



**REGULAR BOARD MEETING
AGENDA PACKET**

MAY 19, 2025

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Regular Board Meeting - Monday, May 19, 2025, 6:00 p.m.

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

Join from computer, tablet or smartphone. Click on this URL to join:

<https://us02web.zoom.us/j/83596878004?pwd=b0FvJ6ch85NMSco2p52u9ox3O33J6v.1>

Join by phone: Dial US [+1 669 900 6833](tel:+16699006833)

Meeting ID: [835 9687 8004](https://us02web.zoom.us/j/83596878004) **Passcode:** 564283

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.

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/.

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 Greenwood

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.

PRESENTATION

2. La Vista Tank and Pump Station – Lessons Learned and Status Update by Toppel Consulting

CONSENT CALENDAR:

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

3. Minutes for the Regular Board Meeting – April 21, 2025

4. Minutes for the Special Board Meeting – May 1, 2025

5. Monthly Expenditure Report – March 2025

6. Budget to Actual Report – March 2025

7. Treasurer's Report - Quarter Ending March 31, 2025

ACTION CALENDAR:

8. Amendment No. 2 to the Professional Services Agreement for Engineering Services during Construction of the La Vista Tank and Booster Pump Station Project- Kennedy Jenks

Staff recommends that the Board of Directors authorize the General Manager to execute an Amendment No. 2 to the professional services agreement with Kennedy/Jenks Consultants, Inc. for \$111,476 and authorize a \$20,000 contingency for an amended total agreement cost not to exceed the amount of \$875,200.

9. **Dugan Management & Engineering, Inc. (DME) Agreement Amendment No. [3] to Claremont Road and Fair Oaks Blvd at El Camino Ave Mainline Replacement Project (MRP)**
Staff recommends that the Board of Directors authorize the General Manager to execute an Amendment No. 3 to the professional services agreement with DME for \$64,517 for an amended total not-to-exceed amount of \$335,005.
10. **Garfield Well Site Access**
Staff recommends that the Board of Director discuss the access requests, assess the security and liability topics, and approve any appropriate actions as necessary.
11. **A Resolution to Amend Carmichael Water District Regulation 1010 – Claims Procedures and Delegate the Authority to Allow, Deny, or Settle Government Claims for Money Not Exceeding \$10,000**
Staff recommends that the Board of Directors adopt Resolution 05192025-01 - A Resolution to Amend Carmichael Water District Regulation 1010 – Claims Procedures and Delegate the Authority to Allow, Deny, or Settle Government Claims for Money Not Exceeding \$10,000.
12. **Senate Bill 1100 Job Descriptions Update**
Staff recommends that the Board of Directors authorize the General Manager to remove the driver's license requirement from the job descriptions for Finance Manager, Accountant, Billing Supervisor, Billing Specialist, and Administrative Specialist positions.
13. **ACWA Elections for 2026 -27 Term – Officers Positions and Region Board Members**
Staff recommends that the Board of Directors consider nominating a director to be considered for the ACWA President, Vice President, or a Region Board Member position. Staff will place a nominating resolution on the June 16, 2025 agenda for possible Board action.

ANNOUNCE PUBLIC HEARING AND ADJOURN REGULAR MEETING TO PUBLIC HEARING**PUBLIC HEARING:**

14. **Presentation of the Fiscal Year 2025-2026 Draft Budget (Information included in Board Packet)**
 - a. Director's Comments
 - b. Public Comments

ADJOURN PUBLIC HEARING AND OPEN REGULAR MEETING**INFORMATIONAL ITEMS:**

15. **La Vista Tank and Booster Pump Project, Continuous Update #3**
16. **Amendment No. 6 to the Professional Services Agreement for ASR Well Design and Construction Services with GEI, Inc.**
17. **Cross Connection Control Policy**
18. **River Arc Project - Environmental Review – Notice of Preparation of Environmental Impact Report and Scoping Meeting**

COMMITTEE REPORTS:

19. **Sacramento Groundwater Authority Board Meeting**
Director Selsky Reports Out.
20. **Carmichael Chamber of Commerce**
Director Nelson Reports Out.
21. **Other Committee Reports**
Directors Report Out.

STAFF REPORTS:

22. **General Manager and District Activity Report – April 2025**
23. **Director's Expense Reimbursement Summary – April 2025**

GENERAL CORRESPONDENCE/INFORMATION:

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

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

25. **EMPLOYEE NEGOTIATIONS - AFSCME LOCAL 146 (Government Code section 54957.6)**
26. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION – INVOLVING THE GENERAL MANAGER (Government Code sections 54957 and 54957.6)**

ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION**REPORT OUT OF CLOSED SESSION**

**The next meeting of the Board of Directors will be a Regular Board Meeting held on:
Monday, June 16, 2025 at 6:00 p.m.**



**Regular Board Meeting
Monday, April 21, 2025, 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 21st day of April at 6:00 p.m. in person and via teleconference.

ATTENDANCE:

Directors: Ronald Davis, Mark Emmerson, Ron Greenwood, Jeff Nelson

Staff: Cathy Lee, Gaby Padilla, Debbie Martin and Julia Sanders

Public: Six (6) Members of the Public

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

PRESIDENTS COMMENTS: President Greenwood led the Pledge of Allegiance.

PUBLIC COMMENT

1. Public Comment

Mr. Breedlove commented that he lives on the side of the Garfield Well and his backyard goes to the well. He mentioned that his back gate has an RV access through the Garfield Well site. He mentioned that his wife's parents have lived in that house for over 60 years and they have always had access to the Garfield Well site. He understands that it has been a privilege to use CWD's property to access his RV gates. Recently, due to insurance reasons they received a letter and had to remove their locks and now they do not have access to their Sea-doo's and a garage with classic cars. He mentioned that they were wondering if they signed a release or liability form or if they can do something to continue having access to exit and enter through that well site. He commented that they never abused this privilege and have only entered the well site when they needed to enter and exit through their RV gate.

The General Manager informed the Board of Directors that they did send out a letter which was included in the Board Packet about two months ago. The letter gave all the surrounding residents 30 days to vacate the properties and included any belongings that they had.

Directors inquired if there was anything they can do to give Mr. Breedlove access.

The General Manager informed the Board of Directors that it would need to be discussed with CWD's insurance and legal counsel.

Mr. Breedlove commented that he understands that it has been a privilege to have access for the past 60 years and they are just requesting to continue to have the access to exit and enter through this driveway.

Ms. Young commented that they have never had any incidents before.

Directors commented to give them some time to do some research about the request and they will get back to them. They then inquired if they had provided their contact information.

Ms. Young commented that they would appreciate this and that her contact information was on the Comment Card.

Directors inquired as to how often they need access.

Ms. Young commented that they only use it during the summer months and her sister very rarely uses it for her classic cars.

Mr. Hanscom commented that he thinks the rate study should have gone out for a competitive bid. He also wanted to mention that he agrees with the idea that RWA should be doing the rate study for all the water districts in the region since the rates that are looked at are in the region and a lot of the same information will be applied to all the water districts as well. He believes that by doing it this way the water agencies will be able to get a better deal because the current amount is about \$9,000 for 40 hours of work. He believes it would be incumbent on the districts around this area to look in to this and come up with a way of doing it through RWA.

Directors commented that they would like to talk to Mr. Hanscom more about this and see if this is something that

is feasible. They also mentioned that this is why RWA was formed, to have mutual help on items like this.

Mr. Warrick commented that he is the Royal Knight at the Elks Lodge which is like being the Vice President. He is in charge of the activities at the lodge. He mentioned that last year CWD participated in the 4th of July community parade as a platinum sponsor. He felt like it was important to come and make a formal request to have the Board authorize CWD to participate again this year as a platinum sponsor. He informed the Board that it takes about \$3,000 to put on the parade and they do not receive any tax base funds so they go out and ask for donations to be able to do these types of activities. This year is the 65th 4th of July parade that is being hosted by the Elks Lodge.

Directors commented that they feel like it is important to participate in the parade.

Mr. Warrick commented that if they do participate in the parade the Elks Lodge will get a classic car for them to ride in. He also mentioned that it is only \$300 or less to be a platinum sponsor.

Directors commented that in the past parades that they have participated in the community was happy to see CWD in the parade and were often times yelling "we love our water."

Directors inquired if this was something that the Board had to vote on.

The General Manager informed the Board of Directors that they do not have to vote on this due to the fact that it has already been approved in the budget. The only things the Board has to decide is who will be in the parade and whether they would like to ride in a classic car or a CWD truck.

Directors inquired as to how many years CWD has been a sponsor for this event.

The General Manager informed the Board of Directors that they have done it for the past three or four years.

Mr. Warrick commented that they had to skip a year during COVID and that it is the 65th parade.

Mr. Warrick commented that if CWD builds a float then it would be right in the front of the parade with the other floats.

PRESENTATION

2. Deterding Elementary School Water Conservation Outreach by District Intern

Directors inquired if there was a total lack of knowledge in the classes about the water process.

Ms. Sanders informed the Board of Directors that she thinks they had a basic knowledge about the water process but the presentation she gave went into further detail.

Directors commented that Mr. Christian would be very interested to know about this school outreach because he wants the younger generation should learn and get involved in water.

Directors commented that it is fantastic that Ms. Sanders did this and thanked her for everything she did.

CONSENT CALENDAR

3. Minutes for the Regular Board Meeting – March 17, 2025

4. Minutes for the Special Board Meeting – March 31, 2025

5. Monthly Expenditure Report – February 2025

Directors inquired about the BHI Management Consulting payment.

The General Manager informed the Board of Directors that this is the billing for the work that the consultant has done. She then mentioned that there are several items that are still missing from his draft report including the communications plan. The communication plans were discussed with BHI and the Board as one of the goals and he completely missed this portion. BHI directed the General Manager to work with senior staff to come up with the rest of the items that are missing. The report was emailed to the Board Members with a request for feedback.

Directors commented that they read that email as BHI wanted staff to do his work.

Directors inquired as where staff was at with this project.

The General Manager informed the Board of Directors that they were waiting for direction from the Board on how to move forward.

Directors commented that it has been a year since this project has started and all that has been done is an initial meeting for direction from the Board. BHI is supposed to develop a strategic plan but there is not even a draft completed yet. All they have seen is the results from the staff survey and even that felt incomplete.

The General Manager informed the Board of Directors that staff thinks the Board should discuss how to move forward

as a lot of things are left out from the skeleton outline.

Directors commented that what has presented so far is lacking and they did not know how to respond because of how much is missing.

Directors commented that they felt that the email he sent to the General Manager was just to get input from staff and then the next step was to get more input from the Board to create a more complete outline.

The General Manager informed the Board of Directors that they do not know what the next steps are.

Directors commented that they need to solve the confusion and ask BHI to return do to a focused workshop so they can continue the discussion and move forward to complete the strategic plan. The Board decided to try to do a workshop in May for the week of the 19th.

6. Budget to Actual Report –February 2025

M/S Emmerson / 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:		Nays:	0	Absent:	1	Abstain:	0

Passed Unanimously: ✓

ACTION ITEMS

7. Garfield Well – Amendment 2 to the Professional Services Agreement for Electrical Engineering Design and Construction Services with Frisch Engineering, Inc.

Staff recommends that the Board of Directors authorize the General Manager to execute Amendment 2 to the Professional Services Agreement with Frisch Engineering, Inc. for Electrical Engineering Design, Construction, and Programming Services for \$90,385.00. Approval of Amendment 2 will increase the approved not-to-exceed fee for this work to \$196,905.00.

Directors inquired how big this parcel is.

The General Manager informed the Board of Directors that it is about a quarter of an acre.

Directors inquired as to how much the current well takes up.

The General Manager informed the Board of Directors that right now the well does not take up a whole lot but in the future there will be a generator, building storage for treatment and the new well has to be 50 feet away from the current well.

Directors commented that it seems like it is not compatible to grant the neighbors access to the well site.

The General Manager informed the Board of Directors that they were correct and especially not during construction.

Directors commented that it is the attorneys and insurance company that also agree that the neighbors should not have access.

Directors inquired if the new electrical system will be compatible with the new well.

The General Manager informed the Board of Directors that Frisch Engineering designed the electrical system with the new well in mind so that is will be compatible with the new well.

Director inquired if the electrical system will be moved to accommodate the new well.

The General Manager informed the Board of Directors that it will not. The new well will just need to have lines that connects to the electrical panels.

Directors inquired if the electrical panels will stay where the old well is and if this will mean that the well and generator will be spread out in the lot.

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

Director inquired if the new generator will be diesel.

The General Manager informed the Board of Directors that the new generator will be diesel.

Directors inquired if they could receive a copy of the pressure zone map.

The General Manager informed the Board of Directors that they will print one out for them.

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

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

8. La Vista Tank and Booster Pump Project: Advance Authorization for Upcoming Change Orders

Staff recommends that the Board of Directors authorize the General Manager to approve Change Orders that may be needed during the agreed upon work period of February 19, 2025 through May 23, 2026 for a total not-to-exceed amount of \$75,000.

Directors commented that they thought that Toppel was going to be attending every meeting moving forward. The General Manager informed the Board of Directors that the direction that was given was that Mr. Toppel would be in attendance for any significant activity which is in the meeting minutes. Staffing will facilitate for Mr. Toppel to be in attendance in the next Board meeting and on a quarterly basis based on the Board's concerns. If the Board would prefer him to be here on a monthly basis then this is something that can be requested (for additional scope of work for Toppel Consulting).

Directors commented that they would like to have him at every meeting either via Zoom or in person until they feel more comfortable and confident in this project.

Directors commented that they would like to see any future change orders listed in the staff report.

The General Manager informed the Board of Directors that they will present all change orders in the monthly staff report for the La Vista project.

Directors commented that change orders are inevitable on projects like this and they trust the General Manager and the engineering staff to make those decisions to approve. The only thing they ask is for the list of change orders and if there is any slippage in the schedule.

The General Manager informed the Board of Directors that so far there is no slippage but staff will inform the Board if there are any schedule changes and any change orders.

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

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

9. Admin Building Security Remodel Project - Notice of Completion and Release of Retainage

Staff recommends that the Board of Directors

1. Accept the Lobby Remodel/Employee Work Area Project as complete; and
2. Accept the filed Notice of Completion for the Project and release \$5,588.70 in retainage to the Contractor.

Directors inquired if it was complete.

The General Manager informed the Board of Directors that the wall is complete and in addition to the wall the contractor also installed two cubicles in the downstairs area.

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

Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>

Ron Greenwood	Aye	✓	Nay		Absent		Abstain	
Paul Selsky	Aye		Nay		Absent	✓	Abstain	
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0
Passed Unanimously:								

10. Budget Adjustment for Raw Water Pump VFD Replacement

Staff recommends the Board of Directors

1. approve a budget transfer in the amount of \$48,000 from the Bajamont Water Treatment Plant Building Rehab capital improvement project to Water Treatment Plant Systems Maintenance line item within the Operations and Maintenance Production Department Water Treatment Operations, in the approved FY 24-25 Budget, and
2. if Item 1 is approved, authorize the General Manager to execute a contract with ACE Electric Motor to replace one variable frequency drive on Raw Water Pump, 112, with a new Nidec model.

No comments.

M/S Emmerson / Nelson 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:								

INFORMATIONAL ITEMS

11. Fiscal Year 2025-2026 Draft Budget

Discussed with the Board.

12. La Vista Tank and Booster Pump Project, Continuous Update #2

Directors requested that if next month it can include a look ahead schedule.

The General Manager informed the Board of Directors that they will include this in next month's report.

13. Amendments to Regulation 1010 to Delegate the Authority to Allow, Deny, or Settle Government Claims for Money or Damages Not Exceeding \$10,000 to the General Manager

Directors commented that they thought that the General Manager already had this authority but then came to learn that it is not written anywhere in the policies. This type of authority is common in most businesses and they do not see an issue approving this next month.

14. Congressional Funding for FY 26 Appropriations

Directors commented that it is great to see our Senator and Assembly Member supporting our projects and working with our congressional delegation by supporting them.

15. Ladera/Winding Way Wells Topside Construction Statement of Qualifications Selection

Directors inquired if staff thought about retaining GEI as the designer to check on what they are doing.

The General Manager informed the Board of Directors that GEI has a lot of contracts with CWD and they wanted to have a new set of eyes on this project. WSC have been contracted for the first portion of this project to review the contractor qualifications and will be retained for the second half if staff feels like they are doing a good job. Otherwise it will go out to bid and GEI is more than welcome to submit a bid.

16. WaterSMART Planning and Project Design Grant Selection

Directors commented that the estimated annual conservation of water is impressive.

Directors commented that this works out to about \$360 an acre foot over a 50 year period of time. They then inquired how much it cost to produce an acre foot of water.

The General Manager informed the Board of Directors that it cost more than that to produce an acre foot of water if all operations and CIP constructions are included. If it's just the production of water it is less.

17. Bajamont Water Treatment Plant Wildfire Defensible Space Follow-up

No comments.

18. Water Forum - Monthly Runoff and Allocation Report – March 2025

No comments.

19. RWA – Sacramento-Area Water Providers Boost Groundwater Reserves in 2024

Directors commented that they think it is a great article.

COMMITTEE REPORTS**20. Sacramento Groundwater Authority (SGA) Board Meeting**

Director Selsky Reports Out.

Director Selsky was absent therefore there is no report.

21. Regional Water Authority Executive Committee and Regular Meeting

Director Greenwood Reports Out.

Director Greenwood reported that at the last meeting there was four key items that was discussed. The first was the reclassifications of jobs within RWA. The Board Clerk position was reclassified to Project Manager for the Board of Directors and the Finance and Administrative Manager was reclassified to Finance Director. The second topic was about several programs and initiatives and among them was the water bank, the North American Sub basin Groundwater Sustainability Plan, and the Water Forum Agreement. The third item was the budget for fiscal year 2025-2026. He mentioned that the projected income was going to be a negative but now there is a surplus of \$120,000 due to cutting of certain spending. RWA announced that due to the surplus in the budget, there will not be an increase in dues for its members. The last item was about the process when a Board member stepped down while on the Executive Committee. There is nothing in RWA's policies or bylaws on how to fill that vacancy; so a sub-committee was formed to create a procedure for instances like this.

22. Carmichael Chamber of Commerce

Director Nelson Reports Out.

Director Nelson reported that in the last meeting they discussed that SMUD is going to have a 2.75% rate increase, the state homeless budget with 40% of it going towards programs for sobriety and addiction oversight, Trump's \$3 federal tax for every dollar a state gives to illegal aliens, and potential purchase for the nursery property on Manzanita which is for sale for \$4 million.

23. Other Committee Report

Directors Report Out.

Director Emmerson reported attending the ACWA Region 4 Board Meetings and he met the Interim Executive Director, Marwan Khalifa. Director Emmerson commented that he is a very personable and intelligent person and that he is going to be putting his hat for the Executive Director position.

Director Nelson reported attending the Water Forum meeting and the Water Forum 2050 Agreement final draft is out for review.

The General Manager informed the Board of Directors that the final draft was given to the Directors in December and not much has changed since then. The only change is in the GFA and this will be in the next Board packet for the Boards review. Water Forum is not looking for substantial editorial changes but are looking for comments or concerns. There will also be a tour to all the water agencies within the Water Forum and the new Executive Director will be doing the presentations.

STAFF REPORTS:**24. General Manager and District Activity Report – March 2025**

Discussed with the Board.

25. Director's Expense Reimbursement Summary – March 2025

No comments.

GENERAL CORRESPONDENCE/INFORMATION:**26. Director's Written and/or Oral Reports**

No reports.

ADJOURNMENT: President Greenwood adjourned the meeting at: **9:22 p.m.**



Special Board Meeting
Thursday, May 1, 2025, 1:00 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 1st day of May at 1:00 p.m.

ATTENDANCE:

Directors: Ronald Davis, Mark Emmerson, and Ron Greenwood

Staff: Cathy Lee, Gaby Padilla, Debbie Martin, Ben Strange, David Biagi, Lucas Campbell, Greg Norris

Public: Zero (0) Members of the Public

CALL TO ORDER: President Greenwood called the meeting to order at: 1:05 p.m.

BUDGET WORKSHOP

1. **Budget Workshop**

Discussed with the Board.

ADJOURNMENT: President Greenwood adjourned the meeting at: 2:39 p.m.

Ron Greenwood, Board President

Cathy Lee, Board Secretary

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CARMICHAEL WATER DISTRICT
MONTHLY EXPENDITURES REPORT
For the period March 1 to March 31, 2025

Check #	Check date	Payee	Description: "Division: Department - Object - detail data"	Amount
76899	3/12/2025	ACI formerly Official Payments Corp	Admin svcs: Finance: Customer Service - Payment processing fees - January	62.15
76900	3/12/2025	ACWA JPIA (Dental vision life et al)	All Depts: March Dental, vision, EAP	3,025.66
76901	3/12/2025	BZ Service Station Maintenance Inc	Distribution: Admin - Inspections (Mandated Annual Vapor Recovery Test)	782.69
76902	3/12/2025	Bay Alarm Company	Admin svcs: General admin - Facility expense, Production: WTP- Facilities expense	1,212.18
76903	3/12/2025	Best Cleaning Team LLC	Production: WTP Ops, Admin: General Admin - Facility Maint - Janitorial -February	1,500.00
76904	3/12/2025	BSK Associates	Production: WTP Ops - Water quality	683.00
76905	3/12/2025	Carbon Health Medical Group of CA	Admin svcs: HR - Exams and screenings	119.00
76906	3/12/2025	Carmichael Tire & Auto Repair	Distribution: Admin - Equipment repair and maintenance	70.00
76907	3/12/2025	Cavanaugh & Associates PA	Admin svcs: Outreach- Water loss audit	5,000.00
76908	3/12/2025	Elite Power Inc	Admin svcs: General admin - Facility expense	649.00
76909	3/12/2025	EMA Inc	CIP - SCADA upgrade	7,181.00
76910	3/12/2025	Ferguson Waterworks	Distribution: Admin - tools	215.49
76911	3/12/2025	Frisch Engineering Inc	CIP - Garfield Well Electrical improvements	2,552.50
76912	3/12/2025	GEI Consultants Inc	CIP - La Sierra Well	16,809.10
76913	3/12/2025	Idexx Distribution Inc	Production: Admin - Lab chemicals and supplies	580.95
76914	3/12/2025	Network Design Associates Inc	Admin svcs: IT - Network monitoring/Risk assessment, IT - Contract services, IT- Hardware	5,445.25
76915	3/12/2025	New Image Landscape Company	CIP - La Vista Tank and pump station	3,100.00
76916	3/12/2025	Pace Supply Corp	Inventory	10,891.11
76917	3/12/2025	PG&E	Admin svcs: General admin - Facility expense	642.46
76918	3/12/2025	Planet Paving & Grading	CIP - Service Line Replacement, Main line repair	11,857.20
76919	3/12/2025	Royal Electric Company	CIP - Garfield Well Electrical improvements	4,275.00
76920	3/12/2025	Sierra National Construction	CIP - La Sierra Well	280,848.50
76921	3/12/2025	Somach Simmons & Dunn	Admin svcs: GM - Water rights/management, CIP- La Vista	10,029.09
76922	3/12/2025	US Bank	See "Credit card expenses" below	
76923	3/12/2025	USBank (Bond)	Admin svcs: Finance: Accounting - Bank charges	3,140.00
76924	3/12/2025	West Coast Energy Systems LLC	CIP - La Vista Tank and pump station	1,198.00
76925	3/12/2025	West America Bank - Petty Cash	CIP - District wide security upgrade	20.00
76926	3/17/2025	BHI Management Consulting	Admin svcs: GM - Studies/Contracts - Professional services for Employee Survey and Strategic Plan Development	3,608.00
76927	3/17/2025	Brower Mechanical Inc	Admin svcs: General admin - Facility expenses	1,551.00
76928	3/17/2025	BSK Associates	Production: WTP Ops - Water quality	420.00
76929	3/17/2025	Buckmaster Office Solutions	Admin svcs: IT - Equipment repairs and maintenance	284.91
76930	3/17/2025	California Surveying and Drafting Supply	Admin svcs: Engineering - Software and licensing - GIS monthly software fees - March	150.00
76931	3/17/2025	Clark Pest Control	Admin svcs: General admin, Production: WTP Ops - Facility expenses - Pest control	445.00
76932	3/17/2025	Comcast	Admin svcs: IT, Production: WTP Ops - Telecommunication	1,676.34
76933	3/17/2025	Core & Main LP	Inventory	20,826.81
76934	3/17/2025	County of Sacramento - Encroachment Permits	Distribution : Admin - Inspection services	302.50
76935	3/17/2025	DataProse LLC	Admin svcs: Finance: Customer service - Billing expense- November, February	12,201.97
76936	3/17/2025	Dugan Management and Engineering Inc	CIP - Claremont MLRP	24,698.55
76937	3/17/2025	Elite Power Inc	Admin svcs: General admin-Facility expenses	5,026.89
76938	3/17/2025	Employee Relations Inc	Admin svcs: HR - Exams and screenings	758.58
76939	3/17/2025	GEI Consultants Inc	CIP - Ladera, Winding Way, Barrett Road Demo, and Dewey Well Demo	26,427.75
76940	3/17/2025	Hach Company	Production: Admin - Lab supplies	613.09
76941	3/17/2025	Home Depot	Admin svcs: General admin - Facility expenses, Distribution: Admin - Fuel	370.54

CARMICHAEL WATER DISTRICT
MONTHLY EXPENDITURES REPORT
For the period March 1 to March 31, 2025

Check #	Check date	Payee	Description: "Division: Department - Object - detail data"	Amount
76942	3/17/2025	Inland Business Systems Inc	Admin svcs: IT - Equipment repairs and maintenance	76.66
76943	3/17/2025	Invoice Cloud Inc	Admin svcs: Finance: Customer service - Payment processing - February	2,469.85
76944	3/17/2025	Network Design Associates Inc	Admin svcs: IT - Network monitoring/Risk assessment	850.00
76945	3/17/2025	New Answernet Inc	Admin svcs: IT - Telecommunications - March answering services	200.00
76946	3/17/2025	New Image Landscape Company	Admin svcs: Gen admin, Prod: WTP Ops - Facility Maint, Well Ops - Repairs/Maint	2,065.00
76947	3/17/2025	Olin corp	Production: WTP Operations - Chemicals	15,357.36
76948	3/17/2025	Patron Trucking Inc	Distribution: Transmission and distribution - Road materials	1,330.62
76949	3/17/2025	PG&E	Production: WTP Ops - Power	24.29
76950	3/17/2025	Quest UCCS Synectic Technologies	Admin svcs: IT - Equipment repairs and maintenance (Quarterly phone system maintenance)	253.35
76951	3/17/2025	Quill.com	Admin svcs: Gen admin - Office supplies	160.16
76952	3/17/2025	Rawles Engineering Inc	Distribution: Transmission and distribution - Infrastructure repairs and maintenance, CIP - Claremont	14,080.00
76953	3/17/2025	Richardson & Company LLP	Admin svcs: Finance: Accounting - Audit and accounting services	1,500.00
76954	3/17/2025	Sacramento County Utilities	Production: WTP Operations - Utilities	102.40
76955	3/17/2025	SMUD	Production: Well Ops and WTP Ops, Admin svcs: General admin - Facility expenses - Power	78,642.12
76956	3/17/2025	Toppel Consulting Inc	CIP - La Vista Tank and pump station	15,694.00
76957	3/17/2025	USA BlueBook	Production: WTP - Systems maintenance	435.40
76958	3/17/2025	Verizon Wireless	Admin svcs: IT, Production: WTP Operations - Telecommunications, IT - Hardware	1,528.25
76959	3/17/2025	Waste Management of Sacramento	Admin svcs: General Admin, Production: WTP Ops - Facility expenses: Utilities	688.97
76960	3/17/2025	Well Industries Inc DBA North State Dril	CIP - Winding Way well, CIP - Ladera well	933,406.82
76961	3/20/2025	Manuel Garcia	Final pay	876.90
76962	3/26/2025	Amazon Capital Services Inc	Admin svcs: IT - Hardware, Distribution: Admin - Safety, Office supplies	677.61
76963	3/26/2025	Banks & Watson	Admin svcs: Finance: Accounting - Audit/ accounting services (Audit response letter)	580.00
76964	3/26/2025	Bartkiewicz Kronick & Shanahan	Admin svcs: Board - Legal services	296.25
76965	3/26/2025	Bay Alarm Company	Admin svcs: General admin, Production: WTP - Facility expense	1,212.18
76966	3/26/2025	Brenntag Pacific Inc	Production: WTP Operations - Chemicals	986.81
76967	3/26/2025	Brower Mechanical Inc	Admin svcs: General admin - Facility expenses, Production: WTP Operations - Facility maintenance	1,213.91
76968	3/26/2025	BSK Associates	Production: WTP Ops, Well Ops - Water quality	484.79
76969	3/26/2025	Domenichelli and Associates Inc	Engineering: Professional services - Fire flow	1,365.80
76970	3/26/2025	ESRI Inc (Environmental Sys Research Ins	Admin svcs: Engineering - Software	11,600.00
76971	3/26/2025	Ferguson Waterworks	Inventory, Admin svcs: Information technology - Software	11,876.60
76972	3/26/2025	Filmtec Corp (formerly Evoqua)	Production: WTP - Systems maintenance	3,748.00
76973	3/26/2025	Fire code Safety Equipment Inc	Production: WTP Operations - Facilities expense	1,263.02
76974	3/26/2025	Frisch Engineering Inc	CIP - Garfield Well Electrical improvements	4,847.50
76975	3/26/2025	Gary Lomax	Admin: Public Outreach and Water Efficiency - Water efficiency Program expenses - Turf replacement	392.00
76976	3/26/2025	Hunt & Sons Inc	Distribution: Administration - Fuel	4,093.48
76977	3/26/2025	Liebert Cassidy Whitmore	Admin svcs: HR - Personnel legal	540.00
76978	3/26/2025	Network Design Associates Inc	Admin svcs: IT - Network monitoring/Risk assessment, Contract services, Hardware	3,790.36
76979	3/26/2025	Pace Supply Corp	Inventory	891.49
76980	3/26/2025	Paul Selsky	Admin svcs: Board of Directors - Travel and meetings	20.77
76981	3/26/2025	PG&E	Admin svcs: General admin - Facility expenses - Power	444.33
76982	3/26/2025	Pitney Bowes Global Financial Services	Admin svcs: General admin - Equipment rental expense	148.59
76983	3/26/2025	Quill.com	Admin svcs: Gen admin - Office supplies	208.83
76984	3/26/2025	R&S Overhead Doors and Gates of Sacramento	Production: WTP Operations - Facilities expense	300.60
76985	3/26/2025	Sacramento County Recorder	Admin svcs: Finance: Customer Service - Lien release fees	40.00

CARMICHAEL WATER DISTRICT
MONTHLY EXPENDITURES REPORT
For the period March 1 to March 31, 2025

Check #	Check date	Payee	Description: "Division: Department - Object - detail data"	Amount
76986	3/26/2025	Sacramento County Utilities	Production: WTP Operations, Admin svcs: Gen admin - Facilities expense - Utilities	694.99
76987	3/26/2025	Sierra Chemical Company (West Sac)	Production: WTP Operations - Chemicals	1,096.00
76988	3/26/2025	US Bank	See "Credit card expenses" below	
76989	3/26/2025	West Coast Energy Systems LLC	CIP - La Vista Tank and pump station	1,198.00
76990	3/26/2025	West America Bank - Petty Cash	CIP - Claremont	50.00
EFT				
40570	3/5/2025	CalPERS 457 Plan	457 Payment for the pay period 2/17/25-3/2/25	5,088.97
40571	3/21/2025	CalPERS 457 Plan	457 Payment for the pay period 3/3/25-3/16/25	5,179.47
40572	3/21/2025	CalPERS (Pension contribution)	Pension Contribution (ER and EE) Pay period 2/17/25-3/2/25	17,894.24
40573	3/21/2025	CalPERS (Pension contribution)	Pension Contribution (ER and EE) Pay period 3/3/25-3/16/25	19,265.17
40574	3/22/2025	Deluxe	Admin svcs: Finance: Accounting - Bank charges	686.32
40575	3/31/2025	Pitney Bowes	Admin svcs: Gen admin - Postage	200.00
40576	3/1/2025	CalPERS (Medical)	All Depts: Benefits - March Medical insurance premium	72,021.56
40577	3/1/2025	Mutual of Omaha	All Depts: Benefits - March LTD and life insurance premiums	1,544.71
Credit Card Expenses				
76922	3/12/2025	US Bank		4451.34
		Amazon	Admin svcs: Gen admin - Office Supplies	139.00
		LLG Industrial	Production: WTP- Systems maintenance	435.00
		Sprinkler Service and Supply	Production: Admin-Supplies	8.77
		LLG Industrial	Production: WTP- Systems maintenance	87.70
		GFOA	Admin svcs: HR - Employment advertising	200.00
		Super clean	Admin: General admin - Vehicle maintenance and repairs	20.99
		Governmentjobs.com	Admin svcs: HR - Employment advertising	199.00
		Rocket Restrooms	CIP - La Vista Tank and pump station	53.88
		GFOA	Admin svcs: Finance: Accounting - Accounting audit services	460.00
		ACWA	Admin svcs: Board of Directors - Travel and meetings - Spring conference (Selsky)	949.00
		ACWA	Admin svcs: Board of Directors - Travel and meetings - Spring conference (Greenwood)	949.00
		ACWA	Admin svcs: Board of Directors - Travel and meetings - Spring conference (Nelson)	949.00

CARMICHAEL WATER DISTRICT
MONTHLY EXPENDITURES REPORT
For the period March 1 to March 31, 2025

