections have always been done in CWD.

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

Mark Emmerson	Aye	✓	Nay		Absent		Abstain	
Jeff Nelson	Aye	✓	Nay		Absent		Abstain	
Ronald Davis	Aye	✓	Nay		Absent		Abstain	
Ron Greenwood	Aye		Nay		Absent		Abstain	
Paul Selsky	Aye	✓	Nay		Absent		Abstain	
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0

**Passed Unanimously:**

**9. Legal Service Agreement with Banks and Watson Attorneys**

Staff recommends that the Board of Directors approve the Legal Service Agreement with Banks and Watson Attorneys and authorize the General Manager to execute the agreement.

Directors inquired how this firm was selected.

The General Manager informed the Board of Directors that this firm was recommended by CWD's legal attorney who is working on the La Vista case. The firm cannot work on this issue because of conflict with one of its clients.

Directors inquired as to why we could not work with our current attorney Aaron.

The General Manager informed the Board of Directors that we could work with him but we want to know on a litigation stand point how to move forward.

Directors inquired if the goal is to recover costs for our filters based upon volumetric.

The General Manager informed the Board of Directors yes and that this is not just for the filters. It will include the Ranney Collectors and the filter skid replacement. Right now they are only paying for volumetric for electricity and chemicals.

Directors inquired if CWD is going to bill them on the Ranney Collector rehabilitation that was just done.

The General Manager informed the Board of Directors that we will be billing them for that but right now we can only bill them for 20.5 of the capacity.

Directors inquired if it was ultimately concluded that the iron or manganese was related to the low levels of the river. The General Manager informed the Board of Directors that according to DuPont, the manufacturer who did the autopsy of the membranes, there was iron specs but when staff took samples of the water during CWD curtailment, the water was not determined to have more iron than usual.

Directors inquired if there was a not-to-exceed amount.

The General Manager informed the Board of Directors that the contract amount is for 20 hours for the initial review of the District's three way agreement.

Directors inquired if this was just for the new attorney(s) to take a look at our contract and to look at the prospects we would have to open up the contract to have a conversation about moving from capacity to volumetric.

The General Manager informed the Board of Directors that this was correct.

Directors commented that they support the General Manager in doing this because there might be somethings in the contract that are not as fair as it once was.

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

Mark Emmerson	Aye	✓	Nay		Absent		Abstain	
Jeff Nelson	Aye	✓	Nay		Absent		Abstain	
Ronald Davis	Aye	✓	Nay		Absent		Abstain	
Ron Greenwood	Aye		Nay		Absent	✓	Abstain	
Paul Selsky	Aye	✓	Nay		Absent		Abstain	
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0
<b>Passed Unanimously:</b>								

**INFORMATIONAL ITEMS****10. Sacramento Suburban Water District 2x2 Ad Hoc Committee Meeting**

The General Manager informed the Board that there was still a recommendation to accept the Summary Report, Public Outreach and Engagement as recommended by the 2x2 Ad Hoc Committee and discuss the changes to the draft LAFCo Resolution as requested by the 2x2 Ad Hoc Committee.

Directors commented that they want to stick with their original language in the resolution and SSWD can submit all the proposed changes.

Directors suggested that the resolution revisions to include a date so they know when changes are being made and by who.

Directors inquired if the idea was always to expand and use the permit water, or to consider using our permit water outside of our boundaries and consider changing the place of use regardless of whether the merge happens or not.

Directors commented that this was considered at first but then they learned that there is an operational possibility that Carmichael customers may lose the use of American River water based on operational scenarios.

The General Manager informed the Board of Directors that in the current proposed resolution from CWD it states that there would be exclusive usage to Carmichael residents for the licensed water. As written, the permit water would potentially be used for anything else but Carmichael has the first priority.

Directors agrees to accept the Summary Report, Public Outreach and Engagement as recommended by the 2x2 Ad Hoc Committee

**11. Policy 5000 – Authorized Leave & Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014 Update**

Directors commented that these updates look good.

**12. SWRCB – Notice of Public Availability of Changes to Proposed Regulation Regarding Making Conservation a California Way of Life**

Directors commented that the requirements have not changed and the requirements to track is onerous and there is penalties if you do not comply. They contacted the working group that's on this with ACWA and they asked them to put in a public records request in for the excel spreadsheet that they have developed on how they would calculate this for every District.

**COMMITTEE REPORTS****13. Sacramento Groundwater Authority Board Meeting**

Director Selsky Reports Out.

No report.

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

Director Greenwood Reports Out.

With the absence of Director Greenwood, the General Manager reported that the items that were addressed were the strategic plan and that the state offered two million dollars to do a watershed assessment that would be the next iteration of the IRWM. In the watershed assessment they need to look at forest health, flood, water supply, disadvantaged communities, environmental justice, urban growth, and many more. There was a long debate for this project because RWA members believe that 2 million dollars would not be enough. They are also concerned that if they do not do this, DWR may not provide additional money for the next phase. The final decision was that RWA will

accept this grant money but letting DWR know that the money is not enough to do the scope of work that they are requiring in detail. RWA would also have to work with Valley Vision to help conduct this assessment.

**15. Other Committee Report**

Directors Report Out.

Director Nelson reported attending the COTP Meeting. He reported that SMUD does not want to re-enter into a purchase agreement so we are working with San Juan to package up our 1 megawatt and their 2 megawatt in order to sell it.

**STAFF REPORTS:****16. General Manager and District Activity Report – February 2024**

Discussed with the Board.

**17. Director's Expense Reimbursement Summary – February 2024**

No comments.

**GENERAL CORRESPONDENCE/INFORMATION:****18. Director's Written and/or Oral Reports**

Director Nelson

1. Carmichael Rotary Club Meeting/ Presentation with Jay Boatwright
  - a. He will be attending and presenting at this meeting
  - b. Asking if any other Board member would like to join him.

**ADJOURNMENT:** President Selsky adjourned the meeting at: **9:03 p.m.**

---

**Paul Selsky, Board President**

---

**Cathy Lee, Board Secretary**

---

*This page intentionally left blank.*



**Special Board Meeting  
Tuesday, March 26, 2024, 5:00 p.m.**

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

**MINUTES**

**The Carmichael Water District Board of Directors met in Special Session this 26th day of March at 5:00 p.m.**

**ATTENDANCE:**

**Directors:** Ron Greenwood, Ronald Davis, Paul Selsky, Mark Emmerson, Jeff Nelson  
**Staff:** Gaby Padilla, Debbie Martin  
**Public:** One Hundred and Seventeen (117) Members of the Public

**CALL TO ORDER:** President Selsky called the meeting to order at: **5:00 p.m.**

President Selsky introduced three Board of Directors, Mr. Jay Boatwright, Mr. David Jones, and Mr. Craig Locke, and General Manager, Mr. Dan York from Sacramento Suburban Water District.

**PUBLIC COMMENT**

1. **Public Comment**  
No comments.

**ACTION CALENDAR**

2. **Combination with Sacramento Suburban Water District (SSWD)**

The Board of Directors approves continuing the process of evaluating the potential consolidation of Carmichael Water District with Sacramento Suburban Water District.

Director's commented that they have received positive feedback that did not make it into the memo. They stated that Rotary Club meetings provided positive feedback and club members thought that this potential consolidation was a good idea.

Directors thanked all the public who has been participating in all the public meetings where they received positive and constructive comments and that in these meetings everyone presented their views in a professional and appropriate manner.

President Selsky opened public comment for this item with 3 minutes per person and comment.

Public comments received from Carmichael residents are as follows:

Mr. Frank Wheeler, Mr. Jerry Glassen, Mr. David Hanscom\*, Mr. Michael Riley, Mr. Jaimie Patterson, Mr. Eric Hanson, Mr. Michael Summons, Ms. Sanoi Billings, Ms. Joan Klein, Mr. Dale Roberts, Ms. Leigh Rutledge, Ms. Joy Hahn, Mr. Jim Christian, Mr. Randy Brown, Ms. Karen Ritchey, Mr. Joel Levine, Ms. Lori Corder, Mr. Joseph Duncan, Ms. Suzy Levy, Ms. Cecilia Dodge, and Ms. Penny Hanscom.

\*Mr. Hanscom provided a letter which is attached to this minutes.

The comments included concerns with water quality, representation, Carmichael Water District's water rights, customer service, and the lack of financial analysis and related tangible benefits. The commenters also urged the Board to stop the consolidation discussion.

Directors commented that there is no personal benefits to the directors for consolidation and it could be a detriment because some of them will probably lose their seats when the new boundaries get drawn. They also mentioned that they only make on average from \$150 to \$300 a month being a Board member so they are not really benefiting personally at

all for all the time they put into being on the Board. Directors also commented that they have lived in SSWD's service area and then he moved to CWD's service area and they found the water in SSWD just as good as the water in CWD.

Public comments received from non-residents or representatives of organizations:

Ms. Acree commented that she is from AFSCME local 146 and represents unionized CWD employees. AFSCME stands with the Carmichael community and they do not support a merger or consolidation or any combination thereof. She stated that the Carmichael community would lose their voice in this process with only two Board seats, that doesn't provide them equitable representation on the new board. She also mentioned that this is a valuable resource to this community and it should not be taken so lightly and they are supporting the community and they want to maintain the water quality in this community and anything short of that is not acceptable.

Mr. Craig Locke commented that he is on the SSWD Board of Directors and he has been there for 10 years and before that he was at the Mission Oaks Parks Board. He mentioned that he believes that this is really a marriage between equals because both districts are very similar. SSWD is bigger but they were formed by two Districts, Arden Arcade and Northridge, 20 years ago and they have grown into what he thinks is a fantastic district with great management. He stated that if these two districts come together, SSWD offers a greater rate base for the expenses that CWD has coming up and SSWD is not trying to take CWD's water. CWD has extra water, CWD has two water rights and on water permit. The permit is unperfected and, in his opinion, it's in jeopardy for the region. He also commented that he thinks that the districts should work together as a region to better preserve the resources, and not just CWD but everyone north of the American River. He stated that SSWD was talking to San Juan Water District over a decade ago about merging. Although it did not go through, what came out of that was a collaboration study; and in that study is where they found that working with CWD could increase the place of use of the permit water. He also stated that SSWD has 80 wells and have extra capacity and people can say why fix what isn't broken. But the world is changing and a few years ago curtailments had totally changed that because 10 years ago no one got their water rights curtailed. In years like that, which will come more often, SSWD has 80 wells to supplement the water and in wet years SSWD can store the water with ASR wells by working together. He then stated that his day job is a public works director for the City of Woodland and he manages a water district that serves 65,000 people so he understands what the problems are and he is a part of this community, too.

Ms. Moreno commented that she is president of the Carmichael Colony Neighborhood Association and CWDs Board received a joint letter from them and Carmichael Creek Neighborhood Association that opposes this merger. She mentioned that she is speaking on behalf of both those Boards and they appreciate all the documentation and effort that went into evaluating the feasibility and potential needs but given the evidence that has been presented to date their positions is to oppose because they do not see a benefit for Carmichael and in every way it will benefit SSWD. She also stated that it is clear that SSWD is growing and CWD is not going to grow like them and it is pretty clear that SSWD is not interested in preserving our water rights and the ulterior motive for once SSWD settles in is to assert the water rights for their growth. She commented that both Boards are concerned with the concept at this point because the evidence that has been submitted as far as the benefits to CWD is questionable and CWD is a very well run and operated district and everyone is happy with the quality of the water and service and unless a better case can be presented they stand in opposition and they request a vote of all the rate payers before you proceed.

**Director Nelson motioned** to approve the recommendation with the following conditions: 1) This does not include the approval or submittal of the LAFCo resolution; 2) Form a committee with the Board to meet with staff and union, and; 3) Form advisory committee with rate payers.

Director Nelson commented that CWD has been 100 percent curtailed twice from the American River in 2015 and 2021 and we were lucky that San Juan Water District was able to sell us water during this time. He stated that he believes in climate change and that there is going to be more and more weather cycles. He also mentioned that he is an engineer so he likes resiliency and redundancy. To him, this consolidation would give CWD more flexibility to continue to provide water to all its rate payers. He stated that CWD's mission statement is to provide the highest quality of water at the lowest price and he believes there will be an economy of scale associated with this. SSWD has more employees then CWD does so we currently have to outsource positions and there are resources that we do not have that SSWD does.

President Selsky declared **motion failed** as it was not seconded.

Director Greenwood thanked everyone for coming out tonight and a bigger thank you for everyone who stood up and talked to the Board. He stated that this has been going on for over two years and they thought they were getting the word out to everyone and he stated that he has tried to inform as much people as he could including at the Kiwanis Club, the

Elks Lodge, and at the Carmichael Chamber of Commerce meetings. He then commented that he recognizes that it wasn't until the signs started being posted around the neighborhood and on the internet is when people found out and he is so glad that everyone did because this is what the Directors wanted to hear and see from the public. He stated that he moved to Carmichael in 1984 and have raised four children here and now have five grandchildren and Carmichael is his home. He has been on the Board for about 20 years and have run for re-election many times and only have been contested a few times and has won each time. He stated that he wants the public to understand the Board does not have any ulterior motives and he has worked with these gentlemen on the Board for a number of years and he has the greatest respect for each one of them. He mentions that there have been plenty of times where the Board does not agree and tonight is one of those times. He stated that the potential consolidation has not been decided yet and the purpose tonight is to stand up and say this is how we feel about it and this is how we would like to move forward. He then stated five reasons that he thought were pros at first and now realizes that some of those reasons are not as valid or there has not been sufficient evidence. He also mentioned that he made a list of cons as well and he has 14 reasons in that list. He commented that he believes the Board should take everything to heart because they are representing this community and are a part of it as well and if they do not do the right thing then they are not doing their job.

**Director Greenwood motioned** to cease negotiations and stop the consolidation process with Sacramento Suburban Water District. **Seconded by Director Davis.**

Director Emmerson gave a presentation, attached as Attachment 2, on his opinion of what a good course of action would be for CWD.

Director Greenwood thanked Director Emmerson for his presentation but it does not change his stance on this issue at all. He stated that he thinks it's time to say where we stand either for or against it and get on with it as the rate payers deserve to know where we stand. He also stated that he is not going to change his motion.

President Selsky commented that he has been on the Board for 28 years and when he got on the Board there was efforts made to not build the water treatment plant. Other Districts were against it as well and wanted CWD to continue to buy water from them. In the end, CWD decided that they were better off being independent. He stated that he thinks this consolidation study was the responsible thing to do, to see if it made sense for CWD to consolidate because there are too many water districts in the Sacramento area. He mentioned that in the study they found no fatal flaws but the compelling reasons to move ahead are still murky and opaque. He stated that not any Directors are going out trying to sell this consolidation, because what they are really doing is trying to just look into it. He stated that there is a lot of uncertainty where they do not know if it's better to move ahead and to consolidate or not.

**President Selsky motioned to amend** Directors Greenwood's motion to include the exception of the following action items: 1) a formation of an advisory committee with rate payers and 2) initiate discussions with SSWD to enhance collaboration efforts short of governance. **Seconded by Director Emmerson.**

Director Greenwood commented that he agrees that there should be a collaboration effort but he thinks it could be done without moving forward with this process and should not be included in this motion.

Amended Motion Vote:

**M/S Selsky / Emmerson** amend the original motion to include 1) a formation of an advisory committee with rate payers and 2) initiation of discussions with SSWD to enhance collaboration efforts short of governance.

Mark Emmerson	Aye	✓	Nay		Absent		Abstain		
Jeff Nelson	Aye		Nay	✓	Absent		Abstain		
Ronald Davis	Aye		Nay	✓	Absent		Abstain		
Ron Greenwood	Aye		Nay	✓	Absent		Abstain		
Paul Selsky	Aye	✓	Nay		Absent		Abstain		
Board Totals:	Ayes:	2	Nays:	3	Absent:	0	Abstain:		0
<b>Motion Failed:</b>									

The original motion was put to a vote.

**M/S Greenwood / Davis** to cease negotiations and stop the consolidation process with Sacramento Suburban Water District.

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

**ADJOURNMENT:** President Selsky adjourned the meeting at: 6:53 p.m.

---

**Paul Selsky, Board President**

---

**Cathy Lee, Board Secretary**

DRAFT

# Attachment 1

**Please place this document in the record.**

Good afternoon. My name is Dave Hanscom and I'm opposed to the consolidation. I'm a retired engineer who has overseen and run manufacturing processes during my career. I look at water production and distribution as another "process". I reviewed the available data relating to the proposed consolidation and noted the following:

Cost of water production/distribution/administration: No difference with consolidation.

Aerojet contamination: It is well characterized and almost no threat to our ground water and none to surface water. Provides water sales to Rancho Cordova and provides an avenue for water during curtailment by water purchases from Aerojet. Both utilize CWD water treatment plant.

Fiscal condition: CWD has a 100-year plan to manage CIP, and recent rate increases were planned to finance planned projects.

Politics: CWD is already a member of a number water organizations that can give a unified voice to water issues. Any issues not covered by those organizations can certainly be covered by collaboration between CWD and other water district(s).

Surface water rights: CWD has great surface water rights that are currently underutilized. There is plenty of water for Carmichael's current and future needs with surplus water left over. The surplus water in the rights and permit provide for additional long-term revenue to CWD helping keep rates low through right/permit modification and sales to adjacent district(s). Those sales can be accomplished through collaborative agreements with the purchaser funding the modifications to rights/permit and distribution.

Conclusions: SSWD's heightened interest in the LAFCO document concerning water right wording during the last 2 meetings has highlighted their main interest in consolidation. CWD is a smaller district that is in good shape financially, maintenance, planning, etc. and has no compelling need to seek out consolidation. I've attended many CWD board meetings over the years and have seen many district policy documents brought up for revision. One policy that always stuck in my mind stated that the board members were to make "wise" decisions about problems brought before them. The Webster dictionary defines the word "wise":

adjective

a. characterized by wisdom : marked by deep understanding, keen discernment, and a capacity for sound judgment

Now is the time for the board to make one of those "wise" decisions and shut down this consolidation activity.

Thank you for listening.



3-26-24

# CONSOLIDATION:

## Carmichael Water District and Sacramento Suburban Water District

CWD Special Board Meeting, March 26, 2024

Mark Emmerson  
Director, Carmichael Water District



## Key Consolidation Discussion Issue:

- Should the CWD Board of Directors continue the process of consolidation



## Carmichael Water District

- Created in 1916, as Carmichael Irrigation District
- Provided water for irrigation and to a small township called "Carmichael Colonies" in part water supplied by now called San Juan Water District
- Changed name to a "Water District" in 1980's due to providing water as an urban water supplier
- We serve around 40,000 people or 9,800 families
- We have "appropriative rights" to American River water since 1915 – licensed at 25 cfs
- Enough surface water OR groundwater to meet demands



## CWD CONJUNCTIVE USE PROGRAM

- Surface water rights available all years except for years when SWRCB curtails post-1914 water rights
  - Curtailed in 2014/2015 and in 2021 – only curtailments in CWD's 100-year history
  - 4 active groundwater wells
  - Used in summer for peaking
  - Surface water to groundwater ratio: 80/20
  - More wells being constructed or rehabilitated



Water Resiliency and Portfolio are important!

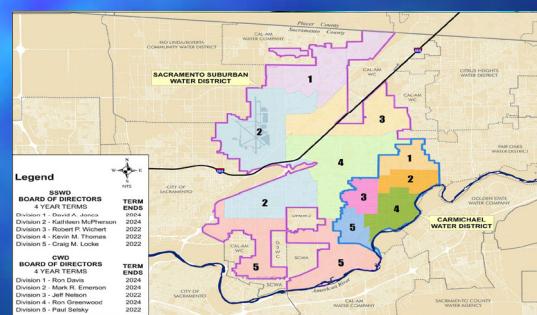
## Key Elements of Consolidation to consider:

- Water Rights, Quality, and Rates
- Employee Satisfaction
- Services to Rate Payers
- Representation and Governance

**“The goal was to examine how combining the two neighboring water utilities might encourage efficiencies, reduce costs, improve water supply reliability, and enhance customer service.” (Further Analysis Report)**

## Assumptions from the Start:

- Consolidation must have benefit for both districts' rate payers
- Employees continue to receive same level of benefits... no terminations



## Two Processes at Work with the 2x2 Committee

- Determining feasibility, risk, and benefit
- Governance



## Assurances to Consolidation = “Myth Busting”

- CWD surface water licenses remain with “place of use”
- Both districts respective water quality not to be influenced or diminished
- Long-term bond debt remains with respective water district
- Existing contracts are honored
- Analysis reveals comparable water rates to endure
- No fluoridation of CWD water



# Community Outreach Activities

- April 30, 2023: Carmichael Colony Neighborhood Association Annual Meeting: CWD provided briefing on the process and status of combination and invited the public to upcoming workshops.
- May 11/June 5, 2023: Press release distributed to media outlets
- May 18, 2023: Mailed letter to HOAs/Neighborhood Associations
- May 30, 2023: LAFCo Special Districts Advisory Committee: SSWD provided an overview and status of the CWD-SSWD Combination discussions.
- May 27-June 21, 2023: Digital Advertising (Facebook and news/weather sites via the Google Display Network)
- 2 COMMUNICATION AND OUTREACH APPROACH
- Further Analysis of Combining Carmichael Water District and Sacramento Suburban Water District 12
- May/June, 2023: Outreach via existing CWD and SSWD communication channels, including websites, bill inserts, bill messages, etc.
- May/June, 2023: Social media post and monitoring and outreach.
- June 13, 2023: Presentation to the Women's Group at the St. Mark's United Methodist Church in Sacramento.
- June 9, 2023: Print ads in Carmichael Times and Arden-Carmichael News Public Information Workshops.
- July 13, 2023: Briefing for Sacramento City Councilmember Lisa Kaplan.
- July 14, 2023: Briefing for Assembly Member Josh Hoover.
- July 16, 2023: Print ad in Carmichael Times
- July 18, 2023: Briefing for Sacramento Mayor Darrell Steinberg
- July 19, 2023: Presentation to the Carmichael Kiwanis Club.
- July 26, 2023: Briefing for Assembly Member Kevin McCarthy.
- July 26, 2023: Briefing for Supervisor Sacramento Supervisor Sue Frost.
- August 8, 2023: Briefing for Senator Roger Niello.
- CWD's external outreach and communications:
  - Ongoing: Website updated/link added to home page
  - May 2023: Article in May 2023 bill insert
  - Ongoing: Social media post on Nextdoor.com and monitoring
  - May 19, 2023: Information article in Carmichael Times newspaper
- CWD's internal outreach efforts:
  - October 14, 2022: Employee Meeting/staff update on study and Q&A with GM
  - October 31, 2022: The SSWD General Manager attended a Carmichael Water District staff meeting to discuss his experience with the Arcade/Northridge Water District consolidation
- April 21, 2023: Two Employee Meeting/staff update and Q&A with two CWD Board of Directors.
- Ongoing: Internal webpage and various employee meetings
- SSWD's external outreach and communications:
  - Ongoing: Website updated/link added to home page
  - September 2022 - Fall newsletter released
  - October 6, 2022 / October 4, 2023: PowerPoint Slide during Open House
  - October 7, 2022: Direct mail postcard with QR code mailed to 45,000 SSWD customers
  - October 7, 2022: Social media post on Nextdoor.com and monitoring on the Google Display Network
  - October and November 2022 and July 2023 bill inserts
- 2 COMMUNICATION AND OUTREACH APPROACH
- Further analysis of combining Carmichael Water District and Sacramento Suburban Water District 12
- SSWD's internal outreach efforts:
  - July, August, September, October, November, December 2022; January, February, March, April, May, June, July, August, September, October 2023: Employee Meeting/staff update on combination discussions
  - September 2022 - Internal Information Staff hub link for information and questions
  - Ongoing: Internal key messages and Frequently Asked Questions provided to SSWD staff and Board members
  - Ongoing: Weekly Manager's Meeting
  - October 19, 2022: General Manager invitation to staff, inviting questions and providing link to key messages and FAQs

Could CWD and SSWD have done a better job? OF COURSE!

## My Initial Recommendations

- **Governance (the LAFCo process) is the last thing we should do**
- **Best to work from the operations level and go up**

**This requires a degree of cooperation and collaboration on projects or programs hopefully in a “team” environment**



## Impediments to Current Consolidation

- No development of a Strategic Plan for implementation
- Priority of governance over collaboration and cooperation
- Consolidation “fatigue”
- No compelling argument necessitating consolidation

There is nothing that prevents collaboration and cooperation on projects and programs between both districts that may realize benefit to our respective rate payers!



## Consolidation of Governance is unnecessary!

## My Recommendations

- Do not submit an application for consolidation to LAFCo
- Explore recognition of Sacramento Suburban Water District as a “Sister” agency
- Design common policies that promote intra-agency projects and programs in their design, operation, and maintenance

That's it folks...I'm all done now!



---

*This page intentionally left blank.*

**CARMICHAEL WATER DISTRICT**  
**PAID EXPENDITURES REPORT**  
**For the period March 1 to March 31, 2024**

Check Number	Date Issued	Payee	Description: "Division: Department - Object - detail data"	Amount
75881	3/7/2024	ACWA JPIA (Dental vision life et al)	All Depts: March Dental, vision, life, EAP	3,202.51
75882	3/7/2024	APS Environmental Inc	Distribution: Admin - Wash rack maintenance	725.00
75883	3/7/2024	Brightview Landscape Service DBA Emerald	Admin services and Production: Landscape services - March	1,680.00
75884	3/7/2024	BSK Associates	Production: WTP Operations: Water Quality, CIP- San Juan MLP	338.00
75885	3/7/2024	Buckmaster Office Solutions	Admin svcs: Information technology - Equipment repairs and maintenance	264.32
75886	3/7/2024	California Association of Public Procure	Admin svcs: Finance- Dues and memberships	140.00
75887	3/7/2024	Filmtec Corp (formerly Evoqua)	Production: WTP - Membrane expense	27,453.00
75888	3/7/2024	GEI Consultants	CIP - Winding Way Well, CIP - Ladera well	1,915.00
75889	3/7/2024	Government Finance Officers Association	Admin svcs: Finance- Dues and memberships	160.00
75890	3/7/2024	Grainger	Admin svcs: General Admin- Building maintenance	212.05
75891	3/7/2024	Home Depot	Distribution: Admin- Shop supplies, tools, safety, Admin svcs: General- Safety, facility maint, office supplies	850.25
75892	3/7/2024	Invoice Cloud Inc	Admin svcs: Customer service- Payment processing fees - January	8,773.25
75893	3/7/2024	JAMS Inc	CIP - La Vista Tank and pump station mediation	4,500.00
75894	3/7/2024	Layne Christensen Co	CIP - Ranney collector cleaning (Retention payment)	54,380.00
75895	3/7/2024	Network Design Associates Inc	IT - Contract services	2,640.00
75896	3/7/2024	Pace Supply Corp	Inventory	930.46
75897	3/7/2024	Rawles Engineering Inc	Admin svcs: General: Hauling of equipment (tractors) to auction: Asset disposal	675.00
75898	3/14/2024	ACWA JPIA (Dental vision life et al)	All Depts: April Dental, vision, life, EAP	3,202.51
75899	3/14/2024	Brightview Landscape Service DBA Emerald	Admin services and Production: Landscape services - March	400.00
75900	3/14/2024	BSK Associates	Production: WTP Operations: Water Quality	1,135.00
75901	3/14/2024	California Surveying and Drafting Supply	Admin svcs: Engineering - Software and licensing - GIS monthly software fees - March	150.00
75902	3/14/2024	Comcast	Admin svcs: IT - Telecommunications	609.77
75903	3/14/2024	Domenichelli and Associates Inc	Engineering: Contract services - Fire Flow	735.44
75904	3/14/2024	Ferguson Waterworks	Inventory	869.30
75905	3/14/2024	Filmtec Corp (formerly Evoqua)	Production: WTP Systems Maintenance - CMF Filtrate	1,297.58
75906	3/14/2024	Grainger	Distribution: Equipment repairs and maintenance	72.16
75907	3/14/2024	Home Depot	Distribution: Shop supplies, tools, safety, Production Admin: Supplies	436.55
75908	3/14/2024	Inland Business Systems Inc	Admin svcs: IT - Equipment repairs and maintenance	52.84
75909	3/14/2024	Invoice Cloud Inc	Admin svcs: Customer service-Payment processing fees - February	8,745.35
75910	3/14/2024	Kennedy Jenks Consultants	CIP - La Vista Tank and pump station	12,395.50
75911	3/14/2024	Koch & Koch Inc	CIP - La Vista Tank and pump station	63,037.20
75912	3/14/2024	Metro Mailing Service Inc dba Metro Print	Admin svcs: Outreach - Printing	1,822.86
75913	3/14/2024	Network Design Associates Inc	Admin svcs: IT - Network monitoring/Risk assessment	300.00
75914	3/14/2024	New Answernet Inc	Admin svcs: IT - Telecommunications	200.00
75915	3/14/2024	Pace Supply Corp	Inventory	778.78
75916	3/14/2024	Quill.com	Production: Admin - Office supplies, Admin svcs: Gen admin - Office supplies	447.26
75917	3/14/2024	Rawles Engineering Inc	Distribution: Transmission and distribution - Infrastructure repair, Road restoration	24,136.60
75918	3/14/2024	Sacramento County Recorder	Admin svcs: Finance: Customer service - Lien release fee	20.00
75919	3/14/2024	Sacramento County Utilities	Production: WTP Operations - Utilities	94.71
75920	3/14/2024	Sierra Chemical Company (West Sac)	Production: WTP Operations- Chemicals	881.61
75921	3/14/2024	SMUD	Production: Well Operations and WTP Operations - Power Admin svcs: General admin - Power	3,722.77
75922	3/14/2024	Waste Management of Sacramento	Admin svcs: General admin: Facility expenses - Utilities	471.09
75923	3/14/2024	WorkSmart Automation Inc	Production: WTP Operations - SCADA contract services	1,887.50
75924	3/19/2024	Bartkiewicz Kronick & Shanahan	Admin svcs: Board - Legal services	2,565.00
75925	3/19/2024	Bay Alarm Company	Admin svcs: General Admin - Security, Production: WTP Operations - Security	786.95

**CARMICHAEL WATER DISTRICT**  
**PAID EXPENDITURES REPORT**  
**For the period March 1 to March 31, 2024**

Check Number	Date Issued	Payee	Description: "Division: Department - Object - detail data"	Amount
75926	3/19/2024	BSK Associates	Production: WTP Operations - Water Quality	1,080.00
75927	3/19/2024	Carbon Health Medical Group of CA	Admin svcs: HR - Exams and screenings	135.00
75928	3/19/2024	Carmichael Tire & Auto Repair	Production: Admin- Vehicle maintenance	25.00
75929	3/19/2024	Clark Pest Control	Production: Admin, Admin svcs: General Admin - Facility maintenance - Pest control services	279.00
75930	3/19/2024	Comcast	Production: WTP Operations - Telecommunications	667.90
75931	3/19/2024	Commercial Pump & Mechanical Inc	CIP - WTP Raw water pump rehab	63,747.42
75932	3/19/2024	Concrete Equipment Services Inc	Distribution: Admin- Equipment repairs and maintenance	853.89
75933	3/19/2024	County of Sacramento - Encroachment Perm	Distribution: Transmission and distribution- Contract services, CIP - La Vista Tank and pump station	544.00
75934	3/19/2024	Fire code Safety Equipment Inc	Production: WTP Operations - Building maintenance	3,147.76
75935	3/19/2024	Gavrilov & Brooks Law	Admin svcs: HR - Personnel legal services	1,210.00
75936	3/19/2024	GEI Consultants	CIP - Winding Way Well, CIP - Ladera well	14,941.75
75937	3/19/2024	Harris Industrial Gases	Distribution: Admin - Equipment rental	27.45
75938	3/19/2024	Murphy Austin Adams Schoenfeld LLP	CIP - La Vista Tank and pump station	5,940.00
75939	3/19/2024	Paul Selsky	Admin svcs: Board - Travel and meetings	20.31
75940	3/19/2024	PG&E	Production: WTP Operations - Power	132.68
75941	3/19/2024	PG&E Non- Energy Collection Unit	Admin svcs: General admin - COTP - Cost of Ownership -December, March	20.00
75942	3/19/2024	Quill.com	Admin svcs: General admin - Office supplies	127.94
75943	3/19/2024	Rawles Engineering Inc	Distribution: Transmission and Distribution - Infrastructure repair, Road repair	19,037.50
75944	3/19/2024	Sacramento Area Sewer District	CIP - La Vista Tank and pump station	3,526.92
75945	3/19/2024	Sacramento Suburban Water District	Admin svcs: Office of the GM - Studies/contracts - Combination	7,992.33
75946	3/19/2024	SMUD	Production: Well Operations, WTP Operations - Power	42,044.30
75947	3/19/2024	SMUD	Production: WTP Operations- Power	29,009.97
75948	3/19/2024	Somach Simmons & Dunn	Admin svcs: Board - Legal services: Water rights/management	19,268.11
75949	3/19/2024	Verizon Wireless	Admin svcs: IT - Telecommunications	640.62
75950	3/19/2024	Waste Management of Sacramento	Production: WTP Operations - Utilities	408.04
75951	3/21/2024	Carolynn McMillen	CIP - La Vista Tank and pump station	300.00
75952	3/26/2024	ACI formerly Official Payments Corp	Admin svcs: Finance: Customer Service - Payment processing fees - February	59.15
75953	3/26/2024	Analytical Environmental Services Corporation	CIP - La Vista Tank and pump station	1,726.00
75954	3/26/2024	Bay Alarm Company	Admin svcs: General Admin - Security	291.07
75955	3/26/2024	BSK Associates	Production: WTP Operations: Water Quality, Distribution: Transmission and distribution- Mainline repairs	200.00
75956	3/26/2024	DataProse LLC	Admin svcs: Finance: Customer service - Billing expense- February	5,822.96
75957	3/26/2024	ESRI Inc (Environmental Sys Research Ins	Admin svcs: Engineering - Software and licensing- GIS	11,600.00
75958	3/26/2024	Ferguson Waterworks	Admin svcs: IT - General software and license	9,676.80
75959	3/26/2024	Forensic Analytical Consulting Services	CIP - La Vista Tank and pump station	5,402.50
75960	3/26/2024	Hunt & Sons Inc	Distribution: Transmission and distribution - Fuel	2,584.04
75961	3/26/2024	Kerex Engineering Inc	Admin svcs: Hydrant meter deposit refund	4,217.00
75962	3/26/2024	Pace Supply Corp	Inventory	862.32
75963	3/26/2024	PG&E	Admin svcs: General admin - Power	321.46
75964	3/26/2024	Pitney Bowes Global Financial Services	Admin svcs: General admin - Postage and delivery	148.59
75965	3/26/2024	Quest UCCS Synectic Technologies	Admin svcs: IT - Equipment repairs and maintenance	215.37
75966	3/26/2024	Quill.com	Admin svcs: General admin - Office supplies	264.10
75967	3/26/2024	Rawles Engineering Inc	Distribution: Transmission and Distribution - Infrastructure repair, Road restoration	3,530.93
75968	3/26/2024	Sacramento County Recorder	Admin svcs: Finance: Customer service - Lien release fee	60.00
75969	3/26/2024	Sacramento County Utilities	Production: Well Operations - Utilities, Admin svcs: General admin- Utilities	627.66
75970	3/26/2024	US Bank	See "Credit card expenses" below	

**CARMICHAEL WATER DISTRICT  
PAID EXPENDITURES REPORT  
For the period March 1 to March 31, 2024**

Check Number	Date Issued	Payee	Description: "Division: Department - Object - detail data"	Amount
<b>EFT</b>				
33645	3/1/2024	Mutual of Omaha	All Depts: Benefits - March LTD and life insurance premiums	1,563.60
33646	3/1/2024	CalPERS (Medical)	All Depts: Benefits - March Medical insurance premium	71,610.08
33647	3/1/2024	CalPERS (Pension contribution)	Pension Contribution (ER and EE) Pay period 2/5/24-2/18/24	18,924.48
38648	3/8/2024	CalPERS 457 Plan	457 Payment for the pay period 2/19/24-3/3/24	5,620.62
WDL000014779	3/14/2024	US Bank	Series A interest payment	356,747.09
WDL000014777	3/14/2024	US Bank	Series B interest payment	119,297.14
WDL000014778	3/14/2024	CalPERS	OPEB Additional contribution	200,000.00
38649	3/20/2024	CalPERS 457 Plan	457 Payment for the pay period 3/4/24-3/17/24	5,643.50
38650	3/25/2024	CalPERS (Pension contribution)	Pension Contribution (ER and EE) Pay period 2/19/24-3/3/24	18,798.25
38651	3/26/2024	Pitney Bowes	Admin svcs: Gen admin - Postage	200.00
38652	3/26/2024	Deluxe Ink	Admin svcs: Finance- Bank Charges	636.75
<b>Credit Card Expenses</b>				
75970	3/26/2024	US Bank		2,594.39
		Federal Communication Commission	Admin svcs: General Admin- Fees and permits	135.00
		Ace Hardware	Production: Admin- Supplies	25.84
		AWWA	Production: Admin- Training and certification	80.00
		Amazon	Production: Admin- Supplies	52.10
		Sprinkler Service and Supply Inc	Distribution: Transmission and Distribution- Materials	49.46
		ABM Sacramento	CIP - La Vista Tank and pump station	15.00
		AWWA	Admin svcs: Outreach/Water efficiency - Training and certifications	265.00
		Quick Quack	Production: Admin, Admin svcs: General admin - Vehicle maintenance and repairs	41.99
		Autodesk	Admin svcs: Engineering - Software and licensing - AutoCAD	1,930.00
<b>Check register total</b>				
		Payroll	Employee wages, payroll taxes, payroll processing fees	219,400.77
<b>Total paid expenditures</b>				
<b><u>*****INFORMATIONAL*****</u></b>				
<b><u>Bond expenditures to be reimbursed to the General Fund from the Bond Proceeds account</u></b>				
75893	3/7/2024	JAMS Inc	CIP - La Vista Tank and pump station	4,500.00
75910	3/14/2024	Kennedy Jenks Consultants	CIP - La Vista Tank and pump station	12,395.50
75911	3/14/2024	Koch & Koch Inc	CIP - La Vista Tank and pump station	63,037.20
75933	3/19/2024	County of Sacramento - Encroachment Perm	CIP - La Vista Tank and pump station	141.00
75938	3/19/2024	Murphy Austin Adams Schoenfeld LLP	CIP - La Vista Tank and pump station	5,940.00
75944	3/19/2024	Sacramento Area Sewer District	CIP - La Vista Tank and pump station	3,526.92
75951	3/21/2024	Carolynn McMillen	CIP - La Vista Tank and pump station	300.00
75953	3/26/2024	Analytical Environmental Services Corporation	CIP - La Vista Tank and pump station	1,726.00
75959	3/26/2024	Forensic Analytical Consulting Services	CIP - La Vista Tank and pump station	5,402.50
75970	3/26/2024	US Bank: ABM Sacramento	CIP - La Vista Tank and pump station	15.00
		Total Bond expenditures		96,984.12

---

*This page intentionally left blank.*

**CARMICHAEL WATER DISTRICT**  
**Budget to Actual**  
**For the eight months ended February 29, 2024**  
**67% of the Budget expired**

	February Actual	Fiscal YTD Actual	Fiscal Year Amended Budget*	Budget Available	% of Budget Used
<b>Revenue</b>					
<b>District revenue</b>					
Water sales	1,082,539	11,024,509	14,530,000	3,505,491	75.87%
Water service fees and charges	7,374	54,184	95,500	41,316	56.74%
Other service fees	7,092	69,990	100,000	30,010	69.99%
Grant revenue	-	462,450	3,430,000	2,967,550	13.48%
Interest income	24,457	248,524	404,365	155,841	61.46%
Miscellaneous	2,432	12,276	709,064	696,788	1.73%
Facility fees	-	31,155	50,000	18,845	62.31%
<b>Total District revenue</b>	<b>1,123,894</b>	<b>11,903,088</b>	<b>19,318,929</b>	<b>7,415,841</b>	<b>61.61%</b>
<b>Outside boundary sales</b>					
Treatment and delivery charges	86,858	584,331	1,324,022	739,691	44.13%
<b>Total Outside boundary sales</b>	<b>86,858</b>	<b>584,331</b>	<b>1,324,022</b>	<b>739,691</b>	<b>44.13%</b>
<b>TOTAL REVENUE</b>	<b>1,210,752</b>	<b>12,487,419</b>	<b>20,642,951</b>	<b>8,155,532</b>	<b>60.49%</b>
<b>Expenditures</b>					
<b>Bond interest expense</b>					
COPS Interest	-	331,774	979,620	647,846	33.87%
<b>Administrative Services</b>					
<b>Board of Directors</b>					
Director's Fees, taxes, insurance	2,683	17,059	29,274	12,215	58.27%
Board expenses	4,595	77,563	102,500	24,937	75.67%
<b>Total Board of Directors Department</b>	<b>7,278</b>	<b>94,622</b>	<b>131,774</b>	<b>37,152</b>	<b>71.81%</b>
<b>Office of the General Manager</b>					
Salaries, benefits, taxes	24,153	211,534	328,841	117,307	64.33%
Studies, contracts	8,537	14,047	50,000	35,953	28.09%
Training/certification/travel/meetings	321	3,007	5,000	1,993	60.14%
<b>Total Office of the General Manager</b>	<b>33,011</b>	<b>228,588</b>	<b>383,841</b>	<b>155,253</b>	<b>59.55%</b>
<b>Engineering/Technical Services</b>					
Salaries, benefits, taxes	52,574	338,106	827,268	489,162	40.87%
Software licensing, supplies, general office	983	8,195	21,450	13,255	38.21%
General engineering/contract services	-	6,404	55,000	48,596	11.64%
Training/certification/travel/meetings	-	-	3,000	3,000	0.00%
<b>Total Engineering Department</b>	<b>53,557</b>	<b>352,705</b>	<b>906,718</b>	<b>554,013</b>	<b>38.90%</b>
<b>Finance</b>					
Salaries, benefits, taxes	32,297	309,510	511,872	202,362	60.47%
Professional and contract services	-	44,975	53,700	8,725	83.75%
Fees and charges	5,704	13,333	16,310	2,977	81.75%
Training/certification/travel/meetings	-	595	3,000	2,405	19.83%
<b>Total Finance Department</b>	<b>38,001</b>	<b>368,413</b>	<b>584,882</b>	<b>216,469</b>	<b>62.99%</b>
<b>Customer Service</b>					
Salaries, benefits, taxes	25,864	230,862	364,015	133,153	63.42%
Billing expense	5,763	34,596	77,000	42,404	44.93%
Payment processing and collection fees	8,916	59,510	116,600	57,090	51.04%
Professional and contract services	-	-	4,000	4,000	0.00%
<b>Total Customer Service Department</b>	<b>40,543</b>	<b>324,968</b>	<b>561,615</b>	<b>236,647</b>	<b>57.86%</b>

**CARMICHAEL WATER DISTRICT**  
**Budget to Actual**  
**For the eight months ended February 29, 2024**  
**67% of the Budget expired**

	February Actual	Fiscal YTD Actual	Fiscal Year Amended Budget*	Budget Available	% of Budget Used
<b>Human Resources</b>					
Salaries, benefits, taxes	7,926	73,200	115,475	42,761	63.39%
Recruitment, exams/screenings	745	3,445	4,250	805	81.06%
Legal and litigation expense	-	7,962	62,000	54,038	12.84%
Training/certification/travel/meetings	-	12	1,200	1,188	1.00%
Employee recognition	136	788	3,000	2,212	26.27%
<b>Total Human Resources Department</b>	<b>8,807</b>	<b>85,407</b>	<b>185,925</b>	<b>100,518</b>	<b>45.94%</b>
<b>Information Technology</b>					
Contract services	7,842	35,752	60,700	24,948	58.90%
Software, licensing, website maintenance	13,455	62,563	102,056	39,493	61.30%
Hardware and supplies	1,920	11,658	15,500	3,842	75.21%
Equipment repairs/maintenance	583	2,846	10,000	7,154	28.46%
Telecommunications	2,030	15,482	30,000	14,518	51.61%
<b>Total Information Technology Department</b>	<b>25,830</b>	<b>128,301</b>	<b>218,256</b>	<b>89,955</b>	<b>58.78%</b>
<b>Public Outreach and Water Efficiency</b>					
Salaries, benefits, taxes	6,029	124,966	144,397	19,431	86.54%
Outreach	-	5,255	53,650	48,395	9.79%
Training/certification/travel/meetings	125	125	2,000	1,875	6.25%
Grant/other program expense	-	7,802	125,900	118,098	6.20%
Contract services	-	4,000	4,000	-	100.00%
<b>Total Public Outreach/Water Efficiency Department</b>	<b>6,154</b>	<b>142,148</b>	<b>329,947</b>	<b>187,799</b>	<b>43.08%</b>
<b>General Administration</b>					
Dues and memberships	26,401	119,347	160,273	40,926	74.46%
Facility expenses	8,730	47,993	69,884	21,891	68.68%
Fees and permits	166	10,380	11,695	1,315	88.76%
General administration expenses	1,078	6,584	21,400	14,816	30.77%
Retiree medical	-	158,508	245,000	86,492	64.70%
Insurance	16,451	129,239	171,071	41,832	75.55%
<b>Total General Administration Department</b>	<b>52,826</b>	<b>472,051</b>	<b>679,323</b>	<b>207,272</b>	<b>69.49%</b>
<b>Total Administrative Services expenses</b>	<b>266,007</b>	<b>2,197,203</b>	<b>3,982,281</b>	<b>1,785,078</b>	<b>55.17%</b>
<b>Production expenses</b>					
<b>Production Administration</b>					
Salaries, benefits, taxes	64,980	671,442	1,263,935	592,493	53.12%
General administration expenses	3,536	20,752	41,300	20,548	50.25%
Training/certification/travel/meetings	1,800	5,150	7,000	1,850	73.57%
<b>Total Production Administration Department</b>	<b>70,316</b>	<b>697,344</b>	<b>1,312,235</b>	<b>614,891</b>	<b>53.14%</b>
<b>Treatment Plant Operations</b>					
Facility expense	5,587	20,758	41,720	20,962	49.76%
Water quality	2,891	31,157	48,700	17,543	63.98%
Chemicals	22,614	147,653	248,500	100,847	59.42%
Power	68,675	597,730	901,600	303,870	66.30%
Systems maintenance	41,761	58,960	211,000	187,985	27.94%
Fees, permits, services	5,698	29,425	108,900	79,475	27.02%
<b>Total Treatment Plant Operations Department</b>	<b>147,226</b>	<b>885,683</b>	<b>1,560,420</b>	<b>674,737</b>	<b>56.76%</b>

**CARMICHAEL WATER DISTRICT**  
**Budget to Actual**  
**For the eight months ended February 29, 2024**  
**67% of the Budget expired**

	February Actual	Fiscal YTD Actual	Fiscal Year Amended Budget*	Budget Available	% of Budget Used
<b>Well Operations</b>					
Power	10,442	164,994	425,600	260,606	38.77%
Well site/Reservoir maintenance	8,164	19,948	32,750	14,052	60.91%
<b>Total Well Operations Department</b>	<b>18,606</b>	<b>184,942</b>	<b>458,350</b>	<b>273,408</b>	<b>40.35%</b>
<b>Total Production Expenses</b>	<b>236,148</b>	<b>1,767,969</b>	<b>3,331,005</b>	<b>1,563,036</b>	<b>53.08%</b>
<b>Distribution Expenses</b>					
<b>Distribution Administration</b>					
General administration expenses	3,276	19,578	60,300	40,722	32.47%
Fees, permits, services	-	12,182	30,200	18,018	40.34%
Vehicle repairs and maintenance	2,560	5,294	54,000	48,706	9.80%
Fuel/fuel tank maintenance	2,259	27,271	50,000	22,729	54.54%
Training/certification/travel/meetings	170	3,780	8,000	4,220	47.25%
<b>Total Distribution Administration Department</b>	<b>8,265</b>	<b>68,105</b>	<b>202,500</b>	<b>134,395</b>	<b>33.63%</b>
<b>Transmission and Distribution Maintenance</b>					
Salaries, benefits, taxes	75,019	749,099	1,201,478	452,379	62.35%
Capitalized labor, benefits, taxes	(5,166)	(65,930)	(196,377)	(130,447)	33.57%
Infrastructure repairs	32,148	162,077	502,500	340,423	32.25%
Road restoration	5,778	126,705	446,000	319,295	28.41%
<b>Total Transmission and Distribution Maintenance Department</b>	<b>107,779</b>	<b>971,951</b>	<b>1,953,601</b>	<b>981,650</b>	<b>49.75%</b>
<b>Total Distribution Expenses</b>	<b>116,044</b>	<b>1,040,056</b>	<b>2,156,101</b>	<b>1,116,045</b>	<b>48.24%</b>
<b>TOTAL O&amp;M EXPENSES</b>	<b>618,199</b>	<b>5,337,002</b>	<b>10,449,007</b>	<b>5,112,005</b>	<b>51.08%</b>
<b>Capital expenditures</b>					
<b>Capital funded by rates</b>					
Administrative Services- Capital improvements	-	-	208,000	208,000	0.00%
Production - WTP Facility improvements	31,350	1,131,701	1,163,203	31,502	97.29%
Production - Wells (Includes grant funded projects)	189,468	681,927	4,761,797	4,079,870	14.32%
Production - Vehicle and equipment	-	2,660	140,000	137,340	1.90%
Distribution - In house constructed assets	8,774	323,942	388,899	64,957	83.30%
Distribution - Mainline projects	285,746	1,741,294	2,500,000	758,706	69.65%
Distribution - Vehicles and equipment	-	120,222	480,000	359,778	25.05%
<b>Total Capital funded by rates</b>	<b>515,338</b>	<b>4,001,746</b>	<b>9,641,899</b>	<b>5,640,153</b>	<b>41.50%</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	-	100.00%
PERS unfunded Liability	-	300,000	300,000	-	100.00%
OPEB Liability Funding	-	-	200,000	200,000	0.00%
<b>Total Debt Service, Other sources/Uses of funds</b>	<b>-</b>	<b>1,815,000</b>	<b>2,015,000</b>	<b>200,000</b>	<b>90.07%</b>

**CARMICHAEL WATER DISTRICT**  
**Budget to Actual**  
**For the eight months ended February 29, 2024**  
**67% of the Budget expired**

	February Actual	Fiscal YTD Actual	Fiscal Year Amended Budget*	Budget Available	% of Budget Used
<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 Expenditure, Debt Service, Fund Sources/(Uses), Reserves</b>	<b>1,133,537</b>	<b>11,153,748</b>	<b>22,412,986</b>	<b>11,259,238</b>	<b>49.76%</b>
<b>Budget surplus (deficiency)</b>	<b>77,215</b>	<b>1,333,671</b>	<b>(1,770,035)</b>	<b>(3,103,706)</b>	<b>(1)</b>
Undesignated surplus funding source	-	-	1,770,035	1,770,035	-
<b>Final budget surplus (deficiency)</b>	<b>77,215</b>	<b>1,333,671</b>	<b>-</b>	<b>(1,333,671)</b>	
<b>Capital projects funded by Bonds</b>					
CIP- La Vista Tank and Pump Station	15,047	502,819	1,450,000	690,428	34.68%
<b>Total Capital projects funded by Bonds</b>	<b>15,047</b>	<b>502,819</b>	<b>1,450,000</b>	<b>947,181</b>	<b>34.68%</b>

\*Includes budget amendments through February 29, 2024 (See attached Budget Amendment listing)

# MEMO

**TO:** Board of Directors

**FROM:** Gaby Padilla, Administrative Specialist

**DATE:** February 26, 2024

**RE:** Policy 5000 – Authorized Leave and Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014 Update

## BACKGROUND

Staff reviews the District's regulations, policies, and Directors' polices periodically to revise them for clarity and updates. With new laws coming in to effect in 2024 staff reviewed the District Policies to be in compliance with the latest requirements.

## SUMMARY

Senate Bill (SB) 848 created a new leave titled Reproductive Leave Loss. Pursuant to this section, all District employees who have been employed for at least 30 days, are entitled up to a maximum of five days of leave for a reproductive loss event, which includes a failed adoption, failed surrogacy, miscarriage, stillbirth, and unsuccessful assisted reproduction as defined by the law. Therefore, the District needs to update Policy 5000 – Authorized Leave to include this new leave to be compliant with the law.

SB 616 updated the States labor laws to provide employees with a minimum of five (5) days of paid sick leave. The District currently provides twelve (12) paid sick leave for all regular full-time employees under Policy 5040 – Sick Leave and six (6) days for employees who are not regular fulltime employees under Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014. The District is in compliance with paid sick leave but limited the use of the leave to three (3) days per calendar which is not consistent with updated leave laws. Therefore, Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014 needs to be updated.

## FISCAL IMPACT

The updates to Policy 5000 – Authorized Leave and Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014 have no impact or change to the approved budget.

## RECOMMENDATION

Staff recommends that the Board of Directors approve Resolution 04162024-01 – A Resolution Amending the Districts' Policy 5000 – Authorized Leave and Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014.

## ATTACHMENT(S)

1. Redlined: District Policy 5000 – Authorized Leave
2. Updated: District Policy 5000 – Authorized Leave
3. Redlined: District Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014
4. Updated: District Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014

**CARMICHAEL WATER DISTRICT**  
**RESOLUTION 04162024-01**

**A RESOLUTION AMENDING THE DISTRICTS' POLICY 5000 – AUTHORIZED LEAVE AND  
POLICY 5041 – SICK LEAVE – HEALTHY WORKPLACES, HEALTHY FAMILIES ACT OF 2014**

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

Policies as listed below are hereby amended and added to the Districts Policy Manual effective January 1, 2024.

**Policy 5000 – Authorized Leave**

**Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014**

Existing resolutions in conflict with this resolution are hereby repealed.

**PASSED AND ADOPTED** by the Board of Directors by the following vote:

Jeff Nelson	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Mark Emmerson	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"/>
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"/>
<b>Board Totals:</b>	<b>Ayes:</b> <input type="checkbox"/>	<b>Nays:</b> <input type="checkbox"/>	<b>Absent:</b> <input type="checkbox"/>	<b>Abstain:</b> <input type="checkbox"/>

**Passed Unanimously:**   
**Motion Carried:**   
**Motion Not Carried:**

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

---

Paul Selsky, President  
Board of Directors

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

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**POLICY 5000: Authorized Leave**

**5000.10      Unpaid Leave of Absence**

**5000.10.1** An employee may request and, at their sole discretion, the General Manager may approve unpaid leave between the employee and Carmichael Water District (District).

**5000.10.2** An unpaid leave of absence may be taken when an employee has exhausted all accrued sick leave, vacation, and any other qualified accrued or available leave.

**5000.10.3** Once the employee who has been authorized leave of absence without pay has used all available vacation and any other qualified accrued leave time, then the continuation of the approved leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

**5000.10.3.1** No vacation, holiday, sick leave, or any other type of accrued leave will accrue during an authorized unpaid leave, i.e., during any period an employee is absent from work and not receiving pay from the District.

**5000.10.3.2** Health Benefits During An Unpaid Leave: Except where provided otherwise by law, an employee on any unpaid leave under this policy may continue participating in any health and welfare benefit plans in which they were enrolled before the first day of the unpaid leave at the employee's own expense at the level and under the condition of coverage as if the employee had continued in employment as per District's contractual agreement with provider.

**5000.10.4** Due to the District's limited work force, maintenance of job classifications for the term of an authorized unpaid leave of absence cannot be guaranteed unless otherwise required by law. Employees returning from an unpaid leave of absence will be reinstated to the first available job classification for which they are qualified.

**5000.20      Military Leave**

**5000.20.1** District employees are entitled to military leaves of absence as required by state and federal law. Military leaves shall be without pay or benefits except as required by law or provided in this policy.

**5000.20.2** An employee shall notify the District as soon as practicable of the employee's pending need for a military leave of absence. Any employee who goes out on a military leave of absence will also be eligible for re-employment to their previous job classification with the District to the extent required under state and federal law.

**5000.20.3** In addition to any obligation under California's Military and Veterans Code to provide paid leave for active duty military leave, the District will provide up to ten (10) work days of paid leave for verified, scheduled inactive duty "Reserve Duty." Any period of temporary leave of absence for inactive duty "Reserve Duty" that exceeds ten (10) work days shall be unpaid, unless otherwise required by law.

**5000.20.4** The District will not discriminate against any individual because of military service.

## **CARMICHAEL WATER DISTRICT POLICY MANUAL**

**5000.20.5** Employees who work more than twenty (20) hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to ten (10) unpaid days off when their spouse is on leave from (not returning from) military deployment. Employees must request this leave in writing to the General Manager within two (2) business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to submit written documentation certifying the spouse will be on leave from deployment.

### **5000.30 Jury Duty Leave**

**5000.30.1** Jury Duty Leave shall apply to all full time regular employees.

**5000.30.2** An employee summoned for jury duty will immediately notify their supervisor.

**5000.30.3** While serving on a jury, the employee will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete their remaining normal workday. Employees must furnish a copy of the official summons/attendance slip to the District before leave will be granted.

### **5000.40 Bereavement Leave**

**5000.40.1** Bereavement Leave shall apply to all full time regular employees.

**5000.40.2** In the event of a death in the immediate family, an employee may be granted a leave of absence not to exceed five (5) days. Of those five (5) days, the District provides a paid leave of absence not to exceed three (3) days. Certification may be required by the General Manager or designee.

**5000.40.3** If additional leave beyond the three (3) paid leave of absence days is requested for bereavement leave for the death of an immediate family member, the employee must use their sick and/or vacation accrual with approval by the General Manager or designee.

**5000.40.4** Immediate Family: "Immediate family" is defined for bereavement leave as being spouse, registered domestic partner, parents, children, siblings, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, or any other person who is a legal dependent of the employee.

**5000.40.5** In the event of a death to a person outside of the employee's "immediate family" the employee may opt to use their vacation accrual during the approved absence.

### **5000.50 Management Leave**

**5000.50.1** At the discretion of the General Manager, the Engineering Manager and Finance Manager positions may receive up to 80 hours of Management Leave on an annual basis. Management Leave is not accruable or compensable.

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**5000.60      Family Medical Leave Act (FMLA) / California Family Rights Act (CFRA) Leave**

**5000.60.1**      The District is a covered employer under the federal Family Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1993 (CFRA). As a covered employer, the District is required to post notices of employees' FMLA and CFRA rights.

**5000.60.1.2**      Although the District is a covered employer under the FMLA, District employees are not eligible for FMLA leave benefits because no District employee can meet the eligibility requirement of employment at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of that worksite.

**5000.60.1.3**      If the number of District employees increases sufficiently so that District employees are eligible for FMLA leaves, the District will provide and administer the leaves as required by law, will run the leaves concurrently with any other leaves for which an employee is entitled for the same reason, and will use the 12 month rolling back method.

**5000.60.2**      District Employees are eligible for CFRA leave benefits which provides eligible employees the right to an unpaid leave of absence after exhausting all of their sick and vacation leaves. The District will 1) provide and administer any CFRA leaves as required by law, 2) administer the CFRA leaves concurrently with any other leaves for which an employee is entitled for the same reason, and 3) use the 12 month rolling back method.

**5000.70      New Parent Leave Act (NPLA) Leave**

**5000.70.1**      Effective January 1, 2018, a District employee who has more than twelve (12) months of service with the District and has 1,250 hours of service with the District during the previous twelve (12) month period is eligible to take up to twelve (12) weeks of unpaid parental leave to bond with a new child within one (1) year of the child's birth, adoption, or foster care placement.

**5000.70.2**      The employee must notify the District at least thirty (30) days before leave is to begin. If the employee cannot provide thirty (30) days' notice, the District must be informed as soon as is practical. Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time, but will be granted in minimum amounts of two (2) weeks, with the exception that an employee may request a leave of less than two (2) weeks' duration on any two (2) occasions. Any leave taken must be concluded within one (1) year of the birth or placement of the child with the employee.

**5000.70.3**      An employee will be required to substitute accrued vacation for any time period during the leave that is otherwise unpaid. If an employee is receiving PFL benefits, the District and employee can agree to coordinate the use of vacation leave up to the employee's regular salary.

**5000.70.4**      The District will maintain its contribution toward medical insurance at the same level and under the same conditions as if the employee had continued in employment continuously during the duration of the leave to the extent required by law.

**5000.70.5**      Upon return from NPLA leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions to the extent required by law.

## **CARMICHAEL WATER DISTRICT POLICY MANUAL**

**5000.70.6** If the number of District employees increases sufficiently so that District employees are otherwise eligible for FMLA and CFRA leaves, the District will provide and administer such leaves as required by law and will no longer provide NPLA leave as District employees will no longer be eligible for it at that time. Otherwise, the District will administer this leave in compliance with state law and regulations concerning NPLA.

### **5000.80      California Paid Family Leave (PFL)**

**5000.80.1** Employees may be eligible for PFL benefits to care for 1) a seriously ill child, spouse, parent, or registered domestic partner, grandparent, grandchild, sibling, and parent-in-law, and 2) bond with a new child; to bond with a child in connection with the adoption or foster care placement of that child. PFL is administered by the state Employment Development Department (EDD). Employees should contact EDD at [www.edd.ca.gov](http://www.edd.ca.gov) for information and benefit claim forms.

**5000.80.2** District employees are required to use two (2) weeks of vacation leave, if accrued, before receiving PFL benefits. Subsequently, employees may use any remaining accrued vacation leave and accrued sick leave to add to PFL benefits in order to receive a full day's pay at the employee's regular rate of pay while on PFL.

### **5000.90      Pregnancy Disability Leave (PDL)**

**5000.90.1** Employees are eligible for up to four (4) months (2 CCR § 11042) of unpaid leave per pregnancy, as needed, for the period(s) of time an employee is actually disabled because of pregnancy. An employee may use any accrued sick leave and accrued vacation leave during the otherwise unpaid pregnancy disability leave.

**5000.90.2** The District will maintain its contribution toward medical insurance at the same level and under the same conditions as if the employee had continued in employment continuously during the duration of the leave.

**5000.90.3** Upon return from pregnancy disability leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions to the extent required by law.

**5000.90.4** The District will administer this leave in compliance with state law and regulations concerning pregnancy disability leave.

### **5000.95      Leave Administration**

**5000.95.1      Drug and Alcohol Testing:** Any safety-sensitive employee returning to work after an absence of thirty (30) or more calendar days will be subject to drug and alcohol testing.

**5000.95.2      Leave Program Process:** Human Resources will be responsible for administering this policy including maintaining a Leave Program process that is available to be reviewed by all employees.

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**5000.96      Reproductive Leave Loss**

**5000.96.1** Effective January 1, 2024, Senate Bill 848 (Chapter 724, Statutes 2023) added section 12945.6 to the Government Code. Pursuant to this section, all District employees who have been employed for at least 30 days, are entitled up to a maximum of five days of reproductive loss leave for a reproductive loss event, which includes a failed adoption, failed surrogacy, miscarriage, stillbirth, and unsuccessful assisted reproduction as defined by the law.

**5000.96.2** Leave under this statute is unpaid but an employee may use accrued and available vacation and sick leave. Reproductive loss leave does not need to be taken on consecutive days but must be completed within three months of the date of the event. If prior to or immediately following a reproductive loss event, an employee takes Pregnancy Disability Leave or California Family Rights Act/Family Medical Leave Act leave, or any other leave entitlement under state or federal law, the employee shall complete their reproductive loss leave within three months after the end of their other leave. If an employee experiences more than one reproductive loss event within a 12-month period, reproductive loss leave time is limited to a total of 20 days within a 12-month period.

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**POLICY 5000: Authorized Leave**

**5000.10        Unpaid Leave of Absence**

**5000.10.1** An employee may request and, at their sole discretion, the General Manager may approve unpaid leave between the employee and Carmichael Water District (District).

**5000.10.2** An unpaid leave of absence may be taken when an employee has exhausted all accrued sick leave, vacation, and any other qualified accrued or available leave.

**5000.10.3** Once the employee who has been authorized leave of absence without pay has used all available vacation and any other qualified accrued leave time, then the continuation of the approved leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

**5000.10.3.1** No vacation, holiday, sick leave, or any other type of accrued leave will accrue during an authorized unpaid leave, i.e., during any period an employee is absent from work and not receiving pay from the District.

**5000.10.3.2** Health Benefits During An Unpaid Leave: Except where provided otherwise by law, an employee on any unpaid leave under this policy may continue participating in any health and welfare benefit plans in which they were enrolled before the first day of the unpaid leave at the employee's own expense at the level and under the condition of coverage as if the employee had continued in employment as per District's contractual agreement with provider.