Check #	Check date	Payee	Description: "Division: Department - Object - detail data"	Amount
76988	3/26/2025	US Bank		5756.72
		Harbor Freight	Distribution: Admin - tools	41.97
		Camellia City Chevron	Distribution: Transmission and distribution - Vehicle repairs and maintenance	58.91
		Waterwise Pro	Distribution: Admin- Training and certifications	250.00
		Office of Water Programs	Distribution: Admin- Training and certifications	198.75
		Office of Water Programs	Distribution: Admin- Training and certifications	25.00
		Home Depot	Distribution: Admin - Shop supplies	231.72
		ACWA	Admin svcs: HR - Training, certifications, travel and meetings - ACWA Spring conference - Lee	949.00
		Messenger Publishing Group	Board advertising, ,meeting and legal notices	243.00
		Rocket Restrooms	CIP - La Vista Tank and pump station	53.88
		Autodesk	Admin svcs: Engineering - Software	2,030.00
		Super Clean	General admin - Vehicle maintenance and repairs	20.99
		Booking.com	Admin svcs: HR - Training, certifications, travel and meetings - ACWA Spring conference lodging - Lee	395.82
		American Stormwater Institute	Admin svcs: HR - Training, certifications, travel and meetings (Engineering training)	399.00
		ACWA	Admin svcs: Board of Directors - Travel and meetings - Greenwood Region 4 tour fees	70.00
		CARB	Admin services: General admin - License, fees, permits (Clean Truck Check program fees)	30.90
		Rocket Restrooms	CIP - La Vista Tank and pump station	75.00
		Booking.com	Directors Travel and meetings - ACWA Spring conference lodging - Greenwood	682.78
Check register total				1,727,143.82
		Payroll	Employee and Director pay, payroll taxes, payroll processing fees (Pay dates: 3/5/25, 3/19/25)	217,554.03
Total cash expenditures				1,944,697.85

*******INFORMATIONAL*******

Bond expenditures to be reimbursed to the General Fund from the Bond Proceeds account

76921	3/12/2025	Somach Simmons & Dunn	CIP - La Vista Tank and pump station	860.00
76924	3/12/2025	West Coast Energy Systems LLC	CIP - La Vista Tank and pump station	1,198.00
76956	3/17/2025	Toppel Consulting Inc	CIP - La Vista Tank and pump station	15,694.00
76989	3/26/2025	West Coast Energy Systems LLC	CIP - La Vista Tank and pump station	1,198.00
76922	3/12/2025	Rocket Restrooms	CIP - La Vista Tank and pump station	53.88
76988	3/26/2025	Rocket Restrooms	CIP - La Vista Tank and pump station	53.88
76988	3/26/2025	Rocket Restrooms	CIP - La Vista Tank and pump station	75.00
76915	3/12/2025	New Image Landscape Company	CIP - La Vista Tank and pump station	3,100.00
Total Bond expenditures				22,232.76

CARMICHAEL WATER DISTRICT
Budget to Actual
For the nine months ended March 31, 2025
75% of the Budget expired

	March Actual	Fiscal YTD Actual	Fiscal Year Amended Budget*	\$ Budget Available	% of Budget Used
Revenue					
District revenue					
Water sales	\$ 1,230,623	\$ 13,718,256	\$ 17,820,000	\$ 4,101,744	76.98%
Water service fees and charges	5,624	42,821	80,000	37,179	53.53%
Other service fees	15,416	119,745	134,000	14,255	89.36%
Grant revenue	721,425	958,997	7,750,000	6,791,003	12.37%
Interest income	17,617	292,558	400,000	107,442	73.14%
Miscellaneous	1,927	51,804	76,450	24,646	67.76%
Facility fees	-	-	50,000	50,000	0.00%
Total District revenue	1,992,632	15,184,181	26,310,450	11,126,269	57.71%
Outside boundary sales					
Treatment and delivery charges	85,311	767,801	1,452,000	684,199	52.88%
Total Outside boundary sales	85,311	767,801	1,452,000	684,199	52.88%
TOTAL REVENUE	2,077,943	15,951,982	27,762,450	11,810,468	57.46%
Expenditures					
Bond interest expense					
COPS Interest	77,529	708,949	947,131	238,182	74.85%
Administrative Services					
Board of Directors					
Director's Fees, taxes, insurance	2,945	15,925	37,948	22,023	41.97%
Board expenses	6,008	26,424	65,500	39,076	40.34%
Total Board of Directors Department	8,953	42,349	103,448	61,099	40.94%
Office of the General Manager					
Salaries, benefits, taxes	28,757	249,305	344,073	94,768	72.46%
Studies, contracts, water rights/water management	7,292	48,383	180,000	131,617	26.88%
Total Office of the General Manager	36,049	297,688	524,073	226,385	56.80%
Engineering/Technical Services					
Salaries, benefits, taxes	51,411	510,955	760,041	249,086	67.23%
Departmental staff allocation to Production	(12,872)	(115,848)	(154,469)	(38,621)	75.00%
Software licensing, supplies, general office	4,263	13,297	28,500	15,203	46.66%
General engineering/contract services	1,366	25,612	50,000	24,388	51.22%
Total Engineering Department	44,168	434,016	684,072	250,056	63.45%
Finance					
Salaries, benefits, taxes	37,674	335,158	546,429	211,271	61.34%
Professional and contract services	2,080	38,280	80,000	41,720	47.85%
Fees and charges	686	3,983	19,460	15,477	20.47%
Total Finance Department	40,440	377,421	645,889	268,468	58.43%
Customer Service					
Salaries, benefits, taxes	30,297	272,149	392,781	120,632	69.29%
Billing expense	12,202	49,489	76,000	26,511	65.12%
Payment processing and collection fees	4,446	41,231	62,900	21,669	65.55%
Professional and contract services	-	-	5,000	5,000	0.00%
Total Customer Service Department	46,945	362,869	536,681	173,812	67.61%
Human Resources					
Salaries, benefits, taxes	10,108	89,275	127,402	38,127	70.07%
Recruitment, exams/screenings, contract services	759	5,660	12,500	6,840	45.28%
Legal and litigation expense	540	2,445	62,000	59,555	3.94%
Training/certification/travel/meetings	1,744	5,848	17,200	11,352	34.00%
Employee recognition	-	1,428	3,000	1,572	47.60%
Total Human Resources Department	13,151	104,656	222,102	117,446	47.12%

CARMICHAEL WATER DISTRICT
Budget to Actual
For the nine months ended March 31, 2025
75% of the Budget expired

	March Actual	Fiscal YTD Actual	Fiscal Year Amended Budget*	\$ Budget Available	% of Budget Used
Information Technology					
Contract services	4,225	30,436	70,200	39,764	43.36%
Software licensing, website maintenance, cybersecurity	13,013	88,682	153,500	64,818	57.77%
Hardware and supplies	1,526	4,095	20,500	16,405	19.98%
Equipment repairs/maintenance	982	3,725	10,000	6,275	37.25%
Telecommunications	2,595	13,535	15,000	1,465	90.23%
Allocation of IT expenses to Production	(3,592)	(32,328)	(43,100)	(10,772)	75.01%
Total Information Technology Department	18,749	108,145	226,100	117,955	47.83%
Public Outreach and Water Efficiency					
Public Outreach					
Outreach Printing, mailing, postage	-	215	15,000	14,785	1.43%
Total Public Outreach	-	215	15,000	14,785	1.43%
Water Efficiency					
Salaries, benefits, taxes	8,068	75,566	114,293	38,727	66.12%
Dues and memberships	1,312	11,810	15,500	3,690	76.19%
General expenses, water loss audit services	-	5,000	6,250	1,250	80.00%
Water efficiency outreach events	-	1,565	10,000	8,435	15.65%
Turf replacement/Rachio grant program and conservation supply	392	15,124	139,270	124,146	10.86%
Total Water Efficiency	9,772	109,065	285,313	176,248	38.23%
Total Public Outreach/Water Efficiency Department	9,772	109,280	300,313	191,033	36.39%
General Administration					
Dues and memberships	11,731	125,378	183,751	58,373	68.23%
Facility expenses	13,944	57,239	116,500	59,261	49.13%
Fees and permits	31	8,693	13,570	4,877	64.06%
General administration expenses	1,138	6,575	17,750	11,175	37.04%
Retiree medical	24,292	194,748	275,000	80,252	70.82%
Insurance: Property, general liability, auto	9,508	89,234	110,500	21,266	80.75%
Total General Administration Department	60,644	481,867	717,071	235,204	67.20%
Total Administrative Services expenses	278,871	2,318,291	3,959,749	1,641,458	58.55%
Production expenses					
Production Administration					
Salaries, benefits, taxes	91,484	890,879	1,336,319	445,440	66.67%
General administration expenses	22,270	157,430	204,550	47,120	76.96%
Training/certification/travel/meetings	-	1,775	7,000	5,225	25.36%
Total Production Administration Department	113,754	1,050,084	1,547,869	497,785	67.84%
Treatment Plant Operations					
Facility expenses	5,919	26,228	49,300	23,072	53.20%
Water quality	2,784	29,593	45,000	15,407	65.76%
Chemicals	28,449	189,976	257,000	67,024	73.92%
Power	133,543	761,305	951,600	190,295	80.00%
Systems maintenance	13,257	71,969	155,000	83,031	46.43%
Fees, permits, services	5,929	54,156	96,875	42,719	55.90%
Total Treatment Plant Operations Department	189,881	1,133,227	1,554,775	421,548	72.89%
Well Operations					
Power	20,511	206,835	367,750	160,915	56.24%
Well site/Reservoir maintenance	8,002	46,054	65,800	19,746	69.99%
Licenses, fees, permits	-	3,898	5,000	-	-
Total Well Operations Department	28,513	256,787	438,550	181,763	58.55%
Total Production Expenses	332,148	2,440,098	3,541,194	1,101,096	68.91%

CARMICHAEL WATER DISTRICT
Budget to Actual
For the nine months ended March 31, 2025
75% of the Budget expired

	March Actual	Fiscal YTD Actual	Fiscal Year Amended Budget*	\$ Budget Available	% of Budget Used
Distribution Expenses					
Distribution Administration					
General administration and facility expenses	5,432	21,897	76,800	54,903	28.51%
Fees, permits, services	303	10,358	30,400	20,042	34.07%
Vehicle repairs and maintenance	184	3,836	56,000	52,164	6.85%
Fuel	6,550	23,788	45,000	21,212	52.86%
Training/certification/travel/meetings	474	1,762	12,000	10,238	14.68%
Total Distribution Administration Department	12,943	61,641	220,200	158,559	27.99%
Transmission and Distribution Maintenance					
Salaries, benefits, taxes	92,263	847,621	1,473,797	626,176	57.51%
Capitalized labor, benefits, taxes	(11,200)	(122,050)	(493,319)	(371,269)	24.74%
Infrastructure repairs	23,491	167,110	505,500	338,390	33.06%
Road restoration	3,316	104,243	436,000	331,757	23.91%
Total Transmission and Distribution Maintenance Department	107,870	996,924	1,921,978	925,054	51.87%
Total Distribution Expenses	120,813	1,058,565	2,142,178	1,083,613	49.42%
TOTAL O&M EXPENSES	809,361	6,525,903	10,590,252	4,064,349	61.62%
Capital expenditures					
Capital funded by rates and grants					
Administrative Services- Capital improvements	-	38,701	110,000	71,299	35.18%
Production - WTP Facility improvements	2,091	286,083	574,000	287,917	49.84%
Production - Wells (Includes grant funded projects)	1,766,023	4,666,592	9,521,700	4,855,108	49.01%
Production - Vehicle and equipment	-	-	90,000	90,000	0.00%
Distribution - In house constructed assets	18,412	454,173	600,000	145,827	75.70%
Distribution - Mainline projects	35,513	136,967	2,350,000	2,213,033	5.83%
Distribution - Vehicles and equipment	-	-	270,000	270,000	0.00%
Total Capital funded by rates and grants	1,822,039	5,582,516	13,515,700	7,933,184	41.30%
Capital funded by reserves					
Membrane replacement expense	-	177,405	200,000	22,595	88.70%
Sacramento County impact projects	-	6,420	200,000	193,580	3.21%
Total Capital Funded by reserves	-	183,825	400,000	216,175	45.96%
Debt service, Other sources/Uses of funds					
Series B (2010 COP's Refinanced)	-	1,545,000	1,545,000	-	100.00%
PERS unfunded Liability	-	-	300,000	300,000	0.00%
OPEB liability funding	-	-	200,000	200,000	0.00%
Total Debt Service, Other sources/Uses of funds	-	1,545,000	2,045,000	500,000	75.55%
Reserve Funding/(Uses)					
Filter skid replacement	-	-	650,000	650,000	0.00%
Membrane replacement	-	-	200,000	200,000	0.00%
Facilities fees	-	-	50,000	50,000	0.00%
Ranney collector reserve	-	-	500,000	500,000	0.00%
Capital replacement reserves	-	-	(188,502)	(188,502)	0.00%
Total Reserve Funding/(Uses)	-	-	1,211,498	1,211,498	0.00%
Total Expenditure, Debt service, Fund Sources/(Uses), Reserves	2,631,400	13,837,244	27,762,450	\$ 13,925,206	49.84%
Budget surplus (deficiency)					
	\$ (553,457)	\$ 2,114,738		\$ -	
Capital projects funded by Bonds					
CIP - La Vista Tank and Pump Station	\$ 141,516	\$ 1,678,269	\$ 4,000,000	\$ 2,321,731	41.96%
Total Capital projects funded by Bonds	\$ 141,516	\$ 1,678,269	\$ 4,000,000	\$ 2,321,731	41.96%

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Topic: Treasurer's Report - Quarter Ending March 31, 2025

Date: May 5, 2025

Item For: Consent

Submitted By: Debbie Martin, CPA (Inactive), Finance Manager/Treasurer

BACKGROUND

In accordance with Government Code Section 53646 (b) (1) and Directors' Policy 9600, Investment of District Funds, the Treasurer's Report for the quarter ended March 31, 2025 is hereby submitted. The purpose of the Treasurer's Report is to update the Board and the public on the status of the District's cash balances and investments, highlight material changes from one period to another, and provide sufficient and relevant detail regarding the District's investments and cash balances.

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

The activity of the funds for the quarter ended March 31, 2025 was as follows:

Bank account - Name	Bank balance as of December 31, 2024	Revenue and transfers in	Expenditures and transfers out	Investment income	Bank balance as of March 31, 2025	Change
Westamerica Bank (WAB):						
Checking	\$ 22,181,315.72	\$ 4,227,239.57	\$ (6,072,512.78)	\$ -	\$ 20,336,042.51	\$ (1,845,273.21)
Grant fund	2,500,000.38	-	-	-	2,500,000.38	-
Facilities fees (Restricted)	238,079.85	-	-	41.66	238,121.51	41.66
Local Agency Investment Fund (LAIF)	5,240,042.74	-	-	60,943.13	5,300,985.87	60,943.13
US Bank - Series A Payment fund	184.65	357,614.72		1.79	357,801.16	357,616.51
US Bank - Series B Payment fund	798.08	106,571.28		7.72	107,377.08	106,579.00
US Bank- Bond proceeds - restricted	5,942,809.16	-	-	57,459.96	6,000,269.12	57,459.96
Total	\$ 36,103,230.58	\$ 4,691,425.57	\$ (6,072,512.78)	\$ 118,454.26	\$ 34,840,597.63	\$ (1,262,632.95)

SUMMARY/DISCUSSION

At the end of the previous quarter on December 31, 2024, the value of the District's total portfolio, including unspent bond proceeds was \$36,103,230.58. As the District moved in to the third quarter of the fiscal year, cash balances dropped overall by \$1,262,632.95 to end at \$34,840,597.63. A decrease in revenue collections is the primary driver for the cash decrease this quarter with usage reflecting the normal decline that occurs during the winter months of this quarter. This is not reflective of an overall decline in revenue, however, as year to date water sales continues to trend higher than last year by 14% with usage recording at 9% higher than this time last year (April 2025 Billing Department Report). CIP expenditures are pacing upward as project activities resume with winter season close out.

The District advanced \$465K in March to the Series A/Series B US Bank bond accounts in anticipation of the bond interest payments due on May 1. Advanced funding of the bond payment amounts due increases the investment income earned by the District as the idle funds are invested in the First American Funds Money Market at US Bank earning dividends until such time as the bond payments are made.

Drawdown of the unspent bond proceeds will resume in the upcoming quarter with the construction restart this quarter for the La Vista Tank and Pump Station project. Investment income will decrease correspondingly with the drawdown of the funds.

The District's investment income continued a decrease this quarter by another \$8,110.40 as interest rates for all accounts continued their slow descent downward this quarter. Interest income on Reserve funds deposited in LAIF decreased this quarter by \$469.92 over the last quarter with the bond proceeds held in the money market at US Bank also decreasing by \$6,666.34 from the prior quarter. Interest rates at US Bank for the First American Government Money Market Fund steadily declined this quarter from its high of 4.78% at this time last year to a low of 3.82% at March 31, 2025. The reserve investments in LAIF and the unspent bond proceeds funds are the largest contributors to the District's interest earnings. Earnings on reserve funds held in the General Fund at West America Bank are used to offset banking fees. LAIF's yield decreased another .31% over last quarter to yield 4.31% this quarter.

The District's investments for reserves were held in the West America Bank general fund and in LAIF. The Board approved and authorized the General Manager to transfer from West America Bank \$10,000,000.00 of reserve funds to two additional pooled investment funds: California Class and CalTrust. The new accounts were opened and established with funding completed in April. Currently, California Class and CalTrust are yielding about 4.39%. The Board is committed to long range capital project planning and will continue evaluating investing options and reserve funding at each budget cycle.

The overall portfolio holdings at March 31, 2025 are listed in the following table:

Holdings	Yield %	Fair Market Value		Maturity Date	% of holding
		Cost	Value		
WAB - Demand deposits - General fund and Grant fund	Analysis fee offset	\$ 22,836,042.89	\$ 22,836,042.89	N/A	65.5%
Local Agency Investment Fund (LAIF)	4.31%	5,305,487.26	5,300,985.87	N/A	15.2%
WAB - Demand deposit - Facilities fees - Restricted	0.07%	238,121.51	238,121.51	N/A	0.7%
US Bank - Series A/B U.S. Money Market Funds	3.82%	465,178.24	465,178.24	N/A	1.4%
US Bank - Bond proceeds - U.S. Money Market Funds- Restricted	3.82%	6,000,269.12	6,000,269.12	N/A	17.2%
		<u>\$ 34,845,099.02</u>	<u>\$ 34,840,597.63</u>		<u>100.0%</u>

The holdings are allocated as follows: 1) The District's holdings at Westamerica Bank dip down to 65.5% representing funds held for short term operational needs and reserve accumulations, 2) LAIF holdings have increased to 15.2% and are invested in short-term investments that are considered liquid, holding long term reserves for future capital infrastructure projects, 3) .7% are held in restricted funds from Facility fee collections invested in West America Bank Public Money Market Savings, 4) 1.4% are on deposit at US Bank, in a U.S. Money Market Fund, holding funds for the upcoming May 1 interest payments that are due on the Series A and Series B bond debt, and last, 5) Unspent COP bond proceeds on deposit with US Bank in First American Funds, Class D Government Obligations Money Market Fund, representing 17.2% of the holdings in a restricted account for designated capital projects.

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

The District's Other Post-Employment Benefit (OPEB) funds are held in the CalPERS Section 115 trust, CERBT. CalPERS manages the investments in the trust. As of March 31, 2025, the assets held in the trust had generated an annualized net rate of return since inception (October, 2016) of 6.60%. Total assets as of March 31, 2025 were \$3,707.371. As of June 30, 2023, (the last measurement date for completion of the OPEB liability actuarial valuation), the total OPEB liability was \$5,263,853. The Board designates annual additional contributions each budget year by Board policy and is currently funding retiree medical benefits outside of the trust.

FISCAL IMPACT

There is no direct fiscal impact as this is an informational update on the District's cash reserves.

RECOMMENDATION

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

ATTACHMENT(S)

None

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Topic: Amendment No. 2 to the Professional Services Agreement for Engineering Services during Construction of the La Vista Tank and Booster Pump Station Project- Kennedy Jenks

Date: May 5, 2025

Item For: Action

Submitted By: Greg Norris, Engineering Manager
Cathy Lee, General Manager

BACKGROUND

Because Kennedy Jenks (KJ) is the Engineer of Record for the La Vista Tank and Booster Pump Station Project (Project), the District executed a professional services agreement with KJ for engineering services during construction in February of 2021 for \$515,632.

An Amendment to the Agreement was executed in October 2022 for an additional \$228,092 to extend engineering services for an additional 6 months and a greater number of RFIs than predicted. Construction was stopped in November 2022 while the project site was under remediation and did not start back until December 2023. The Contractor (KKI) continued construction into April of 2024 at which time work stopped again due to a dispute with the contract.

After many months of negotiations, KKI and the District were able to agree to terms for KKI to return to work and complete the project. A Reinstatement Agreement was executed with KKI by the District on February 19, 2025 specifying that the contractor has 458 days to complete the work from that date. At this time, the District re-initiated the existing agreement with KJ to perform engineering duties. However, the funding in the existing PSA with KJ was not adequate to cover the agreed upon 458 days performance time.

SUMMARY/DISCUSSION

As of April 10, 2025, KJ's charges for engineering services under this agreement are \$627,218.80 leaving a remaining balance of \$116,505.20. Based on project demands, staff estimates that this contract will utilize the remaining amount of contract funds plus an additional \$111,476 to complete the need for engineering services related to construction. Staff have coordinated with KJ to best estimate the remaining level of engineering services during construction to finish the project. Attachment 2 includes a fee estimate from Kennedy Jenks to provide engineering services through the end of the project. (Note that there is a typo in the estimate which shows current contract value with Amendment No. 1 to be \$744,724. Actual value is \$743,724.)

FISCAL IMPACTS

The proposed Amendment No. 2 to the Professional Services Agreement with KJ for Engineering Services during Construction for the Project dated April 25, 2025 is anticipated to cost \$111,476. The District has sufficient funds in the budget for this professional services agreement amendment. The fiscal year 2024-2025 budget included \$1,500,000 for the Project.

RECOMMENDATION(s)

Staff recommends that the Board of Directors authorize the General Manager to execute an Amendment No. 2 to the professional services agreement with Kennedy/Jenks Consultants, Inc. for \$111,476 and authorize a \$20,000 contingency for an amended total agreement cost not to exceed the amount of \$875,200.

ATTACHMENT(s)

1. Draft Amendment No. 2 to the Professional Services Agreement for Engineering Services during Construction for the Project.
2. Fee Estimate and description by KJ for additional Service related to Engineering Services during the construction of the Project, dated April 25, 2025.

AMENDMENT NO. [2]
TO THE PROFESSIONAL SERVICES AGREEMENT FOR SERVICES BETWEEN
CARMICHAEL WATER DISTRICT
AND KENNEDY/JENKS CONSULTANTS, INC. FOR ENGINEERING SERVICES
DURING CONSTRUCTION OF THE LA VISTA TANK AND BOOSTER PUMP
STATION PROJECT

This Amendment No. [2] to the February 22, 2021 agreement between Carmichael Water District (“District”) and Kennedy/Jenks Consultants, Inc. (“Contractor”) concerning engineering services during construction (ESDC) of the La Vista Tank and Booster Pump Station Project, is made effective as of the date of the District’s signature, in Carmichael, California.

RECITALS:

- A. On February 22, 2021, District and Contractor entered into a professional services agreement for ESDC in connection with the La Vista Tank and Booster Pump Station Project (“Agreement”);
- B. District desires to extend the services provided by Contractor;
- C. Contractor is willing to perform the extended services; and
- D. The parties desire to amend the Agreement on the terms and conditions set forth below to provide for the extension of services by Contractor to include: (1) additional ESDC for the same Task items included in the original Agreement, (2) revision of Task budget items, (3) adjustment to labor rates.

AGREEMENT:

- 1. **Description of Extended Services.**
 - a) Contractor will provide ESDC for the remaining 16 months of construction. Task items included in the ESDC are listed and described in the scope of work contained in the attached letter dated April 25, 2025 and attached to this Amendment No. [2] as Exhibit A.
 - b) Labor hours added to original Task items budgeted for ESDC as listed in the Fee Estimate shown in attached Exhibit A.

- c) Labor rates applied to Task items in original Agreement and Amendment No. [1] have been adjusted to reflect labor rates for 2025 and 2026 for the remainder of construction as described in attached Exhibit A.

2. Compensation.

- a) The total compensation for the additional engineering services described in this Amendment No. [2] shall not exceed \$111,476 (One Hundred Elven Thousand Four Hundred Seventy-Six Dollars). Compensation shall be based on Contractor's fee estimate which is attached hereto and incorporated herein as Exhibit A to this Amendment No. [2].
- b) The not-to-exceed amounts of compensation described in subdivision (a) of this Section 2 are in addition to the not-to-exceed amount set forth in Section C. of Amendment No. [1] to the Agreement. With this Amendment No. [2], Contractor's total not-to-exceed compensation is \$855,200 (Eight Hundred Fifty-Five Thousand Two Hundred Dollars).

3. Term of Agreement.

This Amendment shall become effective on the date of the District's signature. The Agreement, together with this Amendment No. [2], shall expire on May 1, 2027 unless terminated earlier pursuant to Section 10.4. 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

Dated: _____

By: _____
Cathy Lee, General Manager

KENNEDY/JENKS CONSULTANTS, INC.

Dated: _____

By: _____

[Name/Title]



25 April 2025

Ms. Cathy Lee
General Manager
Carmichael Water District
7837 Fair Oaks Boulevard
Carmichael, CA 95608

Subject: Amendment No. 2 to Agreement for Engineering Services During Construction for the La Vista Tank and Booster Pump Station Project

Dear Ms. Lee:

Kennedy Jenks Consultants (Kennedy Jenks, CONSULTANT) is pleased to submit this Amendment No. 2 to the Agreement with Carmichael Water District (District, CLIENT) to continue our performance of Engineering Services During Construction (ESDC) for the La Vista Tank and Booster Pump Station Project. The Agreement was originally based upon the project status at that time (8 December 2020) and assumed the project would be completed within a Construction Contract period ending in December 2022 and our services ending in February 2023 (24 months). Effective November 1, 2022, the District extended the Kennedy Jenks ESDC services by Amendment No.1 which was based upon project status with a Construction completion projection being by the end of July 2023 and ESDC services being completed probably by the end of September 2023 (30 months). Based upon project delays beginning with hazardous materials mitigation becoming required during the demolition of the existing water storage tank, plus the District's placing ESDC services on hold from April 22, 2024 to February 24, 2025, the 30-month project duration and associated budget increase basis of 2023 labor rates are no longer sufficient for completing the project. In addition, since much of the ESDC work in support of the project's needs is dependent on the performance and timing of others (Contractor and Construction Manager), there are remaining Task budget balances and current/anticipated Task budget deficiencies that need to be reallocated at this time to better match the anticipated final Task and Total Budget demands. Furthermore, the District reportedly estimates the project construction percent completion at approximately 65% at this time. Lastly, the labor rates basis for Amendment No.1 was Kennedy Jenks's 2020 labor rates plus 4.5% escalation to midpoint of services remaining (mid-2022). Now the remaining

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Carmichael Water District
25 April 2025
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services budget midpoint is the end of 2025, an approximately 10% increase for budgeting purposes. For new scope labor budgets, the labor rate escalation is estimated at 3% for 2026.

Scope of Work

The following are the proposed additions and changes to the detailed scope of work for Kennedy Jenks to provide continuing ESDC for the La Vista Tank and Booster Pump Station Project. The changes and additions are based upon the project activities between November 2022 when the scope and budget were last updated (Amendment No.1) and now, and the budget updates are based upon projections for the forthcoming months of ESDC activities under the current 2025 and projected 2026 labor rates.

Task 1 – Project Management

Task 1.1 – Project Setup and Management

Provide project management for an additional eighteen (18) months beyond the budgeted thirty (30) months under Amendment No.1 and for preparation of this Amendment No.2. Also increase the remaining budget by the increase in labor rates estimated at 10% since Amendment No.1.

Task 1.2 – Project Status Reports

Prepare monthly invoices and project status summary cover letters over the additional construction support services period of eighteen (18) months. Given the existing budget remaining, this requires an increase of only 4 hours in hours budget. Also increase the remaining budget by the increase in labor rates estimated at 10% since Amendment No.1.

Task 1.3 – Quality Assurance/Quality Control

Provide quality control reviews of additional Contractor Submittals and Requests for Information (RFIs) per the anticipated added scope under Task 2. Budget increase of 48 hours is estimated.

Task 2 – Engineering Services During Construction

Task 2.1 - Engineering Services During Construction

The Construction Manager (CM) was being supported with limited construction management support services over the 30-month construction period under Amendment No.1. Based upon

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the level of effort in this service through the current approximately 65% completion of construction and projecting services over the remaining 16 months of construction, it is assumed the budget for this support role should be increased by forty-eight (48) hours.

Labor hours budget remains for making sites visits for construction observation support, for startup and testing assistance and for punchlist development assistance. However, the remaining budget should be increased by the increase in labor rates estimated at 10% since Amendment No.1.

Budget exists for attending construction meetings, including the specialty phase pre-construction meetings and several weekly construction coordination/ progress meetings held with Contractor, District's Project Manager and the CM, as requested by CLIENT. Based upon the level of effort in this service through the current approximately 65% of the projected Construction Contract duration, it is assumed the budget for this support role can be reduced by thirty-six (36) hours and (\$12,540).

CONSULTANT is to review Product Review technical submittals and shop drawings from the Contractor (submitted to CONSULTANT via the CM) for general conformance with the Construction Contract Documents. The Agreement and Amendment No.1 provide as-needed review by the Consultant of up to two hundred and fifty (250) submittals/resubmittals from the Contractor, each requiring an average of four (4) hours, for a budget of 1,000 hours. Currently 226 submittals/resubmittals have been processed, averaging four (4) hours each. There are still submittals/resubmittals being made and there will be future testing reports and O&M Manual submittals to review. It is projected that an additional 26 submittals/resubmittal beyond 250 budgeted will be submitted and reviewed, also at an average of 4 hours each. This results in a budget increase estimate of 104 additional hours needed. Also, the average hourly cost for submittal review has been higher than estimated and \$6,700 in task budget overage exists and this budget recovery amount is included as part of the escalation figure.

CONSULTANT will review and respond to Contractor RFIs submitted to CONSULTANT via the CM. This task budget provides as-needed support for up to one hundred-twenty (120) RFI responses, each requiring an average of five (5) hours after Amendment No.1. Currently ninety-one (91) RFIs have been processed, averaging 5.2 hours each. Based upon the construction status of approximately 65% complete, it is projected that another forty-six (46) RFIs will be submitted and responded to for a new total of 137 RFIs, at an average of 5 hours each. This results in a budget increase estimate of 85 additional hours needed. Also, the

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average hourly cost for RFI review has been higher than estimated and \$18,150 in task budget increase exists and this amount is included as part of the escalation figure.

CONSULTANT will prepare RFQs for potential project change orders due to differing site conditions, CLIENT-requested changes or additions, and/or design enhancements. This task budget after Amendment No.1 provided as-needed support for up to eight (8) RFQ preparations, each requiring an average of twelve (12) hours. Seven (7) RFQs have been issued to date averaging fourteen (14) hours each. It is suggested given the current construction status, that three (3) additional RFQs be added to the budget, averaging 14 hours each, for an additional 42 hours of budget. Also, the average hourly cost for RFI review has been higher than estimated and \$3,260 in task budget overage exists and this amount is included as part of the escalation figure.

CONSULTANT will prepare Record Drawings for the Project using the drawing markups of construction changes provided by the Contractor after review for accuracy by the CM. There are eighty (80) drawings after permitting assistance under Amendment No.1, however, and 12 hours in additional labor budget is anticipated to be needed for those drawings based upon the increased numbers for RFIs. In addition, the existing budget should be increased by the increase in labor rates estimated at 10% since Amendment No.1.

Task 3 - As-needed Additional Services

Task 3.1 – Permitting Assistance (Completed; Remaining budget can be reallocated)

Task 3.2 – Post-100% Design Revisions Incorporation (Completed; \$364 in additional budget required to match costs of completed efforts)

Task 3.3 – Additional Addendum Preparation Per CM Review/Permit Changes
(Completed; Remaining budget can be reallocated)

Task 3.4 – Conformed Drawings and Specifications (Completed; \$151 in additional budget required to match costs of completed efforts)

Task 3.5 – HazMat Remediation Support

CONSULTANT provided 20 additional hours of services as new scope in support of hazardous materials remediation as result of existing water tank demolition. Add this task with \$7,280 in budget.

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Task 3.6 – Claims Support

CONSULTANT provided 4 additional hours of services as new scope in support District review of claim made by Contractor regarding hazardous materials remediation as result of its existing water tank demolition. Add this task with \$1,456 in budget.

Schedule

Construction Phase services are now assumed to occur between March 1, 2025 and July 1, 2026 (the current projected Construction Complete Contract Date), with an additional up to two (2) months for Record Drawings preparation and project closeout (to September 1, 2026).

Amendment Budget Estimate Increase

The proposed Amendment No. 2 budget increase, including labor and expenses, totals \$111,476 as shown in the detailed Fee Estimate in Attachment 1. This will bring the amended Agreement budget total to \$856,200.

We appreciate the opportunity to submit this amendment to our contract and look forward to continuing our work with you and Carmichael Water District on this important project. We are available to meet with you and discuss our approach and estimated level of effort at your convenience.

Very truly yours,
Kennedy/Jenks Consultants, Inc.



Jamie E. Kolkey, P.E.
Project Manager and Vice President

Enclosure (Amendment No. 2 Fee Estimate Spreadsheet)

CLIENT Name: Carmichael Water District
 PROJECT Description: La Vista Tank and Booster Pump Station Project - ESDC Amendment No. 2
 Proposal/Job Number: 1970010.01 Date: 4/23/2025

January 1, 2025 Rates	Eng-Sci-9 (D. Henderson)	Eng-Sci-8 (J. Kolkey) (J. Mohr) (M. Larson)	Eng-Sci-7 (P.J. Bourdaniotis) (Z. Harris) (L. Schwien)	Eng-Sci-6 (M. Preston) (S. Schuler)	Eng-Sci-5 (C. Suttich)	Eng-Sci-4 (N. Conner) (K. Castillo)	Eng-Sci-3 (M. Joel) (N. Lozano-Ordonez)	Eng-Sci-2	Sr. CAD-Designer	CAD-Designer	Sr. CAD-Tech	CAD-Tech	Project Assistant	Total	KJ	KJ	KJ	Sub	KJ	KJ	KJ	Total Amendment 2 Labor	Total Amendment 2 Subs	Total Amendment 2 Expenses	Total Amendment 2 Labor + Subs + Expenses	Total Original Plus Amendment 1	Total Labor + Subs + Expenses					
	Classification:	Hourly Rate:	\$350	\$330	\$310	\$285	\$265	\$240	\$220	\$195	\$200	\$190	\$180	\$160	\$145	Hours	Fees	4%	Fees	Fees	10%	Fees	10%									
Task 1 - Project Management																																
1.1 - Project Management (30 months) (+18 additional months)	40			24											6	70	\$22,310	\$967	\$931		\$0	\$0	\$24,208	\$0	\$0	\$24,208	\$40,134	\$64,342				
1.2 - Project Status Reports (30 months) (+18 additional months)															4	4	\$580	\$1,118	\$68		\$0	\$0	\$1,766	\$0	\$0	\$1,766	\$24,575	\$26,341				
1.3 - Quality Assurance/Quality Control	48															48	\$16,800	\$504	\$692		\$0	\$0	\$17,996	\$0	\$0	\$17,996	\$21,418	\$39,414				
Task 1 - Subtotal	88	0	24	0	0	0	0	0	0	0	0	0	0	10	122	\$39,690	\$2,588	\$1,691	\$0	\$0	\$0	\$0	\$0	\$0	\$43,970	\$0	\$0	\$43,970	\$86,127	\$130,097		
Task 2 - Engineering Services During Construction																																
2.1A - Construction Management Coordination and Assistance	8	8	24	8												48	\$15,160	\$455	\$625		\$0	\$0	\$16,239	\$0	\$0	\$16,239	\$10,598	\$26,837				
2.1B.1 - Site Observation Assistance/CM Support																0	\$0	\$853	\$0		\$0	\$0	\$853	\$0	\$0	\$853	\$14,378	\$15,231				
2.1B.2 - Startup and Testing Assistance																0	\$0	\$767	\$0		\$0	\$0	\$767	\$0	\$0	\$767	\$6,257	\$7,024				
2.1B.3 - Punch List Development Assistance																0	\$0	\$371	\$0		\$0	\$0	\$371	\$0	\$0	\$371	\$12,930	\$13,301				
2.1C - Attendance at Construction Meetings (40 meetings)	-8	-12	-16													-36	-\$11,720	\$1,350	-\$469		\$0	\$0	(\$10,839)	\$0	\$0	(\$10,839)	\$19,334	\$8,495				
2.1D - Submittals Review (250 + 26 Submittals/Resubmittals)	24		44	24			12									104	\$31,760	\$7,653	\$1,577		\$0	\$0	\$40,989	\$0	\$0	\$40,989	\$214,263	\$255,252				
2.1E - Requests for Information (120 +17 RFIs)	16		16	16	12	12										85	\$23,650	\$20,187	\$1,753		\$0	\$0	\$45,591	\$0	\$0	\$45,591	\$139,411	\$185,002				
2.1F - Requests for Quotes (8 + 3 RFQs)	12		8	8	8											42	\$12,220	\$3,627	\$634		\$0	\$0	\$16,480	\$0	\$0	\$16,480	\$21,699	\$38,179				
2.1G - Record Drawings (80 Drawings)	4															12	\$2,920	\$2,150	\$203		\$0	\$0	\$5,273	\$0	\$0	\$5,273	\$14,700	\$19,973				
Task 2 - Subtotal	56	-4	76	56	20	24	0	0	27	0	0	0	255	\$73,990	\$37,412	\$4,322	\$0	\$0	\$0	\$0	\$0	\$0	\$115,725	\$0	\$0	\$115,725	\$453,570	\$569,295				
Task 3 - As-Needed Additional Services																																
Task 3.1 - Permitting Assistance (incl. Fire and Sewer Connection Re-application)	-12		-24	-24	-24	-24	-24	-24								-156	-\$40,440		-\$1,618		\$0	\$0	(\$42,058)	\$0	\$0	(\$42,058)	\$141,311	\$99,253				
Task 3.2 - Post-100% Design Revisions Incorporation	1															1	\$350		\$14		\$0	\$0	\$364	\$0	\$0	\$364	\$10,197	\$10,561				
Task 3.3 - Additional Addendum Preparation per CM Review/Permit Changes	-8		-8	-8	-8	0										-4	-60	-\$14,820	-\$593		\$0	\$0	(\$15,413)	\$0	\$0	(\$15,413)	\$45,464	\$30,051				
Task 3.4 - Conformed Drawings and Specifications																1	1	\$145		\$6			\$0			\$0	\$151	\$8,055	\$8,206			
Task 3.5 - HazMat Remediation Support	20															20	\$7,000		\$280								\$7,280	\$0	\$0	\$7,280	\$0	\$7,280
Task 3.6 - Claims Support	4															4	\$1,400		\$56								\$1,456	\$0	\$0	\$1,456	\$0	\$1,456
Task 3 - Subtotal	5	0	-32	-32	-32	-24	-24	-24	0	0	48	0	0	-3	-190	-\$46,365	\$0	\$1,854	\$0	\$0	\$0	\$0	(\$48,219)	\$0	\$0	(\$48,219)	\$205,027	\$156,808				
All Tasks Total	149	-4	68	24	-12	0	-24	0	0	-21	0	0	7	187	\$67,315	\$40,001	\$4,160	\$0	\$0	\$0	\$0	\$0	\$0	\$111,476	\$0	\$0	\$111,476	\$744,724	\$856,200			

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Topic: Dugan Management & Engineering, Inc. (DME) Agreement Amendment No. [3] to Claremont Road and Fair Oaks Blvd at El Camino Ave Mainline Replacement Project (MRP)

Date: May 5, 2025

Item For: Action

Submitted By: Greg Norris, Engineering Manager

BACKGROUND

Sacramento County Department of Transportation will be performing an asphalt concrete (AC) overlay construction project this year on Fair Oaks Blvd (FOB) between Manzanita Ave and Marshall Road beginning in mid-September. The District has approximately 670 linear feet (LF) of 80-year old 14-inch diameter bare steel water main underneath this section of FOB, starting from California Avenue and extending east. The steel pipe is beyond the end of its useful life and has been repaired at least 15 times in the last 5 years. Staff is also concerned that the Sacramento County road work above ground could damage the pipeline, as previously experienced previously on similar projects. Once the new Asphalt Concrete (AC) overlay construction is complete there will be a 5-year moratorium prohibiting construction on the newly paved road.

To avoid an emergency repair of a leak under the AC overlay project area, staff recommends to replace the existing 14-inch steel pipe before the AC overlay construction on FOB begins. The existing 14-inch steel main also runs south of FOB along California Ave, and approximately 140 LF of the main will be replaced to extend the new water main out of the overlay project area. Similarly, there is about 140 LF of old 6-inch steel water main running north of FOB at Leos Lane and Miles Lane needing to be replaced (280 LF total), to bring the new water main out of the overlay project area at these street crossings. Work will also include relocating (2) service laterals southeast of Miles Lane.

SUMMARY/DISCUSSION

Due to the expedited timeline and complexity of working along FOB, staff has requested the engineering services of DME. DME is currently working on the Claremont Road Mainline Replacement Project, which is now in the bidding phase. DME will fast-track the plans and specifications for the proposed pipeline replacement on FOB and California Ave to a biddable level so that the construction can be added to the Claremont Road project bid schedule as an addendum. This will allow the District to streamline the bid process, follow the provisions of the Public Contract Code to obtain a competitive pricing, and complete the replacement of pipeline on FOB and California Ave, before the construction of the AC overlay begins in mid-September.

FISCAL IMPACTS

The proposed Amendment No. 3 to the Professional Services Agreement with DME for Engineering Services is anticipated to cost \$64,517 (See Attachment 1). The District has sufficient funds in this fiscal year budget under the Claremont Road Project for this professional services agreement amendment. The Fiscal Year 2025-2026 budget will include \$1,500,000 for the Project.

RECOMMENDATION(s)

Staff recommends that the Board of Directors authorize the General Manager to execute an Amendment No. 3 to the professional services agreement with DME for \$64,517 for an amended total not-to-exceed amount of \$335,005.

ATTACHMENT(s)

1. Draft Amendment No. 3 with proposal from DME attached as Exhibit A.
2. Project Map of Fair Oaks Boulevard and California Avenue, Leos Lane, and Miles Lane

AMENDMENT NO. [3]
TO AGREEMENT FOR CLAREMONT PIPELINE DESIGN SERVICES BETWEEN
CARMICHAEL WATER DISTRICT
AND DUGAN ENGINEERING AND MANAGEMENT, INC.

This Amendment No. [3] to the February 26, 2024 agreement between CARMICHAEL WATER DISTRICT (“District”) and DUGAN ENGINEERING AND MANAGEMENT, INC. (“Contractor”) concerning pipeline design services is made effective as of the date of the District’s signature, in Carmichael, California.

RECITALS:

- A. On February 26, 2024, District and Contractor entered into an agreement for pipeline design services in connection with Claremont Pipeline Project (“Agreement”); further, the District and Contractor approved (2) other amendments to the original agreement;
- B. District desires to extend the services provided by Contractor;
- C. Contractor is willing to perform the extended services; and
- D. The parties desire to amend the Agreement on the terms and conditions set forth below to provide for the extension of services by Contractor to include: (1) additional pipeline design for a section of pipeline on Fair Oaks Boulevard in Carmichael, CA.

AGREEMENT:

- 1. Description of Extended Services.
 - a) Perform a design with equivalent products as specified in the original agreement for replacement of approximately 1,270 linear feet of water pipeline on Fair Oaks Boulevard, California Avenue, Leos Lane and Miles Lane, Carmichael, CA.
- 2. Compensation.
 - a) The total compensation for the additional pipeline design services described in this Amendment No. 3 shall not exceed \$64,517.00 (Sixty-Four Thousand Five Hundred Seventeen Dollars). Compensation shall be based on

Contractor's scope of work dated April 28, 2025, which is attached hereto and incorporated herein as Exhibit A to this Amendment No. [3].

- b) The not-to-exceed amounts of compensation described in subdivision (a) of this Section 2 is in addition to the not-to-exceed amount set forth in Section 2 and Exhibit A of the Agreement plus the previous amendments. With this Amendment No. [3], Contractor's total not-to-exceed compensation is \$335,005.00 (Three Hundred Thirty-Five Thousand Five Dollars).

3. Term of Agreement.

This Amendment shall become effective on the date signed by the District. The Agreement and previous amendments, together with this Amendment No. [3], shall expire on May 1 2026, unless terminated earlier pursuant to Section 3.2 of the Agreement.

4. Effect on Agreement.

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

CARMICHAEL WATER DISTRICT

Dated: _____

By: _____
General Manager

DUGAN ENGINEERING AND MANAGEMENT, INC.

Dated: _____

By: _____
Owner

EXHIBIT A

April 28, 2025

Greg Norris
Engineering Manager
7837 Fair Oaks Blvd
Carmichael, CA 95608

Re: Amendment No. 03 - Design Service for Claremont Road Mainline Replacement Project

Dear Mr. Norris,

Dugan Management & Engineering, Inc. (DME) appreciates the continued confidence the Carmichael Water District (District) has in our services and the opportunity to submit this Letter Amendment (Amendment No. 03) for additional pipeline design services along Fair Oaks Boulevard between California Avenue and the District Headquarters, Leos Lane, and Miles Lane.

DME has estimated the additional design service cost at \$64,517.00. This scope will be incorporated into the Claremont Road and Fair Oaks Blvd at El Camino Ave Mainline Replacement Project through an addendum that will extend the bid opening to Tuesday May 27, 2025 at 2PM. The District is expediting this work in preparation for Sacramento County's scheduled pavement improvements on Fair Oaks Boulevard in September 2025.

Given the expedited timeline, both the District and DME recognize that these plans will be fast-tracked to a biddable level, but subject to in-field modifications once the contractor field verifies utilities. DME is targeting to issue a 50% plan set by May 5th under Addendum No. 2. This deliverable will build from the District's provided plans and will include: available utility information for all three locations, preliminary pipeline alignments with stationing, draft tie-in details, and updated bid schedule and measurement and payment specifications. The utility information shown will not have undergone design potholing as was previously performed under the original scope. A subsequent addendum, targeted for release May 19th, will incorporate newly obtained survey data into the plans, finalize tie-in details, refined callouts and notes, and finalize bid schedules and item descriptions.

Based on the 23 April 2025 meeting, DME understands the requested additional scope of work to include the following:

Fair Oaks Blvd and California Ave

- Install new 12-inch DIP within Fair Oaks Blvd beginning within the Fair Oaks Blvd/California Ave intersection and extending east approximately 650-feet to Johnson Lane. This new mainline will replace the existing 14-inch steel pipe. This will include seven meter service reconnections, two fire hydrant replacements and abandonments, and one fire service reconnection. This will include an 8-inch x 8-inch tie-in on the west end of the alignment, a 12-inch x 12-inch tie-in at the east end of the alignment, and a 12-inch x 8-inch onto Johnson Lane. Pavement restoration will consist of a 6-inch minimum trench plug unless otherwise directed by the District.
- Install new 12-inch DIP within California Ave from approximately 150-feet south of Fair Oaks Blvd to approximately 100-feet north of Fair Oaks Blvd. This will include 8-inch x 8-inch tie-in north of Fair Oaks Blvd and a 12-inch x 14-inch tie-in south of Fair Oaks Blvd. This will include one fire hydrant abandonment and replacement, and two meter service reconnections. Pavement restoration will consist of a 6-inch minimum trench plug with t-cut and slurry overlay.

Leos Lane at Fair Oaks Blvd

- Install new 8-inch DIP approximately 60-feet onto Leos Lane from a new valved tee that will be cut into the existing 8-inch water main within Fair Oaks Blvd and make an 8-inch x 8-inch tie-in on Leos Lane. This will include one meter service reconnection.

Miles Lane at Fair Oaks Blvd

- On the north side of Fair Oaks Blvd, install a new 8-inch DIP approximately 60-feet onto Miles Lane from a new valved tee that will be cut into the existing 12-inch water main within Fair Oaks Blvd and make an 8-inch x 8-inch tie-in on Miles Lane. This will include one meter service reconnection.
- On the south side of Fair Oaks Blvd, abandon an existing 4-inch water main and disconnect two water services supplying 8048 and 8104 Fair Oaks Blvd. Install new water services to each property served from a new water service connection off Fair Oaks Blvd.

The original contract tasks will be amended as follows. The cost table below reflects the additional estimated hours to complete the added scope-of-work.

Task 2.a – Design Services, Survey: Psomas will perform survey work for the added areas, using the same State Plane coordinate system but different benchmarks than the original contract. Survey limits include the full width of Fair Oaks Blvd and extend 5 feet beyond the back of walk on both sides. The District will support traffic control to facilitate access to SSMH and SDMH while collecting survey data.

Task 2.c – Design Services, Design Plans: DME and Cecil & Cecil Enterprises (CCE) will prepare plan sheets based on District-provided templates, with unique sheet references. Plan content will align with the original contract standards and include:

- A-G1 – Project Cover Page
- A-G2 – Abbey, Symbols, Legend
- A-G3&4 – Notes
- A-G5 – Meter Service Connections
- A-C1 & A-C4 – Plan and Profile Sheet (1:30H; 1:4V); mainline abandonment will be incorporated into the plan and profile sheets
- A-T1-A-T3 – Tie-in Details: 5 tie-ins associated with Fair Oaks Blvd and California Ave; 2 tie-ins associated with Leos Lane; 2 tie-ins associated with Miles Lane.

Task 2.d & f – Design Services, Technical Specification & Engineer’s Estimate: Bid schedule and measurement/payment sections will be revised to reflect the new scope.

Task 3.c – Permitting and Enviro Document Support, SWRCB DDW Separation Waiver: DME will provide updated documentation, including exhibits and tables, for the newly added areas to be submitted for DDW approval.

Task 4.a – Bid Support Services, Bidding Support: DME anticipates additional effort to respond to bidder questions and prepare required addenda. ARC-Plan Room Services will be invoiced separately and included in DME’s monthly invoice submissions per the original contract.

Task 5 – Engineering Services During Construction: DME will provide construction-phase support for the expanded scope, consistent with the approach defined in the original contract.

Tasks	Labor					Outside Services					ODCs		Total Fee	
	Tom Dugan	Sara Rogers		Merissa Guerra	Total Hours	Total Labor Costs (1)	Cecil & Cecil Enterprise	Psomas	ARC Planroom	Subtotal	Sub Consultant Total Cost (2)	ODCs	Total ODCs (3)	
							CADD	SURVEY	BID HOUSE					
	PIC/PM/P E	QA/QC	PROJECT ENG 1	EIT 2										
	\$195	\$195	\$130	\$88										
Task 1: Project Administration & Management														
Subtotal Task 1:	2	0	6	4	12	\$1,522.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,522.00
Task 2: Design Services														
Subtotal Task 2:	0	4	60	55	119	\$13,420	\$12,500	\$17,452	\$0	\$29,952	\$32,947	\$0	\$0	\$46,367
Task 3: Permitting, Coordination and Environmental Documentation Support														
Subtotal Task 3:	0	0	4	16	20	\$1,928.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,928.00
Task 4: Bid Support Services														
Subtotal Task 4:	0	0	8	8	16	\$1,744.00	\$2,000.00	\$0.00	\$200.00	\$2,200.00	\$2,420.00	\$0.00	\$0.00	\$4,164.00
Task 5: Engineering Services During Construction														
Subtotal Task 5:	0	0	34	32	66	\$7,236.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$3,300.00	\$0.00	\$0.00	\$10,536.00
TOTAL	2	4	112	115	304	\$25,850.00	\$17,500.00	\$17,452.00	\$200.00	\$47,652.00	\$38,667.00	\$0.00	\$0.00	\$64,517.00

DME welcomes the opportunity to meet and to discuss this scope and fee. Please feel free to contact me at any time.

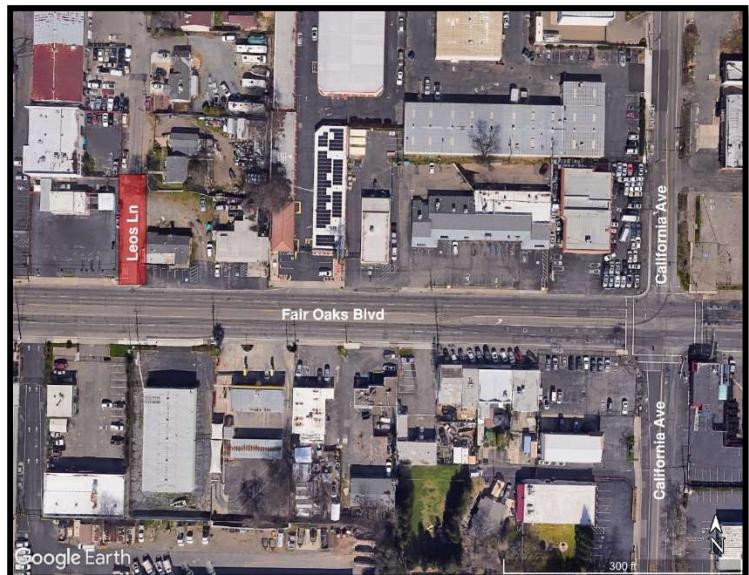
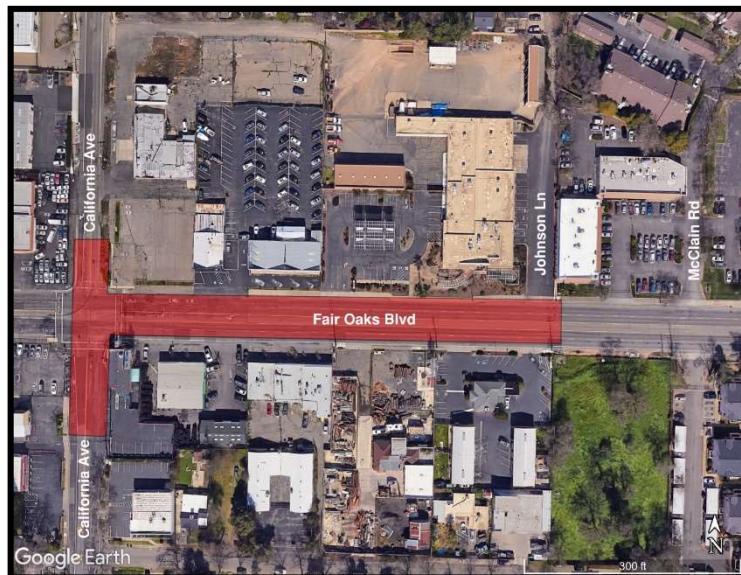
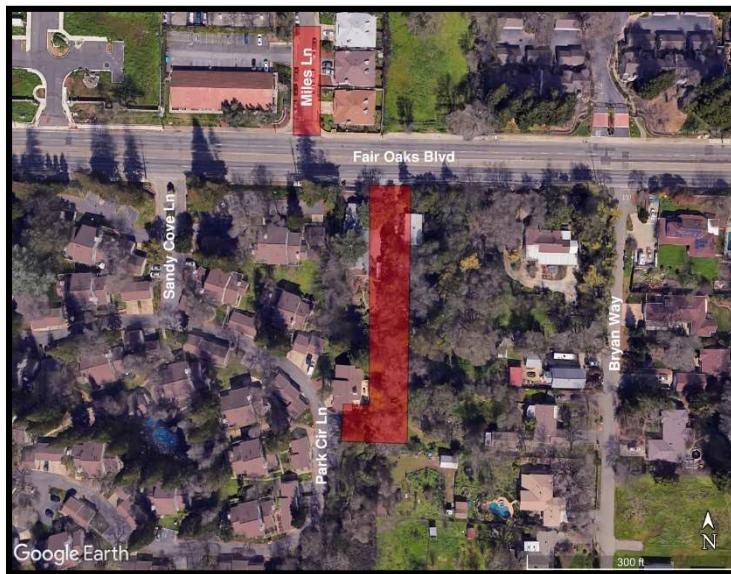
Sincerely,



Thomas Dugan, PE
President, Dugan Management & Engineering, Inc.

ATTACHMENT 2

PROJECT LOCATION MAP – FAIR OAKS BLVD AND CALIFORNIA AVE MAINLINE REPLACEMENT PROJECT



Topic: Garfield Well Site Access

Date: May 9, 2025

Item For: Action

Submitted By: Cathy Lee, General Manager

Aaron Ferguson, Legal Counsel

BACKGROUND

The District's Garfield Well was drilled in August 1946 and is the oldest well the District owns. The well sits on a parcel a bit greater than half of an acre and the site is currently used for the well, related appurtenances, an oak tree mitigation area to replace oak trees removed as part of the La Vista Tank and Pump Station Project, and a soils storage and stockpile area, until the La Vista Tank and Pump Station is complete. The Garfield Well is scheduled for electrical equipment upgrade this summer and a well replacement in the next 2 to 5 years. Various contractors are expected to be onsite for the work.

Based on the need for the District's use of this facility, the concerns and recommendation by the District's insurance and legal team for liability concerns, and previously observed improper access and site usage at the facility, the District's legal team sent a letter to all eight (8) parcel owners adjacent to the well site. Two property owners attended the District's April 2025 meeting to request continued access to the facility.

SUMMARY/DISCUSSION

The District will improve the current electrical system to include a generator at the Garfield Well and plans to replace the well in the near future. Due to the potential work for contractors' access and laydown area and security and liability concerns by the District's insurance carrier, the District's Legal Counsel sent a letter to all 8 property owners requesting a cessation to use of the well site including the access road. A copy of the letter is attached for reference in Attachment 1 and the layout of the facility is shown below in Figure 1.

JPIA's Risk Control Manager visited the Garfield Well site as part of its recurring risk assessment. A follow up letter was sent to staff with a copy to Director Emmerson as the District's JPIA representative. The observation for the site visit is listed below:

"Site Visits

David, Gaby, and I toured the corporate yard, La Vista Tank and Booster System, and Garfield Avenue Well site. Additional time was spent at the Garfield Avenue Well site with an emphasis on access and security. The JPIA's Risk Management Department encourages member agencies to evaluate site security decisions and controls based on the characteristics of each member's facility. Moreover, the American Water Works Association (AWWA) recommends water and wastewater utilities establish physical and procedural controls to restrict access to utility infrastructure to only those conducting authorized, official business, and to detect unauthorized physical intrusions.

A JPIA Commitment to Excellence Program (C2E) Infrastructure Loss Reduction Focus Area best practice is to reduce third party liability exposure; by posting signs that include the property owner's site name, address, and emergency contact telephone number, and the installation of "No Trespassing" signs at appropriate locations around the property owned by the District.

To be effective and enforceable, signs deterring crime should adhere to state and/or local ordinances, so it is a good idea to reference the proper California Penal Code and any other local code of law. Local ordinances will also outline sign guidelines or regulations prescribing the size, quantity, and location of signs. You may access Sacramento County ordinances [here](#).

Carmichael Water District staff should visit this site routinely to ensure proper security, and only authorized access is permitted at its Garfield Well site. If the District observes continued unauthorized access, a future consideration at this facility may be the installation of perimeter fencing on property owned by Carmichael Water District. An extension cord was observed over a neighbor's fence near the access gate to this well site. To improve security at the Garfield Well site, the District is encouraged to assess if the entry gate and fence line could be relocated closer to the street."



Figure 1 – Garfield Well Site. Planned facilities are in gray. Access requests from adjacent neighbors are outlined in blue.

Additionally, the District's Legal Counsel also concluded that the neighbors' access to and uses of, the Property are insufficient to support a claim to a prescriptive right because of the District's prior approval of, or at least acquiescence to, such uses and access. However, the District's current change in its position regarding use and access may, in the future, support prescriptive claims because future uses would be hostile. Civil Code section 1007 should allow the District to counter any prescriptive claims. Posting a sign on the Property with the language from Civil Code section 1008 will provide the District with greater protection from prescriptive claims. Any implied licenses the neighbors may have acquired should be revocable given the lack of evidence of substantial expenditures.

FISCAL IMPACTS

None.

RECOMMENDATION(s)

Staff recommends that the Board of Director discuss the access requests, assess the security and liability topics, and approve any appropriate actions as necessary.

ATTACHMENT(s)

1. Letter to Garfield Well adjacent property owners



February 19, 2025

Ronald Breedlove and Stefani Young
[REDACTED] Ave.
Carmichael, CA 95608
APN: 27200310100000

Re: Unauthorized Access and Use of Carmichael Water District Property

Dear Mr. Breedlove and Ms. Young:

This firm represents the Carmichael Water District (District). The District owns a parcel, including a driveway, adjacent to your property in Carmichael, CA (Property). The entrance to the driveway for the Property is located on Garfield Avenue. The enclosed aerial photo shows the location of the Property outlined in red. A metal gate in the driveway to the Property provides notice of the District's ownership, stating that trespassing is prohibited.

The District is aware that numerous gates in neighbors' backyard fences open onto the Property. The District believes that prior management may have acquiesced to the construction of the gates in neighbors' fences. The District is aware that landowners adjacent to the Property are accessing the Property and parking on the driveway to the Property. The District is also aware that some neighbors have installed padlocks on the main gate to the Property on its driveway.

Based on advice from the District's insurance carrier regarding liability concerns, the District will no longer authorize neighbors to use, or access, the Property. Please stop accessing and/or using the Property, including its driveway. With this letter, you are on notice that if any further unauthorized access or uses of the Property occur, the District will consider and pursue all available legal remedies, including filing a lawsuit.

In addition, please remove any locks that you may have affixed to the main gate to the Property on its driveway within 30 days of the date of this letter. Any locks remaining on the gate after this date will be removed by the District.

Ronald Breedlove and Stefani Young
RE: Unauthorized Access and Use of Carmichael Water District Property
February 19, 2025
Page 2

Please direct all correspondence and/or inquiries regarding this matter directly to me or to Cathy Lee, General Manager, Carmichael Water District, 916-483-2452.

Very truly yours,



Aaron Ferguson

Encl.
cc: Cathy Lee (hr@carmichaelwd.org)
AAF:jl

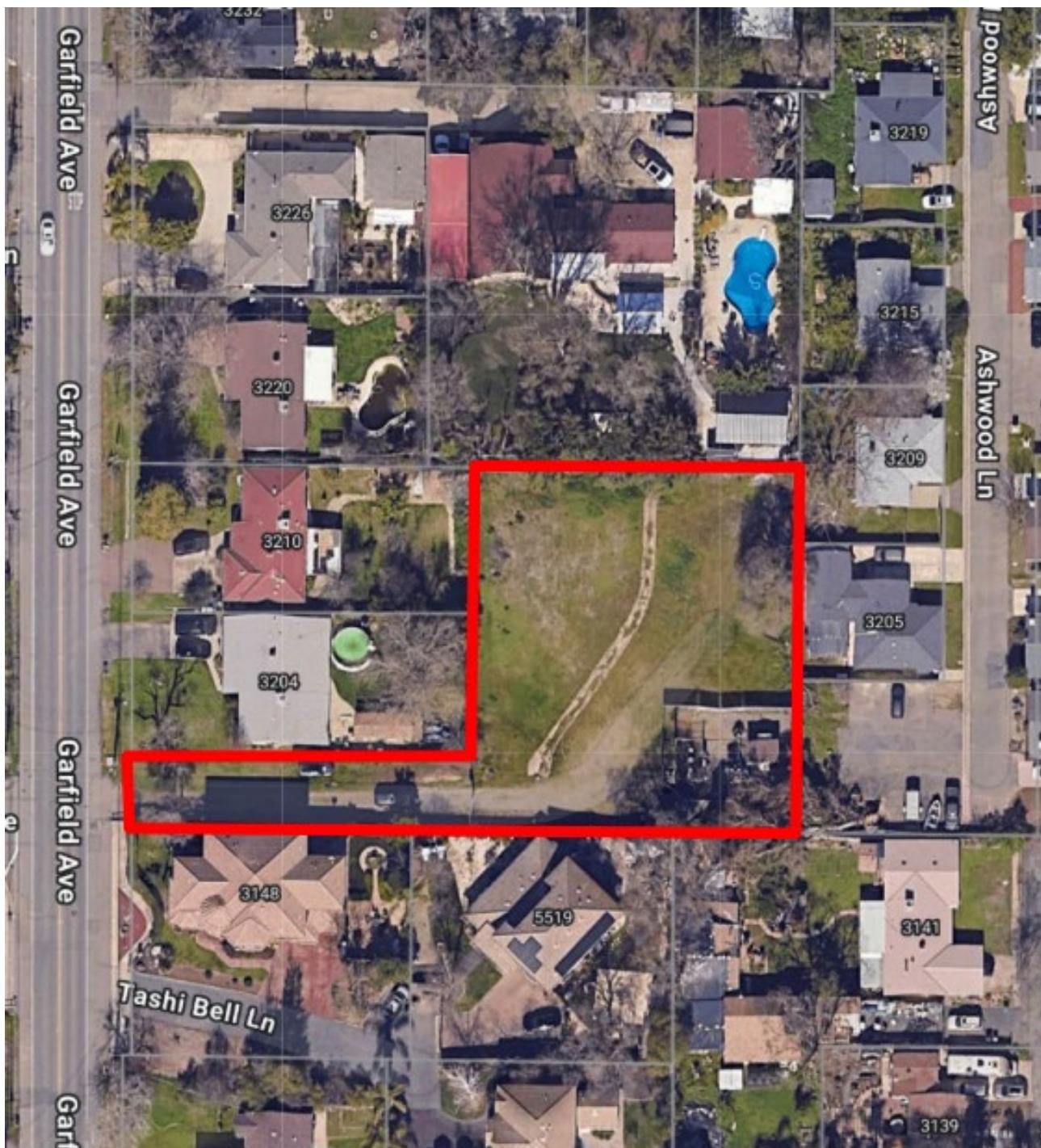


Figure 1 - Garfield Well site

Topic: Amendments to Regulation 1010 to Delegate the Authority to Allow, Deny, or Settle Government Claims for Money or Damages Not Exceeding \$10,000 to the General Manager

Date: April 16, 2025

Item For: Action

Submitted By: Cathy Lee, General Manager

BACKGROUND

The Government Claims Act (Gov. Code §§ 810 through 996.6) sets forth administrative claims (also known as “Government Claims”) requirements that need to be satisfied before commencing most actions seeking money against a public agency or a public employee acting within the scope of his/her employment. The Government Claims Act expressly authorizes public agencies, like the Carmichael Water District (“District”), to establish their own claims procedures that delegate authority to handle certain Government Claims. Presently, the District’s Claims Procedures, as set forth in Regulation 1010 (“Claims Procedures”), require every Government Claim against the District, no matter how small, to be presented to the Board of Directors to either allow, deny, or settle the claim. To streamline the process of how the District handles Government Claims, I recommend the District amend its Claims Procedures to delegate authority to allow, deny, or settle Government Claims for \$10,000 or less to the General Manager.

SUMMARY/DISCUSSION

The Claims Procedures provide the public, District staff, and Board of Directors guidelines on how Government Claims against the District should be handled. The proposed amendments to the Claims Procedures cover all Government Claims against the District, not just property damage claims. Furthermore, the updates delegate authority to the District’s General Manager to allow, deny, or settle Government Claims for money amounting to \$10,000 or less.

RECOMMENDATION

Staff recommends the Board of Directors adopt Resolution 05192025-01 - A Resolution to Amend Carmichael Water District Regulation 1010 – Claims Procedures and Delegate the Authority to Allow, Deny, or Settle Government Claims for Money Not Exceeding \$10,000.

ATTACHMENT(S)

1. Resolution 05192025-01 – A Resolution to Amend Carmichael Water District Regulation 1010 – Claims Procedures and Delegate the Authority to Allow, Deny, or Settle Government Claims for Money Not Exceeding \$10,000
2. Regulation 1010 – Claims Procedures
3. Regulation 1010 – Claims Procedures Redlined

CARMICHAEL WATER DISTRICT
RESOLUTION 05192025-01
A RESOLUTION TO AMEND CARMICHAEL WATER DISTRICT
REGULATION 1010 – CLAIMS PROCEDURES
AND DELEGATE THE AUTHORITY TO ALLOW, DENY, OR SETTLE
GOVERNMENT CLAIMS FOR MONEY NOT EXCEEDING \$10,000

WHEREAS, the Carmichael Water District (“District”) was formed and is operating under the Irrigation District Law (Water Code sections 20500 and following); and

WHEREAS, the Government Claims Act (Gov. Code §§ 810 through 996.6) expressly authorizes public agencies, like the District, to establish their own claims presentation procedures and delegate authority to allow, deny, or settle certain Government Claims; and

WHEREAS, District Regulation 1010, the Claims Procedures, provides the public, District staff, and Board of Directors guidelines on how property damage claims against the District should be handled; and

WHEREAS, currently District Regulation 1010 does not delegate the authority to its General Manager to allow, deny, or settle Government Claims brought against the District and every Government Claim, no matter how small, must be presented to the District’s Board of Directors to either allow, deny, or settle a Government Claim; and

WHEREAS, pursuant to the authority under Government Code § 935.4, the District wishes to streamline the process of handling all Government Claims brought against the District by delegating the authority to its General Manager to allow, deny, or settle a Government Claim for money in an amount not exceeding \$10,000, and extend the scope of the regulation to cover all Government Claims, rather than just property damage claims;

NOW, THEREFORE, BE IT RESOLVED, the District’s Board of Directors hereby amends Regulation 1010 as set forth in Exhibit 1.