**5000.10.4** Due to the District's limited work force, maintenance of job classifications for the term of an authorized unpaid leave of absence cannot be guaranteed unless otherwise required by law. Employees returning from an unpaid leave of absence will be reinstated to the first available job classification for which they are qualified.

**5000.20        Military Leave**

**5000.20.1** District employees are entitled to military leaves of absence as required by state and federal law. Military leaves shall be without pay or benefits except as required by law or provided in this policy.

**5000.20.2** An employee shall notify the District as soon as practicable of the employee's pending need for a military leave of absence. Any employee who goes out on a military leave of absence will also be eligible for re-employment to their previous job classification with the District to the extent required under state and federal law.

**5000.20.3** In addition to any obligation under California's Military and Veterans Code to provide paid leave for active duty military leave, the District will provide up to ten (10) work days of paid leave for verified, scheduled inactive duty "Reserve Duty." Any period of temporary leave of absence for inactive duty "Reserve Duty" that exceeds ten (10) work days shall be unpaid, unless otherwise required by law.

**5000.20.4** The District will not discriminate against any individual because of military service.

## **CARMICHAEL WATER DISTRICT POLICY MANUAL**

**5000.20.5** Employees who work more than twenty (20) hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to ten (10) unpaid days off when their spouse is on leave from (not returning from) military deployment. Employees must request this leave in writing to the General Manager within two (2) business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to submit written documentation certifying the spouse will be on leave from deployment.

### **5000.30 Jury Duty Leave**

**5000.30.1** Jury Duty Leave shall apply to all full time regular employees.

**5000.30.2** An employee summoned for jury duty will immediately notify their supervisor.

**5000.30.3** While serving on a jury, the employee will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete their remaining normal workday. Employees must furnish a copy of the official summons/attendance slip to the District before leave will be granted.

### **5000.40 Bereavement Leave**

**5000.40.1** Bereavement Leave shall apply to all full time regular employees.

**5000.40.2** In the event of a death in the immediate family, an employee may be granted a leave of absence not to exceed five (5) days. Of those five (5) days, the District provides a paid leave of absence not to exceed three (3) days. Certification may be required by the General Manager or designee.

**5000.40.3** If additional leave beyond the three (3) paid leave of absence days is requested for bereavement leave for the death of an immediate family member, the employee must use their sick and/or vacation accrual with approval by the General Manager or designee.

**5000.40.4** Immediate Family: "Immediate family" is defined for bereavement leave as being spouse, registered domestic partner, parents, children, siblings, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, or any other person who is a legal dependent of the employee.

**5000.40.5** In the event of a death to a person outside of the employee's "immediate family" the employee may opt to use their vacation accrual during the approved absence.

### **5000.50 Management Leave**

**5000.50.1** At the discretion of the General Manager, the Engineering Manager and Finance Manager positions may receive up to 80 hours of Management Leave on an annual basis. Management Leave is not accruable or compensable.

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**5000.60      Family Medical Leave Act (FMLA) / California Family Rights Act (CFRA) Leave**

**5000.60.1**      The District is a covered employer under the federal Family Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1993 (CFRA). As a covered employer, the District is required to post notices of employees' FMLA and CFRA rights.

**5000.60.1.2**      Although the District is a covered employer under the FMLA, District employees are not eligible for FMLA leave benefits because no District employee can meet the eligibility requirement of employment at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of that worksite.

**5000.60.1.3**      If the number of District employees increases sufficiently so that District employees are eligible for FMLA leaves, the District will provide and administer the leaves as required by law, will run the leaves concurrently with any other leaves for which an employee is entitled for the same reason, and will use the 12 month rolling back method.

**5000.60.2**      District Employees are eligible for CFRA leave benefits which provides eligible employees the right to an unpaid leave of absence after exhausting all of their sick and vacation leaves. The District will 1) provide and administer any CFRA leaves as required by law, 2) administer the CFRA leaves concurrently with any other leaves for which an employee is entitled for the same reason, and 3) use the 12 month rolling back method.

**5000.70      New Parent Leave Act (NPLA) Leave**

**5000.70.1**      Effective January 1, 2018, a District employee who has more than twelve (12) months of service with the District and has 1,250 hours of service with the District during the previous twelve (12) month period is eligible to take up to twelve (12) weeks of unpaid parental leave to bond with a new child within one (1) year of the child's birth, adoption, or foster care placement.

**5000.70.2**      The employee must notify the District at least thirty (30) days before leave is to begin. If the employee cannot provide thirty (30) days' notice, the District must be informed as soon as is practical. Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time, but will be granted in minimum amounts of two (2) weeks, with the exception that an employee may request a leave of less than two (2) weeks' duration on any two (2) occasions. Any leave taken must be concluded within one (1) year of the birth or placement of the child with the employee.

**5000.70.3**      An employee will be required to substitute accrued vacation for any time period during the leave that is otherwise unpaid. If an employee is receiving PFL benefits, the District and employee can agree to coordinate the use of vacation leave up to the employee's regular salary.

**5000.70.4**      The District will maintain its contribution toward medical insurance at the same level and under the same conditions as if the employee had continued in employment continuously during the duration of the leave to the extent required by law.

**5000.70.5**      Upon return from NPLA leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions to the extent required by law.

## **CARMICHAEL WATER DISTRICT POLICY MANUAL**

**5000.70.6** If the number of District employees increases sufficiently so that District employees are otherwise eligible for FMLA and CFRA leaves, the District will provide and administer such leaves as required by law and will no longer provide NPLA leave as District employees will no longer be eligible for it at that time. Otherwise, the District will administer this leave in compliance with state law and regulations concerning NPLA.

### **5000.80      California Paid Family Leave (PFL)**

**5000.80.1** Employees may be eligible for PFL benefits to care for 1) a seriously ill child, spouse, parent, or registered domestic partner, grandparent, grandchild, sibling, and parent-in-law, and 2) bond with a new child; to bond with a child in connection with the adoption or foster care placement of that child. PFL is administered by the state Employment Development Department (EDD). Employees should contact EDD at [www.edd.ca.gov](http://www.edd.ca.gov) for information and benefit claim forms.

**5000.80.2** District employees are required to use two (2) weeks of vacation leave, if accrued, before receiving PFL benefits. Subsequently, employees may use any remaining accrued vacation leave and accrued sick leave to add to PFL benefits in order to receive a full day's pay at the employee's regular rate of pay while on PFL.

### **5000.90      Pregnancy Disability Leave (PDL)**

**5000.90.1** Employees are eligible for up to four (4) months (2 CCR § 11042) of unpaid leave per pregnancy, as needed, for the period(s) of time an employee is actually disabled because of pregnancy. An employee may use any accrued sick leave and accrued vacation leave during the otherwise unpaid pregnancy disability leave.

**5000.90.2** The District will maintain its contribution toward medical insurance at the same level and under the same conditions as if the employee had continued in employment continuously during the duration of the leave.

**5000.90.3** Upon return from pregnancy disability leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions to the extent required by law.

**5000.90.4** The District will administer this leave in compliance with state law and regulations concerning pregnancy disability leave.

### **5000.95      Leave Administration**

**5000.95.1      Drug and Alcohol Testing:** Any safety-sensitive employee returning to work after an absence of thirty (30) or more calendar days will be subject to drug and alcohol testing.

**5000.95.2      Leave Program Process:** Human Resources will be responsible for administering this policy including maintaining a Leave Program process that is available to be reviewed by all employees.

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**5000.96      Reproductive Leave Loss**

**5000.96.1**      Effective January 1, 2024, Senate Bill 848 (Chapter 724, Statutes 2023) added section 12945.6 to the Government Code. Pursuant to this section, all District employees who have been employed for at least 30 days, are entitled up to a maximum of five days of reproductive loss leave for a reproductive loss event, which includes a failed adoption, failed surrogacy, miscarriage, stillbirth, and unsuccessful assisted reproduction as defined by the law.

**5000.96.2**      Leave under this statute is unpaid but an employee may use accrued and available vacation and sick leave. Reproductive loss leave does not need to be taken on consecutive days but must be completed within three months of the date of the event. If prior to or immediately following a reproductive loss event, an employee takes Pregnancy Disability Leave or California Family Rights Act/Family Medical Leave Act leave, or any other leave entitlement under state or federal law, the employee shall complete their reproductive loss leave within three months after the end of their other leave. If an employee experiences more than one reproductive loss event within a 12-month period, reproductive loss leave time is limited to a total of 20 days within a 12-month period.

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**POLICY 5041: Sick Leave – Healthy Workplaces, Healthy Families Act of 2014**

**5041.10** This policy shall apply to all employees who are not eligible for sick leave under Policy 5040 – Sick Leave and who are not excluded as employees in the Healthy Workplaces, Healthy Families Act of 2014 and amendments.

**5041.20** To comply with California's Healthy Workplaces, Health Families Act of 2014 (California Labor Code Section 245-249), beginning July 1, 2015 Carmichael Water District (District) will provide paid sick leave to employees who work 30 or more days for the District in California within a year from the commencement of their employment with the District.

**5041.30** Eligible employees will accrue one (1) hour of sick time for every thirty (30) hours worked up to a maximum accrual of forty-eight (48) hours or six (6) days, whichever is greater, per calendar year.

**5041.40** An eligible employee will be able to use accrued paid sick time under this policy beginning on the ninetieth (90<sup>th</sup>) day of employment, after which day the employee may use paid sick time as it is accrued.

**5041.40.1** The District requires employees to use paid sick leave under this policy in minimum increments of thirty (30) minutes.

**5041.40.2** Leave under this policy will not be granted for periods in excess of accrued sick leave, and not to exceed twenty four (24) hours, or three (3) days, whichever is greater, per calendar year.

**5041.40.3** Sick leave occurring on scheduled work days is charged at a rate not to exceed the number of hours scheduled for that workday.

**5041.50** Leave under this policy may be used for the one of the following reasons:

- a. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's child (biological, adopted, foster child; stepchild, legal ward, or a child to whom the employee stands in loco parentis regardless of age), parents (biological, adoptive, foster parent, stepparent, legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), spouse, registered domestic partner, grandparents, grandchild, and siblings.
- b. For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

**5041.60** Employees requesting unscheduled time off under this policy shall personally notify their supervisor as soon as practicable, no later than thirty (30) minutes prior to the beginning of their regular work day is preferable.

**5041.70** Accrued, unused time under this policy will carry over each year up to a maximum accrual of forty-eight (48) hours or six (6) days, whichever is greater.

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**5041.80** Accrued, unused time under this policy is not paid out at the time of separation from employment.

**5041.80.1** Employees who are re-employed with the District within one (1) year of termination will have up to forty-eight (48) hours or six (6) days of their previously accrued and unused sick leave bank restored at the time of rehire.

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**POLICY 5041: Sick Leave – Healthy Workplaces, Healthy Families Act of 2014**

**5041.10** This policy shall apply to all employees who are not eligible for sick leave under Policy 5040 – Sick Leave and who are not excluded as employees in the Healthy Workplaces, Healthy Families Act of 2014 and amendments.

**5041.20** To comply with California's Healthy Workplaces, Health Families Act of 2014 (California Labor Code Section 245-249), beginning July 1, 2015 Carmichael Water District (District) will provide paid sick leave to employees who work 30 or more days for the District in California within a year from the commencement of their employment with the District.

**5041.30** Eligible employees will accrue one (1) hour of sick time for every thirty (30) hours worked up to a maximum accrual of forty-eight (48) hours or six (6) days, whichever is greater, per calendar year.

**5041.40** An eligible employee will be able to use accrued paid sick time under this policy beginning on the ninetieth (90<sup>th</sup>) day of employment, after which day the employee may use paid sick time as it is accrued.

**5041.40.1** The District requires employees to use paid sick leave under this policy in minimum increments of thirty (30) minutes.

**5041.40.2** Leave under this policy will not be granted for periods in excess of accrued sick leave.

**5041.40.3** Sick leave occurring on scheduled work days is charged at a rate not to exceed the number of hours scheduled for that workday.

**5041.50** Leave under this policy may be used for the one of the following reasons:

- a. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's child (biological, adopted, foster child; stepchild, legal ward, or a child to whom the employee stands in loco parentis regardless of age), parents (biological, adoptive, foster parent, stepparent, legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), spouse, registered domestic partner, grandparents, grandchild, and siblings.
- b. For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

**5041.60** Employees requesting unscheduled time off under this policy shall personally notify their supervisor as soon as practicable, no later than thirty (30) minutes prior to the beginning of their regular work day is preferable.

**5041.70** Accrued, unused time under this policy will carry over each year up to a maximum accrual of forty-eight (48) hours or six (6) days, whichever is greater.

**5041.80** Accrued, unused time under this policy is not paid out at the time of separation from employment.

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**5041.80.1** Employees who are re-employed with the District within one (1) year of termination will have up to forty-eight (48) hours or six (6) days of their previously accrued and unused sick leave bank restored at the time of rehire.

# MEMO

**TO:** Board of Directors

**FROM:** Greg Norris, Engineering Manager

**DATE:** April 5, 2024

**RE:** Construction Improvement Standards (Standard Specifications and Details) Revision

## BACKGROUND

Carmichael Water District (CWD) has a *Construction Improvement Standards* document that includes standard specifications (specs) and details, and is provided on our website or upon request from consultants, contractors, and customers. The standard specs and details are written descriptions and drawings of District requirements, and can be applied to any construction project in which District facilities are included or impacted. Whether it be adding pipelines and customer service lines for new development construction, water main replacement projects, or capital improvement projects, CWD standard specs and details are used in the construction documents.

## SUMMARY

The Construction Improvement Standards is reviewed continuously and the current version is out of date, as the document contains certain processes, and material types that are no longer preferred or used by the District. These specs need to be removed or changed so that they are not specified on future construction projects. Other changes needed in the specs include minor grammar corrections.

Updates to some CWD standard details have been made as well. Specific brand names or material types needed to be updated in the detail notes. For a couple of details, equipment/material types needed to be redrawn or removed, so that current CWD standards are shown.

The approved Construction Improvement Standards provided on the CWD website, or sent out to clients, needs to be updated to reflect the current practice and operations. Revisions to the standard specs and details have been made as attached, and the revised versions need to be uploaded to the website for future use. These changes will help ensure future CWD facilities will be constructed in accordance with updated CWD standards.

## FINANCIAL IMPACT

There are no financial impacts for this item.

## RECOMMENDATION

Staff recommends that the Board of Directors approve the revised Construction Improvement Standards and authorize the General Manager to upload and distribute as necessary.

## ATTACHMENT(S)

1. List of CWD Construction Improvement Standard edits.
2. Construction Improvement Standards, Revised April 16, 2024

## Changes to CWD Construction Specifications

4/9/2024

- Table of Contents: Standard Details: Removed Dry Barrel (Fire Hydrant) from Detail W-12 name.
- Table of Contents: Standard Details: Removed Detail W-6b (no longer used) and changed Detail W-6a name to W-6.
- Table of Contents: Added Section 2.4 Performance of Work and Character of Worker.
- Section 2.2 C.: Changed plan sheet size to “full-sized sheets (ANSI D – 22” X 34”).”
- Section 2.3 B.: Deleted “Mylar Record Drawings” (no longer required).
- Added Section 2.4 Performance of Work and Character of Worker to Section 2: Contractor’s and Developer’s Responsibilities.
- Section 3.4 H. 1. a.: Changed “pneumatic” type “(Wacker)” to “jumping jack rammer.”
- Section 3.7: G. 1. & Section 4.4: Changed Ductile Iron Pipe specification from “Class 52” to “Pressure Class 350” (current AWWA standard).
- Section 3.7 I.: Removed reference to Detail W-6b for thrust blocks and revised to refer “to specification 4.17.”
- Section 3.7 N.: Removed “service lines” from location wire requirement.
- Section 3.8 2.: Changed minimum soil cover from 48 inches to 42 inches and added that boring log is to be submitted “to County.”
- Section 3.10 A. Water Meters: Updated  $\frac{3}{4}$ ” to 2” meter type to Neptune T-10 meter CF R900i E-CODER register. Updated 3” and larger meter type to Neptune Tru-Flo meter CF R900i E-CODER register. Updated Irrigation meters type to Neptune High Performance Turbine CF R900i E-CODER register. Updated Fire Service Rated meter type to Neptune Protectus III Fire Service meter CF R900i E-CODER register
- Section 3.10 C. 1.: Removed concrete polymer lid as an option for water meter box lid type (all lids must be steel going forward).
- Section 3.10 F. & Section 4.21: Added “copper pipe” as another option besides brass, for acceptable water service line material types. Added “MIP x FIP” (male iron pipe thread by female iron pipe thread) to 1” and 2” corporation stop type.
- Section 3.10 J.: Removed residential service connections from specification. Added a new specification (K.) for Residential service connection fire sprinkler system requirements.
- Section 3.12 C.: Removed this section, which was a dry barrel fire hydrant specification.
- Edited Sections 4.8 and 4.10 to remove “dry barrel”. Changed Section 4.10 to include instruction on installation of hydrant bury extensions to wet barrel fire hydrants.
- Section 4.8 Hydrants: Changed the hydrant material from “bronze” to “Clow 960 or equal.”
- Changed Section 4.11 B. Nuts and Bolts to remove “breakaway bolts” which are only used with dry barrel fire hydrants.
- Section 4.17 Restraints: Changed the diameter requirements for Field Lock Gaskets from 12 to 24 inches. Added restraint requirement of three (3) pipe lengths prior to a Tee, 90° elbow, and 45° elbow fitting. Revised thrust block requirements to be required at all Tees, 90° elbows, and Dead-ends.
- Section 4.19 Riser Stock: Changed riser stock diameter from 6 to 8 inches.
- Section 4.21 C. Corporation Stops: Changed corporation stop description from “compression” to “male iron pipe by female iron pipe thread (MIP x FIP).”
- Section 4.21 F. Service Saddles: Changed saddle size from 12 to 24 inches.

- Combined Section 4.26 Location Wire Connectors into Section 4.25 Location Wire.
- Section 4.27 A. Butterfly Valves: Changed Butterfly Valve minimum diameter from 14 to 10 inches.
- Section 4.27 B. Gate Valves: Changed “sizes 3” to 12”” to “sizes 3” to 8””.
- Corrected grammatical errors and made small changes in verbiage throughout the specifications.

## **Changes to CWD Standard Details**

- Detail W-4: Redrew the mechanical joints on the pipe fittings. Revised Note 1. to reference the CWD Construction Improvement Standards.
- Detail W-6a: Changed detail name to W-6 (since W-6b has been archived). Removed “Case ‘C’” as it is no longer used. Changed Note 7. from referencing Detail W-6b to refer to the Construction Improvement Standards instead.
- Detail W-6b: Has been archived as it is out of date and no longer useful.
- Detail W-9: Revised note referencing Detail W-6b. Added note (9.) for exception to thrust block requirement for service laterals tapping into mainlines.
- Detail W-12: Fire Hydrant Assembly Wet Barrel: Removed “Dry Barrel” from detail name and edited Note 3 regarding valve placement. Added “Clow 960 or Equal – yellow” to fire hydrant material type. Added Note 6. to advise that bollards are only required per District discretion.
- Detail W-15: 2” Blow-off Assembly: Edited detail notes regarding material types to be used. Changed utility box size from B12 to B16 in the detail note. Changed detail note for thrust block to refer to Detail W-6 “for Dead-end.”
- Detail W-16: 1” & 2” Air Release Valve Assembly: Redrew the utility box to match Placer Water Works Inc. utility box type which includes an air vent enclosure. Edited detail notes regarding material types to match new standards.
- Detail W-21: Typical Service Saddle Installation: Changed material 1. from “Class 52” to “Pressure Class 350” Ductile Iron Pipe. Removed “Services with continuous copper pipe” from Note 2.
- Detail W-22: 3/4”, 1”, 1-1/2”, & 2” Service Line: Changed detail notes regarding utility box locations and material types. Removed location wire from detail.
- Detail W-23: 3/4”, 1”, 1-1/2”, & 2” Service Line with RP Style Backflow: Changed detail notes for utility box location and backfill material type.
  
- Detail W-2a: There is a note in this detail for a Sacramento County requirement for grinding pavement at the trench edge down 1 ½”, and the County plans on changing the requirement to 2” in the near future. At the time when the requirement is changed CWD will update this detail to read 2” per the requirement.
  
- Future Detail: Abandonment of Service Lines – we have a detail for abandonment of mainlines but not one for service lines.



## **Construction Improvement Standards**

Revised:

16 April 2024

## **Revision History**

---

<b><u>Revision Date</u></b>	<b><u>Details &amp; Descriptions</u></b>
21 January 2003	Adopted
Resolution 01212003-2	
1 January 2010	Amended
18 May 2021	Amended
16 April 2024	Finalized Draft by Staff and Adopted by the Board of Directors at regular board meeting on April 16, 2024.

# Table of Contents

---

*Standard Details*..... *iii*

**Section 1: Purpose and Definitions..... 1**

1.1	Purpose .....	1
1.2	Order of Precedence .....	1
1.3	Periodic Updates and Modifications .....	1
1.4	Definitions .....	2

**Section 2: Contractor's and Developer's Responsibilities ..... 4**

2.1	General .....	4
2.2	Contractor's Responsibility .....	4
2.3	Developer's Responsibility .....	6
2.4	Performance of Work and Character of Worker .....	6
2.5	Guarantee and Warranty .....	7
2.6	Dedicated Easement .....	7
2.7	Surveying Standards and Electronic Document Submittal .....	8
2.8	Record Drawings .....	8

**Section 3: Water Supply System Construction..... 10**

3.1	General .....	10
3.2	Construction Staking .....	10
3.3	Earthwork .....	10
3.4	Trenches and Backfill .....	11
3.5	Dewatering .....	12
3.6	Concrete Cradles, Arches & Encasements .....	13
3.7	Water Main Installation .....	13
3.8	Borings for Installation of Water Lines .....	15
3.9	Connection to Existing Facilities .....	16
3.10	Service and Meter Installation .....	18
3.11	Services Abandonment .....	21
3.12	Appurtenances Installation .....	21
3.13	Testing Procedures .....	21
3.14	Repairing Installed Improvements .....	23
3.15	Punchlist Process .....	24

**Section 4: Materials ..... 26**

4.1	Equal .....	26
4.2	Unapproved Materials .....	26
4.3	Appurtenances .....	26
4.4	Ductile Iron Pipe .....	27
4.5	Fittings .....	27

## **Table of Contents (cont'd)**

---

4.6	Freeze Protection for Backflow Assemblies.....	27
4.7	Gaskets – Insulating Type.....	28
4.8	Hydrants .....	28
4.9	Hydrant Bury .....	28
4.10	Hydrant Bury Extensions.....	28
4.11	Nuts and Bolts.....	28
4.12	Nylon Bushings .....	28
4.13	Patching Material .....	28
4.14	Polyethylene Encasement.....	28
4.15	Polyvinyl Chloride (PVC) Pressure Pipe.....	29
4.16	Pressure Regulators .....	29
4.17	Restraints.....	29
4.18	Riser Aligners.....	29
4.19	Riser Stock.....	29
4.20	Sampling Stations .....	30
4.21	Services .....	30
4.22	Service Boxes and Lids.....	31
4.23	Meter Setter .....	31
4.24	Water Meter .....	31
4.25	Location Wire .....	31
4.26	Location Wire Mastic Tape Seal.....	31
4.27	Valves .....	31
4.28	Valve Boxes .....	32
4.29	Water Pipe Marking Tape.....	32

## **Standard Details**

---

<u>Title</u>	<u>Detail Number</u>
General Notes	W-1
Trench Sections in Improved Areas	W-2a
Water Main Trench, Backfill and Notes	W-2b
Controlled Low-Strength Material for Special Conditions	W-3
Utility Crossing	W-4
Typical Water Main Abandonment	W-5
Thrust Block and Anchor Details	W-6
Locating Wire Typical Layout	W-7
Locating Wire Splice	W-8
Tapping Saddle Tie-in Connections to Existing Facilities	W-9
Tie-in Connections to Existing Facilities with Tee Connection	W-10
Typical Gate Valve & Box Installation	W-11
Fire Hydrant Assembly Wet Barrel	W-12
4" Diameter Steel Bollard Removable	W-13
4" Diameter Steel Bollard	W-14
2" Blow-Off Assembly	W-15
1" & 2" Air Release Valve Assembly (All Brass)	W-16
Backflow Manifold Schematic & Backflow Device	W-17
General Notes	
Fire Protection Assembly (Reduced Pressure Detector Check)	W-18
On-Site Fire Protection	W-19
Water Service Box Location	W-20
Typical Service Saddle Installation	W-21
3/4", 1", 1-1/2", & 2" Service Line	W-22
3/4", 1", 1-1/2", & 2" Service Line with RP Style Backflow	W-23
Service Line 3" and Larger	W-24

## **Section 1: Purpose and Definitions**

---

### **1.1 Purpose**

The purpose of these Construction Improvement Standards is to provide minimum standards to guide the design and construction of water system improvements within Carmichael Water District that are to be dedicated to the public and accepted by Carmichael Water District (District) for maintenance or operation. These Construction Improvement Standards shall apply to regulate and guide construction of water supply facilities and related public improvements within the jurisdiction of the District.

### **1.2 Order of Precedence**

These Construction Improvement Standards do not prescribe methods or means; these are the responsibility of the project proponent. All work shall comply with these Construction Improvement Standards and as directed by the District through the plan check and approval process. The following order of precedence shall apply should conflicts arise between these Construction Improvement Standards and other project documents:

Project Specific Conditions of Approval by the Carmichael Water District shall take precedence over these Construction Improvement Standards. These Construction Improvement Standards shall take precedence over all other documents for materials, installation, testing and approval of facilities to be dedicated to the Carmichael Water District. All other public works shall comply with the standards of the local permitting jurisdiction.

### **1.3 Periodic Updates and Modifications**

The District will periodically review and make amendments and changes to these standards to produce an updated Construction Improvement Standard document superseding the prior document for all work approved by the District subsequent to the date of the updated standards. The District will review the standards for possible updating at least once every five (5) years.

The District may from time to time update or otherwise modify these standards to address specific changes not resulting from the periodic review process and at that time shall make available a supplemental standards sheet describing all such updates and modifications.

It is the user's responsibility to confirm with the District that they are using the current standards subject to all updates and modifications prior to proceeding with a design submittal or application to the District for plan check and review. Failure to obtain and use the current standards may result in the rejection of a submittal and necessitate resubmittal at additional cost to the applicant.

## **1.4 Definitions**

Whenever the following terms or titles are used in these specifications, or in any document or instrument where these specifications govern, the intent and meaning shall be as herein defined:

- A. Acceptance – Formal action through District Policy accepting dedication of completed facilities.
- B. Applicant – Shall mean the same as the Developer or their consulting engineer working on their behalf.
- C. Approved Plans – Shall mean all plans prepared for construction of improvements, reviewed, approved, and signed by the Carmichael Water District.
- D. AWWA – Shall mean the American Water Works Association. All references to the specifications of the AWWA are understood to refer to the current specifications as revised or amended at the date of construction.
- E. Board – The Board of Directors of the Carmichael Water District.
- F. Cal/OSHA – Shall mean the California Occupational Safety and Health Regulations. All references to the regulations of the Cal/OSHA are understood to refer to the current regulations as revised or amended at the date of construction.
- G. Connection Fee – Shall mean the fees as described in the latest adopted District resolution or resolutions establishing, amending, or setting forth the required District construction charges, connection fees, tap fees, facilities fees, and other costs for establishing water service for new development and/or reconnection of existing developed parcels.
- H. Construction Standard Details – Shall mean the standard construction drawings as set forth in these Construction Improvement Standards and included herein, approved by the District Representative and as amended.
- I. Consulting Engineer – Shall mean any person or persons, firm, partnerships or corporation legally authorized to practice civil, mechanical, geotechnical, electrical engineering, or other engineering discipline in the State of California who prepares or submits improvement plans and specifications to the Carmichael Water District for approval.
- J. Contractor – Shall mean any person or persons, firm, partnerships, corporation or combination thereof, licensed to perform the type of work involved, who has entered into a contract with any person, corporation or company, or their or their legal representatives, for the construction of any improvements, or portions of any improvements, within the Carmichael Water District.
- K. County – Shall mean the County of Sacramento, State of California.

- L. Developer – Shall mean any persons, firm, partnership, corporation, or combination thereof, financially responsible for the work involved.
- M. Development – Shall mean the act or process of any construction or improvements to public or private properties.
- N. District – Shall mean the Carmichael Water District, its officers, authorized employees and agents.
- O. District Representative – Shall mean the District's General Manager or authorized representative acting as Carmichael Water District Representative.
- P. Improvement Plans – Shall mean all engineered plans depicting the proposed facilities submitted for Carmichael Water District review.
- Q. Laboratory – Shall mean any testing agency or testing firm, which has been approved by the District.
- R. Notice of Completion – Shall mean the District executed formal acceptance of the constructed improvements by the Carmichael Water District after which time the District assumes the duty of maintenance and operation, except for the Contractor's obligations under the maintenance warranty period.
- S. Potable Water – Shall mean water suitable for human consumption and complying with the requirements of the State of California's State Drinking Water Standards.
- T. Record Drawings – A clean set of project drawings used only to show the final as-built facilities, including all revisions to the original plans, depth of all utilities crossed, all field modifications, and other pertinent information as directed by the District.
- U. Relative Compaction – The in place compacted soil density as measured by accepted field or laboratory practices divided by the theoretical maximum dry density, as determined by accepted laboratory practices, expressed as a percentage.
- V. Soils Report – Shall mean a report as prepared by any person or persons, firm, partnership, or corporation legally licensed to prepare "Soils Reports" in the State of California.
- W. State – As used in State of California Department of Transportation Standard Specifications, shall mean the Carmichael Water District.

## **Section 2: Contractor's and Developer's Responsibilities**

---

### **2.1 General**

All improvements for acceptance by the Carmichael Water District (District) shall be installed in accordance with the approved improvement plans and specifications, the Carmichael Water District Construction Improvement Standards, and the Sacramento County Improvement Standards. The Contractor shall follow all applicable City, County, State and Federal laws and regulations relating to construction of the improvements.

### **2.2 Contractor's Responsibility**

It shall be the Contractor's responsibility for:

- A. Plan Check & Review Schedule and Fee Schedule – Read and conform to the necessary submittal requirements and approval conditions per the District's specification and schedules.
- B. Plans – Perform construction per the signed and approved plans by Carmichael Water District. Any additions, deletions, or changes to the approved plans shall be submitted to the District for review and approval prior to construction. Failure to obtain approval may result in delay or rejection of a District Notice of Completion.
- C. Plan Sheet Scale Requirements – The initial submittal to the District shall be prepared on full-sized sheets (ANSI D - 22" x 34"). Scales permitted are: 1" = 20', 40', or 50', and vertical 1" = 2', 4', or 5'.
- D. Permits – Obtain and comply with all required permits for the conduct of the work. This shall include, but not be limited to, the following
  1. Sacramento County permits and approvals for encroachment, traffic control, and use of County facilities during the conduct of the work.
  2. Cal/OSHA trenching, tunneling, safety and special permits
  3. State of California Agency Permits
    - a) Regional Water Quality Control Board,
    - b) NPDES permits
    - c) Department of Fish and Game
    - d) State Lands
    - e) Department of Water Resources
    - f) Reclamation Board
  4. Sacramento Metropolitan Air Resources Control Board permits
  5. American River Flood Control District
  6. Army Corp of Engineers
- E. Notification – the Contractor shall schedule a preconstruction meeting with the District. The meeting shall take place a minimum of 48 hours prior to the start of construction.

The Contractor shall provide a minimum 2 working day advance notice to the District as the proposed time and date of the preconstruction meeting. Fees and plans must be paid and approved prior to scheduling a preconstruction meeting.

- F. Notification Prior to Digging – Contractor shall call Underground Service Alert (USA) a minimum of 48 hours prior to starting any excavation. Contractor shall identify the proposed work using white paint to indicate areas for utility pre-marking by USA. Any areas not clearly identified for USA pre-marking shall not be excavated until additional pre-marking is completed. The Contractor will be responsible for any damage resulting from excavation in unmarked areas. The Contractor or Applicant who requested the USA markings shall be responsible for the removal of the USA markings upon completion of the work.
- G. Testing – Contractor is responsible for all testing unless specifically identified otherwise in these Construction Improvement Standards or the conditions of approval of the plans. Constructed utilities shall be tested in accordance with these Construction Improvement Standards. Testing shall be witnessed and reviewed by the District. Testing of backflow assembly shall be conducted by Carmichael Water District.
- H. Hazardous Materials – Should construction operations uncover hazardous materials, or materials which the Contractor believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code that is required to be removed to a Class 1, Class II, or Class III disposal site in accordance with provisions of existing law, the Sacramento Metro Fire Department should be contacted immediately, the Owner Notified, and Carmichael Water District provided a description of the materials discovered. No water facilities shall be installed in any location suspected to include a hazardous material or waste.
- I. Working Hours – Working Hours shall be in accordance with applicable County of Sacramento noise ordinances.

Normal working hours for services to be provided by the District are the hours of 8:00 a.m. and 4:00 p.m. on Monday through Friday (Subject to seasonal changes). Inspections or other services made by the District, requested by or made necessary as a result of the actions of the Developer, or his Contractor, outside of these hours, or on Saturdays, Sundays, or holidays must be scheduled and approved by the District, and paid for by the Applicant in advance, at the District Fee Schedule.

There may be additional limitations placed on working hours specified in the project's approved plans, conditions of approval, special provisions, or encroachment permit.

- J. Traffic Control – A traffic control plan shall be submitted whenever required by the County of Sacramento Public Works Agency, Division of Transportation (Department of Transportation). The County of Sacramento has jurisdiction regarding traffic control. Permits and Traffic Control Plans must be approved by the County of Sacramento prior to any work being performed.

- K. Preservation of Existing District Facilities – The Contractor shall take extreme care to protect existing District facilities at the site and adjacent improvements from damage. The Contractor shall be responsible for all damage resulting from the construction and shall repair or make replacement at the Contractor's own expense to the satisfaction of the District.
- L. Personnel – Only personnel competent in the particular trade undertaken shall be employed for the construction work.
- M. Weather – Construction work shall not commence or progress when the weather jeopardizes a safe working environment or the quality of the project in any manner.
- N. Trenching – Contractor shall comply with all Cal/OSHA safety orders. Copies of Cal/OSHA specifications shall be made available at the job-site.
- O. Street Cleaning – Where dirt or mud is tracked onto public street pavement, the Contractor shall clean the streets daily, or as directed by the County Inspector.
- P. Interruption of Parking Areas – Parking interruption within public right-of ways shall be approved by the County of Sacramento.
- Q. Construction Safety – Construction safety within the District shall be governed by the Construction Safety Orders of the Occupational Safety and Health Standards of Title 8 of the California Code of Regulations and any amendments. It is the Contractor's responsibility to enforce and maintain a safe working environment.

## **2.3 Developer's Responsibility**

It shall be the Developer's responsibility for:

- A. Inspection Costs – Developer shall pay the District inspection costs.
- B. Record Drawings – One hard copy set of drawings, and one electronic copy of the design documents are to be submitted to District within two weeks of completion of the improvements and are required prior to scheduling for Notice of Completion proceedings.
- C. Recorded Easement(s) – Provide copies of recorded easements to the District. Receipt of recorded easement documents shall be required prior to signing of plans and shall be a condition of filing a Notice of Completion accepting the work.

## **2.4 Performance of Work and Character of Worker**

If any Contractor or subcontractor, or person employed by Developer fails or refuses to carry out the directions and requirements of the Carmichael Water District standards or appears to the District to be incompetent or to act in a disorderly or improper manner, such person or persons shall be removed from the Project immediately on the request of the District, and such person or

persons shall not again be employed on the work. Such removal shall not be the basis for any claim for compensation or damages against the District

## **2.5      Guarantee and Warranty**

The Developer shall guarantee and warrant all materials supplied as being fit for the purposes intended. The Developer shall guarantee and warrant all work performed as having been accomplished in a proper and workmanlike manner.

Should any failure of work occur within the warranty period, the Contractor shall promptly make the needed repairs at the Contractor's own expense. Should such failure of work result in excessive maintenance by the District, or in the opinion of the District, the failure is best left unrepaired, the Contractor shall incur the additional maintenance cost. The cost shall be equal to the annual maintenance cost divided by the current prime rate.

Should the Contractor not make or undertake the necessary repairs within 30 days of having received written notification from the District Representative, the District may make the repairs and the Contractor shall pay the entire cost thereof. In emergency cases, where in the opinion of the District Representative (provided a reasonable attempt has been made to notify the Contractor) delay would cause serious loss or damages, or a serious hazard to the public, the repairs may be made without prior notice to the Contractor and the Contractor shall pay the entire cost thereof.

The procedures for review, repair and release of guarantee and warranty obligations shall be as follows:

- A. Improvements – The guarantee and warranty shall continue for a period of one year from the date on the signed Letter of Acceptance. The following procedures shall be followed for completion of the guarantee and warranty requirements for Improvements:
  1. The District shall complete a guarantee and warranty inspection approximately 30 days prior to the expiration of the guarantee and warranty period. The District will then prepare and deliver a final punch list to the Contractor.
  2. Within 30 days of receipt of the final punch list (during the eleventh month of the warranty period), the Contractor shall repair or address all deficiencies indicated. The District shall be notified for re-inspection of repairs during this period. Within 30 days of notifying the Contractor (by the end of the eleventh month), the District shall re-inspect the repaired improvements. Upon the District's approval of the repairs, the maintenance bond will be allowed to expire, at the conclusion of one year following the Certificate of Completion. If the Contractor does not complete the required work by the end of the eleventh month, the list of repairs will be referred to the District Attorney's office for further management.

## **2.6      Dedicated Easement**

Developer shall grant to the District a dedicated utility easement not less than 10 feet wide covering the pipeline and water facilities to be maintained by the District. The center of the

easement shall be aligned with the water facility centerline whenever possible unless otherwise shown in the Standard Details. If necessary, relocate the water facility to provide a minimum five (5) foot offset from the property line to align the easement and pipeline centerlines.

All easements granted to the District shall be recorded with the County of Sacramento and a copy of the recorded documents provided to the District as described in these standards.

The District will not issue a Letter of Acceptance for projects that require granting a dedicated utility easement to the District until the dedicated utility easement is filed with the County of Sacramento and approved by the Sacramento County Clerk/Recorder Office.

## **2.7 Surveying Standards and Electronic Document Submittal**

Developer shall submit as a condition of Final Acceptance a complete set of Record Drawings in electronic format. Drawings shall be in AutoCAD .dwg format and shall be geo-referenced based on the North American Datum (NAD) 83 Horizontal Datum and North American Vertical Datum (NAVD) 88 Vertical Datum. The Developer is advised that the NAD 83, and NAVD 88 monumentation is limited in the District and its use may require additional surveying effort to import the control for existing monuments not adjacent to the proposed project site.

Developer shall provide a minimum of two survey control points including, but not limited to, the following:

- A. One (1) at the centerline intersection of existing and newly constructed roads created by the project.
- B. One (1) at end of any cul-de-sac or dead-end road constructed as part of the project.

Survey control shall be clearly labeled on the Record Drawings and shall be permanently installed in the field to allow future control recovery by the District.

All surveying work shall be conducted by a California Licensed Land Surveyor and shall be completed to the minimum standards prescribed by law.

## **2.8 Record Drawings**

Record Drawings shall depict the final improvement conditions, including depth of cover, with regard to all utilities including, but not limited to, the following:

- A. Water Mains, services, hydrants, valves, tees, elbows, and limits of restraint
- B. Electrical transmission, service, transformers, and appurtenances
- C. Natural gas mains, services, meters, regulators, and cathodic testing stations within the right of way.
- D. Sanitary sewer mains, manholes, cleanouts, and service lines including depths services at the property line

- E. Storm drain mains, manholes, drop inlet laterals, and other lines including depths
- F. Communications lines, cable television lines, and any other buried utility or service in the right of way
- G. Survey control using NAD 83 and NAVD 88 reference. Record Drawings shall be prepared using georeferenced coordinate data based on NAD 83, NAVD 88, and the California Coordinate System suitable for insertion into the District Geographic Information System mapping at the true and accurate location.

## **Section 3: Water Supply System Construction**

---

### **3.1 General**

All water pipe, fittings, gate valves, fire hydrants, blow offs, and other appurtenances shall be installed in accordance with the requirements of the American Water Works Association (AWWA), these Construction Improvement Standards and as recommended by the manufacturer. The manufacturer's guidelines shall be present at the construction site at all times. The following are the minimal general specifications. The details are subject to change based on the plan/check and review process as well as the on-site inspection.

### **3.2 Construction Staking**

The water main shall be staked prior to installation. Staking shall provide the station and the offset to the water main, as well as the cut to the nearest tenth of a foot, 0.1 foot. Stakes shall be provided at a minimum of every 50 feet in tangent sections, every 25 feet in curved sections, and every 10 feet in approved vertical curve sections.

### **3.3 Earthwork**

Earthwork required to construct water facilities and appurtenances shall be performed to the lines and grades shown on the approved project plans and as specified below:

- A. Excavations – Pipeline excavations shall be open-cut trenches, unless otherwise specified on the approved improvement plans, with vertical sides to the pipe crown, as specified on Construction Standard Detail W-2a and W-2b. Excavations shall conform to all applicable Federal and State safety requirements.
- B. Trench Width – The trench bottom width to 6 inches above top of pipe shall comply with Construction Standard Detail W-2a and W-2b, or as approved by District.
- C. Compaction – Compaction of the trench shall conform to Construction Standard Detail W-2a and W-2b. Compaction test results shall be supplied to District. **Jetting of trenches is not allowed.**
- D. Weather – During inclement weather, trenches shall be excavated only as far as pipe can be laid and backfilled during the course of the day.
- E. Existing Roadways – Trenching in existing roadways shall be limited to the length of pipe that can be laid that day. No open trenches shall be left overnight. Exposed trenches shall be plated or backfilled as approved by the County of Sacramento Public Works Agency, Department of Transportation.
- F. Excess Material – Excess material and materials determined unsuitable for backfill by the District Inspector shall be removed from the project site.

All earthwork shall be performed in strict accordance with applicable law, including local ordinances, applicable OSHA, Cal/OSHA, California Civil Code, and California Department of Industrial Safety requirements.

### **3.4 Trenches and Backfill**

- A. General – All trench backfill shall be mechanically compacted native soil, mechanically compacted imported fill, mechanically compacted aggregate base, or slurry material, as required by these Construction Improvement Standards, the Construction Standard Details, and by the County of Sacramento Department of Public Works Standard Construction Specifications (County Specifications).
- B. Trench Backfill – Trench backfill within the County street rights-of-way shall conform to Construction Standard Details W-2a and W-2b. Moisture content shall be controlled to obtain the optimum density for the native soil type encountered. All compaction testing and reference shall be based on the maximum dry density as determined using ASTM D1557 (modified proctor test) and measured in place in accordance with ASTM D1556 (sand code method) or ASTM D6938 (nuclear method). Trench backfill compaction shall be tested and certified by the Developer's licensed geotechnical engineer. Certification shall be provided to the District Representative prior to the construction of surface improvements.
- C. Existing and Proposed Streets – Trench backfill in existing and proposed streets shall conform to County Specification SS20-02 for 3/4" AB.
- D. Jetting – Compaction of trench backfill by jetting methods is NOT allowed in Carmichael Water District right-of-way areas or over dedicated reclaimed water, storm, sewer, or water easements and mains.
- E. Pipe Bedding – Pipe bedding shall conform to Detail W-2b and the following:
  1. Imported bedding material shall be clean washed sand free from organic material, suitable for purposes intended, and of such size that 100% passing a No. 4 sieve and not more than 10% passing a No. 200 sieve. **Pea gravel shall not be used.**
  2. Bedding shall provide uniform and continuous support along the barrel of the pipe. The minimum depth of bedding material shall be provided under the bell. Blocking of the pipe is not permitted.
  3. Loose material shall be removed from the trench bottom and replaced with imported material.
  4. Where rocky, unyielding, or unsuitable foundation material is encountered, the subgrade shall be excavated a minimum of 12 inches below the pipe, and the trench width shall be increased a minimum of 12 inches. The over-excavation shall be replaced with imported material.

5. Where the trench bottom is soft, yielding, or unstable the trench bottom shall be over-excavated. Three-quarter inch crushed rock shall be placed in the trench to provide a stable foundation. The rock is in addition to the required pipe bedding used in the pipe zone.
6. Bell holes shall be excavated per manufacturer's recommendations. The minimum depth of bedding material shall be provided under the bell. Care shall be taken to ensure that the bell hole is no larger than necessary to accomplish proper joint assembly.

F. Native Material – Material for backfilled trenches shall contain no rocks, organic material, or soil lumps exceeding 4 inches in diameter. Controlled Density Fill (CDF) may be used on a case-by-case basis. The Contractor shall submit proposed CDF specifications to the District for review and approval prior to placement.

G. Placement of Material – Equipment shall be of a size and type satisfactory to the onsite District Inspector. Impact-type pavement breakers or compactors (hydrohammers) shall not be used within 5 feet from the top of any type pipe. Material for mechanically compacted backfill shall be placed in horizontal lifts which, prior to compaction, shall not exceed the depths specified below for the type of equipment employed. Actual maximum lift depth will vary with soil conditions and compaction equipment. The Contractor shall consult with a geotechnical engineer to determine the appropriate maximum depths. The Contractor shall be responsible for verifying compaction requirements in each lift.

H. Type of Compaction Equipment and Maximum Lift Depths

1. Maximum lift depth of four (4) inches, equipment type:
  - a) Portable, engine driven-type Jumping Jack Rammer
  - b) Portable vibratory plate
2. Maximum lift depth of twelve (12) inches, equipment type:
  - a) Backhoe mounted sheepsfoot
  - b) Vibratory smooth wheeled roller
  - c) Vibratory smooth wheel roller with pneumatic tires
3. Maximum lift depth of eighteen (18) inches, equipment type:
  - a) Excavator boom-mounted sheepsfoot
  - b) Walk behind, vibratory roller, "Rammax" or "Bomag" Backhoe/excavator boom-mounted vibratory plate "hoe-pack"

### **3.5 Dewatering**

Dewatering for structures and pipelines shall commence when groundwater is first encountered and shall be continuous until the excavation is backfilled. All dewatering activities shall be in accordance with the NPDES General Permit, any specific Storm Water Pollution Prevention

Plan, and the Regional Water Quality Control Board, Central Valley – Region 5 requirements in effect. All water discharged shall be free of chlorine.

### **3.6 Concrete Cradles, Arches & Encasements**

Concrete cradles, arches, and encasements shall conform to Construction Standard Detail W-3 and the following:

- A. The pipe shall be placed in proper position on temporary supports consisting of concrete block or bricks. When necessary, the pipe shall be rigidly anchored or weighted to prevent flotation when the concrete is placed.
- B. Concrete for cradles, arches, or encasements shall be placed uniformly along the pipe. Concrete placed beneath the pipe shall be sufficiently workable to fill the voids without excessive vibration. The concrete shall be allowed to cure and remain undisturbed for a minimum of 24 hours prior to backfill and compaction of the trench.
- C. Water shall not be permitted to enter, seep, or run onto the concrete while curing.

### **3.7 Water Main Installation**

- A. All installations shall follow AWWA requirements unless otherwise noted on the approved plans. The manufacturer's installation guide shall be on the job site at all times.
- B. Wherever possible, new water main(s) shall be installed to loop the existing system and to avoid dead-end water main(s). The size(s) of the new water main(s) shall be determined during the plan check and review process, and assisted by the fire flow analysis and any new service line requirements of the project.
- C. All work performed during the water main installation shall be subject to inspection by the District. The Contractor shall provide the District at least 72 hours notice prior to beginning any portion of work requiring inspection, and work will be scheduled at the District's convenience. The Contractor shall provide, at no cost to the District, access to the work for inspection, including but not limited to removal of temporary plating or backfill, and re-excavation. The Contractor shall not proceed with any subsequent phase of work until the previous phase has been inspected and approved by the District. Inspection and approval by the District shall be obtained during and/or at the completion of the following portions of work, as determined by the District:
  1. Trench excavation and pipe bedding installation.
  2. Placing pipe, fittings, and structures, including identification tape, on all water main and service lines.
  3. Placing of all restraints.
  4. Placing and compacting the pipe zone backfill.

5. Backfilling balance of trench to grade. Copies of compaction test results shall be given to the District by the Applicant before final acceptance of the work.
6. Pressure testing of all mains and services.
7. Disinfecting and flushing of pipelines.

D. Improvements installed without proper inspection shall be exposed and inspected as required by the District Inspector. Cost associated with such inspections will be the responsibility of the Contractor.

E. Trenches shall be in a reasonably dry condition when pipe is laid.

F. Water Main - Unless noted on the approved plans, all water mains shall be Ductile Iron Pipe (DIP).

G. Ductile Iron Pipe (DIP) - DIP shall be installed in accordance with the standard for "Installation of Ductile Iron Water Mains and Their Appurtenances" (ANSI/AWWA C-600) and the manufacturer's recommendations, and as provided herein:

1. DIP shall be of Pressure Class 350 meeting AWWA C150 and C151 standards and specifications.
2. DIP shall be polyethylene encased in accordance with these Construction Improvement Standards and the standard for "Polyethylene Encasement for Ductile-Iron Piping for Water and Other Liquids" (ANSI/AWWA C-105/A21.5). Polyethylene encased pipe shall be bedded and backfilled with sand 6" in all directions above the crown of pipe.
3. At the direction of the Carmichael Water District, the Contractor shall repair damages to the polyethylene encasement as described within ANSI/AWWA C-105/A21.5, or shall replace all damaged polyethylene film sections.

H. DIP cuts shall be ground smooth and beveled to prevent damage to the gasket upon insertion into the bell.

I. Pipes shall be mechanically restrained to the length specified in the approved plans, using materials specified herein. Thrust blocks shall only be used where specifically shown on the plan/profile sheets and/or standard detail sheets. All fittings and appurtenances shall maintain the minimum length of restrained pipe in accordance to Specification 4.17 of these Construction Improvement Standards.

J. Care shall be taken when lowering pipe into the trench to protect the pipe from damage. Chains are not permitted. The pipe shall be laid carefully to the lines and grades shown without grade breaks, unless designed with such, or to minimum depths shown on the approved plans. If field conditions exist such that the pipe may not be laid to the specified grade, the approved plans will require revisions prior to proceeding with construction.

- K. Pipe sections shall be closely jointed to form a smooth flowline. Care shall be taken in placing the pipe and making field joints.
- L. All underground metal (ductile iron, valves, fittings, copper, brass, etc.) shall be wrapped in 10 mils minimum thickness polyethylene encasement.
- M. Extreme care shall be taken when consolidating the backfill around the pipe zone. For pipe 12 inches in diameter and smaller, no more than one-half of the pipe shall be covered prior to shovel slicing the haunches of the pipe. For pipe greater than 12 inches in diameter, no more than the lesser of 6 inches or one-third of the pipe shall be covered prior to shovel slicing. Sufficient care shall be taken to prevent movement of the pipe during shovel slicing. Shovel slicing shall be witnessed by the District inspector prior to shading the pipe. Sufficient care not to damage poly wrap.
- N. A continuous number 10 gauge insulated location wire shall be attached to mains and appurtenances per the Construction Standard Details W-7 and W-8 and the following:
  - 1. Location wire shall be continuous between main line valve boxes and fire hydrants.
  - 2. Location wires through valve boxes shall be placed outside of riser, but inside the box.
  - 3. Location wire in manholes and vaults shall be attached inside the facility within one foot of the rim.
  - 4. Splices in location wire shall be made as shown on Construction Standard Detail W-8 and as follows:
    - a) Twist the wire together with a minimum of five twists.
    - b) Install a copper split bolt connector on the splice.
    - c) Cover the splice with mastic tape and wrap with vinyl tape.
- O. A 12-inch wide, blue plastic non-detectable water pipe marking tape, marked "Buried Water Main Below", shall be placed in all mainline trenches, on top of the trench "bedding zone" as shown on Construction Standard Detail W-2b.

### **3.8 Borings for Installation of Water Lines**

- A. Borings for installation of water lines shall be made as follows:
  - 1. The equipment, method and sequence of operation and conductor pipe grades shall be approved by the District. A minimum of 72 hours notice shall be given prior to the start of work. The work will be scheduled at the District's convenience.
  - 2. Contractor shall maintain a minimum cover of 42 inches and will be recorded on a boring log. The boring log is required to be submitted within 72 hours following the boring operations to County.

3. Excavation for the boring operation shall be the minimum necessary to satisfactorily complete the work. Bracing and shoring shall be adequate to protect workers and any adjacent structure or roadbed.
4. The conductor shall closely follow the boring operation. The bored hole shall not be more than 0.10 foot larger in diameter than the outside diameter of the conductor. Guide rails shall be accurately set to line and grade to insure installation of the conductor within allowable limits. The conductor diameter shall be sufficient to allow adjustment of line and grade of the conducted pipe to meet allowable tolerances and to allow sand to be placed between the conductor and the conducted pipe.
5. The inside diameter of the conductor shall be a minimum of 10 inches larger than the outside diameter of the conducted bell pipe or joint, as approved by the District. A minimum of 4 inches of clearance shall be required between the conducted pipe and the casing, taking the skids into consideration.
6. Conducted pipe shall be supported by a minimum of three sets of synthetic skids per stick of pipe, or as required by the District. Pipe sections shall be joined outside of the conductor. The skids and casing entrance shall be lubricated prior to sliding the conducted pipe into place. The height of the skids may be adjusted to meet specified grades.
7. The space between the conducted pipe and conductor shall be completely filled with clean, dry silica sand, blown into place. The method of placing sand in the void shall be approved by the District. Both ends of the casing shall be plugged with non-shrink grout a minimum of 12 inches into the casing.
8. Whenever, in the opinion of the Developer's design or District Representative, the nature of the soil indicates the likelihood of ground loss which would result in a greater space between the outer surface of the conductor than allowed, the Contractor shall take immediate steps to prevent such occurrences by installing a jacking head extending at least 18 inches from the leading edge of the conductor.
9. The jacking head shall cover the upper two-thirds of the conductor and project not more than 1/2 inch beyond the conductor outer surface. Excavation shall not be made in advance of the jacking head. Voids greater than allowable shall be filled with sand, soil cement, grout, or as approved by the District. Where voids are suspected, the design or District Representative may direct the Contractor to drill the conductor, to pressure inject grout to refusal and repair the drilled hole. Grouting pressure shall not exceed 50 pounds per square inch at the nozzle.

### **3.9 Connection to Existing Facilities**

Connection to existing District water facilities may be made upon approval of The District Inspector.

- A. The District has the option of making a system tap as required on the plans. Should the District elect to perform the tap, the Contractor shall pay for such work on a time and

materials reimbursement basis. If the District performs work, payment must be made prior to final acceptance of the facilities. The Contractor shall be responsible for the following tasks associated with the tap as determined by the District:

1. Coordinating the work requested with the District and the District Inspector. This shall include discussions on provisions for materials and equipment required to complete the work.
2. Providing traffic control per County of Sacramento Public Works Agency, Department of Transportation requirements.
3. Excavating the work area, as agreed upon by the District Inspector.
4. Providing sheeting/shoring as required.
5. Backfilling and compacting the excavation(s) upon tap completion.

B. Connection to existing District water facilities will be detailed during the plan review stage. If it is discovered in the field that connection details or existing facilities differ from the original designed plans, the District will revise the connection details, and the Owner/Developer is responsible for acquiring, constructing, and installing the revised connection.

C. The Contractor shall tie-in the new system to an existing stub under the following conditions:

1. Care shall be taken to provide a clean, sanitary tie-in site.
2. Dewatering of both the new and existing water mains shall take place in a way that will prevent contamination by trench water. Contractor shall obtain any required permit for discharge of water to the sewer or storm drain as required by the County of Sacramento, the Regional Water Quality Control Board, and other entities having jurisdiction. All water taken from the system shall be de-chlorinated and tested prior to discharge to the storm drain system.
3. All material used in the tie-in shall be clean and swabbed with chlorine.
4. All tie-ins shall take place in the presence of the District Inspector.
5. Tie-ins may take place only after the newly constructed water system has successfully passed pressure testing and bacteriological testing and has been approved for service by the District.
6. Under no circumstances shall anyone other than a representative of the District open or close valves in a District operated system.

D. Transitions between DIP and PVC shall be made as follows:

1. A PVC pipe spigot may be inserted into a DIP bell by cutting off the PVC bevel on the spigot, and leaving no more than a 1/2-inch taper.
2. Transitions may be made by the use of a DIP repair sleeve with mega lug type restraint.
3. AC pipeline shall only be cut using snap cutters. Hand or power tools that have the possibility of producing dust shall not be used. Only approved OSHA methods shall be used.
4. Certified contractor is responsible for the removal and disposal of AC pipe.

### **3.10 Service and Meter Installation**

All new and replacement water services shall include a water meter and be installed in accordance with manufacturer's recommendations, Construction Standard Details W-21 through W-24, and with the following provisions:

- A. Water Meters – Water meters approved by the District are listed below and are equipped with factory potted Star Hexagram MTUs. Approved meters are as follows:
  1.  $\frac{3}{4}$ " to 1" Meters – Neptune T-10 meter CF R900i E-Coder register
  2. 1.5" to 2" Meters – Neptune T-10 meter CF R900i E-Coder register
  3. 3" and larger Meters – Neptune Tru-Flo meter CF R900i E-Coder register
  4. Irrigation only Services – 1  $\frac{1}{2}$ " and Larger (only with District approval) Neptune High Performance Turbine CF R900i E-Coder register
  5. Fire Service Rated Meters – Neptune Protectus III Fire Service meter CF R900i E-Coder register
- B. Water services, service lines and appurtenant piping are to be installed by the Developer and Contractor, and shall be continuous from the main line to the meter box. Installation shall include a jumper in the place typically occupied by the meter, with care taken to ensure the length of the jumper is exactly equal to the lay length of the meter. All bends in copper tubing shall be made in a manner that does not crimp or flatten the tubing.
- C. Water Meter Boxes
  1. Meter boxes shall be as described below and shall be equipped with a non-skid steel lid. .

Meter Size	Area Type or Location	Box Type	Lid Type	Size	MFG or Equal
$\frac{3}{4}$ " to 1"	Landscape	Concrete	Steel w/ 2" Touch Read Hole	1324	Old Castle
$\frac{3}{4}$ " to 1"	Residential: Concrete or Paved Driveway/Sidewalk	Concrete	Steel w/ 2" Touch Read Hole	B30	Old Castle
$\frac{3}{4}$ " to 1"	Commercial: Concrete/ Paved Driveway or Roadway	H/20 Loading Reinforced Concrete	Steel: H/20 Loading w/ 2" Touch Read Hole	B1324	Old Castle

Meter Size	Area Type or Location	Box Type	Lid Type	Size	MFG or Equal
1 1/2" to 2"	Landscape	Concrete	Steel w/2" Touch Read Hole	1730	Old Castle
1 1/2" to 2"	Residential: Concrete or Paved Driveway/Sidewalk	Concrete	Steel w/2" Touch Read Hole	B36	Old Castle
1 1/2" to 2"	Commercial: Concrete/ Paved Driveway or Roadway	H/20 Loading Reinforced Concrete	Steel: H/20 Loading w/2" Touch Read Hole	B1730	Old Castle

Consult with the District for water meter vaults 3" and larger meters.

2. Water meters boxes shall be cleaned out, centered, set true, plumb, and to grade and comply with the District standards prior to requesting District to provide a water meter.
- D. The District will provide and install water meters less than 3" in diameter. Installation shall require a written request from the Developer or property owner and payment of all costs and fees. Meters 3" and larger will be provided by the District and installed by the qualified contractor for the Developer or property owner.
- E. Taps, service saddles, and fittings attached to mains shall be separated by a minimum of 24 inches.

F. Water service line installation standard elements

1. Water Service Line Standard for a single 1" water service on a one-inch service line

Water service line installation for a typical 1" water meter shall consist of: a water service saddle, a 1" corporation stop "MIP x FIP", sufficient 1" blue coated type K soft copper tubing from the water main to the meter box, a ball curb valve, brass 90 and brass pipe extending up into 1" angle meter valve, an idler for where the meter will be installed, another 1" angle meter valve on the customer side of the meter, and continuous brass or copper pipe extending out the back side of the meter box to facilitate connection by the plumber.

2. Water Service Line Standard for a 1.5" – 2" water service from a two-inch service line

Water service line installation for atypical 1 1/2" and 2" water meter shall consist of: a service saddle with a 1.5" – 2" tap, a 1.5" – 2" corporation stop "MIP x FIP", sufficient 1.5" – 2" type K hard copper service line extending from the mainline to the water meter box. Service line shall be wrapped with 10 mils minimum thickness polyethylene. At the meter box a ball curb valve shall be installed, a brass 90 and brass or copper pipe extending up into 1.5" – 2" angle meter valve, an idler for where the meter will be installed, another 1.5" – 2" angle meter valve on the customer side of the meter, and continuous brass or copper pipe extending out the back side of the meter box to facilitate connection by the plumber

3. Water Service Line Standard for services 3" and larger

Installation requirements and configuration for meters 3" and larger vary widely. Contact the District to determine installation requirements. Lead time of six (6) weeks is required for ordering meters. To avoid construction delays Contractor/Developer must contact the District in advance to order meters 3" and larger.

- G. Service saddles shall be wrapped in 10 mils minimum thickness polyethylene, taped securely to the pipe, sealed and secured with 10-mil tape, and backfilled with sand.
- H. Service lines shall be encased in 10 mils minimum thickness poly tubing, sealed and secured with 10-mil tape, and backfilled with sand.
- I. Service manifolds shall be constructed per the following criteria:
  - 1. Where a service line is extended a distance greater than 40 feet, a construction jumper shall be installed. The new service line and manifold shall be pressure and bacteriologically tested in accordance with these Construction Improvement Standards.
  - 2. Where a service line is extended a distance less than 40 feet, the extension shall be cleaned, swabbed with chlorine, and flushed in the presence of the District Inspector. The new service line and manifold shall be pressure tested in accordance with these Construction Improvement Standards. In both cases, the installation shall be fully restrained by an approved restraint system, starting at the main, and as required by the approved Improvement plans.
  - 3. Services 3-inches and larger shall be ductile iron.
  - 4. No water shall be drawn through a service prior to installation of the water meter. In addition, no water shall be drawn through a service and meter installation where a backflow device is installed, until the backflow device has been successfully tested by the District.
- J. A reduced pressure principle type backflow assembly shall be required for all non-residential service connections and/or a private well.
- K. All residential service connections equipped with a fire sprinkler system that is not a continuous loop system shall have a reduced pressure principle type backflow assembly upon District approval.
- L. Reduced pressure backflow assemblies shall be covered with a freeze protection insulated bag per these Construction Improvement Standards.
- M. The curb in front of residential water services shall be stamped with a "W" at the location of the water source line crossing the curb.

### **3.11 Services Abandonment**

All water services requiring abandonment shall be disconnected from the main line and the pipe repaired with a full circle repair band. If the project requires new service lines, as noted on the plans, it is the Developer/Contractor's responsibility to abandon all of the old, existing service lines to the property, as part of the project. It is up to the District's discretion that in lieu of abandonment, it may be acceptable to upgrade existing saddles/service lines/etc., as noted on the plans.

### **3.12 Appurtenances Installation**

All appurtenances, including fire protection, blow-offs, sample stations, air release valves, and fire hydrants shall be installed in accordance with manufacturer's recommendations, these Construction Improvement Standards and the following provisions:

- A. All valves, fittings, DIP, copper, and underground brass shall be installed with a 10 mils minimum thickness polyethylene encasement. Damaged or scratched surfaces on epoxy coated valves and appurtenances shall be repaired with an epoxy kit per manufacturer recommendations and to the satisfaction of the District inspector prior to wrapping. Service lines are to be blue coated type K soft or hard copper with 10 mils minimum thickness polyethylene encasement.
- B. Gate valves shall be centered in a one-piece riser stock. An operator nut extension adaptor (American Flow Control Trench Adaptor or equal) shall be installed on valves where the operating nut exceeds 48 inches in depth from final grade, as shown in Construction Standard Detail W-11.
- C. Fire hydrants shall be marked with a blue reflector placed 1 foot off street centerline on the fire hydrant side of the street. Fire hydrants located at intersections shall be marked on both streets.
- D. Fire hydrants shall be painted with two coats safety yellow. When used as blow-offs, the tops shall be painted white and marked with an "X" with black enamel paint. Private hydrants shall be painted yellow.
- E. Dead-end lines, permanent and temporary, shall have a blow off constructed per Construction Standard Detail W-16.
- F. Insulating kits shall be installed at transitions between dissimilar metal pipe per the Construction Standard Details and as required by the District.