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"/>
Board Totals:	Ayes: <input type="checkbox"/>	Nays: <input type="checkbox"/>	Absent: <input type="checkbox"/>	Abstain: <input type="checkbox"/>

Passed Unanimously:
Motion Carried:
Motion Not Carried:

Signed after its passage this 19th day of May, 2025:

Ron Greenwood, President
Board of Directors

ATTEST: _____
Cathy Lee, Secretary

CARMICHAEL WATER DISTRICT
Regulations Manual

REGULATION TITLE: **Claims Procedures**

REGULATION NUMBER: **1010**

1010.10 The purpose of this regulation is to provide the public, Carmichael Water District (District) staff, and Board of Directors the guidelines on how Government Claims Act claims should be presented to the District and how the District will handle the claims.

1010.20 All claims against the District for money, which are not otherwise governed by any other applicable statute or regulation, shall be presented and acted upon within the time limitations and in the manner prescribed by Chapter 2, commencing with § 910 of Part 3 (Claims Against Public Entities) of Division 3.6 of Title 1 of the Government Claims Act, or as these provisions may be amended from time to time.

1010.30 In accordance with Government Code §§ 935(b) and 945.4, before commencing, filing, or initiating any lawsuit, legal action, arbitration or any other legal proceeding against the District based on a claim for money exempt under § 905 of the Government Claims Act from the claims presentation procedures, a Government Claim must be presented and acted upon, as provided in § 1010.20, above.

1010.40 When an individual first notifies District staff – in person, by telephone, or in writing – that he/she is presenting a claim against the District, and describing a set of circumstances or facts as to how the District is responsible, the person receiving the information will do the following:

1010.41 Record the time and date of telephone calls or office visits, and take notes as to the information provided by the claimant on the phone or in the office.

1010.42 Do not discuss District's responsibility or make any statements that would implicate the District – staff should respond to questions, be cordial, but refrain from commenting on liability questions.

1010.43 Ask the claimant to fill out a District claim form which is available at the District office. District staff should not assist in filling out the claim form.

1010.431 If an individual sends a letter or written correspondence that appears to be a claim, a letter in response will be sent which asks for clarification and includes a claim form with a request that it be filled out if the individual wishes to file a claim.

1010.50 Investigation of the claim shall be done as soon as reasonably possible after it is filed.

1010.60 Pursuant to Government Code § 935.4, the General Manager (or his/her designee), in consultation with General Counsel, is hereby authorized to allow, deny, or settle any Government Claim for money in an amount not exceeding \$10,000. Upon written authorization of the General Manager (or his/her designee), the Finance Manager (or his/her designee) shall cause payment to be issued in the amount for which the General Manager has allowed or settled a Government Claim under this Regulation.

1010.61 The General Manager, at his/her own discretion, may refer the consideration of a Government Claim under §1010.10 to the District's Board of Directors as he/she deems appropriate.

1010.62 In the event that the General Manager has any conflicts of interest, the consideration of the Government Claim shall be referred to the District's Board of Directors.

1010.70 The District's General Manager shall report to the District's Board of Directors any actual allowance or settlement of Government Claim authorized by § 1010.60, above.

1010.80 Any Government Claim exceeding \$10,000 shall be considered by the District's Board of Directors.

1010.90 District staff will work with Association of California Water Agencies Joint Powers Authority in handling claims within the guidelines of the claims procedures.

CARMICHAEL WATER DISTRICT **Regulations Manual**

REGULATION TITLE: **Claims Procedures**

REGULATION NUMBER: **1010**

1010.10 The purpose of this regulation is to provide the public, Carmichael Water District (District) staff, and Board of Directors the guidelines on how property damageGovernment Claims Act claims willshould be handledpresented to the District and how the District will handle the claims.

1010.20 All claims against the District for money, which are not otherwise governed by any other applicable statute or regulation, shall be presented and acted upon within the time limitations and in the manner prescribed by Chapter 2, commencing with § 910 of Part 3 (Claims Against Public Entities) of Division 3.6 of Title 1 of the Government Claims Act, or as these provisions may be amended from time to time.

1010.30 In accordance with Government Code §§ 935(b) and 945.4, before commencing, filing, or initiating any lawsuit, legal action, arbitration or any other legal proceeding against the District based on a claim for money exempt under § 905 of the Government Claims Act from the claims presentation procedures, a Government Claim must be presented and acted upon, as provided in § 1010.20, above.

1010.40 When an individual first notifies District staff – in person, by telephone, or in writing – that he/she is presenting a claim against the Districtalleged damage has been done or is being done, to their property, and describing a set of circumstances or facts as to how the District is responsible, the person receiving the information will do the following:

1010.421 Record the time and date of telephone calls or office visits, and take notes as to the information provided by the claimant on the phone or in the office.

1010.422 Do not discuss District's responsibility or make any statements that would implicate the District – staff should respond to questions, be cordial, but refrain from commenting on liability questions.

1010.423 Ask the claimant to fill out a District claim form which is available at the District office. District staff should not assist in filling out the claim form.

1010.2431 If an individual sends a letter or written correspondence that appears to be a claim, a letter in response will be sent which asks for clarification and includes a claim form with a request that it be filled out if the individual wishes to file a claim.

1010.530 Investigation of the claim shall be done as soon as reasonably possible after it is filed.

1010.60 Pursuant to Government Code § 935.4, the General Manager (or his/her designee), in consultation with General Counsel, is hereby authorized to allow, deny, or settle any Government Claim for money in an amount not exceeding \$10,000. Upon written authorization of the General Manager (or his/her designee), the Finance Manager (or his/her designee) shall cause payment to be issued in the amount for which the General Manager has allowed or settled a Government Claim under this Regulation.

1010.61 The General Manager, at his/her own discretion, may refer the consideration of a Government Claim under §1010.10 to the District's Board of Directors as he/she deems appropriate.

1010.62 In the event that the General Manager has any conflicts of interest, the consideration of the Government Claim shall be referred to the District's Board of Directors.

1010.70 The District's General Manager shall report to the District's Board of Directors any actual allowance or settlement of Government Claim authorized by § 1010.60, above.

1010.80 Any Government Claim exceeding \$10,000 shall be considered by the District's Board of Directors.

1010.940 District staff will work with Association of California Water Agencies Joint Powers Authority in handling claims within the guidelines of the claims procedures.

Topic: Senate Bill 1100 Job Descriptions Update

Date: May 5, 2025

Item For: Action

Submitted By: Gaby Padilla, Administrative Specialist

BACKGROUND

Senate Bill (SB) 1100 became effective on January 1, 2025 which restricts California employers from requiring a driver's license in job descriptions unless driving is an essential job function that cannot be reasonably performed using alternative transportation. The purpose of the Senate Bill is to prevent discrimination against individuals without a driver's license and to give opportunities of employment to those individuals.

SUMMARY/DISCUSSION

In order to be compliant with SB 1100, staff reviewed all job descriptions and identified essential job functions for which a driver's license is unnecessary. Staff determined that the following positions will need to remove the requirement of a driver's license from their job descriptions (see Attachment 1):

- Finance Manager
- Accountant
- Billing Supervisor
- Billing Specialist
- Administrative Specialist

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the General Manager to remove the driver's license requirement from the job descriptions for Finance Manager, Accountant, Billing Supervisor, Billing Specialist, and Administrative Specialist positions.

ATTACHMENT(S)

Job Descriptions for Finance Manager, Accountant, Billing Supervisor, Billing Specialist, and Administrative Specialist.

CARMICHAEL WATER DISTRICT
Classification Specification

Job Class: Financial Manager
FLSA Status: Exempt
Supervisor: General Manager
Effective Date: [Januar](#)[May](#) 20[05](#)

Description

Under occasional and/or general supervision of the General Manager, the Finance Manager plans, organizes, manages, coordinates and directs the financial and business operations, functions and programs for the District; and ensures that the highest quality customer service is delivered to District customers.

Distinguishing Characteristics

This is an **exempt position** in the Financial Services Department performing a full range of duties at a high level of independence. Positions at this level are distinguished from other classes within the department by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, by the nature of the public contact made, and the level of experience.

Essential Duties and Responsibilities

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

Operation and Maintenance of the Financial and Business Programs (Department):

- Oversee the daily activity (including but not limited to: accounting; audit; inventory; utility billing; meter reading; general administration; reporting; regulatory; and customer service).
- Assign and supervise activities, projects and programs of departmental personnel, contractors and external vendors (i.e. banking, billing statements, lockbox, answering service, etc.) for financial and business programs.
- Research and analyze risk management; manage, direct and oversee risk management functions for the department (i.e. hot topics: present and future impacts).
- Maintain awareness of operations practices and recommend changes.
- Manage, direct and oversee the billing and financial software (i.e. CSM, Great Plains, etc.)
- Manage, direct and oversee the fleet program (i.e. software, diesel program, VCLs, maintenance scheduling, fuel tanks, purchases, surplus, etc.)
- Coordinate meter reading and data collection with billing software.
- Monitor work flow, review and evaluate work products, methods and procedures.
- Ensure all work performed is completed to District standards.
- Manage District's claims program.
- Oversee the District's human resources functions
- Manage outside vendors/consultants for department business operations.
- Develop, read and interpret specifications, bid documents, contracts and program documents.
- Oversee the inspection and maintenance of District assets including: vehicles, facilities and equipment for routine and emergency repair.
- Complete failure analysis and evaluate breakdowns of facilities, equipment, tools, vehicles, materials, programs and processes and take proactive steps to minimize future failures.
- Required to perform assigned role when Emergency Response Plan is implemented.

Planning:

- Develop, implement, and maintain creative, productive, effective and efficient programs for the District.
- Achieve efficiency through proper planning, organization, scheduling, and direction of department activities, staffing, resources, and projects.
- Conduct a variety of studies and surveys; research, develop and present technical and administrative reports related to the District, its programs, and its effectiveness.

Staffing and Training:

- Direct, supervise, mentor, train, discipline, and evaluate the performance of direct reports.
- Meet on a regular basis with direct reports to share information and discuss issues regarding projects, policies and programs, and to determine priorities and resource management issues.
- Prepare concise written documentation for annual evaluations, promotions, demotions, disciplinary actions including: verbal, written, suspensions and terminations.
- Review applications for employment; participate in interviews of prospective employees; make recommendations on hiring and placement.
- Develop, document, present, lead and manage departmental training.
- Review and approve time cards and leave requests.
- Attend, participate, and/or conduct training, meetings, seminars, demonstrations, events and conventions as required (i.e.: including nights and weekends).
- Effectively represent the District/Department in committees and regional groups (i.e.: Safety or Star Committee, JPIA, SAWWA, Chamber, etc.).

Policy:

- Exercise leadership, authority, and supervision of department within policies and regulations.
- Develop and enforce departmental standards and procedures.
- Aid in the development and maintenance of policies, regulations, procedures, standards and other documents with other management/exempt personnel.
- Enforce and comply with all District policies and procedures including: Policy Manual, Management Handbook, Regulations Manual, Emergency Response Plan, and IIPP.

Compliance:

- Develop, direct, enforce and promote safety programs (i.e. training, committee, procedures, etc.) for new and existing employees.
- Work with consultants on any regulatory and compliance requirements, documents, and reports.
- Perform quality control on daily paperwork, prepare reports (i.e.: monthly, quarterly, annually, etc.) and maintain District's departmental records and database.
- Comply with District, local, state and federal regulations.
- Monitor new legislation and laws; develop and present recommendations regarding areas of potential risk and/or noncompliance.
- Complete data requests, regulatory filings, and reports as required (i.e. State Board of Equalization, Certificates of Participation (COP), etc.).

Programs, Projects and Bids:

- Create necessary reports, cost estimates, RFPs, bids, and specifications for new equipment, materials, contracts, services, projects and programs.
- Create, document and maintain complete and accurate process, procedures, files and records for all projects and programs.
- Manage projects, grants and contracts as assigned.

Financial:

- Develop, present and administer the District annual and Capital Improvement Program budgets.
- Direct and oversee preparation of monthly, quarterly, and annual financial processes and documents.
- Direct and oversee annual audit.
- Develop ongoing repair and replacement analysis of assets and recommend appropriate budget expenditures.
- Forecast and make recommendations on departmental staffing, programs, and projects.
- Review and make recommendations on District financial forecast, inventory, budget adjustments, investments, and current financials.

Customer Service:

- Effectively represent the District and its interests with intergovernmental agencies, professional groups and the public.
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies, and the public.
- Respond to public inquiries regarding the District and difficult customer complaints; prepare written correspondence.
- Investigate departmental calls, complaints and claims and take necessary corrective action.
- Provide excellent timely customer service.
- Provide staff assistance to management including development and presentation of staff reports, documents and other correspondence.
- Attend District Board and committee meetings; present reports and agenda items regarding District programs.

Qualifications

Knowledge of:

- Principles, methods, techniques, objectives and practices of financial and business programs and functions (i.e.: payables, receivables, invoices, journal entries, general ledger, fixed asset, inventory, reconciliation, budget, audit, etc.).
- Planning, organizing, directing, and supervising the departmental operations.
- Policies, rules and regulations, and procedures development and enforcement.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Federal, state, county and local regulatory compliance.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of safety and risk management.
- Project management.
- Budget development and fiscal controls.
- Cost estimating and contract administration.
- Principles and practices of personnel management.
- Research and evaluation methods.
- Customer service.
- Operation and maintenance of departmental equipment.

Ability to:

- Plan, organize, manage, coordinate, supervise and direct the District's financial and business programs and functions.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Exercise good judgment.
- Oversee the establishment and maintenance of certification, training and work safety programs.
- Effectively supervise staff, manage time and workload to maximize productivity.
- Manage multiple projects simultaneously.

- Research, collect, organize, and analyze data; develop, prepare and present reports on a variety of topics.
- Develop and manage budgets.
- Analyze situations and make sound recommendations to management in support of District goals.
- Communicate effectively both orally and in writing with the Board of Directors, District management, co-workers, and the public in one-to-one and group settings.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to District activities
- Effectively represent the District with the public, community groups, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, personal computer and software applications for word processing, graphic presentations, spreadsheets, and other job-related software.

Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel occasionally by vehicle for District related duties and activities.
- Regularly work in an office environment:
 - Work at a desk/table for an extended period of time; sit and stand for an extended period of time.
 - Ability to bend (neck and waist), squat, climb, crouch, stoop, kneel, twist, grasp, fine manipulation, push, pull, reach (above and below shoulder level), balance, stand, walk.
 - Ability to reach, lift, carry and move objects up to 25 pounds (e.g. storage boxes, large binders, books, outreach materials and supplies, tables, chairs, popup shade structures, etc.).
 - Repetitive use of hands.

Environmental and Working Conditions

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly work in ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.
- Work outside of business hours (i.e. nights, weekends, holidays, etc.) as required to meet the needs of the District.
- The performance of this position may occasionally require exposure to job site, distribution and production areas where:
 - Certain areas may require the use of personal protective equipment such as hard hats, safety glasses and hearing protection.
 - May be both indoors and outdoors in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat; on various types of terrain and footing which may be slippery or uneven; around moving objects or vehicles; in small/tight spaces.
 - May be around machinery with moving parts or stationary equipment; near hazardous chemicals; exposed to fumes/smoke/gases.

Education, Experience and Certification

Required:

- A Bachelor's Degree from an accredited college or university with major course work in Business Administration, Finance, Accounting or a closely-related field.
- Minimum of five years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations that includes performing financial analysis, accounting and budgeting.
- Three years of managerial or supervisory experience in a public agency.

Desirable:

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Master's Degree (MBA/MPA) from an accredited college or university in Business, Public Administration, Finance, Accounting or a closely-related field.
- Six or more years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations that includes performing financial analysis, accounting and budgeting.
- Four or more years of increasingly responsible supervisory experience related to financial, business and customer service programs and functions.

Licenses

- Possess a valid State of California Class C driver's license.
- ~~Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.~~

License and Certification Maintenance: Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.

NOTE: The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.

CARMICHAEL WATER DISTRICT
Classification Specification

Job Class: Accountant / Senior Accountant
FLSA Status: Non-Exempt
Supervisor: Assistant General Manager
Effective Date: May-June 15, 2024

Description

Under general supervision, the Accountant / Senior Accountant performs a variety of difficult and complex fiscal and recordkeeping operations, functions and programs of the District; and ensures that the highest quality customer service is delivered to District customers.

Distinguishing Characteristics

This is a flexibly staffed position whereas employees can be placed in either the Accountant or Senior Accountant range of the position based on qualifications, education and experience.

Accountant

This is a ***non-exempt position*** in the Finance Department performing a full range of duties at a high level of independence. Distinguished from other classes within the department by the level of responsibility assumed, confidentiality, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, by the nature of the public contact made, and the level of experience.

Senior Accountant

This is a ***non-exempt position*** in the Finance Department performing a full range of duties at a high level of independence. Distinguished from the Accountant position as this class is an advanced journey level professional classification. Employees at this level receive only occasional instructions or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Essential Duties and Responsibilities

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

Operation and Maintenance of Fiscal and Recordkeeping Programs (Department):

- Oversee the departmental activity including but not limited to: payables, receivables, invoices, journal entries, general ledger, fixed asset, depreciation, accruals, inventory, and reconciliation.
- Prepare, process and maintain regular departmental activity (i.e. daily, weekly, monthly, quarterly, annually, etc.) and departmental records and database.
- Summarize biweekly timesheets to be uploaded to third-party payroll software.
- Secure approval initials and/or signatures on required documents.
- Prepare and maintain required fiscal reporting documents for Board packets (i.e. balance sheet, income statement, budget, fiscal agent activity, etc.).
- Timely perform monthly and annual fiscal closings.
- Timely perform calendar year end activity (i.e. 1099s, etc.).
- Coordinate annual audit activity.
- Prepare and maintain all necessary documentation for annual audit program (i.e. preliminary through post audit).
- Prepare and maintain all necessary documentation for outside sales agreements.
- Ensure all work performed is completed to District standards.
- Read and interpret specifications, bid documents, contract, grants, and program documents.

Planning:

- Achieve efficiency through proper planning, organization, scheduling, and direction of program activities, resources, and projects.
- Evaluate and recommend improvements to increase efficiency.
- Research, collect, organize and analyze data.
- Participate in Business Plan, water rate, and funding efforts.

Staffing and Training:

- Attend, support and participate in training, meetings, seminars, demonstrations, events and conventions as required.
- Participate in committees and regional groups (i.e. Safety or Star Committee, JPIA, etc.).

Policy:

- Comply with all District policies and procedures (i.e. Policy Manual, Rules and Regulations Manual, Emergency Response Plan, IIPP, etc.).

Compliance:

- Participate and comply with safety programs and procedures for employees.
- Comply with District, local, state and federal regulations; and prepare a variety of related reports.
- Complete data requests, regulatory filings, and annual reports as required.
- Perform quality control on daily paperwork, reports (i.e. monthly, quarterly, annually, etc.) and departmental records and database to ensure compliance.
- Work with consultants on any regulatory/compliance requirements, documents, and reports.
- Maintain accurate records and files in compliance with generally accepted accounting practices and recommendations from Auditor.

Programs, Projects and Bids:

- Prepare necessary reports, RFPs, bids, and specifications for new equipment, materials, contracts, services and assigned projects.
- Document and maintain complete and accurate process, procedures, files and records for all projects and programs.
- Prepare and maintain financial files (i.e. construction projects, grants, agreements and contracts).

Budget:

- Compile and prepare fiscal year annual budget document and presentation.
- Enter approved annual budget and adjustments in financial software.
- Prepare and distribute monthly documents.
- Prepare budget adjustment documents for Board approval.

Customer Service:

- Investigate departmental calls, complaints and claims and take necessary corrective action.
- Provide excellent timely customer service.
- Provide Board and staff with support/information on issues of interest to the public or media.
- Assist other staff regarding customer service for District customers as necessary.

Qualifications

Knowledge of:

- Principles, methods, techniques, objectives and practices of fiscal and recordkeeping programs and functions (i.e. payables, receivables, invoices, journal entries, general ledger, fixed asset, inventory, and reconciliation).
- Planning and organizing.
- Procedure maintenance.
- Federal, state, county and local regulatory compliance.
- Work safety standards and requirements.
- Project management.

- Budget development and fiscal controls.
- Customer service.
- Professional applications of research and writing skills.
- Computer proficiency

Ability to:

- Plan, organize, manage, coordinate, and direct the District's fiscal and recordkeeping programs and functions.
- Exercise good judgment.
- Effectively manage time and workload to maximize productivity.
- Manage multiple projects simultaneously.
- Organize data, maintain records, and prepare reports.
- Develop and control budgets.
- Analyze situations and make sound recommendations in support of District goals.
- Communicate effectively both orally and in writing with the Board of Directors, District management, co-workers, and the public in one-to-one and group settings.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to District activities.
- Effectively represent the District with the public, community groups, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, personal computer and software applications for word processing, graphic presentations, spreadsheets, and other job-related software (i.e. Great Plains and FRX).

Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel regularly by vehicle for District related duties and activities.
- Communicate orally and in writing with District management, co-workers, and the public in one-to-one and group settings.
- Vision and hearing within normal ranges with or without correction.
- Operate a variety of automated office machines (i.e. personal computer, copier, fax, etc.).
- Regularly use telephone for communications.
- Regularly use electronic devices.
- Typical work in an office environment:

Regularly:

- Sit at a desk/table for an extended period of time.
- Ability to bend (neck and waist), squat, climb, stoop, kneel, twist, grasp, fine manipulation, push, pull, reach, climb, crouch, balance, stand, walk.
- Lift, carry and move objects up to 25 pounds such as storage boxes, large binders, books, and small office equipment.
- Repetitive use of hands.
- Reach above and below shoulder level.

Environmental and Working Conditions

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The performance of this position may occasionally require exposure to job site, distribution and production areas where:
 - Certain areas may require the use of personal protective equipment such as hard hats, safety glasses and hearing protection.

- May be both indoors and outdoors in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat; on various types of terrain and footing which may be slippery or uneven; around moving objects or vehicles.
- May be around machinery with moving parts or stationary equipment; near hazardous chemicals; exposed to fumes/smoke/gases.
- For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Education, Experience, and Certification

Required:

- Bachelor's Degree from an accredited college or university with major course work in accounting.
- Four (4) full-time years of increasingly responsible experience in general ledger sub-systems (i.e. account reconciliations, fixed assets, accounts payable, and accounts receivable) and applicable accounting practices including three (3) full-time years equivalent to an Accountant with the Carmichael Water District.

Desirable:

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Master's Degree from an accredited college or university in business administration, finance, accounting or closely related field.
- Three (3) or more full-time years of experience in the public agency.
- Five (5) or more full-time years of increasingly responsible experience as an accountant.
- Five (5) or more full-time years of increasingly responsible experience in general ledger sub-systems (i.e. account reconciliations, fixed assets, accounts payable, and accounts receivable) and applicable accounting practices.
- Three (3) full-time of customer service and administrative support experience.

Licenses

- ~~Possess a valid State of California Class C driver's license.~~
- ~~Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.~~

License and Certification Maintenance: Employee is responsible to complete the designated number of contact hours (i.e. continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.

NOTE: The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.

CARMICHAEL WATER DISTRICT
Classification Specification

Job Class: Billing Supervisor
FLSA Status: Exempt
Supervisor: Financial Manager
Effective Date: Mayreh 20252

Description

Under general supervision, the Billing Supervisor plans, organizes, manages, coordinates and directs the billing operations, functions and programs for the District; and ensures that the highest quality customer service is delivered to District customers.

Distinguishing Characteristics

Distinguished from other classes within the billing department by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, by the nature of the public contact made, and the level of experience.

Supervision Received and Exercised

Receives general direction from the Finance Manager or District designated representative. Exercise technical and functional direction over billing staff.

Essential Duties and Responsibilities

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

Operation and Maintenance of the Billing Programs (Department):

- Oversee the daily activity (including but not limited to: utility billing; meter reading coordination; general administration; reporting; regulatory; and customer service).
- Assign and supervise activities, projects and programs of departmental personnel, contractors and external vendors (i.e. banking, billing statements, lockbox, answering service, etc.) for department programs.
- Perform a variety of duties associated with billing and collections.
- Ensure coverage of billing staff (i.e. assist with routine activities and/or in absence of billing staff).
- Research and analyze risk management; manage, direct and oversee risk management functions for the department (i.e. hot topics: present and future impacts).
- Maintain awareness of operations practices and recommend changes.
- Manage, direct and oversee the billing software (i.e. CSM, Great Plains, etc.)
- Coordinate meter reading and data collection with billing software.
- Monitor work flow, review and evaluate work products, methods and procedures.
- Ensure all work performed is completed to District standards.
- Manage District's claims as assigned.
- Manage outside vendors/consultants for department business operations.
- Develop, read and interpret specifications, bid documents, contracts and program documents.

Planning:

- Develop, implement, and maintain creative, productive, effective and efficient programs for the department.
- Achieve efficiency through proper planning, organization, scheduling, and direction of department activities, staffing, resources, and projects.
- Conduct a variety of studies and surveys; research, develop and present reports related to the department, its programs, and its effectiveness.

Staffing and Training:

- Direct, supervise, mentor, train, discipline, and evaluate the performance of direct reports.
- Meet on a regular basis with direct reports to share information and discuss issues regarding projects, policies and programs, and to determine priorities and resource management issues.
- Prepare concise written documentation for annual evaluations, promotions, demotions, disciplinary actions including: verbal, written, suspensions and terminations.
- Review applications for employment; participate in interviews of prospective employees; make recommendations on hiring and placement.
- Develop, document, present, lead and manage departmental training.
- Review and approve time cards and leave requests.
- Attend, participate, and/or conduct training, meetings, seminars, demonstrations, events and conventions as required (i.e.: including nights and weekends).
- Effectively represent the District/Department in committees and regional groups (i.e.: Safety or Star Committee, JPIA, SAWWA, Chamber, etc.).

Policy:

- Exercise leadership, authority, and supervision of department within policies and regulations.
- Develop and enforce departmental standards and procedures.
- Enforce and comply with all District policies and procedures including: Policy Manual, Management Handbook, Regulations Manual, Emergency Response Plan, and IIPP.

Compliance:

- Develop, direct, enforce and promote safety programs (i.e. training, committee, procedures, etc.) for new and existing employees.
- Work with consultants on any regulatory and compliance requirements, documents, and reports.
- Perform quality control on daily paperwork, prepare reports (i.e.: monthly, quarterly, annually, etc.) and maintain District's departmental records and database.
- Comply with District, local, state and federal regulations.
- Monitor new legislation and laws; develop and present recommendations regarding areas of potential risk and/or noncompliance.
- Complete data requests, regulatory filings, and reports as required.

Programs, Projects and Bids:

- Create necessary reports, cost estimates, RFPs, bids, and specifications for new equipment, materials, contracts, services, projects and programs.
- Read and interpret specifications, bid documents, contracts and program documents.
- Create, document and maintain complete and accurate process, procedures, files and records for all projects and programs.
- Manage projects and contracts as assigned.

Financial:

- Participate in development and administration of the annual department budget.
- Assume responsibility of the billing functions (i.e. prepare, direct and oversee billing processes and documents).
- Provide assistance with annual audit.
- Forecast and make recommendations on departmental staffing, programs, and projects.

Customer Service:

- Effectively represent the District and its interests with intergovernmental agencies, professional groups and the public.
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies, and the public.
- Respond to public inquiries regarding the District and difficult customer complaints; prepare written correspondence.

- Investigate departmental calls, complaints and claims and take necessary corrective action.
- Perform a variety of duties associated with customer service and general support.
- Provide excellent timely customer service.
- Provide staff assistance to management including development and presentation of staff reports, documents and other correspondence.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Qualifications

Knowledge of:

- Principles, methods, techniques, objectives and practices of financial and business programs and functions (i.e.: receivables, billing, adjustments, journal entries, reconciliation, budget, audit support, etc.).
- Planning, organizing, directing, and supervising the departmental operations.
- Policies, rules and regulations, and procedures development and enforcement.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Federal, state, county and local regulatory compliance.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of safety and risk management.
- Project management.
- Budget development and fiscal controls.
- Cost estimating and contract administration.
- Principles and practices of personnel management.
- Research and evaluation methods.
- Customer service.
- Operation and maintenance of departmental equipment.

Ability to:

- Plan, organize, manage, coordinate, supervise and direct the District's billing operations, functions and programs.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Exercise good judgment.
- Oversee the establishment and maintenance of training and work safety programs.
- Effectively supervise staff, manage time and workload to maximize productivity.
- Manage multiple projects simultaneously.
- Research, collect, organize, and analyze data; develop, prepare and present reports on a variety of topics.
- Develop and manage budgets.
- Analyze situations and make sound recommendations to management in support of District goals.
- Communicate effectively both orally and in writing with the Board of Directors, District management, co-workers, and the public in one-to-one and group settings.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to District activities.
- Effectively represent the District with the public, community groups, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, personal computer and software applications for word processing, graphic presentations, spreadsheets, and other job-related software.

Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel occasionally by vehicle for District related duties and activities.
- Regularly work in an office environment:
 - Work at a desk/table for an extended period of time; sit and stand for an extended period of time.
 - Ability to bend (neck and waist), squat, climb, crouch, stoop, kneel, twist, grasp, fine manipulation, push, pull, reach (above and below shoulder level), balance, stand, walk.
 - Ability to reach, lift, carry and move objects up to 25 pounds (e.g. storage boxes, large binders, books, outreach materials and supplies, tables, chairs, popup shade structures, etc.).
 - Repetitive use of hands.

Environmental and Working Conditions

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly work in ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.
- Work outside of business hours (i.e. nights, weekends, holidays, etc.) as required to meet the needs of the District.
- The performance of this position may occasionally require exposure to job site, distribution and production areas where:
 - Certain areas may require the use of personal protective equipment such as hard hats, safety glasses and hearing protection.
 - May be both indoors and outdoors in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat; on various types of terrain and footing which may be slippery or uneven; around moving objects or vehicles; in small/tight spaces.
 - May be around machinery with moving parts or stationary equipment; near hazardous chemicals; exposed to fumes/smoke/gases.

Education, Experience and Certification

Required:

- High School diploma or equivalent
- Five (5) full-time years of increasingly responsible experience performing Accounts Receivable (billing and collections), customer service, and cash management including three (3) full-time years equivalent to a Billing Specialist 2 with the Carmichael Water District.
- Two (2) full-time years of increasingly responsible supervisory experience related to financial, business, and customer service programs and functions.

Desirable:

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Associate's Degree from an accredited college or university in Accounting, or a certificate in accounting
- Bachelor's Degree from an accredited college or university in Business, Public Administration, Finance, Accounting or a closely-related field.
- Four (4) or more full-time years of increasingly responsible supervisory experience related to financial, business and customer service programs and functions.
- Three (3) or more full-time years of increasingly responsible managerial or supervisory experience in a public agency.

Licenses

- Possess a valid State of California Class C driver's license.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.

License and Certification Maintenance: *Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.*

NOTE: The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.

CARMICHAEL WATER DISTRICT JOB DESCRIPTION

Job Class: Billing Specialist Series (BS1 – BS2)
FLSA Status: Non-Exempt
Supervisor: Billing Supervisor
Effective Date: July 1, May 2025

Description

Under supervision, perform skilled and technical work with regard to billing water service activities to include Accounts Receivables (e.g. preparation of billing statements and collection notices; collections; records; processes); and customer service. Organize and prioritize assigned workload in order to complete assigned activities and projects.

Distinguishing Characteristics

Billing Specialist 1 (BS1): This is the intermediate level class in the Billing Specialist series. Specialists in this class are required to be fully trained in all procedures related to assigned areas of responsibility. Distinguished from other classes within the series by the knowledge and ability to perform the full range of duties assigned at an advanced and independent level and may assume responsibility of the billing functions in the absence of the Billing Supervisor.

Billing Specialist 2 (BS2): This is the journey level class in the Billing Specialist series. Specialists in this class are required to be highly trained in all procedures related to assigned areas of responsibility. Distinguished from other classes within the series by the knowledge and ability to perform the full range of duties assigned at a proficient and independent level including assuming responsibility of the billing and customer service functions in the absence of the Billing Supervisor.

Specialists may be advanced provided they meet the required education, experience, and minimum qualifications for the job class as described in the Billing Specialist Series job description.

Supervision Received and Exercised

Billing Specialist 1 (BS1): Receives immediate direction from the Billing Supervisor or District Designated Representative; and may receive technical and functional direction from other journey level staff. May exercise technical and functional direction over less knowledgeable or experienced billing staff.

Billing Specialist 2 (BS2): Receives immediate direction from the Billing Supervisor or District Designated Representative; and may receive technical and functional direction from other journey level staff. Exercise technical and functional direction over less knowledgeable or experienced billing staff.

Essential Duties and Responsibilities

The following duties are typical for this classification series. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Perform a variety of duties associated with billing and collections.
 - Compile and maintain comprehensive records of water accounts and property transactions.
 - Administer and perform all billing and collection functions, ensuring accurate billing records and timely mailing of all statements.
 - Make all necessary account adjustments; create and enter all journal entries for adjustments.
 - Track delinquent accounts; prepare, process, mail and maintain liens.
 - Maintain meter data in billing system.