### **3.13 Testing Procedures**

Testing of the water system may proceed only after all utility crossings have been completed, sewer mains and services have been pressure tested, and subgrade elevations have been reached. Testing prior to subgrade placement may be subject to additional pressure tests at the discretion of the District Inspector.

A. Pressure Test:

1. Contractor shall verify with the District Inspector that all system valves are open prior to testing.
2. The District Inspector will be present during the duration of the test.
3. Pressure testing shall be conducted for two hours at 150 pounds per square inch, or at one- and one-half times the operating pressure, whichever is higher, as measured from the system high point. The test gauge shall be liquid filled and capable of testing up to 300 psi.
4. No detectable leakage is allowed.

B. Chlorine Disinfection – Chlorine disinfection shall comply with the American Water Works Association Standard for Disinfecting Water Mains (C651) and as specified below:

1. Disinfection inspections shall begin only after passing the pressure test.
2. Prior to chlorination, pre-flush water mains and services. Pre-flushing is not permitted if using the Tablet Method for chlorination.
3. Chlorine shall be drawn through all mains, hydrant runs, and services. The District Inspector shall verify that a minimum chlorine residual of 50 parts per million (ppm) has been achieved.
4. After a 24-hour holding period, the District Inspector will verify that a minimum chlorine content of 25 ppm remains in the system.
5. Upon approval by the District Inspector, the water system shall be flushed to remove concentrated chlorine. Flushing shall be continued until the remaining water has a chlorine residual below 1 ppm and a turbidity equal to or less than one NTU. Chlorinated water shall be neutralized to 1 ppm chlorine residual or less prior to discharge. Discharge location and neutralization methods shall be coordinated with and approved by the District Inspector.
6. Chlorinated water resulting from flushing newly installed water lines may not be discharged into the sewer system. Permission to discharge chlorinated water into the sewer system may be granted by permit from the County of Sacramento Department of Public Works, Water Quality Division on a case-by-case basis. Contractor/Developer is responsible for obtaining any approvals or permits for discharge of spent water.
7. Prior to discharging into the sewer system, the Contractor shall sign a form authorizing the District to bill for the amount of water discharged into the system. At the end of each flushing exercise, and prior to tying into the District water system, the District Inspector(s) shall prepare a bill for water usage based on the meter reading

or estimate of water used. This bill must be paid before the written letter of acceptance will be issued by the District. All volumes of water used for construction shall be metered.

8. Chlorinated water shall not be discharged under any conditions. Disposal of spent water shall not be into environmentally sensitive areas (i.e., under oak trees, vernal pools, manmade or natural streams, drainage systems, etc.). No water may be disposed of under oak trees during any time of the year.
- C. Water Quality Testing – Prior to collecting water quality samples, the water system shall be held at District line pressure for a minimum of 24 hours. Water may not be drawn during this time period. After the 24-hour holding period has elapsed, water quality samples shall be collected by the District Inspector for testing. The District will require 48 hours to complete total coliform and total plate count tests. If the initial samples fail, the waterline will be retested until an acceptable water quality is achieved, at the expense of the Contractor. Bacteriological samples will be taken following chlorination and flushing activities. Additional bacteriological samples will be taken after tie-in activities if the pipe has been cut and the inner barrel has been exposed.
- D. Tying into the District System – The water system may be tied into the District System upon completing and passing all the testing procedures. Tie-ins shall be conducted as shown in the Standard Details W-9 and W-10 of these Construction Improvement Standards, or as shown on District approved plans for specific case by case connections. After the tie-in has been made, the Contractor shall flush the segment tied-in, to the approval of the District Inspector.
- E. Continuity Testing – The District will test continuity of the location wire with District standard locating equipment upon request for testing by the Contractor. Discontinuity in the location wire shall be repaired. It is recommended that the Contractor request continuity testing after subgrade is made, but before asphalt is placed. Final continuity testing will take place after asphalt is placed and all valve boxes are raised. Costs for said inspection shall be borne by the Contractor/Developer. Preliminary inspections may be performed by outside Contractors, but shall not be accepted by District as an official record.

### **3.14 Repairing Installed Improvements**

All DIP water mains shall be repaired by the following procedures:

- A. Damaged or failed pipe sections shall be removed and replaced with new pipe in the presence of the District Inspector. All repaired joints shall be restrained with mega lug type restraint and shall be polyethylene wrapped and taped.
- B. After the repair has been completed, the excavation shall be backfilled and compacted to grade as specified. The repairs shall then be re-tested per these Construction Improvement Standards.

- C. At the direction of the District, the Contractor shall repair damage to the polyethylene encasement as described within ANSI/AWWA C- 105/A21.5, or shall replace all damaged polyethylene film sections.

### **3.15 Punchlist Process**

When the Contractor feels all improvements are substantially complete, a punchlist of final outstanding items may be requested. The punchlist shall be generated by the District and will require a final inspection of all work, including but not necessarily limited to the following:

- A. Installation of service lines, meter boxes, and water meter (or idler) shall be complete and in accordance with these Construction Improvement Standards.
- B. That all valve boxes are raised to finish grade, centered, and cleaned out.
- C. That the District has been given and has approved all valve reference measurements.
- D. That all meter setters and meters are properly positioned, and that all meter boxes are positioned and raised to proper grade.
- E. That fire hydrants are raised to proper grade, in a vertical position, painted yellow, and that the concrete pad and bollards are placed properly.
- F. That backfill has passed all compaction requirements and the District has written records.
- G. That all system valves are open (except those specifically required to be normally closed), and that the turns required for complete open/close cycle are recorded on the record drawings.
- H. That all waterlines have been chlorinated, disinfected, and tested for bacteriological contamination.
- I. That all line pressure testing and flushing has been completed.
- J. That the jobsite is clean and that all of the Contractor's equipment and materials are removed.
- K. That all service lateral locations have been marked on curb.
- L. That all paving, seal coating, striping, and surface restoration are completed.

Any deficiencies found during the punchlist process shall be corrected to District satisfaction prior to final acceptance.

When all items have been completed and corrected to the full satisfaction of the District, the District shall issue to the Contractor a written letter of acceptance. After the written letter of acceptance is issued the completed water system and main extensions with all appurtenances,

apparatuses, fittings, and equipment shall become and forever remain the property of the District. The Contractor shall maintain all new water pipeline systems for a period of one year after the date of the letter of acceptance as outlined in Section 2.4.

## **Section 4: Materials**

---

### **4.1 Equal**

The words "or equal" shall mean any material deemed by the District to be acceptable for use within the District's water system, as compared to products of specified manufacturers. Contractors proposing to use materials, which are not specifically named, shall submit all necessary documentation to allow review of said material for use as an equal. The submittal shall include a letter with:

- A. Product – A description of the product and the appropriate materials specification section number.
- B. Contact – The name and telephone number of the contact person for the proposed product.
- C. References – A list of other agencies who are using the proposed product (include names and telephone numbers).

Address the letter to Carmichael Water District at 7837 Fair Oaks Blvd., Carmichael CA 95608, ATTN: General Manager. District staff may request a sample of the product for review.

The Contractor shall submit all material for review 35 days prior to contract award. All submittals shall include documentation verifying contract award date. Contractors shall allow 2 to 4 weeks review time by the District.

### **4.2 Unapproved Materials**

Materials not approved for use on the project shall be removed from the site within 24 hours if requested by the District Inspector.

### **4.3 Appurtenances**

- A. Air Release Valves – Air release valves shall be epoxy coated vacuum break type. A listing of approved manufacturers includes: Crispin, Valmatic, or equal.
- B. Backflow Assembly – Shall be from the latest University of Southern California List of Approved Backflow Assemblies.
- C. Blow Off – Manufacturers and products include: Kupferle, Eclipse # 78 (2-inch) or equal.
- D. Cadweld – A listing of materials includes:  
  
#4 jumper cable, CP cable, 18" long with 1" bare end #4 Cadweld copper sleeve #4 Cadweld shot with thermite mastic weld cap-t-cap.

#### **4.4 Ductile Iron Pipe**

DIP shall be Pressure Class 350 manufactured in accordance with AWWA standard "Ductile-Iron Pipe, Centrifugally Cast, for Water or Other Liquids" (ANSI/AWWA C151/A21.51) and shall include the following:

- A. All DIP shall be cement mortar lined in accordance with the standard for "Cement-Mortar Lining for Ductile-Iron Pipe and Fittings for Water" (ANSI/AWWA C104/A21.4). The cement mortar lining shall be as specified in C104/A21.4 Section 4.7.2 and shall not be less than 1/8 (one eighth) inch for 4 through 12-inch diameter pipe; and 3/16 (three-sixteenth) inch for 16 through 24-inch diameter pipe.
- B. Mortar lining shall be provided with an asphaltic seal coat meeting the requirements of AWWA C104.
- C. DIP manufacturers include: Pacific States, Tyler, US Pipe, or equal.

#### **4.5 Fittings**

- A. All fittings for buried water mains shall be ductile iron. Cast iron and steel fittings will not be accepted as equal and will be rejected if installed, with removal and replacement at the Developer's expense.
- B. Unless otherwise specified or shown on the approved plans, all fittings to be used with DIP shall employ either mechanical joints or restrained joints conforming to the standard for "Ductile-Iron Compact Fittings for Water and Other Liquids" (ANSI/AWWA C153/A21.53). Fitting manufacturers include Tyler, US Pipe, or equal.
- C. All ductile iron fittings shall be mortar lined in accordance with the standard for "Cement Mortar Lining for Ductile Iron Pipe and Fittings for Water" (ANSI/AWWA C104/A21.4).
- D. All fittings shall be wrapped in polyethylene encasement in accordance with these Construction Improvement Standards.

#### **4.6 Freeze Protection for Backflow Assemblies**

- A. The backflow assembly freeze protection shall be a fabricated insulating bag designed specifically to protect above ground water facilities to a 12-hour minimum temperature of 20°F. The materials of construction shall be as follows:

Laminated fabric conforming to Herculite #10 by Herculite Products (fabric shall be a minimum of 10.6 oz/sq. yd.), or equal. Brass Rolled Rim Grommet and spur washer by Astrup, or equal. Polyester thread with a minimum strength of 14.2 pounds, Coats American's Star Ultra product line, or equal. Fiberglass insulation R-19 rated 6-inch minimum thickness. Two-inch minimum width Velcro, or equal.

## **4.7 Gaskets – Insulating Type**

- A. Insulating Flange Gaskets – Insulating flange gaskets shall be USSO Standard B.16.21 insulation flange kits, Type E Full Face Gasket with two-side insulation as manufactured by Calpico, US Pipe Gaskets, or equal.

## **4.8 Hydrants**

Hydrants shall be wet barrel type Clow 960 or equal. Exterior shall be painted with one coat of primer and two coats "safety yellow" paint.

## **4.9 Hydrant Bury**

Hydrant buries shall be ductile iron mechanical jointed cross flange, cement-mortar lined per AWWA C 104.

## **4.10 Hydrant Bury Extensions**

Hydrant bury extensions shall be cement-mortar lined per AWWA C 104, and placed below the break off check valve.

## **4.11 Nuts and Bolts**

- A. Flange Bolts and Nuts – Flange bolts and nuts to be minimum Grade 4, conforming to ASTM #A307 Grade Bd.
- B. Hydrant Bolts – Hydrant bolts are to be Solid, 5/8" x 3.5", conforming to ASTMA307 Grade A & B Low Carbon Steel.
- C. Tee Bolts – Steel bolts are to be 3/4" high strength, low alloy steel with a heavy nut, conforming to AWWA Standard C-1 11-90.

## **4.12 Nylon Bushings**

Nylon bushings shall be 76-76R, 2 1/2" NST x 2" Pipe.

## **4.13 Patching Material**

A listing of manufacturers and part reference numbers for patching of DIP include: Cop-Coat CarboLine Company (Bitumastic No. 50, Coal Tar), or equal.

## **4.14 Polyethylene Encasement**

Polyethylene film for encasement shall have a minimum thickness of ten (10) mils. The minus tolerance on thickness shall not exceed ten percent of the nominal thickness. The encasement of pipe in polyethylene shall be in either tape or sheet form. Polyethylene film shall be

manufactured from a Type 1, Class C raw polyethylene material conforming to "Polyethylene Encasement for Ductile-Iron Piping for Water and Other Liquids" (ANSI/AWWA C-105/A21.5). Manufacturers include: Fee Spec's-LP378D Northtown, Fulton Enterprise Inc., Global Polymer Tech, Unisource, or equal.

#### **4.15 Polyvinyl Chloride (PVC) Pressure Pipe**

Polyvinyl Chloride Pressure Pipe for water system mains 3 inches and larger is not allowed. All water mains shall be ductile iron pipe.

Polyvinyl Chloride (PVC) Pressure Pipe Installation – PVC shall be installed in accordance with the AWWA Manual M23 and the manufacturer's recommendations, except as otherwise provided herein:

- A. PVC shall only be permitted after service meters two inches in diameter or smaller, when approved by the District Inspector.
- B. All PVC Pipe and fittings shall have been manufactured within the 18-month period prior to installation.
- C. Pipe and gaskets shall be kept clean and protected against sunlight and heat damage.
- D. Pipe showing signs of physical damage or excessive ultraviolet exposure will be rejected and shall be immediately removed from the job site.

#### **4.16 Pressure Regulators**

Not Used

#### **4.17 Restraints**

Restraint systems for DIP shall include: Field Lock Gaskets (3-inches through 24-inches diameter only), Mega Lug, TR Flex, or equal. Restraint systems shall be installed at all pipe joints within a minimum of three (3) pipe lengths prior to a Tee, 90° elbow, or 45° elbow fitting. Thrust blocks shall be installed at all Tees, 90° elbows, and Dead-ends.

#### **4.18 Riser Aligners**

Riser aligners shall be installed for all valves where the valve nut is at a depth exceeding the depths shown in the Standard Details. Riser aligner shall be as shown in the Standard Details.

#### **4.19 Riser Stock**

Riser stock shall be 8-inch diameter PVC SDR35 for all main line valves.

## **4.20 Sampling Stations**

Sampling stations shall be purchased through the District and shall be installed by the Contractor.

## **4.21 Services**

Water services shall be constructed of brass or copper piping as shown in the Standard Details. Water services shall not be constructed of lead bearing materials and shall be compliant with AB 1953 as lead free.

- A. Brass Material (shall be constructed lead free)
  - 1. Brass pipe – Brass pipe shall conform to ASTM B-43 standards. A listing of pipes includes: Hallstead Y4" through 2" Red Brass, Cambridge-Lee, Federal WW-3 5 1, or equal.
  - 2. Brass fittings – Brass fittings shall conform to ANSI Standard B 16.15, B 16.24, B2. 1, T-94-1, and be a minimum of Class 125. A listing of manufacturers includes: Lee Brass, Merritt Brass, or equal.
  - 3. Brass fittings for Copper Tubing – A listing for brass fittings for copper tube includes: Jones, Mueller Streamline, or equal.
  - 4. All nuts and bolts for service sizes 1.5" and greater shall be brass.
- B. Blue Poly Coated Copper Tubing – Copper tubing shall be seamless, annealed copper tube, shall conform to ASTM B88 "Standard Specification for Seamless Copper Water Tube", and shall be Type K. Copper shall be grade UNS-C 122200. For diameters ranging from 3/4" to 1", use Type K Roll Soft Copper. Tubing manufacturers includes: Cambridge-Lee, Mueller Streamline, or equal.
- C. Corporation Stops
  - 1. Corporation stops shall be male iron pipe thread by female iron pipe thread (MIP x FIP) and full throat ball valve design. A Corporation stop shall be installed at the water main for all service laterals two inches and smaller. Manufacturers of corporation stops include: Jones, Mueller, or Insulated Corps Mueller.
- D. Curb Stops
  - 1. Curb stop manufacturers include: Jones, Mueller, or equal with locking device.
  - E. Dielectric Tape – Manufacturers for dielectric tape include Polyken #932 Hi-Tack joint wrap tape or approved equivalent flexible dielectric tape.
  - F. Service Saddles – Jones, Mueller, Ford 4-inch through 24-inch saddles with 1-inch through 2-inch tap.

## **4.22 Service Boxes and Lids**

Service boxes shall be as listed in the Service Meters Installation section and shown on the Standard Details. All box lids are to be permanently marked with the appropriate label (i.e., Water, ARV, Blow-Off, CPT, etc.).

## **4.23 Meter Setter**

Meter setter shall not be used.

## **4.24 Water Meter**

Water meters shall be purchased from the District.

## **4.25 Location Wire**

Location wire shall be 10-gauge minimum UF rated solid copper with plastic insulation.

Location Wire Connectors - Location wire connectors shall be split-bolt type connectors. A listing of products includes: Perma-Seal Wire Connectors or equal.

## **4.26 Location Wire Mastic Tape Seal**

Location wire mastic tape shall be 3M Mastic Tape #2229 or equal.

## **4.27 Valves**

- A. **Butterfly Valves** – Butterfly valves are to be used on diameters ranging from 10" to 72" and shall meet the requirements of AWWA C504. Valves shall be cast iron body with cast or ductile iron disk. Disk shall have Ni-Chrome or Type 316 stainless steel edge. Shaft shall be stainless steel, connected to the disk with a stainless steel pin or torque plug, and shall be scribed on both ends to indicate valve position. Valve seat shall be Buna-N.

Butterfly valves shall be Pratt Ground Hog (Holiday free epoxy, interior lining and standard black asphalt varnish exterior), Mueller Lineseal III (Holiday free epoxy, interior lining and standard black asphalt varnish exterior), or equal. Certification shall be provided by the valve manufacturer stating that the epoxy lining is Holiday free.

- B. **Gate Valves** – Gate valves shall meet the requirements of AWWA C509 for sizes 3" to 8". Gate valve shall be resilient seat, fusion bonded epoxy lined and coated, and be equipped with a 2-inch operating nut. Valves shall be no rising stem type valve. Gate valves shall be as manufactured by American Flow Control, Mueller, Clow, or equal

- C. Service Gate Valves – Gate valves for 2" – 2-1/2" services shall be NIBCOT - 113 Bronze, or equal.
- D. All valve coatings shall be repaired if damaged prior to or during installation.
- E. Buried valves shall be installed with the operating nut in a vertical alignment to allow ease of operation once buried. Failure to install the valve-operating nut in a plumb alignment will require re-installation of the valve until it is plumb.
- F. Above ground valves at pump stations may be rising stem valves.
- G. Operating wheels shall be provided where shown in the Standard Drawings and where valves one above grade at mechanical facilities such as pump stations, wells, fire service, and back-flow devices. Handwheels shall be equipped with a tamper proof locking device acceptable to the District.

## **4.28 Valve Boxes**

All valve boxes in street and other traffic areas shall be designed to H-20 loading conditions. Valve boxes shall be precast concrete boxes, with G5 cast iron lids, and shall be as manufactured by Christy, Brooks, or equal. Valve boxes shall be equipped with riser pipes securely installed directly over the center of the valve-operating nut. Valve riser and box shall be installed true and plumb over the valve to allow unrestricted valve operation from the surface.

Valve box and riser shall be cleaned of any rocks, gravel, dirt or other materials possibly obstructing the valve operation. Tracer wire shall be accessible and clear of operating nut.

## **4.29 Water Pipe Marking Tape**

Water pipe marking tape shall be as shown in the Standard Drawings, and marked "W/M Below". Manufacturers and materials include: Calpico Inc. (Tracer Tape-Non-Detectable 12" width), Reef Industries Inc., Terra Tape Extra Stretch 450 Material, or equal.

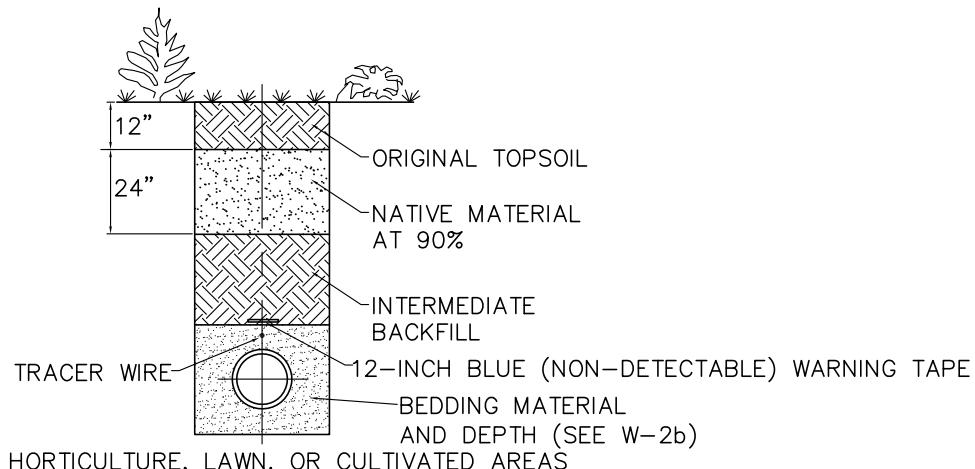
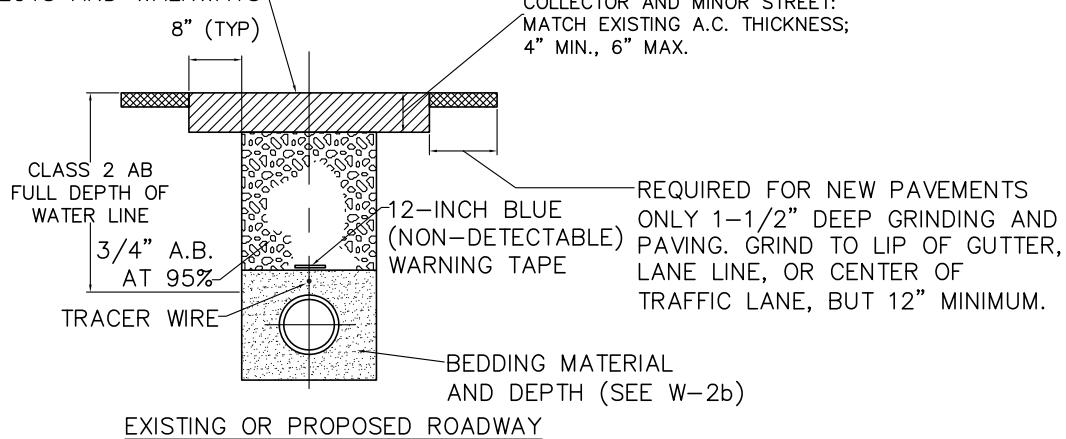
## WATER SYSTEM GENERAL NOTES

NOTES:

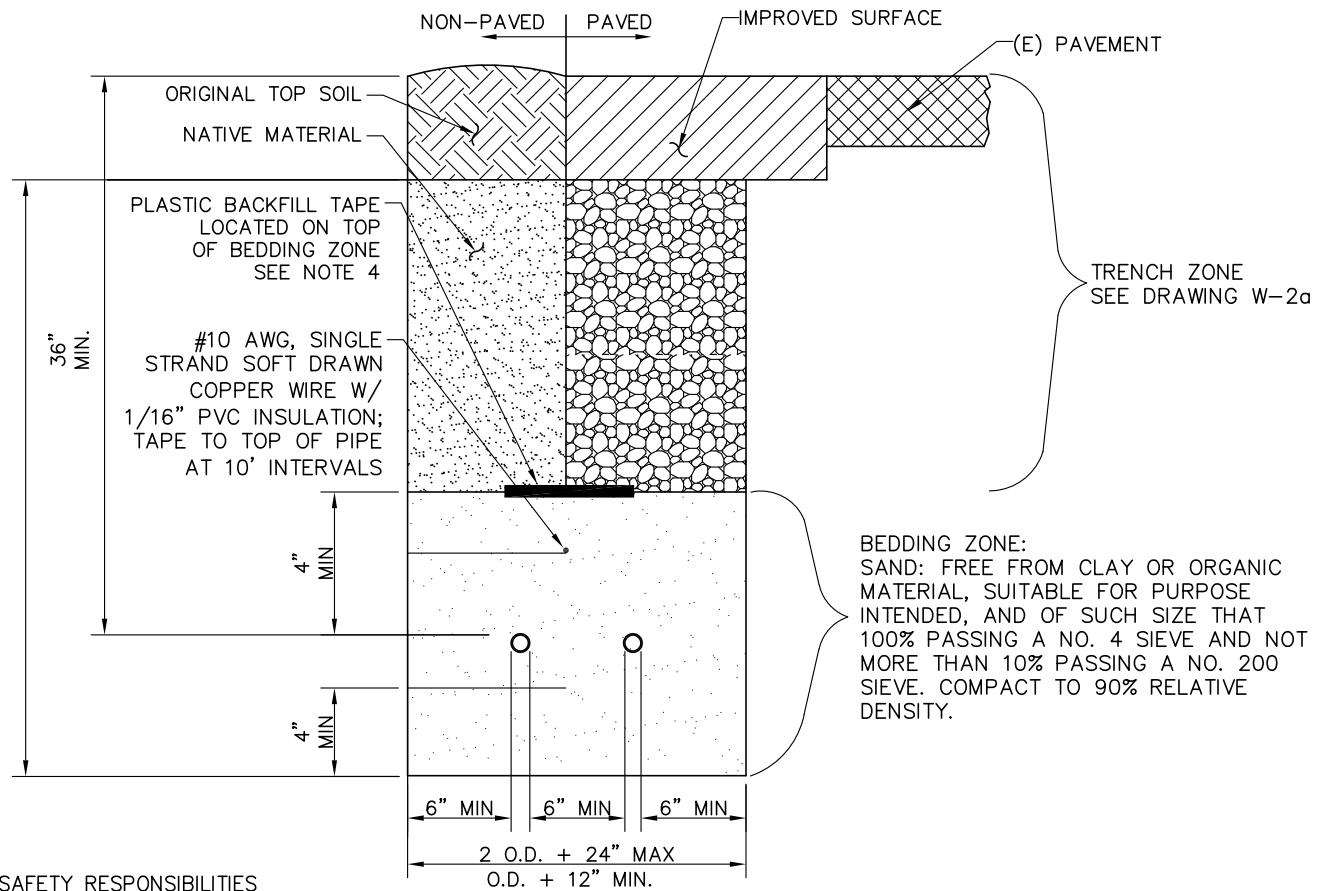
1. CONTRACTOR SHALL NOT OPERATE EXISTING DISTRICT VALVES. ONLY DISTRICT STAFF SHALL CONDUCT PLANNED WATER SYSTEM SHUTDOWNS.
2. CONTRACTOR SHALL PROVIDE A MINIMUM OF 48 HOURS ADVANCE NOTICE OF A PLANNED WATER SHUTDOWN AND IS RESPONSIBLE TO REQUEST THE VALVE BE REOPENED FOLLOWING THE WORK. PLANNED SHUTDOWNS ARE TO SCHEDULED AT THE DISTRICT'S CONVENIENCE.
3. PROVIDE THRUST RESTRAINT AT ALL BENDS, TEES, AND ENDS FOR BURIED PRESSURE PIPE, AS NOTED ON PLANS.
4. DEVELOPER SHALL LOCATE AND STAKE ALL PROPERTY CORNERS WHERE WATER SERVICES ARE TO BE INSTALLED.
5. DEVELOPER SHALL PROVIDE ALL TESTING AND PAY FOR ALL DISTRICT INSPECTION COSTS.
6. EXISTING WATER LINES AND FACILITIES LOCATIONS PROVIDED BY THE DISTRICT ARE APPROXIMATE. DEVELOPER/CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EXACT FIELD LOCATIONS AND MAINTAINING THE FOLLOWING SEPARATIONS BETWEEN UTILITIES.
  - a. MINIMUM VERTICAL CLEARANCE BETWEEN A SEWER SERVICE AND A WATER SERVICE SHALL BE 12 INCHES AND THE WATER SERVICE SHALL BE ABOVE THE SEWER SERVICE.
  - b. MINIMUM VERTICAL CLEARANCE BETWEEN ALL NON-SEWER UTILITY CROSSINGS SHALL BE 12 INCHES.
  - c. MINIMUM HORIZONTAL CLEARANCE BETWEEN SANITARY AND STORM SEWER PIPELINES AND DISTRICT WATER LINES SHALL BE 10 FEET.
  - d. MINIMUM HORIZONTAL CLEARANCE SHALL BE 36 INCHES BETWEEN ALL NON-SEWER UTILITIES AND WATER.
  - e. MINIMUM COVER OVER WATER MAINS SHALL BE 36 INCHES UNLESS OTHERWISE DIRECTED BY THE DISTRICT AND/OR SHOWN ON PLANS.
7. WATER PIPELINES SHALL BE INSTALLED ON UNIFORM GRADES TO MINIMIZE HIGH SPOTS AND LOW SPOTS IN THE PIPE. THE DISTRICT MAY REQUIRE ADDITIONAL BURIAL DEPTH TO REDUCE THE USE OF AIR RELEASE VALVES AND BLOW-OFF ASSEMBLIES.
8. THE CONTRACTOR IS RESPONSIBLE FOR ALL TRAFFIC CONTROL. TRAFFIC CONTROL AND PAVEMENT CUTTING AND RESTORATION ARE UNDER THE JURISDICTION OF SACRAMENTO COUNTY.
9. THE CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICES ALERT A MINIMUM OF 48 HOURS PRIOR TO START OF ANY EXCAVATION.
10. THE CONTRACTOR SHALL NOTIFY THE SACRAMENTO METRO FIRE DEPARTMENT A MINIMUM OF 48 HOURS PRIOR TO ANY WATER SYSTEM SHUTDOWN THAT WILL SHUT OFF AN EXISTING FIRE HYDRANT.
11. NO SHUT DOWNS ARE TO BE SCHEDULED ON MONDAYS, WEEKENDS, OR HOLIDAYS.
12. BACTERIOLOGICAL TESTS SHALL ONLY BE PERFORMED ON MONDAYS, TUESDAYS, WEDNESDAYS, AND THURSDAYS (BEFORE 12:00 PM).

CARMICHAEL WATER DISTRICT	GENERAL NOTES	
7837 FAIR OAKS BOULEVARD CARMICHAEL, CALIFORNIA, 95608 – 6400		
SCALE: NONE	APPROVED BY: MM	W-1
DATE: APRIL 2021	DRAWN BY: JC	87

IMPROVED OR EXISTING SURFACES,  
INCLUDING SIDEWALKS,  
PRIVATE ROADS, PARKING  
LOTS AND WALKWAYS



SEE NOTE 1



THE CONTRACTOR SHALL SELECT, INSTALL AND MAINTAIN SHEETING, SHORING, BRACING, AND SLOPING AS NECESSARY TO MAINTAIN SAFE EXCAVATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL SAFETY MEASURES INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- 1) COMPLY FULLY WITH 29 CFR PART 1926 OSHA SUBPART P EXCAVATIONS AND TRENCHES REQUIREMENTS
- 2) PROVIDE NECESSARY SUPPORT TO THE SIDES OF EXCAVATIONS
- 3) PROVIDE SAFE ACCESS FOR THE DISTRICT'S SAMPLING AND TESTING WITHIN THE EXCAVATION
- 4) PROVIDE SAFE ACCESS FOR BACKFILL, COMPACTION, AND COMPACTION TESTINGS
- 5) OTHERWISE MAINTAIN EXCAVATIONS IN A SAFE MANNER THAT SHALL NOT ENDANGER PROPERTY, LIFE, HEALTH OR THE PROJECT SCHEDULE. ALL EARTH WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH APPLICABLE LAW, INCLUDING LOCAL ORDINANCES, APPLICABLE OSHA, CAL/OSHA, CALIFORNIA CIVIL CODE, AND CALIFORNIA DEPARTMENT OF INDUSTRIAL SAFETY REQUIREMENTS.

NOTES:

1. BACKFILL MATERIALS, AGGREGATE BASE, PAVEMENT MATERIALS AND CONCRETE FOR CURBS, GUTTERS AND SIDEWALKS SHALL COMPLY WITH THE COUNTY OF SACRAMENTO DEPARTMENT OF PUBLIC WORKS STANDARD CONSTRUCTION SPECIFICATIONS AND STANDARD COUNTY DRAWINGS
2. BACKFILL SHALL BE MECHANICALLY CONSOLIDATED AND SHOVEL SLICED UNDER THE HAUNCHES OF THE PIPE.
3. IN ROCKY OR UNYIELDING SOIL, THE TRENCH SHALL BE EXCAVATED A MINIMUM OF 12" BELOW THE PIPE AND THE TRENCH WIDTH SHALL BE INCREASED BY 12".
4. ONE 12" STRIP OF BACKFILL TAPE SHALL BE USED FOR ALL PIPES 12" AND SMALLER. FOR PIPES LARGER THAN 12", INSTALL ONE ADDITIONAL STRIP PER 12" ADDITIONAL DIAMETER OR FRACTION THEREOF.

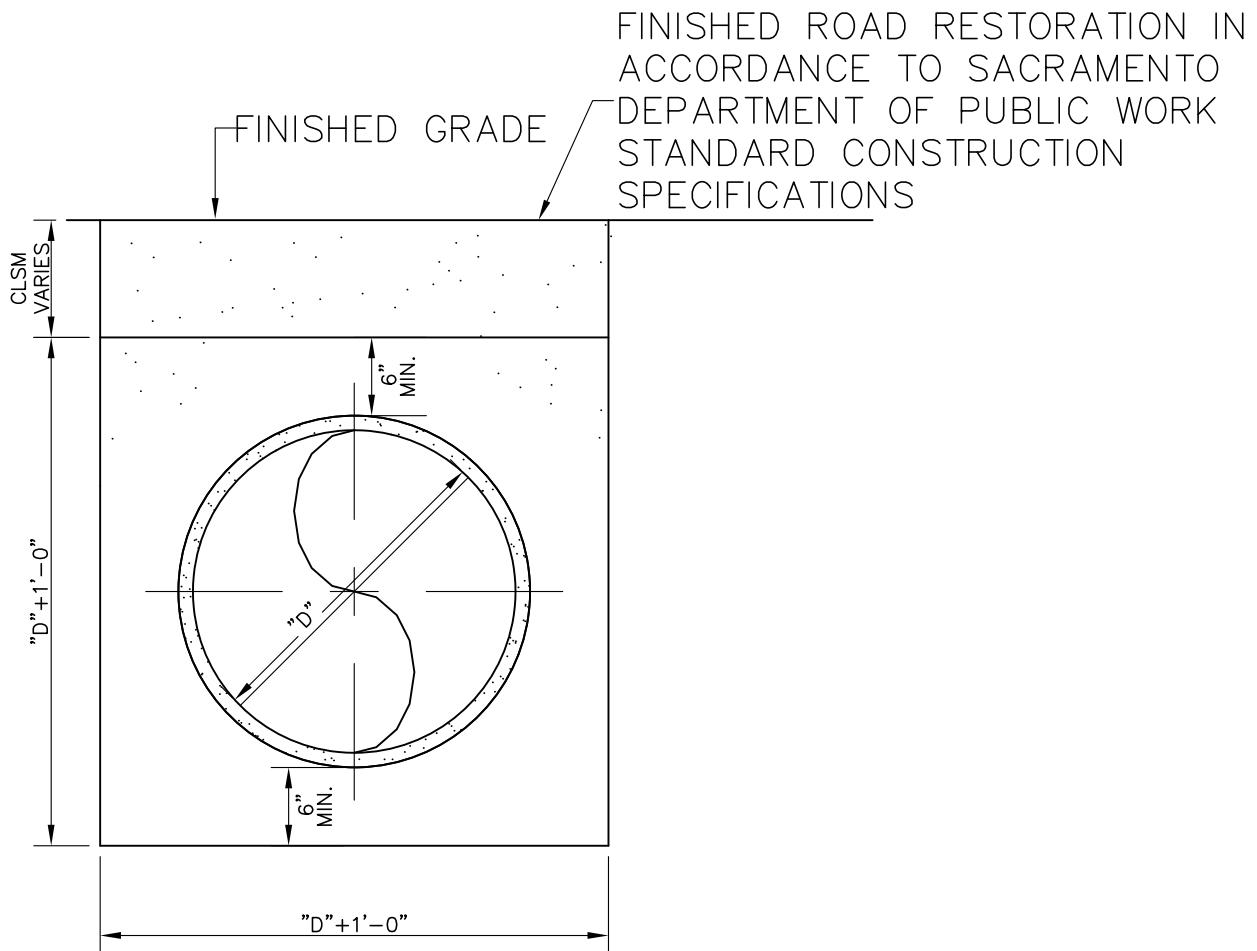
**CARMICHAEL WATER DISTRICT**

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

**WATER MAIN TRENCH, BACKFILL, AND NOTES**

SCALE: NONE	APPROVED BY: MM
DATE: APRIL 2021	DRAWN BY: JC

**W-2b**



NOTES:

CLSM ONLY USED FOR PIPE INSTALLATION WHERE COVER IS LESS THAN 24" TO FINISHED GRADE

6" OF COMPACTED SAND FULLY SURROUNDING PIPE.

**CARMICHAEL WATER DISTRICT**

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

**CONTROLLED LOW-STRENGTH MATERIAL  
FOR SPECIAL CONDITIONS**

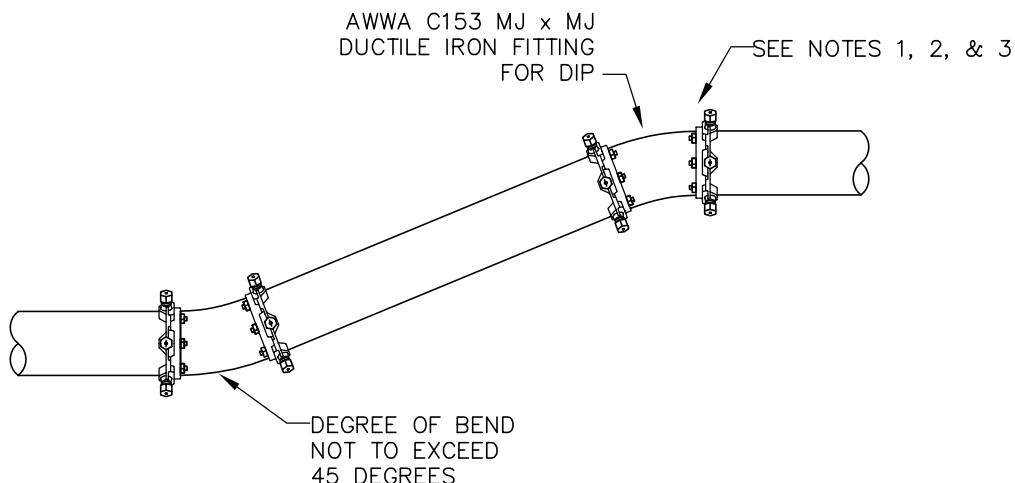
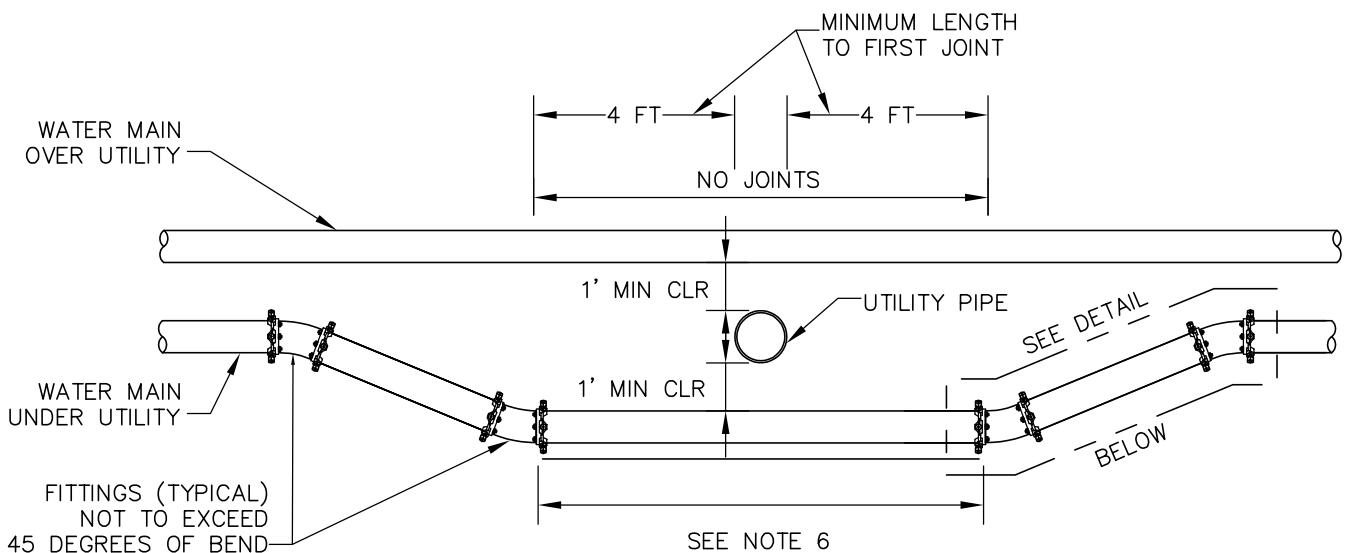
SCALE: NONE

APPROVED BY: MM

DATE: APRIL 2021

DRAWN BY: JC

**W-3**



NOTE:

1. RESTRAIN ALL JOINTS PER CARMICHAEL WATER DISTRICT CONSTRUCTION IMPROVEMENT STANDARDS.
2. IF BEND IS TO EXCEED 45 DEGREES, THE BEND AND THE RESTRAINED LENGTH MUST BE REVIEWED BY THE DISTRICT.
3. WRAP ALL DIP AND FITTINGS WITH 10 MIL. POLYETHYLENE ENCASEMENT IN ACCORDANCE WITH AWWA C105.
4. RESTRAINING DEVICE FOR PUSH ON JOINTS, USE U.S. PIPE FIELD LOK GASKETS OR EQUAL: FOR MECHANICAL JOINT JOINTS USE WEDGE ACTION RESTRAINT DEVICE EBAA MEGALUG 2000 SERIES, OR EQUAL.
5. THIS DETAIL IS FOR PIPES 12" DIA. AND SMALLER ONLY.
6. CENTER A FULL LENGTH DIP SPOOL BELOW UTILITY. IF TOTAL LENGTH IS GREATER THAN 18 FEET ALL JOINTS BETWEEN FITTINGS SHOWN MUST BE FULLY RESTRAINED.
7. FLANGED FITTINGS ARE ALLOWED ONLY WITH DISTRICT APPROVAL.
8. ALL ELBOWS AND BENDS REQUIRE IN ACCORDANCE TO DETAIL W-6, OR AS OTHERWISE NOTED BY THE DISTRICT

**CARMICHAEL WATER DISTRICT**

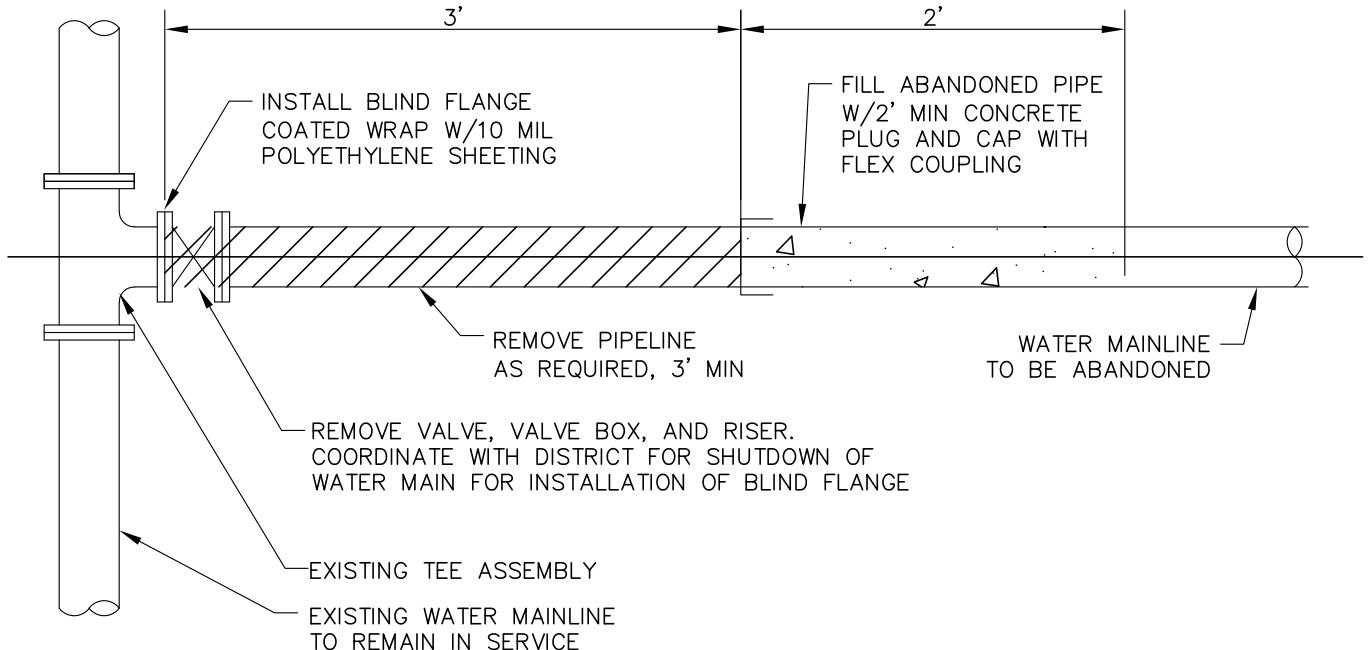
7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

**UTILITY CROSSING**

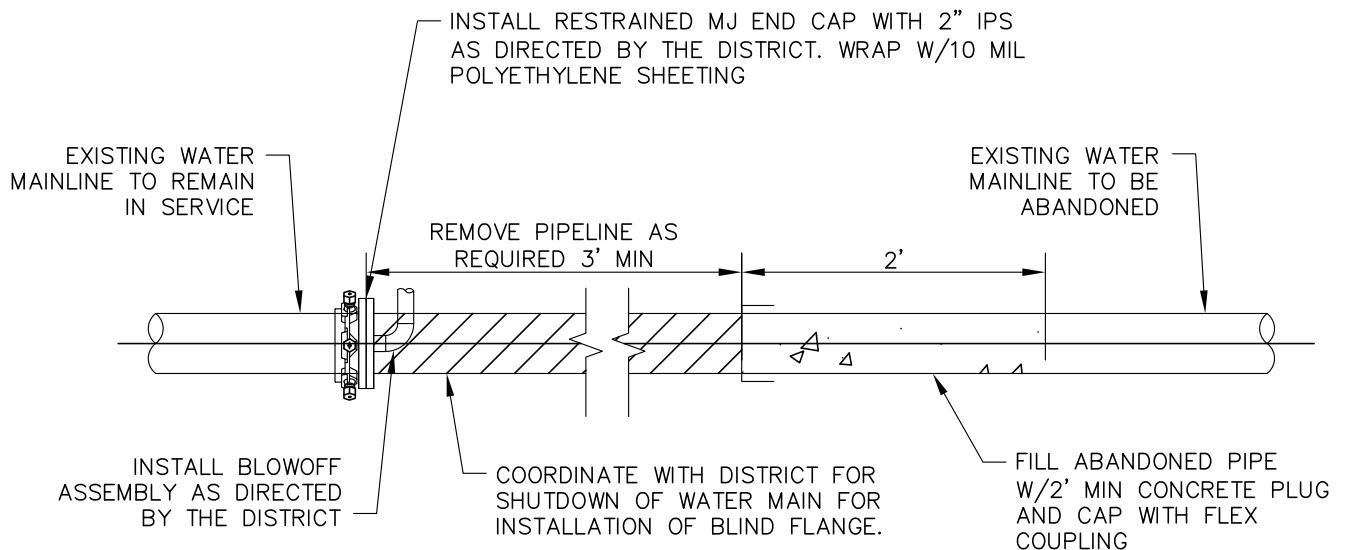
SCALE: NONE APPROVED BY: GN

DATE: APRIL 2024 DRAWN BY: SR

**W-4**



#### WATER MAIN ABANDONMENT AT EXISTING VALVE



#### WATER MAIN ABANDONMENT

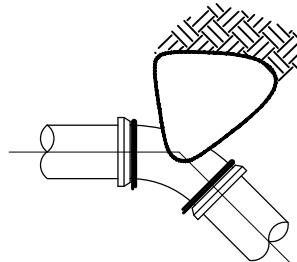
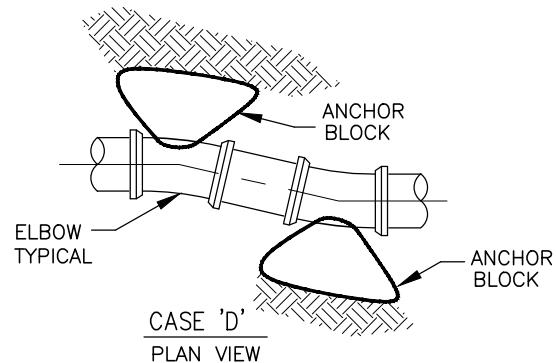
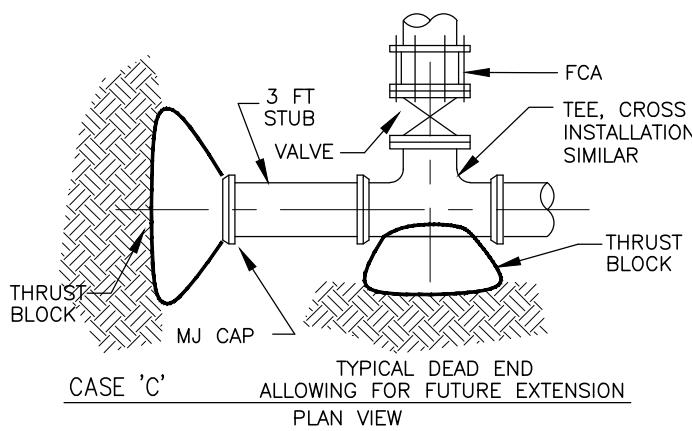
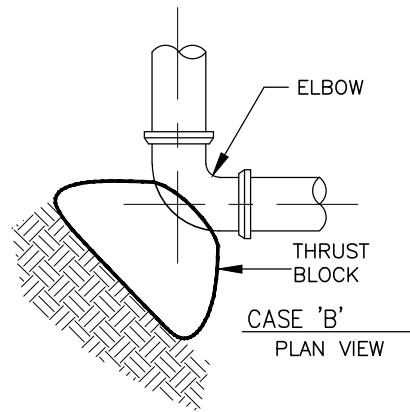
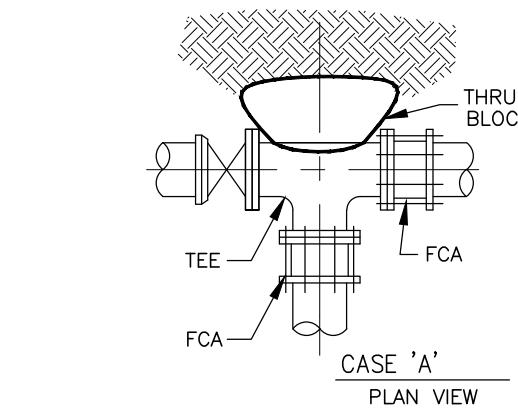
**CARMICHAEL WATER DISTRICT**

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

**TYPICAL WATER MAIN ABANDONMENT**

SCALE: NONE	APPROVED BY: MM
DATE: APRIL 2021	DRAWN BY: JC

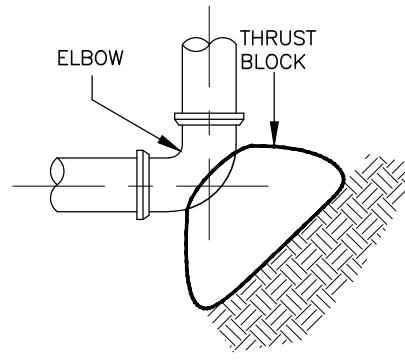
**W-5**



CASE 'E'

PROFILE VIEW

ANCHOR BLOCK  
(TO PREVENT UPLIFT)



NOTES:

1. THRUST BLOCKS SHALL BE INSTALLED AT ALL TEES, 90° ELBOWS, AND DEAD-ENDS.
2. EACH TYPE OF THRUST OR ANCHOR BLOCK SHALL BE DESIGNED FOR EACH SPECIFIC APPLICATION AND SHALL BE SUBMITTED WITH CALCULATIONS BY AN ENGINEER LICENSED BY THE STATE OF CALIFORNIA.
3. THRUST BLOCKS SHALL BE CONSTRUCTED SO THAT MAJOR BEARING SURFACE IS IN DIRECT LINE WITH THE MAJOR FORCE CREATED BY THE PIPE OR FITTINGS.
4. ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 2500 PSI AT 28 DAYS.
5. A DOUBLE LAYER OF 6 MIL POLYETHYLENE FILM SHALL BE PLACED BETWEEN CONCRETE AND METAL FITTING.
6. CONCRETE SHALL BE KEPT BEHIND THE BELL OF THE FITTING.
7. SEE CARMICHAEL WATER DISTRICT CONSTRUCTION IMPROVEMENT STANDARDS RESTRAINT SYSTEM REQUIREMENTS FOR PIPE JOINTS.
8. OTHER THRUST BLOCK AND ANCHOR DETAILS WILL BE WORKED ON A CASE BY CASE BASIS WITH THE DISTRICT.

**CARMICHAEL WATER DISTRICT**

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

**THRUST BLOCK AND ANCHOR DETAILS**

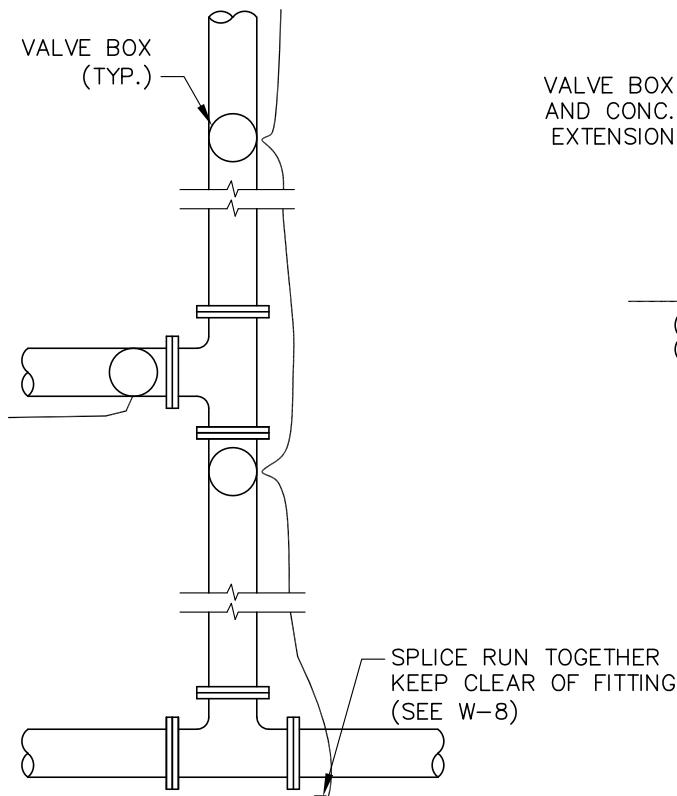
SCALE: NONE

APPROVED BY: GN

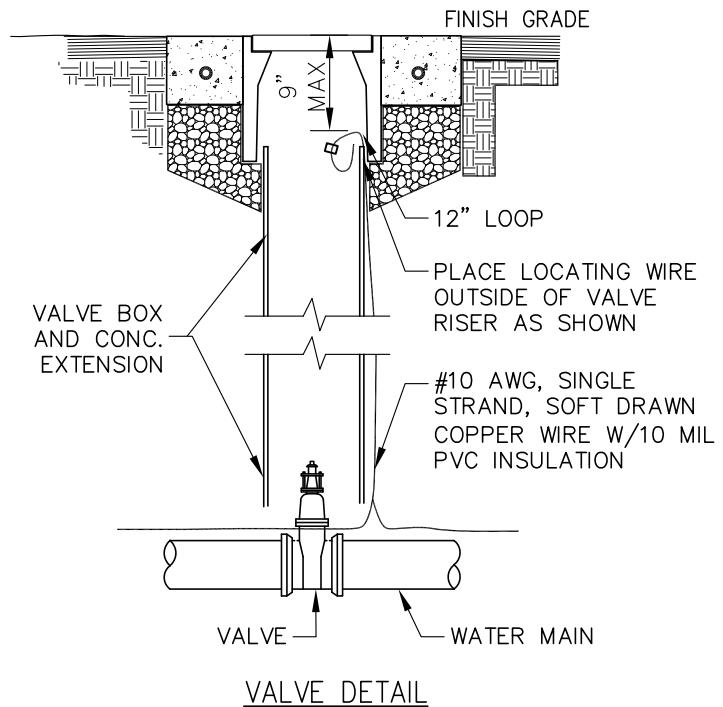
DATE: APRIL 2024

DRAWN BY: SR

**W-6**



TYPICAL LAYOUT



NOTE:

1. WIRE SHALL BE CONTINUOUS BETWEEN VALVE BOXES, EXCEPT AS NOTED.
2. LOCATING WIRE SHALL BE LAID ON TOP OF THE WATER MAIN, AND SHALL BE TAPE TO IT OR THE POLYETHYLENE ENCASEMENT (IF THE PIPE IS DUCTILE IRON) AT 10' INTERVALS AND TAPE AT ALL FITTINGS. TAPE SHALL BE 10 MIL POLYETHYLENE.
3. CONTRACTOR SHALL CONDUCT A CONTINUITY TEST ON ALL LOCATING WIRE SPLICES.

**CARMICHAEL WATER DISTRICT**

**LOCATING WIRE TYPICAL LAYOUT**

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 – 6400

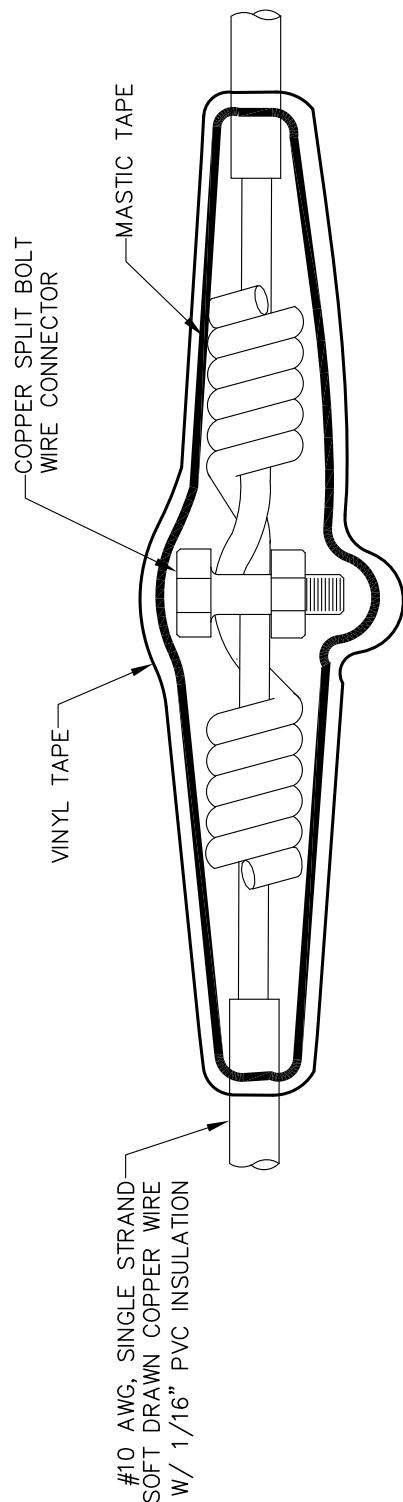
SCALE: NONE

APPROVED BY: SN

DATE: SEPT 2009

DRAWN BY: RN

**W-7**



NOTES:

1. TWIST THE WIRE A MINIMUM OF (5) TIMES ON EACH END.
2. INSTALL SPLIT BOLT CONNECTOR.
3. COVER THE ENTIRE SPLICER WITH MASTIC TAPE WRAP
4. WRAP MASTIC WITH VINYL TAPE.

\* SOLDERING MAY BE INCLUDED IN ADDITION TO THE ABOVE.

**CARMICHAEL WATER DISTRICT**

**LOCATING WIRE SPLICE**

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

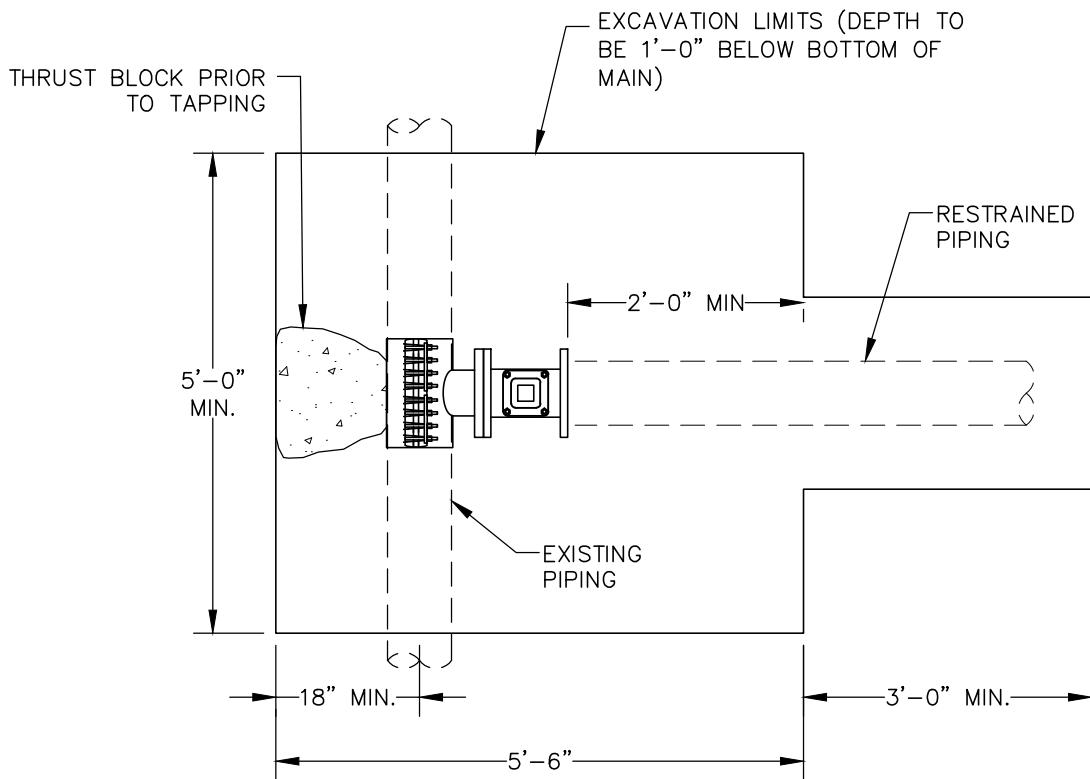
SCALE: NONE

APPROVED BY: SN

DATE: SEPT 2009

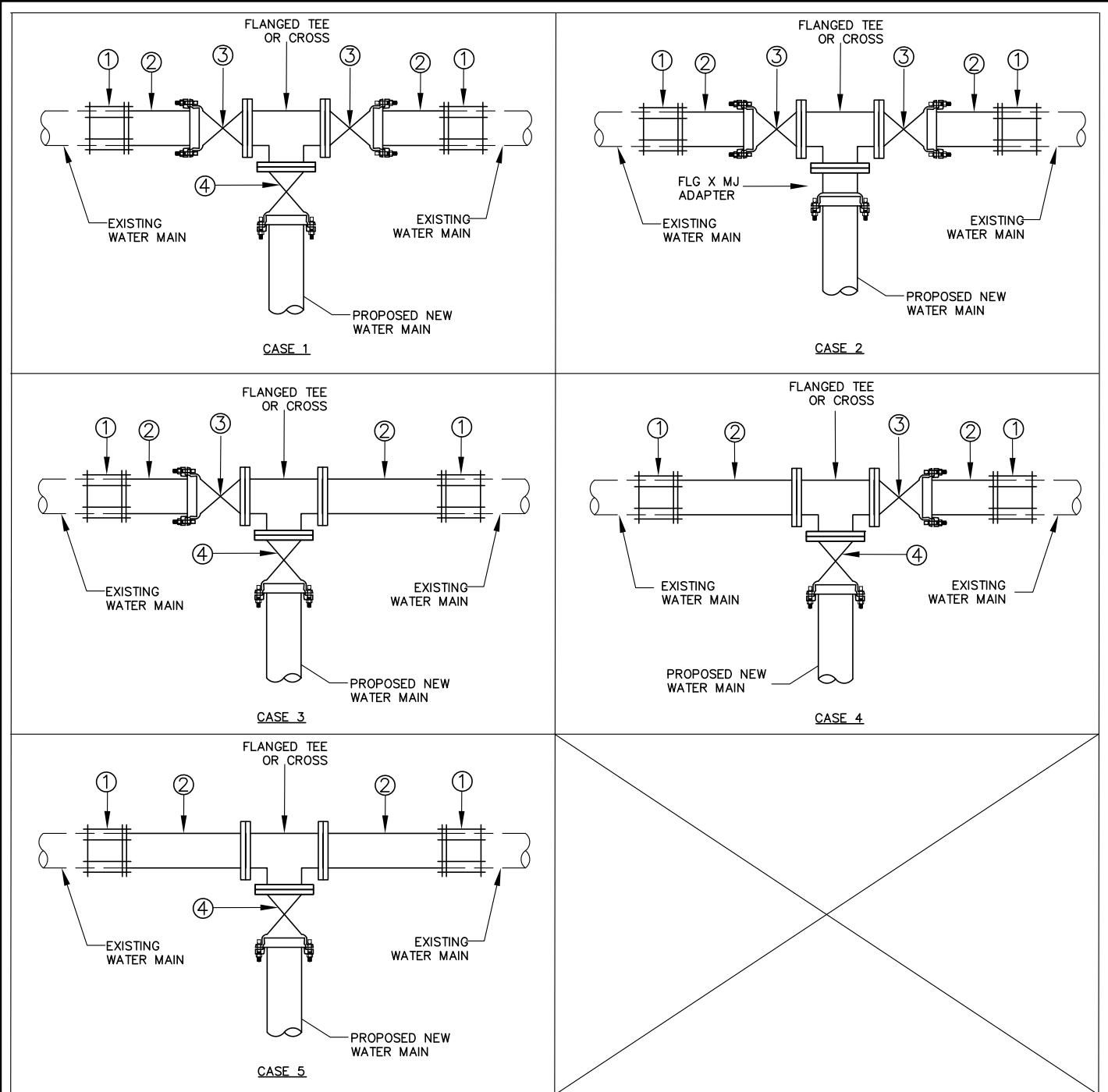
DRAWN BY: RN

**W-8**



NOTE:

1. TAPPING SADDLE FOR USE WITH MAXIMUM TAP SIZE BEING ONE PIPE DIAMETER LESS THAN EXISTING PIPE DIAMETER.
2. SADDLE, COUPLINGS GATE VALVES, AND ALL NEW OR EXPOSED PIPING SHALL BE WRAPPED WITH 10 MIL. MIN POLYETHYLENE ENCASEMENT.
3. DO NOT ALLOW ANY WATER TO ENTER EXISTING PIPE. ADHERE CHLORINE TABLETS TO TEE OR CROSS, THE NUMBER OF TABLETS SHALL BE AS DIRECTED BY THE DISTRICT. SPRAY EXISTING PIPE, ALL FITTINGS AND VALVES WITH A SOLUTION OF SUPER CHLORINATED WATER JUST PRIOR TO INSTALLATION.
4. PROVIDE RESTRAINED PIPE JOINTS AS REQUIRED TO PREVENT MOVEMENT.
5. NO TAP TO BE MADE WITHIN 30 INCHES OF A JOINT OR FITTING ON CIP OF DIP.
6. TAP ON AC AND PVC PIPE SHALL BE MADE 3' MINIMUM FROM ANY COUPLING OR FITTING.
7. CONTRACTOR TO INSTALL THRUST BLOCK BEHIND AND UNDER TAPPING SLEEVE.
8. TAPPING SLEEVES SHALL BE ALL 316L STAINLESS STEEL BY SMITH BLAIR MODEL 663-316LSS OR APPROVED EQUAL; AND TAPPING VALVES SHALL BE MUELLER FLGxMJ OR APPROVED EQUAL.
9. EXCEPTION FOR THE THRUST BLOCK GIVEN TO LATERALS 2" OR LESS AND MAINS 4" OR GREATER.