- Respond to a variety of public inquiries and resolve issues related to water service and billing.
- Interpret, understand, apply, and explain billing rules, procedures, policies, codes, and ordinances.
- Assess current billing operations, offer recommendations for improvement and implement new processes.
- Perform advanced accounts receivable tasks and related revenue support work (timely and accurately) including: reconciliation, statistical records, and mathematic computations (e.g. interest and penalties).
- Maintain water rates in billing system.
- Perform a variety of duties associated with customer service and general support.
 - Process petty cash reimbursements; balance and maintain the petty cash fund.
 - Provide training to other employees in the areas of billing, collections, and reporting.
 - Coordinate resolution of issues related to water service and billing with various departments.
 - Provide back up and assistance to other Administrative Services staff.
- Perform a variety of duties associated with reports and correspondence.
 - Gather information and data, conduct research.
 - Collect and record program data for statistical reports.
 - Compose and prepare clear and concise reports and correspondence.
- Assume responsibility of the billing and customer service functions in the absence of the Billing Supervisor.
- Attend, support and participate in training.
- Build and maintain positive working relationships with co-workers and the public using principles of good customer service.
- Comply with all District policies, procedures, rules and regulations including all safety standards, programs and procedures (e.g. Policy Manual, Rules and Regulations Manual, Emergency Response Plan, IIPP, etc.).
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Ensure all work performed is completed to District standards.

Additional Essential Duties and Responsibilities for Billing Specialist 2

- Assume responsibility of the billing and customer service functions in the absence of the Billing Supervisor.

Qualifications

Billing Specialist 1 (BS1):

Billing Specialist 1 (BS1) must possess ***advanced knowledge and advanced abilities*** identified below:

Knowledge of:

- Principles and practices of lead billing (e.g. billing, revenue and collection process and procedures).
- Principles and practices of accounting.
- Principles and practices of lead supervision.
- Customer service techniques and conflict resolution.
- Regulatory standards and compliance requirements.
- Advanced mathematics.
- Methods for conducting and interpreting data collection and reporting.
- Standard safety practices and programs.
- General office procedures (e.g. telephone, filing, typing).
- Computer software programs (e.g. billing, financial, Microsoft Suite [Word, Excel, Outlook, and PowerPoint]).
- Correct English usage, spelling, grammar and punctuation.

- Strong written and verbal interpersonal and communication skills.

Ability to:

- Work independently, demonstrating initiative and independent thinking.
- Learn and perform a variety of office support assignments.
- Perform advanced mathematical calculations accurately including statistical records and computations (e.g. interest and penalties).
- Analyze and record accounting transactions.
- Compose and prepare appropriate reports.
- Prepare and organize a variety of information.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to District activities.
- Solve problems and provide corrective action with little or no supervision.
- Explain billing and customer service processes clearly and concisely.
- Effectively train less qualified personnel.
- Assume responsibility of the billing and customer service functions in the absence of the Financial Services Supervisor.
- Respond to public, vendor, and co-worker requests in a timely, tactful, courteous and effective manner.
- Communicate clearly and concisely both orally and in writing with District management, co-workers, and the public in one-to-one and group settings.
- Follow both oral and written instructions.
- Perform assigned duties.
- Perform duties in a professional manner and work well with others or in a team setting.
- Effectively represent the District in a positive and professional manner at all times with the public, community groups, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Exercise good judgment.
- Effectively manage time and workload to maximize productivity.
- Maintain regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Adhere to safe work practices.
- Skillfully operate a variety of standard office equipment (e.g. computers, copier, postage and fax machines, 10 key, etc.), telephone, electronic devices (e.g. laptop, smart phone, etc.), personal computer and proficient with software applications (e.g. email, word processing, spreadsheets, and other job-related software (e.g. CSM and Great Plains)).
- Change working hours or work overtime including nights and/or weekends.

Billing Specialist 2 (BS2):

Billing Specialist 2 (BS2) must possess ***proficient knowledge and proficient abilities*** of Billing Specialist 1 (BS1).

Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Regularly work in an office environment:
 - Work at a desk/table for an extended period of time; sit and stand for an extended period of time.
 - Ability to bend (neck and waist), squat, climb, crouch, stoop, kneel, twist, grasp, fine manipulation, push, pull, reach (above and below shoulder level), balance, stand, walk.
 - Ability to reach, lift, carry and move objects up to 25 pounds (e.g. storage boxes, large binders, books, outreach materials and supplies, tables, chairs, popup shade structures, etc.).

- Repetitive use of hands.

Environmental and Working Conditions

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly work in ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.
- The performance of this position may occasionally require exposure to job site, distribution and production areas where:
 - Certain areas may require the use of personal protective equipment such as hard hats, safety glasses and hearing protection.
 - May be around machinery with moving parts or stationary equipment; near hazardous chemicals; exposed to fumes/smoke/gases.

Education, Experience and Certifications

Required:

- High school diploma or equivalent

Billing Specialist 1

- Three (3) full-time years of increasingly responsible experience performing Accounts Receivable (including billing and collections), customer service, and cash management including two (2) full-time years equivalent to a Billing Support 2 with the Carmichael Water District.

Billing Specialist 2

- Four (4) full-time years of increasingly responsible experience performing Accounts Receivable (including billing and collections), customer service, and cash management including two (2) full-time years equivalent to a Billing Specialist 1 with the Carmichael Water District.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

Billing Specialist 1

- One (1) year of college level general accounting courses in addition to the above requirements.

Billing Specialist 2

- An Associate Degree, with major course work in Accounting, or a certificate in accounting from an accredited college in addition to the above requirements.

Licenses

License and Certification Maintenance: *Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.*

NOTE: The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.

CARMICHAEL WATER DISTRICT Classification Specification

Job Class: Administrative Specialist Series (AA1 – AA2)
FLSA Status: Exempt
Supervisor: General Manager
Effective Date: May 2025⁵⁴

Description

Under occasional general supervision of the General Manager, the Administrative Specialist I/II performs difficult and responsible administrative work in support of the General Manager, Engineering Manager, and the Finance Manager; organizes and coordinates the human resources and payroll operations; assists with administrative functions for specific programs/projects; prepares technical and administrative reports; performs a variety of high-level, complex and sensitive, confidential administrative support duties of the District, and performs other duties as assigned.

Distinguishing Characteristics

Administrative Specialist 1 (AA1): The Administrative Specialist I classification is a ***confidential exempt position*** which is characterized by its performance of a variety of routine and difficult assignments. With experience and on-the-job training, the work becomes progressively more diversified and complex with increasing independent judgment. It is distinguished from the Administrative Specialist II in that the latter performs complex administrative projects and assignments requiring more independent judgment under general supervision. This job classification is designated "Confidential" as the position may have access to information related to personnel and the administration of employee-employer relations.

Administrative Specialist 2 (AA2): The Administrative Specialist II classification is a ***confidential exempt position*** which performs specialized and complex administrative work within the framework of District policy and exercises independent judgment under general supervision. It is distinguished from the Administrative Specialist I classification in that the latter is characterized by its performance of a variety of routine to difficult assignments initially under close supervision with the work becoming progressively more diversified and complex with increasing independent judgment as experience is gained. This job classification is designated "Confidential" and as the position will have access to information related to personnel and the administration of employee-employer relations.

Supervision Received

Supervision is provided by the General Manager and direction may be provided by the Engineering Manager and/or the Finance Manager.

Supervision Exercised

Administrative Specialist 1 (AA1): May exercise technical and functional direction over less knowledgeable or experienced District staff, temporary employees and volunteers.

Administrative Specialist 2 (AA2): Exercises technical and functional direction over less knowledgeable or experienced District staff, temporary employees and volunteers.

Essential Duties and Responsibilities

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time. This position is required to be accessible to handle emergencies including: evenings, weekends and holidays by assisting with necessary resources.

Board Support

Provides administrative support to Board and Management Staff; attends all regular and special Board meetings including during non-business hours, attends all Board Ad Hoc and committee meetings as assigned; assembles and prepares agendas and packets for Board meetings (e.g.: regular, special and committee meetings); maintains various tickler files and schedules to assist management staff with upcoming agenda and Board related deadlines; takes meeting minutes and prepares official record of Board meetings; schedules, coordinates and organizes facility usage (e.g.: board room, etc.); sets up and maintain meeting rooms and equipment, coordinates Board and Management conference/training registration; processes and maintains Board information (e.g. timesheets, files, and records, etc.); compiles Board expense reports for payment authorization; and coordinates and oversees the District's Fair Political Practices Commission Form 700 filing.

Human Resources Support Functions

Performs confidential duties related to Human Resources administration including benefits processing, assist payroll function, data collection, vacancy brochures, advertisement, new hire and resignation/termination employment coordination; review and assist in preparation of concise written documentation for personnel actions; review applications for employment; facilitate interviews of prospective employees; support and document District training; monitor local, state and federal regulations, legislation and laws and attend training as assigned to support District compliance, and develop/present recommendations regarding areas of potential noncompliance.

Program Support Functions

Provides specialized programmatic support for the District; assists with program coordination, such as the City's insurance and safety programs, staff training programs, and other programs; verifies documentation requirements for agreements and service contracts, permits, and vendors; develops, coordinates, and monitors special projects and/or contracts; conducts community outreach efforts; assists with a variety of administrative issues and prepares or recommends process, policy, and procedural modifications; and calculates statistical information and prepares reports in compliance with state and federal laws and regulations.

Administrative Support Functions

Develops and maintains accurate, up-to-date files, statistical data, and records; and other related support functions; prepares necessary reports, RFPs, bids, and specifications for new equipment, contracts, services, and assigned projects; monitors and coordinates the updating of policies, such as the City's Administrative Regulations and other documents; drafts and prepares official District documents, such as resolutions, special awards, and other documents; may provide assistance to managers and to members of the Board, such as calendaring, travel arrangements, scheduling meetings, screening visitors/phone calls, and responding to mail, voicemail, and e-mail; creates and maintains status documents related to assigned projects; monitors projects, consultant services agreements, and special assignments; assists with monitoring of monthly expenditures; coordinates the flow of paperwork; processes and distributes mail; schedules meetings and appointments; prepares reports, letters, and other correspondence; prepares requisitions and warrants for payments; serves as the department representative for Agenda Manager and drafts related documents; proofreads and corrects documents; compiles statistical data to create reports and tracks information; analyzes complex and technical procedural questions by researching, interpreting and explaining policies, procedures and regulations; assists in preliminary data gathering, preparation of budget, and performance measures; may interface with the Engineering Department, Finance Department, Distribution Department, and Production Department on budgetary or payroll related matters; assists with special events; coordinates time keeping functions for the assigned department; reconciles purchase card statements; may maintain and update content on District web pages and social media posts; interprets and explains City policies and procedures; designs and modifies work methods, procedures, and forms; composes correspondence and responds to public requests; evaluates and coordinates response to Public Records Act requests, reviews work for thoroughness and accuracy; operates modern office equipment; and utilizes computer software programs, including Microsoft Office spreadsheet, database, word processing, presentation software, Adobe Acrobat, WordPress and other job specific systems.

Policy and Compliance

Comply with all District policies, procedures, rules and regulations including all safety standards, programs and procedures (e.g. Policy Manual, Rules and Regulations Manual, Emergency Response Plan, IIPP, etc.); maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities;

Qualifications

Demonstrated knowledge of:

General functions and objectives of municipal government and administration; report writing techniques; principles and practices of project coordination; modern office procedures and methods; proper English usage, spelling, grammar, punctuation, and business format; basic principles and practices of accounting and budget monitoring; effective communication techniques; and computer operating systems and software applications.

Demonstrated skills and ability to:

Attain knowledge of the principles, methods, techniques, objectives and practices of human resources and payroll programs (i.e.: public employment administration, health and welfare benefit administration, etc.); organize and coordinate the District's human resources and payroll programs and functions; monitor programs and complete assignments on schedule and at times, under time sensitive deadlines; prepare summaries and reports; perceive needed changes and initiate suggestions for improvement; use independent judgment and exercise resourcefulness in addressing problems; develop solutions using initiative, tact, and good judgment; remain flexible and adapt to changing conditions; work under the pressure of deadlines; read, comprehend, interpret, and explain policies,

procedures, laws, ordinances, and regulations; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively both verbally and in writing; work as a member of a team to accomplish goals; lead and train volunteer and/or temporary staff; operate a computer utilizing spreadsheet, database, word processing, and presentation software; respond to internal and external customers in a professional, creative, and cooperative manner; exemplify an enthusiastic, resourceful, and effective customer service attitude; and maintain confidentiality. Learn the operation, policy, and procedures of the District; and effectively apply the required knowledge and skills in the daily performance of assigned duties.

Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel occasionally by vehicle for District related duties and activities.
- Communicate orally and in writing with District management, co-workers, and the public in one-to-one and group settings.
- Vision and hearing within normal ranges with or without correction.
- Operate a variety of automated office machines (i.e.: personal computer, copier, fax, etc.).
- Regularly use electronic devices and telephone.
- Regularly work in an office environment:
 - Work at a desk/table for an extended period of time; sit and stand for an extended period of time.
 - Ability to bend (neck and waist), squat, climb, crouch, stoop, kneel, twist, grasp, fine manipulation, push, pull, reach (above and below shoulder level), balance, stand, walk.
 - Ability to reach, lift, carry and move objects up to 25 pounds (e.g. storage boxes, large binders, books, outreach materials and supplies, tables, chairs, popup shade structures, etc.).
 - Repetitive use of hands.
- Occasionally work in a field environment doing the following physical activities:
 - Sit, fine manipulation, and ride in a vehicle.
 - Walk, stand, squat, climb, bend, stoop, twist, repetitive use of hands, grasp, push, pull, reach above and below shoulder level, lift and carry up to 60 lbs., operate equipment and hand tools, and operate vehicle.
 - Stand and walk for extended time periods and on uneven terrain.

Environmental and Working Conditions

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly work in ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.
- Work outside of business hours (i.e. nights, weekends, holidays, etc.) as required to meet the needs of the District.
- The performance of this position may occasionally require exposure to job site, distribution and production areas where:
 - Certain areas may require the use of personal protective equipment such as hard hats, safety glasses and hearing protection.
 - May be both indoors and outdoors in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat; on various types of terrain and footing which may be slippery or uneven; around moving objects or vehicles; in small/tight spaces.
 - May be around machinery with moving parts or stationary equipment; near hazardous chemicals; exposed to fumes/smoke/gases.

Education, Experience and Training

Required:

- A bachelor's degree from an accredited college or university with major course work in Human Resources, Business Administration, Public Administration, Finance, Accounting or a closely-related field. An associate's degree with a minimum of five (5) years of professional experience equivalent to the essential duties and responsibilities may be considered in lieu of the Bachelor's degree education requirement.

Administrative Specialist 1 (AA1): No experience through five (5) full-time years of increasingly responsible professional experience performing administrative and related work similar to the Essential Duties and Responsibilities listed in the job description preferably in a public agency.

Administrative Specialist 2 (AA1): Minimum of five (5) full-time years of broad and extensive professional experience performing high-level administrative and related work similar to the Essential Duties and Responsibilities listed in the job description preferably in a public agency, and/or a Master's degree as described below.

Desirable:

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Master's Degree (MBA/MPA) from an accredited college or university in Human Resources Management, Business, Public Administration, Finance, Accounting or a closely-related field.
- Ten (10) or more full-time years of broad and extensive professional experience performing high-level administrative and related work preferably in a public agency.
- Society for Human Resource Management (SHRM), California Public Employers Labor Relations Association (CalPELRA), or related certifications

Licenses

- Possess a valid State of California Class C driver's license.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.

License Maintenance: Employee is responsible to maintain licenses as a condition of continued employment.

NOTE: The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.

Topic: ACWA Elections for 2026 -27 Term – Officers Positions and Region Board Members

Date: May 9, 2025

Item For: Action

Submitted By: Cathy Lee, General Manager

BACKGROUND

ACWA recently launched the election process for the 2026 – 27 term for ACWS Officers, President, Vice President, and region board members. The election process is now combined and voting for the positions will be done electronically by the District's designated voter on a single ballot. The election begins on Monday, July 21, 2025 and ends on Friday, September 19, 2025.

SUMMARY/DISCUSSION

The process for the two elections is combined with the following criteria.

Officers Positions – President and Vice President

To be eligible as a candidate for ACWA President and Vice President, candidates must be must be a director of an ACWA member agency. Additionally, a candidate must obtain an agency resolution and a statement of qualifications/resume. Candidate interviews are tentatively scheduled for Friday, July 1, 2025. An 11-member Election Committee has been appointed to facilitate the election of the President and Vice President. An agency may also provide a resolution of support for a candidate. Attached 1 is the packet for the officers positions.

Region Board Position

ACWA's Region 4 Board is comprised of Chair, Vice Chair, and up to five Board Member positions. The Chair and Vice Chair of Region 4 serve on ACWA's statewide Board of Directors and recommend all committee appointments for Region 4. The members of the Region 4 Board determine the direction and focus of region issues and activities. Director Davis currently serves on the Region 4 Board.

Voting

Voting for both sets of candidates will be done electronically by each member agency's designated voter on a single ballot. Each agency may designate one voting representative on the attached Authorized Voting Representative Form by the June deadline or, if no representative is designated by the deadline, a member agency's General Manager will be the authorized voter by default. Authorized voters will receive an electronic ballot on July 21.

FISCAL IMPACTS

Directors Policy allows for the District's directors to participate in ACWA activities. Total annual payments are expected to be within budgeted amounts.

RECOMMENDATION(s)

Staff recommends that the Board of Directors consider nominating a director to be considered for the ACWA President, Vice President, or a Region Board Member position. Staff will place a nominating resolution on the June 16, 2025 agenda for possible Board action.

ATTACHMENT(s)

1. ACWA Call for Candidates for ACWA President/Vice President Information Packet
2. ACWA Region 4 Call for Candidates for Region Boards Information Packet
3. ACWA Authorized Voting Representative Form

TO: ACWA Agency Presidents and General Managers
(*sent via email*)

CC: ACWA Board of Directors

FROM: ACWA Election Committee

DATE: April 30, 2025

SUBJECT: Call for Candidates for ACWA President/Vice President for the 2026-'27 Term

ACWA recently distributed an Advisory announcing the Call for Candidates for President and Vice President for the 2026-'27 term. The Advisory also announced that each of ACWA's region nominating committees have issued a similar call for candidates interested in serving on the 10 region boards.

ACWA's Bylaws and Board policies (Article 9, Section 9.10, and Board Policy 2.3.3.1) establish the eligibility criteria candidates must meet to serve as President or Vice President. Candidates must meet the following eligibility criteria to qualify:

- At the time of their election, the President and Vice President will each be an elected or appointed member of the governing body or commission of a member agency of the Association.
- An official nominating resolution from the Association member agency on whose board the nominee serves will accompany all nominations for the position of President and Vice President. An authorized signatory of the member agency's Board of Directors will sign said resolution. A sample resolution is available [online](#).
- Each nomination will include a statement of qualifications or resume highlighting the candidate's qualifications for the position, such as active involvement in ACWA task forces, region boards, committees, or the like. Candidates must also submit an abbreviated statement (maximum of 300 words) that can be included with the official ballot. A headshot photo is recommended but not required.

Election Process

This year, the election process for President, Vice President, and region board members is now combined. Voting for both sets of candidates will be done electronically by each member agency's designated voter on a single ballot. Agencies can designate their voting representative by visiting

www.acwa.com/elections and submitting the [Authorized Representative and Information Form](#) by the June 20 deadline.

- An 11-member Election Committee has been appointed to facilitate the election of the President and Vice President. The committee will confirm that candidates' eligibility criteria have been met and endorse preferred candidates for each position.
- The Election Committee will present an open ballot on July 21 that lists all qualified candidates, including the committee's preferred candidates. All candidates will also be listed on the ACWA website and invited to participate in a town hall style webinar in which members can ask the candidates questions.
- Members of ACWA will elect the President, Vice President, and their respective region board by voting electronically July 21 – September 19. **There will be no voting during the fall conference.**
- Ballots will be emailed by a third-party vendor called Simply Voting. This web-based online voting system provides quick and verified results while keeping individual votes confidential.
- Each member agency may cast one vote and must designate their one [voting representative](#) by June 20. If an agency does not designate a representative to vote by the deadline, the agency's General Manager will be the authorized voter by default.

Important Dates

- Deadline to receive Authorized Voting Representative Form: **Friday, June 20**
- Deadline to receive candidate nominations: **Friday, June 20**
- Tentative date for candidate interviews: **Friday, July 1**
- Election Begins: **Monday, July 21**
- Election Ends: **Friday, September 19**

In addition to being accepted via email to donnap@acwa.com, nomination items may also be submitted via mail to the below address.

Bruce Rupp, Election Committee Chair
c/o Donna Pangborn, ACWA
980 9th Street, Suite 1000
Sacramento, CA 95814

Please be aware that candidates may contact general managers and board presidents to solicit their respective member agency's support. A sample resolution of support is available [online](#).

We appreciate your interest and participation in this process to find the best qualified individuals to serve in representing ACWA's statewide membership. Should you have any questions regarding this process, please contact ACWA Senior Clerk of the Board Donna Pangborn at 916-669-2425 or donnap@acwa.com.



Sample Resolution to Nominate Candidate for ACWA President or Vice President

RESOLUTION OF THE BOARD OF DIRECTORS OF

TO NOMINATE AND SUPPORT

AS A CANDIDATE FOR THE POSITION OF ACWA

WHEREAS, the Election Committee has announced a call for nominations of candidates for the election of President and Vice President of the Association for the 2026-'27 term; and

WHEREAS, the Election Committee will present an open ballot with all qualifying candidates to the members for a vote by written ballot; and

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and

WHEREAS, _____ has served in a leadership role as a member of the _____ Board of Directors since _____; and

WHEREAS, (list positions held to demonstrate knowledge of water and leadership)

WHEREAS, it is the opinion of the _____ Board of Directors that _____ possesses all of the qualities needed to fulfill the duties of the office of ACWA _____.

NOW, THEREFORE, BE IT RESOLVED, that the _____ Board of Directors does hereby nominate and support _____ as a candidate for the office of ACWA _____, pledging the District's support of his/her endeavors in fulfilling the duties of this office if elected.

PASSED AND ADOPTED by the _____ Board of Directors at a regular meeting of said Board held on the _____ day of _____, 2025, by the following vote:

Ayes: Directors

Noes: Directors

Absent: Directors



Sample Resolution to Support Nomination ACWA President or Vice President Candidate

RESOLUTION OF THE BOARD OF DIRECTORS OF

IN SUPPORT OF THE NOMINATION OF

AS A CANDIDATE FOR THE POSITION OF ACWA _____

WHEREAS, the Election Committee has announced a call for nominations of candidates for the election of President and Vice President of the Association for the 2024-'25 term; and

WHEREAS, the Election Committee will present an open ballot with all qualifying candidates to the members for a vote by written ballot; and

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and

WHEREAS, _____ has served in a leadership role as a member of the _____ Board of Directors since _____; and

WHEREAS, (list positions held to demonstrate knowledge of water and leadership)

WHEREAS, it is the opinion of the _____ Board of Directors that _____ possesses all of the qualities needed to fulfill the duties of the office of ACWA _____.

NOW, THEREFORE, BE IT RESOLVED, that the _____ Board of Directors wholeheartedly supports _____ for nomination as a candidate for the office of ACWA _____.

PASSED AND ADOPTED by the _____ Board of Directors at a regular meeting of said Board held on the _____ day of _____, 2023, by the following vote:

Ayes: Directors

Noes: Directors

Absent: Directors

MEMORANDUM

Date: April 21, 2025

To: ACWA Region 4 General Manager and Board Presidents
(sent via e-mail)

From: ACWA Region 4 Nominating Committee

- **Greg Zlotnick**, San Juan Water District
- **Paul Fuchslin**, Solano Irrigation District
- **Scot Moody**, Oakdale Irrigation District

Subject: Call for Candidates for Region Boards

The Region 4 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 4 for the 2026-'27 term. The Nominating Committee is currently seeking candidates for the Region 4 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions. In a separate but concurrent process, ACWA's Election Committee has announced its call for candidates for ACWA President and Vice President. **More information about both processes is available at www.acwa.com/elections.** The leadership of ACWA's 10 geographical regions is integral to the leadership of ACWA. The Chair and Vice Chair of Region 4 serve on ACWA's statewide Board of Directors and recommend all committee appointments for Region 4. The members of the Region 4 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 4 Board Member, please familiarize yourself with the role and responsibilities of the region boards and the Region 4 Rules and Regulations and submit the following documents by **June 20**:

- [A candidate nomination form](#)
- **A signed resolution of support from your agency's Board of Directors** ([A sample resolution is available online](#))

In addition to the required documents, you may also send a short biography and a headshot photo to be included in the candidate section of ACWA's elections webpage; however, these are not required.

The election will begin on July 21 with electronic ballots emailed to General Managers and Board Presidents. The ballot will include the Nominating Committee's recommended slate and any additional candidates interested in the region board positions who meet the qualification criteria.

All region ballots must be submitted by Sept. 19. One ballot per agency will be counted. Election results announced Sept. 26 and the newly elected Region 4 Board Members will begin their two-year term of service on Jan. 1, 2026.

If you have any questions, please visit www.acwa.com/elections or contact Senior Region and Member Engagement Specialist Ana Javaid at anaj@acwa.com or (916) 669-2442.

2025 ACWA Region Election Timeline 2026-2027 Term

February 28:

NOMINATING COMMITTEES APPOINTED

- With concurrence of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members are posted online at www.acwa.com

March 1-31:

NOMINATING COMMITTEE TRAINING

- Nominating Committee packets will be e-mailed out to each committee member
- ACWA staff will hold a training session via conference call with each nominating committee to educate them on their specific role and duties
 - Regions 1-10 Nominating Committees: via Zoom Meetings

April 21:

CALL FOR CANDIDATES

- The call for candidate nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers

June 20:

DEADLINE FOR COMPLETED NOMINATION FORMS

- Deadline to submit all Nomination Forms and board resolutions of support for candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

June 20:

CANDIDATE INFORMATION TO NOMINATING COMMITTEES

- All information submitted by candidates will be forwarded from ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

June 23 – July 10: RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 10
- Candidates will be notified of the recommended slate by July 14
- The Nominating Committee Chair will approve the official region ballot

July 21:**ELECTIONS BEGIN**

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

September 19:**ELECTION BALLOTS DUE**

- ***Deadline for all region elections. All region ballots must be received by ACWA by September 19, 2025***

September 26:**ANNOUNCEMENT OF ELECTION RESULTS**

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of ACWA News

REGION BOARD CANDIDATE NOMINATION FORM

25



Submit completed form by **June 20, 2025** to **regionelections@acwa.com**

Name of Candidate:	Title:
Agency:	Agency Phone:
Direct Phone:	E-mail:
Address:	ACWA Region: County:

Region Board Position Preference

If you are interested in more than one position, please indicate priority - 1st, 2nd and 3rd choice.

Chair:

Vice Chair:

Board Member:

Agency Function(s)

Check all that apply

Wholesale

Urban Water Supply

Ag Water Supply

Sewage Treatment

Retailer

Wastewater Reclamation

Flood Control

Groundwater Management / Replenishment

Other:

If you are not chosen for the recommended slate, would you like to be listed in the ballot's individual candidate section?

*If neither is selected, your name will **NOT** appear on the ballot.*

Yes

No

Describe your ACWA-related activities that help qualify you for this office:

Write below or attach a half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community. You may share a candidate photo along with your application. Candidate photos and bios will be shared on the ACWA region election webpage.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating in region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

I hereby submit my name for consideration by the Nominating Committee.

Signature

Title

Date

Please attach a copy of your agency's resolution of support / sponsorship for your candidacy.

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
(DISTRICT NAME)
PLACING IN NOMINATION (NOMINEE NAME)
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION _____ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

- (i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).
- (ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region _____ and/or
- (iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region _____.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

- (i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region _____.
- (ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region _____ shall be borne by the (District Name).

Adopted and approved this _____ day of _____ (month) 2025.

(SEAL)

(Nominee Name), (Title)
(District Name)

ATTEST:

(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the ____ day of ____ (month) 2025, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

(Secretary Name), Secretary to the
Board of Directors of
(District Name)

ACWA Regions provide the grassroots support to advance ACWA's legislative and regulatory agenda.

Background

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

Primary Charge of Regions

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

Note: Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement. Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Performs duties of the Region Chair in the absence of the chair.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member

- Participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.
- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.