NOTE:

1. TEE, COUPLINGS GATE VALVES, AND ALL NEW OR EXPOSED PIPING SHALL BE WRAPPED WITH 10 MIL. MIN POLYETHYLENE ENCASEMENT.
2. DO NOT ALLOW ANY WATER TO ENTER EXISTING PIPE. ADHERE CHLORINE TABLETS TO TEE OR CROSS, THE NUMBER OF TABLETS SHALL BE AS DIRECTED BY THE DISTRICT. SPRAY EXISTING PIPE, ALL FITTINGS AND VALVES WITH A SOLUTION OF SUPER CHLORINATED WATER JUST PRIOR TO INSTALLATION.
3. PROVIDE THRUST BLOCKS AND RESTRAINED PIPE JOINTS AS REQUIRED TO PREVENT MOVEMENT.

LEGEND:

- ① FLEX COUPLING (AC OR OD STEEL) OR DUCTILE IRON MJ SLEEVE (DIP OR C900)
- ② CLASS 52 DIP PUP OR FLG X PE SPOOL, 24" MIN. LENGTH
- ③ FLG X MJ VALVE (FLG X FLG VALVE ACCEPTABLE WITH DISTRICT APPROVAL)
- ④ FLG X MJ VALVE

**CARMICHAEL WATER DISTRICT**

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

**TIE-IN CONNECTIONS TO EXISTING FACILITIES  
WITH TEE CONNECTION**

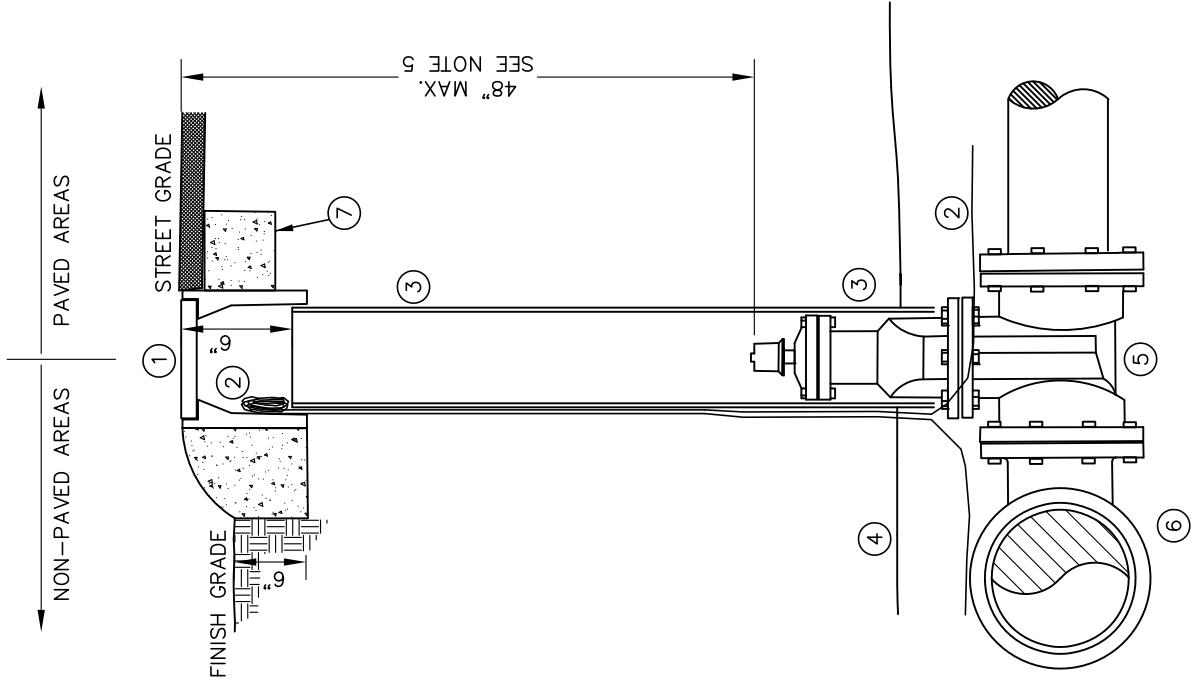
SCALE: NONE

APPROVED BY: MM

DATE: APRIL 2021

DRAWN BY: JC

**W-10**



## GATE VALVE BOX

## CARMICHAEL WATER DISTRICT

## TYPICAL GATE VALVE & BOX INSTALLATION

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

SCALE: NONE

APPROVED BY: MM

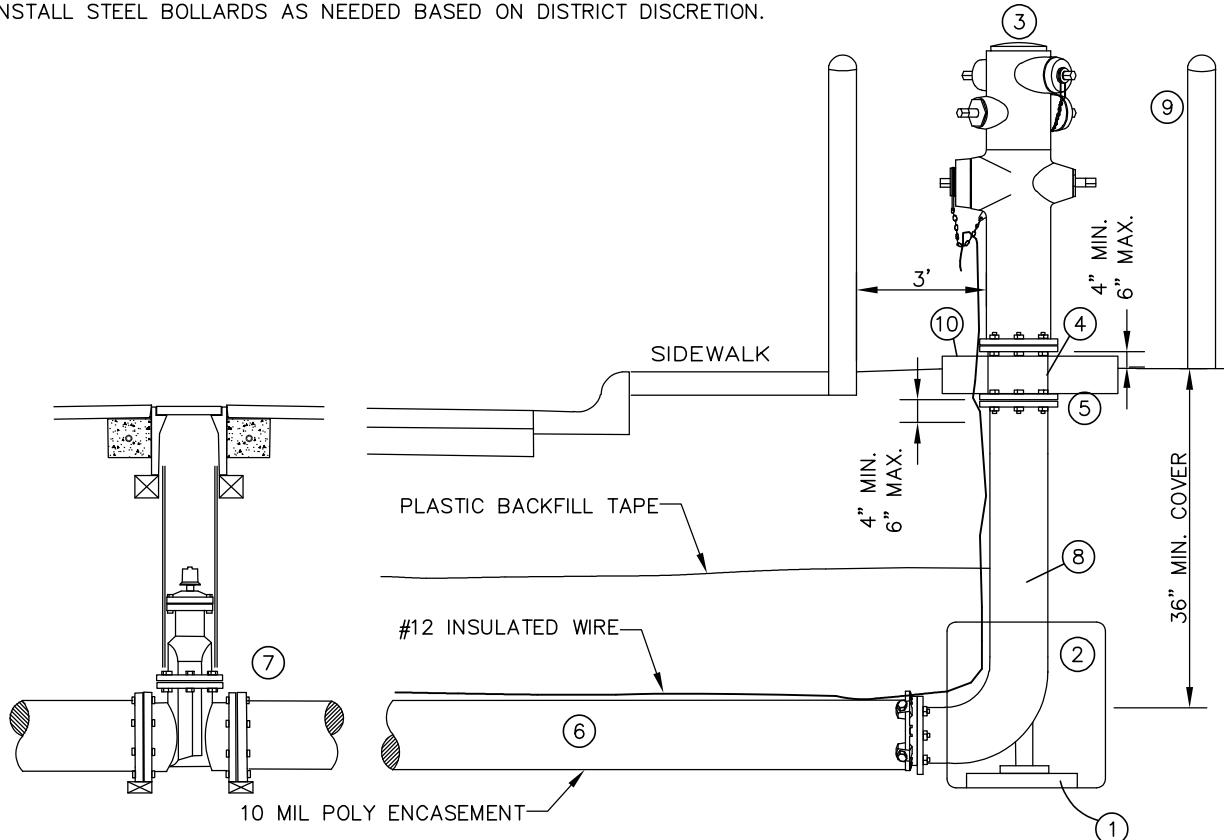
DATE: APRIL 2021

DRAWN BY: JG

**W-11**

NOTES:

1. FITTINGS SHALL BE DUCTILE IRON
2. VALVES AND FITTINGS SHALL BE WRAPPED IN 10 MIL. OR THICKER POLYETHYLENE.
3. VALVE SHALL BE A MINIMUM OF 12' FROM HYDRANT OR AT DISTRICT'S DISCRETION. USE APPROVED RESTRAINING JOINTS FROM VALVE TO HYDRANT BURY.
4. A MINIMUM 3 FOOT CLEAR AREA SHALL BE MAINTAINED AROUND THE FIRE HYDRANT.
5. ALL RESTRAINTS TO BE MEGA LUG OR EQUAL.
6. INSTALL STEEL BOLLARDS AS NEEDED BASED ON DISTRICT DISCRETION.



MATERIALS:

(1) BLOCKING	(6) 6" DUCTILE IRON PIPE WITH MEGALUG OR EQUAL
(2) CONCRETE SUPPORT AGAINST UNDISTURBED SOIL	(7) 6" GATE VALVE PER (W-11)
(3) CLOW 960 OR EQUAL - YELLOW	(8) FLANGE x MJ BURY
(4) BREAK OFF CHECK VALVE (LONG BEACH IRON WORKS, INC. OR EQUAL)	(9) SCH. 40 STEEL BOLLARDS PER (W-14)
(5) NON-BREAKAWAY BOLTS ON ALL FITTINGS	(10) 3' SQUARE x 4" THICK CONCRETE PAD OR AT DISTRICT'S DISCRETION

**CARMICHAEL WATER DISTRICT**

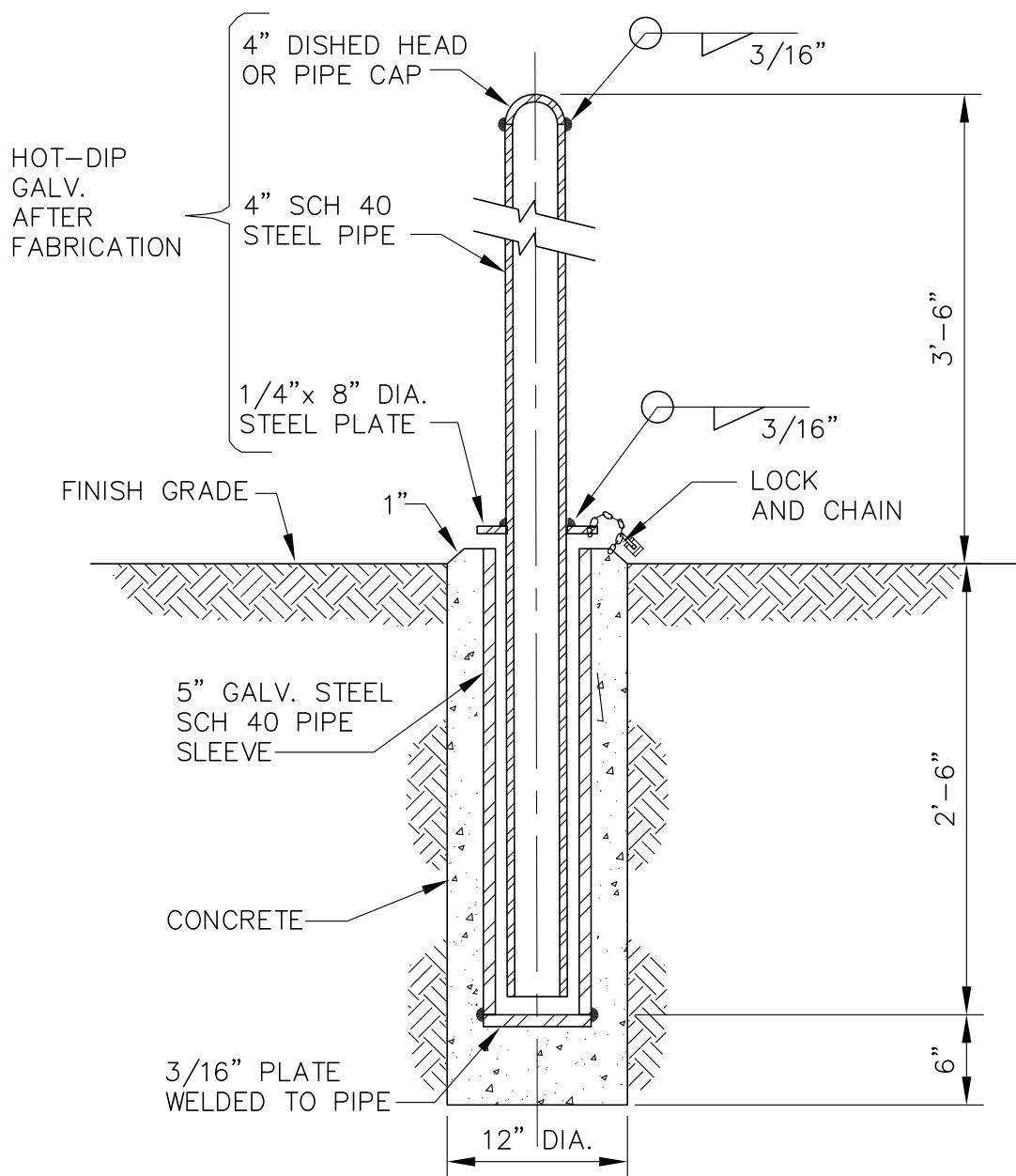
7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

**FIRE HYDRANT ASSEMBLY**

**WET BARREL**

SCALE: NONE	APPROVED BY: GN
DATE: MARCH 2024	DRAWN BY: SR

**W-12**



**CARMICHAEL WATER DISTRICT**

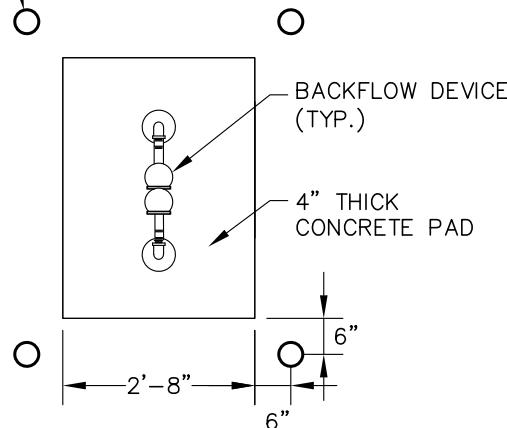
7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

**4" DIAMETER STEEL BOLLARD  
REMOVABLE**

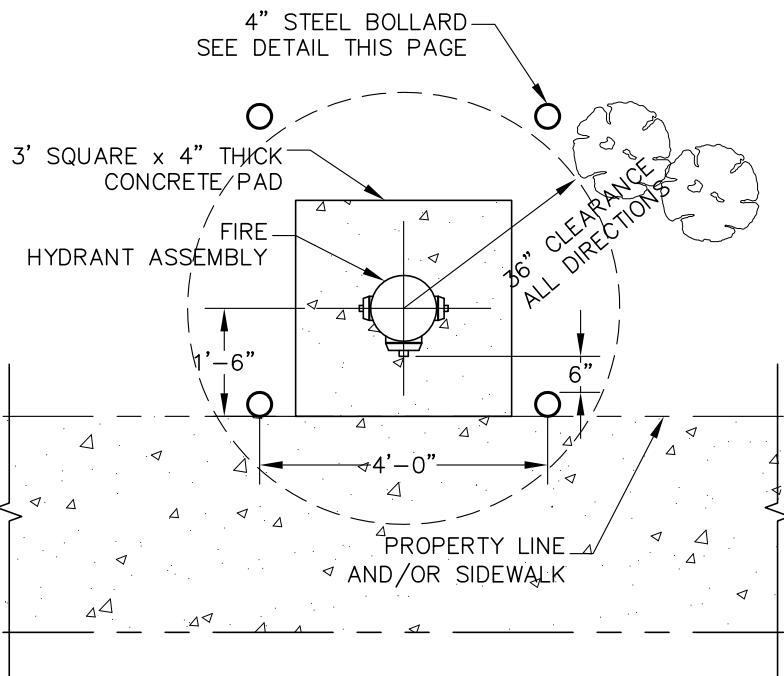
SCALE: NONE	APPROVED BY: MM
DATE: APRIL 2021	DRAWN BY: JC

**W-13**

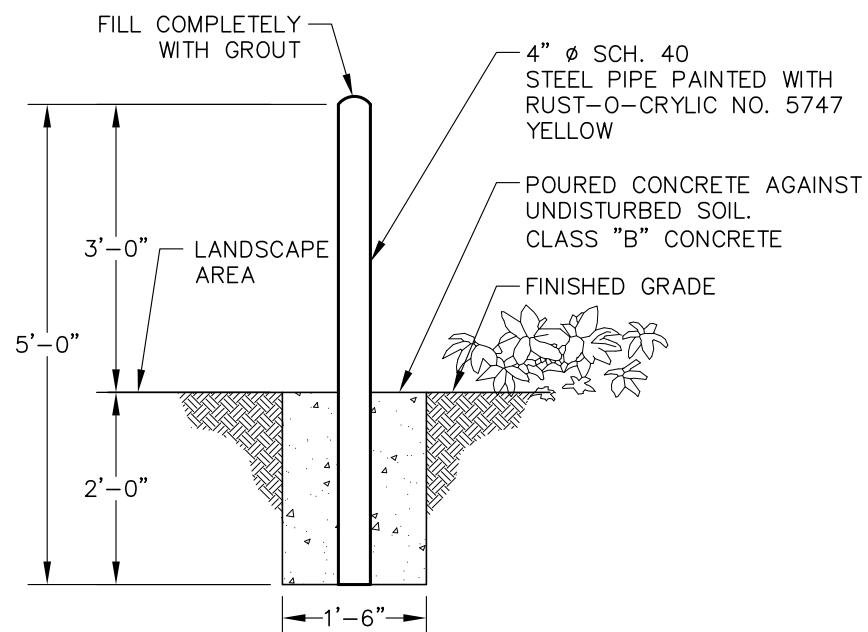
4" STEEL BOLLARD  
SEE DETAIL THIS PAGE



TYPICAL BOLLARD INSTALLATION  
AT BACKFLOW PREVENTION DEVICE



TYPICAL BOLLARD INSTALLATION  
AT FIRE HYDRANT



4" STEEL BOLLARD TYPICAL

**CARMICHAEL WATER DISTRICT**

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

**4" DIAMETER STEEL BOLLARD  
(AS NEEDED BASED ON DISTRICT DISCRETION)**

SCALE: NONE

APPROVED BY: MM

DATE: APRIL 2021

DRAWN BY: JC

**W-14**

## CARMICHAEL WATER DISTRICT

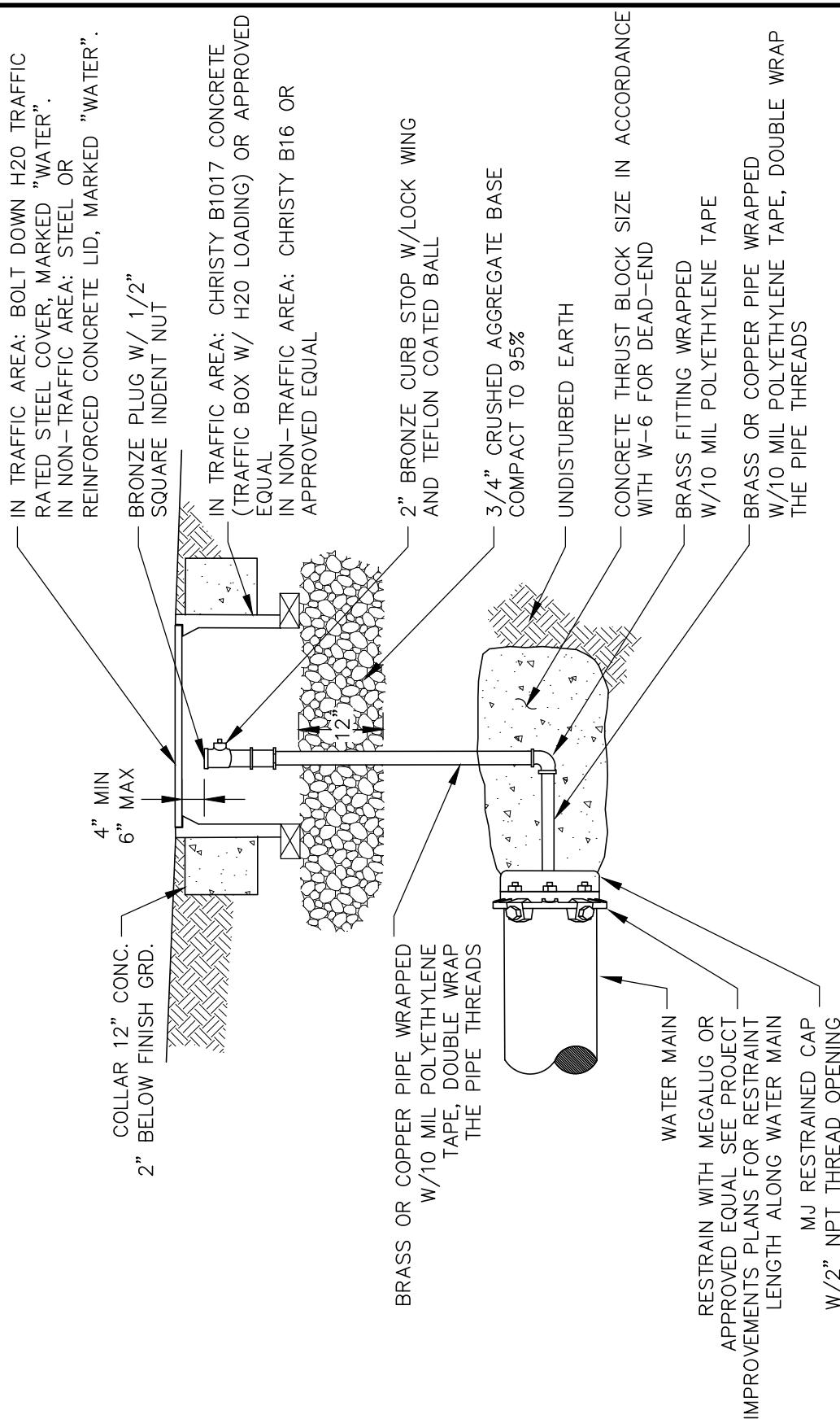
7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

## 2" BLOW-OFF ASSEMBLY

SCALE: NONE	APPROVED BY: GN
DATE: MARCH 2024	DRAWN BY: SR

## NOTE:

1. BACKFILL WITH 3/4" CRUSHED AGGREGATE BASE COMPACT TO 95%.

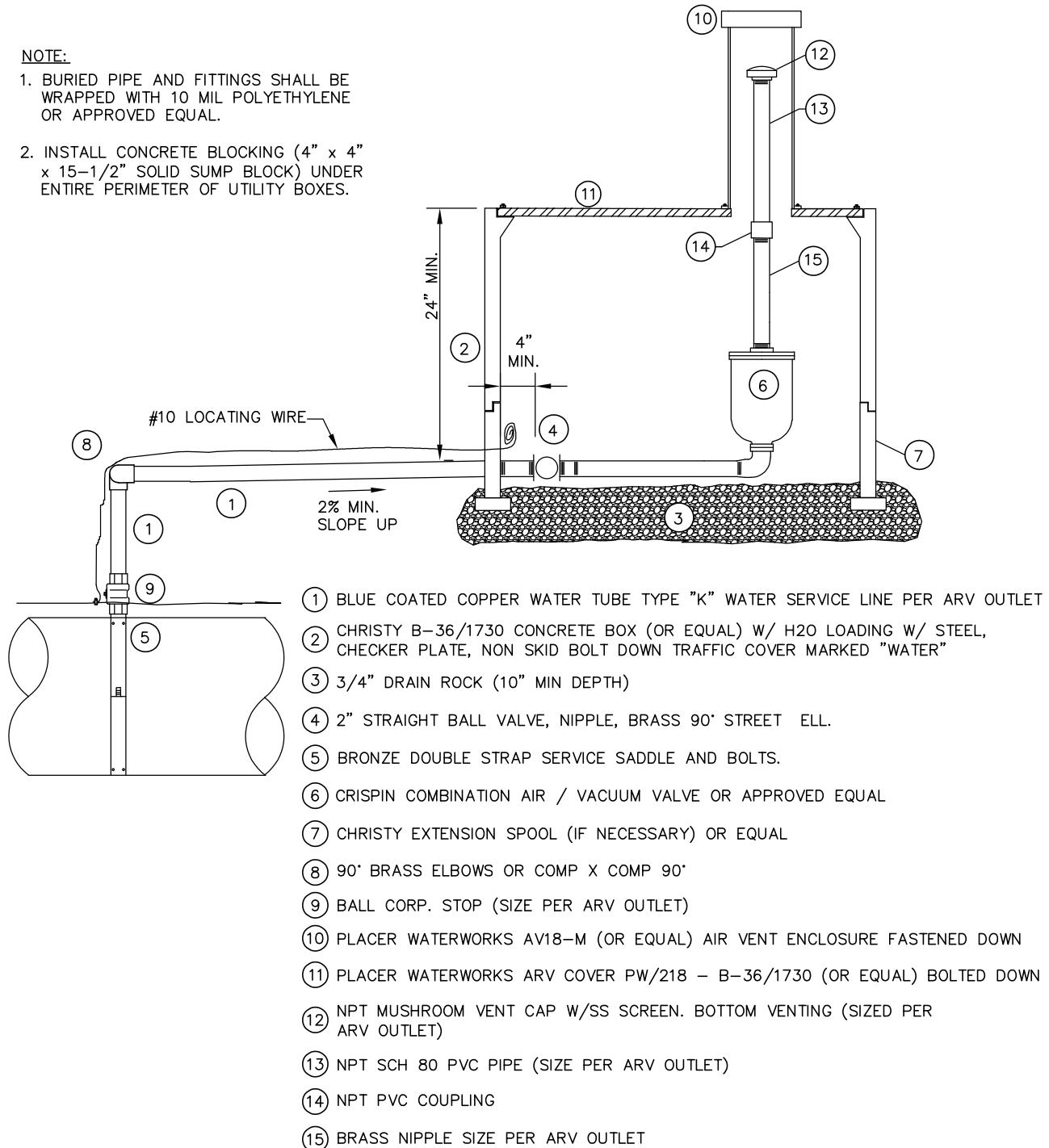


W-15

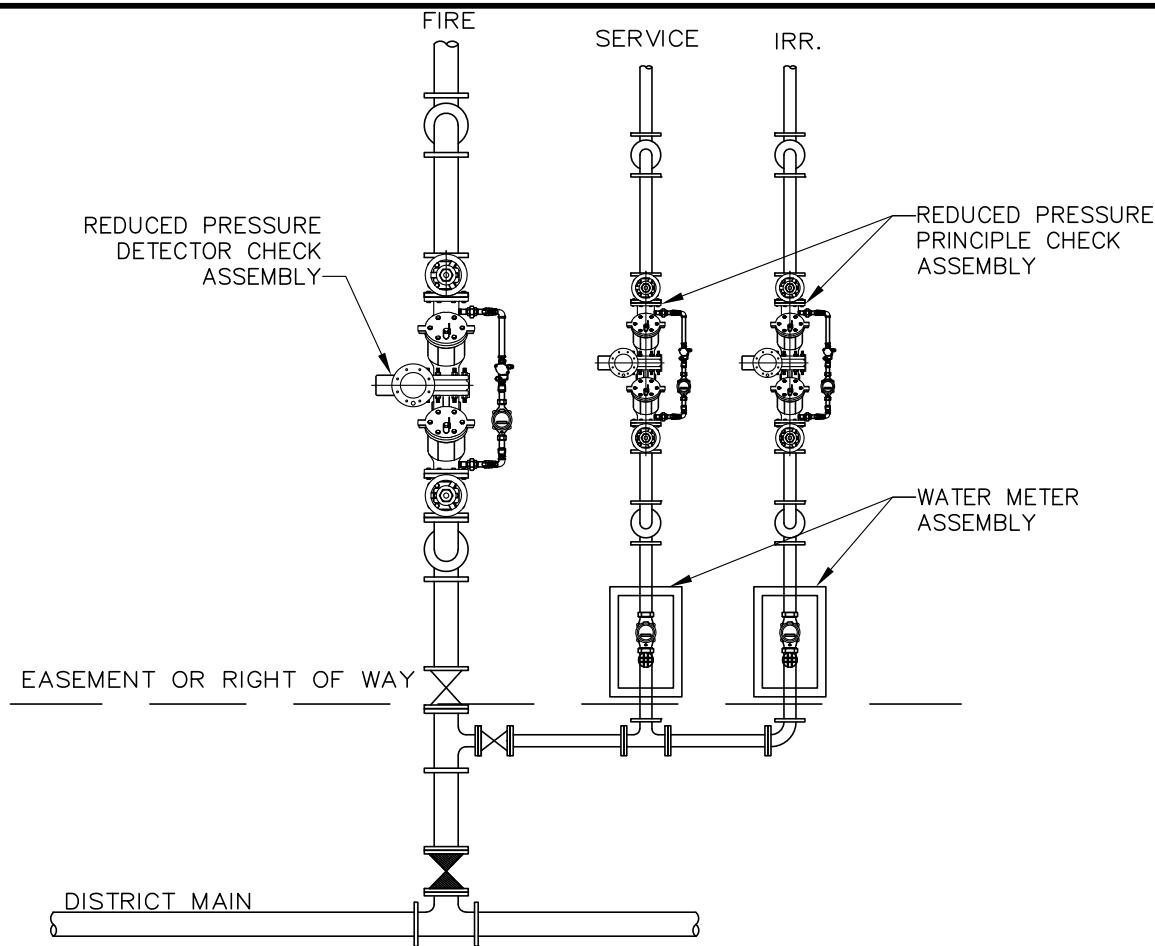
102

NOTE:

1. BURIED PIPE AND FITTINGS SHALL BE WRAPPED WITH 10 MIL POLYETHYLENE OR APPROVED EQUAL.
2. INSTALL CONCRETE BLOCKING (4" x 4" x 15-1/2" SOLID SUMP BLOCK) UNDER ENTIRE PERIMETER OF UTILITY BOXES.

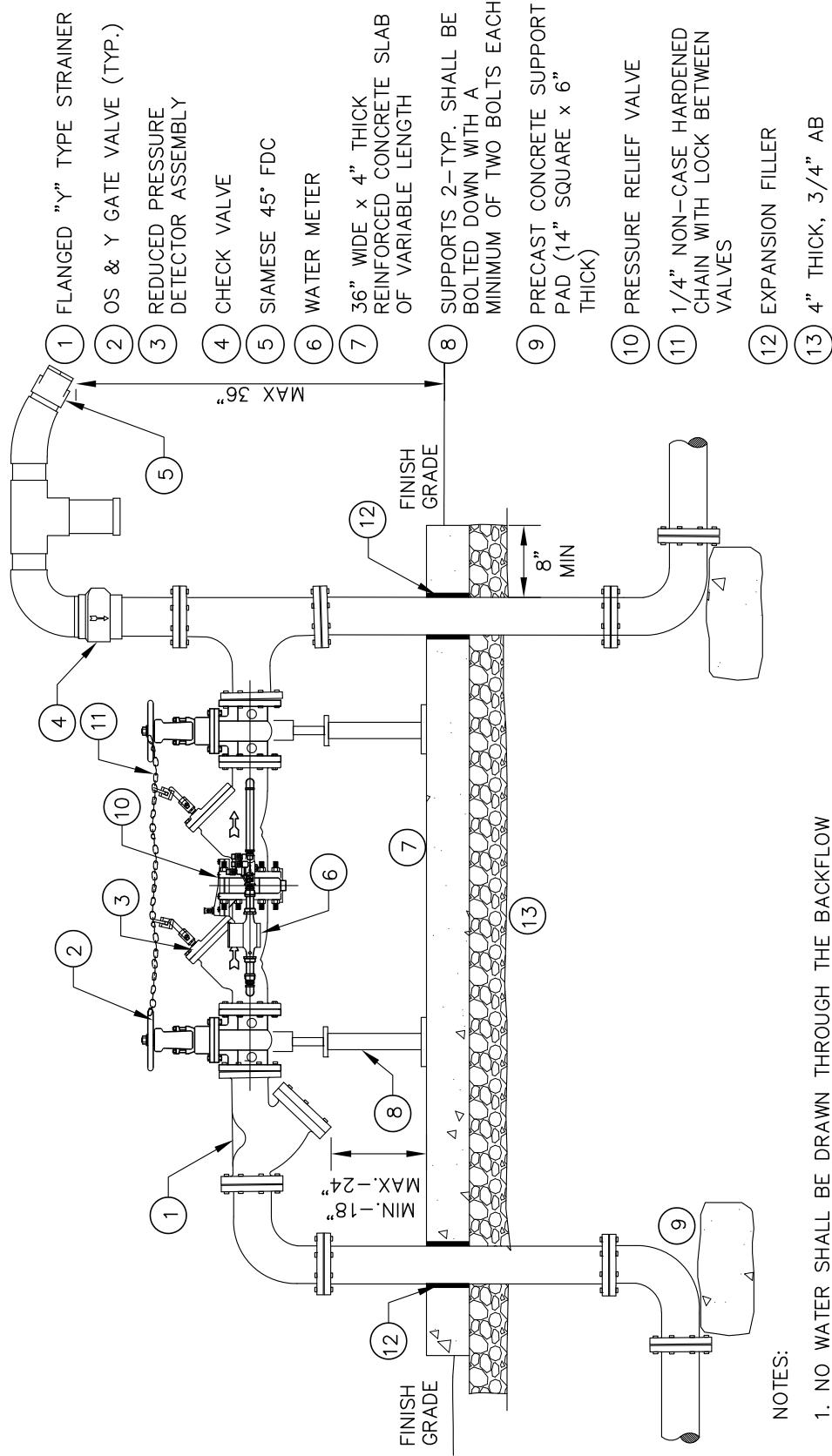


<b>CARMICHAEL WATER DISTRICT</b>	<b>1" &amp; 2" AIR RELEASE VALVE ASSEMBLY</b>
7837 FAIR OAKS BOULEVARD CARMICHAEL, CALIFORNIA, 95608 – 6400	SCALE: NONE      APPROVED BY: GN
	DATE: MARCH 2024      DRAWN BY: SR
	<b>W-16</b>



NOTES:

1. BACKFLOW ASSEMBLY SHALL BE TESTED AND ACCEPTED, PRIOR TO PERMITTING SERVICE. METERS WILL BE INSTALLED BY DISTRICT CREWS. WATER MAY NOT BE DRAWN PRIOR TO TESTING OF THE BACKFLOW DEVICE BY THE DISTRICT.
2. PROVIDE A MINIMUM 3 FOOT SEPARATION BETWEEN BACKFLOW DEVICES IN PARALLEL.
3. RESTRAIN ENTIRE MANIFOLD WITH APPROVED RESTRAINT SYSTEMS.
4. TAPS SHALL BE MADE SUCH THAT NO DEAD END LINES RESULT.
5. ALL LINES 3" AND LARGER SHALL BE DIP.
6. PROVIDE A CONCRETE PAD WITHIN THE LIMITS OF THE BACKFLOW MANIFOLD WITH POSITIVE DRAINAGE AND A 2% MAX. SLOPE PER DRAWING W-19 AND W-20 AND INSTALL PIPE BOLLARDS PER DRAWING W-14.
7. IN A BACKFLOW MANIFOLD CONFIGURATION THAT INCLUDES DOMESTIC AND IRRIGATION SERVICES, THE IRRIGATION SERVICE TAP SHALL BE DOWNSTREAM OF THE DOMESTIC SERVICE TAP.
8. ALL NON RESIDENTIAL SERVICES AND RESIDENTIAL SERVICES WITH FIRE SPRINKLERS REQUIRE REDUCED PRESSURE BACKFLOW PROTECTION DEVICES.
9. PROVIDE A 3' MINIMUM CLEARANCE FROM TOE OR TOP OF ANY SLOPE. NO SLOPES GREATER THAN 2:1 ADJACENT TO BACKFLOW MANIFOLD. IF THE ABOVE CRITERIA CAN NOT BE MET, A RETAINING WALL IS REQUIRED. THE RETAINING WALL SHALL BE CONSTRUCTED OF CONCRETE OR MASONRY ONLY.
10. PROVIDE CURB STOPS AS REQUIRED PER THESE STANDARDS.
11. METER LID SHALL BE STENCILED WITH THE NUMBER ADDRESS IT SERVICES. USE WHITE ENAMEL PAINT AND 2" TALL STENCILING.
12. A METER BYPASS WITH A LOCKING CURB STOP OR LOCKING VALVE SHALL BE REQUIRED FOR MULTI-FAMILY DOMESTIC SERVICES OR WHERE REQUIRED.



## NOTES:

1. NO WATER SHALL BE DRAWN THROUGH THE BACKFLOW DEVICE UNTIL IT HAS BEEN TESTED AND APPROVED BY THE DISTRICT.
2. THE BACKFLOW DEVICE SHALL BE INSULATED WITH A DISTRICT APPROVED FREEZE PROTECTION BAG.
3. FITTINGS SHALL BE FLANGE OR RESTRAINED.
4. PIPE AND FITTINGS SHALL BE DUCTILE IRON.
5. BURIED PIPE AND FITTINGS SHALL BE WRAPPED AND SEALED WITH 10 MIL POLYETHYLENE AND VINYL TAPE.
6. A MINIMUM OF FOUR (4) 4" BOLLARDS PER DRAWING W-14 SHALL BE LOCATED AT EACH BACKFLOW ASSEMBLY.

CARMICHAEL WATER DISTRICT

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

FIRE PROTECTION ASSEMBLY

(REDUCED PRESSURE DETECTOR CHECK)

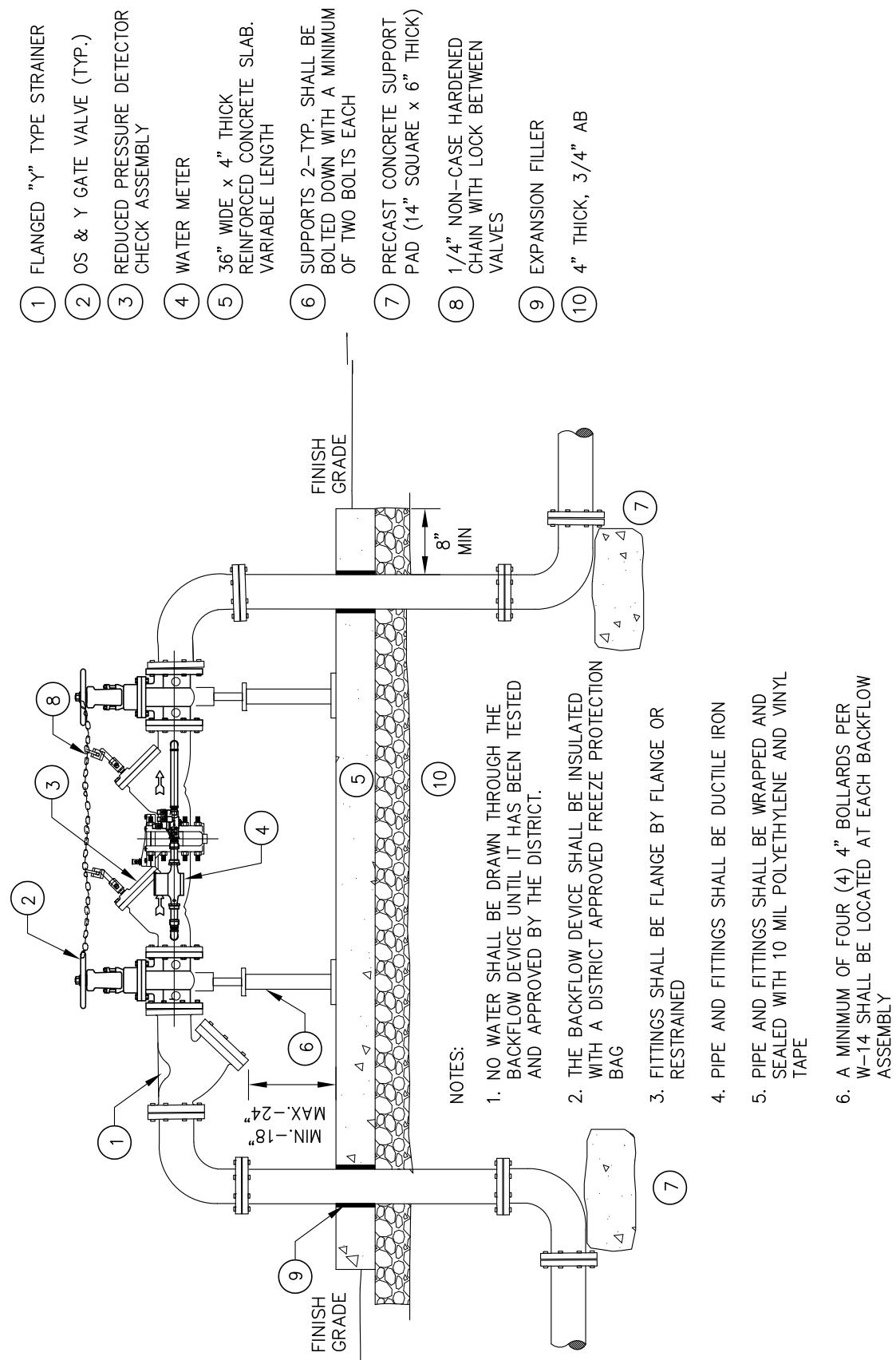
SCALE: NONE

DATE: APRIL 2021

APPROVED BY: MM

DRAWN BY: JC

W-18



CARMICHAEL WATER DISTRICT

ON-SITE FIRE PROTECTION

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

SCALE: NONE

APPROVED BY: MM

DATE: APRIL 2021

DRAWN BY: JC

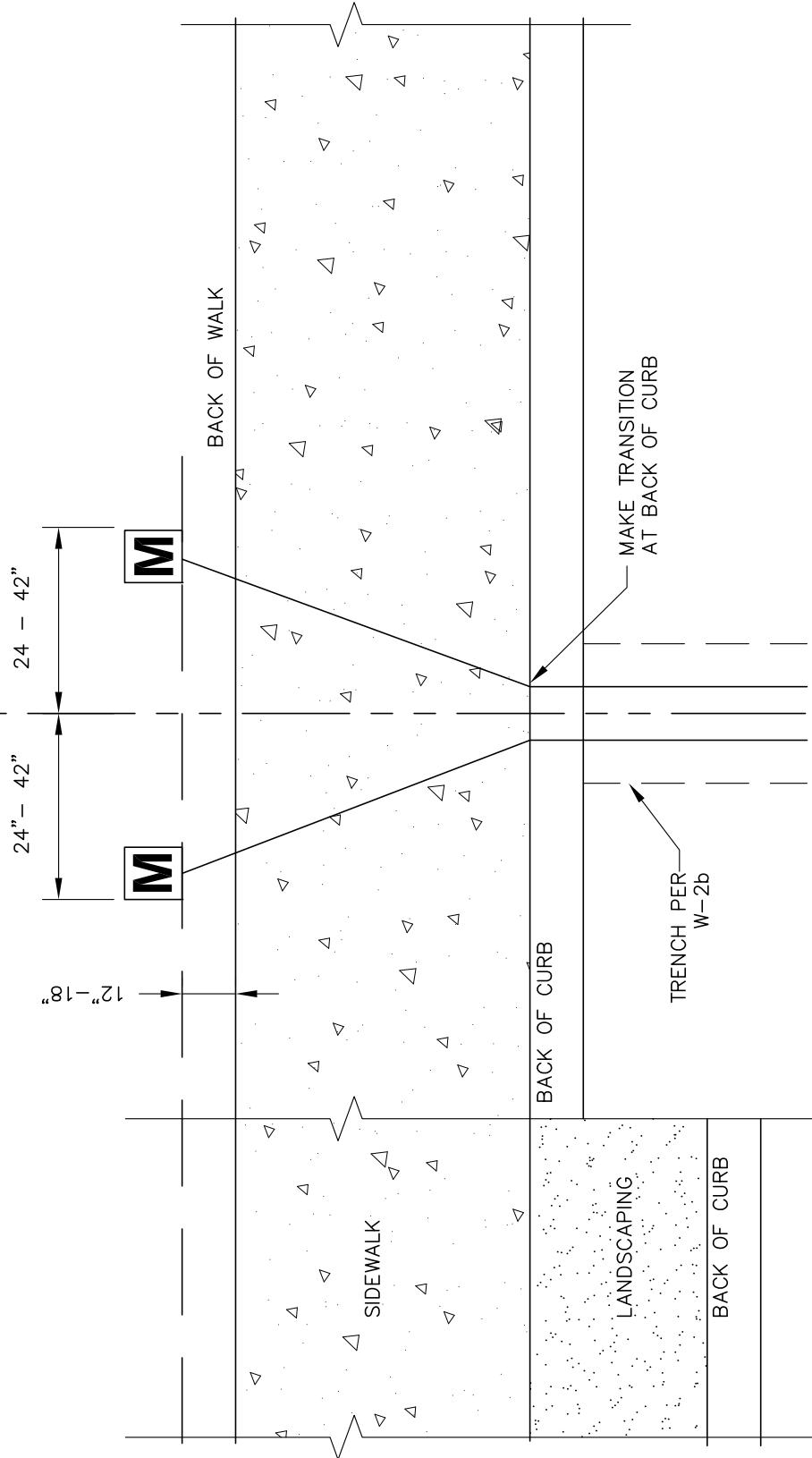
W-19

106

NOTES:

1. 24" MINIMUM SEPARATION DISTANCE BETWEEN SERVICE SADDLES AND OTHER SERVICE SADDLES, MAINLINE COUPLING, JOINT, OR FITTING.

PL



## CARMICHAEL WATER DISTRICT

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

## WATER SERVICE BOX LOCATION

SCALE: NONE	APPROVED BY: MM
DATE: APRIL 2021	DRAWN BY: JC

**W-20**

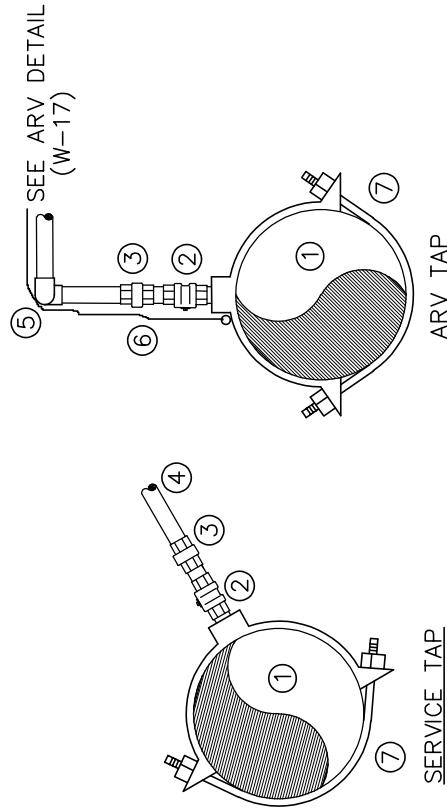
**CARMICHAEL WATER DISTRICT**7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400**TYPICAL SERVICE SADDLE INSTALLATION**

SCALE: NONE

APPROVED BY: GN

DATE: MARCH 2024

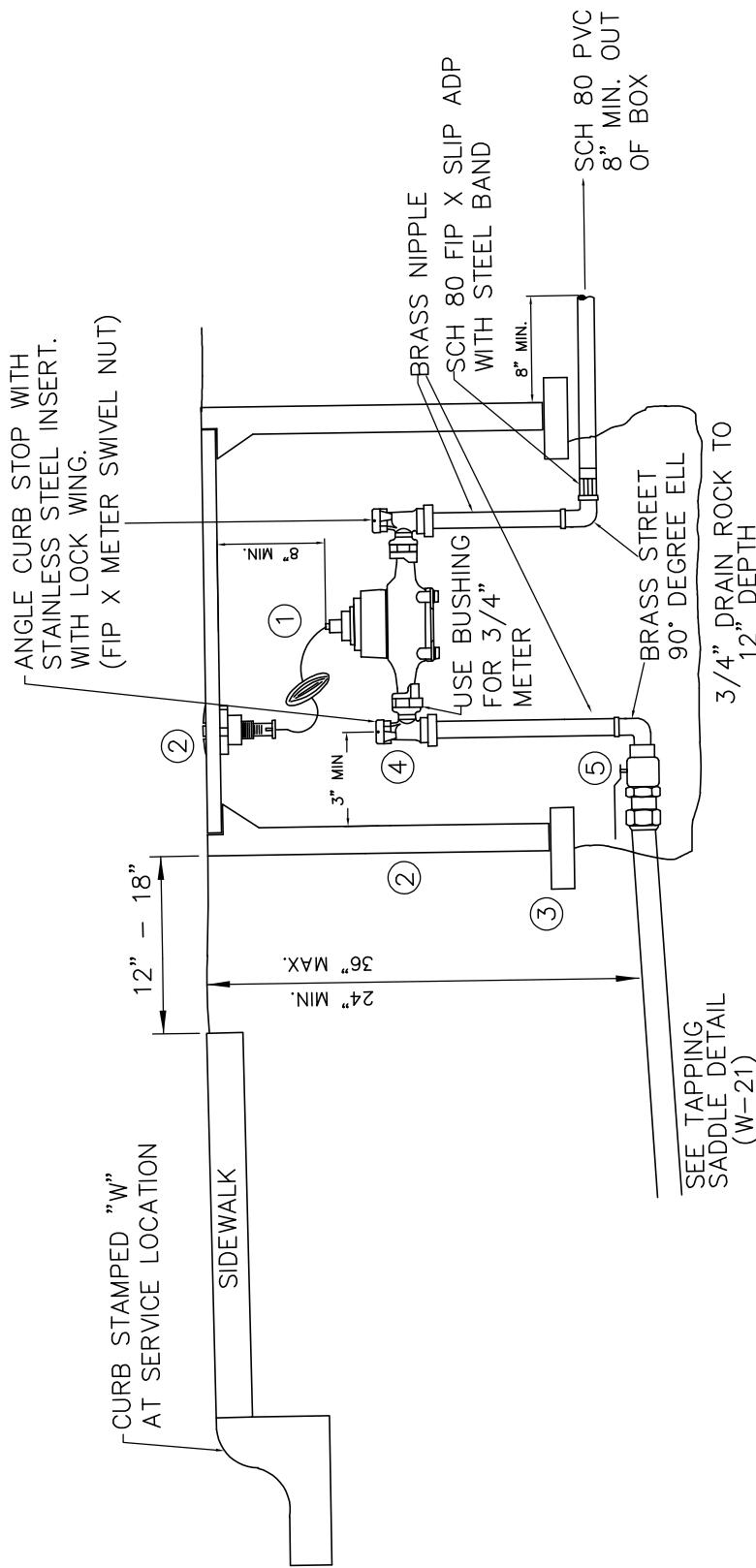
DRAWN BY: SR

**W-21**MATERIALS:

- (1) PRESSURE CLASS 350 DUCTILE IRON PIPE
- (2) CORPORATION STOP
- (3) COMPRESSION JOINT
- (4) BLUE COATED TYPE K SOFT ROLLED COPPER
- (5) BRASS 90° DEGREE ELL
- (6) #10 AWG LOCATING WIRE
- (7) BRONZE DOUBLE STRAP SERVICE SADDLE (FOR DIP, C900, AND AC). USE FULL CIRCLE REPAIR CLAMP FOR OD STEEL PIPE.

NOTES:

1. WRAP CORPORATION STOP AND COPPER SERVICE A MINIMUM OF 3' WITH AN APPROVED DIELECTRIC TAPE.
2. TRACING WIRE SHALL BE REQUIRED ON ARV, HYDRANT RUNS, BLOW OFFS, AND OTHER MAJOR APPURTENANCES.
3. TAPS, SERVICE SADDLES, AND FITTINGS SHALL BE SEPARATED BY A MINIMUM OF 24 INCHES.
4. TAPE AND POLYETHYLENE WRAP ALL EXPOSED FITTINGS.

NOTES:

1. WATER METERS AND TOUCH READ DEVICES SHALL BE PURCHASED THROUGH THE DISTRICT. PURCHASE INCLUDES INSTALLATION.
2. ALL BURIED PIPE AND FITTINGS SHALL BE WRAPPED WITH 10 MIL POLYETHYLENE OR APPROVED EQUAL.
3. SERVICE LINES TO BE BLUE COATED TYPE "K" SOFT ROLLED COPPER.
4. ALL BOXES LOCATED IN ROADWAY MUST BE CONCRETE H2O LOADING W/ STEEL CHECKERED LIDS W/ 2" PROBE HOLE FOR WATER SERVICES.
5. PACK JOINTS MAY NOT BE USED.

**CARMICHAEL WATER DISTRICT****3/4", 1", 1-1/2" & 2" SERVICE LINE**7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

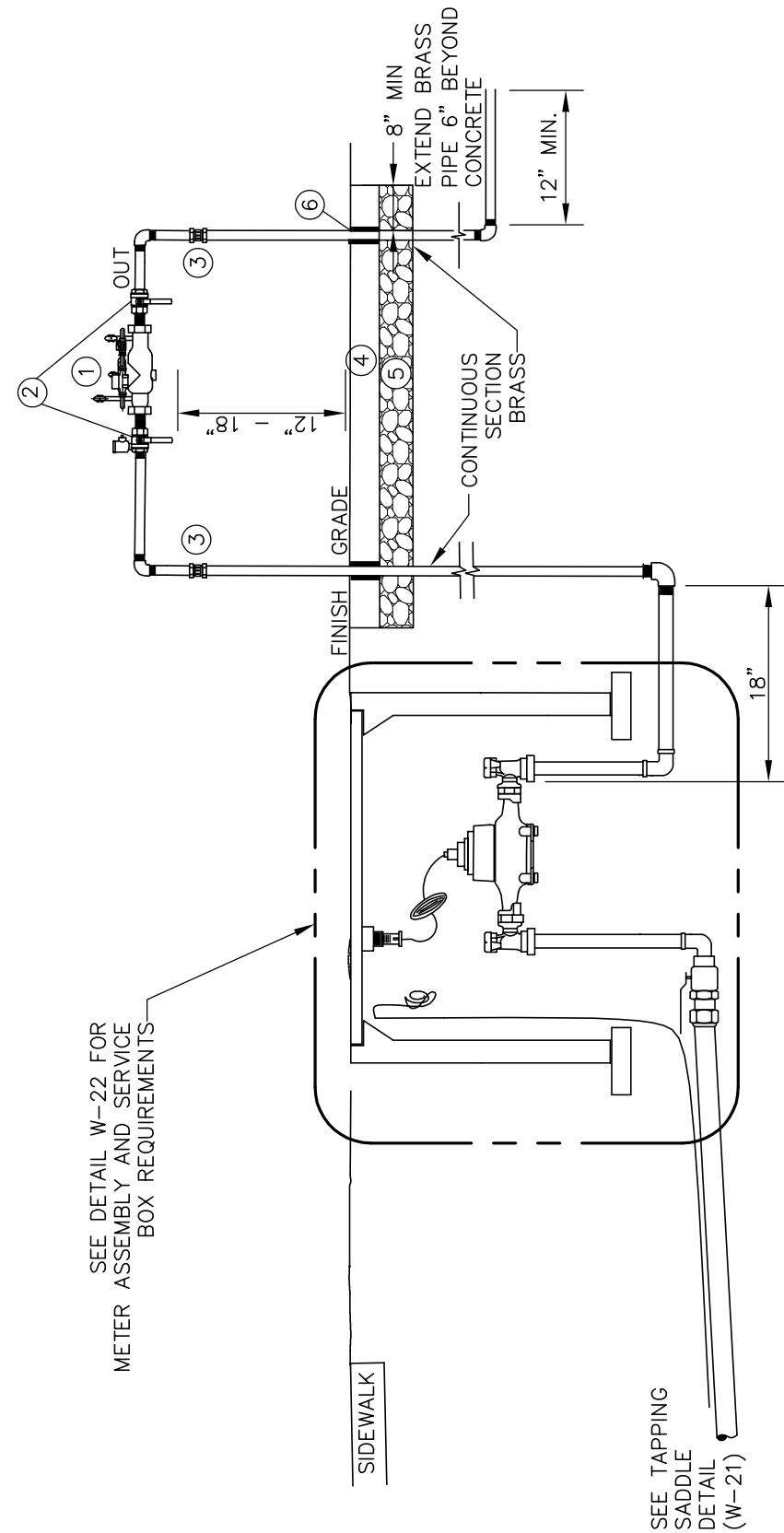
SCALE: NONE

APPROVED BY: GN

DATE: MARCH 2024

DRAWN BY: SR

**W-2209**



① REDUCED PRESSURE PRINCIPLE TYPE BACKFLOW DEVICE

② BALL VALVES

③ INSTALL (2) UNIONS

④ 36" WIDE x 4" THICK CONCRETE PAD OF VARIABLE LENGTH (12" NATIVE SOIL FOR LANDSCAPE AREA)

⑤ 3/4" AB, 4" THICK (3/4" AB, 12" THICK FOR LANDSCAPE AREA)

⑥ EXPANSION FILLER

NOTES:

1. NO WATER SHALL BE DRAWN THROUGH THE BACKFLOW DEVICE UNTIL IT HAS BEEN TESTED AND APPROVED BY THE DISTRICT.
2. ALL FITTINGS SHALL BE LEAD FREE, ALL PIPE SHALL BE BRASS OR RIGID COPPER.
3. WATER METERS SHALL BE PURCHASED THROUGH THE DISTRICT PURCHASE INCLUDES INSTALLATION.
4. THE BACKFLOW DEVICE SHALL BE INSULATED WITH A DISTRICT APPROVED FREEZE PROTECTION BAG OR CAGE.
5. BURIED PIPE AND FITTINGS SHALL BE WRAPPED WITH 10 MIL POLYETHYLENE OR APPROVED EQUAL.

**CARMICHAEL WATER DISTRICT**

**3/4", 1", 1-1/2" & 2" SERVICE LINE**

**WITH RP STYLE BACKFLOW**

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400

SCALE: NONE

APPROVED BY: GN

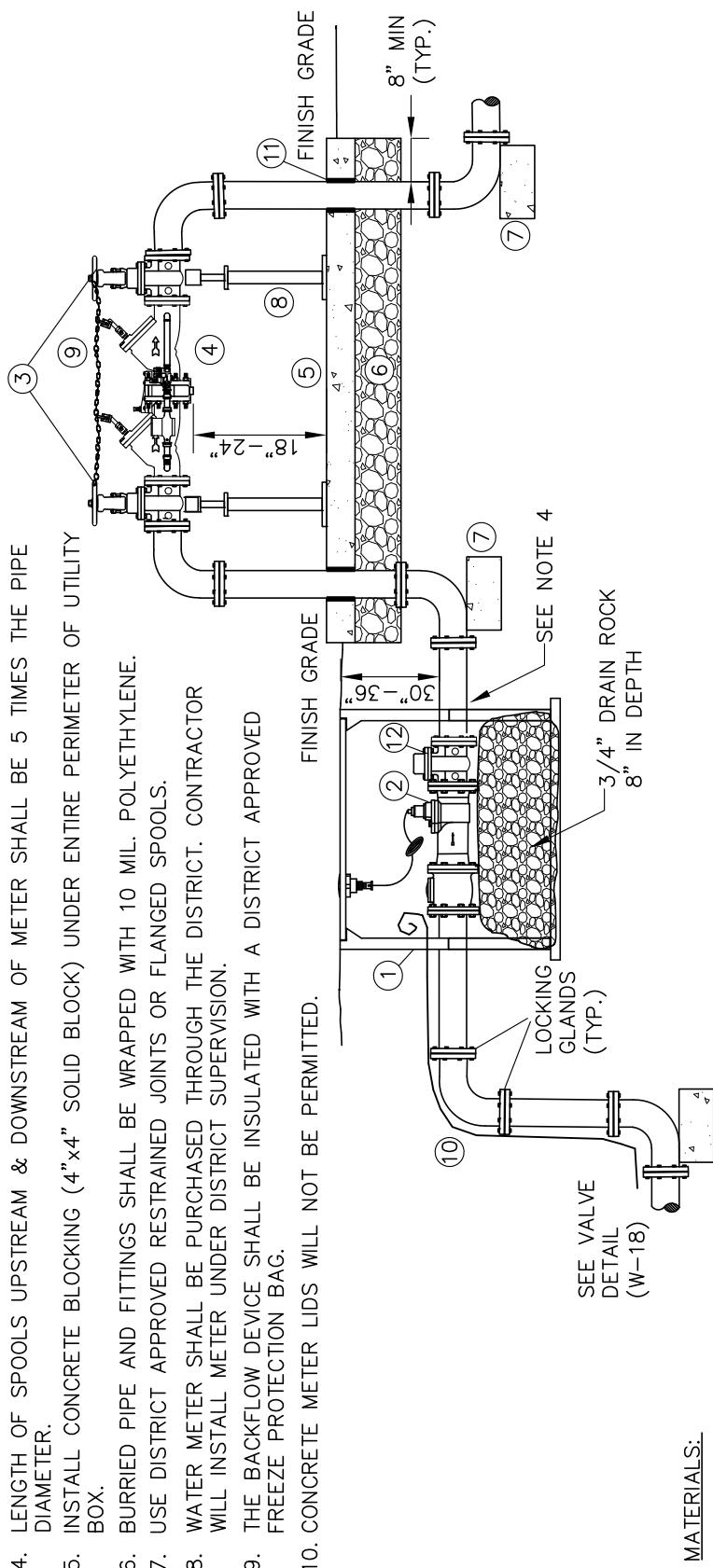
DATE: MARCH 2024

DRAWN BY: SR

**W-23**

NOTES:

1. NO WATER IS TO BE DRAWN THROUGH THE REDUCED PRESSURE PRINCIPLE BACKFLOW DEVICE UNTIL IT HAS BEEN TESTED AND APPROVED BY THE DISTRICT.
2. PIPE SHALL BE DUCTILE IRON.
3. GATE VALVES SHALL BE RESILIENT SEAT.
4. LENGTH OF SPOOLS UPSTREAM & DOWNSTREAM OF METER SHALL BE 5 TIMES THE PIPE DIAMETER.
5. INSTALL CONCRETE BLOCKING (4"x4" SOLID BLOCK) UNDER ENTIRE PERIMETER OF UTILITY BOX.
6. BURRIED PIPE AND FITTINGS SHALL BE WRAPPED WITH 10 MIL. POLYETHYLENE.
7. USE DISTRICT APPROVED RESTRAINED JOINTS OR FLANGED SPOOLS.
8. WATER METER SHALL BE PURCHASED THROUGH THE DISTRICT. CONTRACTOR WILL INSTALL METER UNDER DISTRICT SUPERVISION.
9. THE BACKFLOW DEVICE SHALL BE INSULATED WITH A DISTRICT APPROVED FREEZE PROTECTION BAG.
10. CONCRETE METER LIDS WILL NOT BE PERMITTED.