REGION MAP

www.acwa.com



ACWA Public Water Agency Members by County

Alameda	Boron CSD	Madera County Water and Natural Resources	Mission Springs Water District	San Joaquin	Valley of the Moon Water District
Alameda County Water District	Buena Vista Water Storage District	Madera Irrigation District	Palo Verde Irrigation District	Banta-Carbona Irrigation District	Stanislaus
City of Pleasanton	Cawelo Water District	Madera Water District	Pinyon Pines County Water District	Central San Joaquin Water Conservation District	City of Modesto, Utilities Department
Dublin San Ramon Services District	City of Tehachapi	Madera-Chowchilla Water and PA	Rancho California Water District	North San Joaquin Water Conservation District	Del Puerto Water District
East Bay Municipal Utility District	Delano-Earlimart ID Groundwater Sustainability	Marin	Riverside County Flood Control & Water Conservation District	Pescadero Reclamation District	Lake Don Pedro Community Services District
Zone 7 Water Agency	Delano-Earlimart Irrigation District	Bolinas Community PUD	Riverside Public Utilities	#2058	Modesto Irrigation District
Alpine	Frazier Park Public Utilities District	Marin Municipal Water District	Salton Sea Authority	Reclamation District #2026	Oakdale Irrigation District
Bear Valley Water District	Golden Hills CSD	North Marin Water District	San Gorgonio Pass Water Agency	South San Joaquin Irrigation District	Patterson Irrigation District
Kirkwood Meadows Public Utility District	Groundwater Banking JPA	Stinson Beach County Water District	Santa Ana Watershed Project Authority	Stockton East Water District	Stanislaus Regional Water Authority
Amador	Indian Wells Valley Water District	Mariposa	Santa Rosa Regional Resources Authority	The West Side Irrigation District	Turlock Irrigation District
Amador Water Agency	Kern County Water Agency	Mariposa Public Utilities District	Western Municipal Water District	Woodbridge Irrigation District	West Stanislaus Irrigation District
Butte	Kern Delta Water District	Mendocino	Sacramento	San Mateo	Sutter
Biggs-West Gridley WD	Kern Tulare Water District	Brooktrails Township CSD	American River Flood Control District	Bay Area Water Supply & Conservation Agency	Brophy Water District
Butte Water District	Lost Hills Water District	Calpella County Water District	Carmichael Water District	Coastside County Water District	Feather Water District
Ducor Community Services District	Mojave PUD	Laytonville County Water District	Citrus Heights Water District	Mid-Peninsula Water District	Reclamation District #1500
Paradise Irrigation District	North Kern WSD	Mendocino County Russian River Flood Control & Water	City of Folsom	Montara Water & Sanitary District	South Sutter Water District
Reclamation District #2047	Rand Communities WD	Millview County Water District	City of Sacramento - Dept. of Utilities	North Coast County Water District	Sutter Extension Water District
Richvale Irrigation District	Rosamond CSD	Redwood Valley County WD	Del Paso Manor Water District	San Francisquito Creek Joint Powers Authority	Tehema
South Feather Water + Power Agency	Rosedale-Rio Bravo WSD	Upper Russian River Water Agency	Delta Conveyance Design and Construction Authority	San Mateo Flood and Sea Level Rise Resiliency District	Corning Water District
Thermalito Water & Sewer District	Semitropic WSD	Willow County Water District	Elk Grove Water District, Dept. of FRCD	Westborough Water District	Trinity
Western Canal Water District	Shafter-Wasco ID	Mered	American River Flood Control District	Santa Barbara	Weaverville Community Services District
Calaveras	Southern San Joaquin MUD	Central California Irrigation District	Calpella County Water District	Cachuma Operation and Maintenance Board	Tulare
Calaveras County Water District	South Valley Water Resources Authority	Delhi County Water District	Carmichael Water District	Alpaugh Community Services District	
Calaveras Public Utility District	Tehachapi-Cummings County WD	Eastside Water District	Citrus Heights Water District	Alpaugh Irrigation District	
San Andreas Sanitary District	West Kern WD	East Turlock Subbasin	City of Folsom	Alta Irrigation District	
Union Public Utility District	Westside Water Authority	Groundwater Sustainability Agency	City of Sacramento - Dept. of Utilities	Exeter Irrigation District	
Utica Water Power Authority	Wheeler Ridge-Maricopa WSD	Grassland Water District	Del Paso Manor Water District	Friant Power Authority	
Colusa	Angiola Water District	Henry Miller Rec. District #2131	Delta Conveyance Design and Construction Authority	Friant Water Authority	Friant Water Authority
Knights Landing Ridge Drainage District	Atwell Island Water District	Le Grand CSD	Elk Grove Water District, Dept. of FRCD	Ivanhoe Irrigation District	Ivanhoe Public Utilities District
Princeton-Codora-Glen ID	Corcoran Irrigation District	Merced Integrated Regional Water Management Authority	Fair Oaks Water District	Kaweah Delta Water Conservation District	Kaweah Delta Water Conservation District
Reclamation District #1004	Deer Creek Storm Water District	Merced Irrigation District	North Delta Water Agency	Kings River East Groundwater Sustainability Agency	Kings River East Groundwater Sustainability Agency
Reclamation District #108	El Rico GSA	Merced Irrigation-Urban GSA	Omohundre-Hartnell WD	Kings River Water District	Kings River Water District
Sacramento River West Side Levee District	Empire West Side Irrigation District	Planada CSD	Reclamation District #744	Lindsay-Strathmore Irrigation District	Lindsay-Strathmore Irrigation District
Sites Project Joint Powers Authority	Green Valley Water District	San Luis & Delta-Mendota WA	Reclamation District #1000	Lower Tule River Irrigation District	Lower Tule River Irrigation District
Contra Costa	Kings County Water District	San Luis Water District	Rio Linda/Elverta Community WD	Montecito Sanitation District	GSA
Byron Bethany Irrigation District	Lakeside Irrigation Water District	Mono	Sacramento County Water Agency	Montecito Water District	Mid-Kaweah Groundwater Sustainability Agency
Contra Costa Water District	Tri-County Water Authority	Mammoth Community WD	Sacramento Suburban WD	Santa Ynez River Water	Orosi Public Utilities District
Diablo Water District	Tulare Lake Basin WSD	Monterey	South Yuba Water District	Conservation District Improvement District No. 1	Pixley Irrigation District
East Contra Costa Irrigation District	W.H. Wilbur Rec. District #825	Aromas Water District	San Benito	Vandenberg Village Community Services District	Pixley Irrigation District GSA
El Dorado	Lake	Castroville Community Services District	City of San Juan Bautista	Purissima Hills Water District	Porterville Irrigation District
El Dorado County Water Agency	Clearlake Oaks County WD	Marina Coast Water District	San Benito County Water District	Valley Water	Saucelito Irrigation District
El Dorado Irrigation District	Hidden Valley Lake Community Services District	Monterey County Water Resources Agency	Sunnyslope County Water District	South Valley Water Association	South Valley Water Banking Authority
Georgetown Divide PUD	Los Angeles	Monterey One Water	San Bernardino	St. Johns Water District	St. Johns Water District
South Tahoe Public Utilities District	Antelope Valley State Water Contractors	Monterey Peninsula Water Management District	Apple Valley Foothill County WD	Stone Corral Irrigation District	Stone Corral Irrigation District
Fresno	Antelope Valley-East Kern WA	Pebble Beach Community Services District	Apple Valley Heights County WD	Terra Bella Irrigation District	Terra Bella Irrigation District
City of Fresno	Azusa Light & Water	Merced	Bear Valley Basin Groundwater Sustainability Agency	Tri-Districts Water Authority	Tri-Districts Water Authority
Consolidated Irrigation District	Burbank Water & Power	Central California Irrigation District	Big Bear City Community Services District	Tri-Valley Water District	Tri-Valley Water District
Dudley Ridge Water District	Central Basin MWD	Delhi County Water District	Big Bear Municipal Water District	Tulare Irrigation District	Tulare Irrigation District
Firebaugh Canal Water District	Cresenta Valley Water District	Eastside Water District	Chino Basin Water Conservation District	Tuolumne	Tuolumne
Free Water County Water District	City of Glendora-Water Division	East Turlock Subbasin	Chino Basin Watermaster	Tri-Dam Project	Tuolumne County Water Agency
Fresno Irrigation District	City of La Verne	Groundwater Sustainability Agency	City of Rialto/Rialto Utility Authority	Tuolumne County Water Agency	Tuolumne Utilities District
Fresno Metropolitan Flood Control District	City of Long Beach Water Dept.	Henry Miller Rec. District #2131	Crestline Village Water District	Ventura	Ventura
Fresno Slough Water District	Devils Den Water District	Le Grand CSD	Crestline-Lake Arrowhead WA	Arroyo Santa Rosa GSA	Arroyo Santa Rosa GSA
Friant North Authority	Foothill Municipal Water District	Merced Integrated Regional Water Management Authority	Cucamonga Valley Water District	Calleguas Municipal Water District	Calleguas Municipal Water District
James Irrigation District	Glendale Water & Power	Merced Irrigation District	East Valley Water District	Camrosa Water District	Camrosa Water District
Kings River Water District	Kinneloa Irrigation District	Merced Irrigation-Urban GSA	Hi-Desert Water District	Casitas Municipal Water District	Casitas Municipal Water District
Laguna Irrigation District	La Canada Irrigation District	Planada CSD	Inland Empire Utilities Agency	Channel Islands Beach Community Services District	Channel Islands Beach Community Services District
Laton Community Service District	La Puente Valley County WD	San Luis & Delta-Mendota WA	Joshua Basin Water District	City of Camarillo	City of Camarillo
Malaga County Water District	Las Virgenes Municipal WD	San Luis Water District	Mojave Water Agency	County of Ventura Public Works	County of Ventura Public Works
McMullin Area Groundwater Sustainability Agency	Little Rock Creek Irrigation District	Marina Coast Water District	Monte Vista Water District	Pleasant Valley County Water District	Pleasant Valley County Water District
Mid-Valley Water District	Los Angeles County Waterworks Districts	Monterey County Water Resources Agency	San Bernardino Valley Municipal Water District	Triunfo Water & Sanitation District	Triunfo Water & Sanitation District
Orange Cove Irrigation District	Los Angeles Dept. of Water Power	Monterey One Water	San Bernardino Valley Water	United Water Conservation District	United Water Conservation District
Orache Water District	Main San Gabriel Basin	Monterey Peninsula Water Management District	Conservation District	Ventura County, Public Works	Ventura County, Public Works
Panache Drainage District	Watermaster	Pebble Beach Community Services District	Twenty-nine Palms Water District	Ventura River Water District	Ventura River Water District
Panache Water District	Metropolitan Water District of Southern California	Planada CSD	West Valley Water District	Ventura Water, City of Ventura	Ventura Water, City of Ventura
Pinedale County Water District	Orchard Dale Water District	San Luis & Delta-Mendota WA	San Diego	Yolo	Yolo
Raisin City Water District	Palm Ranch Irrigation District	San Luis Water District	Borrego Water District	Dunnigan Water District	Dunnigan Water District
Reclamation District #1606	Palmdale Water District	Marina Coast Water District	Carlsbad Municipal Water District	Reclamation District #2035	Reclamation District #2035
Riverville Irrigation District	Pasadena Water & Power	Monterey County Water Resources Agency	City of Escondido	Reclamation District #307	Reclamation District #307
Root Creek Water District	Pico Water District	Monterey One Water	City of Oceanside-Water Utilities Dept.	Reclamation District #999	Reclamation District #999
Sierra Cedars CSD	Pomona-Walnut-Rowland JWLC	Monterey Peninsula Water Management District	City of San Diego Public Utilities	Woodland Davis Clean Water Agency	Woodland Davis Clean Water Agency
Tranquility Irrigation District	Puente Basin Water Agency	Pebble Beach Community Services District	Fallbrook Public Utility District	Yolo County Flood Control and Water Conservation District	Yolo County Flood Control and Water Conservation District
Westlands Water District	Quartz Hill Water Districts	Planada CSD	Helix Water District	Sierra	Sierra
Glenn	Rowland Water District	San Luis & Delta-Mendota WA	Lakeside Water District	Sierra County WWD #1	Sierra County WWD #1
Glenn-Colusa Irrigation District	San Gabriel Basin Water Quality Authority	Trabuco Canyon Water District	Majestic Pines Community Services District	Siskiyou	Siskiyou
Glide Water District	San Gabriel County Water District	West Orange County Water Board	Olivenhain Municipal Water District	Montague Water Conservation District	Montague Water Conservation District
Kanawha Water District	San Gabriel Valley MWD	Yorba Linda Water District	Otay Water District	Scott Valley Irrigation District	Scott Valley Irrigation District
Orland-Artois Water District	Santa Clarita Valley Water Agency	Placer	Padre Dam Municipal Water District	Tulelake Irrigation District	Tulelake Irrigation District
Provident Irrigation District	Spadra Basin Groundwater Sustainability Agency	City of Roseville	Rainbow Municipal Water District	Solano	Solano
Reclamation District #2047	SCV Groundwater Sustainability Agency	Midway Heights County WD	Ramona Municipal Water District	City of Benicia	City of Benicia
Tehama Colusa Canal Authority	South Montebello ID	Placer County Water Agency	Rincon del Diablo Municipal Water District	City of Fairfield	City of Fairfield
Humboldt	Three Valleys Municipal WD	San Juan Water District	San Diego County Water Authority	City of Vacaville, Utilities Department	City of Vacaville, Utilities Department
Humboldt Bay Municipal Water District	Upper San Gabriel Valley MWD	Tahoe City Public Utilities District	San Diego County Water Authority	City of Vallejo	City of Vallejo
Humboldt CSD	Upper Santa Clara Valley Joint Power Authority	Riverside	San Diego County Water Authority	Maine Prairie Water District	Maine Prairie Water District
McKinleyville CSD	Valley County Water District	Beaumont-Cherry Valley WD	San Diego County Water Authority	Reclamation District #2068	Reclamation District #2068
Imperial	Walnut Valley Water District	Benford-Coldwater Groundwater Sustainability Agency	San Diego County Water Authority	Rural North Vacaville Water District	Rural North Vacaville Water District
Bard Water District	Water Replenishment District of Southern California	Coachella Valley Water District	San Diego County Water Authority	Solano County Water Agency	Solano County Water Agency
Imperial Irrigation District	West Basin Municipal Water District	Coachella Water Authority	San Diego County Water Authority	Solano Irrigation District	Solano Irrigation District
Inyo	Wheeler Crest CSD	Desert Water Agency	Upper San Luis Rey RCD	Suisun-Solano Water Authority	Suisun-Solano Water Authority
Sierra Highlands CSD	Sierra Highlands CSD	Eastern Municipal Water District	Valleco Water District	Sonoma	Sonoma
Kern	Arvin-Edison Water Storage District	Elsinore Valley MWD	Valley Center Municipal Water District	Bodega Bay PUD	Bodega Bay PUD
Bridger Water Storage District	Beaumont-Cherry Valley WD	Idyllwild Water District	Vista Irrigation District	City of Petaluma	City of Petaluma
Berrenda Mesa Water District	Gravelly Ford Water District	Indio Water Authority	Wynola Water District	City of Santa Rosa - Water Dept.	City of Santa Rosa - Water Dept.
	Le Grand-Athlone Water District	Jurupa Community Services District	Yuima Municipal Water District	Forestville Water District	Forestville Water District
		Lake Hemet Municipal WD		Sonoma Mountain County WD	Sonoma Mountain County WD
				Sonoma Water	Sonoma Water
				Town of Windsor	Town of Windsor

ACWA has launched the election process for the 2026-'27 term for President, Vice President, and region board members. This year, the election for both officers and region boards is combined.

Key Details:

- **Electronic Voting:** Voting for both sets of candidates will be done electronically by each member agency's designated voter on a single ballot.
- **Designate Your Voter:** Each agency must **designate one voting representative by June 20**. To designate your agency's voter, please submit the Authorized Voting Representative Form by the June deadline.
- **Default Voter:** If no representative is designated by the deadline, your agency's General Manager will be the authorized voter by default.
- **Ballot Distribution:** Authorized voters will receive an electronic ballot on July 21.

For more information about ACWA's elections, visit: www.acwa.com/elections.

The person designated below will cast our agency's vote for the election of ACWA's President and Vice President and Region Board for the 2026-'27 term in the upcoming election.		
Member Agency's Name		Agency's Phone No.
Authorized Voting Representative's Name	Authorized Voting Representative's Email	Authorized Voting Representative's Phone No.

Print Name of Member Agency's Authorized Signatory

X

Authorized Signatory Signature

Date

SUBMIT YOUR FORM

To: Donna Pangborn, Senior Clerk of the Board
Email: donnap@acwa.com
Mail: 980 9th Street, Suite 1000, Sacramento, CA 95814

SUBMISSION

DEADLINE

JUNE 20, 2025

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Carmichael Water District

Carmichael, California

2025-2026
Draft Budget



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7837 Fair Oaks Boulevard
Carmichael, CA 95608
(916) 483-2452
www.carmichaelwd.org

Elected Board of Directors

Ron Greenwood, President, Division 4
Mark Emmerson, Vice President, Division 2
Ronald Davis, Division 1
Jeff Nelson, Division 3
Paul Selsky, Division 5

General Manager
Cathy Lee

Management Team

Debbie Martin, CPA (Inactive), Finance Manager/Treasurer
Greg Norris, Engineering Manager
David Biagi, Production Superintendent
Lucas Campbell, Distribution Superintendent
Cecilia Dodge, Billing Supervisor

Senior Accountant
Ben Strange

Prepared by the Finance Department
under direction of the General Manager

Fiscal Year
July 1, 2025 – June 30, 2026

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CARMICHAEL WATER DISTRICT
RESOLUTION

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Carmichael Water District
California**

For the Fiscal Year Beginning

July 01, 2024

Christopher P. Monill

Executive Director

DRAFT

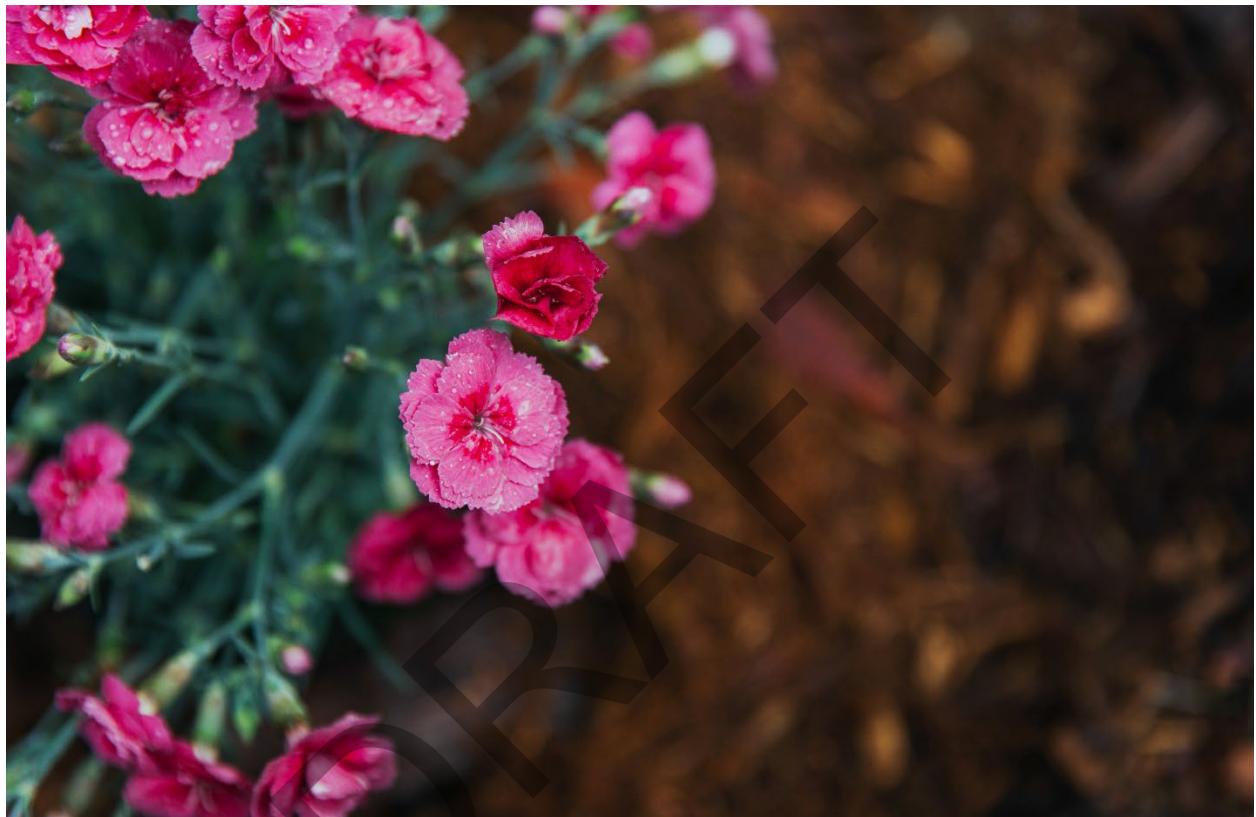
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Introduction

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Letter from the General Manager

Placeholder

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History and Profile

Creation of the District

The origin of the District dates to July 3, 1915 when the Carmichael Colonies Improvement Club appointed a committee to investigate the possible formation of an irrigation district to address the growing water needs of the Carmichael Colony. The committee hired Albert Givan, Sacramento Civil Engineer, to study the engineering feasibility of the projects. The result of that study was the formation of the Carmichael Irrigation District and the filing for a 15 cubic foot per second water right from the American River. The District held its first official meeting on February 8, 1916. At this time, the District was governed by a three-member Board of Directors. Elected to the first Board of Directors were Fred T. Phelps, J.M. Jones, and Arch D. McDonell. The District was the first irrigation district established in Sacramento County under the Wright Irrigation Act of 1887. This lead the way for surrounding Colonies to pursue their own irrigation districts.



Responding to Growing Water Needs

The District changed its name to Carmichael Water District in the 1980's but remains organized under the laws governing irrigation districts. The governance of the District is now through a five- member Board of Directors with each director elected to represent a division of approximately equal population within the service area. Today's District has come a long way from servicing the original ten acre plots to now covering approximately eight square miles. The District currently employs trained staff with the responsibilities of providing water treatment and delivery, administration, financial services, engineering, field operations, maintenance services, water efficiency and public information services to the District's customers.

Since its formation, the District has used several water supply diversions off the American River which have been modified and improved to become the current infiltration diversions feeding the Bajamont Water Treatment Plant, which is the main source of water supply for District customers. Groundwater was also developed by the District prior

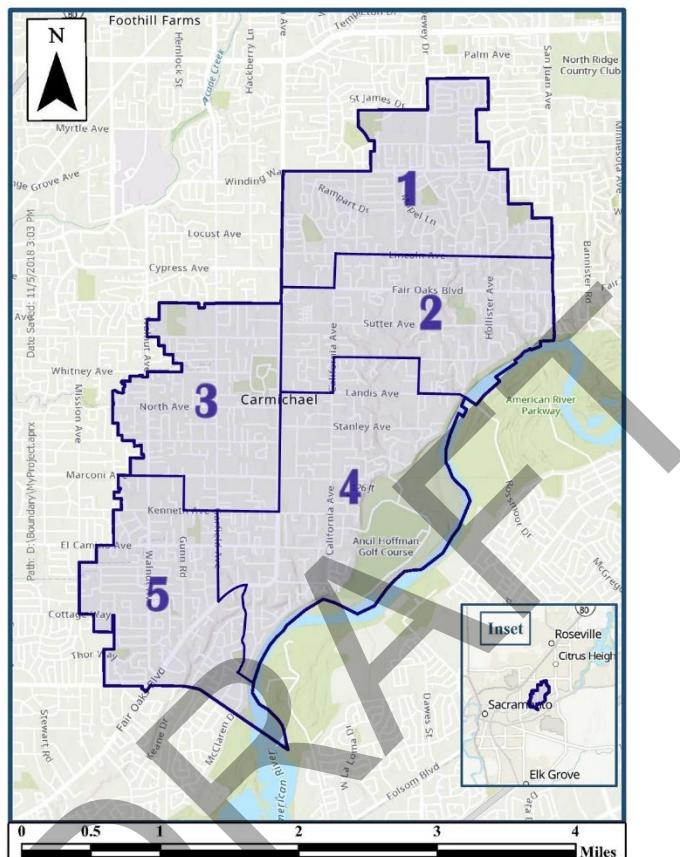
to World War II as part of a balanced conjunctive use portfolio management strategy and continues today with the District maintaining 4 groundwater wells with 3 of those utilized as primary wells.



Without a safe and reliable supply of public water, the Carmichael community could not have developed into the great place to live, work and play as it is today.

Profile

The District maintains over 160 miles of water lines within its approximately eight square mile service area. The District supplies an average of 2,940 million gallons of water annually to its approximately 40,000 customers located in the Carmichael Community. The governance of the District is through a five member elected Board of Directors with each director representing a division of approximately equal population within the service area.

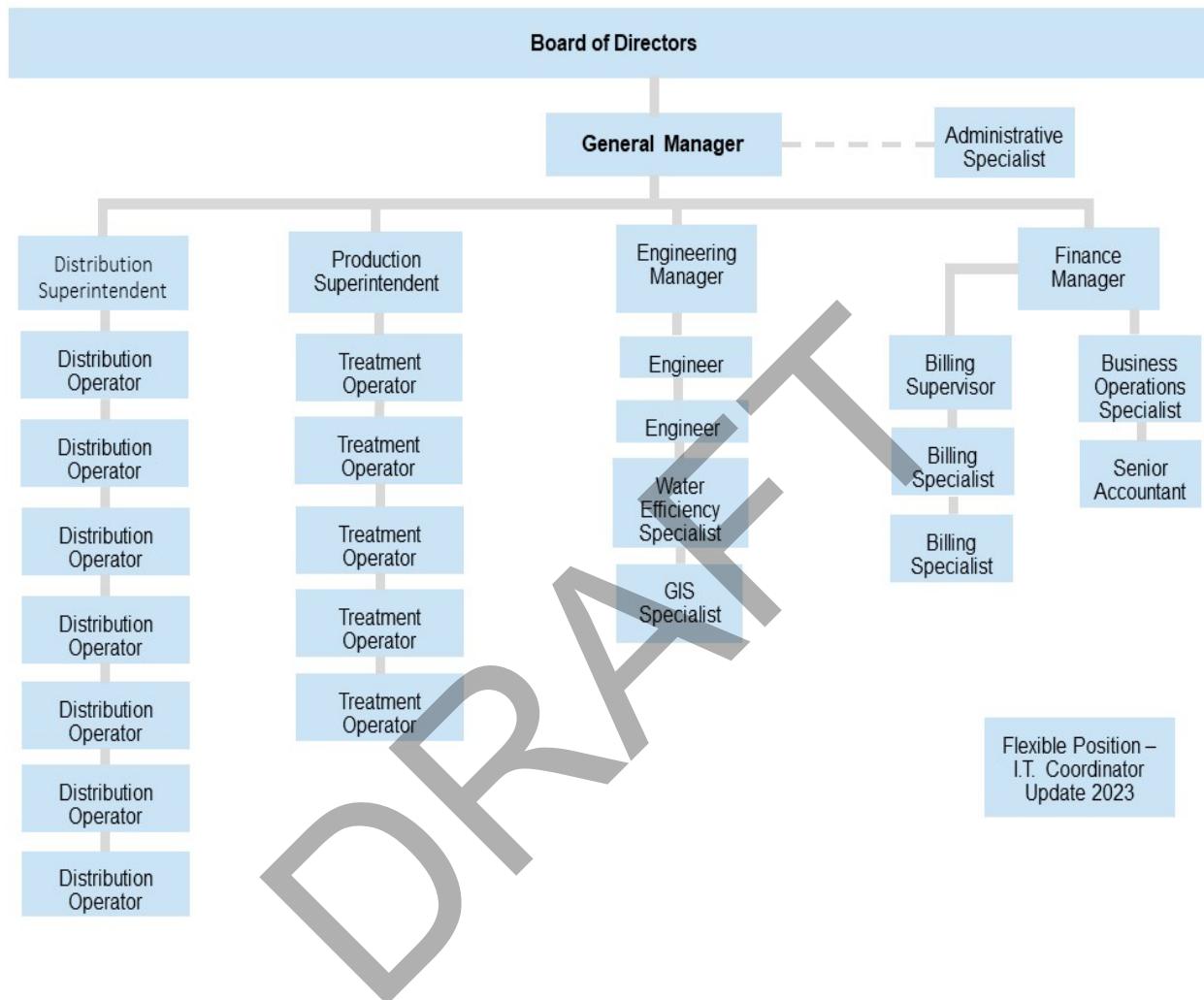


Water Sources

The District utilizes surface water from the American River and groundwater from District wells to meet the demand of District customers. The majority of the District's water is produced at the Bajamont Water Treatment Plant (WTP) which employs micro-filtration membrane technology to produce high quality water. Since the expansion of the WTP in 2008, the District has reduced the number of groundwater sources to 3 primary wells. The wells are operated seasonally, May through September. The District groundwater is of high quality and does not require additional treatment. The District routinely tests for over 140 contaminants to ensure safe and healthy drinking water for District customers. The District continues to meet or exceed all state and EPA regulatory requirements, and continues to deliver high quality water to their customers.



Organizational Structure





Financial Structure, Process and Policies

Fund Structure and Fund Description

Carmichael Water District is a special district organized under the State of California laws governing irrigation districts and uses a single enterprise fund to account for its operations and budget. The District uses just one major enterprise General Fund with a Revenue budget, Operation and Maintenance budget and Capital Improvement Budget.

Financial Overview

The Operations and Maintenance budget is segregated into three separate Divisions with distinct Departments as follows.

Administrative Services Division

Departments

- Board of Directors
- Office of the General Manager
- Engineering/Technical services
- Engineering/Public Outreach and Water Efficiency
- Finance/Accounting
- Finance/Customer Service
- Human Resources
- General administration/Information Technology
- General administration

Production Division

Departments

- Administration
- Treatment Plant Operations
- Well Operations

Distribution Division

Departments

- Administration
- Transmission and Distribution Repairs and Maintenance

Basis of Budgeting

The District's financial records are kept in accordance with Generally Accepted Accounting Principles (GAAP) for governmental funds. The District follows GAAP requirements using the full accrual basis of accounting. Therefore, revenues are recognized in the accounting period in which they are earned and operating expenses are recognized in the accounting period incurred.

The exceptions are as follows:

- a. Compensated absence liabilities are expected to be liquidated with current expendable financial resources, they are accrued as earned by employees (GAAP standard) as opposed to being expended when paid.
- b. Principal payments on Long Term Debt are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a budget basis.
- c. Capital outlays are capitalized on a GAAP basis; however, on a budget basis, they are treated as expenditures.
- d. Depreciation expense is recorded on a GAAP basis but is not contemplated on the budget basis.
- e. Interest expenses are capitalized during construction on a GAAP basis, but are reported as an expense on a budget basis.
- f. Pension expense is budgeted based on employer contribution rates assigned by CalPERS. For financial statement reporting, pension expense is recorded based on the change in the net pension liability in accordance with the Governmental Accounting Standards Board (GASB), as determined by an actuarial valuation.
- g. Other post-employment benefits (OPEB) is budgeted based on the District's anticipated fiscal year contribution. For financial statement reporting, OPEB expense is recorded based on the change in net OPEB liability in accordance with GASB, as determined by an actuarial valuation.

Budget Process

The budget reflects the direction of the District and is the District's communication tool to the public. The budget represents guidelines established to address the District's goals and objectives. This document also demonstrates the District's ability to use financial resources for completing critical capital projects for current and future customers, as well as the District's commitment to meet its financial obligations. Throughout the year management staff plans out the goals of the District that support the District's mission, vision, and values.

The budget process timeline outlined below.



Budget Control

Throughout the budget period, management staff are responsible for monitoring their department's budget. The Finance Department provides tools for managers to review their budgets at any time. In addition to the budget process, Finance presents a monthly budget summary to the Board for review and approval. The budget summary updates the Board of all revenues, operational and capital expenditures, as well as reserve funding, debt servicing, and long-term liability prefunding.

There are times when funds may need to be transferred from one account to another. These are budget adjustments that are a reallocation of expenditures that were already included in the budget and do not affect total appropriation approved by the Board. In the case of an unplanned expenditure, the budget adjustment will be presented to the Board as a reallocation or for approval to increase the budget utilizing reserves.

Balanced Budget

A balanced budget is defined as a budget where revenue and other funding sources equal or exceed expenditures and other funding uses. The District budget is considered balanced after a full year of revenue and expenses have been incurred and recorded.

Financial Policies



Internal Control Structure

District management is responsible for the establishment and maintenance of the internal control structure that ensures that the assets of the District are protected from loss, theft or misuse. The internal control structure also ensures that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with GAAP. The District's internal control structure is designed to provide reasonable assurance that these objectives are met.



Investment Policy

The Board annually adopts an investment policy in January that conforms to state law, District ordinances and resolutions, and prudent money management. Investments are made under the terms and conditions of Section 53600-53684 and Sections 16429.1 to 16429.3 of the Government Code of the State of California. The criteria for selecting investments and the order of priority are: safety, liquidity, and return on investment. A monthly transactions report is presented to the Board in accordance with Section 53646(b) and 53607 of the Government Code.



Risk Management

The District is a member of the Association of California Water Agencies (ACWA) / Joint Powers Insurance Authority (JPIA). The purpose of ACWA/JPIA is to arrange and administer programs of insurance for the pooling of self-insured losses and to purchase excess insurance coverage. The District participates in General Liability, Property, Automotive, Cybersecurity, Workers' Compensation, Public Officials' and Employees' Errors and Omissions, and Crime Coverage.



Asset Capitalization

The District's Asset Capitalization regulation ensures that the District's capital assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with state and federal regulations, GAAP, internal controls, and audit requirements. The District capitalizes assets when the useful life is greater than one year, a minimum value of \$5,000, and the acquisition cost meets the capitalization threshold. Assets will be depreciated on the straight-line basis over their estimated useful life. Asset capitalization thresholds are detailed in the following table:

Asset capitalization: Threshold by Asset Type

Land	Capitalize
Transportation Equipment	\$ 5,000
Building and Improvements	10,000
Distribution Infrastructure	Capitalize
Information Technology	5,000
Machinery and equipment	5,000
Furniture and Fixtures	5,000
Pumping and Treatment	10,000
CIP's	Capitalize
Water Rights	Capitalize

Debt Policy

The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. It is a policy goal of the District to protect ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs

The District recognizes that a fiscally prudent debt policy is required in order to:

- a. Maintain the District's sound financial position.
- b. Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- c. Protect the District's creditworthiness.
- d. Ensure that all debt is structured in order to protect both current and future ratepayers and constituents of the District.
- e. Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.

Purchasing

The District's purchasing regulation defines the practices governing the procurement of supplies, materials, equipment, and services including construction and capital improvement projects. This regulation is the written rule and regulation required by California Government Code Section 54202 and also serves as the District's administrative procedure governing procurement activities. The District has established bid thresholds as follows:

Amount	Bid/Quote Requirement	Document Required	Approving Authority
Goods / Supplies / General Services			
\$0 - \$2,500.00	None	Record of Purchase (receipt, invoice or other documentation) or Purchase Order	Superintendent
\$0 - \$5,000.00	None	Record of Purchase (receipt, invoice or other documentation) or Purchase Order	Manager
\$5,000.01 \$15,000.00	- Informal (Verbal or Written Quotes)	Purchase Order or Agreement	Finance Manager
\$15,000.01 \$75,000.00	- Informal (Written Quotes)	Purchase Order or Agreement	General Manager
Over \$75,000	Formal (Bid)	Purchase Order or Agreement	District Board
Professional Services			
\$0 - \$75,000.00	None	Professional Services Agreement	General Manager
Over \$75,000	None	Professional Services Agreement	District Board
Public Works (Capital) Projects			
\$0 - \$25,000.00	None	Short Form Public Works Construction Contract	Manager/Superintendent
\$25,000.01 \$75,000.00	- Informal (Written Quotes)	Public Works Construction Contract (Short or Long Form depending on complexity and risks of work)	General Manager
Over \$75,000	Formal (Bid)	Long Form Public Works Construction Contract	District Board

In the case of an emergency affecting public health and safety or operations of the District, the General Manager has the authority to purchase necessary goods or services in order to resume service or maintain operation of the District. A full accounting of such emergency expenditures by the General Manager will be reported to the Board at the next regular Board meeting.

Reserve Policy (Directors Policy 9610)

The key to long-term financial stability is the ability to anticipate and prepare for significant financial obligations, to avoid and/or mitigate financial risk, and be able to respond responsibly and proactively to changing conditions and circumstances. The District has certain contractual, legal and other requirements to reserve cash and/or District capital, including debt covenants to satisfy specific claims on District assets or the District's earning capability.

Managing financial risk and providing stable funding to meet the District's long-term replacement and rehabilitation needs will assist the District in minimizing water rates over the long-term and help ensure continued reliable water service. The District's complete Reserve Policy is provided below:

POLICY NUMBER: 9610

9610.10 The key to long-term financial stability is the ability to anticipate and prepare for significant financial obligations, to avoid and/or mitigate financial risk and to be able to respond responsibly and proactively to changing conditions and circumstances.

9610.11 To achieve these goals, a portion of the Carmichael Water District's (District) net position, available resources, should be held in reserve for specified purposes. The District has certain contractual, legal and other requirements to reserve a portion of its available resources and/or District capital, including debt covenants to satisfy specific claims on District assets or the District's earning capability. Managing financial risk and providing stable funding to meet the District's long-term replacement and rehabilitation needs will assist the District in minimizing extra ordinary water rates adjustments over the long-term and help ensure continued reliable water service.

9610.12 This policy establishes reserves to minimize adverse annual impacts from anticipated and unanticipated District expenses to mitigate and minimize risk and provide a mechanism to help ensure funding for long-term capital improvement needs.

9610.20 The Reserve Structure

9610.21 Unrestricted Reserves: General Operating Fund – The General Operating Fund is the primary fund within the District. Most of the water system's revenues, including water rate revenues, flow into the General Operating Fund; all operating and maintenance costs, including debt service payments, are paid out of this fund. Funds are also transferred from the General Operating Fund to the Capital Fund to help pay for capital projects intended for new and replacement facilities.

9610.22 Board Designated Reserves: Capital Funds – Established by action of the Board of Directors (Board) and designated for specific purposes. This fund is utilized to fund capital and asset costs, for both new and replacement projects.

9610.23 Legally Restricted Reserves: Restricted Funds – Restrictions on the use of these funds are imposed by an outside source such as creditors, grantors, contributors, laws, or regulations governing use.

9610.30 Policy

9610.31 Unrestricted Reserves: General Operating Fund – The following reserve is established consistent with the 2015 Business Plan, to be included within the District's overall General Operating Fund.

9610.312 Operating Reserve: The purpose of the Operating Reserve is to provide sufficient funds for working capital and cash flow purposes, as well as funds for continued operation in the event of unplanned operating and maintenance expenditures. The District should maintain water rates and other revenues at such levels to maintain, at the end of each fiscal year, a minimum Operating Reserve balance equal to 50 percent of budgeted operating and maintenance costs, including debt service. This end-of-year balance is intended to ensure adequate working capital is available at the times that debt service payments are due, as well as to meet other ongoing cash flow needs throughout the year.

9610.313 This fund contains all operating and non-operating revenues not specifically allocable to other funds which may be used for the general purposes of the District. All operating and non-operating expenses identified and approved in the budget process, are financed from this fund. The use of the Operating Reserve is at staff's discretion for the purpose of meeting the District's financial obligations during each year.

9610.314 The Board should annually ensure that water rates and other charges are sufficient to meet or exceed the Operating Reserve target minimum balance at the end of each fiscal year.

9610.315 If at any time, during the course of normal operations, the Operating Reserve balance falls below 10 percent of budgeted operating and maintenance costs, including debt service, then the District should consider increasing the minimum year-end target amount, as well as prepare cash flow projections to verify that financial obligations will be met in the current year.

9610.32 Board Designated Reserves

9610.321 Capital Fund Reserves: The following reserves are established by action of the Board and designated for specific purposes. These funds are utilized to fund capital and asset costs, for both new and replacement projects consistent with the 2020 Business Plan. The Capital Fund Reserves contain three reserve components.

- a. Membrane Replacement Reserve: This is established to provide funds for the periodic replacement of membrane filters at the District's water treatment plant (WTP). Annual funding of this reserve is intended to reduce

the financial impacts of large (concentrated) membrane purchases, and smooth rate increases. Moneys in the Membrane Replacement Reserve should be used, at staff's discretion, only for purchase of new membrane filters at the District's WTP. The District will accumulate funds into this reserve balance at the rate of \$200,000 per annum.

b. Filter Skid System and Ranney Collector Replacement Reserve: This reserve is established to meet the needs of future replacement of 1) entire filtration process including all the skids with filter modules, support structures, and associated appurtenances, collectively the "filter" and 2). the Ranney Collectors (Collectors Numbers 1, 2, and 3). Annual funding of this reserve is intended to reduce the burden for future financing and smooth upward rate adjustments. Annual funding will continue until the funding and the reserve fund are abolished by the Board. Interest income earned on the accumulated funds will be allocated and contributed to the reserve fund.