MATERIALS:

- ① H2O RATED UTILITY BOX AND H2O STEEL LID. UTILITY BOX SHALL BE SIZED TO MAINTAIN 4" CLEARANCE FROM METER ASSEMBLY ON ALL SIDES
- ② METER SHALL BE PURCHASED THROUGH THE DISTRICT
- ③ RESILIENT SEAT GATE VALVES
- ④ REDUCED PRESSURE PRINCIPLE ASSEMBLY TYPE BACKFLOW DEVICE
- ⑤ 32" WIDE x 4" THICK REINFORCED CONCRETE SLAB OF VARIABLE LENGTH
- ⑥ 3/4" AB 6" THICK
- ⑦ 14" SQUARE x 6" THICK CONCRETE SUPPORT PAD
- ⑧ SUPPORT STANDS BOLTED INTO CONCRETE (TWO BOLTS MINIMUM)
- ⑨ 1/4" NON-CASE HARDENED CHAIN WITH BREAKAWAY LOCK
- ⑩ #10 AWG COPPER LOCATING WIRE (SEE W-7)
- ⑪ EXPANSION FILLER

**CARMICHAEL WATER DISTRICT**7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA, 95608 - 6400**SERVICE LINE****3" AND LARGER**

SCALE: NONE

APPROVED BY: MM

DATE: APRIL 2021

DRAWN BY: JC

**W-24**

---

*This page intentionally left blank.*

# MEMO

**TO:** Board of Directors

**FROM:** Cathy Lee, General Manager

**DATE:** April 10, 2024

**RE:** Strategic Plan and Employee Survey

## BACKGROUND

Previously, the Board of Directors (Board) directed staff to conduct an employee survey and incorporate the data as part of a District wide strategic plan. At the February 2024 Regular Board of Directors (Board) meeting, the Board discussed the methods for which the employee survey should be completed and provided direction to staff to develop a scope of work with the recommended consultant, BHI Management Consulting.

## SUMMARY

BHI Management Consulting provided a revised scope of work to assist the District in conducting a strategic plan to provide a roadmap for the District in the next 5 to 10 years. The scope of work recommended a comprehensive multi-year strategic plan to review and analyze the District's mission, strengths, weakness, opportunities, and threats (SWOT), and the Board's vision. The option items include an employee survey and meeting and a public survey and meetings. Based on previous feedback and to ensure buy-in from stakeholders, BHI Management Consulting recommends the optional employee survey and public meetings. The cost for the base strategic plan is \$28,500, optional employee survey is \$43,980, and optional public meetings is \$52,380 for a total of \$124, 860. BHI Management Consulting will attend the April Regular Board meeting to discuss the items in detail with the Board.

## RECOMMENDATION

Staff recommends that the Board of Directors discuss the scope of the strategic plan and authorize the General Manager to sign a service agreement with BHI Management Consulting.

## ATTACHMENT(S)

1. BHI Management Consulting Proposal

## **BHI MANAGEMENT CONSULTING**

"Organizational Efficiency for Public Agencies"

---

Ms. Cathy Lee, General Manager  
Carmichael Water District  
P7837 Fair Oaks Blvd.  
Carmichael, CA 95608

April 7, 2024

**Subject:** Proposal to assist the Carmichael Water District with a Strategic Plan

Dear Ms. Lee,

This proposal outlines my approach and fees to assist the Carmichael Water District (CWD) Board of Directors (board) with a Strategic Plan. The resulting plan will provide a roadmap for the District in the next 5-10 years. It will be developed by all District leaders including the District Board, District General Manager and key staff; with my firm guiding all of the processes involved. BHI (Brent Ives) has assisted with the strategic plans of 160 California public agencies over the last 23 years and has developed a baseline set of tasks that have proven to produce a useful and enduring plan for Districts across the State.

Each of the plans with which we have assisted are different from one another, reflecting the varying needs, situation, planning environment, needs within the community, future risks, opportunities and potential threats District. BHI is currently involved assisting two other water districts with similar planning in California.

The baseline approach for each of the four stages are outlined below. The proposed cost of each stage of the baseline plan is costed out in the Task to Cost Table below. Additionally, recommended options for each of the four stages are described in Appendix A, herein and priced in the Table.

Regarding recommended options, in discussions with the General Manager, an employee survey was mentioned as a potential option. Employee involvement is definitely a recommended part of the development of a strategic plan. A survey and one other employee involvement option are proposed for Board consideration.

An employee survey is not part of the baseline planning method, thus priced separately as a recommended option, one that we have conducted many times before. See details of conducting employee involvement, including an employee survey, in Appendix A.

In similar fashion, optional recommended tasks will be associated with the stages of the strategic planning process as appropriate. Other inputs to the Board planning, prior to their planning workshop are also listed as options.

**Strategic Plan** - In order to properly prepare for the future, it is a best practice for a District to develop a comprehensive, multi-year strategic plan. As mentioned, such a project can be flexibly designed with optional services to supplement the baseline project. Options are outlined in Appendix A below and the estimated cost of each option is included in the cost table.

Strategic Plan Approach and Model Outline/Options -

Our baseline planning model utilizes four stages:

1. **Stage -1 Pre-workshop input and reconnaissance** – This stage allows for BHI to become fully acquainted with the District structure, culture, and opportunities, and gather broad input regarding the District's future. Tasks will include thorough review of past planning efforts, reviewing relevant past Board meetings, and informative meetings with the key staff of the District. Meetings with individual Board members is included within this stage. Meetings with individual Board members meetings will discuss District Mission and looking to the future. Also discussed in these meetings will be the Strengths, Weaknesses, Opportunities and Threats (SWOT) for the District now and in the future. Meetings will also be conducted with the District key staff members to gain their outlook for the District. All inputs gathered are organized and assembled to provide for productive discussions at the upcoming Board Planning workshop (Stage 2).

**Stage 2 - Board Initial Workshop Stage – Board workshop** – All inputs gathered in Stage 1 are organized and prepared for the Board strategic planning workshop. This meeting is an opportunity to allow for the Board to collectively plan the future of the District. The workshop will provide for a collective review of the SWOT thoughts from each member.

- The Board is prepared for this workshop through activities above. They may however be provided a pre-workshop questionnaire to jog strategic thinking.
- District Mission will be reviewed and Board Vision will be outlined to guide the strategic plan.
- SWOT – the analysis, best done together and best when time allows it to be thoroughly explored. The outcome of this broad thinking exercise is a key part of the development of an implementation plan to leverage strengths, capitalize on opportunities, mitigate weaknesses and protect against threats.
- Open public workshop of the Board of Directors for strategic planning including much of the above including discussions and review of the District Mission and values and, most currently useful, Board vision. This special workshop will be open to the public and generally held in one setting, yet can become two meeting when needed.

The deliverables of the Board planning workshop are to assure that District Mission is clearly understood and stated, that the multiyear-year Vision for the District is initiated by the Board. Outcomes of this process allow for guidance in the development of a clear implementation plan post-workshop.

**Stage 3 - Plan Development Stage (Staff/Consultant – post workshop)** This stage comprises the development of the Strategic Plan document, which reflects the direction

of the Board for the future years. BHI will begin by proposing an initial draft, then work with District Staff to complete implementing actions seen as needed to achieve the Board's vision will be developed. The resultant draft is then shared with the Board in a 'Tone-check Meeting' roughly 6-8 weeks after the Board planning workshop (Stage 2). BHI consultants will attend this meeting. Adjustments can be made at and after this meeting to assure that the Plan adequately reflects the multi-year strategy of the Board.

**Stage 4 - Document Development and Board Approval Stage** – Board meeting #3 is and can accomplish to seek approval of the resulting plan, as-is or as revised. This can generally be accomplished at regular Board meeting. Consultants will present the approval final version of the plan. This stage includes providing a final designed digital copy of the strategic plan to the District.

Options to the Stage above are detailed in APPENDIX A below.

**BHI Management Consulting** – The background and experience of BHI Management Consulting, Brent Ives and BHI associates are provided in APPENDIX B below.

**Note on Approach** – The actual project scope may evolve from this proposal based on Board and staff input upon consideration of approval meeting.

# **BHI MANAGEMENT CONSULTING**

"Organizational Efficiency for Public Agencies"

**Cost** - Mr. Ives' client hourly rate is \$390/hr. Associates of BHI may assist with the administration of the survey(s) as well as the collection and organization of results and other tasks as needed. BHI Associates are billed at \$180/hr.

<b>Employee Strategic Plan - CWD Tasks</b>	Principal (Ives) @\$390/hr.	BHI Associate@ \$180/hr.	LaborHours/task Total	Task Estimate	TOTAL COST WITH OPTION	Comments
<b>BASE STRATEGIC PLAN</b>	Hours	Hours	Hours			
<i>Stage 1 - Input</i>	16	0	16	\$ 6,240.00		Completed via phone or Zoom
<i>Stage 2 - Board Planning Workshop#1</i>	16	8	24	\$ 7,680.00		
<i>Stage 3 - Plan Development</i>	22	16	38	\$ 11,460.00		
<i>Stage 4 - Plan Approval Stage</i>	8	0	8	\$ 3,120.00		
<b>TOTAL BASE PLAN</b>	62	24	86	\$ 28,500.00	\$ 28,500.00	<b>Base Planning Effort Cost</b>
<b>RECOMMENDED OPTIONS</b>	Hours	Hours	Hours			
<i>Input Stage 1 - Option 1 - Employee Survey (Recommended)</i>	36	8	44	\$ 15,480.00	\$ 43,980.00	<b>Recommended Option</b>
<i>Input Stage 1 - Option 2 - Employee Meeting(s)</i>	14	8	22	\$ 6,900.00		
<i>Input Stage 1 - Option 3 - Public Meeting(s) - (Recommended)</i>	16	12	28	\$ 8,400.00	\$ 52,380.00	<b>Recommended Option</b>
<i>Input Stage 1 - Option 4 - Public Survey</i>	58	18	76	\$ 25,860.00		
<b>EXPENSES</b>						
<b>Travel Related costs</b>	Billed upon needed trip @ 225/trip					
<b>BHI Office overhead expenses (project related programs)</b>		FIXED		\$ 500.00		

**Schedule** – it is anticipated that such a full project, if all additional items were included, would take approximately 6 months from the notice to proceed.

**Summary** – Please understand that this proposal is meant to allow for Board discussion, consideration of options and potential approval. Your signature below and/or a purchase order or District professional services agreement will allow the project to begin.

Brent H. Ives, Principal  
BHI Management Consulting  
209.740.6779

**APPENDIX A – Optional Services, with recommendations**

**Stage 1 – Input Stages Options:** options 1-4 below relate to Stage 1 – Input in the Base Strategic Planning tasks. Two are recommended and two are listed as options for Board consideration.

**Option 1 - Employee Survey (Recommended)** – As mentioned above, this was discussed by the Board earlier. Such a third-party survey (BHI) carries the advantage of objectivity and allow employees to remain autonomous with their thoughts and opinions therefore allowing them to state their more freely. Along with allowing employees to remain nameless, the survey method also allows more broad coverage of subjects, being more effective in gaining input in the areas of organizational health, overall workplace morale, District future needs, and various miscellaneous opinions. While being more open and thorough, this option takes longer to achieve it costs more to achieve. The cost difference in employee input options can be seen in the Table below.

If this option is chosen it begins at the very initial stages of the planning project to allow for the Employee Input Report to be ready for Board use at Stage 2 Board workshop. The specific approach to this option follows:

**A. Survey basis and design** - The consultant will begin by working through the District staff and Board President to assure that all elements and procedures for the survey are clear and met. The Consultant will proceed to develop a survey that focuses specifically on the desired District deliverables. In general, keeping the survey as short as possible allows for better response ratio. The initial work envisioned in this option is for the CWD employees only. The final design of the survey will be fully vetted and accepted by the District prior to its distribution.

**B. Survey Distribution** - The survey will be sent by Survey Monkey or like online survey method. Care will be taken so that employees can be sure that their responses are anonymous and cannot be tracked back to them. Part of this assurance to the employees will require that either the Consultant or District Management communicate with them to provide that assurance. The proposal does not anticipate that any direct meeting with employees will be required, however, that can be added if needed.

**C. Survey Analysis and Reporting of Results** - Consultant will prepare all response data and prepare for reporting to the District. The report will include the analysis the determination of results from employees, highlighting the both highs and low responses. Correlation of narrative feedback will be studied and provided as well. Comments that repeat will be duly noted. All raw data will also be contained in an appendix to the report. The District will have full access to all data collected.

**D. Reporting** - BHI will prepare a report directly regarding the survey results, discussions and recommendations to the Board for use at the Strategic Planning

workshop.

Option 2 - Employee Meeting(s) - This option would be carried out by the consultant meetings directly with an employee group(s) to gather their input on the strategic future of the District. This option can be effective for gaining employee group(s) future thinking, yet is usually limited by the format and opinion reticence of individuals to speak openly in a group. The method is less valuable for asking questions regarding the workplace culture. While some employees prefer this method, most, in utilities Districts do not. The option carries the advantage however of being much less involved and quicker to achieve, therefore less expensive. It does allow the Board to acknowledge the employee base while planning.

Option 3 – Public Input (Recommended) – This option involves proactively gaining direct input from District constituents. This can be accomplished by advertising 2 meetings for that purpose. Generally, one meeting is held at District offices and one online. The purpose of these meetings is for the public to weigh-in on the District's future without needing to go before the Board. These meetings are held with the consultant only, allowing open feedback.

Option 4 – Public Survey – An opinion survey of your service community is a means by which to gain broad input on the District now and in the future. This is not generally needed unless much time has elapsed since the District has proactively asked the public their thoughts. This is a time-consuming option in its design and implementation, thus is not a recommendation for the District unless critically needed.

**APPENDIX B****BRENT H. IVES, PRINCIPAL**  
**BHI Management Consulting**

After a 37 year career as a technical manager at Lawrence Livermore National Laboratory. Mr. Ives has 24 years of management consulting experience to California public agencies. Brent has also served for 23 years on the City Council of the City of Tracy, CA, with the last 8 years the directly elected Mayor of the City of Tracy, CA, a city of 102,000 in the central valley of California. He served as a charter commissioner and Chairman of the Altamont Commuter Express (ACE Train) Joint Powers Authority, and a Chair/Director of the San Joaquin County Council of Governments. Brent is now the former Mayor of Tracy, having termed out of office in December 2014.

Brent Ives, through his firm BHI Management Consulting (BHI), has trained staff of hundreds of local agencies and individual decision makers, Council members, Board members and managers from all walks of the public sector and business. He teaches best governance practices for the California Special District Association. Brent and other BHI associates have decades of experience leading public agencies to improve through thinking strategically, including a broad perspectives on the future. Brent also operates the web-based Board training site, [www.GoodBoardWork.com](http://www.GoodBoardWork.com). In 2016, Brent also wrote and published the book, *52 Ways to Be a Better Board*, available on Amazon, a book aimed at Board best practices and good governance.. He has a clear vision for looking over the horizon with the public to form practical and clear public policy and strategy.

**Public Agency Planning and Development**

- Assisted over 150 public agencies in California with strategic planning.
- Facilitated over hundreds of public meetings on various issues in California regarding access reliability, risk, planning, management, administration, culture, and overall organizational health.
- BHI has conducted of employee meetings and surveys to assist in the inclusion of the invaluable perspective of the day-to-day, on-the-ground perspective.
- Co-directed public outreach element for Lawrence Livermore National Laboratory and interface with the Defense Nuclear Facilities Safety Board in 1998 for the LLNL Environmental Health and Safety Plutonium and HEU Vulnerability Assessment.
- Led local effort as Mayor to assess and institute Mayor's Community Youth Support Network, assisting at-risk youth and their parents/care-givers with information and programs to learn about, extricate themselves from and avoid gang lifestyle altogether.



**Ms. Jill Ritzman** is an accomplished public agency professional having served the County of Sacramento County and the General Manager of the Cameron Park Community Services District. She has been a strategic planning consultant and is experienced in the development of public policy having worked for various public agencies for over 30 years. Jill brings complimentary perspective to all projects she undertakes; she is a gifted facilitator and trainer. Jill has been involved with BHI with strategic planning development for over a decade. Her approach to planning is inclusive, informal and proven effective. Jill is a strategic thinker as her success as shown throughout her career.

Partial Listing of Agencies Served:

Town of Yountville  
City of Pleasanton  
City of Westminster  
City of Richmond  
Nickel Farms  
City of San Ramon  
City of Citrus Heights  
Marin/Sonoma Mosquito-Vector Control District  
West Side Cemetery District  
Cordova Recreation and Parks District  
Cosumnes Community Services District  
Central Contra Costa Sanitation District  
Cordova Recreation and Parks District  
Livermore Area Recreation and Parks District  
Auburn Recreation and Park District  
Phelan-Pinon Community Services District  
Greater Vallejo Recreation and Park District  
Pleasant Hill Recreation and Park District  
Pleasant Valley Recreation and Park District  
Conejo Recreation and Park District  
Apple Valley Recreation and Park District  
Rodeo Sanitary District  
LWR Engineering  
South Coast Water District  
Big Bear Airport District  
Palmdale Water District

Yorba Linda Water District  
Orange County Water District  
Orange County Sanitation District  
Central Contra Costa Sanitary District  
Dublin-San Ramon Sanitation District  
Castro Valley Sanitation District  
Rosamond CSD  
Marina Coast Water District  
Grossmont Healthcare District  
West Bay Sanitary District  
Costa Mesa Sanitary District  
Monterey Regional Water Pollution Control Agency  
Lawrence Livermore National Safety  
Sacramento Metro Fire  
Monterey Regional Fire Authority  
City of San Ramon  
Fairfield-Suisun Sewer District  
East Bay Regional Park District  
Kensington Fire Protection District  
South Coast Water District  
Rainbow Municipal Water District  
Sweetwater Water District  
City of Westminster  
Lewiston CSD  
East Kern Healthcare District  
City of Ione  
Town of Yountville  
Otay Water District  
Sweetwater Water Authority

# MEMO

**TO:** Board of Directors

**FROM:** Greg Norris, Engineering Manager

**DATE:** April 4, 2024

**RE:** La Vista Storage Tank & Booster Pump Station Project – Professional Services Agreement (PSA) Amendment #1 for Construction Management Services

## BACKGROUND

Construction on the La Vista Storage Tank and Booster Pump Station (BPS) Project started in September 2021 and is expected to be completed in the last quarter of 2024. Throughout the project duration many unforeseen issues came up, including the discovery of a tank liner in the old steel water storage tank. Demolition and disposal of the tank and other related soil work required additional time and the project experienced a work suspension extending from March 2023 to January 2024.

Water Works Engineers (WWE) are currently under agreement with CWD to provide construction management (CM) services on the project. WWE assisted CWD on an as needed/as requested basis during the work suspension period, to provide information regarding demolition and disposal of the old tank and the contractor's costs, work schedule, and adherence to the contract. Additional factors that impacted WWE's original budget include review of the contractor's submittals, request for information (RFI's) during the work suspension and critical path work items with schedule impacts as a result of increased activity durations. Therefore, WWE provided more construction management services than what was originally budgeted.

## SUMMARY

The La Vista Storage Tank and BPS Project's unforeseen challenges have led to additional work being done by WWE, utilizing the original CM services budget. As a result, WWE's cost budget for the original PSA is approximately 95% complete, with approximately 9 to 10 months of work left on the project. In anticipation of CM services costs exceeding the current agreement amount, WWE provided a fee estimate for CM services to be extended through September 20, 2024. If executed, the attached draft amendment signed by WWE will allow for WWE to continue providing CM services based on the attached fee estimate.

## FINANCIAL IMPACT

WWE's fee estimate for CM Services for additional work at the La Vista Storage Tank and BPS is \$432,673. There is enough funding in the approved budget and in the La Vista Tank bond fund to cover the extra work.

## RECOMMENDATION

Staff recommends that the Board of Directors approve a contract increase from \$999,201 to \$1,431,874 with Water Works Engineers and authorize the General Manager to execute Professional Services Agreement Amendment 1.

## ATTACHMENT(S)

La Vista Storage Tank & BPS Project - PSA Amendment #1

**AMENDMENT NO. [1]**  
**TO AGREEMENT FOR LA VISTA TANK REPLACEMENT PROJECT**  
**CONSTRUCTION MANAGEMENT SERVICES BETWEEN CARMICHAEL WATER**  
**DISTRICT**  
**AND WATER WORKS ENGINEERS**

This Amendment No. [1] to the December 16, 2020 Agreement between CARMICHAEL WATER DISTRICT (“District”) and WATER WORKS ENGINEERS, LLC (“Consultant”) concerning construction management services is made effective as of the date of the District’s signature, in Carmichael, California.

**RECITALS:**

- A. On December 16, 2020, District and Consultant entered into an agreement for construction management services in connection with La Vista Tank Replacement Project (“Agreement”);
- B. District desires to extend the services provided by Consultant;
- C. Consultant 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 Consultant to include: additional construction management services for the La Vista Storage Tank and Booster Pump Station Project (referred to in the Agreement as the ‘La Vista Tank Replacement Project’).

**AGREEMENT:**

1. **Description of Extended Services.**

(a) Extended construction management services shall be as described in Consultant’s scope of work included in Exhibit A of the Agreement.

(b) Consultant’s Fee Estimate, which is attached hereto and incorporated herein as Exhibit A to this Amendment No. [1], is for extended construction management services through September 20, 2024. The September 20, 2024 date does not necessarily represent a project completion date or a specific level of progress.

2. Compensation.

(a) The total compensation for the additional construction management services described in this Amendment No. 1 shall not exceed \$ 432,673. Compensation shall be based on Consultant's Fee Estimate dated March 31, 2024, 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 \$ 1,431,874.

3. Term of Agreement.

This Amendment shall become effective on the date signed by the District. The Agreement, together with this Amendment No. [1], shall expire on February 26, 2025, unless terminated earlier pursuant to Section 15 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: \_\_\_\_\_ Date: \_\_\_\_\_  
General Manager

WATER WORKS ENGINEERS, LLC

By:  Date: 4/8/2024  
Consultant:  
Michael J. Fisher  
Managing Member / Principal In Charge

## **EXHIBIT A**

## Water Works Engineers Fee Estimate

Client: Carmichael Water District  
Project: La Vista Tank and Booster Pump Station Project  
Prepared by: WWE  
Date: 3/31/2024  
Rev: 3



## Water Works Engineers

Classification	Title
E5	Principal Engineer
E4	Senior Engineer/Construction Manager
E3	Project Engineer/Asst Construction Manager
E2	Associate/Resident Engineer
I1	Field Inspector
I2	Senior Inspector
I3	Supervising Inspector
AA	Administrative

## Expenses

## WWE Expenses

## **Subconsultants**

Mid Pacific Engineering (Materials Testing)

## Subconsultant Markup

### Hourly Rate

Version 1.00, 12-01-01

Total \$486,752

Remaining Project Budget as of March 01, 2024 - \$54,079

**Proposed Amendment No. 1 Budget Increase \$432,673**

---

*This page intentionally left blank.*

# MEMO

**TO:** Board of Directors

**FROM:** Greg Norris, Engineering Manager

**DATE:** April 4, 2024

**RE:** Land Rights Purchase from San Juan Unified School District

## BACKGROUND

The District has been in the process of developing two ASR well sites that are currently on land owned by the San Juan Unified School District (SJUSD). SJUSD gave preliminary approval that they would be willing to sell access to the sites for the development of the proposed ASR wells and related top-side equipment. One easement is on Ladera Avenue at Schweitzer Elementary School and the other easement is at SJUSD property on the Northwest corner of Garfield and Engle Avenues.

## SUMMARY

SJUSD has agreed to provide permanent easement for the well properties and access to the District with the attached purchase agreements that include cost and terms associated with the proposed easements. The costs were assessed by an appraiser. The District's attorney has reviewed the agreements and has agreed that they are complete. Once the District approves them, the SJUSD School Board will have to approve the agreements before they become finalized.

## FINANCIAL IMPACT

The cost of the permanent easements are \$146,255 for the La Sierra site and \$ 116,730 for the Ladera site.

## RECOMMENDATION

Staff recommends that the Board of Directors authorize the General Manager to execute District approval of the two Easement Purchase Agreements and pay the agreed upon prices.

## ATTACHMENT(S)

Draft Easement Purchase Agreements for the Ladera site.

Draft Easement Purchase Agreements for the La Sierra site.

## **EASEMENT AGREEMENT FOR LADERA WELL SITE**

**San Juan Unified School District**, a political subdivision of the State of California, (hereinafter referred to as "Grantor"), does hereby agree to grant to **Carmichael Water District**, a water district of the State of California ("Grantee"), a permanent exclusive utility and access easement and a temporary construction easement on Grantor's real property in the County of Sacramento, State of California, bearing Assessor's Parcel Number [REDACTED], for the purpose of constructing and maintaining a water well and related appurtenances at Schweitzer Elementary School property, as further described in the Grant of Permanent Exclusive Utility Easement attached hereto as **Exhibit "1"** and made a part hereof ("Permanent Easement"), and as bounded and described in **Exhibit "A"** to the Permanent Easement ("Easement Area"). Through this agreement, Grantee and Grantor are sometimes collectively referred to herein as "Parties" or individually as "Party."

### **COVENANTS, TERMS, CONDITIONS AND RESTRICTIONS**

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Grantee and Grantor covenant and agree as follows:

1. **Permanent Easement.** Pursuant to the terms herein, Grantor shall sell, and Grantee shall purchase, the Permanent Easement for the purpose of constructing, installing, maintaining, using, operating, inspecting, repairing, access, ingress, egress and servicing a water well, and related appurtenances and uses, as further described in the Permanent Easement. The Grantor shall also grant to Grantee a temporary construction easement to enable the Grantee to construct the necessary facilities on the Easement Area.

2. **Ownership of the Underlying Property.** Grantor reserves the rights and incidents of ownership of the underlying fee interest in the Easement Area, provided that such incidents of ownership shall not hinder, conflict, or interfere with, or otherwise frustrate the exercise of Grantee's rights hereunder.

3. **Purchase Price.** Grantee shall pay to Grantor One Hundred Sixteen Thousand Seven Hundred Thirty Dollars (\$116,730) ("Purchase Price") in consideration of the Permanent Easement. The entire balance of the Purchase Price, less any credits due to Grantee, as expressly provided herein, shall be due from Grantee on the date of conveyance.

4. **Effective Date.** For purposes of this agreement, the "Effective Date" shall be the date upon which this agreement has been executed by all Parties.

5. **Compliance with Law.** Grantee shall use due care in the construction, operation and maintenance of the Easement Area, and all fixtures and appurtenances located within the Easement Area. Grantee and its contractors and subcontractors shall comply with the requirements of Education Code sections 45125.1 and 45125.2 during the use of the Permanent Easement and Easement Area by Grantee, its contractors, and subcontractors.

6. **Maintenance and Use of the Easement Area.** Grantee shall, at its sole cost and expense, maintain and keep the Easement Area in good order and condition. Grantee use of the Easement Area shall not interfere with the Owner's regular operation of its property.

7. **Indemnification.**

(a) Grantee shall indemnify, defend, and hold harmless Grantor, its Board, Board members, officers, employees, agents, representatives, and invitees, from and against any action, cause of action, suit, expense, demand, loss, damage, claim, cost, judgment, injury or liability whatsoever, including reasonable attorney's fees (collectively, "Liability"), resulting from Grantee's exercise of its rights under this Permanent Easement, including its access to and ingress and egress on the Easement Area. Notwithstanding the foregoing, Grantee shall not be required to indemnify any such parties from Liability caused by the sole negligent act or intentional misconduct of Grantor, its Board, Board members, officers, employees, agents, representatives, and/or invitees.

(b) Grantor shall indemnify, defend, and hold harmless Grantee, its Board members, officers, employees, agents, representatives, and invitees, from and against any action, cause of action, suit, expense, demand, loss, damage, claim, cost, judgment, injury or liability whatsoever, including reasonable attorney's fees, resulting from any interference by Grantor with Grantee's rights under the Permanent Easement, or any damage to Grantee's facilities or improvements caused by Grantor resulting from the negligence or willful misconduct of Grantor or any of Grantor's Board, Board members, officers, employees, agents, representatives, and/or invitees.

**8. Insurance.** Grantor shall keep all existing insurance policies insuring the Easement Area against property damage and liability, if any, in full force and effect pending this transaction. Upon recordation of the Permanent Easement, Grantee shall be responsible for maintaining all insurance for the Easement Area, including but not limited to all insurance in relation to constructing, installing, maintaining, using, operating, inspecting, repairing, and servicing a water well, and related appurtenances and uses.

**9. Allocation of Costs.** Grantee will pay any and all recording fees and County/City documentary transfer taxes incurred in connection with the recording of the Grant of Permanent Easement.

**10. Notices.** All notices under this Agreement must be in writing and will be effective: (a) immediately upon delivery in person or by email, provided delivery is made during regular business hours; or (b) upon the actual delivery to the recipient if delivered (i) by a reputable overnight courier service (such as Federal Express) providing confirmation of delivery or (ii) by certified mail. The inability to deliver because of a changed address of which no notice was given, or rejection or other refusal to accept any notice, shall be deemed to be the receipt of the notice as of the date of such inability to deliver or rejection or refusal to accept. Any notice to be given by any Party may be given by the counsel for such Party. All notices must be properly addressed and delivered to the Parties as applicable, at the addresses below or at such other addresses as either Party may designate by written notice.

If to Grantor: San Juan Unified School District  
3738 Walnut Avenue  
Carmichael, CA 95608  
Frank.Camarda@sanjuan.edu

If to Grantee: Carmichael Water District  
7837 Fair Oaks Boulevard  
Carmichael, CA 95608  
Phone: 916-483-2452

Fax: 916-483-5509  
Attention: General Manager  
Email: [HR@carmichaelwd.org](mailto:HR@carmichaelwd.org)

11. **Recordation.** Upon full execution, the Permanent Easement shall be recorded in the Official Records of Sacramento County, State of California.

12. **Governing Law.** This agreement and the Permanent Easement shall be construed and governed in accordance with the laws of the State of California, without regard to principles of conflicts of law.

13. **Amendment.** No amendment, supplement or modification of this agreement or the Permanent Easement shall be binding unless executed in writing by the Parties and recorded in the Official Records of Sacramento County.

14. **Drafting Ambiguities; Headings.** The Parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and conditions of this agreement, and the decision of whether or not to seek advice of counsel with respect to this agreement is a decision which is the sole responsibility of each Party. This agreement shall not be construed in favor of or against any Party by reason of the extent to which each Party participated in the drafting of the agreement. Headings in this agreement are for convenience only and are not to be used in the construction or interpretation of this agreement.

15. **Authority and Execution.** This agreement, which is valid only when executed by Grantee and Grantor, together with the Permanent Easement, constitutes the complete understanding and agreement of the Parties hereto and no oral representation shall in any manner vary the terms hereof or be binding. The effectiveness of this agreement and any amendment hereto is contingent upon approval or ratification by the Owner's Governing Board.

16. **Entire Agreement.** This agreement supersedes any and all oral or written agreements between the Parties regarding the Permanent Easement which are prior in time to this agreement, and this agreement, together with the Permanent Easement, contains the entire agreement between the Parties as to the subject matter hereof. The Parties shall not be bound by any prior understanding, agreement, promise, representation, or stipulation, express or implied, not specified herein.

17. **Severability.** If any one or more of the provisions of this agreement should be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this agreement, which remaining provisions shall continue in full force and effect, provided that the rights and obligations of the Parties contained herein are not materially prejudiced and the intentions of the Parties continue to be effective.

18. **Authorization.** Each Party represents to the other Party that such Party has authority under all applicable laws to enter into this agreement, that all of the procedural requirements imposed by law upon each Party for the approval and authorization of this agreement have been properly completed, and that the persons who have executed the agreement on behalf of each Party are authorized and empowered to execute said agreement.

19. **No Third-Party Beneficiaries.** Nothing in this agreement shall be construed to confer any third-party benefit on any other person not a party hereto, including but not limited to any broker,

with respect to this agreement.

20. **Warrant of Signature Authority.** The Grantor warrants the signature appearing on this instrument of real property (i.e., Grant of Permanent Easement) has the legal and requisite signatory authority for the conveyance of Grantor's real property interest. Further, the Parties acknowledge and agree that this Grantee, which is a public corporation, is relying on said Warrant of Signature Authority when accepting this real property instrument for recordation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

**GRANTOR**

**San Juan Unified School District,  
a California School District**

**GRANTEE**

**Carmichael Water District,  
a California Irrigation District**

## EXHIBIT A



# EASEMENT AGREEMENT FOR LA SIERRA WELL SITE

**San Juan Unified School District**, a political subdivision of the State of California,(hereinafter referred to as “Grantor”), does hereby agree to grant to **Carmichael Water District**, a water district of the State of California (“Grantee”), a permanent exclusive utility and access easement and a temporary construction easement on Grantor’s real property in the County of Sacramento, State of California, bearing Assessor’s Parcel Number [REDACTED], for the purpose of constructing and maintaining a water well and related appurtenances, as further described in the Grant of Permanent Exclusive Utility Easement attached hereto as **Exhibit “1”** and made a part hereof (“Permanent Easement”), and as bounded and described in **Exhibits “A”** to the Permanent Easement (“Easement Area”). Through this agreement, Grantee and Grantor are sometimes collectively referred to herein as “Parties” or individually as “Party.”

## COVENANTS, TERMS, CONDITIONS AND RESTRICTIONS

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Grantee and Grantor covenant and agree as follows:

1. **Permanent Easement.** Pursuant to the terms herein, Grantor shall sell, and Grantee shall purchase, the Permanent Easement for the purpose of constructing, installing, maintaining, using, operating, inspecting, repairing, access, ingress, egress and servicing a water well, and related appurtenances and uses, as further described in the Permanent Easement. The Grantor shall also grant to Grantee a temporary construction easement to enable the Grantee to construct the necessary facilities on the Easement Area.

2. **Ownership of the Underlying Property.** Grantor reserves the rights and incidents of ownership of the underlying fee interest in the Easement Area, provided that such incidents of ownership shall not hinder, conflict, or interfere with, or otherwise frustrate the exercise of Grantee’s rights hereunder.

3. **Purchase Price.** Grantee shall pay to Grantor One Hundred Forty-Six Thousand Two Hundred Fifty Dollars (\$146,250) (“Purchase Price”) in consideration of the Permanent Easement. The entire balance of the Purchase Price, less any credits due to Grantee, as expressly provided herein, shall be due from Grantee on the date of conveyance.

4. **Effective Date.** For purposes of this agreement, the “Effective Date” shall be the date upon which this agreement has been executed by all Parties.

5. **Compliance with Law.** Grantee shall use due care in the construction, operation and maintenance of the Easement Area, and all fixtures and appurtenances located within the Easement Area. Grantee and its contractors and subcontractors shall comply with the requirements of Education Code sections 45125.1 and 45125.2 during the use of the Permanent Easement and Easement Area by Grantee, its contractors, and subcontractors.

6. **Maintenance and Use of the Easement Area.** Grantee shall, at its sole cost and expense, maintain and keep the Easement Area in good order and condition. Grantee use of the Easement Area shall not interfere with the Owner’s regular operation of its property.

## 7. **Indemnification.**

(a) Grantee shall indemnify, defend, and hold harmless Grantor, its Board, Board members, officers, employees, agents, representatives, and invitees, from and against any action, cause of action, suit, expense, demand, loss, damage, claim, cost, judgment, injury or liability whatsoever, including reasonable attorney's fees (collectively, "Liability"), resulting from Grantee's exercise of its rights under this Permanent Easement, including its access to and ingress and egress on the Easement Area. Notwithstanding the foregoing, Grantee shall not be required to indemnify any such parties from Liability caused by the sole negligent act or intentional misconduct of Grantor, its Board, Board members, officers, employees, agents, representatives, and/or invitees.

(b) Grantor shall indemnify, defend, and hold harmless Grantee, its Board members, officers, employees, agents, representatives, and invitees, from and against any action, cause of action, suit, expense, demand, loss, damage, claim, cost, judgment, injury or liability whatsoever, including reasonable attorney's fees, resulting from any interference by Grantor with Grantee's rights under the Permanent Easement, or any damage to Grantee's facilities or improvements caused by Grantor resulting from the negligence or willful misconduct of Grantor or any of Grantor's Board, Board members, officers, employees, agents, representatives, and/or invitees.

8. **Insurance.** Grantor shall keep all existing insurance policies insuring the Easement Area against property damage and liability, if any, in full force and effect pending this transaction. Upon recordation of the Permanent Easement, Grantee shall be responsible for maintaining all insurance for the Easement Area, including but not limited to all insurance in relation to constructing, installing, maintaining, using, operating, inspecting, repairing, and servicing a water well, and related appurtenances and uses.

9. **Allocation of Costs.** Grantee will pay any and all recording fees and County/City documentary transfer taxes incurred in connection with the recording of the Grant of Permanent Easement.

10. **Notices.** All notices under this Agreement must be in writing and will be effective: (a) immediately upon delivery in person or by email, provided delivery is made during regular business hours; or (b) upon the actual delivery to the recipient if delivered (i) by a reputable overnight courier service (such as Federal Express) providing confirmation of delivery or (ii) by certified mail. The inability to deliver because of a changed address of which no notice was given, or rejection or other refusal to accept any notice, shall be deemed to be the receipt of the notice as of the date of such inability to deliver or rejection or refusal to accept. Any notice to be given by any Party may be given by the counsel for such Party. All notices must be properly addressed and delivered to the Parties as applicable, at the addresses below or at such other addresses as either Party may designate by written notice.

If to Grantor: San Juan Unified School District  
3738 Walnut Avenue  
Carmichael, CA 95608  
Frank.Camarda@sanjuan.edu

If to Grantee: Carmichael Water District

7837 Fair Oaks Boulevard  
Carmichael, CA 95608  
Phone: 916-483-2452  
Fax: 916-483-5509  
Attention: General Manager  
Email: [hr@carmichaelwd.org](mailto:hr@carmichaelwd.org)

11. **Recordation.** Upon full execution, the Permanent Easement shall be recorded in the Official Records of Sacramento County, State of California.

12. **Governing Law.** This agreement and the Permanent Easement shall be construed and governed in accordance with the laws of the State of California, without regard to principles of conflicts of law.

13. **Amendment.** No amendment, supplement or modification of this agreement or the Permanent Easement shall be binding unless executed in writing by the Parties and recorded in the Official Records of Sacramento County.

14. **Drafting Ambiguities; Headings.** The Parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and conditions of this agreement, and the decision of whether or not to seek advice of counsel with respect to this agreement is a decision which is the sole responsibility of each Party. This agreement shall not be construed in favor of or against any Party by reason of the extent to which each Party participated in the drafting of the agreement. Headings in this agreement are for convenience only and are not to be used in the construction or interpretation of this agreement.

15. **Authority and Execution.** This agreement, which is valid only when executed by Grantee and Grantor, together with the Permanent Easement, constitutes the complete understanding and agreement of the Parties hereto and no oral representation shall in any manner vary the terms hereof or be binding. The effectiveness of this agreement and any amendment hereto is contingent upon approval or ratification by the Owner's Governing Board.

16. **Entire Agreement.** This agreement supersedes any and all oral or written agreements between the Parties regarding the Permanent Easement which are prior in time to this agreement, and this agreement, together with the Permanent Easement, contains the entire agreement between the Parties as to the subject matter hereof. The Parties shall not be bound by any prior understanding, agreement, promise, representation, or stipulation, express or implied, not specified herein.

17. **Severability.** If any one or more of the provisions of this agreement should be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this agreement, which remaining provisions shall continue in full force and effect, provided that the rights and obligations of the Parties contained herein are not materially prejudiced and the intentions of the Parties continue to be effective.

18. **Authorization.** Each Party represents to the other Party that such Party has authority under all applicable laws to enter into this agreement, that all of the procedural requirements imposed by law upon each Party for the approval and authorization of this agreement have been properly completed, and that the persons who have executed the agreement on behalf of each Party are

authorized and empowered to execute said agreement.

19. **No Third-Party Beneficiaries.** Nothing in this agreement shall be construed to confer any third-party benefit on any other person not a party hereto, including but not limited to any broker, with respect to this agreement.

20. **Warrant of Signature Authority.** The Grantor warrants the signature appearing on this instrument of real property (i.e., Grant of Permanent Easement) has the legal and requisite signatory authority for the conveyance of Grantor's real property interest. Further, the Parties acknowledge and agree that this Grantee, which is a public corporation, is relying on said Warrant of Signature Authority when accepting this real property instrument for recordation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

**GRANTOR**

**San Juan Unified School District,  
a California School District**

**GRANTEE**

**Carmichael Water District,  
a California Irrigation District**

## EXHIBIT A



---

*This page intentionally left blank.*

# MEMO

**TO:** Board of Directors

**FROM:** Greg Norris, Engineering Manager

**DATE:** April 5, 2024

**RE:** Resolution for the real property on Charleston Avenue as Exempt Surplus Land under the Surplus Land Act & Authorization to Contract with Real Estate Agent

## BACKGROUND

The subject property designated as APN 247-0010-005 was purchased by the District in 2023 to expand the Winding Way Well facility. A Lot Line Adjustment was performed by the District and approved by the County of Sacramento. The Lot Line adjustment resulted in splitting the subject residential property from a lot size of approximately 0.49 acres to approximately 0.29 acres. The District would like to sell the remaining property with the house as it is no longer needed by the District.

## SUMMARY

The District purchased the property with the intention of using a portion of the parcel to expand the Winding Way Well site. The subject property has been identified as being exempt to the Surplus Land Act under California Government Code Section 54220 et seq., Surplus Land Act, per evaluation by the District's legal counsel. The District needs to declare this exemption in a public meeting that the use of the site will "directly further the express purpose of agency work or operations". A resolution for the declaring the subject property as being surplus and exempt from the Surplus Land Act has been developed for District Board approval. Once the resolution is passed, it will be forwarded to California Department of Housing and Community Development (HCD) for approval to surplus the property, which is anticipated to be 30 days but could be as long as 90+ days. After HCD's approval, the District will have the authority to sell the property at its discretion and, per prior discussion with the Board, staff will contract with a realtor to represent the District and confirm any disclosures, Attachment 2, are presented.

## FINANCIAL IMPACT

The District purchased the 4515 Charleston Drive property for \$805,000 in 2023 from the District's Facilities Fees fund which collects fees from new development/connection charges. As discussed with the Board previously, staff will contract with a realtor to represent the District in selling the property. As widely reported in the media, as a response to recent antitrust lawsuits, the new rule to be effective in July 2024, would allow sellers to negotiate real estate commission fees with buyers' and their representatives. Staff recommends that the Board discuss the commissions for real estate fees to a not-to-exceed and authorize the General Manager to negotiate the commission(s) with the realtor(s).

## RECOMMENDATION

Staff recommends that the Board of Directors:

- 1) declare 4515 Charleston Dr, Carmichael, CA 95608 (APN 247-0010-005) exempt surplus property under Surplus Land Act and adopt Resolution 04162024-02 - A Resolution of the Board of Directors of the Carmichael Water District Declaring Certain Property Exempt Surplus Land Under the Surplus Land Act and
- 2) discuss the real estate commission fees and authorize the General manager to enter into contract with a realtor with a not-to-exceed 5% of the sale price fees.

**ATTACHMENT(S)**

Resolution 04162024-02

Preliminary Well Construction Disclosure List

# RESOLUTION NO. 04162024-02

## A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CARMICHAEL WATER DISTRICT DECLARING CERTAIN PROPERTY EXEMPT SURPLUS LAND UNDER THE SURPLUS LAND ACT

WHEREAS, the Carmichael Water District (“District”) is the fee simple owner of certain real property identified by Sacramento County Assessor's Parcel Numbers 247-0010-005 (“Property”) and 247-0010-006 (“Lot B”), more particularly described in **Exhibit A**;

WHEREAS, the Surplus Land Act (the “Act”), codified in California Government Code Section 54220 et seq., defines “surplus land” as land owned in fee by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use;

WHEREAS, effective January 1, 2020, Assembly Bill 1486 amended the Act to require the District to formally declare District-owned properties as “surplus land” or “exempt surplus land” prior to taking actions to dispose of such properties;

WHEREAS, the Act states that any property described under section 54221(f)(1) qualifies as exempt surplus land;

WHEREAS, section 54221(f)(1)(N) of the Act states that real property that is used by a district for the district’s use, as expressly authorized in subdivision (c) of section 54221, is exempt surplus land;

WHEREAS, Section 54221(c)(2)(B)(i) of the Act provides that in the case of a local agency, that is a district whose primary mission or purpose is not supplying the public with a transportation system, “agency’s use” may include “commercial or industrial uses or activities, including nongovernmental retail, entertainment, or office development” or may “be for the sole purpose of investment or generation of revenue” provided that the District’s governing body takes action in a public meeting declaring that the use of the site will “[d]irectly further the express purpose of agency work or operations”;

WHEREAS, Water Code section 20500 et seq. entails that an irrigation district possesses the authority to complete any act necessary to furnish sufficient water in the district for any beneficial use;

WHEREAS, District completed a lot line adjustment between Property and Lot B which resulted in a reduction of the size of Property from approximately .49 acres to .29 acres, as described in **Exhibit A**;

WHEREAS, Property falls under a single-family use residential zoning designation;

WHEREAS, Property possesses a single-family residence with water and wastewater connections and lies within a subdivision;

WHEREAS, District staff has established that the disposal of the Property to generate revenue will directly further the express purpose of the District’s work or operations and constitutes “agency’s use” within the meaning of section 54221(c) of the Act;

WHEREAS, Section 54222.3 of the Act provides that the District may dispose of property declared exempt surplus land without further regard to the requirements of the Act.

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

1. The Board of Directors hereby declares that the Property is exempt from the Act as exempt surplus land pursuant to Government Code sections 54221(f)(1)(N) and 54221(c)(2)(B)(i), based on the findings contained in this Resolution; namely, that the revenue from the disposal of the Property will be realized by the District, who owns the Property in fee, and that the proceeds from the disposal of the Property will be utilized to directly further the express purpose of the District's work or operations.
2. The Board of Directors authorizes and directs the General Manager and District legal counsel to take such other actions as necessary or appropriate to comply with the Act.

**PASSED AND ADOPTED** by the Board of Directors 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"/>
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"/>
Ron Davis	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
<b>Board Totals:</b>	<b>Ayes:</b> <input type="checkbox"/>	<b>Nays:</b> <input type="checkbox"/>	<b>Absent:</b> <input type="checkbox"/>	<b>Abstain:</b> <input type="checkbox"/>
<b>Passed Unanimously:</b>	<input type="checkbox"/> <input type="checkbox"/>			
<b>Motion Carried:</b>	<input type="checkbox"/>			
<b>Motion Not Carried:</b>	<input type="checkbox"/>			

Signed after its passage this 16th day of April 2024:

By: \_\_\_\_\_  
 Paul Selsky  
 President, Board of Directors

ATTEST: \_\_\_\_\_  
 Cathy Lee  
 Secretary of the Board

## **EXHIBIT A**

County Approved Lot Line Adjustment Documents /including map



RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL DOCUMENT  
AND TAX STATEMENT TO:

Carmichael Water District  
7837 Fair Oaks Blvd.  
Carmichael, CA 95608

**Sacramento County**  
**Donna Allred, Clerk/Recorder**

Doc #	202401080186	Fees	\$0.00
1/8/2024	9:00:47 AM	Taxes	\$0.00
MCY	Electronic	PCOR	\$0.00
Titles	1		
Pages	5	Paid	\$0.00

No Recording Fee Per Government Code Section 6103

APN 247-0010-005 and 247-0010-006

SPACE ABOVE THIS LINE FOR RECORDER'S USE

The Undersigned Grantor(s) Declare(s):

R & T Code 11925 \$0.00 SAME PARTY; DEED TO CONFIRM TITLE ALREADY VESTED IN GRANTEE

**GRANT DEED**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged

CARMICHAEL WATER DISTRICT, FORMERLY KNOWN AS CARMICHAEL IRRIGATION DISTRICT

HEREBY GRANTS TO

CARMICHAEL WATER DISTRICT

The following described real property in the State of California, County of Sacramento and is described as follows:

EXHIBIT "D" LOT LINE ADJUSTMENT PLNP2023-00186 – NEW DESCRIPTION PARCEL A;  
EXHIBIT "E" LOT LINE ADJUSTMENT PLNP2023-00186 – NEW DESCRIPTION PARCEL B;  
AND EXHIBIT "F" PLAT

CARMICHAEL WATER DISTRICT

BY:

Cathy Lee  
CATHY LEE  
GENERAL MANAGER

THIS DOCUMENT IS MADE AND GIVEN FOR THE PURPOSE OF CONFORMING THE BOUNDARY LINES OF  
THE SUBJECT PROPERTY OF THIS DEED PURSUANT TO THE LOT LINE ADJUSTMENT PLN2023-00186,  
SACRAMENTO COUNTY, RECORDING CONCURRENTLY.

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL DOCUMENT  
AND TAX STATEMENT TO:

Carmichael Water District  
7837 Fair Oaks Blvd.  
Carmichael, CA 95608

No Recording Fee Per Government Code Section 6103

---

APN 247-0010-005 and 247-0010-006

SPACE ABOVE THIS LINE FOR RECORDER'S USE

The Undersigned Grantor(s) Declare(s):

R & T Code 11925 \$0.00 **SAME PARTY; DEED TO CONFIRM TITLE ALREADY VESTED IN GRANTEE**

GRANT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged

CARMICHAEL WATER DISTRICT, FORMERLY KNOWN AS CARMICHAEL IRRIGATION  
DISTRICT

HEREBY GRANTS TO

CARMICHAEL WATER DISTRICT

The following described real property in the State of California, County of Sacramento and is described  
as follows:

EXHIBIT "D" LOT LINE ADJUSTMENT PLNP2023-00186 – NEW DESCRIPTION PARCEL A;  
EXHIBIT "E" LOT LINE ADJUSTMENT PLNP2023-00186 – NEW DESCRIPTION PARCEL B;  
AND EXHIBIT "F" PLAT

CARMICHAEL WATER DISTRICT

BY:

  
\_\_\_\_\_  
CATHY LEE  
GENERAL MANAGER

THIS DOCUMENT IS MADE AND GIVEN FOR THE PURPOSE OF CONFORMING THE BOUNDARY LINES OF  
THE SUBJECT PROPERTY OF THIS DEED PURSUANT TO THE LOT LINE ADJUSTMENT PLN2023-00186,  
SACRAMENTO COUNTY, RECORDING CONCURRENTLY.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF Sacramento

On January 3, 2024 before me, Taylor Billings,

a Notary Public, personally appeared Cathy Lee \_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person's), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(THIS AREA FOR OFFICIAL SEAL)

**EXHIBIT D**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**New Description**  
**Parcel A**

All that real property situated in the County of Sacramento, State of California, described as follows:

Being a portion of that parcel as described in the Grant Deed to Carmichael Water District recorded February 27, 2023 as Document No. 202302270335, Official Records of Sacramento County, being more particularly described as follows:

**COMMENCING** at the southwest corner of lot 98 as shown on the "Plat of Winding Way Estates Unit No. 2," recorded in the office of the Recorder of Sacramento County in Book 61 of Maps, Map No. 14, being a point on the north line of Lot 23 as shown on the "Plat of Maple Grove Unit No. 2," recorded in the office of said Recorder in Book 33 of Maps, Map No. 34;

thence along said north line of Lot 23 South  $89^{\circ} 10' 45''$  West 128.28 feet to the southeast corner of that certain 10.413-acre parcel shown on the Record of Survey entitled "A Portion of the S.E. 1/4 of Projected Section 10, Township 9 North Range 6 East, M. D. B. & M.," recorded in the office of said Recorder in Book 15 of Surveys, at Page 5;

thence along the east line of said 10.413-acre parcel North  $28^{\circ} 56' 40''$  East 115.06 feet;

thence South  $63^{\circ} 10' 56''$  East 27.43 feet;

thence South  $69^{\circ} 07' 01''$  East 45.42 feet;

thence North  $75^{\circ} 16' 27''$  East 15.96 feet;

thence North  $46^{\circ} 43' 39''$  East 21.84 feet;

thence North  $23^{\circ} 27' 30''$  East 111.24 feet to a point on the southerly line of Charleston Drive, a County road 52.00 feet in width;

thence along said southerly line along the arc of a 416.00-foot radius curve to the right, from which the center of said curve bears North  $25^{\circ} 06' 42''$  East, through a central angle of  $11^{\circ} 02' 08''$ , an arc distance of 80.12 feet;

thence South  $28^{\circ} 56' 40''$  West 152.28 feet to the **POINT OF BEGINNING**.

Containing 12,442 square feet, more or less.

Attached hereto is a plat (Exhibit F) and hereby made a part of this legal description.

This description was prepared by me or under my direct supervision.

*Brian L. Sousa*  
\_\_\_\_\_  
Brian L. Sousa, LS 7917

Date: October 2, 2023



**EXHIBIT E**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**New Description**  
**Parcel B**

All that real property situated in the County of Sacramento, State of California, described as follows:

Being a portion of that parcel as described in the Grant Deed to Carmichael Water District recorded February 27, 2023 as Document No. 202302270335, Official Records of Sacramento County, and being all of that parcel as described in the Grant Deed to Carmichael Irrigation District recorded July 2, 1959 in Book 3820 at Page 40, Official Records of Sacramento County, more particularly described as follows:

**BEGINNING** at the southwest corner of lot 98 as shown on the "Plat of Winding Way Estates Unit No. 2," recorded in the office of the Recorder of Sacramento County in Book 61 of Maps, Map No. 14, being a point on the north line of Lot 23 as shown on the "Plat of Maple Grove Unit No. 2," recorded in the office of said Recorder in Book 33 of Maps, Map No. 34; thence along the north line of said Lot 23 South  $89^{\circ} 10' 45''$  West 128.28 feet to the southeast corner of that certain 10.413-acre parcel shown on the Record of Survey entitled "A Portion of the S.E. 1/4 of Projected Section 10, Township 9 North Range 6 East, M. D. B. & M.," recorded in the office of said Recorder in Book 15 of Surveys, at Page 5; thence along the east line of said 10.413-acre parcel North  $28^{\circ} 56' 40''$  East 115.06 feet; thence South  $63^{\circ} 10' 56''$  East 27.43 feet; thence South  $69^{\circ} 07' 01''$  East 45.42 feet; thence North  $75^{\circ} 16' 27''$  East 15.96 feet; thence North  $46^{\circ} 43' 39''$  East 21.84 feet; thence North  $23^{\circ} 27' 30''$  East 111.24 feet to a point on the southerly line of Charleston Drive, a County road 52.00 feet in width; thence along said southerly line along the arc of a 416.00-foot radius curve to the left, from which the center of said curve bears North  $25^{\circ} 06' 42''$  East, through a central angle of  $1^{\circ} 39' 12''$ , an arc distance of 12.00 feet; thence South  $23^{\circ} 27' 30''$  West 203.21 feet to the **POINT OF BEGINNING**.

Containing 11,571 square feet, more or less.

Attached hereto is a plat (Exhibit F) and hereby made a part of this legal description.

This description was prepared by me or under my direct supervision.

*Brian L. Sousa*

Brian L. Sousa, LS 7917

Date: October 2, 2023







# PRELIMINARY CHANGE OF OWNERSHIP REPORT

To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 480.3 of the Revenue and Taxation Code. A *Preliminary Change of Ownership Report* must be filed with each conveyance in the County Recorder's office for the county where the property is located.

NAME AND MAILING ADDRESS OF BUYER/TRANSFeree  
*(Make necessary corrections to the printed name and mailing address)*

Carmichael Water District  
7837 Fair Oaks Blvd.  
Carmichael, CA 95608

L

---

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY

7837 Fair Oaks Blvd., Carmichael

YES  NO This property is intended as my principal residence. If YES, please indicate the date of occupancy MO   DAY   YEAR

MAIL PROPERTY TAX INFORMATION TO (NAME)

## Carmichael Water District

---

MAIL PROPERTY TAX INFORMATION TO (ADDRESS)

7837 Fair Oaks Blvd.

ASSESSOR'S PARCEL NUMBER  
247-0010-005 and 247-0010-006

---

**SELLER/TRANSFEROR**

## Carmichael Water District

---

**BUYER'S D**  
( )

---

**BUYER'S EMAIL ADDRESS**

## PART 1. TRANSFER INFORMATION

*Please complete all statements.*

This section contains possible exclusions from reassessment for certain types of transfers.

YES NO

A. This transfer is solely between spouses (*addition or removal of a spouse, death of a spouse, divorce settlement, etc.*).

B. This transfer is solely between domestic partners currently registered with the California Secretary of State (*addition or removal of a partner, death of a partner, termination settlement, etc.*).

\* C. This is a transfer:  between parent(s) and child(ren)  between grandparent(s) and grandchild(ren).  
Was this the transferor/grantor's principal residence?  YES  NO

\* D. This transfer is the result of a cotenant's death. Date of death \_\_\_\_\_

\* E. This transaction is to replace a principal residence owned by a person 55 years of age or older.  
Within the same county?  YES  NO

\* F. This transaction is to replace a principal residence by a person who is severely disabled.  
Within the same county?  YES  NO

\* G. This transaction is to replace a principal residence substantially damaged or destroyed by a wildfire or natural disaster for which the Governor proclaimed a state of emergency. Within the same county?  YES  NO

H. This transaction is only a correction of the name(s) of the person(s) holding title to the property (e.g., a name change upon marriage). If YES, please explain: \_\_\_\_\_

I. The recorded document creates, terminates, or reconveys a lender's interest in the property.

J. This transaction is recorded only as a requirement for financing purposes or to create, terminate, or reconvey a security interest (e.g., cosigner). If YES, please explain: \_\_\_\_\_

K. The recorded document substitutes a trustee of a trust, mortgage, or other similar document.

L. This is a transfer of property:

1. to/from a revocable trust that may be revoked by the transferor and is for the benefit of  
 the transferor, and/or  the transferor's spouse  registered domestic partner.
2. to/from an irrevocable trust for the benefit of the  
 creator/grantor/trustor and/or  grantor's/trustor's spouse  grantor's/trustor's registered domestic partner.

M. This property is subject to a lease with a remaining lease term of 35 years or more including written options.

N. This is a transfer between parties in which proportional interests of the transferor(s) and transferee(s) in each and every parcel being transferred remain exactly the same after the transfer.

O. This is a transfer subject to subsidized low-income housing requirements with governmentally imposed restrictions, or restrictions imposed by specified nonprofit corporations.

\* P. This transfer is to the first purchaser of a new building containing a  leased  owned active solar energy system.

Q. Other. This transfer is to Lot Line Adjustment, No Purchase or Sale.

\* Please refer to the instructions for Part 1. Please provide any other information that will help the Assessor understand the nature of the transfer.

THIS DOCUMENT IS NOT SUBJECT TO PUBLIC INSPECTION



## PART 2. OTHER TRANSFER INFORMATION

Check and complete as applicable.

A. Date of transfer, if other than recording date: \_\_\_\_\_

B. Type of transfer:

Purchase  Foreclosure  Gift  Trade or exchange  Merger, stock, or partnership acquisition (Form BOE-100-B)

Contract of sale. Date of contract: \_\_\_\_\_  Inheritance. Date of death: \_\_\_\_\_

Sale/leaseback  Creation of a lease  Assignment of a lease  Termination of a lease. Date lease began: \_\_\_\_\_

Original term in years (including written options): \_\_\_\_\_ Remaining term in years (including written options): \_\_\_\_\_

Other. Please explain: Lot Line Adjustment, No purchase or sale.

C. Only a partial interest in the property was transferred.  YES  NO If YES, indicate the percentage transferred: \_\_\_\_\_ %

## PART 3. PURCHASE PRICE AND TERMS OF SALE

Check and complete as applicable.

A. Total purchase price

\$ \_\_\_\_\_

B. Cash down payment or value of trade or exchange excluding closing costs

Amount \$ \_\_\_\_\_

C. First deed of trust @ \_\_\_\_\_ % interest for \_\_\_\_\_ years. Monthly payment \$ \_\_\_\_\_

Amount \$ \_\_\_\_\_

FHA (\_\_\_\_ Discount Points)  Cal-Vet  VA (\_\_\_\_ Discount Points)  Fixed rate  Variable rate

Bank/Savings & Loan/Credit Union  Loan carried by seller

Balloon payment \$ \_\_\_\_\_ Due date: \_\_\_\_\_

D. Second deed of trust @ \_\_\_\_\_ % interest for \_\_\_\_\_ years. Monthly payment \$ \_\_\_\_\_

Amount \$ \_\_\_\_\_

Fixed rate  Variable rate  Bank/Savings & Loan/Credit Union  Loan carried by seller

Balloon payment \$ \_\_\_\_\_ Due date: \_\_\_\_\_

E. Was an Improvement Bond or other public financing assumed by the buyer?  YES  NO Outstanding balance \$ \_\_\_\_\_

F. Amount, if any, of real estate commission fees paid by the buyer which are not included in the purchase price \$ \_\_\_\_\_

G. The property was purchased:  Through real estate broker. Broker name: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

Direct from seller  From a family member-Relationship \_\_\_\_\_

Other. Please explain: No Purchase or sale. Same owner for two adjacent lots that are having their lot lines adjusted.

H. Please explain any special terms, seller concessions, broker/agent fees waived, financing, and any other information (e.g., buyer assumed the existing loan balance) that would assist the Assessor in the valuation of your property.

Lot Line adjustment is for a Carmichael Water District water well facility expansion.

## PART 4. PROPERTY INFORMATION

Check and complete as applicable.

A. Type of property transferred

Single-family residence

Co-op/Own-your-own

Manufactured home

Multiple-family residence. Number of units: \_\_\_\_\_

Condominium

Unimproved lot

Other. Description: (i.e., timber, mineral, water rights, etc.)

Timeshare

Commercial/Industrial

B.  YES  NO Personal/business property, or incentives, provided by seller to buyer are included in the purchase price. Examples of personal property are furniture, farm equipment, machinery, etc. Examples of incentives are club memberships, etc. Attach list if available.

If YES, enter the value of the personal/business property: \$ \_\_\_\_\_ Incentives \$ \_\_\_\_\_

C.  YES  NO A manufactured home is included in the purchase price.

If YES, enter the value attributed to the manufactured home: \$ \_\_\_\_\_

YES  NO The manufactured home is subject to local property tax. If NO, enter decal number: \_\_\_\_\_

D.  YES  NO The property produces rental or other income.

If YES, the income is from:  Lease/rent  Contract  Mineral rights  Other: \_\_\_\_\_

E. The condition of the property at the time of sale was:  Good  Average  Fair  Poor

Please describe: Lot line adjustment will expand APN 247-0010-006 for a future Carmichael Water District water well.

## CERTIFICATION

I certify (or declare) that the foregoing and all information hereon, including any accompanying statements or documents, is true and correct to the best of my knowledge and belief.

SIGNATURE OF BUYER/TRANSFEREE OR CORPORATE OFFICER



DATE

01/03/2024

TELEPHONE

( 916 ) 483-2452

NAME OF BUYER/TRANSFEREE/PERSONAL REPRESENTATIVE/CORPORATE OFFICER (PLEASE PRINT)

Cathy Lee

TITLE

General Manager

EMAIL ADDRESS

CATHYL@CARMICHAELWWD.ORG

The Assessor's office may contact you for additional information regarding this transaction.



EF-502-A-R16-0521-34003121



After recording, please return to:  
 Sacramento County Surveyor  
 827 7<sup>th</sup> Street, Room 101  
 Sacramento, CA 95814

NO RECORDING FEE  
 Per Government Code Section 6103

**Sacramento County**  
**Donna Allred, Clerk/Recorder**

Doc #	202401080188	Fees	\$0.00
1/8/2024	9:00:49 AM	Taxes	\$0.00
MCY	Electronic	PCOR	\$0.00
Titles	1	Paid	
Pages	4		\$0.00

**CERTIFICATE OF COMPLIANCE – LAWFUL PARCEL  
 COUNTY OF SACRAMENTO, STATE OF CALIFORNIA**

Acting at the request of the owner, Carmichael Water District, the County Surveyor of Sacramento County, pursuant to Section 66499.35 of the Subdivision Map act and Title 22 of the Sacramento County Code, as amended,

**HEREBY CERTIFIES:**

- 1) That the real property and/or the division thereof described herein complies with the applicable provisions of the Subdivision Map Act and Title 22 of the Sacramento County code as of the date of issue; and
- 2) That conditions may have been imposed in granting this Certificate of Compliance and are to be fulfilled and implemented by the applicant or applicant's grantee; and
- 3) That the issuance and recordation of this Certificate of Compliance has been duly authorized and approved by the County Surveyor of Sacramento County.

**CAVEAT:** This certificate relates only to issues of compliance or noncompliance with Subdivision Map Act and local ordinances enacted pursuant thereto. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinance enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval. Recordation of this instrument does **NOT** indicate or imply that the subject property complies in any respect with the Zoning Code of Sacramento County including, but not limited to requirements of said code with respect to lot area, street frontage or lot width.

The real property affected by this action is situated in Sacramento County, California and is commonly known as Assessor's Parcel Number: 247-0010-006 and a portion of 247-0010-005 and is particularly described in Exhibit "E" and shown on Exhibit "F" attached hereto and made part hereof for all purposes as stated in Lot Line Adjustment Resolution No. 23-BLS-00186.

**DATE OF ISSUANCE:** 10-18-2023

**COUNTY SURVEYOR**

Jon D. Scarpa,  
 P.L.S. No. 7554



## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Sacramento

On 10/25/2023 before me, Kimberly Ann Reading, Notary Public  
(insert name and title of the officer)

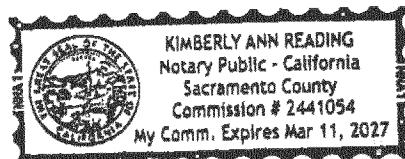
personally appeared Jon D. Scarpa,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Reading

(Seal)



**EXHIBIT E**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**New Description**  
**Parcel B**

All that real property situated in the County of Sacramento, State of California, described as follows:

Being a portion of that parcel as described in the Grant Deed to Carmichael Water District recorded February 27, 2023 as Document No. 202302270335, Official Records of Sacramento County, and being all of that parcel as described in the Grant Deed to Carmichael Irrigation District recorded July 2, 1959 in Book 3820 at Page 40, Official Records of Sacramento County, more particularly described as follows:

**BEGINNING** at the southwest corner of lot 98 as shown on the "Plat of Winding Way Estates Unit No. 2," recorded in the office of the Recorder of Sacramento County in Book 61 of Maps, Map No. 14, being a point on the north line of Lot 23 as shown on the "Plat of Maple Grove Unit No. 2," recorded in the office of said Recorder in Book 33 of Maps, Map No. 34; thence along the north line of said Lot 23 South  $89^{\circ} 10' 45''$  West 128.28 feet to the southeast corner of that certain 10.413-acre parcel shown on the Record of Survey entitled "A Portion of the S.E. 1/4 of Projected Section 10, Township 9 North Range 6 East, M. D. B. & M.," recorded in the office of said Recorder in Book 15 of Surveys, at Page 5; thence along the east line of said 10.413-acre parcel North  $28^{\circ} 56' 40''$  East 115.06 feet; thence South  $63^{\circ} 10' 56''$  East 27.43 feet; thence South  $69^{\circ} 07' 01''$  East 45.42 feet; thence North  $75^{\circ} 16' 27''$  East 15.96 feet; thence North  $46^{\circ} 43' 39''$  East 21.84 feet; thence North  $23^{\circ} 27' 30''$  East 111.24 feet to a point on the southerly line of Charleston Drive, a County road 52.00 feet in width; thence along said southerly line along the arc of a 416.00-foot radius curve to the left, from which the center of said curve bears North  $25^{\circ} 06' 42''$  East, through a central angle of  $1^{\circ} 39' 12''$ , an arc distance of 12.00 feet; thence South  $23^{\circ} 27' 30''$  West 203.21 feet to the **POINT OF BEGINNING**.

Containing 11,571 square feet, more or less.

Attached hereto is a plat (Exhibit F) and hereby made a part of this legal description.

This description was prepared by me or under my direct supervision.

*Brian L. Sousa*

Brian L. Sousa, LS 7917

Date: August 1, 2023



**LEGEND**

15 RS 5  
LOT 22  
33 M 34  
P.O.B. - Parcel A  
115.06' N28°56'40"E  
27.43' S63°10'56"E  
Area: 11,571 SF±

Resultant parcel boundary /  
Existing parcel line /  
Parcel line being adjusted /  
Point of beginning /  
Point of commencement /  
Record of Survey /  
Final Map /

POB  
POC  
RS  
M

CHARLESTON DRIVE (52) PUBLIC R/W

45.42' E  
69.07.01"E  
21.84'  
15.96'  
N46°43'39"E  
N75°16'27"E  
R=416.00'  
Δ=1°39'12"  
L=12.00'  
N23°27'30"E 111.24'  
N23°27'30"W 203.21',  
S23°27'30"W 203.21',  
LOT 98  
61 M 14  
128.28'  
126.21'  
41.70'  
N89°10'45"E  
LOT 24  
33 M 34  
P.O.C. - Parcel A  
P.O.B. - Parcel B

This plat has been prepared to accompany the legal description and is hereby made a part of that description.

This map was prepared by me or under my direct supervision.

Brian Sousa 8/1/23  
Brian L. Sousa, LS7917 Date

BASIS OF BEARINGS  
The bearings shown hereon are identical with those shown on 61 M 14.

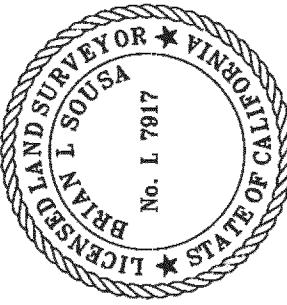
**EXHIBIT F**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**Parcels A & B**

Lands of Carmichael Water District  
Doc # 202302270335 and Book 3820, Page 40,  
Official Records of Sacramento County  
City of Carmichael, State of California

Sousa Land Surveyors

tel 707.425.4300 fax 707.425.4300  
180 E. Monte Vista Ave, Vacaville, CA 95688

LOT 44  
54 M 31  
40'  
20'  
Scale: 1" : 40'





After recording, please return to:  
 Sacramento County Surveyor  
 827 7<sup>th</sup> Street, Room 101  
 Sacramento, CA 95814

NO RECORDING FEE  
 Per Government Code Section 6103

**Sacramento County**  
**Donna Allred, Clerk/Recorder**

Doc #	202401080187	Fees	\$0.00
1/8/2024	9:00:48 AM	Taxes	\$0.00
MCY	Electronic	PCOR	\$0.00
Titles	1	Paid	
Pages	4		\$0.00

**CERTIFICATE OF COMPLIANCE – LAWFUL PARCEL  
 COUNTY OF SACRAMENTO, STATE OF CALIFORNIA**

Acting at the request of the owner, Carmichael Water District, the County Surveyor of Sacramento County, pursuant to Section 66499.35 of the Subdivision Map act and Title 22 of the Sacramento County Code, as amended,

**HEREBY CERTIFIES:**

- 1) That the real property and/or the division thereof described herein complies with the applicable provisions of the Subdivision Map Act and Title 22 of the Sacramento County code as of the date of issue; and
- 2) That conditions may have been imposed in granting this Certificate of Compliance and are to be fulfilled and implemented by the applicant or applicant's grantee; and
- 3) That the issuance and recordation of this Certificate of Compliance has been duly authorized and approved by the County Surveyor of Sacramento County.

**CAVEAT:** This certificate relates only to issues of compliance or noncompliance with Subdivision Map Act and local ordinances enacted pursuant thereto. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinance enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval. Recordation of this instrument does **NOT** indicate or imply that the subject property complies in any respect with the Zoning Code of Sacramento County including, but not limited to requirements of said code with respect to lot area, street frontage or lot width.

The real property affected by this action is situated in Sacramento County, California and is commonly known as a portion of Assessor's Parcel Number: 247-0010-005 and is particularly described in Exhibit "D" and shown on Exhibit "F" attached hereto and made part hereof for all purposes as stated in Lot Line Adjustment Resolution No. 23-BLS-00186.

**DATE OF ISSUANCE:** 10-18-2023

**COUNTY SURVEYOR**

Jon D. Scarpa,  
 P.L.S. No. 7554



## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Sacramento)

On 10/25/2023 before me, Kimberly Ann Reading, Notary Public  
(insert name and title of the officer)

personally appeared Jon D. Scarpa,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

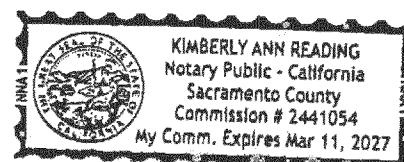
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)



**EXHIBIT D**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**New Description**  
**Parcel A**

All that real property situated in the County of Sacramento, State of California, described as follows:

Being a portion of that parcel as described in the Grant Deed to Carmichael Water District recorded February 27, 2023 as Document No. 202302270335, Official Records of Sacramento County, being more particularly described as follows:

**COMMENCING** at the southwest corner of lot 98 as shown on the "Plat of Winding Way Estates Unit No. 2," recorded in the office of the Recorder of Sacramento County in Book 61 of Maps, Map No. 14, being a point on the north line of Lot 23 as shown on the "Plat of Maple Grove Unit No. 2," recorded in the office of said Recorder in Book 33 of Maps, Map No. 34; thence along said north line of Lot 23 South 89° 10' 45" West 128.28 feet to the southeast corner of that certain 10.413-acre parcel shown on the Record of Survey entitled "A Portion of the S.E. 1/4 of Projected Section 10, Township 9 North Range 6 East, M. D. B. & M.," recorded in the office of said Recorder in Book 15 of Surveys, at Page 5; thence along the east line of said 10.413-acre parcel North 28° 56' 40" East 115.06 feet; thence South 63° 10' 56" East 27.43 feet; thence South 69° 07' 01" East 45.42 feet; thence North 75° 16' 27" East 15.96 feet; thence North 46° 43' 39" East 21.84 feet; thence North 23° 27' 30" East 111.24 feet to a point on the southerly line of Charleston Drive, a County road 52.00 feet in width; thence along said southerly line along the arc of a 416.00-foot radius curve to the right, from which the center of said curve bears North 25° 06'42" East, through a central angle of 11°02'08", an arc distance of 80.12 feet; thence South 28° 56' 40" West 152.28 feet to the **POINT OF BEGINNING**.

Containing 12,442 square feet, more or less.

Attached hereto is a plat (Exhibit F) and hereby made a part of this legal description.

This description was prepared by me or under my direct supervision.

*Brian L. Sousa*

Brian L. Sousa, LS 7917

Date: August 1, 2023







RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL DOCUMENT  
AND TAX STATEMENT TO:

Carmichael Water District  
7837 Fair Oaks Blvd.  
Carmichael, CA 95608

**Sacramento County**  
**Donna Allred, Clerk/Recorder**

Doc #	202401080186	Fees	\$0.00
1/8/2024	9:00:47 AM	Taxes	\$0.00
MCY	Electronic	PCOR	\$0.00
Titles	1	Paid	\$0.00
Pages	5		

No Recording Fee Per Government Code Section 6103

APN 247-0010-005 and 247-0010-006

SPACE ABOVE THIS LINE FOR RECORDER'S USE

The Undersigned Grantor(s) Declare(s):

R & T Code 11925 \$0.00 SAME PARTY; DEED TO CONFIRM TITLE ALREADY VESTED IN GRANTEE

**GRANT DEED**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged

CARMICHAEL WATER DISTRICT, FORMERLY KNOWN AS CARMICHAEL IRRIGATION DISTRICT

HEREBY GRANTS TO

CARMICHAEL WATER DISTRICT

The following described real property in the State of California, County of Sacramento and is described as follows:

EXHIBIT "D" LOT LINE ADJUSTMENT PLNP2023-00186 – NEW DESCRIPTION PARCEL A;  
EXHIBIT "E" LOT LINE ADJUSTMENT PLNP2023-00186 – NEW DESCRIPTION PARCEL B;  
AND EXHIBIT "F" PLAT

CARMICHAEL WATER DISTRICT

BY:

Cathy Lee  
CATHY LEE  
GENERAL MANAGER

THIS DOCUMENT IS MADE AND GIVEN FOR THE PURPOSE OF CONFORMING THE BOUNDARY LINES OF  
THE SUBJECT PROPERTY OF THIS DEED PURSUANT TO THE LOT LINE ADJUSTMENT PLN2023-00186,  
SACRAMENTO COUNTY, RECORDING CONCURRENTLY.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF Sacramento

On January 3, 2024 before me, Taylor Billings

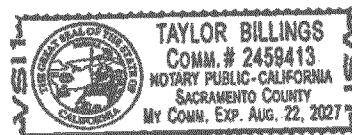
a Notary Public, personally appeared Carly Lee

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person's), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(THIS AREA FOR OFFICIAL SEAL)

**EXHIBIT D**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**New Description**  
**Parcel A**

All that real property situated in the County of Sacramento, State of California, described as follows:

Being a portion of that parcel as described in the Grant Deed to Carmichael Water District recorded February 27, 2023 as Document No. 202302270335, Official Records of Sacramento County, being more particularly described as follows:

**COMMENCING** at the southwest corner of lot 98 as shown on the "Plat of Winding Way Estates Unit No. 2," recorded in the office of the Recorder of Sacramento County in Book 61 of Maps, Map No. 14, being a point on the north line of Lot 23 as shown on the "Plat of Maple Grove Unit No. 2," recorded in the office of said Recorder in Book 33 of Maps, Map No. 34;

thence along said north line of Lot 23 South  $89^{\circ} 10' 45''$  West 128.28 feet to the southeast corner of that certain 10.413-acre parcel shown on the Record of Survey entitled "A Portion of the S.E. 1/4 of Projected Section 10, Township 9 North Range 6 East, M. D. B. & M.," recorded in the office of said Recorder in Book 15 of Surveys, at Page 5;

thence along the east line of said 10.413-acre parcel North  $28^{\circ} 56' 40''$  East 115.06 feet;

thence South  $63^{\circ} 10' 56''$  East 27.43 feet;

thence South  $69^{\circ} 07' 01''$  East 45.42 feet;

thence North  $75^{\circ} 16' 27''$  East 15.96 feet;

thence North  $46^{\circ} 43' 39''$  East 21.84 feet;

thence North  $23^{\circ} 27' 30''$  East 111.24 feet to a point on the southerly line of Charleston Drive, a County road 52.00 feet in width;

thence along said southerly line along the arc of a 416.00-foot radius curve to the right, from which the center of said curve bears North  $25^{\circ} 06' 42''$  East, through a central angle of  $11^{\circ} 02' 08''$ , an arc distance of 80.12 feet;

thence South  $28^{\circ} 56' 40''$  West 152.28 feet to the **POINT OF BEGINNING**.

Containing 12,442 square feet, more or less.

Attached hereto is a plat (Exhibit F) and hereby made a part of this legal description.

This description was prepared by me or under my direct supervision.

*Brian L. Sousa*

Brian L. Sousa, LS 7917

Date: October 2, 2023



EXHIBIT E  
Lot Line Adjustment  
PLNP2023-00186  
New Description  
Parcel B

All that real property situated in the County of Sacramento, State of California, described as follows:

Being a portion of that parcel as described in the Grant Deed to Carmichael Water District recorded February 27, 2023 as Document No. 202302270335, Official Records of Sacramento County, and being all of that parcel as described in the Grant Deed to Carmichael Irrigation District recorded July 2, 1959 in Book 3820 at Page 40, Official Records of Sacramento County, more particularly described as follows:

**BEGINNING** at the southwest corner of lot 98 as shown on the "Plat of Winding Way Estates Unit No. 2," recorded in the office of the Recorder of Sacramento County in Book 61 of Maps, Map No. 14, being a point on the north line of Lot 23 as shown on the "Plat of Maple Grove Unit No. 2," recorded in the office of said Recorder in Book 33 of Maps, Map No. 34; thence along the north line of said Lot 23 South  $89^{\circ} 10' 45''$  West 128.28 feet to the southeast corner of that certain 10.413-acre parcel shown on the Record of Survey entitled "A Portion of the S.E. 1/4 of Projected Section 10, Township 9 North Range 6 East, M. D. B. & M.," recorded in the office of said Recorder in Book 15 of Surveys, at Page 5; thence along the east line of said 10.413-acre parcel North  $28^{\circ} 56' 40''$  East 115.06 feet; thence South  $63^{\circ} 10' 56''$  East 27.43 feet; thence South  $69^{\circ} 07' 01''$  East 45.42 feet; thence North  $75^{\circ} 16' 27''$  East 15.96 feet; thence North  $46^{\circ} 43' 39''$  East 21.84 feet; thence North  $23^{\circ} 27' 30''$  East 111.24 feet to a point on the southerly line of Charleston Drive, a County road 52.00 feet in width; thence along said southerly line along the arc of a 416.00-foot radius curve to the left, from which the center of said curve bears North  $25^{\circ} 06' 42''$  East, through a central angle of  $1^{\circ} 39' 12''$ , an arc distance of 12.00 feet; thence South  $23^{\circ} 27' 30''$  West 203.21 feet to the **POINT OF BEGINNING**.

Containing 11,571 square feet, more or less.

Attached hereto is a plat (Exhibit F) and hereby made a part of this legal description.

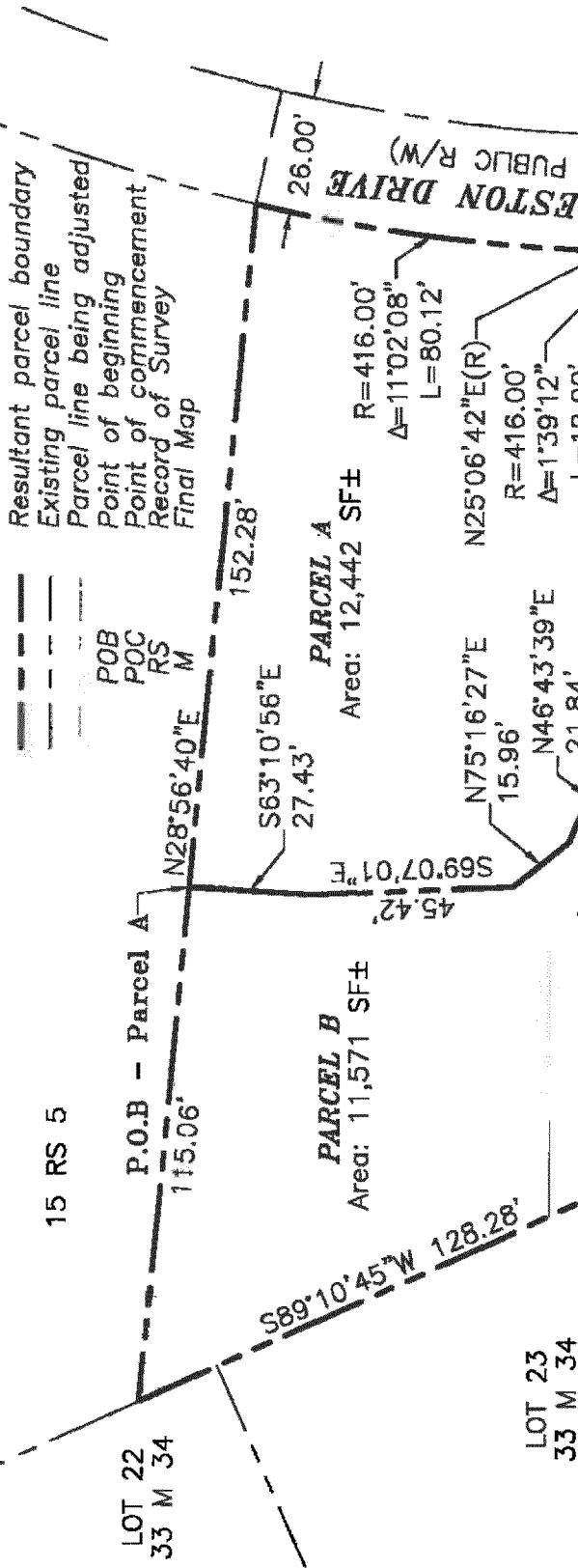
This description was prepared by me or under my direct supervision.

*Brian L. Sousa*

Brian L. Sousa, LS 7917

Date: October 2, 2023



**LEGEND****BASIS OF BEARINGS**

The bearings shown hereon  
are identical with those  
shown on 61 M 14.

This map has been prepared to accompany the  
legal description and is hereby made a part of that  
description.

This map was prepared by me or under my direct  
supervision.

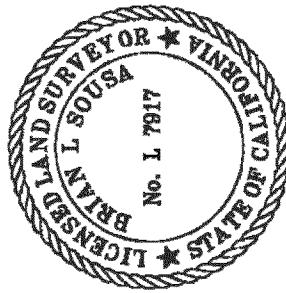
*Brian L. Sousa*  
Brian L. Sousa, LS7917  
10/2/23  
Date

**EXHIBIT F**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**Parcels A & B**

Lands of Carmichael Water District  
Doc # 202302270335 and Book 3820, Page 40,  
Official Records of Sacramento County  
City of Carmichael, State of California

*Sousa Land Surveyors*

tel 707.425.4300 fax 707.425.4300  
180 E. Monte Vista Ave, Vacaville, CA 95688





RECORDING REQUESTED BY:  
SACRAMENTO COUNTY SURVEYOR

WHEN RECORDED, MAIL TO:  
SACRAMENTO COUNTY SURVEYOR  
827 7<sup>TH</sup> STREET, ROOM 101  
SACRAMENTO, CALIFORNIA 95814

NO RECORDING FEE  
PER GOVERNMENT CODE SECTION 6103

**Sacramento County**  
**Donna Allred, Clerk/Recorder**

Doc #	202401080185	Fees	\$0.00
1/8/2024	9:00:46 AM	Taxes	\$0.00
MCY	Electronic	PCOR	\$0.00
Titles	1	Paid	\$0.00
Pages	9		

**LOT LINE ADJUSTMENT  
RESOLUTION NO. 2023-BLS-00186**

**OWNER:**

Carmichael Water District  
7837 Fair Oaks Boulevard  
Carmichael, California 95608

**SURVEYOR:**

Brian L. Sousa  
180 E. Monte Vista Avenue  
Vacaville, California 95688

ASSESSOR'S PARCEL No's.: 247-0010-005 and 247-0010-006

LOCATION: 4515 Charleston Drive, South of Winding Way, and East of Barrett Road in Carmichael.

DESCRIPTION: A **Lot Line Adjustment** to adjust the common property line between two parcels to accommodate new water supply infrastructure.

The real property affected by this action is situated in the County of Sacramento, State of California, and is particularly described in and shown on Exhibit "A" through Exhibit "F" inclusive, attached hereto and made part hereof for all purposes.

WHEREAS, a request has been submitted to adjust the property lines common to said parcels as identified by parcel numbers listed above, and;

WHEREAS, the requested adjustment is made solely for the purpose of correcting, confirming, or relocating property lines, and;

WHEREAS, the resulting lots comply with the provisions of this Title, and;

WHEREAS, no additional lot is being created, and;

WHEREAS, such property line adjustment does not result in a violation of any County Ordinance.

WHEREAS, ***THIS APPROVAL EXPIRES ONE (1) YEAR AFTER THE DATE OF THE SIGNING OF THIS DOCUMENT BY THE COUNTY SURVEYOR.*** If deeds are not recorded to perfect this approval within one year, then this approval shall expire.

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Sacramento

On 10/25/2023 before me, Kimberly Ann Reading, Notary Public  
(insert name and title of the officer)

personally appeared Jon D. Scarpa,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

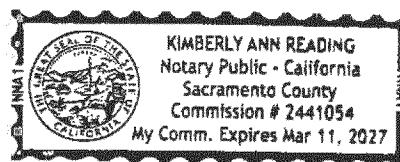
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)



NOW, THEREFORE, BE IT RESOLVED that the Director of Planning and Environmental Review hereby grants approval that said property line adjustment may be legally recorded.

This resolution was passed by the Director of Planning and Environmental Review, this 10th day of October 2023.

TODD SMITH, PLANNING DIRECTOR  
OFFICE OF PLANNING AND ENVIRONMENTAL REVIEW  
COUNTY OF SACRAMENTO, STATE OF CALIFORNIA

BY: Jon Scarpa  
JON SCARPA, COUNTY SURVEYOR  
COMMUNITY DEVELOPMENT DEPARTMENT  
COUNTY ENGINEERING - SURVEY SECTION  
COUNTY OF SACRAMENTO, STATE OF CALIFORNIA



**EXHIBIT A**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**Existing Description**  
**Parcel 1**

All that real property situated in the County of Sacramento, State of California, described as follows:

Being all of that parcel as described in the Grant Deed to Carmichael Water District recorded February 27, 2023 as Document No. 202302270335, Official Records of Sacramento County, being more particularly described as follows:

All that portion of the Southeast one-quarter of projected Section 10, Township 9 North, Range 6 East, M. D. B & M., described as follows:

**BEGINNING** at a point from which the southwest corner of lot 98, "Winding Way Estates, Unit No. 2", as shown on the official map thereof recorded in the office of the County Recorder of Sacramento County in Book 61 of Maps, Map No. 14, bears North 89° 10' 45" East 27.43 feet; thence from said point of beginning South 89° 10' 45" West 100.86 feet to the southeast corner of that certain 10.413 acre parcel shown on the Record of Survey entitled "A Portion of the S.E. 1/4 of Projected Section 10, Township 9 North Range 6 East, M. D. B. & M., recorded in the office of said Recorder in Book 15 of Surveys, at Page 5; thence North 28° 56' 40" East 267.34 feet to a point on the southerly line of Charleston drive, a County road 52.00 feet in width; thence along said line and along the arc of a curve to the left having a radius of 416.00 feet, the chord of which bears South 59° 22' 19" East 80.00 feet; thence South 23° 27' 30" West 140.39 feet; thence South 68° 27' 30" West 18.38 feet; thence South 23° 27' 30" West 61.28 feet to the **POINT OF BEGINNING**.

Containing 0.475 acre or 20,698 square feet, more or less.

APN: 247-0010-005

The description for Parcel One was taken from the Grant Deed Recorded July 2, 1959, in Book 3820, Page 40, official records of Sacramento County.

**EXHIBIT B**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**Existing Description**  
**Parcel 2**

Being all of that parcel as described in the Grant Deed to Carmichael Irrigation District recorded July 2, 1959 in Book 3820 at Page 40, Official Records of Sacramento County, being more particularly described as follows:

All that portion of the Northwest one-quarter of the Southeast one-quarter of Section 10, Township 9 North, Range 6 East, M. D. B & M., described as follows:

**BEGINNING** at a point on the north line of Lot 23 as said Lot is shown and so designated on the official plat of Maple Grove Unit No. 2 recorded in the office of the Recorder of Sacramento County in Book 33 of Maps, Map No. 34, from which the northeast corner of said Lot 23 bears North 89° 10' 45" East 41.70 feet, said point of beginning is further described as bearing South 89° 10' 45" West 126.21 feet from the southwest corner of Lot 44 as said Lot is shown and so designated on the official plat of Winding Way Estates Unit No. 1 recorded in the office of the Recorder of Sacramento County in Book 54 of Maps, Map No. 31; thence from said point of beginning along the north line of said Lot 23 of Maple Grove Unit No. 2, South 89° 10' 45" West 27.43 feet; thence North 23° 27' 30" East 61.28 feet; thence North 68° 27'30" East 18.38 feet; thence North 23° 27' 30" East 140.39 feet; thence, southeasterly, curving to the left on an arc of 416.00 feet radius, said arc being subtended by a chord bearing South 65° 43' 00" East 12.00 feet; thence South 23° 27'30" West 203.21 feet to the **POINT OF BEGINNING**.

Containing 0.076 acre or 3,317 square feet, more or less.

APN: 247-0010-006

The description for Parcel Two was taken from the Grant Deed Recorded February 27, 2023 as Document No. 202302270335, official records of Sacramento County.

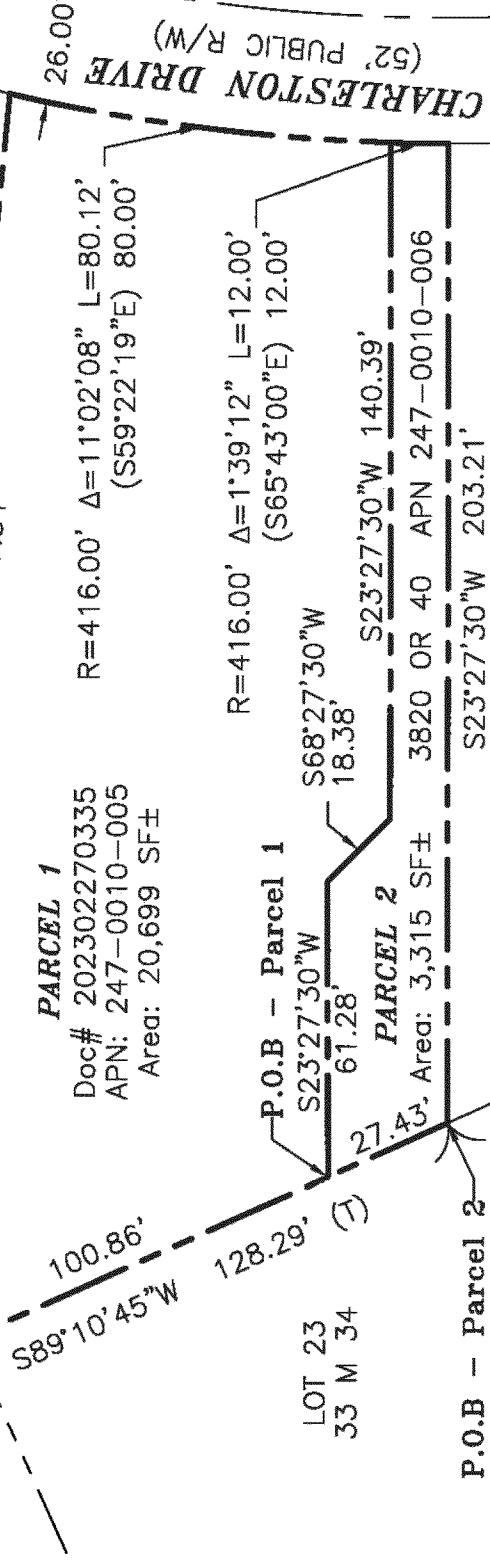
**LEGEND**

- Existing subject parcel line
- Existing parcel line
- Point of beginning
- Point of commencement
- Final Map
- Record of Survey

15 RS 5

LOT 22  
33 M 34**PARCEL 1**

Doc# 202302270335  
APN: 247-0010-005  
Area: 20,699 SF±



R=416.00'  $\Delta=11^{\circ}02'08''$  L=80.12'  
(S59°22'19"E) 80.00'

CHARLESTON DRIVE  
(52', PUBLIC R/W)

26.00'

N28°56'40"E 267.34'

26.00'

R=416.00'  $\Delta=1^{\circ}39'12''$  L=12.00'  
(S65°43'00"E) 12.00'

S68°27'30"W

18.38'

S23°27'30"W 140.39'

3820 OR 40 APN 247-0010-006

**BASIS OF BEARINGS**  
The bearings shown hereon  
are identical with those  
shown on 61 M 14.

This plat has been prepared to accompany the  
legal description and is hereby made a part of that  
description.

This map was prepared by me or under my direct  
supervision.

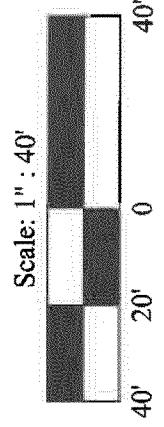
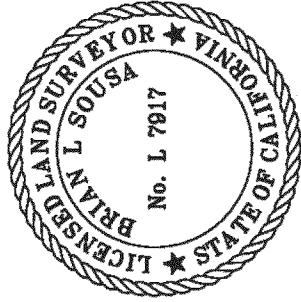
Brian L. Sousa 10/2/23  
Brian L. Sousa, LS7917 Date

**EXHIBIT C**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**Existing Parcels**

Lands of Carmichael Water District  
Doc # 202302270335 and Book 3820, Page 40,  
Official Records of Sacramento County  
City of Carmichael, State of California

**Sousa Land Surveys**

tel 707.425.4300 fax 707.425.4300  
180 E. Monte Vista Ave, Vacaville, CA 95688



LOT 24

33 M 34

LOT 44  
54 M 31

**EXHIBIT D**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**New Description**  
**Parcel A**

All that real property situated in the County of Sacramento, State of California, described as follows:

Being a portion of that parcel as described in the Grant Deed to Carmichael Water District recorded February 27, 2023 as Document No. 202302270335, Official Records of Sacramento County, being more particularly described as follows:

**COMMENCING** at the southwest corner of lot 98 as shown on the "Plat of Winding Way Estates Unit No. 2," recorded in the office of the Recorder of Sacramento County in Book 61 of Maps, Map No. 14, being a point on the north line of Lot 23 as shown on the "Plat of Maple Grove Unit No. 2," recorded in the office of said Recorder in Book 33 of Maps, Map No. 34;  
thence along said north line of Lot 23 South  $89^{\circ} 10' 45''$  West 128.28 feet to the southeast corner of that certain 10.413-acre parcel shown on the Record of Survey entitled "A Portion of the S.E. 1/4 of Projected Section 10, Township 9 North Range 6 East, M. D. B. & M.," recorded in the office of said Recorder in Book 15 of Surveys, at Page 5;  
thence along the east line of said 10.413-acre parcel North  $28^{\circ} 56' 40''$  East 115.06 feet;  
thence South  $63^{\circ} 10' 56''$  East 27.43 feet;  
thence South  $69^{\circ} 07' 01''$  East 45.42 feet;  
thence North  $75^{\circ} 16' 27''$  East 15.96 feet;  
thence North  $46^{\circ} 43' 39''$  East 21.84 feet;  
thence North  $23^{\circ} 27' 30''$  East 111.24 feet to a point on the southerly line of Charleston Drive, a County road 52.00 feet in width;  
thence along said southerly line along the arc of a 416.00-foot radius curve to the right, from which the center of said curve bears North  $25^{\circ} 06' 42''$  East, through a central angle of  $11^{\circ} 02' 08''$ , an arc distance of 80.12 feet;  
thence South  $28^{\circ} 56' 40''$  West 152.28 feet to the **POINT OF BEGINNING**.

Containing 12,442 square feet, more or less.

Attached hereto is a plat (Exhibit F) and hereby made a part of this legal description.

This description was prepared by me or under my direct supervision.

*Brian L. Sousa*

Brian L. Sousa, LS 7917

Date: October 2, 2023



**EXHIBIT E**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**New Description**  
**Parcel B**

All that real property situated in the County of Sacramento, State of California, described as follows:

Being a portion of that parcel as described in the Grant Deed to Carmichael Water District recorded February 27, 2023 as Document No. 202302270335, Official Records of Sacramento County, and being all of that parcel as described in the Grant Deed to Carmichael Irrigation District recorded July 2, 1959 in Book 3820 at Page 40, Official Records of Sacramento County, more particularly described as follows:

**BEGINNING** at the southwest corner of lot 98 as shown on the "Plat of Winding Way Estates Unit No. 2," recorded in the office of the Recorder of Sacramento County in Book 61 of Maps, Map No. 14, being a point on the north line of Lot 23 as shown on the "Plat of Maple Grove Unit No. 2," recorded in the office of said Recorder in Book 33 of Maps, Map No. 34;

thence along the north line of said Lot 23 South  $89^{\circ} 10' 45''$  West 128.28 feet to the southeast corner of that certain 10.413-acre parcel shown on the Record of Survey entitled "A Portion of the S.E. 1/4 of Projected Section 10, Township 9 North Range 6 East, M. D. B. & M.," recorded in the office of said Recorder in Book 15 of Surveys, at Page 5;

thence along the east line of said 10.413-acre parcel North  $28^{\circ} 56' 40''$  East 115.06 feet;

thence South  $63^{\circ} 10' 56''$  East 27.43 feet;

thence South  $69^{\circ} 07' 01''$  East 45.42 feet;

thence North  $75^{\circ} 16' 27''$  East 15.96 feet;

thence North  $46^{\circ} 43' 39''$  East 21.84 feet;

thence North  $23^{\circ} 27' 30''$  East 111.24 feet to a point on the southerly line of Charleston Drive, a County road 52.00 feet in width;

thence along said southerly line along the arc of a 416.00-foot radius curve to the left, from which the center of said curve bears North  $25^{\circ} 06' 42''$  East, through a central angle of  $1^{\circ} 39' 12''$ , an arc distance of 12.00 feet;

thence South  $23^{\circ} 27' 30''$  West 203.21 feet to the **POINT OF BEGINNING**.

Containing 11,571 square feet, more or less.

Attached hereto is a plat (Exhibit F) and hereby made a part of this legal description.

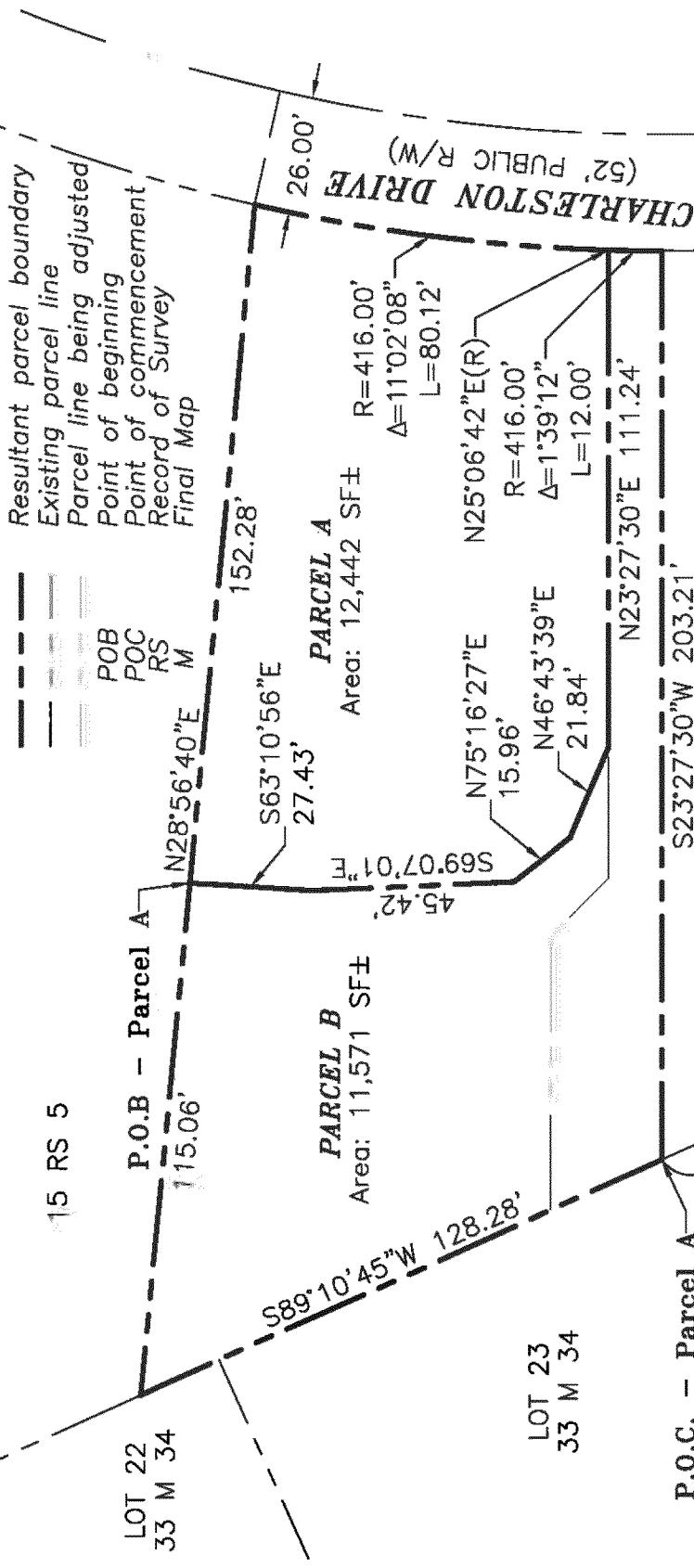
This description was prepared by me or under my direct supervision.

*Brian L. Sousa*

Brian L. Sousa, LS 7917

Date: October 2, 2023



**LEGEND****BASIS OF BEARINGS**

The bearings shown hereon  
are identical with those  
shown on 61 M 14.

This plat has been prepared to accompany the  
legal description and is hereby made a part of that  
description.

This map was prepared by me or under my direct  
supervision.

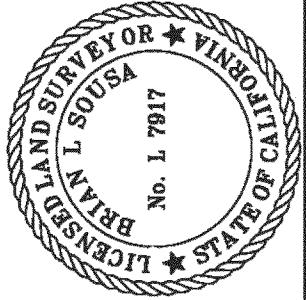
*Brian L. Sousa* 10/2/23  
Brian L. Sousa, LS7917 Date

**EXHIBIT F**  
**Lot Line Adjustment**  
**PLNP2023-00186**  
**Parcels A & B**

Lands of Carmichael Water District  
Doc # 202302270335 and Book 3820, Page 40,  
Official Records of Sacramento County  
City of Carmichael, State of California

**Sousa Land Surveyors**

tel 707.425.4300 fax 707.425.4300  
180 E. Monte Vista Ave, Vacaville, CA 95688



The following list describes planned activities on the lot adjacent to the home and property at 4515 Charleston Drive, Carmichael, CA 95608 with a designated APN 247-0010-005 that is planned to be sold as exempt surplus property by Carmichael Water District (District).

Carmichael Water District operates a groundwater well behind the property. The well site is currently slated for construction in summer 2024 for the next 2 years. Construction will include two phases, well construction and facility construction. After construction, the well will be operated in the same manner as the rest of the District's well facilities.

**Well Construction:** Mobilization/Demobilization of well drilling rigs, equipment, and materials over a 2 month time period. Site clearing and grading. Drilling of test holes and installation of casing over a 1 month time period. Well development pumping will be performed after the well is constructed to establish the well's capacity. During this time, it is anticipated that there will be loud noise, dust, and activity in the neighborhood and on the site's access road.

**Facility Construction:** Mobilization/Demobilization of cranes, equipment, and materials over a 6 month time period. Concrete pouring and placement, trenching, welding, and pipe fitting. During this time, it is anticipated that there will be noise, dust, and activity in the neighborhood and on the site.

**Normal Operations:** The well facility includes a well pump with associated electrical and mechanical appurtenances, a chlorination facility for disinfection, and a generator. After the well and top-side equipment are constructed and operational, regular site maintenance and operation will be conducted by the District. This work will include District employees regularly accessing the well site to deliver supplies such as chlorine and to test equipment.



Declaration [NEED ATTORNEY REVIEW AND FINALIZE]

I, \_\_\_\_\_, acknowledge receipt of this Well Construction and Operations Disclosure from Seller, Carmichael Water District, which is made as part of the purchase agreement for 4515 Charleston Drive, Carmichael, CA 95608. [Include other hold harmless and indemnification wording].

Signature Block

---

\_\_\_\_\_  
Buyer

---

*This page intentionally left blank.*



**FISCAL YEAR 2024-2025**  
**DRAFT BUDGET**





7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CA 95608  
916.483.2452  
CarmichaelWD.org

ELECTED BOARD OF DIRECTORS

**Paul Selsky**, President - Division 5  
**Ron Greenwood**, Vice President - Division 4  
**Ron Davis** - Division 1  
**Mark Emmerson** - Division 2  
**Jeff Nelson** - Division 3

GENERAL MANAGER

**Cathy Lee**

FINANCE MANAGER

**Debbie Martin**

FISCAL YEAR

**July 1, 2024 – June 30, 2025**

**CARMICHAEL WATER DISTRICT**  
**DRAFT BUDGET**  
**2024-2025**

Includes Water Rate Adjustments on January 1, 2025 (9.5%)

	<b>Draft budget</b>	<b>% of revenue</b>
<b>Revenue</b>		
Water revenue	17,900,000	64.83%
Outside boundary sales	1,452,000	5.26%
Miscellaneous and other income	157,000	0.57%
Grant/VA revenue	7,650,000	27.71%
Investment income	400,000	1.45%
Facilities fees	50,000	0.18%
<b>Total revenue</b>	<b>27,609,000</b>	100.00%
<b>Less: Expenditures</b>		
Labor costs (5% COLA effective 7-1-24)	4,978,263	18.03%
Services and supplies	4,654,902	16.86%
Debt service (Principal and interest)	2,492,131	9.03%
CIP Rate funded	5,498,319	19.91%
CIP Reserve funded	400,000	1.45%
CIP Grant/VA funded	7,600,000	27.53%
<b>Total expenditures</b>	<b>(25,623,615)</b>	92.81%
<b>Less: Reserve funds and liability pre-funding</b>		
Capital reserve funding	1,150,000	4.17%
OPEB/Pension liability pre-funding	500,000	1.81%
Facilities fees	50,000	0.18%
<b>Total reserve and prefunding</b>	<b>(1,700,000)</b>	6.16%
<b>Budget surplus/(deficit)</b>	<b>285,385</b>	1.03%

**Budget Highlights:**

9.5% Water rate increase effective January 1, 2025

Increased grant funding and use of VA funding for construction of wells/transmission pipeline

5.0 % Board authorized COLA wage increase effective July 1, 2024

Inflationary price increases across labor costs, services and supplies ranging from 5% - 20%

Escalation of SCADA upgrade project

Roof replacement for WTP

Combined Garfield-Engle/WTP Pipeline Congressional FY 24 Appropriation Funding of

\$960K will be presented in CWD FY 2025-26 Budget

Temporary funding for Distribution succession planning

Cost allocations of Engineering costs to WTP

**Carmichael Water District  
Budget Summary - Draft  
2024-2025**

Includes water rate increases on January 1, 2025 (9.5%)

	2023-2024	2024-25	\$ Budget Increase/ (Decrease)	\$ Budget Increase/ (Decrease)
	Final Budget	Proposed budget		
<b>REVENUE</b>				
<b>District Revenue</b>				
Water Sales	\$ 14,530,000	\$ 17,820,000	\$ 3,290,000	22.64%
Water service fees and charges	95,500	80,000	(15,500)	-16.23%
Other service fees	100,000	107,000	7,000	7.00%
Grant Revenue	3,430,000	7,650,000	4,220,000	123.03%
Interest income	404,365	400,000	(4,365)	-1.08%
Miscellaneous	709,064	50,000	(659,064)	-92.95%
<b>Total District Revenue</b>	<b>19,268,929</b>	<b>26,107,000</b>	<b>6,838,071</b>	<b>35.49%</b>
<b>Outside Boundary Sales</b>				
GSWC Treat and Deliver	1,324,022	1,452,000	127,978	9.67%
<b>Total Outside Boundary Sales</b>	<b>1,324,022</b>	<b>1,452,000</b>	<b>127,978</b>	<b>9.67%</b>
<b>Facility fees</b>	<b>50,000</b>	<b>50,000</b>	-	<b>0.00%</b>
<b>Total Revenue</b>	<b>20,642,951</b>	<b>27,609,000</b>	<b>6,966,049</b>	<b>33.75%</b>
<b>EXPENDITURES</b>				
<b>O &amp; M</b>				
COPs Interest	979,620	947,131	(32,489)	-3.32%
Administration	3,982,281	4,044,637	62,356	1.57%
Production	3,331,005	3,446,350	115,345	3.46%
Distribution	2,156,101	2,142,178	(13,923)	-0.65%
<b>Total O&amp;M</b>	<b>10,449,007</b>	<b>10,580,296</b>	<b>131,289</b>	<b>1.26%</b>
<b>Capital</b>				
<i>Capital funded by rates/grants</i>				
Administrative Services	208,000	40,000	(168,000)	-80.77%
Production - Wells (Includes grant funded projects)	3,861,797	7,930,000	4,068,203	105.34%
Production - WTP	2,203,203	1,365,000	(838,203)	-38.04%
Distribution	3,368,899	3,763,319	394,420	11.71%
<b>Total Capital funded by rates</b>	<b>9,641,899</b>	<b>13,098,319</b>	<b>3,456,420</b>	<b>35.85%</b>
<i>Capital funded by reserves</i>				
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>400,000</b>	<b>400,000</b>	-	<b>0.00%</b>
<b>Debt service, Other sources/uses of funds</b>				
Series B (2010 COPs Refinanced)	1,515,000	1,545,000	30,000	1.98%
PERS Unfunded Actuarial 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>2,015,000</b>	<b>2,045,000</b>	<b>30,000</b>	<b>1.49%</b>
<b>Capital reserve funding/(uses)</b>				
Filter Skid Replacement	650,000	650,000	-	0.00%
Membrane Replacement		200,000	200,000	100.00%
Use of membrane reserve funding - CY	(200,000)	-	200,000	-100.00%
Facility fees	50,000	50,000	-	0.00%
County impact project reserves	(592,920)		592,920	-100.00%
Ranney Collector reserve - <b>(Proposed)</b>		300,000	300,000	100.00%
Undesignated surplus reserves	(1,770,035)	-	1,770,035	-100.00%
<b>Total reserve funding/(uses)</b>	<b>(1,862,955)</b>	<b>1,200,000</b>	<b>3,062,955</b>	<b>-164.41%</b>
<b>Total expenditures, debt service, sources/(uses) of funds/reserves</b>	<b>20,642,951</b>	<b>27,323,615</b>	<b>6,680,664</b>	<b>32.36%</b>
<b>Change in Working Capital-Excess (Deficiency)</b>	<b>\$ -</b>	<b>\$ 285,385</b>	<b>285,385</b>	<b>100.00%</b>
<b>Bond funded CIP</b>	<b>\$ 1,450,000.00</b>	<b>\$ -</b>	<b>\$ (1,450,000.00)</b>	<b>-100.00%</b>

**CARMICHAEL WATER DISTRICT  
RESERVE SUMMARY - DRAFT  
FY 2024-25**

Per District Policy #9610 - Reserve Policy, a portion of the District's net position/available resources should be held in reserve for specified purposes. Establishment of reserve accounts minimizes adverse annual impacts from anticipated and unanticipated expenses, mitigates and minimizes risks and provides a mechanism to help ensure funding for long term capital improvement needs. The chart below demonstrates compliance with policy and annual planning of reserve funding and uses. It can also be utilized as a factor in determining the long-term financial stability of the District.

Reserve Category	Projected Year End Balance FY 2023-24	FY 2024-25 Funding of reserves	FY 2024-25 (Use of Reserves)	Interest income/Other adjustments*	Projected Year End Balance FY 2024-25
<b>Minimum unrestricted reserves:</b>					
Operating reserve	\$ 5,982,004	\$ 80,644		\$ -	\$ 6,062,648 <sup>1</sup>
<b>Board designated reserves</b>					
Capital replacement	9,641,899	956,420	-	289,000	10,887,319 <sup>2</sup>
Membrane replacement	200,000	200,000	(200,000)	6,000	206,000 <sup>3</sup>
Filter skid replacement	1,989,000	650,000	-	60,000	2,699,000 <sup>4</sup>
Facility fees	866,558	50,000	-	607	917,165 <sup>5</sup>
Sacramento County impact projects	-	200,000	(200,000)	-	- <sup>6</sup>
Rate stabilization	500,000	-			500,000 <sup>7</sup>
<i>Ranney Collector Rehab/Replace - <i>Proposed</i></i>	-	300,000			300,000 <sup>8</sup>
<b>TOTAL RESERVES PER POLICY</b>	<b>\$ 19,179,461</b>	<b>\$ 2,437,064</b>	<b>\$ (400,000)</b>	<b>\$ 355,607</b>	<b>\$ 21,572,132</b>
<b>UNDESIGNATED SURPLUS INTENDED FOR CIP</b>	<b>2,978,240</b>	<b>(2,437,064)</b>	<b>400,000</b>	<b>(70,222)</b>	<b>*</b> 870,954 <sup>9</sup>
<b>TOTAL PROJECTED RESERVES</b>	<b>\$ 22,157,701</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 285,385</b>	<b>\$ 22,443,086</b>
<b>Legally restricted reserves</b>					
Unspent bond proceeds 2019 COP Series A	5,738,738	(5,783,738)	-	45,000	-
Federal grant funds received in advance	2,500,000	-	(2,500,000)	-	- <sup>10</sup>
	<b>8,238,738</b>	<b>(5,783,738)</b>	<b>(2,500,000)</b>	<b>45,000</b>	<b>-</b>
<b>Other legally restricted reserves held in trust:</b>					
OPEB Reserve trust (held by CalPERS as trustee)	<b>3,199,912</b>	<b>200,000</b>	<b>-</b>	<b>189,950</b>	<b>3,589,862 <sup>11</sup></b>

1 - Directors' policy #9610.312: Established at 50% of budgeted O&M, including debt service. Represents an amount set aside for working capital as well as funds for continued operation in the event of unplanned operating and maintenance expenses.

2 - Directors' policy #9610.321 c: Established at the annual capital replacement program costs, as scheduled.  
(Reduced by \$2.5M advance grant funding received).

3 - Directors' policy 9610.321 a: Balance accumulates and is funded annually at \$200,000 per year to be used for purchase of new membrane filters.

4 - Directors' policy #9610.321 b: Established to meet the needs of future replacement of the entire filtration process. Balance accumulates and is to be funded annually at the rate of \$650,000 per year. Funding will occur annually until 2035.

5 - Directors' #9610.321 d: This balance accumulates and is funded by the collection of capital facility fees from new development.

6 - Directors' policy #9610.321 e: Established to provide funds for Sacramento County accelerated District requirements. Annual transfers are determined based on near-term and long-term County projects. Funds do not accumulate.

7 - Directors' policy #3610.331 a: Established and maintained at \$500,000 to provide funds for debt service coverage requirement.

8 - *Proposed reserve allocation to accumulate funds for Ranney Collector rehabilitation/replacement*

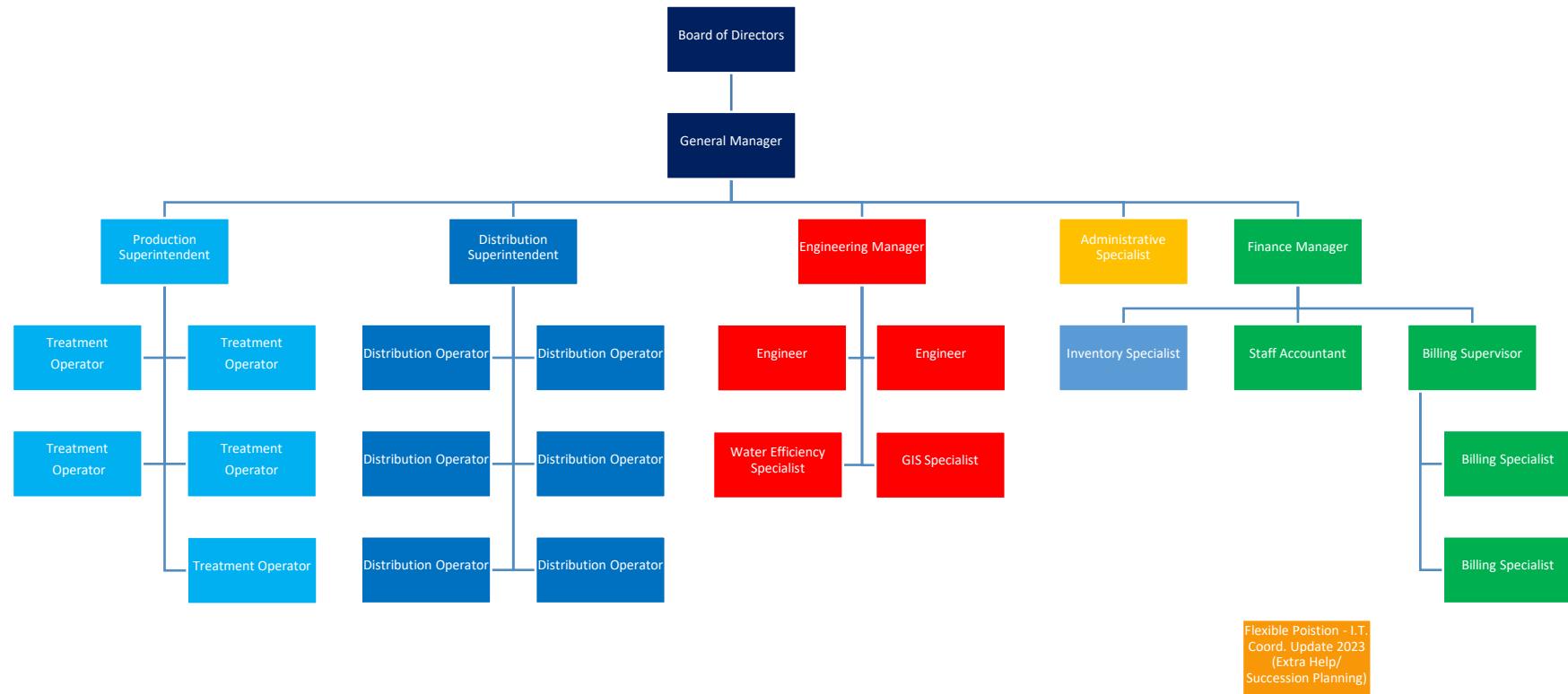
9 - Undesignated surplus: Unspent CIP and/or O&M expenditures from prior years available for repurposing to future CIP projects and/or for coverage of expenses in advance of grant funding.

10 - Federal earmarked funds received in advance for Ladera Well

11 - Board policy #3610.332: Annual funding until the OPEB (Retiree benefits) liability is fully funded, currently targeted at \$5,089,804 as of 6-30-22 per actuarial valuation. The trust is subject to market changes in value from the underlying investments in the trust pool.

\* - Other adjustments in Undesignated Surplus is the Projected Budget Surplus/(Deficiency) for the Proposed Budget Year.

# Organizational Structure



Updated July 2024

**Carmichael Water District**  
**Authorized Position Summary - DRAFT**  
**FY 2024-25**

			Board authorized positions (See Note 1)	Proposed changes	Proposed Board authorized positions	Position notes
	FY 2020-21	FY 2021-22				
<b>Administration</b>	15	15	13	13	0	13
Office of the GM			1	1	0	1 GM
Finance/Accounting			3	3	0	3 Finance Manager, Accountant, Inventory specialist
Engineering/technical services			2	4	0	4 Engineering Manager, Engineers (2), and GIS specialist
Customer service (Billing)			3	3	0	3 Billing supervisor, Billing Specialists (2)
Human resources			1	1	0	1 Administrative specialist
Information technology*			1	0	0	0 IT Coordinator - Authorized as a Floating Position FY 2023-24
General administration			0	0	0	
Public outreach and water efficiency			2	1	0	1 Water Efficiency Specialist (PIO reclassified to Engineering, Oct 2023)
<b>Distribution</b>	9	9	7	7	1	8
Transmission/distribution R/M			7	7	0	7 Distribution Superintendent (1), Distribution operators (6)
Trans/Distrib: Succession planning				0	1	1 Succession plan for Dist Superintendent - Temporary increase - see notes below
Capital infrastructure construction				0	0	
Administration				0	0	0
<b>Production</b>	6	6	7	7	(1)	6
Treatment plant operations			0	0		0
Well operations			0	0		0
Administration			7	7	(1)	6 Production Superintendent (1), Treatment operators (5)
<b>Floating position*</b>	1		1	0		1
<b>Temporary Retired Annuitant position</b>			0.5		0.5	
<b>TOTAL AUTHORIZED POSITIONS</b>	<b>30</b>	<b>30</b>	<b>28</b>	<b>28.5</b>	<b>0</b>	<b>28.5</b> <b>positions funded for FY 2024-25</b>

Note 1: Board approved changes to Authorized Positions FY 2023-24:

8/15/2023 Board approved employment of Retired Annuitant by contract, not included in the permanent position count

10/17/2023 Board approved Public Information Officer Position reclass to an Engineering position - Engineering Division Position Count increases by 1 to 4 and Water Efficiency decrease to 1 from 2

Note 2: Succession planning for Distribution Superintendent position with floating position. This is a temporary increase.

Note 3: One position in Production was not funded in FY 2023-24 and will be removed from authorized position list

# Water Rates

## Water Rate Schedule

Current water rate schedule approved on June 20, 2023 - Effective January 1, 2024.

### Water Rates Structure for January 1, 2021 – December 31, 2025

Effective Dates	Jan. 1, 2021	July 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
<b>Water Usage Rates (In CCF)</b>						
All Customer Type Water Use	\$ 1.65	\$ 1.72	\$ 1.88	\$ 2.06	\$ 2.26	\$ 2.47
<b>Monthly Service Charge</b>						
3/4" meter	\$ 56.07	\$ 29.24	\$ 32.01	\$ 35.05	\$ 38.38	\$ 42.03
1" meter	\$ 87.82	\$ 45.79	\$ 50.14	\$ 54.90	\$ 60.12	\$ 65.83
1 1/2" meter	\$ 167.18	\$ 87.18	\$ 95.46	\$ 104.53	\$ 114.45	\$ 125.33
2" meter	\$ 262.43	\$ 136.84	\$ 149.84	\$ 164.07	\$ 179.66	\$ 196.73
3" meter	\$ 484.67	\$ 252.72	\$ 276.73	\$ 303.02	\$ 331.80	\$ 363.33
4" meter	\$ 802.15	\$ 418.27	\$ 458.00	\$ 501.51	\$ 549.15	\$ 601.32
6" meter	\$ 1,595.87	\$ 832.13	\$ 911.18	\$ 997.74	\$ 1,092.53	\$ 1,196.32
8" meter	\$ 2,548.32	\$ 1,328.77	\$ 1,455.00	\$ 1,593.22	\$ 1,744.58	\$ 1,910.31
Condominium Living Units	\$ 56.07	\$ 29.24	\$ 32.01	\$ 35.05	\$ 38.38	\$ 42.03
MF Living Units w/Separate Meter	\$ 56.07	\$ 29.24	\$ 32.01	\$ 35.05	\$ 38.38	\$ 42.03
<b>Monthly Fire Service Charges</b>						
Per Inch of Diameter	\$ 43.90	\$ 22.89	\$ 25.06	\$ 27.54	\$ 30.05	\$ 32.91

Notes:

- (1) Water Usage = CCF = 100 cubic feet = 748 gallons
- (2) Multi-Family includes duplexes, triplexes, fourplexes, and apartment complexes

### Water Shortage Surcharge Rate Structure

The following water shortage rate surcharges are applied as a percentage increase to the water usage rates in effect if and when a water shortage is declared by the District's Board of Directors. The fixed monthly service charges would be unaffected by the rate surcharges. Any implementation of a water shortage surcharge would be temporary, lasting only during the period of water shortage. Under the water shortage surcharges, customers achieving required water use reduction goals may have lower water bills than they would have with normal water rates and normal water usage. Customers that don't meet water use reduction goals may see higher water bills. The table below presents the proposed water shortage rate surcharge percentages and illustrates how they would apply to the proposed water usage rate for January 2021. The same surcharge percentages would apply to any water usage rates as they may be adopted in subsequent years for normal supply conditions.