Funds in the Filter Skid Replacement Reserve shall be used upon Board approval for implementation at staff's discretion, including but not limited to design, construction and purchase, of new filters at the District's WTP. The District will accumulate funds into this reserve balance at the rate of \$650,000 per annum through 2035 or until the completion of the Filter Skid Replacement Project whichever comes first.

Funds in the Ranney Collector Reserve shall be used, upon Board approval, for the design and construction and/or rehabilitation of the Ranney Collectors. The District will accumulate funds into this reserve at the rate of \$500,000 per annum.

c. Capital Replacement Reserve: This is established to provide funds in support of the District's on-going capital replacement program and to minimize or avoid the need for future long-term debt. This reserve balance is also intended to provide resources for eventual replacement of equipment, facilities, and infrastructure within the District.

- The District should seek to maintain an amount in the Capital Replacement Reserve sufficient to cover annual capital replacement program costs, as scheduled, with consideration of annual contributions to the reserve. Funds in the Capital Replacement Reserves should be used exclusively for capital projects planned and approved by the Board.
- The District should establish an annual transfer of funds from the General Operating Fund at a level sufficient to achieve the required target amount as identified in long-term financial planning analyses.
- Actual annual transfers should be determined based on near-term and long-term capital replacement needs, and not solely on immediate capital improvement project requirements.

d. Capital Facility Fees Reserve: The District collects capital facility fees from new development for capacity in the water system. This money is available to pay for capital facilities/expenditures that expand facilities in water system or otherwise extend the useful life of the existing facilities or assets. Water capital facilities fee revenue can be combined with the

Capital Replacement Reserve and used for capital projects, provided it is only spent on projects as explained above. The District staff will estimate, on a yearly basis, amount to be reserved in this reserve balance which will be based on the budgeted facility fees revenue.

e. Sacramento County (County) Impact Projects: This is established to provide funds for Sacramento County accelerated District requirements. County improvements require any permitted public utility to relocate its encroachment at the utility's expense within the time specified per Section 1463 of the Streets and Highways Code.

- When County funding comes available, the County projects are ready to go out to bid with little or no notice to the community and utilities. The County may receive accelerated federal grant funding money that may move certain projects ahead of their projected and/or scheduled dates. The District has established an annual budget for District required work for County Projects in its annual Capital Budget.
- The District should establish an annual transfer of funds from the General Operating Fund at a level sufficient to achieve the required target amount as identified in long-term financial planning analyses.
- Actual annual transfers will be determined by the staff for Board Approval based on both near-term and long-term County projects.

f. California Pension Retirement System (CalPERS) Unfunded Actuarial Liability (UAL) Pay-Down Reserve: The District recognizes its commitments to employees for retirement benefits and establishes a CalPERS UAL Pay-Down Reserve. The District will annually fund the reserve to pay-down pension amortization bases within the CalPERS until the unfunded liability is fully funded.

9610.33 Legally Restricted Reserves

9610.331 Debt-Related Funds and Reserves: The District recognizes that borrowing long-term funds for the purpose of enhancing, improving or acquiring infrastructure and facilities may be necessary. When the District determines that borrowing is necessary to fund such asset acquisitions, all funds borrowed should be accounted for in accordance with the covenants, terms and conditions as set forth in the bond agreement, Certificate of Participation Official Statement (COP's), Installment Sales Agreement or other similar documents. The following District reserve and fund categories are established to meet long-term debt covenants and to assist the District in its long-term debt obligations:

a. Rate Stabilization Reserve Fund: A Rate Stabilization Reserve Fund was established and should be maintained at a level of \$500,000 to provide funds for meeting the District's debt service coverage requirement. The District may deposit surplus Net Revenues transferred from the General Operating Fund attributable to a fiscal year, or moneys derived from any other legally available source, into the Rate Stabilization Reserve Fund. The District may, at any time, withdraw moneys from the Rate Stabilization Reserve Fund and deposit such amounts into the General Operating Fund. For purposes of

debt service coverage, amount established as the Rate Stabilization Reserve Fund shall be deducted from Net Revenues and moneys withdrawn from the Rate Stabilization Reserve Fund shall be added to Net Revenues.

- Use of the Rate Stabilization Reserve Fund may concurrently ensure financial and customer rate stability in responding to conditions including but not limited to:
 - Unforeseen operating and/or capital expenditures.
 - Revenue losses due to water shortages, drought or other conditions.
 - Natural or man-made disasters.
 - Major transmission or distribution main failures.
- The District's Business Plan includes a water shortage financial analysis and recommends a multi-prong financial strategy, which includes using a portion of money available in the Rate Stabilization Reserve Fund to help mitigate the financial impacts of a water shortage and reduced water sales that create an unplanned financial deficit.
- As described in the District's Business Plan, under water shortage conditions with mandatory water use restrictions, the Rate Stabilization Reserve Fund could be used in conjunction with water shortage rate surcharges. Conditions for utilization of such reserves and a plan for fund replenishment will be directed by the Board in conjunction with the budget approval.

b. Debt Service Reserve Fund: A Debt Service Reserve Fund has been established and is used to maintain the Reserve Requirement, as required by bond related documents. A Debt Service Reserve Fund is held and maintained by a Trustee for the District. Funding and usage of the Debt Service Reserve Fund must be consistent with debt covenants.

9610.332 OPEB Reserve Trust Account: The District recognizes its commitments to employees for post-employment benefits and establishes an OPEB Reserve Trust Account, (held by an outside trustee). The District will annually fund the Trust Account until the unfunded liability is fully funded.

9610.40 Conclusion

The District's Business Plan outlines the necessary reserves' targets needed to meet current and future obligations. Maintaining, regularly updating, and adhering to an appropriately constructed reserve policy is a good business practice recognized by the Government Finance Officers Association, and is among the factors considered by the credit rating and investment community when assessing the credit-worthiness of the District. Therefore, the adequacy of the target reserves and/or annual contributions will be reviewed annually during the budgeting and rate setting process and may be revised as necessary.

9610.41 Any additional revenue sources that become available may enable the District to:

- a. Fund depleted or unfunded reserves; and
- b. Reduce future rate increases when reserve targets are met.



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Rates and Fees

Water Rate Schedule

Water rate schedule approved on December 19, 2020 (2021 Calendar year rates approved on January 19, 2021).

Effective Dates	Jan. 1, 2021	July 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
Water Usage Rates (In CCF)						
All Customer Type Water Use	\$ 1.65	\$ 1.72	\$ 1.88	\$ 2.06	\$ 2.26	\$ 2.47
Monthly Service Charge						
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
Monthly Fire Service Charges						
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, 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	Water Shortage Usage Rate Surcharge	None	0% - 10%	10% - 20%	20% - 30%	30% - 40%	40% - 50%	50% - 60%
		n/a	n/a	5%	15%	20%	25%	30%

5 YR HISTORY OF FIXED WATER RATES FOR 1" METER

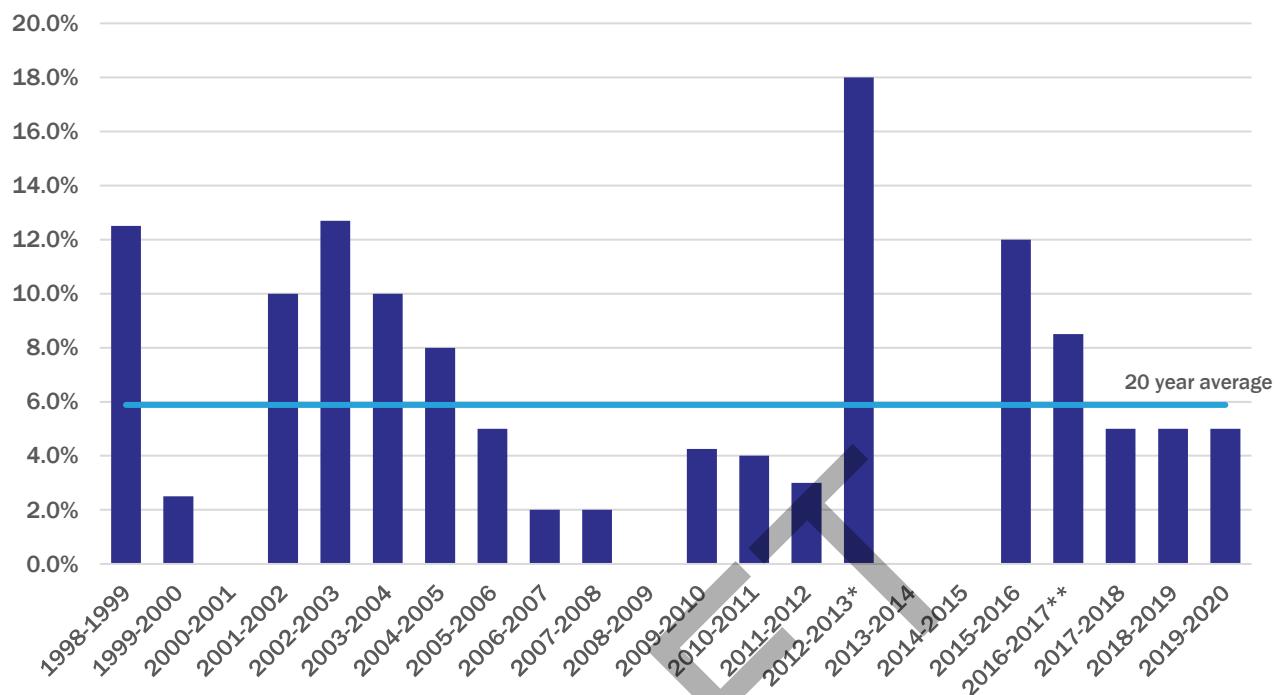


5 YR HISTORY OF PER UNIT RATES FOR 1" METER



Water Usage = CCF = 100 cubic feet = 748 gallons

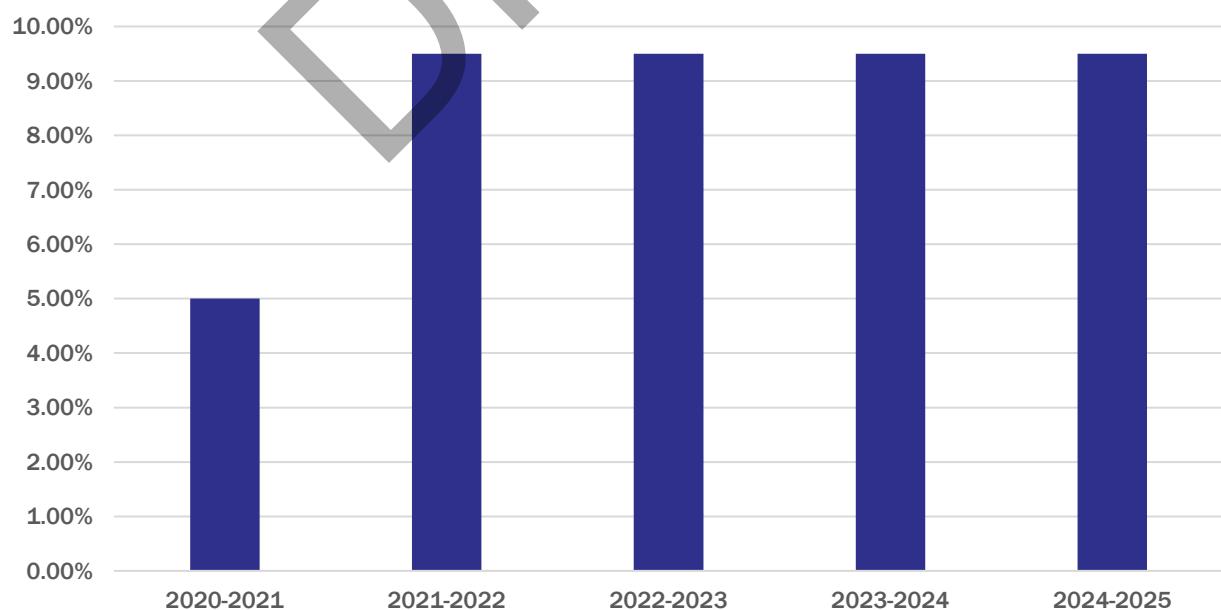
Historical Rate Increase - 1999-2020



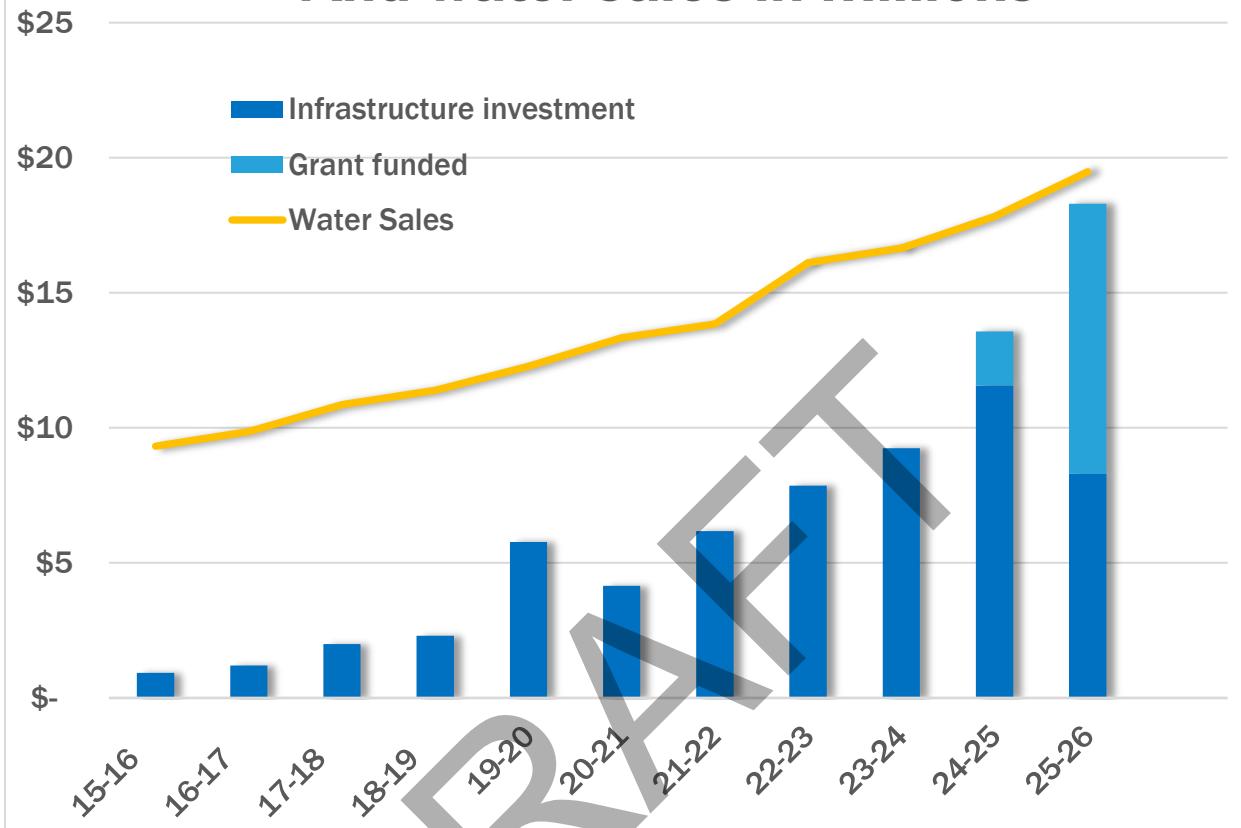
*20 year average rate increase of 5.88%

** January 1, 2012 revenue increase of 18%

Rate Increase 2020-2025

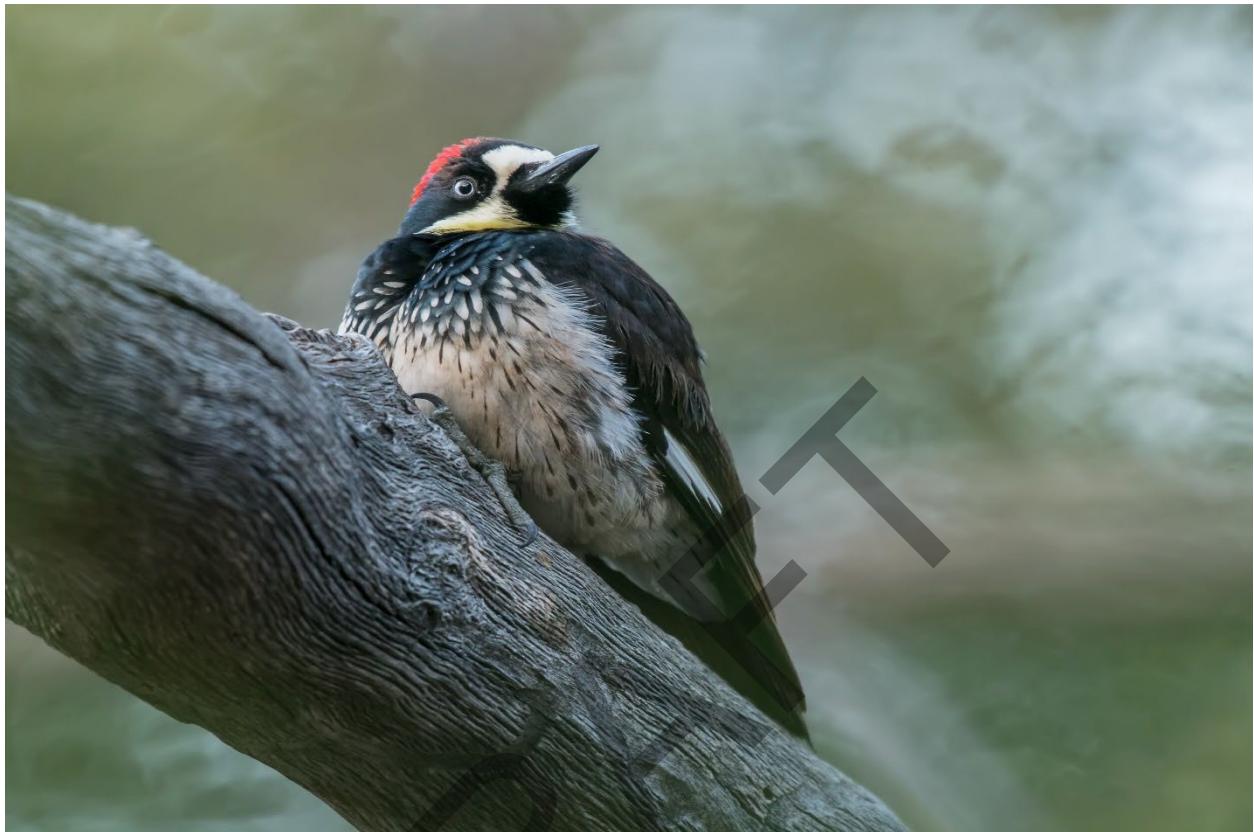


Infrastructure investment And water sales in millions



Fee Schedule

Description - (See Definitions at end of document)	Frequency / Conditions	Amount
BILLING & MISCELLANEOUS		
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
COLLECTIONS		
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	\$ 105
Lien	Per Occurrence	\$ 40
Lien Release	Per Occurrence	\$ 82
Monthly Lien Interest	Per Month of Original Liened Amount	0.83%
FIELD SERVICE WORK BY DISTRICT STAFF		
Customer Assistance / Emergency Work / Tamper Fee	Hourly Per Employee Normal Work Hours	\$ 122
	Hourly Per Employee Non-Normal Work Hours	\$ 133
	Hourly Per Employee Holiday Work Hours	\$ 162
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
NEW CONSTRUCTION SERVICES		
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
CAPITAL FACILITIES		
	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
FIRE HYDRANT PERMIT		
Permit	Per Permit	\$ 124
Equipment Deposit	Per Permit	\$ 4,960
BACKFLOW		
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.		



DK

Financial Summaries

Budget in Brief

Annual budgets are developed with estimates to project revenue, operations and maintenance expenses, and capital spending for a new fiscal year. To develop those estimates and projections, certain assumptions, known transactions, and other items of financial interest are taken into consideration to develop an all-encompassing financial road map that will drive the District's financial goals for the upcoming fiscal year. The following listing provides the assumptions, highlights and changes from the prior budget year that were used for the development of the budget for the upcoming fiscal year 2025-26 (July 1, 2025 to June 30, 2026):

Revenue

- 0% Water rate increase for January 2026. The budget includes the last six months of the January 1, 2025 9.5% rate increase.
- Water sales revenue is estimated conservatively to reflect a very slight uptick in demand over last year. Demand for water has been trending upward from prior years as water supplies stabilized and recovered from the multi-year drought.
- Water sales revenue, then, is projected to increase over last year by almost \$1.7M with the combined effects of the last rate increase and the increase in demand.
- A rate study is underway to evaluate the costs of service and required revenue needs for consideration of rates beginning January 1, 2026.
- Grant and ARTESIAN funding from last year roll over and increase by \$2.5M for a total of \$10.3M to support the construction of the multiple ASR Wells.

Operations and maintenance (O&M) expenditures

- O&M expenses reflect generalized inflationary increases ranging from 3% up to 20% depending on the type of expense. Insurance, software, power, utilities, and maintenance repairs, as examples, have all increased.
- Labor costs include the 3% Board approved COLA increase effective July 1, 2025.
- Staffing has been increased by one (1) position to add another Senior Accountant to the Finance Division.
- Audit costs are expected to increase to accommodate mandated Federal Single Audits for receipt of federal grant funds.

Capital expenditures

- Administration - LED Lighting project for Admin and the Warehouse
- Distribution - Claremont Pipeline rolls from prior year and Fair Oaks/California Pipeline Replacement is advanced to FY 2026 due to Sacramento County paving schedule
- Production – Continuation of ASR Wells construction, Garfield Well Generator and electrical upgrade, and SCADA upgrade.
- Collector 2 Rehab and Garfield ASR Well #4 projects begin
- La Vista Tank and Pump Station, funded by 2019 COP Bonds continue.

Budget in Brief

0% 2026 Water rate increase - Last was effective January 1, 2025 (9.5%) Draft budget includes the second half of the Jan 1, 2025 rate increase for the period July to December 2025		
	Proposed Budget	% of revenue
Revenue		
Water revenue	19,550,500	61.22%
Outside boundary sales	1,452,476	4.55%
Miscellaneous and other income	182,500	0.57%
Grant/VA revenue	10,300,000	32.25%
Investment income	400,000	1.25%
Facilities fees	50,000	0.16%
Total revenue	31,935,476	100.00%
Less: Expenditures		
Labor costs (3% COLA effective 7-1-25)	4,715,423	14.77%
Services and supplies	5,436,831	17.02%
Total O&M	10,152,254	31.79%
CIP Rate funded	8,433,000	26.41%
CIP Reserve funded	400,000	1.25%
CIP Grant/VA funded	10,250,000	32.10%
Total CIP	19,083,000	59.75%
Debt service (Principal and interest)	2,491,566	7.80%
Total expenditures	(31,726,820)	99.35%
Less: Reserve funding and liability pre-funding		
Capital reserve funding (Ranney, Filter Skid, Membrane)	1,350,000	4.23%
OPEB/Pension liability pre-funding	500,000	1.57%
Facilities fees (Equal to revenue collected)	50,000	0.16%
Total reserve and prefunding	(1,900,000)	5.95%
Add: Designation of use of reserve funds		
Board designated/Undesignated reserves	-	0.00%
Total designated use of reserve funds	-	0.00%
Budget surplus/(deficit)	(1,691,344)	-5.30%

Budget Summary

PROPOSED DRAFT BUDGET 2025-2026

Includes NO water rate increases

	2024-2025 Amended Budget	2024-2025 YTD actuals thru 2-28-25	2025-26 Proposed budget	\$ Budget Increase/ (Decrease)	\$ Budget Increase/ (Decrease)
REVENUE					
District revenue					
Water sales	\$ 17,820,000	\$ 12,487,634	\$ 19,480,000	\$ 1,660,000	9.32%
Water service fees and charges	80,000	37,197	70,500	(9,500)	-11.88%
Other service fees	134,000	104,329	149,000	15,000	11.19%
Grant revenue	7,750,000	253,069	10,300,000	2,550,000	32.90%
Interest income	400,000	274,940	400,000	-	0.00%
Miscellaneous	76,450	49,869	33,500	(42,950)	-56.18%
Total District revenue	26,260,450	13,207,038	30,433,000	4,172,550	15.89%
Outside boundary sales					
GSWC Treatment and delivery	1,452,000	682,490	1,452,476	476	0.03%
Total Outside boundary sales	1,452,000	682,490	1,452,476	476	0.03%
Facility fees	50,000	-	50,000	-	0.00%
Total Revenue	27,762,450	13,889,528	31,935,476	4,173,026	15.03%
EXPENDITURES					
O & M					
Administration (Plus (1) Senior Accountant)	3,959,749	2,048,157	4,345,270	385,521	9.74%
Production	3,588,694	2,107,955	3,840,196	251,502	7.01%
Distribution (Plus (1) Distribution Operator)	2,142,178	937,757	1,966,788	(175,390)	-8.19%
Total O&M	9,690,621	5,093,869	10,152,254	461,633	4.76%
Capital					
Capital funded by rates/grants					
Administration	110,000	38,701	50,000	(60,000)	-54.55%
Production - Wells	9,521,700	2,900,569	12,375,000	2,853,300	29.97%
Production - WTP	616,500	283,992	670,000	53,500	8.68%
Distribution	3,220,000	537,216	5,588,000	2,368,000	73.54%
Total Capital funded by rates/grants	13,468,200	3,760,478	18,683,000	5,214,800	38.72%
Capital funded by reserves					
Membrane replacement expense	200,000	177,405	200,000	-	0.00%
Sacramento County impact projects	200,000	6,420	200,000	-	0.00%
Total Capital funded by reserves	400,000	183,825	400,000	-	0.00%
Debt service, Other sources/uses of funds					
2019 COP Series B Principal	1,545,000	1,545,000	1,580,000	35,000	2.27%
2019 COP'S Series A/B Interest	947,131	631,420	911,566	(35,565)	-3.76%
PERS Unfunded actuarial liability	300,000	-	300,000	-	0.00%
OPEB Liability funding	200,000	-	200,000	-	0.00%
Total debt service, other sources/uses of funds	2,992,131	2,176,420	2,991,566	(565)	-0.02%
Capital reserve funding/(uses)					
Filter Skid Replacement - Accumulates in reserves	650,000	-	650,000	-	0.00%
Membranes - Unused accumulates in reserves	200,000	-	200,000	-	0.00%
Capital replacement reserve - Use of reserves	(188,502)	-	-	188,502	-100.00%
Facility fees	50,000	-	50,000	-	0.00%
Ranney Collector reserve - Accumulates in reserves	500,000	-	500,000	-	0.00%
Total reserve funding/(uses)	1,211,498	-	1,400,000	188,502	15.56%
Total expenditures, debt service, reserve funding/(u	27,762,450	11,214,592	33,626,820	5,864,370	21.12%
Budget surplus/(deficit)	\$ -	\$ 2,674,936	\$ (1,691,344)	\$ (1,691,344)	0.00%
Bond funded CIP	\$ 4,000,000	-	\$ 2,500,000	\$ (1,500,000)	-37.50%

Fund Balance Held in Reserve

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 SUMMARY - DRAFT FY 2025-26

Reserve Category	Amended Budget Projected Year End Balance FY 2024-25	DRAFT FY 2025-26 Funding of reserves	DRAFT FY 2025-26 (Use of reserves)	DRAFT Interest income	DRAFT Projected Year End Balance FY 2025-26
<u>Minimum unrestricted reserves:</u>					
Operating reserve	\$ 6,043,376	\$ 278,534	\$ -	\$ -	\$ 6,321,910 ¹
<u>Board designated reserves</u>					
Capital replacement	13,871,213	2,528,800	-	416,136	16,816,149 ²
Use of capital reserves	(188,502)	188,502	-	-	- ³
Membrane replacement	309,547	200,000	-	9,286	518,833 ⁴
Filter skid replacement	2,703,328	650,000	-	81,100	3,434,428 ⁵
Ranney Collector Rehab/Replace	500,000	500,000	-	15,000	1,015,000 ⁶
Facility fees	238,163	50,000	-	167	288,330 ⁷
Sacramento County impact projects	-	200,000	(200,000)	-	- ⁸
Rate stabilization	500,000	-	-	-	500,000 ⁹
Total Designated reserves per policy	\$ 23,977,125	\$ 4,595,836	\$ (200,000)	\$ 521,689	\$ 28,894,650
Unrestricted reserves:					(2,839,903) ¹⁰
Total projected reserves	\$ 26,054,747	\$ -	\$ -	\$ 0	\$ 26,054,747
<u>Legally restricted reserves</u>					
Unspent bond proceeds 2019 COP Series A	3,501,580	(3,501,580)	-	-	-
State Capital grant funds received in advance	2,500,000	-	-	-	2,500,000 ¹¹
	6,001,580	(3,501,580)	-	-	2,500,000
Other legally restricted reserves held in trust:					
OPEB Reserve (CalPERS as trustee)	3,684,153	200,000	-	150,000	4,034,153 ¹²

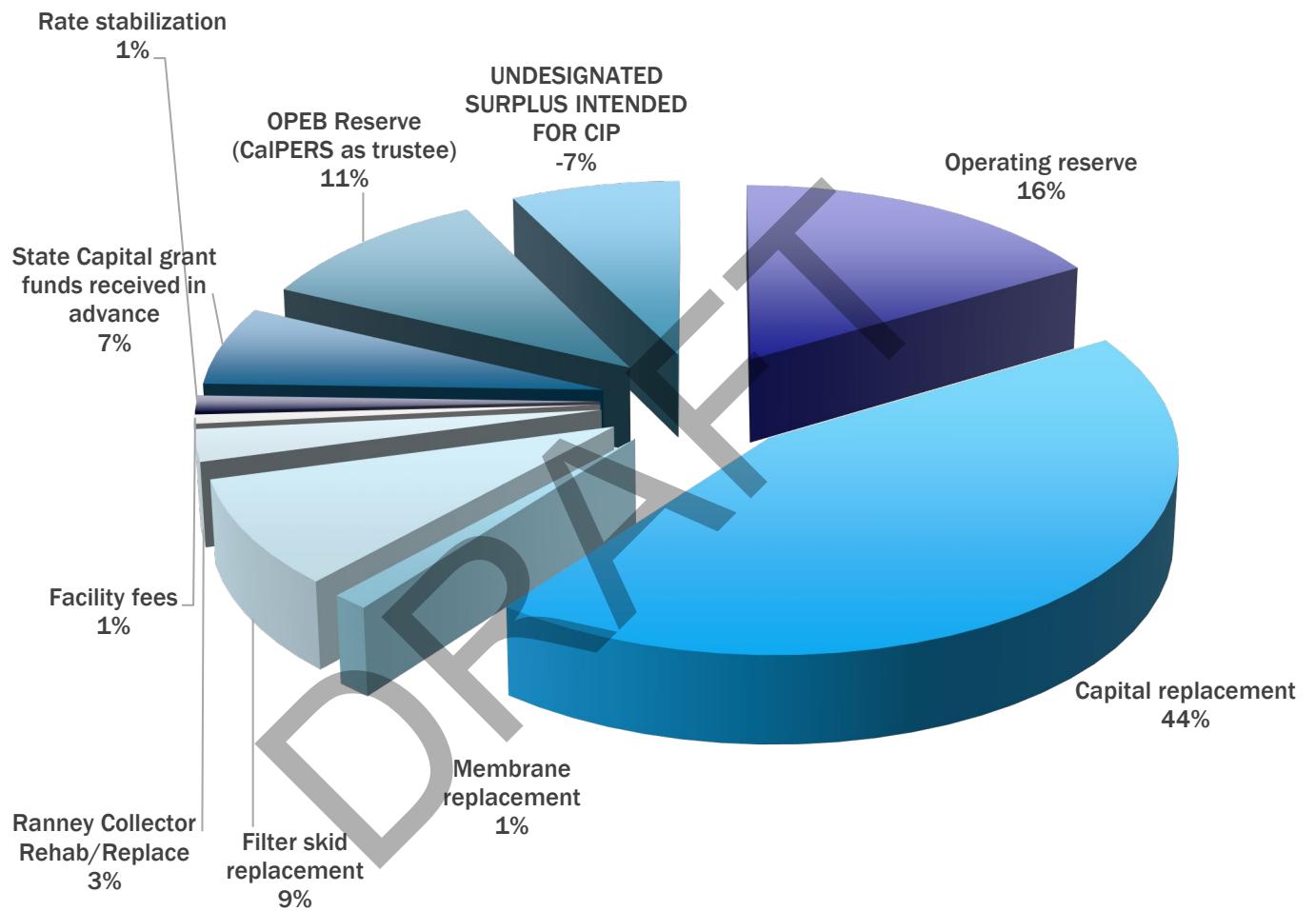
Footnote references:

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. Includes accumulated interest earnings to date of \$307,013.
3. Board approved usage of Designated Capital Reserves upon adoption of budgets.

Footnote references, continued:

4. 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. Unexpended membrane funding will accumulate in the reserve funds. Interest will accumulate on reserve balance.
5. 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. Interest will accumulate on reserve balance. Funding will occur annually until 2035.
6. Directors' policy #9610.321 b: Established to meet the needs of future replacement of the Ranney Collector Reserve. Balance accumulates and is to be funded annually at the rate of \$500,000 per year. Interest will accumulate on reserve balance.
7. Directors' #9610.321 d: This balance accumulates and is funded by the collection of capital facility fees from new development.
8. 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.
9. Directors' policy #9610.331 a: Established and maintained at \$500,000 to provide funds for debt service coverage requirement.
10. Unrestricted reserves: 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. Negative balance indicates designations in excess of cash balances.
11. State funds received in advance for Winding Way
12. Board policy #9610.332: Annual funding until the OPEB (Retiree benefits) liability is fully funded, currently targeted at \$5,263,853 as of 6-30-23 per actuarial valuation. The trust is subject to market changes in value from the underlying investments in the trust pool.