Water Shortage Surcharge								
		Normal Supply Conditions	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Use Reduction Goals	None	0% - 10%	10% - 20%	20% - 30%	30% - 40%	40% - 50%	50% - 60%	
Water Shortage Usage Rate Surcharge	n/a	n/a	5%	15%	20%	25%	30%	

# CARMICHAEL WATER DISTRICT - Fee Schedule

Fiscal Year 2024-2025

Description - (See Definitions at end of document)	Frequency / Conditions	Amount
<b>BILLING &amp; MISCELLANEOUS</b>		
Owner-Tenant/Management Billing Agreement	Per Agreement	\$ 22
Tenant/User-AB2747 Billing Agreement	Per Agreement	\$ 56
Overpayment Refund Request	Per Refund	\$ 45
Customer Payment Processing Error Payment Transfer	Per Occurrence	\$ 20
Meter Re-read/Re-inspection - with no Error	First within 12 month Period	\$ -
Meter Re-read/Re-inspection - with no Error	More than one (1) within 12 month Period	\$ 59
Meter Re-read/Re-inspection - with no Error	Each Additional Meter after First	\$ 13
Meter Final/Closing Read Fee	First Meter	\$ 47
Meter Final/Closing Read Fee	Each Additional Meter after First	\$ 4
Meter Test Fee	Regular Work Hours / Per Employee	\$ 126
Public Information Request	Per Sheet (if mailed + postage rate)	\$ 0.25
<b>COLLECTIONS</b>		
Payment Return Chargeback	Per Occurrence	\$ 47
Past Due	Per Occurrence	\$ 10
Door Hanger	Per Occurrence	\$ 57
Shut Off/Disconnection Non-Payment/Non-Compliance	Per Occurrence	\$ 86
Reconnection	Per Occurrence Normal Work Hours	\$ 59
Unauthorized Lock Removal or Unauthorized Restoration	Per Occurrence	\$ 100
Lien	Per Occurrence	\$ 40
Lien Release	Per Occurrence	\$ 82
Monthly Lien Interest	Per Month of Original Liened Amount	.83%
<b>FIELD SERVICE WORK BY DISTRICT STAFF</b>		
Customer Assistance / Emergency Work / Tamper Fee	Hourly Per Employee Normal Work Hours	\$ 122
	Hourly Per Employee Non-Normal Work Hours	\$ 137
	Hourly Per Employee Holiday Work Hours	\$ 152
Denial of Access Fee	Per Occurrence	\$ 200
Meter Downsize	Per Occurrence	\$ 116
Meter Upsize	Per Occurrence (minimum \$410)	T&M
Permanent Disconnection	Per Occurrence (minimum \$3,000)	T&M
Temporary Maintenance Shutoff/Lockoff	Per Occurrence	\$ 86
<b>NEW CONSTRUCTION SERVICES</b>		
Inspection	Hourly Per Employee Normal Work Hours	\$ 147
	Hourly Per Employee Non-Normal Work Hours	\$ 200
	Hourly Per Employee Holiday	\$ 254
Fire Flow Analysis	Per Analysis	\$ 1,287
Plan Check Fees		
Residential 1 - 6 Lots	Minimum fee regardless of # plus per each addtl lot	\$ 2,216
Residential 7 - > Lots	Minimum fee plus per each addtl lot	\$ 358
Commercial 0 - 5,000 sqft	Minimum	\$ 1,993
Commercial 5001 - 15,000 sqft	Minimum	\$ 4,110
Commercial 15,001 or > sqft	Minimum	\$ 6,400
<b>CAPITAL FACILITIES</b>		
	Per 3/4" Meter	\$ 6,395
	Per 1" Meter	\$ 10,653
	Per 1.5" Meter	\$ 21,307
	Per 2" Meter	\$ 34,096
	Per 3" Meter	\$ 63,921
	Per 4" Meter	\$ 106,535
	Per 6" Meter	\$ 213,070
	Per 8" Meter	\$ 340,913
<b>FIRE HYDRANT PERMIT</b>		
Permit	Per Permit	\$ 131
Equipment Deposit	Per Permit	\$ 4,960
<b>BACKFLOW</b>		
Annual Test	Per Test	\$ 83

\* Total fees will be based on a minimum of two (2) hours compensation.

\*\* Due to regulatory requirements, system requirements, type of Service, etc., service upgrade, connection fees and/or facilities fees may be required to reconnect.

\*\*\* In addition, District may charge on a time & materials basis for efforts that are atypical resulting in excess costs to perform the analysis.  
Includes multi-family and assisted living facilities.

**FY 2024-2025 Draft Capital Budget**  
**Summary of Capital Assets by Funding Source**

	2023-24	2024-25	\$ Budget increase (decrease)	% Budget increase (decrease)
	Amended budget	Draft budget		
<b>Funded by Reserves</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Funded by Rates</b>				
Vehicles and equipment	620,000	360,000	(260,000)	-41.94%
District In-house constructed assets	388,899	493,319	104,420	26.85%
Multi-Year capital projects	8,633,000	12,245,000	3,612,000	41.84%
<b>Total Rate Funded Projects</b>	<b>\$ 9,641,899</b>	<b>\$ 13,098,319</b>	<b>\$ 3,456,420</b>	<b>35.85%</b>
<b>Funded by Certificates of Participation (COP)</b>	<b>\$ 1,450,000</b>	<b>\$ -</b>	<b>\$ (1,450,000)</b>	<b>-100.00%</b>

**Funded by Reserves**  
**Capital Improvement Projects**

	2023-24	2024-25	\$ Budget increase (decrease)	% Budget increase (decrease)
	Amended budget	Draft budget		
Membrane replacement	\$ 200,000	\$ 200,000	-	0.00%
Sacramento County impact projects - annual allocation	200,000	200,000	-	0.00%
<b>Total Capital improvement projects funded by reserves</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>0.00%</b>

**Funded by Rates**  
**Vehicle and equipment**

	2023-24	2024-25	\$ Budget increase (decrease)	% Budget increase (decrease)
	Amended budget	Draft budget		
<b><u>Administration</u></b>				
None	\$ -	\$ -	-	0.00%
<b>Total Administration vehicles and equipment</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>0.00%</b>
<b><u>Production</u></b>				
Vehicle replacement	140,000	90,000	(50,000)	-35.71%
<b>Total Production vehicles and equipment</b>	<b>140,000</b>	<b>90,000</b>	<b>(50,000)</b>	<b>-35.71%</b>
<b><u>Distribution</u></b>				
Service trucks	140,000	180,000	40,000	28.57%
Backhoe-Cancelled 2022-23, budget for 2023-24, \$80K est'd auction proceeds	250,000	-	(250,000)	-100.00%
Tow behind air compressor, other Distrib equipment	90,000	90,000	-	0.00%
<b>Total Distribution vehicles and equipment</b>	<b>480,000</b>	<b>270,000</b>	<b>(210,000)</b>	<b>-43.75%</b>
<b>Total Vehicle and equipment expenditures</b>	<b>\$ 620,000</b>	<b>\$ 360,000</b>	<b>\$ (260,000)</b>	<b>-41.94%</b>

## Funded by Rates

### Multi-year Capital Improvement Projects

	2023-24	2024-25	\$ Budget increase (decrease)	% Budget increase (decrease)
	Amended budget	Draft budget		
<b>Administration</b>				
District wide security improvements	\$ 208,000	\$ -	\$ (208,000)	-100.00%
HVAC Replacements (2 Units)	-	40,000	40,000	100.00%
<b>Total Administration capital improvement projects</b>	<b>208,000</b>	<b>40,000</b>	<b>(168,000)</b>	<b>-80.77%</b>
<b>Production</b>				
<b>WTP Facility Improvements:</b>				
SCADA Upgrade	250,000	800,000	550,000	220.00%
Raw water pumps 300 hp (2 of 3)	100,000	-	(100,000)	-100.00%
Raw Water Building/Dewey Pump HVACS	88,203	-	(88,203)	-100.00%
Breaker replacement	100,000	-	(100,000)	-100.00%
WTP Building rehab Lab rehab, gutters, roof	125,000	125,000	225,000	180.00%
WTP Roof replacement		350,000		100.00%
Ranney collector cleaning	1,400,000	-	(1,400,000)	-100.00%
<b>Wells:</b>				
ASR Study (La Sierra, Ladera, Winding Way)		50,000	50,000	100.00%
Well Valve project		30,000	30,000	100.00%
Barret Road Well Demo		250,000	250,000	100.00%
La Sierra Well - Grant funded	2,100,000	3,600,000	1,500,000	71.43%
Ladera ASR Well # 2 - Grant funded	1,250,000	2,000,000	750,000	60.00%
Garfield Generator	250,000	-	(250,000)	-100.00%
Winding Way well replacement	261,797	2,000,000	1,738,203	663.95%
<b>Total Production capital improvement projects</b>	<b>5,925,000</b>	<b>9,205,000</b>	<b>3,280,000</b>	<b>55.36%</b>
<b>Distribution</b>				
<b>Mainline Projects</b>				
San Juan Water line	2,500,000	-	(2,500,000)	-100.00%
Garfield - Engle/WTP Transmission lines (Phases 1&2 of 10)		500,000	500,000	100.00%
Claremont/Jeffrey/Coda		2,500,000	2,500,000	100.00%
<b>Total Distribution capital improvement projects</b>	<b>2,500,000</b>	<b>3,000,000</b>	<b>500,000</b>	<b>20.00%</b>
<b>Total multi-year capital improvement projects funded by rates</b>	<b>\$ 8,633,000</b>	<b>\$ 12,245,000</b>	<b>\$ 3,612,000</b>	<b>41.84%</b>

## Funded by Certificates of Participation bonds (COP)

### Capital Improvement Projects

	2023-24	2024-25	Budget increase (decrease)	% Budget increase (decrease)
	Amended budget	Draft budget		
La Vista tank and pump station	\$ 1,450,000	\$ -	(1,450,000)	-100.00%
<b>Total capital improvement projects funded by bonds</b>	<b>\$ 1,450,000</b>	<b>\$ -</b>	<b>\$ (1,450,000)</b>	<b>-100.00%</b>

**CARMICHAEL WATER DISTRICT**  
**Financial forecast**  
**2024-25**

	2023-2024	2024-25	2025-26	2026-27	2027-28
	Amended Budget	Draft budget	Estimated	Estimated	Estimated
<b>Cash and cash equivalents</b>	\$ 23,927,736	\$ 22,157,701	\$ 21,990,483	\$ 22,443,086	\$ 23,916,047
<b>District revenue</b>					
Water sales, fees, service charges	14,625,500	17,900,000	18,437,000	18,990,110	19,559,813
Grant revenue	3,430,000	7,650,000	6,000,000	-	-
Interest income	404,365	400,000	400,000	400,000	400,000
Other income and miscellaneous	809,064	157,000	157,000	157,000	157,000
Facility fees	50,000	50,000	51,500	53,045	54,636
<b>Total District revenue</b>	<b>19,318,929</b>	<b>26,157,000</b>	<b>25,045,500</b>	<b>19,600,155</b>	<b>20,171,450</b>
<b>Outside boundary sales</b>					
GSWC Treatment and delivery	1,324,022	1,452,000	1,495,560	1,540,427	1,586,640
<b>Total Outside Boundary Sales</b>	<b>1,324,022</b>	<b>1,452,000</b>	<b>1,495,560</b>	<b>1,540,427</b>	<b>1,586,640</b>
<b>Total Revenue</b>	<b>20,642,951</b>	<b>27,609,000</b>	<b>26,541,060</b>	<b>21,140,582</b>	<b>21,758,089</b>
<b>EXPENDITURES</b>					
<b>O &amp; M</b>					
COP bond interest	979,620	947,131	911,566	872,786	830,946
Administration	3,982,281	4,044,637	4,165,976	4,290,955	4,419,684
Production	3,331,005	3,446,350	3,549,741	3,656,233	3,765,920
Distribution	2,156,101	2,142,178	1,958,728	2,017,490	2,078,015
<b>Total O&amp;M</b>	<b>10,449,007</b>	<b>10,580,296</b>	<b>10,586,011</b>	<b>10,837,464</b>	<b>11,094,565</b>
<b>Capital</b>					
<b>Capital funded by rates</b>					
Administrative services	208,000	40,000	200,000	530,000	850,000
Production (Includes grant funded projects)	6,065,000	9,295,000	7,350,000	2,600,000	4,250,000
Distribution	3,368,899	3,763,319	2,797,985	3,433,884	5,401,078
<b>Total Capital funded by rates</b>	<b>9,641,899</b>	<b>13,098,319</b>	<b>10,347,985</b>	<b>6,563,884</b>	<b>10,501,078</b>
<b>Capital funded by reserves</b>					
Membrane replacement expense	200,000	200,000	200,000	200,000	200,000
Sacramento County Impact projects	200,000	200,000	200,000	200,000	200,000
<b>Total Capital funded by reserves</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Debt service, Other sources/uses of funds</b>					
Series B (2010 COPs Refinanced)	1,515,000	1,545,000	1,580,000	1,615,000	1,655,000
PERS Unfunded actuarial liability	300,000	300,000	300,000	300,000	300,000
OPEB Liability funding	200,000	200,000	200,000	200,000	200,000
<b>Total debt service, other fund sources/uses</b>	<b>2,015,000</b>	<b>2,045,000</b>	<b>2,080,000</b>	<b>2,115,000</b>	<b>2,155,000</b>
<b>Reserve funding/(Uses)</b>					
Filter skid replacement	650,000	650,000	650,000	650,000	650,000
Membrane replacement	(200,000)	200,000	200,000	200,000	200,000
Facility fees	50,000	50,000	51,500	53,045	54,636
Ranney Collector	-	300,000	300,000	300,000	300,000
County impact project reserve - One time funding use	(592,920)	-	-	-	-
<b>Total reserve funding/(uses)</b>	<b>(92,920)</b>	<b>1,200,000</b>	<b>1,201,500</b>	<b>1,203,045</b>	<b>1,204,636</b>
<b>Total expenditures, debt service, fund sources/(uses), rese</b>	<b>22,412,986</b>	<b>27,323,615</b>	<b>24,615,496</b>	<b>21,119,393</b>	<b>25,355,279</b>
<b>Change in Working Capital-Excess (Deficiency)</b>	<b>\$ (1,770,035.00)</b>	<b>\$ 285,385.00</b>	<b>\$ 1,925,564.05</b>	<b>\$ 21,188.50</b>	<b>\$ (3,597,189.74)</b>
<b>Ending cash and cash equivalents</b>	<b>\$ 22,157,701</b>	<b>\$ 22,443,086</b>	<b>\$ 23,916,047</b>	<b>\$ 22,464,275</b>	<b>\$ 20,318,857</b>
<b>Less: Board designated reserves (Without int inc Yrs 3-10)</b>					
Operating reserve	5,982,004	6,062,648	6,083,005	6,226,232	6,374,782
Capital reserves	9,641,899	10,887,319	10,347,985	6,563,884	10,501,078
Membrane reserves	200,000	206,000	406,000	606,000	806,000
Filter Skid replacement	1,989,000	2,699,000	3,349,000	3,999,000	4,649,000
<i>Ranney Collector Rehab/replacement - Proposed</i>		300,000	-	-	-
Facility fees	866,558	917,165	968,665	1,021,710	1,076,346
Sacramento County impact projects	-	-	-	-	-
Rate stabilization	500,000	500,000	500,000	500,000	500,000
<b>Total designated reserves (Per reserve Forecast)</b>	<b>19,179,461</b>	<b>21,572,132</b>	<b>21,654,655</b>	<b>18,916,826</b>	<b>23,907,207</b>
<b>Undesignated surplus</b>	<b>\$ 2,978,240</b>	<b>\$ 870,954</b>	<b>\$ 2,261,392</b>	<b>\$ 3,547,448</b>	<b>\$ (3,588,349)</b>

**CARMICHAEL WATER DISTRICT**  
**Financial forecast**  
**2024-25**

	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
<b>Cash and cash equivalents</b>	<b>\$ 22,464,275</b>	<b>\$ 20,318,857</b>	<b>\$ 20,464,710</b>	<b>\$ 21,567,344</b>	<b>\$ 21,480,731</b>	<b>\$ 19,226,821</b>
<b>District revenue</b>						
Water sales, fees, service charges	20,146,608	20,751,006	21,373,536	22,014,742	22,675,184	23,355,440
Grant revenue	-	-	-	-	-	-
Interest income	400,000	400,000	400,000	400,000	400,000	400,000
Other income and miscellaneous	157,000	157,000	157,000	157,000	157,000	157,000
Facility fees	56,275	57,964	59,703	61,494	63,339	65,239
<b>Total District revenue</b>	<b>20,759,883</b>	<b>21,365,970</b>	<b>21,990,239</b>	<b>22,633,236</b>	<b>23,295,523</b>	<b>23,977,679</b>
<b>Outside boundary sales</b>						
GSWC Treatment and delivery	1,634,239	1,683,266	1,733,764	1,785,777	1,839,350	1,894,531
<b>Total Outside Boundary Sales</b>	<b>1,634,239</b>	<b>1,683,266</b>	<b>1,733,764</b>	<b>1,785,777</b>	<b>1,839,350</b>	<b>1,894,531</b>
<b>Total Revenue</b>	<b>22,394,122</b>	<b>23,049,236</b>	<b>23,724,003</b>	<b>24,419,013</b>	<b>25,134,873</b>	<b>25,872,209</b>
<b>EXPENDITURES</b>						
<b>O &amp; M</b>						
COP bond interest	786,252	739,498	671,850	582,100	487,850	399,000
Administration	4,552,275	4,688,843	4,829,508	4,974,393	5,123,625	5,277,334
Production	3,878,897	3,995,264	4,115,122	4,238,576	4,365,733	4,496,705
Distribution	2,140,355	2,204,566	2,270,703	2,338,824	2,408,989	2,481,258
<b>Total O&amp;M</b>	<b>11,357,779</b>	<b>11,628,171</b>	<b>11,887,183</b>	<b>12,133,893</b>	<b>12,386,197</b>	<b>12,654,297</b>
<b>Capital</b>						
<b>Capital funded by rates</b>						
Administrative services	1,140,000	-	150,000	-	-	-
Production (Includes grant funded projects)	2,000,000	560,000	-	5,100,000	6,500,000	-
Distribution	6,089,632	5,759,614	6,811,095	5,574,149	4,278,857	5,465,300
<b>Total Capital funded by rates</b>	<b>9,229,632</b>	<b>6,319,614</b>	<b>6,961,095</b>	<b>10,674,149</b>	<b>10,778,857</b>	<b>5,465,300</b>
<b>Capital funded by reserves</b>						
Membrane replacement expense	200,000	200,000	200,000	200,000	200,000	200,000
Sacramento County Impact projects	200,000	200,000	200,000	200,000	200,000	200,000
<b>Total Capital funded by reserves</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Debt service, Other sources/uses of funds</b>						
Series B (2010 COPs Refinanced)	1,700,000	1,745,000	1,750,000	1,840,000	1,930,000	2,030,000
PERS Unfunded actuarial liability	300,000	300,000	300,000	300,000	300,000	300,000
OPEB Liability funding	200,000	200,000	200,000	200,000	200,000	200,000
<b>Total debt service, other fund sources/uses</b>	<b>2,200,000</b>	<b>2,245,000</b>	<b>2,250,000</b>	<b>2,340,000</b>	<b>2,430,000</b>	<b>2,530,000</b>
<b>Reserve funding/(Uses)</b>						
Filter skid replacement	650,000	650,000	650,000	650,000	650,000	650,000
Membrane replacement	200,000	200,000	200,000	200,000	200,000	200,000
Facility fees	56,275	57,964	59,703	61,494	63,339	65,239
Ranney Collector	300,000	300,000	300,000	300,000	300,000	300,000
County impact project reserve - One time funding use	-	-	-	-	-	-
<b>Total reserve funding/(uses)</b>	<b>1,206,275</b>	<b>1,207,964</b>	<b>1,209,703</b>	<b>1,211,494</b>	<b>1,213,339</b>	<b>1,215,239</b>
<b>Total expenditures, debt service, fund sources/(uses), rese</b>	<b>24,393,687</b>	<b>21,800,749</b>	<b>22,707,981</b>	<b>26,759,536</b>	<b>27,208,393</b>	<b>22,264,836</b>
<b>Change in Working Capital-Excess (Deficiency)</b>	<b>\$ (1,999,564.72)</b>	<b>\$ 1,248,486.86</b>	<b>\$ 1,016,021.53</b>	<b>\$ (2,340,523.17)</b>	<b>\$ (2,073,519.39)</b>	<b>\$ 3,607,373.24</b>
<b>Ending cash and cash equivalents</b>	<b>\$ 20,464,710</b>	<b>\$ 21,567,344</b>	<b>\$ 21,480,731</b>	<b>\$ 19,226,821</b>	<b>\$ 23,916,047</b>	<b>\$ 22,834,194</b>
<b>Less: Board designated reserves (Without int inc Yrs 3-10)</b>						
Operating reserve	6,528,890	6,686,586	6,818,592	6,986,947	7,158,099	7,342,149
Capital reserves	9,229,632	6,319,614	6,961,095	10,674,149	10,778,857	5,465,300
Membrane reserves	1,006,000	1,206,000	1,406,000	1,606,000	1,806,000	2,006,000
Filter Skid replacement	5,299,000	5,949,000	6,599,000	7,249,000	7,899,000	8,549,000
<i>Ranney Collector Rehab/replacement - Proposed</i>						
Facility fees	1,132,622	1,190,585	1,250,288	1,311,782	1,375,120	1,440,359
Sacramento County impact projects	-	-	-	-	-	-
Rate stabilization	500,000	500,000	500,000	500,000	500,000	500,000
<b>Total designated reserves (Per reserve Forecast)</b>	<b>23,696,143</b>	<b>21,851,785</b>	<b>23,534,975</b>	<b>28,327,877</b>	<b>29,517,076</b>	<b>25,302,808</b>
<b>Undesignated surplus</b>	<b>\$ (3,231,434)</b>	<b>\$ (284,441)</b>	<b>\$ (2,054,244)</b>	<b>\$ (9,101,056)</b>	<b>\$ (5,601,029)</b>	<b>\$ (2,468,613)</b>

**CIP 10 Year Projection - Rate funded projects**

PROJECT DESCRIPTIONS	PY 2022-2023	CY 2023-2024	PROPOSED 2024-2025	2025-2026	2026-2027	2027-2028
<b>ADMIN</b>						
Vehicle and equipment replacement	45,000	-	-	-	130,000	-
District wide security improvements - Parking lot, patio	250,000	208,000	-	-	-	250,000
Master plan update		-	-	200,000		
Rate Study, Business plan/financial analysis		-	40,000		400,000	600,000
HVAC Unit Replacement (2 units)						
Financial Software Replacement/Asset management						
Asset Management Software						
<b>ADMIN TOTALS</b>	<b>295,000</b>	<b>208,000</b>	<b>40,000</b>	<b>200,000</b>	<b>530,000</b>	<b>850,000</b>
<b>DISTRIBUTION</b>						
Vehicles: Superintendent's truck (#14 FY2023-24)		50,000				
Service truck(FY 2024-25 #13)		90,000				
Service truck (FY 2024-25#33 F550)		90,000				
Other Distribution equipment		40,000				
Tow behind Air compressor		50,000				
Backhoe replacement (Salvage revenue offset: \$80K)		250,000				
Self constructed infrastructure	593,444	388,899	493,319	517,985	543,884	571,078
San Juan Water Line Project Package (~5000<10")		2,500,000				
Glenbrook/Mauer/Pinecrest/Wintun & North Ave Package (~3500<10")		-	-			
Homewood/Halsted/Calumet/DeJohn/Vonda/Home (~4300<10")		-	-			
La Vista - Angelina Ave Water line *Supplemental funds for bond shortage (~2500>12")		-	-	200,000		
Garfield-Engle/WTP Transmission lines - Phases 1 through 10 (Pending grant funding)			250,000			
WTP Transmission lines (west) phase I- WTP to Marshal Phase 1			250,000			
WTP Transmission lines (west) phase II, Marshall to California Phase 2			250,000		2,800,000	2,900,000
WTP Transmission lines (west) phase III, Stanley to Duncan Phase 3			250,000			
WTP Transmission lines (west) phase IV Stanley to Sutter Phase 4			250,000			
WTP Transmission lines (west) phase V California FO to stanley Phase 5			2,500,000			
Garfield/Engle Transmission Pipeline replacement (~9600 12", ~3500 8") Phase 6			-			
Garfield/Engle Transmission Pipeline replacement (~9600 12", ~3500 8") Phase 7			-			
Garfield/Engle Transmission Pipeline replacement (~9600 12", ~3500 8") Phase 8			-			
Garfield/Engle Transmission Pipeline replacement (~9600 12", ~3500 8") Phase 9			-			
Garfield/Engle Transmission Pipeline replacement (~9600 12", ~3500 8") Phase 10			-			
Continental/Claire Dr/San Juan/Intertie FOWD @ Continental (~3000<10")		-	-			
Claremont/Jeffrey/Coda (~4300<10")		-	-			
Gunn (2200 - 2400) (~1000<10")		-	-			
Melvin and Boyd Dr (East of Walnut) (~2000<10")		-	-			
Ross Ave/Delaware Ave/Casita/California (~1900<10")		-	-			
Pressure monitoring system		-	-			
Mapel/Prospect/Lakeview/Marshall (~5000<10")		-	-			
Distribution pipeline - TBD		-	-			
<b>DISTRIBUTION TOTALS</b>	<b>3,093,444</b>	<b>3,368,899</b>	<b>3,763,319</b>	<b>1,397,985</b>	<b>3,433,884</b>	<b>5,401,078</b>
<b>PRODUCTION</b>						
Vehicle replacement (2026-27 #38....)	45,000		90,000			
Equipment: Compressor replacement	140,000	140,000			50,000	
<b>WTP:</b>						
SCADA Improvement w/PLC, instrumentation upgrades and new server	300,000	250,000	800,000	650,000		
BWTP Water pump rehab (3 Raw water)	100,000	100,000			100,000	
BWTP Intake Capacity Assessment and Maintenance (Ranney)	140,000					
Electrical Switchgear, Generator, Breaker Replacement		100,000				
BWTP Water Pump rehab (4 Treated water)		125,000	125,000	100,000		150,000
BWTP Building rehab (Exterior & interior): Lab rehab, then exterior gutters, siding, etc.		1,400,000				100,000
Ranney collector cleaning (Approved 2-21-23) (Cleaned all three 2023-24)		88,203				
Raw Water Building/Dewey pump station HVAC						
6 Block skid replacement Tertiary					200,000	
BWTP Roof replacement						
<b>WELLS:</b>						
ASR Study (La Sierra, Ladera, Winding Way)						
Surge protector/generator for Well sites (Garfield)						
2 Chemical Tank replacements (Chlorine 6000 Gal fiberglass)						
Willow Park Well pump replacement and electrical rehab						
Dewey tank and booster pump station rehab (pumps only)						
Winding Way Well (4515 Charleston Drive)						
Garfield Well Replacement- ASR Well #4						
Well valve project					2,000,000	4,000,000
Barrett Road Well Demolition						
Reserve Projects - Placeholder						
Filter Skid Replacement						
<b>PRODUCTION TOTALS</b>	<b>2,605,000</b>	<b>2,453,203</b>	<b>1,695,000</b>	<b>1,350,000</b>	<b>2,600,000</b>	<b>4,250,000</b>
<b>RATE FUNDED FUNDED PROJECTS TOTAL</b>	<b>5,993,444</b>	<b>6,030,102</b>	<b>5,498,319</b>	<b>2,947,985</b>	<b>6,563,884</b>	<b>10,501,078</b>



## CIP 10 Year Projection - Grant funded projects

	PY	CY	PROPOSED		
PROJECT DESCRIPTIONS	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
PRODUCTION GRANT FUNDED PROJECTS					
La Sierra Well- ASR Well #1 (Engle/Garfield) (\$2.0M USBR, \$4.0 DWR)	1,900,000	2,100,000	3,600,000		
Ladera Well Replacement- ASR Well #2 (Fed grant \$2.5M + Artesian VA \$)	400,000	1,250,000	2,000,000	3,000,000	
Winding Way Well Replacement- ASR Well #3 (DWR grant \$2.5M + Artesian VA \$)		261,797	2,000,000	3,000,000	
PRODUCTION GRANT FUNDED PROJECTS TOTAL	2,300,000	3,611,797	7,600,000	6,000,000	-
DISTRIBUTION GRANT FUNDED PROJECTS					
WTP Transmission lines (west) to Marshall Phase 1 (\$960K EPA/STAG Funding)				1,400,000	
DISTRIBUTION GRANT FUNDED PROJECTS TOTAL	-	-	-	1,400,000	-
GRAND TOTAL CIP	8,293,444	9,641,899	13,098,319	10,347,985	6,563,884
RESERVE FUNDING					
County projects (Annual allocation, does not accumulate)	200,000	200,000	200,000	200,000	200,000
Filter skid replacement (Annual allocation per policy, accumulates in reserves)	650,000	650,000	650,000	650,000	650,000
Membrane replacement (\$200,000 annual funding, accumulates in reserves)	1,543,500	200,000	200,000	200,000	200,000
Ranney collector replacement - PROPOSED			300,000		
TOTAL RESERVE FUNDING	2,393,500	1,050,000	1,350,000	1,050,000	1,050,000
GRAND TOTAL CIP & RESERVE FUNDING FROM OPERATIONAL INCOME	10,686,944	10,691,899	14,448,319	11,397,985	7,613,884
BOND FUNDING					
La Vista project - Tank and booster pump station	6,600,000	1,200,000			
La Vista project - Angelina Ave water line		250,000			
TOTAL BOND FUNDING	6,600,000	1,450,000	-	-	-
GRAND TOTAL	17,286,944	12,141,899	14,448,319	11,397,985	7,613,884

**CIP 10 Year Projection - Grant funded projects - Continued**

								Grand Total
2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2024-2033	
								5,700,000
								6,250,000
								5,261,797
-	-	-	-	-	-	-	-	17,211,797
								1,400,000
-	-	-	-	-	-	-	-	1,400,000
<b>10,501,078</b>	<b>9,229,632</b>	<b>6,319,614</b>	<b>6,961,095</b>	<b>10,674,149</b>	<b>10,778,857</b>	<b>5,465,300</b>	<b>99,551,812</b>	
200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,200,000	
650,000	650,000	650,000	650,000	650,000	650,000	650,000	7,150,000	
200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,200,000	
							300,000	
<b>1,050,000</b>	<b>1,050,000</b>	<b>1,050,000</b>	<b>1,050,000</b>	<b>1,050,000</b>	<b>1,050,000</b>	<b>1,050,000</b>	<b>11,850,000</b>	
<b>11,551,078</b>	<b>10,279,632</b>	<b>7,369,614</b>	<b>8,011,095</b>	<b>11,724,149</b>	<b>11,828,857</b>	<b>6,515,300</b>	<b>111,401,812</b>	
							1,200,000	
							250,000	
-	-	-	-	-	-	-	-	1,450,000
<b>11,551,078</b>	<b>10,279,632</b>	<b>7,369,614</b>	<b>8,011,095</b>	<b>11,724,149</b>	<b>11,828,857</b>	<b>6,515,300</b>	<b>112,851,812</b>	

**Carmichael Water District**

**Budget line item detail**

**2024-25**

		2023-24	2024-25		
Account number	Account description	Final amended budget	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
<b>REVENUE</b>					
<i>Water sales</i>					
10-040100-01	Water Sales	\$ 14,530,000	\$ 17,820,000	\$ 3,290,000	22.64%
	<b>Total water sales</b>	<b>14,530,000</b>	<b>17,820,000</b>	<b>3,290,000</b>	<b>22.64%</b>
<i>Water service fees and charges</i>					
10-040100-02	Fees and service charges	95,000	79,500	(15,500)	-16.32%
10-040100-03	Downsizing fees	500	500	-	0.00%
	<b>Total water service fees and charges</b>	<b>95,500</b>	<b>80,000</b>	<b>(15,500)</b>	<b>-16.23%</b>
<i>Other service fees</i>					
10-040300-05	Backflow Testing Program Fee	45,000	50,000	5,000	11.11%
10-040100-05	Fire Hydrant Permits	1,000	1,000	-	0.00%
10-040300-01	Fire Hydrant Use Fee	8,000	8,000	-	0.00%
10-040300-03	Plan Check	10,000	10,000	-	0.00%
10-040300-06	Fines/Penalties/Citations	-	-	-	-
10-040300-07	Fire Flow Fees	15,000	20,000	5,000	33.33%
10-040300-08	Water Sampling	1,000	1,000	-	0.00%
10-040300-09	Inspection Fees	20,000	17,000	(3,000)	-15.00%
	<b>Total other service fees</b>	<b>100,000</b>	<b>107,000</b>	<b>7,000</b>	<b>7.00%</b>
<i>Grant Revenue</i>					
10-040400-20	Federal Grant Revenue	3,250,000	7,600,000	4,350,000	133.85%
10-040400-10	State grant revenue	130,000	-	(130,000)	-100.00%
10-040400-30	Turf replacement grant - USBR Watersmart	50,000	50,000	-	0.00%
10-040400-35	RWA Water Efficiency Grant - Rachio Controllers	-	-	-	-
	<b>Total grant revenue</b>	<b>3,430,000</b>	<b>7,650,000</b>	<b>4,220,000</b>	<b>123.03%</b>
<i>Interest Income</i>					
10-040500-01	LAIF Interest/Other investment income	303,000	298,193	(4,807)	-1.59%
10-040500-05	Facility Fees Interest	165	607	442	267.88%
10-040500-07	Lien Interest	1,200	1,200	-	0.00%
10-040500-10	COP 2019 Project Fund Interest	100,000	100,000	-	0.00%
	<b>Total interest income</b>	<b>404,365</b>	<b>400,000</b>	<b>(4,365)</b>	<b>-1.08%</b>
<i>Miscellaneous revenue</i>					
10-040800-01	Bajamont Lease Revenue - GET L1	1,414	1,450	36	2.55%
10-040400-01	Other Revenue Fees	50	50	-	0.00%
10-040400-02	Recycling Revenue	10,000	15,000	5,000	50.00%
10-040400-03	Admin Claim Fees	200	100	(100)	-50.00%
10-040400-05	Miscellaneous Income	2,500	2,500	-	0.00%
10-040400-08	Lien Fees Revenue	5,000	5,000	-	0.00%
10-040400-13	Reimbursements/Rebates	500	500	-	0.00%
10-040450-01	Aerojet Testing Reimbursement	4,400	4,400	-	0.00%
10-040600-01	COTP Revenue	15,000	14,000	(1,000)	-6.67%
10-040700-02	Sales proceeds from sale of capital assets	670,000	7,000	(663,000)	-98.96%
	<b>Total miscellaneous revenue</b>	<b>709,064</b>	<b>50,000</b>	<b>(659,064)</b>	<b>-92.95%</b>
<i>Outside boundary sales</i>					
10-040100-06	Treatment and delivery for GSWC	1,324,022	1,452,000	127,978	9.67%
	<b>Total outside boundary sales</b>	<b>1,324,022</b>	<b>1,452,000</b>	<b>127,978</b>	<b>9.67%</b>
<i>Facilities fees</i>					
10-040200-01	Facilities Fees	50,000	50,000	-	0.00%
	<b>Total facilities fees</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL DISTRICT REVENUE</b>		<b>\$ 20,642,951</b>	<b>\$ 27,609,000</b>	<b>6,966,049</b>	<b>33.75%</b>

**Carmichael Water District**

**Budget line item detail**

**2024-25**

		2023-24	2024-25		
Account number	Account description	Final amended budget	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
<b>Operations and maintenance expenses</b>					
<b>Administrative Services Division</b>					
<i>Board (Dept 20)</i>					
20-102103-00	Directors Fees	27,000	35,000	8,000	29.63%
20-101521-00	Payroll taxes	2,066	2,678	612	29.62%
20-103303-00	Workers' compensation	208	270	62	29.81%
20-102101-00	Directors travel/meetings	15,000	27,500	12,500	83.33%
20-102105-00	Advertising, meeting, legal notices	1,500	500	(1,000)	-66.67%
20-103503-02	Board legal	10,000	30,000	20,000	200.00%
20-102109-00	Board room/supplies	1,000	500	(500)	-50.00%
20-103121-00	Election Expense	-	39,938	39,938	-
20-102110-00	Training	1,000	-	(1,000)	-100.00%
20-103510-00	Water rights/management (Moved to GM)	74,000	-	(74,000)	-100.00%
<b>Total Board</b>		<b>131,774</b>	<b>136,386</b>	<b>4,612</b>	<b>3.50%</b>
<i>Office of the GM (Dept 21)</i>					
21-101103-00	Wages (FY 2024-25 Pending)	216,088	226,896	10,808	5.00%
21-101501-00	Benefits	96,061	99,693	3,632	3.78%
21-101521-00	Taxes	16,692	17,484	792	4.74%
21-102519-05	Studies/Contracts	50,000	130,000	80,000	160.00%
21-103510-00	Water rights/mgmt (Moved from Board)	-	50,000	50,000	-
21-103189-00	Training/Certification/Travel/Meetings (Moved to HR)	5,000	-	(5,000)	-100.00%
<b>Total Office of the GM</b>		<b>383,841</b>	<b>524,073</b>	<b>140,232</b>	<b>36.53%</b>
<i>GIS/Engineering (Dept 22)</i>					
22-101103-00	Wages	556,878	582,131	25,253	4.53%
22-101501-00	Benefits	227,409	132,747	(94,662)	-41.63%
22-101521-00	Taxes	42,981	45,163	2,182	5.08%
	Departmental allocation to Production	-	(154,469)	(154,469)	-
22-102518-06	Equipment Maintenance	250	500	250	100.00%
22-102518-01	Professional Services	55,000	45,000	(10,000)	-18.18%
22-102518-03	Software/Licensing	20,000	27,000	7,000	35.00%
22-102518-07	Supplies/Tools	1,200	1,000	(200)	-16.67%
22-103189-00	Training/Certification/Travel/Meetings (Moved to HR)	3,000	-	(3,000)	-100.00%
<b>Total GIS/Engineering</b>		<b>906,718</b>	<b>679,072</b>	<b>(227,646)</b>	<b>-25.11%</b>
<i>Finance/Accounting (Dept 23)</i>					
23-101103-00	Wages	339,790	359,918	20,128	5.92%
23-101501-00	Benefits	145,255	158,599	13,344	9.19%
23-101521-00	Taxes	26,827	27,912	1,085	4.04%
23-103105-00	Audit/Accounting Services	53,700	80,000	26,300	48.98%
23-103106-00	Bank Charges	4,000	4,000	-	0.00%
23-103120-00	Dues and memberships	310	460	150	48.39%
23-103157-00	Payroll Processing Fees	12,000	12,700	700	5.83%
23-103189-00	Training/Certification/Travel/Meetings (Moved to HR)	3,000	-	(3,000)	-100.00%
<b>Total Finance/accounting</b>		<b>584,882</b>	<b>643,589</b>	<b>58,707</b>	<b>10.04%</b>
<i>Finance - Customer Service (Dept 24)</i>					
24-101103-00	Wages	235,581	253,878	18,297	7.77%
24-101501-00	Benefits	109,929	119,103	9,174	8.35%
24-101521-00	Taxes	18,505	19,800	1,295	7.00%
24-103107-00	Billing costs	77,000	76,000	(1,000)	-1.30%
24-103107-02	Payment processing fees	113,000	116,000	3,000	2.65%
24-103107-05	Lien redemption fees	3,600	900	(2,700)	-75.00%
24-103107-07	Contract services	4,000	5,000	1,000	25.00%
<b>Total Customer service</b>		<b>561,615</b>	<b>590,681</b>	<b>29,066</b>	<b>5.18%</b>

## Carmichael Water District

### Budget line item detail

2024-25

		2023-24	2024-25		
Account number	Account description	Final amended budget	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
<b>Human Resources (Dept 25)</b>					
25-101103-00	Wages	83,460	92,014	8,554	10.25%
25-101501-00	Benefits	25,469	28,223	2,754	10.81%
25-101521-00	Taxes	6,546	7,165	619	9.46%
25-103101-02	Advertising Employment Ads	2,000	1,500	(500)	-25.00%
25-103125-00	Exams/Screenings	2,000	2,000	-	0.00%
25-103153-03	HR Memberships/Books	200	200	-	0.00%
25-103157-00	Contract services	250	5,500	5,250	2100.00%
25-103501-00	Personnel Legal Services	12,000	12,000	-	0.00%
25-103509-00	Legal Litigation	50,000	50,000	-	0.00%
25-062100-02	Employee Recognition	3,000	3,000	-	0.00%
25-1031890-00	Training/Certification/Travel/Meetings - All Depts	1,000	17,000	16,000	1600.00%
	<b>Total Human resources</b>	<b>185,925</b>	<b>218,602</b>	<b>32,677</b>	<b>17.58%</b>
<b>Information Technology (Dept 26)</b>					
26-102301-00	Hardware	15,000	20,000	5,000	133.33%
26-102305-00	Cybersecurity	-	10,000	10,000	-
26-102307-00	Supplies/Tools	500	500	-	100.00%
26-102309-00	Contract Services- IT	46,000	52,400	6,400	113.91%
26-103145-01	Equipment Repairs/Maint	10,000	10,000	-	0.00%
26-102303-00	Gen Computer Software/Licensing	102,056	105,000	2,944	2.88%
26-102311-00	Network Monitoring/Risk	7,200	17,800	10,600	147.22%
26-103185-01	Telecommunications	30,000	15,000	(15,000)	-50.00%
26-103705-05	Website Maintenance	7,500	8,500	1,000	13.33%
	Allocation of IT expenses to WTP	-	(43,100)	(43,100)	-
	<b>Total Information technology</b>	<b>218,256</b>	<b>196,100</b>	<b>(22,156)</b>	<b>-10.15%</b>
<b>General Administration (Dept 27)</b>					
<b>Dues/Memberships</b>					
27-102700-00	ACWA	22,100	23,205	1,105	5.00%
27-102700-00	AWWA	4,298	4,512	214	4.98%
27-102700-00	RWA	34,575	36,304	1,729	5.00%
27-102700-00	RWA Regional Water Bank	35,000	36,750	1,750	5.00%
27-102700-00	SGA	45,000	47,250	2,250	5.00%
27-102700-00	Water Education Foundation	1,300	1,365	65	5.00%
27-102700-00	General: American River Foundation	1,000	1,050	50	5.00%
27-102700-00	General: Water Forum, 2.0	17,000	17,850	850	5.00%
27-102709-00	Carmichael Chamber of Commerce (Moved from Outreach)	-	385	385	-
27-102720-00	Kiwanis Club (Moved from Outreach)	-	220	220	-
27-102733-00	SAWWA (Moved from Outreach)	-	110	110	-
	<b>Total Dues/memberships</b>	<b>160,273</b>	<b>169,001</b>	<b>8,728</b>	<b>5.45%</b>
<b>Facility Maintenance</b>					
27-103145-00	Facility maintenance (Landscape, pest control, Build R/M)	69,884	116,500	46,616	66.70%
	<b>Total facility maintenance</b>	<b>69,884</b>	<b>116,500</b>	<b>46,616</b>	<b>66.70%</b>
<b>Licenses, fees, and permits</b>					
27-102905-00	Licenses, fees and permits (LAFCO, SWRCB Water rights, etc.)	11,695	13,570	1,875	16.03%
	<b>Total Licenses, fees, and permits</b>	<b>11,695</b>	<b>13,570</b>	<b>1,875</b>	<b>16.03%</b>
<b>General expenses</b>					
27-103101-01	Advertising -Formal notices, bids,	2,500	-	(2,500)	-100.00%
27-103153-00	Office supplies and expense	8,000	8,000	-	0.00%
27-103161-00	Postage/Delivery services	5,500	5,500	-	0.00%
27-103165-00	Printing services	2,500	1,500	(1,000)	-40.00%
27-103171-00	Equipment rental expense	600	850	250	41.67%
27-103173-00	Safety	1,200	1,000	(200)	-16.67%
27-103187-00	Tools	100	-	(100)	-100.00%
27-108501-00	Vehicle maintenance expense	1,000	1,000	-	0.00%
	<b>Total General expenses</b>	<b>21,400</b>	<b>17,850</b>	<b>(3,550)</b>	<b>-16.59%</b>
27-061200-03	<b>Retiree medical</b>	<b>245,000</b>	<b>275,000</b>	<b>30,000</b>	<b>12.24%</b>

**Carmichael Water District**

**Budget line item detail**

**2024-25**

		2023-24	2024-25		
Account number	Account description	Final amended budget	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
<b>Insurance</b>					
27-103301-00	Auto/General liability insurance (50% Alloc to WTP)	100,425	120,800	20,375	20.29%
27-103302-00	Property insurance (50% Alloc to WTP)	70,646	43,100	(27,546)	-38.99%
27-103301-00	<b>Total insurance</b>	<b>171,071</b>	<b>163,900</b>	<b>(7,171)</b>	<b>-4.19%</b>
	<b>Total General administration</b>	<b>679,323</b>	<b>755,821</b>	<b>76,498</b>	<b>11.26%</b>
<b>Public Outreach and Water Efficiency (Dept 28)</b>					
<b>Public Outreach</b>					
27-102709-00	Carmichael Chamber of Commerce - Moved to General Admin dues	350	-	(350)	-100.00%
27-102720-00	Kiwanis Club - Moved to General Admin dues	200	-	(200)	-100.00%
27-102733-00	SAWWA - Moved to General Admin dues	100	-	(100)	-100.00%
28-103701-00	Printing/Mailing/Postage	10,000	15,000	5,000	50.00%
	<b>Total Public Outreach</b>	<b>10,650</b>	<b>15,000</b>	<b>4,350</b>	<b>40.85%</b>
<b>Water Efficiency</b>					
28-101103-00	Wages (Includes Outreach LY budget)	83,810	68,694	(15,116)	-18.04%
28-101501-00	Benefits (Includes Outreach LY budget)	53,751	40,218	(13,533)	-25.18%
28-101521-00	Taxes (Includes Outreach LY budget)	6,836	5,381	(1,455)	-21.28%
28-102725-05	Dues and memberships (RWA Water efficiency, Irrigation Assoc)	15,300	15,500	200	1.31%
28-103145-00	Equipment Repairs/Maint	-	1,000	1,000	-
27-103171-00	Equipment rental expense	-	250	250	-
28-103705-07	Contract services (Water Loss Audit)	4,000	4,000	-	0.00%
23-103189-00	Training/Certification/Travel/Meetings (Moved to HR)	2,000	-	(2,000)	-100.00%
	<b>Water efficiency outreach</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
28-103701-00	Printing/Mailing/Postage	-	5,000	5,000	-
28-103705-01	Outreach events	18,700	5,000	(13,700)	-73.26%
	<b>Conservation outreach expenses</b>	<b>18,700</b>	<b>10,000</b>	<b>(8,700)</b>	<b>-46.52%</b>
	<b>Water efficiency program expenses</b>				
28-103705-03	Conservation supplies	9,000	8,270	(730)	-8.11%
28-103705-08	DWR Prop 1 Rachio Controller program	12,900	12,000	(900)	-6.98%
28-103705-09	Turf Replacement	113,000	120,000	7,000	6.19%
	<b>Total Conservation Program expenses</b>	<b>134,900</b>	<b>140,270</b>	<b>6,100</b>	<b>4.52%</b>
	<b>Total Water Efficiency</b>	<b>319,297</b>	<b>285,313</b>		
	<b>Total Outreach and Water efficiency</b>	<b>329,947</b>	<b>300,313</b>		
	<b>Total Administration</b>	<b>3,982,281</b>	<b>4,044,637</b>	<b>62,356</b>	<b>1.57%</b>

## Carmichael Water District

### Budget line item detail

2024-25

		2023-24	2024-25		
Account number	Account description	Final amended budget	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
<b>PRODUCTION</b>					
<b>Administration Department (Dept 30)</b>					
<i>Personnel</i>					
30-101103-00	Wages	844,044	792,209	(51,835)	-6.14%
30-101501-00	Benefits	356,652	328,155	(28,497)	-7.99%
30-101521-00	Taxes	63,239	61,486	(1,753)	-2.77%
	Allocation of (1) Engineer to Production	-	154,469	154,469	-
	<b>Total personnel</b>	<b>1,263,935</b>	<b>1,336,319</b>	<b>72,384</b>	<b>5.73%</b>
<i>General</i>					
30-102507-00	Backflow Supplies	1,500	500	(1,000)	-66.67%
30-103139-01	Lab Chemicals/Supplies	15,000	15,000	-	0.00%
30-103171-00	Equipment Rental	1,000	1,000	-	0.00%
30-103145-01	Equipment Repairs/Maint	6,500	6,500	-	0.00%
30-103173-00	Safety Equipment	3,750	3,750	-	0.00%
30-103147-00	Misc./Office	650	2,500	1,850	284.62%
30-103181-00	Supplies	3,700	2,200	(1,500)	-40.54%
30-103187-00	Tools	1,700	1,500	(200)	-11.76%
30-103193-00	Uniforms	3,500	3,500	-	0.00%
30-108501-00	Vehicle Repairs/maint	4,000	4,000	-	0.00%
30-103185-01	Telecommunications	-	10,500	10,500	-
30-103301-00	Insurance -Property/General liability, Cyber(50% Allocation)	-	120,800	120,800	-
30-102303-00	Information Technology expense allocation	-	43,100	43,100	-
	<b>Total General expenses</b>	<b>41,300</b>	<b>214,850</b>	<b>173,550</b>	<b>420.22%</b>
30-103189-00	Training/Certification/Travel/Meetings	7,000	7,000	-	0.00%
	<b>Total Production Administration Department</b>	<b>1,312,235</b>	<b>1,558,169</b>	<b>245,934</b>	<b>18.74%</b>
<b>Water Treatment Plant Operations Department (Dept 35)</b>					
<i>Facility expenses</i>					
35-103145-00	Facility maintenance (Janitorial, Pest control, Gen building R/M)	31,520	36,300	4,780	15.16%
35-103177-00	Security	5,000	6,500	1,500	30.00%
35-103195-03	Utilities	5,200	6,500	1,300	25.00%
	<b>Total facility expenses</b>	<b>41,720</b>	<b>49,300</b>	<b>7,580</b>	<b>18.17%</b>
35-106903-00	Water Quality	48,700	33,200	(15,500)	-31.83%
35-106301-00	Chemicals	248,500	257,000	8,500	3.42%
35-206701-00	Power - WTP (SMUD, PG&E)	901,600	951,600	50,000	5.55%
35-208700-00	WTP Systems Maintenance	213,000	85,500	(127,500)	-59.86%
35-102505-00	Contract services (Engineering/SCADA)	38,000	25,000	(13,000)	(0)
35-102901-00	Licenses, fees, and permits (SWRCB, NPDES, Sac County Environmental)	68,900	71,875	2,975	0
	<b>Total Production Water Treatment Operations Department</b>	<b>1,560,420</b>	<b>1,473,475</b>	<b>(86,945)</b>	<b>-5.57%</b>
<b>Well Operations Department (Dept 38)</b>					
<i>Power</i>					
	<b>SMUD</b>				
38-216701-01	Barrett Rd Well	400	1,500	1,100	275.00%
38-226701-01	Barrett School Well	80,000	80,000	-	0.00%
38-236701-01	Garfield Well	80,000	80,000	-	0.00%
38-246701-01	Ladera Well	300	1,500	1,200	400.00%
38-256701-00	Ancil Hoffman	17,000	17,000	-	0.00%
38-266701-01	Willow Park Well	70,000	50,000	(20,000)	-28.57%
38-276701-00	Winding Way Well	50,000	20,000	(30,000)	-60.00%
38-286701-00	Dewey Tank/Pump Station	27,000	27,000	-	0.00%
38-296701-00	La Vista Tank/Pump Station	100,000	90,000	(10,000)	-10.00%
38-297701-00	Manzanita Ave	500	750	250	50.00%
	<b>PG&amp;E</b>				
38-296702-00	La Vista Tank/Pump Station	250	-	(250)	-100.00%
38-106703-00	COTP (Moved to Admin Svcs)	150	-	(150)	-
	<b>Total power</b>	<b>425,600</b>	<b>367,750</b>	<b>(57,850)</b>	<b>-13.59%</b>
38-218700-00	Well Site/Reservoir Maintenance	32,750	29,800	(2,950)	-9.01%
38-106903-00	Water Quality	-	14,500	14,500	-
38-102901-00	Licenses, fees, and permits (Sac County Environmental)	-	2,656	2,656	-
	<b>Total Production Well Operations Department</b>	<b>458,350</b>	<b>414,706</b>	<b>(43,644)</b>	<b>-9.52%</b>
<b>Total Production</b>		<b>3,331,005</b>	<b>3,446,350</b>	<b>115,345</b>	<b>3.46%</b>

**Carmichael Water District**

**Budget line item detail**

**2024-25**

		2023-24	2024-25		
Account number	Account description	Final amended budget	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
<b>DISTRIBUTION</b>					
<b>Administration Department (Dept 40)</b>					
<i>General</i>					#DIV/0!
40-103113-00	Claims	1,000	1,000	-	0.00%
40-103145-01	Equipment Repairs/Maint	16,000	17,000	1,000	6.25%
40-103147-00	Shop supplies	5,000	6,000	1,000	20.00%
40-103153-00	Office supplies and expense	1,300	1,300	-	0.00%
40-103165-00	Printing expense (Notifications)	500	500	-	0.00%
40-103171-00	Equipment rental	3,000	4,000	1,000	33.33%
40-103173-00	Safety	5,000	5,000	-	0.00%
40-103179-00	Shipping/Freight	1,000	1,000	-	0.00%
40-103187-00	Tools	9,000	10,000	1,000	11.11%
40-103193-00	Uniforms	9,000	9,200	200	2.22%
40-103102-00	A/P Discounts	-	-	-	-
	<b>Total general</b>	<b>50,800</b>	<b>55,000</b>	<b>4,200</b>	<b>8.27%</b>
40-103145-00	Facility maintenance (Corp yard, washrack, fuel tank)	9500	21,800	12,300	129.47%
40-102505-00	Contract services and inspections (Leak detection, USA, Fuel tank inspect)	27,400	27,600	200	0.73%
40-102921-00	Licenses, fees and permits (Encroachment permits, Air Quality)	2,800	2,800	-	0.00%
40-103189-00	Training/Certification/Travel/Meetings	8,000	12,000	4,000	50.00%
40-108501-00	Vehicle Maint	54,000	56,000	2,000	3.70%
40-108597-00	Fuel	50,000	45,000	(5,000)	-10.00%
	<b>Total Distribution Administration Department</b>	<b>202,500</b>	<b>220,200</b>	<b>17,700</b>	<b>8.74%</b>
<b>Transmission and Distribution Department (Dept 45)</b>					
<i>Personnel</i>					
45-101103-00	Wages	765,584	938,124	172,540	22.54%
	<i>Capitalized Labor</i>	(120,000)	(311,134)	(191,134)	159.28%
45-101501-00	Benefits	378,322	465,021	86,699	22.92%
	<i>Capitalized benefits</i>	(66,757)	(158,879)	(92,122)	138.00%
45-101521-00	Taxes	57,572	70,652	13,080	22.72%
	<i>Capitalized payroll taxes</i>	(9,620)	(23,306)	(13,686)	142.27%
	<b>Total Personnel</b>	<b>1,005,101</b>	<b>980,478</b>	<b>(24,623)</b>	<b>-2.45%</b>
45-108103-00	Infrastructure Repairs	502,500	505,500	3,000	0.60%
45-108301-00	Road Restoration	446,000	436,000	(10,000)	-2.24%
	<b>Total Distribution Transmission and Distribution Department</b>	<b>1,953,601</b>	<b>1,921,978</b>	<b>(31,623)</b>	<b>-1.62%</b>
<b>Total Distribution</b>		<b>2,156,101</b>	<b>2,142,178</b>	<b>(13,923)</b>	<b>-0.65%</b>
<b>BOND INTEREST EXPENSE</b>					
10-050101-02	2019 COP Bond interest expense	979,620	947,131	(32,489)	-3.32%
<b>TOTAL OPERATIONS AND MAINTENANCE EXPENDITURES</b>		<b>10,449,007</b>	<b>10,580,296</b>	<b>131,289</b>	<b>1.26%</b>

# MEMO

**TO:** Board of Directors

**FROM:** Greg Norris, Engineering Manager

**DATE:** April 8, 2024

**RE:** Water Conservation Regulations – “Making Conservation a Way of Life” Update

## BACKGROUND

The State Water Board (SWB) has been active in developing a water conservation regulation referred to as “Making Conservation a California Way of Life”. The regulation has been open to public comment at several stages of the development process. In October 2023, SWB presented the latest draft version of the regulation to the public to solicit comments. The SWB took those comments and provided a revised version of the draft regulation based on the public input. The SWB recently released a new version of the proposed regulation in March 2024. Water districts such as CWD have had an opportunity to represent themselves and be represented by water groups such as RWA and ACWA.

## SUMMARY

In the most recent version of the proposed regulation, the RWA and ACWA letters noted improvements in the value and feasibility of the law, however noted many items that still were considered unreasonable. See attached letters for detailed descriptions of those items. CWD signed on in agreement to both response letters submitted by RWA and ACWA.

## FISCAL IMPACT

There will be a cost to CWD when the regulation is set into law. Cost is unknown at this time.

## RECOMMENDATION

None as this is only informational.

## ATTACHMENTS

RWA letter to SWB dated 3/27/24

ACWA letter to SWB dated 3/27/24



March 27, 2024

Brett Ewart, Chair  
Bill Roberts, Vice Chair

### **Members**

California American Water  
Carmichael Water District  
Citrus Heights Water District  
Del Paso Manor Water District  
El Dorado Irrigation District  
Elk Grove Water District  
Fair Oaks Water District  
Folsom, City of  
Georgetown Divide Public Utility District  
Golden State Water Company  
Lincoln, City of  
Nevada Irrigation District  
Orange Vale Water Company  
Placer County Water Agency  
Rancho Murieta Community Services District  
Roseville, City of  
Sacramento, City of  
Sacramento County Water Agency  
Sacramento Suburban Water District  
San Juan Water District  
West Sacramento, City of  
Yuba City, City of

### **Associates**

County of Placer  
El Dorado County Water Agency  
Sacramento Area Flood Control Agency  
Sacramento Municipal Utility District  
Sacramento Regional County Sanitation District  
Yuba Water Agency

Submitted via email: [commentletters@waterboards.ca.gov](mailto:commentletters@waterboards.ca.gov)

### **Subject: Comment Letter – Proposed Making Conservation a California Way of Life Regulation**

Dear Members of the Board and Staff,

The Regional Water Authority (RWA) appreciates the opportunity to comment on the proposed Making Conservation a California Way of Life Regulation. RWA is a joint powers authority representing 22 public and private water suppliers serving over 2.2 million residents in Sacramento, Placer, El Dorado, Nevada, Yolo, Yuba, and Sutter Counties. RWA's mission is to serve, represent and align the interests of regional water providers and stakeholders for the purpose of improving water supply reliability, availability, quality, and affordability. RWA and our member agencies have been active participants in the regulation development process over the last 7 years.

Our region is committed to long term water efficiency. RWA's nationally recognized award-winning Regional Water Efficiency Program has been supporting local suppliers' efficiency efforts for over two decades. **Our region has reduced total demand 23% since 2013 while our population grew 15%.** This has been achieved through the hard work of our water suppliers' water efficiency staff, grant and locally funded water efficiency programs, significant investments in smart metering technology, public outreach and education efforts and commitment from our residents, institutions, and businesses. **We believe that water efficiency is a necessary component of sustainable water management and climate change adaptation.**

**The revised regulation draft includes many constructive changes that will allow our suppliers to be more successful in the implementation of this regulation, while maintaining alignment with the Governor's volumetric water conservation goals in the California Water Supply Strategy.**

Thank you for addressing our concerns by including the following changes:

- An additional five years for suppliers to meet the toughest outdoor standards. This extension will give suppliers more time to develop and expand effective efficiency programs and customer outreach/education efforts.
- The inclusion of an alternative compliance pathway to cap annual mandated reductions for qualifying suppliers facing the most extreme reductions (over 30 percent) and disadvantaged communities while also maintaining accountability – every supplier will still have a budget to meet.
- The annual inclusion of the 20% irrigable not currently irrigated (INI) landscape area budget to account for the limitations of “moment in time” aerial imagery to achieve the goal of accurately capturing irrigated landscapes.

- The enforcement extension from 2025 to 2027 to account for unforeseen delays in the regulatory process.
- The allowance of local supplier participation in regional commercial, industrial, and institutional (CII) best management practices (BMP) and customer programs to count towards local suppliers' compliance requirements.
- The inclusion of residential pools and recycled water irrigated landscapes as "special landscape areas" with a landscape efficiency factor (LEF) of 1.0.
- The explicit inclusion of AMI meters as an in-lieu technology and the requirement of 1 in lieu technology for mixed use meter (MUM) compliance.
- Streamlining of the disclosable building requirement to only provide meter data to customers on request and limiting the identification of disclosable buildings to the existing publicly available list from the California Energy Commission's California Building Energy Benchmarking Program.
- Additional CII Performance Measures track for suppliers with less than 10% of CII deliveries.
- Clarification of "irrigation systems maintenance" in CII Performance Measures BMP listing.
- Return to using an area measurement (versus volumetric) for MUM conversion threshold.
- Extension of timeline for converting to a dedicated irrigation meter (DIM) or providing in lieu technologies for qualifying MUM customers.
- Increased flexibility in the prioritization of customer accounts for Performance Measures implementation to include the top 20% of all CII customers by volume for the first compliance round and the addition of key business activity indicators (KBAI) for later compliance dates.
- Streamlining of CII Classification, CII Performance Measures and MUMs compliance timelines to 100% of accounts at a single year versus several overlapped time stepped compliance percentages in the previous regulation draft.
- Alignment of nonfunctional turf requirements with the recently passed Assembly Bill 1572.
- The validity of some variances and recycled water connections for 5 years.

These changes and time extensions will go a long way toward ensuring successful implementation of the regulation, achieving the projected water savings, and educating our residents on maintaining a healthy water wise yard.

However, even with these meaningful changes, the revised draft regulation may not provide enough flexibility to maintain healthy landscapes, including our region's treasured tree canopy, long term. This new era of California water efficiency will require unprecedented resources – funding, staffing and customer education - from all suppliers regardless of projected reduction.

From this perspective, RWA has several outstanding concerns with the revised draft regulation including:

- While a 5-year time extension is helpful, it does not fix the residential outdoor 2040 standards of 0.55 LEF for residential properties and 0.45 LEF for CII DIM properties.

**We continue to recommend a return to DWR's minimum standard recommendation of 0.63 for both residential and CII DIM properties.<sup>1</sup>**

- These 2040 outdoor standards are Model Water Efficient Landscape Ordinance (MWELO) design standards designated only for new landscapes (established after 2015) and do not accommodate both new and existing landscapes as outlined in the legislation.
- If these design standards are approved, by 2040, all existing residential landscapes will need to be watered like they have brand new drip irrigation, high-efficiency sprinkler heads, low-water use plants, a smart sprinkler timer and limited amounts of lawn. Also, this model landscape will need to be properly maintained all the time. That's just not realistic for the average homeowner in terms of knowledge, time, and cost.
- Efficient outdoor use should be set at a level that can be maintained over time, is achievable by the average resident and supports healthy new and existing landscapes. Only healthy landscapes will produce the multitude of benefits envisioned by stakeholders and the state to adapt to climate change. The proposed regulation endangers the existence of healthy landscapes, especially urban trees, which are paramount to addressing climate change impacts.
- The 2040 outdoor standards are responsible for driving our region and other inland communities to have more aggressive reductions compared to other parts of the state. This disparity has been presented by multiple entities including the California Data Collaborative, PPIC, LAO and State Water Board staff.
- Furthermore, the inclusion of effective precipitation factor lowers these 2040 landscape budgets even further by subtracting out (from Reference Evapotranspiration) a factor that the average homeowner will not and cannot accurately incorporate into their watering practices. **Effective precipitation should be removed from the outdoor budget calculation.**
- DWR's minimum outdoor standard of 0.63 is supported by both the PPIC and LAO Reports.
- Disregarding DWR's recommendations is inconsistent with the Conservation Legislation. (Water Code, §§ 10609.6, subd. (a)(1); 10609.8, subd. (a); 10609.10, subd. (a); 10609.14, subd. (a).) The State Water Board's decision to disregard DWR's recommendations in favor of its own more stringent standards improperly alters and amends the scope of the rulemaking authority provided by the Legislature, which is not permitted. (Govt. Code, §§ 11342.1, 11342.2, 11350; *People ex rel. Dept. of Alcoholic Beverage Control v. Miller Brewing Co.* (2002) 104 Cal.App.4th 1189, 1198.)
- Water Code Section 10609.20(b) allows suppliers to submit data for this regulation in either calendar or fiscal year. These reporting options are consistent with other prior and longstanding data reporting requirements including the annual water loss audits and urban water management plans. The regulation unnecessarily limits the flexibility granted in statute. **We recommend the final regulation text clearly states that suppliers can report data in calendar or fiscal year.**
  - This limitation is further complicated by Water Code Section 10608.34(b)(3) which states "each urban retail water supplier shall submit a completed and

---

<sup>1</sup> A more extensive explanation of RWA concerns the proposed 0.55 and 0.45 outdoor standards, use of irrigable lands versus irrigated, and effective precipitation was submitted in our October 17, 2023 comment letter.

validated water loss audit report for the previous calendar year or previous fiscal year as part of the report submitted to the department.” Data from these water loss audits is a required component of a supplier’s objective calculation. Suppliers have been submitting validated water loss audits in either fiscal or calendar year timesteps since 2017, with about 75% of the suppliers currently submitting in calendar year.<sup>2</sup> Switching audit reporting years is costly, compromises data integrity and is unnecessary.

- The State Water Board’s interpretation of the January 1<sup>st</sup> reporting deadline dictating that calendar year reporting is not possible for suppliers is inconsistent with DWR’s interpretation of the same reporting deadline of January 1<sup>st</sup> at it applies to the annual water loss audits in which DWR allows both fiscal and calendar year reporting. There should be consistency among state agencies for reporting purposes.
- The State Water Board does not have the authority to legislate in promulgating its regulation. (Govt. Code, §§ 11342.1, 11342.2; *Carmel Valley Fire Prot. Dist. v. Cal.* (2001) 25 Cal.4th 287, 299-30.) This requirement in the regulation does not account for the flexibility provided by the Conservation Legislation, and therefore renders the regulation invalid. (*Ibid.*)
- While we support the inclusion of the 20% INI in a supplier’s outdoor standard until new imagery is available, new imagery and the processing of that new imagery will present similar errors and limitations. **We recommend that data limitation/error adjustments like the current 20% INI “buffer” be reassessed every time new imagery and irrigable landscape area measurement analysis is obtained and conducted, respectively. And that the new data limitation/error adjustments be automatically (not only as needed) included in a supplier’s annual outdoor objective budget.**
  - Higher resolution imagery or a reconfiguring of the irrigable designations (II, INI, NI) will not resolve the inherent limitation of “moment in time” imagery. This issue will exist with any new imagery and its analysis to some extent. Therefore, the regulation should include text to acknowledge that with any new imagery, a new limitation/error adjustment will need to be incorporated into suppliers’ landscape area measurement data. The goal of the adjustment is to accurately represent a supplier’s irrigated landscape area that will be matched with the applicable water use data so there is a one-to-one relationship. To accomplish this goal, the adjustment should be included in every year’s outdoor objective budget. The adjustment will likely vary percentage wise from the current 20% INI assessment and will be unique to the new imagery and its analysis.
  - This ongoing need for a detailed limitation/error assessment is not ideal, will be expensive and will lead to unpredictable changes to suppliers’ landscape area measurement from year to year. We believe this is one of the reasons why the legislation was written to apply to “irrigable” lands (which would include the current categories of II and INI together) as there would not be a need to identify what is irrigated each year, which is exponentially more complex than identifying what is “irrigable”, which does not dramatically change year to year.

---

<sup>2</sup> California Department of Water Resources (DWR). Water Use Efficiency Data (WUEdata) Public Portal website <https://wuedata.water.ca.gov/> .

- Due to the regulation's reliance on aerial imagery for the outdoor standard and the dominating role it plays in a supplier's objective, statewide imagery will need to be updated as often as possible. **Considering the cost and staff time required to produce updated irrigable designations for all suppliers in the state, we recommend the state provide DWR with the resources to update imagery/analysis on an ongoing 5-year basis at minimum.**
- RWA is thankful for the return to a non-volumetric threshold for converting mixed use meters. However, **RWA supports returning to DWR's original recommendation of a 1-acre threshold, which allows suppliers to focus their resources on the larger landscape properties with the highest water savings potential.**
- Various data errors, uncertainties and limitations are unavoidable in the calculation of a supplier's objective including but not limited to limitations of aerial imagery and its analysis, water supplier data errors, weather-based inputs like Eto, human behavior regarding water efficient practices, and variance-associated water use that is ineligible because it is below the overall 5% volume threshold. There is a general acceptance that water efficiency is not an exact science, which does not bode well when matched with the exacting nature of a regulation. To address this conundrum, **we recommend the inclusion of a data error factor with the goal of providing suppliers with a modest buffer beyond the objective total to account for these data issues.** Adjustments for data uncertainty as a concept has already been accepted by the State Water Board during the related water loss regulatory process in 2022. This recommended data error factor should be in addition to the water loss buffer as they address related but separate data quality issues.
- **The 5% volumetric threshold for applying for variances should be removed and variances should have a “trust but verify” approach to approving supplier submissions.** There should not be restrictions on suppliers simply trying to account for water use that is happening and is included in an approved application of use. RWA understands State Water Board staff's concern that removing the 5% threshold could cause a drastic increase in variance submissions, however, the data requirements for variance submissions are so stringent that only very motivated and resourced suppliers will be able to apply. The addition of the “trust but verify” approach would help alleviate staff's concern as well.
- **RWA continues to request that the four additional proposed CII classifications that deviate from the Energy Star Portfolio Manager broad categories be removed from the proposed Regulation.** It is unclear why these additional categories are warranted.

Additionally, RWA recommends the following regulation text additions that will have a meaningful impact on implementation success and existing tree health:

- **In Sections 974 (g)(3) and (h)(2), we strongly support the addition of allowing regional entities, like RWA, to implement and provide CII performance measures/best management practices for local suppliers' participation to meet the regulation's compliance requirements. Furthermore, we recommend that the regulation text add “and/or statewide” after “regional” in both forementioned regulation text sections and “and/or implementing” after “designing” in Section 974 (g)(3).** These small changes open up a big opportunity for suppliers to take advantage of resources and programs from prominent statewide organizations like the

California Water Efficiency Partnership (CalWEP) that have been and will be an integral part of implementation of this regulation. About half of the state's urban water suppliers are CalWEP members and we expect more to join as the regulation moves into its implementation phase. Currently CalWEP offers streamlined rebate processing and discounted bulk purchase programs for suppliers.

- RWA believes one of the best ways to protect our existing trees is to provide customers with adequate outdoor standards (no lower than 0.63 LEF). **With the goal of protecting existing trees, RWA recommends the addition of the following concept to be included in the regulation:**

- **Include existing tree canopy in the definitions of residential and CII DIM Special Landscape Areas and/or assign a LEF value specifically for residential and CII DIM tree canopy landscape areas consistent with LEF assignments for recycled water and pools.** Suppliers would provide landscape area measurement data to identify existing tree canopy square footage and would include these areas and corresponding LEF value in their outdoor objective calculations. The concept could be incorporated at different timesteps throughout the regulation and would be especially helpful when the outdoor standard drops to 0.55 LEF and 0.45 LEF in 2040 for residential and CII DIMs respectively.

Additionally State Water Board staff should work with tree and forest focused organizations like ReLeaf to align tree related definitions (ex: climate-ready trees), temporary provision allocations (ex: 1 sq. foot for new trees), and alternative compliance pathway plan requirements (ex: “keep trees healthy”) with terminology and best management practices seen in the field and recommended by tree professionals.

From a policy perspective, RWA has the following comments:

- **Water suppliers have a limited set of tools to accomplish water use reductions necessary for compliance with the regulation, which include limitations on modifying customer behavior and use.** The success of this regulation is largely dependent on the participation of the average person. Therefore, the objective standards should be developed with this target audience in mind, including their capacity/willingness for daily lifestyle changes and their tolerance for the upfront and sustained increased costs associated with the changes needed to comply with this regulation.
- RWA understands that the State Water Board has been given enforcement discretion in the legislation. This discretion includes the recently proposed enforcement extension from 2025 to 2027. However, it is uncertain how this extension would apply to all the progressive enforcement options including the issuing of information orders, written notices, and conservation orders as outlined with deadlines in the legislation. Aside from key enforcement dates and general enforcement actions, there are limited details currently provided to suppliers on what enforcement and the associated enforcement “discretion” would tangibly look like for an average supplier. This regulation is very complex with layers of required activities that build on each other to meet and maintain compliance, with only a subset of those activities directly under the control of the supplier. Customer participation, weather and emergency conditions, equipment/material supply chain issues, and various data errors/limitations are largely outside of a supplier's control. The current enforcement language in the regulation is

limited and too vague to address the plethora of seen and unforeseen issues that may arise during implementation. Therefore, **RWA recommends the State Water Board develop an enforcement policy that would include a detailed timeline of key enforcement dates, applicable enforcement activities (notices/orders/fines), and conditions upon which the State Water Board may exercise discretion not to enforce to provide guidance for all parties involved in the implementation of this regulation.** Enforcement discretion conditions could include the concept of a compliance range or other factor for suppliers that are putting forth a “good faith” effort to comply but narrowly exceed their objective, suppliers that show continual progress toward meeting their objective but are not eligible for alternative compliance pathway options, suppliers who demonstrate they are implementing or will implement lower cost actions to help the supplier achieve overall water supply resiliency, suppliers that can verify an operational emergency that impacts their ability to report on the objective and other potential situations.

- RWA acknowledges the concerns expressed at the March 20<sup>th</sup> State Water Board Workshop regarding the limiting of “backsliding” of supplier water use by maintaining the demand reduction success of the 20 X 2020 regulation. **RWA recommends the State Water Board staff work with ACWA to address these “backsliding” concerns.**
- **There is a need for improved collaboration between the State Water Board staff and DWR staff on this regulation, specifically for objective reporting, compliance assessment, submittal of variances and temporary provisions, approval of alternative data, and other items.** The regulation text should align with the direction given in the legislation. A collaboration framework/agreement should be in place before 2025 objective reporting so suppliers have a clear understanding of which agency is taking the lead on what. This is concerning as there are already several existing examples of discrepancies between the two state agencies, including foundational items like the outdoor standard and compliance items like the State Water Board’s interpretation of calendar/fiscal year reporting options compared to DWR’s interpretation.
- **RWA’s overarching concern is that the revised draft regulation will adversely impact affordability and quality of life for all customers.** This regulation will come with a significant cost to our suppliers and their customers and is not always the lowest cost option available to our region for saving water or securing new supply. Most of our efficiency programs are not cost effective. To help supplement our implementation costs, RWA regularly applies for and is awarded grant funding. For example, RWA’s Regional Water Efficiency Program currently utilizes \$4M in grant funding in addition to our \$650,000 annual budget to support suppliers’ efficiency efforts. We will need new and expanded funding sources over the next couple of decades to assist suppliers in reaching their objective budgets. We cannot expect all costs to be recovered through water rate increases, which have the greatest impact on our most vulnerable populations. This next era of California water efficiency will require unprecedented resources as our region has already achieved much of the “lower hanging fruit” ways to save. Furthermore, currently available federal, state, and private grant funding is insufficient for the investment that is needed to successfully implement this regulation statewide.

### Conclusion: Moving toward implementation

In conclusion, we look forward to continuing to work with State Water Board Members and staff to further refine the regulation with successful implementation in mind. **Our two priorities are alignment with DWR's minimum outdoor standard of 0.63 LEF, as supported by the PPIC and LAO Reports, and arguably required by the Conservation Legislation, and allowing for calendar and fiscal year reporting as stated in the Conservation Legislation.**

RWA is already preparing its suppliers for implementation by developing scalable indoor and outdoor CII programs, expanding DAC indoor direct installation programs, continuing to build relationships with customers through our ongoing regional public outreach campaigns, and educating our youngest water users through “in the classroom” educational programs. However, there is more work to be done.

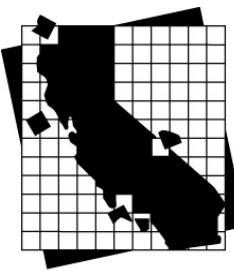
We are committed to continuing to invest in water efficiency in our region, which we believe is an essential part of increasing overall water reliability and addressing climate change.

We look forward to the continued conversation during these comment periods and toward the successful approval of the regulation later this year.

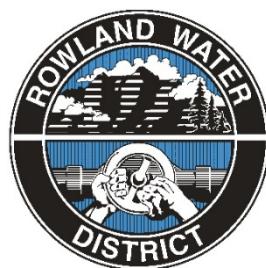
Sincerely,

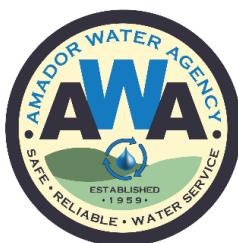
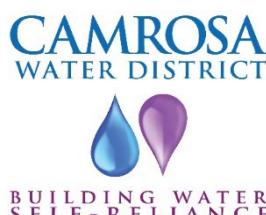
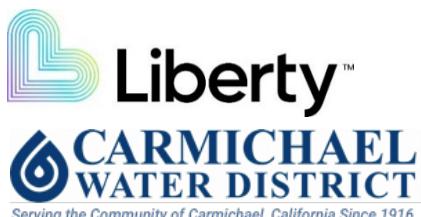


James Peifer  
Executive Director

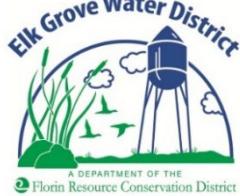


**CSDA**



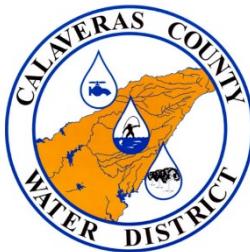


800 Kern St, Taft CA 93268  
661-763-3151, www.wkw.org





Sunnyvale



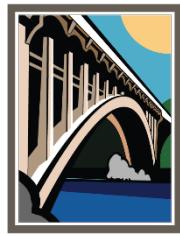
DESERT WATER



PALMDALE WATER DISTRICT  
A CENTURY OF SERVICE

EL SINORE  
VALLEY

MUNICIPAL WATER DISTRICT



Public  
Utilities



NORTH MARIN  
WATER DISTRICT



SAN GABRIEL VALLEY  
WATER COMPANY



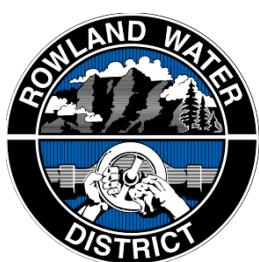
RCSD  
Rosamond Community Services District



Carlsbad  
Municipal Water District

CITRUS  
HEIGHTS  
WATER  
DISTRICT

SCV  
WATER



SOUTH COAST  
WATER DISTRICT  
Partnering With The Community



YUBA CITY



March 27, 2024

Submitted via: [commentletters@waterboards.ca.gov](mailto:commentletters@waterboards.ca.gov)

Courtney Tyler  
Clerk to the State Water Board  
State Water Resources Control Board  
1001 I Street, 24th Floor  
Sacramento, CA 95814

Re: Comment Letter — Proposed Making Conservation a California Way of Life Regulation

Dear Ms. Tyler,

The Association of California Water Agencies (ACWA) and the undersigned organizations appreciate the opportunity to provide comments to the State Water Resources Control Board (State Water Board) on the proposed Making Conservation a California Way of Life Regulation (Regulation). ACWA and its coalition partners submitted comprehensive comments to the State Water Board on the August 2023 version of the proposed Regulation. Core to ACWA's comments was the request that the State Water Board work with ACWA, water suppliers, and other interested parties to address the policy and technical concerns in the revised draft. We immensely appreciate the significant time that State Water Board staff and Board Members, environmental and environment justice groups, and water suppliers dedicated to this process in November and December of 2023, which resulted in 21 meetings of five working groups. We believe that collaborative processes focused around understanding diverse perspectives and discussing different solutions lead to improved and effective policy.

Water suppliers offer a unique and important perspective on the development of the proposed Regulation because water suppliers have developed and successfully implemented water use efficiency programs, in partnership with their customers, over the past several decades. As noted in the Legislative Analyst's Office (LAO) January 2024 Report to the Legislature, *Assessing Early Implementation of Urban Water Use Efficiency Requirements* (Report), these local and state actions have led to water use reduction in which the state uses roughly the same total amount of urban water now as it did in 1990, despite a 30% increase in population.

We support many of the changes made to the proposed Regulation to address the water communities' feasibility, cost, and flexibility concerns in the previous version. We remain committed to continuing to work productively with the State Water Board and other interested parties to finalize this regulation so that water suppliers can continue to advance the goals of Making Conservation a California Way of Life.

#### Section 1. Support for Changes to the Revised Proposed Regulation

ACWA and the undersigned coalition partners are in strong support of the following changes made to the revised proposed Regulation. These changes are foundational to the success of this regulation, which we define as water suppliers' ability to work with their customers to achieve meaningful water savings and multi-benefits, while considering cost, affordability, and suppliers'

good faith efforts, while minimizing unintended impacts. We urge the State Water Board to retain these changes in the final Regulation that it adopts.

## 1. Support for Changes to Timelines

- a. Outdoor Water Use Standard: We are in strong support of the proposed revisions of Section 968 to the outdoor residential water use standards timelines. The provision of five additional years to achieve meaningful water use reductions is reasonable, allows for more cost-effective implementation, and does not undermine the overall savings that will be achieved. In our October 2023 Comment Letter, we expressed significant concern that the initial proposed timelines were not reasonable, did not support cost-effective compliance, and would not achieve the multi-benefits desired. These concerns were also recognized in the LAO Report that “although the requirements are phased in over multiple years, the timeline for full implementation may be too aggressive given the number of changes that will have to occur to achieve the level of conservation envisioned. In addition, although the SWRCB is two years behind adopting final rules, suppliers’ deadlines (which are set in statute) have not been correspondingly adjusted.”

To achieve the ambitious water use efficiency standards that this regulation would establish, water suppliers will need to develop and implement new programs that require long-term customer behavior change and significant investments. With a final Regulation expected to go into effect in 2025, starting compliance in 2025 would not be reasonable as 42% of suppliers be out of compliance. Additionally, suppliers would not have the appropriate time to collect and submit the required data for variances, which help ensure that individual water use objectives include all significant and appropriate uses of water. We strongly believe that the adjustments to the outdoor standards timeline will help provide the necessary time for all urban retail water suppliers to analyze existing water use efficiency programs; plan for cost-effective compliance with the standards, objectives and performance measures; budget for and staff programs; educate customers and build partnerships, including targeted programs for disadvantaged communities (DACs); allow for technology advancements; and avoid unintended impacts to urban trees, DACs, and water affordability.

The proposed outdoor standards of a 0.55 Landscape Efficiency Factor (LEF) are far more stringent than the Department of Water Resources’ (DWR) 2022 *Recommendations to the State Water Board*, developed in coordination with the State Water Board and a diverse group of stakeholders and technical analyses and studies, of 0.63 LEF by 2030. The LAO Report, Public Policy Institute of California and many water suppliers have called for the State Water Board to revert to DWR’s recommendations for an outdoor standard. We believe that the achievement of 0.55

LEF for 2040 will be a tremendous lift for many suppliers and could still impose significant feasibility and cost-challenges, particularly absent dedicated funding or technical assistance.

- b. CII Performance Measures. We strongly support the proposed revisions to the implementation timelines for the Commercial, Industrial, and Institutional (CII) Performance Measures (PMs). Like the water use efficiency standards, compliance with the CII PMs in the previous version of the Regulation were proposed to begin in 2025. Additionally, implementation schedules for the CII PMs were overly prescriptive, requiring a specified percentage of completion bi-annually, and all stacked on top of each other within a five-year period, despite some CII PMs requiring completion before moving on to the next. We believe that the revised schedule will provide water suppliers with appropriate flexibility to successfully complete the CII PMs, resulting in reduced cost-impacts and reduced implementation challenges.

## 2. Support for Changes to Compliance

- a. Compliance in 2027. We strongly support the proposed modification to the compliance start date of 2027. Enacting legislation SB 606 and AB 1668 (2018) directed the regulation to be adopted by 2022 and defined the implementation and enforcement path, that authorized the State Water Board to:
  - Issue information orders starting January 1, 2024
  - Written notices starting January 1, 2025
  - Conservation orders starting January 1, 2026
  - Civil liabilities starting January 1, 2027

We believe that adjusting compliance to begin in 2027 is consistent with the intent of the enacting legislation, which created a pathway within the first two to five years from the intended 2022 adoption date of the regulation for suppliers to develop programs that will be essential to achieving compliance. The change in compliance dates provides an important signal and more certainty to suppliers that the State Water Board's focus is on the successful compliance with the regulation, rather than enforcement.

- b. Alternative Compliance Pathway. We strongly support the proposed changes to Section 966(i) and (j) that provide for a more feasible alternative compliance pathway. In our October 2023 letter, we expressed concern that many suppliers' proposed water use objectives were unreasonable or infeasible. Based on preliminary data, the initial version of the proposed Regulation indicated that 41% of suppliers could be required to achieve water use reductions greater than 20% within the next 10 years. Many of these communities serve DACs. We raised concerns that the previously proposed alternative compliance pathway did not provide a pathway

to compliance. It only provided five additional years and had many requirements that were infeasible or unreasonable for suppliers.

We believe that the two alternative compliance pathways currently proposed, one for communities below the Median Household Income (MHI) and with a water use reduction greater than 20% and one that applies to all suppliers with a reduction greater than 30%, are both necessary and strike an appropriate balance of achieving meaningful water savings. There was significant discussion on alternative compliance in the State Water Board's working group meetings, and we appreciate that the State Water Board has now removed requirements that were infeasible for many water suppliers (e.g., eligibility requirements of 40% dedicated funding to DACs, which conflicts with Proposition 215, SITES rating system, and Tree City USA recognition). We believe that the revised alternative compliance requirements, which direct suppliers to develop a plan and show how they will meet a threshold of savings, provide more flexibility and align more accurately with the overall goals of advancing water use efficiency.

We appreciate some interested parties' concerns regarding 966(j) and the perception that communities with a higher MHI will be provided greater flexibility than the previous version of the regulation. However, this proposed pathway would still result in suppliers achieving a minimum of 30% reduction in water use in the next 15 years. This is significant and would require suppliers and customers to make substantial investments and changes in water use. Additionally, we note that a cap was not proposed on the total reduction, and for suppliers eligible for 966(j) and with a reduction greater than 30%, they will continue to meet the full extent of their water use objective but are being provided reasonable time with 2% per year annual reductions.

3. Support for Inclusion of Irrigable, Not Irrigated. We support changes to Section 968(b)(2)(B) that allows for the inclusion of 20% of the suppliers' unique square footage of Irrigable Not Irrigated (INI) area. These changes align the draft Regulation more consistently with existing law and the Department of Water Resources' (DWR) analysis and recommendations to the State Water Board. In Section 2, Comment 1 of this letter, we note continued concern with provisions of this section, and request additional changes to make the provisions of INI consistent with existing law.

As noted in our previous comment letter, the Conservation Legislation requires outdoor efficiency standards to apply to "irrigable lands" (Wat. Code, § 10609.6 (2)(B)). The August 2023 draft Regulation did not apply to "irrigable lands" as the statute requires. Instead, the draft Regulation only included irrigable land that is currently being irrigated in its proposed outdoor standards. Section 968(b)(2)(B) inappropriately limits 20% of the irrigable, but not currently

irrigated (INI), landscape area as eligible for inclusion in the objective until 2027, and even then, it is only allowed to be included if the supplier will surpass its objective target without it. Because the draft Regulation did not apply to all irrigable lands, it was inconsistent with the Conservation Legislation. Additionally, we noted that DWR conducted a statistical analysis of outdoor water use, Landscape Area Measurement (LAM) and INI data. The data concluded that the INI area is being irrigated at one fifth or 20% of the irrigable area. This 20% should not be viewed as additional, but as area that is being irrigated. As a result, DWR correctly recommended that the calculation of annual outdoor water use must include 20% INI. DWR's findings were also based on the recognition that its analysis was only a snapshot in time and undercounting of irrigated area would continue unless multiple images are conducted over the analysis year.

4. Support for Other Technical Changes.

a. Outdoor Water Use Efficiency Standards. We support the following changes made to Section 968:

- Inclusion of residential parkway landscape.
- Inclusion of alternative sources of data for LAM, evapotranspiration, and effective precipitation.
- Designation of special landscapes areas with a LEF of 1.0.
- Designation of residential special landscape standard as 1.0 and the addition of recycled water irrigated landscape.
- Clarification for variances and temporary provision approval, including process, required information, and timeline for inclusion.
- Removal of temporary provisions for existing residential pools, spas and similar water features.

b. CII PMs. We support the following changes made to Section 972, 973 and 974:

- Removal of interim implementation schedules of CII performance measures
- Changes to the definition of large landscape.
- Inclusion of additional flexibility in the options of in-lieu technologies.
- Modifications to identification of disclosable buildings through existing California Energy Commission resources, and associated reporting requirements.
- Inclusion of alternative methodologies for identifying CII connections to develop conservation programs.
- Consideration for suppliers with limited CII water use.
- Compliance through regional programs.

c. Bonus Incentive. We support the following changes to Section 971:

- Development of methodology for calculating the bonus incentive through direct potable reuse.

## Section 2. Requests for Changes

1. Request for Changes to Recognize Data Errors and Limitations. We urge the State Water Board to recognize that there are and will continue to be inherent data quality limitations and variability that impact suppliers' compliance with their water use objective. As water suppliers and the state work together to implement the final Regulation, the goal for high-quality data is important. However, we continue to request changes that recognize inherent data limitations and gaps.
  - a. Compliance and Enforcement. **We request that a final Regulation make clear that it will consider data limitations and errors and provide technical assistance prior to taking enforcement actions.** The State Water Board should make clear that "if a supplier does not meet its water use objective because of potential data errors and limitations (e.g., it is unable to obtain the information required for variances, there are potential errors in landscape area measurement (LAM) data), prior to any enforcement action, technical assistance must be offered to the supplier to correct data errors and limitations.
  - b. Evaluate Future LAM for Error. We appreciate that the State Water Board's revised proposed Regulation allows for updated aerial imagery and landscape classification. We want to work with the State Water Board and DWR to better understand landscape classification, as it relates to retailer's actual water use of existing landscapes, particularly INI. **Any new LAM data should be analyzed to determine the accuracy and associated errors (e.g., areas classified as INI that are likely irrigated), and those errors should be reflected in suppliers' updated LAM.** As currently proposed, the proposed Regulation does not provide any flexibility to account for errors in updated LAM.
  - c. Data Error Adjustment. Regarding the request for a Data Error Adjustment (DEA), we note that the State Water Board has accounted for data quality and variability issues in other regulations, such as the Water Loss Regulation, which provided that "a supplier shall maintain, for each compliance assessment, real loss that is no greater than 5 gallons per connection per day above the supplier's real water loss standard." The DEA would be a percentage, either five or ten percent as determined below, added to a supplier's budget for efficient indoor residential water use, efficient outdoor residential water use, and efficient water use on a CII landscape with a dedicated irrigation meter (DIM) or equivalent technology.

2. Request for Inclusion of Irrigable, Not Irrigated.

- a. New LAM Data. The proposed Regulation would remove the inclusion of 20% of the suppliers' unique square footage of INI area once updated landscape area is provided. Like DWR's statistical findings that 20% of INI landscape is being irrigated, new LAM data would likely include similar errors. **We request that whenever new LAM data is developed, updated INI “buffers” are again provided, and that suppliers may use the updated INI “buffer” data to meet compliance.**
- b. Consideration of INI. We have concerns with the language in the revised draft Regulation related to Section 968(b)(2)(B) that provides for the inclusion of 20% of suppliers unique square footage of Irrigable Not Irrigated area *“if the supplier’s actual urban water use for the reporting year, calculated in accordance with section 10609.22, is greater than the urban water use objective calculated pursuance to section 966 without inclusion of Irrigable Not Irrigated area.”* While we appreciate the improvements from the previous version of the proposed Regulation, we still believe that this is inconsistent with the requirements of existing law and DWR's analysis, which recognized that INI lands are in fact being irrigated and should be included in suppliers water use objective. **This language should be struck from the final Regulation.**

3. Request for Changes to Effective Precipitation. **We continue to request that Effective Precipitation be removed from the final Regulation and outdoor standard.** Effective Precipitation is not required by MWELO (Title 23, Division 2.7, Section 494): “A local agency may consider Effective Precipitation (25% of annual precipitation) in tracking water use.” The inclusion of Effective Precipitation in the outdoor standard is inconsistent with real-world irrigation practices. Landscapes are generally not designed to consider effective precipitation since it can be highly variable. Precipitation often falls during winter months when irrigation is not utilized (May through September) and can percolate below the root zone of the plant negating its beneficial effect to that plant's watering needs. Additionally, precipitation is often not distributed evenly throughout a supplier's service area. Some areas may receive precipitation and other areas none, making it difficult to apply one effective precipitation rate at the water supplier level.
4. Request for Clarification of Compliance 2027 and Progressive Enforcement. We appreciate that the State Water Board has a positive track record of utilizing its enforcement discretion. Additionally, as mentioned in Section 1 Comment 2a of this letter, we support that the revised proposed Regulations modifies the compliance date to 2027. We assume that the intent of 2027 compliance means a progressive enforcement consistent with statute, in which the State Water Board may issue information orders starting 2027, written notices in 2028, conservation orders in 2029, and civil liabilities in 2030. However, the language is

vague, and the steps and timelines of the State Water Board's progressive enforcement should be defined to provide certainty to all interested parties.

**5. Request for Improvements to Reporting.**

- a. Reporting Year. The Conservation Legislation allows for water suppliers' calculations to be based on "conditions for the previous calendar or fiscal year." (Wat. Code § 10609.20, subd. (b).) Section 975 of the draft Regulation would require urban water supply reports to be based on conditions of the previous state fiscal year. A regulation cannot limit flexibility that a statute specifically allows. We additionally note that this is inconsistent with the State Water Board's adopted Water Loss Regulation, which allows water loss audit reporting on either a fiscal or calendar year. Because the proposed Regulation would require water suppliers to report based on the state fiscal year, it is inconsistent with the Conservation Legislation. Additionally, we note that the requirement for suppliers to report on a fiscal year basis creates conflict with other existing reporting requirements, including the electronic annual report. **We request that a final Regulation allow suppliers to report either calendar year or fiscal year.**
- b. Streamline Reporting. Given the 15-day comment period deadline, we did not have adequate time to provide detailed comments to all the new reporting requirements. However, we note significant concern with the newly proposed reporting requirements that are either duplicative with existing reporting to the State Water Board or request reporting that is outside the scope of the enacting legislation and regulation. Following the submittal of our comment letter, we would like to work with State Water Board staff and other interested parties to make technical changes to the final Regulation to address the following problematic reporting requirements:
  - i. Top 10% single family residential and multi-family residential customers
  - ii. Excluded demands (e.g., process water estimate and MUM volumes)
  - iii. Volume reporting
  - iv. Applied water to large landscapes
  - v. Estimated water savings
  - vi. Reporting units

**We request that State Water Board staff meet with water suppliers to discuss technical revisions to the reporting requirements to minimize duplicative and burdensome reporting that does not align with the intent of enacting legislation.** Additionally, we request that any final reporting document that water suppliers must complete be developed through a collaborative process.

**6. Request for Technical Cleanup on CII PMs.**

- a. CII Classification. We continue to request that the four additional proposed classifications that deviate from the Energy Star Portfolio Manager broad categories be removed from the proposed Regulation. We do not understand the value that including these additional classifications would provide for the burden they create for suppliers.
- b. CII BMPs.
  - i. Key Business Activity Indicator (KBAI). We appreciate the flexibility that the addition of the KBAI option provides in targeting CII programs and PMs in Section 974. This would allow suppliers to target inefficient water use more effectively. It is important to note that there is significant variability in water use, even within a single classification category, within a single supplier service area, and between suppliers. These variations can be due to the location, operating hours, extent of outdoor landscaping, seasonal variation, etc. As a result, it would be challenging to establish a single efficiency standard or easily identify inefficient customers based on a single benchmark in each classification. In some cases, inefficiency could be determined based on the age of plumbing fixtures or devices, evidence of leaks, or other on-site conditions that are not necessarily readily identifiable across a classification or obvious in the analysis of water use data. **We request that the language be clarified to acknowledge that the determination of efficiency could have a wide range and could be challenging to quantify, and that the supplier would target these CII customers based on the range in addition to other factors, determined by the supplier, based on their local service area.**
  - ii. “Offer” vs. “Implement”. The draft Regulation requires suppliers to “implement” actions and technologies for large landscapes. The term “implement” implies that suppliers will take up an action on a customer’s behalf. Suppliers may offer programs, rebates, incentives, and in-lieu technologies, but suppliers cannot require the customer to act or implement in-lieu water use technologies. **The draft Regulation should replace “implement” with “offer” to recognize suppliers’ appropriate authorities.**
  - iii. Statewide Entities. We appreciate changes that allow a supplier to rely on implementation by a regional entity in lieu of implementing its own conservation program. We recommend that statewide entities also be included.

We appreciate the opportunity to provide these written comments to the State Water Board on the draft Regulation. We ask for the opportunity to work collaboratively with the State Water Board on provisions to clarify and streamline reporting and compliance, and we look forward to the finalization of this regulation so the true work of Making Conservation a California Way of Life can begin. Please do not hesitate to contact me at [ChelseaH@acwa.com](mailto:ChelseaH@acwa.com) or (916) 206-4078 if you have any questions regarding our input.

Sincerely,  
Chelsea Haines

*Chelsea Haines*

Regulatory Relations Manager  
Association of California Water Agencies

Alameda County Water District  
Amador Water Agency  
Bay Area Water Supply & Conservation Agency  
Bella Vista Water District  
Calaveras County Water District  
California Municipal Utilities Association  
California Special Districts Association  
California Water Association  
California-Nevada Section AWWA  
Carmosa Water District  
Carlsbad Municipal Water District  
Carmichael Water District  
Casitas Municipal Water District  
Citrus Height Water District  
City of Bakersfield  
City of Chino  
City of Colton  
City of Folsom  
City of Garden Grove  
City of Glendora Water Division  
City of Oceanside  
City of Ontario  
City of Ontario  
City of Redding  
City of Roseville  
City of San Diego Public Utilities Department  
City of Santa Rosa  
City of Sunnyvale  
City of Upland  
City of Yuba City  
Coachella Valley Water District  
Contra Costa Water District  
Cucamonga Valley Water District  
Desert Water Agency  
East Valley Water District  
Eastern Municipal Water District

El Dorado Water Agency  
El Toro Water District  
Elk Grove Water District  
Elsinore Valley Municipal Water District  
Foothill Municipal Water District  
Georgetown Divide Public Utility District  
Golden State Water Company  
Great Oaks Water Company  
Helix Water District  
Indio Water Authority  
Inland Empire Utilities Agency  
Las Virgenes Municipal Water District  
Liberty Utilities  
Los Angeles Department of Water and Power  
Mesa Water District  
Monte Vista Water District  
Municipal Water District of Orange County  
North Marin Water District  
Otay Water District  
Padre Dam Municipal Water District  
Palmdale Water District  
Ramona Municipal Water District  
Rancho California Water District  
Regional Water Authority  
Rosamond Community Services District  
Rowland Water District  
Sacramento Suburban Water District  
San Diego County Water Authority  
San Gabriel Valley Water Association  
San Gabriel Valley Water Company  
Santa Clarita Valley Water Agency  
Santa Fe Irrigation District  
Santa Margarita Water District  
South Coast Water District  
South Tahoe Public Utility District  
Suburban Water Systems  
Sweetwater Authority  
Tahoe City Public Utility District  
Three Valleys Municipal Water District  
Truckee Donner Public Utility District  
Upper San Gabriel Valley Municipal Water District  
Vallecitos Water District  
Valley Center Municipal Water District

Vista Irrigation District  
Walnut Valley Water District  
West Basin Municipal Water District  
West Kern Water District  
West Valley Water District  
Western Municipal Water District  
Yorba Linda Water District

CC: The Honorable E. Joaquin Esquivel, Chair, State Water Resources Control Board  
The Honorable Dorene D'Adamo, Vice Chair, State Water Resources Control Board  
The Honorable Laurel Firestone, State Water Resources Control Board  
The Honorable Sean Maguire, State Water Resources Control Board  
The Honorable Nichole Morgan, State Water Resources Control Board  
Mr. Eric Oppenheimer, Executive Director, State Water Resources Control Board  
Mr. James Nachbaur, Director, Office of Research, Planning and Performance, State Water Resources Control Board  
Ms. Charlotte Ely, Supervisor, Conservation and Efficiency, State Water Resources Control Board  
Mr. Dave Eggerton, Executive Director, Association of California Water Agencies  
Ms. Cindy Tuck, Deputy Director, Association of California Water Agencies

# MEMO

**TO:** Board of Directors

**FROM:** Greg Norris, Engineering Manager

**DATE:** April 8, 2024

**RE:** Update on COTP - Transmission Leasing Next Steps

## BACKGROUND

Carmichael Water District (CWD) currently owns 1 mega-watt (MW), 0.0677% (1/1600 MW) of the transmission capacity in the Cal-Oregon Transmission Project (COTP), which transmits power from the California-Oregon border to a substation in Tracy, CA. Since COTP's inception in 1994, CWD has leased the transmission capability to SMUD. The current lease agreement with SMUD was signed on January 1, 2005 and is set to expire on December 31, 2024. The transmission lease agreement yielded an annual revenue from SMUD that ranged from \$24,480 to \$13,536, using an annual depreciation method. In addition, SMUD paid CWD's share of an annual O&M fee directly to COTP that started at \$1,200/year in 2005, but is now at \$15,516/year.

In February 2024, SMUD notified the District that it will not be pursuing a renewal of the lease agreement and that they are not interested in purchasing the 1 MW of transmission capacity.

## SUMMARY

After SMUD notified the District that it is NOT interested in moving forward with a lease renewal or a purchase option for the 1 MW of transmission capability from CWD, staff met with the Project Manager of COTP, Transmission Agency of Northern California (TANC), General Manager and staff to discuss potential next steps. TANC recommended possible options for the District as follows:

1. Keep the entitlement. CWD would be responsible for the annual operations and maintenance (O&M) costs associated with CWD's share of the COTP. Historically O&M costs have been about \$15,000 per year for the 0.0677% share, but TANC expects these costs to increase as the equipment ages. CWD could sell transmission capacity on the COTP, but CWD would need to develop their own Open Access Transmission Tariff and arrange for third party sales on OATT. TANC members' third party sales on the COTP have not typically resulted in revenue because their benefit mainly comes through transmission capacity to serve their own members in their own service territory.
2. Enter into another leasing agreement with an entity, such as the one between CWD and SMUD. This temporarily transfers all of CWD's COTP rights and responsibilities to another entity (depending on the language in that agreement), and at the end of the term, the rights and responsibilities would go back to CWD.
3. Permanently or through a Layoff of a specified time period, assign all of CWD's COTP rights and entitlement. This would be a sale or transfer of CWD's rights and entitlement to another entity, and CWD would no longer have any entitlement, rights, or responsibilities on the COTP.

For the #1 option above, because CWD neither sells nor delivers power, this option will end up costing CWD money with no opportunity to break even. There is no possibility of revenue if CWD kept the 1 MW, just O&M costs.

For #1 and #2 options above, no entity outside of COTP or TANC would likely invest in the effort of purchasing or leasing CWD's 1 MW due to the time and expense of transferring the transmission capability versus the value of the 1 MW capacity.

Finally, the only feasible option is #2 or #3 as an outright sale or lease of the 1 MW share of the COTP to another member in TANC, avoiding the necessary processing fees that would be required for someone outside of TANC to take over the 1 MW.

TANC has put on their April Board meeting (April 17, 2024) agenda an item to discuss the expiration of SMUD lease agreements with COTP members and will offer to their members that if any member is interested in picking up transmission capability to contact those COTP members effected. If a member does contact CWD to discuss the purchase or lease of the 1 MW, staff will collect information and develop a recommendation for CWD Board consideration.

### **FISCAL IMPACT**

Loss of about \$20,000 per year after SMUD lease expires. Average O&M cost for a 1 MW share is about \$15,000 per year.

### **RECOMMENDATION**

None as this is only informational.



FOR IMMEDIATE RELEASE

Media Contact: Kayleigh Shepard, (916) 725-6873 ext 134

## Water Agencies File Lawsuit to Protect Water Rates and Local Control

*Citrus Heights Water District and Fair Oaks Water District stand with customers against  
alleged San Juan Water District wholesale water rate overcharge*

Citrus Heights, CA (**April 11, 2024**) – As a last resort, Citrus Heights Water District (CHWD) and Fair Oaks Water District (FOWD) filed a joint lawsuit against their wholesale water provider, San Juan Water District (SJWD). CHWD and FOWD elected officials, who represent about two-thirds of SJWD's population, unanimously backed the case. The districts allege that SJWD's rate increase illegally overcharges CHWD and FOWD customers.

"Wholesale water from SJWD is CHWD's single largest outbound cost. We are committed to making sure our customers pay their fair share - and no more," said CHWD Board President Caryl Sheehan. "Local residents, business owners, and our Districts pleaded with the SJWD Board to work with us, but they simply approved the rates over our opposition."

SJWD's Board of Directors voted to approve the higher rates on December 13, 2023, with only Director Pam Tobin voting against the increase, and urging more coordination with CHWD and FOWD.

"SJWD approved unfair rates that also make it more expensive to use local water supplies that we've already invested in," said Chris Petersen, FOWD Board President. "At the end of the day, litigation is something that FOWD and CHWD wanted to avoid, but found necessary for better, fairer rates."

SJWD is a wholesale water agency that provides water to local water agencies, including FOWD and CHWD, who in turn deliver it to homes and businesses. SJWD provides water directly to homes and businesses in the Granite Bay area. SJWD also sells much of its least expensive water to others, which the districts allege leaves CHWD and FOWD customers with higher bills.

The complaint suggests that under the new rate plan that SJWD recently approved, local water agencies are *disincentivized to conserve or use local, reliable groundwater*. This appears to conflict with State policy or decades-long efforts to build regional water supply resiliency. The current rate plan could make the region more vulnerable to water shortages and keep rates artificially high for CHWD and FOWD customers.

The Superior Court of California, County of Sacramento will assign a judge to oversee the case. CHWD and FOWD will keep the community up to date as the lawsuit progresses. The Districts encourage customers to stay informed about this important issue.

Stay informed:

[www.chwd.org/lawsuit](http://www.chwd.org/lawsuit)

[www.fowd.com](http://www.fowd.com)

###

---

*This page intentionally left blank.*

**General Manager's Report**  
**April 2024**

---

**1. Municipal Services Review (MSR) by Local Agency Formation Commission (LAFCo)**

The District's MSR was presented to LAFCo at its March 6, 2024 meeting with a public commenting period through the next LAFCo meeting on April 3, 2024. On April 3, 2024, LAFCo approved the District's MSR at its regular monthly meeting.

**2. Bay Delta Water Quality Control Plan (Plan) – Voluntary Agreement (VA)**

The VA process has been renamed to Healthy Rivers and Landscapes Program (HRLP). State Water Resources Control Board (Water Board) will hold a workshop on 4/24 – 4/26 to discuss how proposed HRLP could be incorporated as part of the update to the Bay Delta Plan. As reported to the Board previously, Regional Water Authority is leading and coordinating the effort to negotiate the American River HRLP with the State Water Board, Department of Water Resources, CA Department of Fish and Wildlife, and U.S. Bureau of Reclamation. Based on the \$55 million-dollar funding the region received from DWR, American River parties would contribute flows in three dry years in the next 8 years. There are other habitat construction and additional water requests from the state currently under discussion and negotiation and staff will bring back the results to the Board prior to finalizing the HRLP agreements.

**3. State FY 23-24 Budget Assembly Bill (AB) 102 Funding**

State of California provided \$2.5 million dollars to fund an Aquifer Storage and Recovery Well for the District. The check arrived on 4/8/2024 and has been deposited in the District's account set up specifically for this funding. The District can now use this funding to pay for costs associated with Winding Way Well construction.

**4. Directors Training**

Four Directors need sexual harassment prevention training (AB 1825) and three Directors need AB 1234 Ethics training. The trainings can be done through Vector Solutions training link.

---

*This page intentionally left blank.*

# CARMICHAEL WATER DISTRICT

## April 2024 Engineering Department Report

**Engineering Manager, Greg Norris P.E.**

### CAPITAL IMPROVEMENT PROJECTS

La Sierra ASR Well Project: Sierra National, with the winning bid at \$3,423,000, has received a Notice to Proceed from the District. With much of the equipment and materials on backorder from their suppliers, they plan to start construction in June or July of this year.

Ladera/Winding Way ASR Well Projects: GEI is in the process of developing the well drilling specifications for constructing two new wells at both sites. GEI/CWD evaluated the existing casing at the Ladera Well Site and will be recommending in a report to destroy the well and re-drill a new well at the site. The existing well casing was corroded and was in a state of condition that did not justify using with all new top-side equipment. Concurrently, the District is forward with obtaining land rights to the Ladera property owned by the San Juan Unified School District (SJUSD).

La Vista: Performance time for the contract re-started on January 2, 2024. The contractor has mobilized and is actively performing work. Water Works is on-site under contract with the District as the Engineer providing inspection and construction management. The focus of recent work has been to set in place the generator, construct the pump cans, complete footings for CMU walls, and install concrete drainage swale around tank.

SCADA Project: The SCADA HMI (human-machine interface, graphic software operators' use for process monitoring, etc) Request for Proposal is final. EMA will be distributing that to potential software vendors for product proposals including pricing information beginning April 8th. Vendors have 21 calendar days to respond. We'll evaluate the software packages based on criteria in the RFP and develop a short-list of vendors. We will invite short-listed vendors to demonstrate their product to the District and EMA. Demonstrations should occur the first half of June. Final ranking and official software package selection will immediately follow.

Garfield Well Backup Generator Project: No progress for this month. The district has amended its agreement with 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 Engineering Design: The agreement with Dugan Engineering Management was successfully amended, per Board approval, to add the design for a 600-foot section of pipeline along Fair Oaks Ave just north of the Fair Oaks/Claremont intersection.

### CUSTOMER DELIVERY PROJECTS/ACTIVITIES:

<u>Project Location</u>	<u>Activity</u>	<u>Project Description</u>	<u>Service/Notes</u>
XXX Angelina Ave	Under Review	Fire Flow Analysis	New Building
XXX Winding Way	Under Review	Fire Flow Analysis	New Multi-home Development
XXX Garfield Ave	Under Review	Fire Flow Analysis	New Building

## **WATER USE AND CONSERVATION**

Water Leak Exemptions: Water leak exemptions provide rebates to customers who have had water loss due to leakage that meets specific criteria outlined in District Regulations Manual No. 2000, Water Leak Exemption. Maximum amount eligible for rebate is 500 CCF and the current water rate is \$2.06/CCF. The following customers received rebates:

<b>Address</b>	<b>Water Loss (CCF)</b>	<b>Rebate (\$)</b>	<b>Leak Description</b>
XXX Adana Cir	16.0	36.16	Leak in the service line between meter and house.
XXX Angelina Ave	136.0	307.36	Leak in the service line between meter and house.

Turf Replacement Program: There are three pending turf replacement projects that were installed and ready for inspection and 5 more in the planning stage. To date, the district has paid through the grant \$7,802. The replacement rate is \$2/SF up to 1,000 SF. Total area replaced to date is 4,301 Square Feet.

Mulch Mayhem Day: RWA has scheduled May 4, 2024 as the Mulch Mayhem day. The District is planning to participate in this multi District event by giving away approximately 75 cubic yards of mulch. The mulch is one way the District promotes water conservation by encouraging customers to apply mulch in and around their landscape where possible. The mulch promotes infiltration and reduces soil moisture loss from evaporation.

## **MISCELLANEOUS**

### Barrett Road Well Investigation

Since last month's report, the well pump and column pipe have been removed from the well. GEI plans to inspect the casing with a downhole camera.

# BILLING DEPARTMENT REPORT

## Billing Supervisor, Cecilia D.

Billing Period	Billing Units*	Usage Charge	Service Charge	Flat Rate**	Billing Totals	FY 23-24		FY 22-23		Previous Year Billing Totals % Difference
						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%
January	143,529	\$ 324,376	\$ 796,673	\$ 25,714	\$ 1,146,764	\$ 1,041,048	140,963			10%
February	115,430	\$ 260,872	\$ 796,673	\$ 24,993	\$ 1,082,539	\$ 998,672	120,510			8%
March	127,799	\$ 288,827	\$ 796,701	\$ 24,833	\$ 1,110,361	\$ 973,685	108,503			14%
<b>YTD Totals</b>	<b>2,463,320</b>	<b>\$5,151,790</b>	<b>\$6,755,014</b>	<b>\$232,505</b>	<b>\$12,139,309</b>	<b>\$10,916,154</b>	<b>\$2,378,038</b>			11%
<b>FY Totals</b>	<b>2,463,320</b>	<b>\$5,151,790</b>	<b>\$6,755,014</b>	<b>\$232,505</b>	<b>\$12,139,309</b>	<b>\$14,819,907</b>	<b>3,177,008</b>			<b>-18%</b>

\* 1 Unit = 100 CCF (Centum Cubic Feet) = 748 Gallons.

Billing Units are based on current meter reading period, i.e., Current Billing Period = 2/22/24 – 3/20/24, 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 61-90 Days column displays the delinquent amounts that will be targeted on next month's final notice and collections processes. The Outstanding A/R amounts reflect what was still owing at month end, this is 12% of what was billed, or approximately 1,100 customers.

Date	Total on APS*	Total Off	Total Liened	Total Liened	Total 61 - 90 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
January	1	17	15	\$ 14,269	\$ 20,144	\$ 149,341
February	0	20	16	\$ 15,232	\$ 16,536	\$ 154,376
March	0	15	14	\$ 14,246	\$ 14,629	\$ 134,395

\* APS = Alternative Payment Schedule

\*\* Includes Total Liened and 61-120 Days Amounts

---

*This page intentionally left blank.*

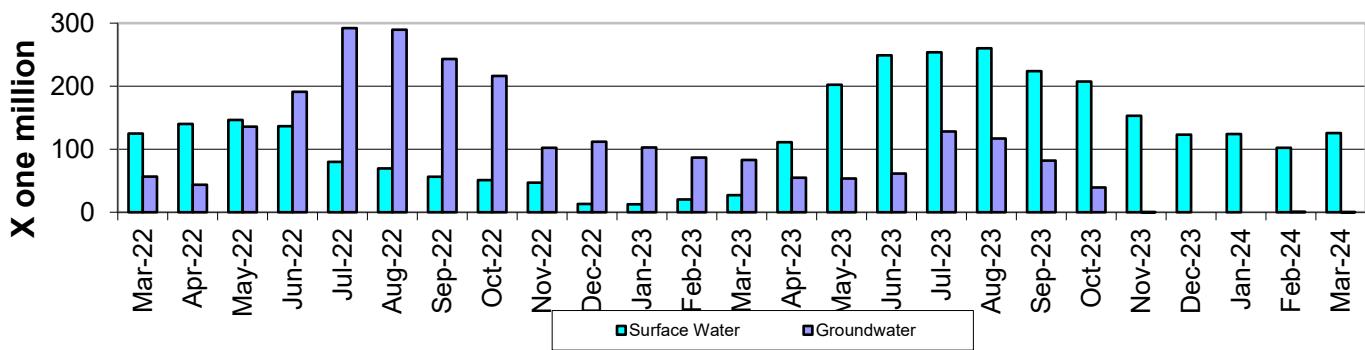
**CARMICHAEL WATER DISTRICT**  
**Production Superintendent, DAVID BIAGI**  
**March 2024 Water Production Board Report**



**Ancil Hoffman Park 3-28-24**

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	114.25	102.90	125.55				1931	5925
2022-23	371.77	358.96	299.37	267.16	149.16	124.91	115.19	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>114.51</b>	<b>111.35</b>	<b>133.37</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>3.98</b>	<b>4.30</b>	<b>5.64</b>	<b>8.38</b>	<b>10.81</b>		

**CWD Combined Surface & Ground Water Usage**



March CWD Total Production		MG
Surface Water	100%	125.53
Groundwater	0%	0.016

Production	Up/ Down	Month	Up/ Down	9 Year Running Average
Production from same month last year	Up	14%	Down	6 %
March 2024 Average Daily Production		4.05 MG		
Peak Day – March 16th		5.30 MG		

**GSWC Delivery:** CWD delivered 138.88 MG or 426.21 Acre/Ft to GSWC in March.

There were four (4) water quality complaints in the month of March. The areas where the complaints occurred were investigated and flushed when needed.

Water Quality Activity	Backflow Devices Tested	Maintenance Activity
<ul style="list-style-type: none"> <li>✓ Taste &amp; Odor: 1</li> <li>✓ Color: 3</li> <li>✓ Turbidity (Air): 0</li> <li>✓ Suspended Solids: 0</li> <li>✓ Low Pressure: 0</li> </ul>	<ul style="list-style-type: none"> <li>✓ Tested: 52</li> <li>✓ New Devices: 0</li> <li>✓ Failed Tests: 1</li> </ul>	<ul style="list-style-type: none"> <li>✓ Primary NaOH CIP: 8</li> <li>✓ Secondary Cl2 CIP: 3</li> <li>✓ Instrument Calibrations: 6</li> <li>✓ Module Repair: 40</li> <li>✓ New Low Pressure Filters: 28</li> </ul>

**Sacramento Area Sewer Outfall Inspection:** on March 7, 2024 Alex Burkert, environmental specialist from Sacramento Area Sewer District, conducted a biannual inspection of the outfall sampling procedure. This inspection includes monitoring our sample collection procedure, a pH comparison and an evaluation of our sampling plan. Mr. Burkert only found two items that needed attention. An updated sampling plan that reflects our updated permit to no longer sample for BOD and TKN and only sample for TSS. BOD and TKN are now assigned a static value according to past average values. The second item requested is a Pretreatment Standard Operating Procedure to document our process to neutralize water utilized for chemical cleans before it enters the sewer.

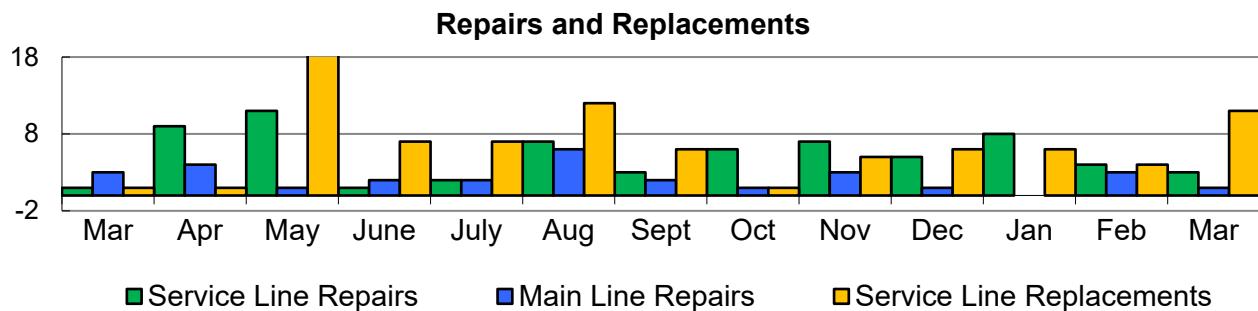
**Bajamont Water Treatment Plant (BWTP) Switchgear Maintenance & Testing:** On March 26, 2024 Production Staff and NorCal Power performed maintenance and testing on the BWTP switchgear. The maintenance of the four main breakers took approximately five hours to perform in which the plant was operating on SMUD power. Each Breaker was racked out, serviced and then manually tested. Staff used the Automatic Transfer Switch (ATS) source selector to isolate the SMUD main breakers for service. An automatic transfer of power from the two building mains down to one main source breaker and the connecting tiebreaker, keeping the BWTP on SMUD power. The ATS performed these transfers without issue. Once breaker maintenance was complete staff prepared for auto transfer to generator power. We conducted two successful Automatic Transfer tests onto generator power and the ATS performed as designed.



**CARMICHAEL WATER DISTRICT**  
**DISTRIBUTION SUPERINTENDENT, SCOTT BAIR**  
**March 2024 Water Distribution Board Report**



The newest member of the Carmichael Water District family



**Capital Improvements/Replacements**

- Service Line: 11
- Fire Hydrant: 0
- Main Line Valve: 1
- New Construction Meters: 0
- Air Relief Valves - 0

**O and M Repair Work**

- Service Line: 3
- Fire Hydrant: 2
- Main Line: 1
- Meter Boxes: 2
- Main Line Valve Boxes: 1
- Meter Change Out: 31
- Registers Change Out: 7
- Hydrant Inspections: 6
- Valves Exercised: 47

**Customer Assist**

- Call Outs: 68
- Private Repairs: 23
- Water Waste: 4
- Lock/Unlock: 17
- High Pressure: 0
- Low Pressure: 0
- USA's: 83

- 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:

District staff met with the Department of Transportation and Sacramento County CMID at the work site to address the asphalt paving restoration requirements. The Department of Transportation is requiring additional paving, grind and overlay to meet current specifications. The paving has been completed with an additional 326 tons of asphalt which was not included in the original bid. The cost for additional restoration is estimated to be \$188,867.90 above the original schedule of bid values. The estimated cost for this restoration is within project budget, including the approved 10% contingency (not to exceed Board approved contract amount of \$2,485,803.10) and will require a change order.

# BOARD OF DIRECTORS

## MARCH 2024 MEETING ATTENDANCE

MEETINGS ATTENDED		DIRECTORS				
DATE	DESCRIPTION	DAVIS	EMMERSON	NELSON	GREENWOOD	SELSKY
3/1 3/22	ACWA Committee Meetings	2				
3/4	CWD 2x2 Adhoc Committee		1	1		
3/19	CWD - Regular Board Meeting	1	1	1		1
3/26	CWD - Special Board Meeting	1	1	1	1	1
3/5 3/15						
3/22 3/25	Public Outreach Events			2	1	1
3/20	COTP Management Meeting			1		
<b>TOTAL MEETINGS ATTENDED</b>		<b>4</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>3</b>

## MARCH 2024 EXPENSE COMPENSATION/REIMBURSEMENT

MEETINGS COMPENSATED						
DATE	DESCRIPTION	DAVIS	EMMERSON	NELSON	GREENWOOD	SELSKY
3/4	CWD 2x2 Adhoc Committee			1		
2/20	CWD - Regular Board Meeting	1	1		1	1
1/24 1/25						
1/30 2/3						
2/27	CWD - Special Board Meeting		4		1	1
2/16 3/15	Public Outreach Events					2
2/23	RWA - Special Board Meeting				1	
2/5 2/8	SGA - Regular Board Meeting					2
<b>TOTAL # COMPENSATED</b>		<b>1</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>6</b>
<b>TOTAL \$ COMPENSATED</b>		<b>\$152.00</b>	<b>\$760.00</b>	<b>\$152.00</b>	<b>\$456.00</b>	<b>\$912.00</b>
<b>TOTAL REIMBURSEMENTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## FISCAL YEAR 2023-2024 SUMMARY

	DAVIS	EMMERSON	NELSON	GREENWOOD	SELSKY
<b>FYTD # MEETINGS ATTENDED</b>	<b>27</b>	<b>19</b>	<b>36</b>	<b>31</b>	<b>33</b>
<b>FYTD # MEETINGS COMPENSATED</b>	<b>13</b>	<b>12</b>	<b>31 *</b>	<b>33 *</b>	<b>29</b>
<b>FYTD \$ MEETINGS COMPENSATED</b>	<b>\$1,976.00</b>	<b>\$1,824.00</b>	<b>\$4,712.00</b>	<b>\$5,016.00</b>	<b>\$4,408.00</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>

\*Includes meetings from previous fiscal year

---

*This page intentionally left blank.*

window.dataLayer = window.dataLayer || []; function gtag(){dataLayer.push(arguments);} gtag('js', new Date()); gtag('config', 'G-YEY9DSQHJS');



# APRIL SNOW SURVEY SHOWS ABOVE AVERAGE SNOWPACK

BY DEPARTMENT OF WATER RESOURCES APR 2, 2024 WATER NEWS

SACRAMENTO – The Department of Water Resources (DWR) today conducted the all-important April snow survey, the fourth measurement of the season at Phillips Station. The manual survey recorded 64 inches of snow depth and a snow water equivalent of 27.5 inches, which is 113 percent of average for this location. The snow water equivalent measures the amount of water contained in the snowpack and is a key component of DWR's water supply forecast. The April measurement is critical for water managers as it's considered the peak snowpack for the season and marks the transition to spring snowmelt into the state's rivers and reservoirs.

DWR's electronic readings from 130 stations placed throughout the state indicate that the statewide snowpack's snow water equivalent is 28.6 inches, or 110 percent of the April 1 average, a significant improvement from just 28 percent of average on January 1.

The focus now shifts to forecasting spring snowmelt runoff and capturing as much of that water as possible for future use.

"It's great news that the snowpack was able to catch up in March from a dry start this year. This water year shows once again how our climate is shifting, and how we can swing from dry to wet conditions within a season," said DWR Director Karla Nemeth. "These swings make it crucial to maintain conservation while managing the runoff. Variable climate conditions could result in less water runoff into our reservoirs. 100 percent snowpack does not mean 100 percent runoff. Capturing and storing what we can in wetter years for drier times remains a key priority."

California's reservoirs remain in good shape thanks to state efforts to capture and store as much water as possible from record storms in 2023 and again this season. The State Water Project has increased storage by 700,000 acre-feet at Lake Oroville and by 154,000 acre-feet at San Luis Reservoir since January 1. Statewide, reservoir levels currently stand at 116 percent of average.

However, there are challenges ahead as the spring runoff begins. The dry start to the year, soot and ash from burn scars that accelerates snowmelt, and other factors may result in below average spring runoff which can impact water availability.

[Privacy](#) - [Terms](#)

Recently, the State Water Project increased its forecasted allocation of water supplies for the year to 30 percent, up from an initial 10 percent, due to the storms in February and March. However, uncertainty about the spring runoff and ongoing pumping restrictions to protect threatened and endangered species in the Delta has impacted that allocation forecast.

“California has had two years of relatively positive water conditions, but that is no reason to let our guard down now,” said Dr. Michael Anderson, State Climatologist with DWR. “With three record-setting multi-year droughts in the last 15 years and warmer temperatures, a well above average snowpack is needed to reach average runoff. The wild swings from dry to wet that make up today’s water years make it important to maintain conservation while managing the runoff we do receive. Our water years moving forward will see more extreme dry times interrupted by very wet periods like we saw this winter.”

That need to adapt to a changing climate is why Governor Gavin Newsom joined today’s snow survey at Phillips Station to announce the release of the California Water Plan Update 2023. The Water Plan Update sets forth a vision for all Californians to benefit from water resources that are sustainable, resilient to climate change and achieves equity for all communities and benefits the environment. Check out the Water Plan Update to learn more about how the plan focuses on key issues including addressing climate urgency, strengthening watershed resilience, and achieving equity in water management.

As part of the state’s climate adaptation efforts, over the past two years, California has worked with local groundwater agencies and state and federal partners to capture as much water as possible to prepare for the next drought. In 2023, more than 1.2 million acre-feet of groundwater recharge was permitted by state agencies, with nearly 400,000 acre-feet of flood water recharged using the Executive Orders issued by Governor Newsom.

On average, the Sierra snowpack supplies about 30 percent of California’s water needs. Its natural ability to store water is why the Sierra snowpack is often referred to as California’s “frozen reservoir.” Data from these snow surveys and forecasts produced by DWR’s Snow Surveys and Water Supply Forecasting Unit are important factors in determining how DWR provides water to 27 million Californians and manages the state’s water resources.

DWR conducts five snow surveys at Phillips Station each winter near the first of each month, January through April and, if necessary, May.

For California’s current hydrological conditions, visit <https://cww.water.ca.gov>.

# **MEMO**

**TO:** Board of Directors

**FROM:** Cathy Lee, General Manager

**DATE:** April 10, 2024

**RE:** Strategic Plan and Employee Survey

## **BACKGROUND**

Previously, the Board of Directors (Board) directed staff to conduct an employee survey and incorporate the data as part of a District wide strategic plan. At the February 2024 Regular Board of Directors (Board) meeting, the Board discussed the methods for which the employee survey should be completed and provided direction to staff to develop a scope of work with the recommended consultant, BHI Management Consulting.

## **SUMMARY**

BHI Management Consulting provided a revised scope of work to assist the District in conducting a strategic plan to provide a roadmap for the District in the next 5 to 10 years. The scope of work recommended a comprehensive multi-year strategic plan to review and analyze the District's mission, strengths, weakness, opportunities, and threats (SWOT), and the Board's vision. The option items include an employee survey and meeting and a public survey and meetings. Based on previous feedback and to ensure buy-in from stakeholders, BHI Management Consulting recommends the optional employee survey and public meetings. The cost for the base strategic plan is \$28,500, optional employee survey is additional \$15,480, and optional public meetings is additional \$8,400 for a total cost of \$52,380. BHI Management Consulting will attend the April Regular Board meeting to discuss the items in detail with the Board.

## **RECOMMENDATION**

Staff recommends that the Board of Directors discuss the scope of the strategic plan and authorize the General Manager to sign a service agreement with BHI Management Consulting for a not-to-exceed amount of \$52,380.

## **ATTACHMENT(S)**

1. BHI Management Consulting Proposal