Projected Reserves Year End Balance FY 2025-26



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Long Term Forecast, Available Funds, Use of Funds and Fund Balance

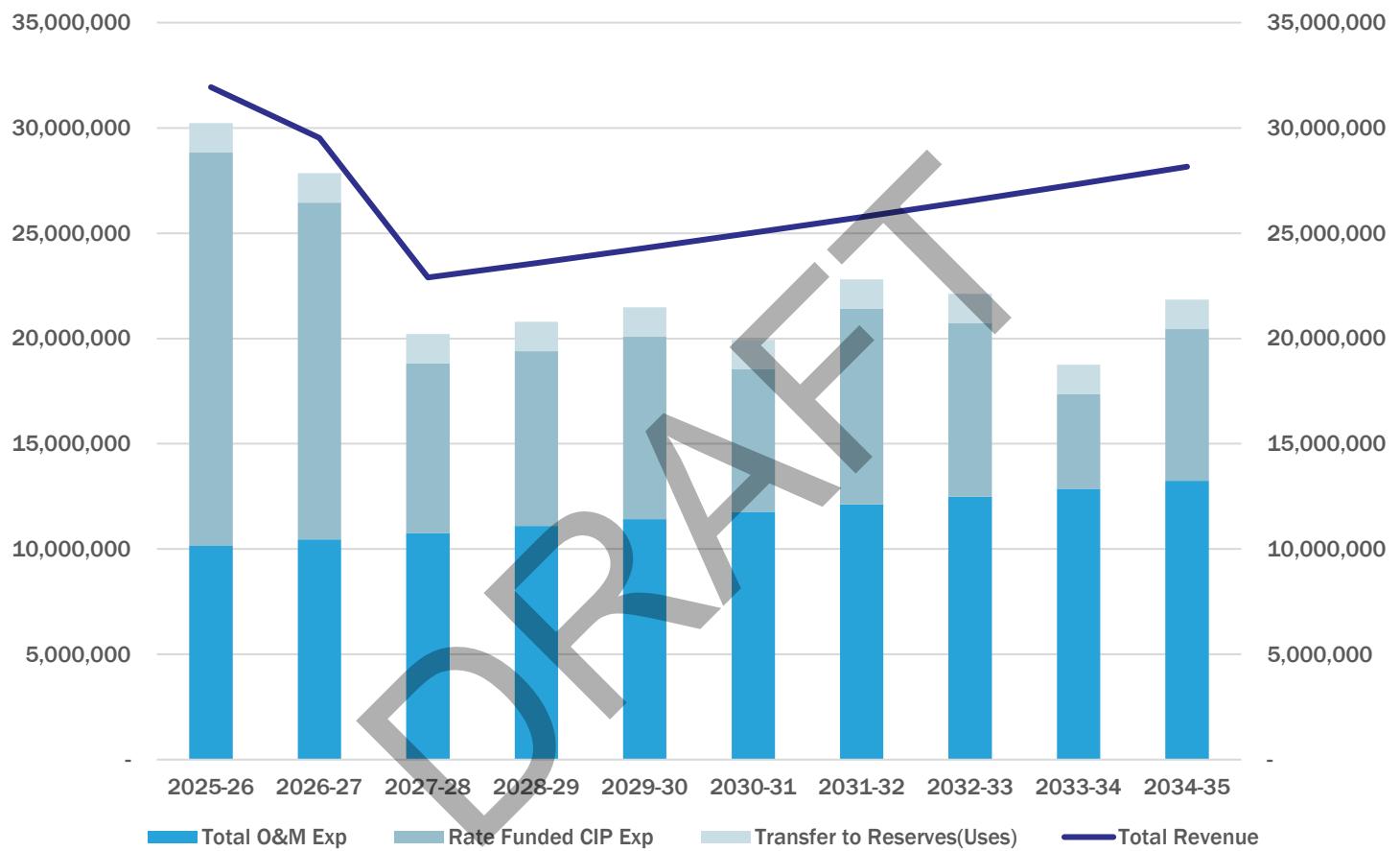
Long Term Forecast

	2024-2025 Amended Budget	2024-2025 YTD Actuals 2-28-25	2025-26 Proposed budget	2026-27 Estimated	2027-28 Estimated
Cash and cash equivalents	\$ 28,554,747	\$ 28,464,255	\$ 28,554,747	\$ 26,863,403	\$ 25,161,626
District revenue					
Water sales	17,820,000	12,487,634	19,480,000	20,064,400	20,666,332
Water Service fees and charges	80,000	37,197	70,500	72,615	74,793
Other service fees	134,000	104,329	149,000	153,470	158,074
Grant revenue	7,750,000	253,069	10,300,000	7,300,000	-
Interest income	400,000	274,940	400,000	412,000	424,360
Miscellaneous income	76,450	49,869	33,500	33,835	34,173
Total District revenue	26,260,450	13,207,038	30,433,000	28,036,320	21,357,733
Outside boundary sales					
GSWC Treatment and delivery	1,452,000	682,490	1,452,476	1,496,050	1,540,932
Total Outside Boundary Sales	1,452,000	682,490	1,452,476	1,496,050	1,540,932
Facility fees	50,000	-	50,000	50,000	50,000
Total Revenue	27,762,450	13,889,528	31,935,476	29,532,370	22,898,665
EXPENDITURES					
O & M					
Administration	3,959,749	2,048,157	4,345,270	4,475,628	4,609,897
Production	3,588,694	2,107,955	3,840,196	3,955,402	4,074,064
Distribution	2,142,178	937,757	1,966,788	2,025,791	2,086,565
Total O&M	9,690,621	5,093,869	10,152,254	10,456,821	10,770,526
Capital					
Capital funded by rates					
Administrative services	110,000	38,701	50,000	200,000	650,000
Production - Wells (Includes grant funded projects)	9,521,700	2,900,569	12,375,000	8,250,000	3,000,000
Production - WTP	616,500	283,992	670,000	1,673,000	1,150,000
Distribution	3,220,000	537,216	5,588,000	5,866,540	3,245,636
Total Capital funded by rates	13,468,200	3,760,478	18,683,000	15,989,540	8,045,636
Capital funded by reserves					
Membrane replacement (Unused goes to reserves)	200,000	177,405	200,000	200,000	200,000
Sacramento County Impact projects	200,000	6,420	200,000	200,000	200,000
Total Capital funded by reserves	400,000	183,825	400,000	400,000	400,000
Debt service, Other sources/uses of funds					
Series A/B Principal (CIP Projects/2010 Refi)	1,545,000	1,545,000	1,580,000	1,615,000	1,655,000
COP bond interest	947,131	631,420	911,566	872,786	830,946
PERS Unfunded actuarial liability	300,000	-	300,000	300,000	300,000
OPEB Liability funding	200,000	-	200,000	200,000	200,000
Total debt service, other fund sources/uses	2,992,131	2,176,420	2,991,566	2,987,786	2,985,946
Reserve funding/(Uses)					
Filter skid replacement	650,000	-	650,000	650,000	650,000
Ranney Collector	500,000	-	500,000	500,000	500,000
Membrane replacement	200,000	-	200,000	200,000	200,000
Facility fees	50,000	-	50,000	50,000	50,000
Capital replacement reserves	(188,502)	-	-	-	-
Total reserve funding/(uses)	1,211,498	-	1,400,000	1,400,000	1,400,000
Total expenditures, debt service, reserve funding/(uses)	27,762,450	11,214,592	33,626,820	31,234,147	23,602,109
Change in Working Capital-Excess (Deficiency)	\$ -	\$ 2,674,936	\$ (1,691,344)	\$ (1,701,777)	\$ (703,444)
Operating cash	\$ 28,554,747	\$ 31,139,191	\$ 26,863,403	\$ 25,161,626	\$ 24,458,182
Less: Board designated reserves (Without int inc Yrs 2-10)					
Operating reserve	6,043,376	6,043,376	6,321,910	6,472,304	6,628,236
Capital reserves	13,682,711	13,682,711	16,816,149	15,989,540	8,045,636
Membrane reserves	309,547	309,547	518,833	718,833	918,833
Filter Skid replacement	2,703,328	2,703,328	3,434,428	4,084,428	4,734,428
Ranney Collector Rehab/replacement	500,000	500,000	1,015,000	1,515,000	2,015,000
Facility fees	238,163	238,163	288,330	338,330	388,330
Sacramento County impact projects	-	-	-	-	-
Rate stabilization	500,000	500,000	500,000	500,000	500,000
Total designated reserves (Per reserve Forecast)	23,977,125	23,977,125	28,894,650	29,618,435	23,230,463
Undesignated surplus for future CIP	\$ 4,577,622	\$ 7,162,066	\$ (2,031,247)	\$ (4,456,808)	\$ 1,227,719

Long Term Forecast (Continued)

	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Cash and cash equivalents	\$ 24,458,182	\$ 23,857,924	\$ 23,278,210	\$ 25,040,540	\$ 24,682,941	\$ 25,781,166	\$ 31,041,405
District revenue							
Water sales	21,286,322	21,924,912	22,582,659	23,260,139	23,957,943	24,676,681	25,416,982
Water Service fees and charges	77,037	79,348	81,729	84,181	86,706	89,307	91,987
Other service fees	162,816	167,701	172,732	177,914	183,251	188,749	194,411
Grant revenue							
Interest income	437,091	450,204	463,710	477,621	491,950	506,708	521,909
Miscellaneous income	34,515	34,860	35,209	35,561	35,917	36,276	36,638
Total District revenue	21,997,781	22,657,025	23,336,038	24,035,415	24,755,766	25,497,721	26,261,927
Outside boundary sales							
GSWC Treatment and delivery	1,587,160	1,634,775	1,683,818	1,734,332	1,786,362	1,839,953	1,895,152
Total Outside Boundary Sales	1,587,160	1,634,775	1,683,818	1,734,332	1,786,362	1,839,953	1,895,152
Facility fees	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total Revenue	23,584,941	24,291,799	25,019,856	25,769,747	26,542,129	27,337,674	28,157,079
EXPENDITURES							
O & M							
Administration	4,748,194	4,890,640	5,037,359	5,188,480	5,344,134	5,504,458	5,669,592
Production	4,196,286	4,322,174	4,451,840	4,585,395	4,722,957	4,864,645	5,010,585
Distribution	2,149,162	2,213,637	2,280,046	2,348,447	2,418,901	2,491,468	2,566,212
Total O&M	11,093,642	11,426,451	11,769,245	12,122,322	12,485,992	12,860,571	13,246,389
Capital							
Capital funded by rates							
Administrative services	400,000	60,000	-	-	-	40,000	-
Production - Wells (Includes grant funded projects)	-	360,000	-	-	-	200,000	3,000,000
Production - WTP	4,000,000	4,155,000	2,170,000	5,155,000	4,000,000	75,000	-
Distribution	3,905,305	4,085,564	4,596,431	4,127,924	4,240,062	4,172,864	4,196,350
Total Capital funded by rates	8,305,305	8,660,564	6,766,431	9,282,924	8,240,062	4,487,864	7,196,350
Capital funded by reserves							
Membrane replacement (Unused goes to reserves)	200,000	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	200,000
Total Capital funded by reserves	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Debt service, Other sources/uses of funds							
Series A/B Principal (CIP Projects/2010 Refi)	1,700,000	1,745,000	1,750,000	1,840,000	1,930,000	2,030,000	2,110,000
COP bond interest	786,252	739,498	671,850	582,100	487,850	399,000	316,200
PERS Unfunded actuarial liability	300,000	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	200,000
Total debt service, other fund sources/uses	2,986,252	2,984,498	2,921,850	2,922,100	2,917,850	2,929,000	2,926,200
Reserve funding/(Uses)							
Filter skid replacement	650,000	650,000	650,000	650,000	650,000	650,000	650,000
Ranney Collector	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Membrane replacement	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Facility fees	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Capital replacement reserves	-	-	-	-	-	-	-
Total reserve funding/(uses)	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Total expenditures, debt service, reserve funding	24,185,199	24,871,513	23,257,526	26,127,346	25,443,904	22,077,435	25,168,938
Change in Working Capital-Excess (Deficiency)	\$ (600,258)	\$ (579,714)	\$ 1,762,330	\$ (357,599)	\$ 1,098,225	\$ 5,260,239	\$ 2,988,140
Operating cash	\$ 23,857,924	\$ 23,278,210	\$ 25,040,540	\$ 24,682,941	\$ 25,781,166	\$ 31,041,405	\$ 34,029,545
Less: Board designated reserves (Without int inc Yrs 2-10)							
Operating reserve	6,789,947	6,955,474	7,095,547	7,272,211	7,451,921	7,644,786	7,836,294
Capital reserves	8,305,305	8,660,564	6,766,431	9,282,924	8,240,062	4,487,864	7,196,350
Membrane reserves	1,118,833	1,318,833	1,518,833	1,718,833	1,918,833	2,118,833	2,318,833
Filter Skid replacement	5,384,428	6,034,428	6,684,428	7,334,428	7,984,428	8,634,428	9,284,428
Ranney Collector Rehab/replacement	2,515,000	3,015,000	3,515,000	4,015,000	4,515,000	5,015,000	5,515,000
Facility fees	438,330	488,330	538,330	588,330	638,330	688,330	738,330
Sacramento County impact projects	-	-	-	-	-	-	-
Rate stabilization	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Total designated reserves (Per reserve Foreca	25,051,843	26,972,630	26,618,570	30,711,726	31,248,574	29,089,241	33,389,235
Undesignated surplus for future CIP	\$ (1,193,919)	\$ (3,694,420)	\$ (1,578,030)	\$ (6,028,785)	\$ (5,467,408)	\$ 1,952,164	\$ 640,310

Long Term Forecast



Revenues

The District provides domestic water to an estimated service area population of 41,000 customers via approximately 11,947 water service connections in the Carmichael Water District service area.

The majority of the District's revenue comes from the water sales billed monthly to District customers.

GL account number	Account description	2024-25	2024-25	2025-26	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)			
		Amended budget	Year To Date Actuals 2/28/25	Proposed budget					
REVENUE									
<i>Water sales</i>									
10-040100-01	Water sales	\$ 7,980,000	\$ 5,768,521	\$ 8,680,000	\$ 700,000	8.77%			
10-040100-08	Monthly service charges (Water sales)	9,840,000	6,719,113	10,800,000	960,000	112.35%			
	Total water sales	17,820,000	12,487,634	19,480,000	1,660,000	9.32%			
<i>Water service fees and charges</i>									
10-040100-02	Fees and service charges	79,500	37,197	70,000	(9,500)	-11.95%			
10-040100-03	Downsizing fees	500	-	500	-	0.00%			
	Total water service fees and charges	80,000	37,197	70,500	(9,500)	-11.88%			
<i>Other service fees</i>									
10-040300-05	Backflow testing program fee	50,000	38,659	60,000	10,000	20.00%			
10-040100-05	Fire hydrant permits	1,000	248	1,000	-	0.00%			
10-040300-01	Fire hydrant use fee	8,000	2,515	8,000	-	0.00%			
10-040300-03	Plan check	50,000	43,069	50,000	-	0.00%			
10-040300-07	Fire flow fees	20,000	17,896	25,000	5,000	25.00%			
10-040300-08	Water sampling	1,000	-	1,000	-	0.00%			
10-040300-09	Inspection fees	1,000	524	1,000	-	0.00%			
10-040300-10	Meter installation charges	3,000	1,418	3,000	-	0.00%			
	Total other service fees	134,000	104,329	149,000	15,000	11.19%			
<i>Grant revenue</i>									
10-040400-20	Federal grant revenue	3,700,000	41,968	4,250,000	550,000	14.86%			
10-040400-10	State grant revenue	4,000,000	211,101	6,000,000	2,000,000	50.00%			
10-040400-30	Turf replacement grant - USBR Water smart	50,000	-	50,000	-	0.00%			
	Total grant revenue	7,750,000	253,069	10,300,000	2,550,000	32.90%			
<i>Interest Income</i>									
10-040500-01	LAIF Interest/Other investment income	298,193	122,356	298,193	-	0.00%			
10-040500-05	Facility fees interest	607	113	607	-	0.00%			
10-040500-07	Lien interest	1,200	214	1,200	-	0.00%			
10-040500-10	COP 2019 Project fund interest	100,000	152,257	100,000	-	0.00%			
	Total interest income	400,000	274,940	400,000	-	0.00%			
<i>Miscellaneous revenue</i>									
10-040800-01	Bajamont lease revenue - GET L1	1,450	-	1,450	-	0.00%			
10-040400-01	Other revenue fees	16,000	15,170	50	(15,950)	-99.69%			
10-040400-02	Recycling revenue	15,000	11,539	15,000	-	0.00%			
10-040400-03	Admin claim fees	100	-	-	(100)	-100.00%			
10-040400-05	Miscellaneous income	2,500	1	2,500	-	0.00%			
10-040400-08	Lien fees revenue	5,000	244	1,000	(4,000)	-80.00%			
10-040400-13	Reimbursements/Rebates	6,000	6,312	500	(5,500)	-91.67%			
10-040450-01	Aerojet water quality testing reimbursement	4,400	4,620	6,000	1,600	36.36%			
10-040600-01	COTP Revenue (COTP shares were sold December 2024)	14,000	-	-	(14,000)	-100.00%			
10-040700-02	Sales proceeds from sale of capital assets	12,000	11,983	7,000	(5,000)	-41.67%			
	Total miscellaneous revenue	76,450	49,869	33,500	(42,950)	-56.18%			
<i>Outside boundary sales</i>									
10-040100-06	Treatment and delivery for GSWC	1,452,000	682,490	1,452,476	476	0.03%			
	Total outside boundary sales	1,452,000	682,490	1,452,476	476	0.03%			
<i>Facilities fees</i>									
10-040200-01	Facilities fees	50,000	-	50,000	-	0.00%			
	Total facilities fees	50,000	-	50,000	-	0.00%			
	TOTAL DISTRICT REVENUE	27,762,450	13,889,528	31,935,476	4,173,026	15.03%			

In 2020, the District hired Hildebrand Consulting, LLC to complete a Business Plan, Water Rate, and Impact Fee Study (Study). The Study recommends annual water rate adjustments of 9.5% for each of the five years 2021 through 2025 in order to meet the funding requirements of the District. Capital Facilities, Plan Check, and Fire Flow Analysis Fee adjustments were also included in the Study. The Board approved the Study on December 15, 2020.

Below are the descriptions of each type of primary revenue:

Water Sales



The water sales revenue is based on the 2020 Business Plan projections and restructured water rates effective January 1, 2021 through December 31, 2025. The FY 2025-2026 water sales revenue incorporates the increased revenue associated with implementation of the 9.5% rate adjustment, effective January 1, 2025 through December 31, 2025.

Other Service Fees



Service fees are collected for additional charges outside of current rates to cover administrative costs, fire hydrant usage, plan check fees / fire flow and construction improvement standards fees. Fire hydrant use charges are the fees associated with construction water drawn from a hydrant and Sacramento County usage of hydrant water for sewer/storm drain clean out. Plan check fees are the fees collected for review of the plans by District staff for any/all construction within the District service area.

Interest Income



The interest income is the interest earned on the District's various surplus and reserve investment accounts held in LAIF, investment pools, money market interest or checking accounts. The COP 2019 Project Fund Interest has been the largest contributor to the District's interest income but is anticipated to decrease as the funds are used to pay for projects in construction. Accumulated reserve funds in anticipation of long-term construction projects have been invested and will provide the largest contribution of interest this budget year.

Miscellaneous Revenue



Miscellaneous revenue includes the fees associated with pipeline repair for damage caused by outside contractors and invoiced by the District for associated repair costs. It also includes other additional miscellaneous revenue such as recycling, reimbursement of water quality testing by L3Harris (Aerojet).



Facilities Fees

The facility fees are the fees collected per each unit of construction within the District and used for capacity development.



Outside Boundary Sales and Revenue

Golden State Water Company

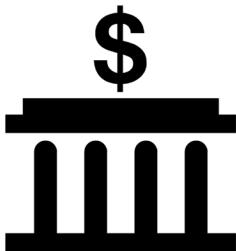
The District negotiated to sell 4.5 MGD or 5000 AF of capacity rights to Golden State Water Company (GSWC). Aerojet Rocketdyne, now L3Harris, purchased the capacity for GSWC due to the loss of groundwater supply from contamination.

The second portion of the agreement with GSWC for operational expense reimbursement includes: (a) the cost to treat the 4.5 MGD that is being delivered to GSWC through the American River Pipeline Project which was funded by Aerojet (L3Harris); and (b) GSWC's portion (based on 20.5% capacity purchased) of the annual capital improvements to the Bajamont Water Treatment Plant, intake structures, and membrane replacements.



ARTESIAN Agreement

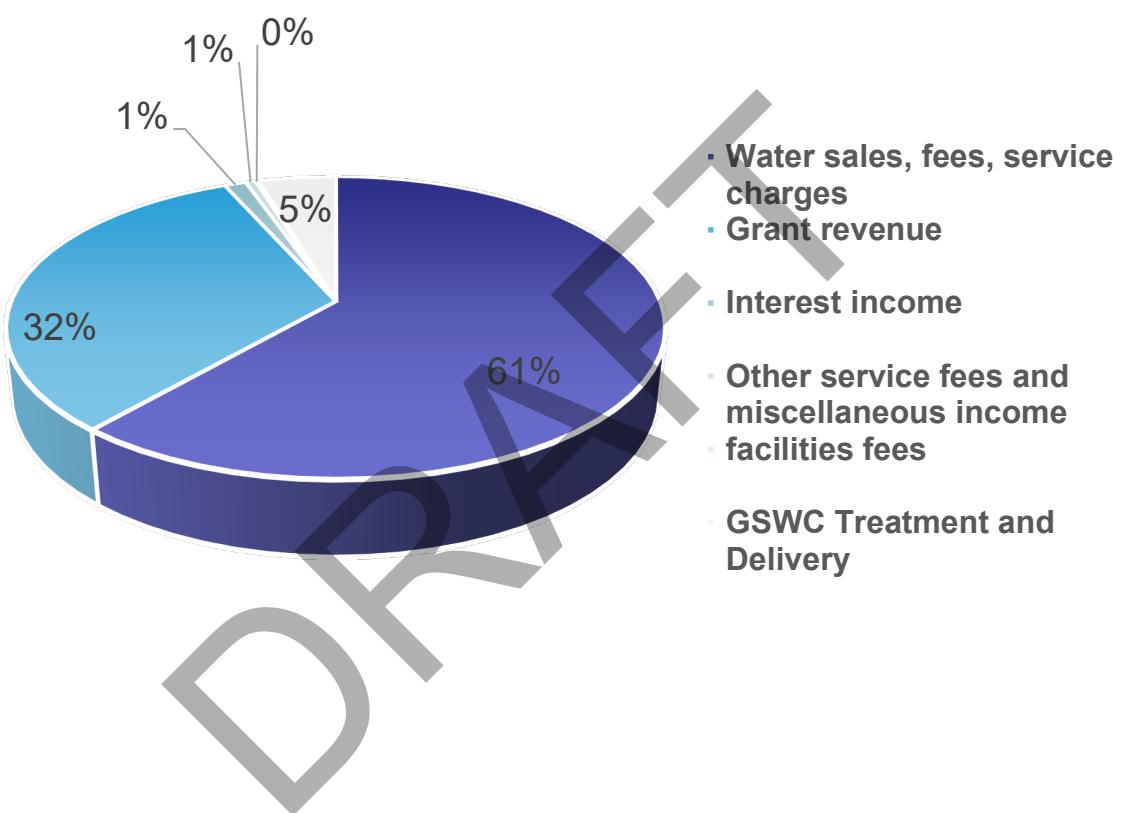
The District is participating with members and contracting agencies of the Regional Water Agency (RWA) to create the American River Terms for Ecosystem Support and Infrastructure Assistance Needs (ARTESIAN) Project for early implementation of the American River region's 2019 Voluntary Agreement proposal. Under this agreement, the District will receive funding for designated CIP projects in exchange for reduced surface water flows from the American River.



Grant Revenue

The District was awarded the Bureau of Reclamation funding for the WaterSMART Drought Response Program's Drought Resiliency Projects (DRP). This funding opportunity supports the implementation of drought mitigation projects that will build long-term resilience to drought. Additionally, the District was awarded funds from the California Department of Water Resources Drought Relief Grant Program, Turf Replacement Grant and RWA Advancing Water Efficiency Grant.

Revenue Sources



Debt and Long Term Funding

The District is continuing to maintain its long term funding plans this budget year in accordance with Board Policy # 9610 – Reserves. Accordingly, this year's budget provides for the annual funding of the capital fund reserves that includes funding for the membrane replacement fund, the filter skid replacement and Ranney Collector reserve and Sacramento County impact projects. Annual reserve contributions for the District's long-term obligations, also named in the Reserve policy, have been provided for in this budget with scheduled additional contributions to the OPEB liability trust fund and PERS Unfunded Actuarial Liability fund. Levels of funding requirements were considered and included in the 2020 Business Plan and Rate Study.

Debt and Long Term Funding Liabilities	2024-25	2024-25	2025-26		
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
2019 Series A/B Interest	947,131	631,420	911,566	(35,565)	-4%
2019 Series B Principal	1,545,000	1,545,000	1,580,000	35,000	2%
Membrane Replacement	200,000	177,405	200,000	-	0%
Sacramento County Impact projects	200,000	6,420	200,000	-	0%
Filter Skid	650,000	-	650,000	-	0%
Ranney Collector	500,000	-	500,000	-	0%
PERS unfunded Actuarial Liability	300,000	-	300,000	-	0%
OPEB Liability	200,000	-	200,000	-	0%
Total	4,542,131	2,360,245	4,541,566	(565)	0%

2019 COP Debt information and Payment Schedule

In November 2019 the Carmichael Water District Financing Corporation issued the 2019 Water Revenue Certificates of Participation Series A (Series A Certificates) to finance the acquisition and construction of certain water storage, pumping, treatment, transmission and appurtenant facilities for the water supply and treatment and distribution system of the District; and to pay certain costs incurred in connection with the execution and delivery of the Series A Certificates, including an original issue premium of \$3,667,968, which is being amortized over the life of the Series A Certificates.

In November 2019, the Carmichael Water District Financing Corporation issued the 2019 Water Revenue Refunding Certificates of Participation Series B (Series B Certificates) to refund and defease the 2010 Water Revenue Refunding Certificates of Participation, and to pay certain costs incurred in connection with the execution and delivery of the Series B Certificates.

S&P Global Ratings assigned a municipal bond rating of "AA" to the certificates.

The payment schedule is as follows:

Installment payment schedule		Series A (Project account)				Series B (Refunding)			
Month - Due on	Year	Principal	Interest	Fiscal year Total	Principal balance due	Principal	Interest	Fiscal year Total	Principal balance due
Novembe	2025	357,800				1,580,000	107,372		
May	2026	357,800		715,600	16,510,000	1,615,000	88,594	1,775,966	6,715,000
Novembe	2026	357,800				1,615,000	88,594		
May	2027	357,800		715,600	16,510,000	1,655,000	68,592	1,772,186	5,100,000
Novembe	2027	357,800				1,655,000	68,592		
May	2028	357,800		715,600	16,510,000	1,700,000	46,754	1,770,346	3,445,000
Novembe	2028	357,800				1,700,000	46,754		
May	2029	357,800		715,600	16,510,000	1,745,000	23,898	1,770,652	1,745,000
Novembe	2029	357,800				1,745,000	23,898	1,768,898	-
May	2030	357,800		715,600	16,510,000				
Novembe	2030	1,750,000	357,800						
May	2031	314,050		2,421,850	14,760,000				
Novembe	2031	1,840,000	314,050						
May	2032	268,050		2,422,100	12,920,000				
Novembe	2032	1,930,000	268,050						
May	2033	219,800		2,417,850	10,990,000				
Novembe	2033	2,030,000	219,800						
May	2034	179,200		2,429,000	8,960,000				
Novembe	2034	2,110,000	179,200						
May	2035	137,000		2,426,200	6,850,000				
Novembe	2035	2,195,000	137,000						
May	2036	93,100		2,425,100	4,655,000				
Novembe	2036	2,280,000	93,100						
May	2037	47,500		2,420,600	2,375,000				
Novembe	2037	2,375,000	47,500	2,422,500	-				
TOTAL DUE		16,510,000	6,453,200	22,963,200		8,295,000	563,048	8,858,048	

The Series A Certificates and the Series B Certificates are jointly secured on a parity basis by the pledge of the revenues of the District's water system and certain funds and accounts created under the installment sale agreement and will be paid from said revenues and said funds and accounts without preference or priority with respect to one another. The obligation of the District to make such installment payments is a special obligation of the District payable solely from net revenues of the District's water system and said funds and accounts. The Installment Sale Agreement will require the District to fix, prescribe and collect rates fees and charges and manage the operation of the water system for each fiscal year so as to yield net revenues during such fiscal year equal to at least 120% of the annual debt service in such fiscal year ("Coverage ratio").

The Coverage Ratio for the 2025-26 Budget year is estimated to be 4.61, far in excess of the 120% coverage ratio required.

DEBT SERVICE COVERAGE		
REVENUES:		
Water sales, fees and charges	19,699,500	
Outside boundary sales	1,452,476	
Miscellaneous, other revenue	483,500	
TOTAL REVENUES	21,635,476	
LESS OPERATIONS AND MAINTENANCE EXPENSES:		
Administration	4,345,270	
Production	3,840,196	
Distribution	1,966,788	
TOTAL EXPENSES	10,152,254	
NET REVENUE	11,483,222	
DEBT SERVICE	2,491,566	
MINIMUM REQUIRED SERVICE 120%	2,989,879	
ESTIMATED COVERAGE	460.88%	

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Departmental Information

Position Summary Schedule

The District is a service-oriented organization that provides a high quality sustainable water supply. This would not be possible without innovative, self-managed staff that has pride of ownership for their work product and who provides exceptional customer service.

The table below shows the number of FTE's for a five year period. For the fiscal year 2025-2026 Budget, one position in Accounting will be added and one position from Production will be moved back to Distribution. The Floating position is not funded this budget year and the District will retain the Retired Annuitant for another year.

Division Department	2021-22 FTE	2022-23 FTE	2023-24 FTE	2024-25 FTE	2025-26 FTE
Administration	15	13	13	13	14
Office of the GM		1	1	1	1
Engineering/Technical services		2	4	4	4
Engineering/Public outreach and Water efficiency		2	1	1	1
Finance/Accounting - One position added FY 2025/26		3	3	3	4
Finance/Customer service (Billing)		3	3	3	3
Human resources		1	1	1	1
General admin/Information Technology (Note 1)		1	-	-	-
Distribution	9	7	7	7.5	8
Distribution Superintendent/Operators		7	7	7	8
Distribution: Succession planning (Note 2)			-	0.5	-
Production	6	7	7	6	6
Production Superintendent/Operators (Note 1/3)		7	7	6	6
Floating position (Note 1) (Formerly IT Coordinator)	1.0	0.5	-	0.5	
Temporary Retired Annuitant position (Engineering)	-	-	0.5	0.5	0.5
TOTAL AUTHORIZED POSITIONS	30.0	28.0	28.0	27.0	29.0

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

IT Coordinator - Authorized as a Floating Position FY 2023-24

One position in Production was not funded in FY 2023-24 and will be removed from authorized position list

Note 2: Board approved changes to Authorized Positions FY 2024-25:

7/1/2024 Succession planning for Distribution Superintendent position used for floating position - Temporary increase.

Update for FYE 2024-25: 1/1/25 Distribution Superintendent retired, Floating position used for Retired Annuitant

Note 3: Board pending approval for Authorized Positions FY 2025-26:

7/1/25 Production Operator transferred back to Distribution

Other notes:

For the years ending, 2017 - 2020, employee count was 29

Salary Schedule

Carmichael Water District Draft Salary Schedule FY2025-26 (3% COLA Adjustment)

NON-REPRESENTED EMPLOYEES						
Non-Exempt		Step 1	Step 2	Step 3	Step 4	Step 5
Accountant	Hourly	37.3482	39.2156	41.1764	43.2352	45.3970
	Monthly	6,473.69	6,797.37	7,137.24	7,494.10	7,868.81
	Yearly	77,684.26	81,568.45	85,646.91	89,929.22	94,425.76
Accountant, Senior	Hourly	44.2313	46.4429	48.7650	51.2033	53.7635
	Monthly	7,666.76	8,050.10	8,452.60	8,875.24	9,319.01
	Yearly	92,001.10	96,601.23	101,431.20	106,502.86	111,828.08
Billing Support Trainee	Hourly	Min. Wage	N/A	N/A	N/A	N/A
Billing Support 1	Hourly	16.5921	17.4217	18.2928	19.2074	20.1678
	Monthly	2,875.96	3,019.76	3,170.75	3,329.28	3,495.75
	Yearly	34,511.57	36,237.14	38,049.02	39,951.39	41,949.02
Billing Support 2	Hourly	19.2533	20.2160	21.2268	22.2881	23.4025
	Monthly	3,337.24	3,504.11	3,679.31	3,863.27	4,056.43
	Yearly	40,046.86	42,049.28	44,151.74	46,359.25	48,677.20
Billing Specialist 1	Hourly	24.8208	26.0618	27.3649	28.7331	30.1698
	Monthly	4,302.27	4,517.38	4,743.25	4,980.40	5,229.43
	Yearly	51,627.26	54,208.54	56,918.99	59,764.85	62,753.18
Billing Specialist 2	Hourly	31.4851	33.0594	34.7124	36.4480	38.2704
	Monthly	5,457.42	5,730.30	6,016.82	6,317.65	6,633.54
	Yearly	65,489.01	68,763.55	72,201.79	75,811.84	79,602.43
Communications Specialist 1	Hourly	31.7473	33.3347	35.0014	36.7515	38.5891
	Monthly	5,502.87	5,778.02	6,066.91	6,370.26	6,688.78
	Yearly	66,034.38	69,336.18	72,802.91	76,443.12	80,265.33
Communications Specialist 2	Hourly	38.6008	40.5308	42.5573	44.6852	46.9195
	Monthly	6,690.81	7,025.34	7,376.60	7,745.44	8,132.71
	Yearly	80,289.66	84,304.06	88,519.18	92,945.22	97,592.56
Engineer in Training	Hourly	34.5114	36.2370	38.0489	39.9513	41.9489
	Monthly	5,981.98	6,281.08	6,595.14	6,924.89	7,271.14
	Yearly	71,783.71	75,372.96	79,141.71	83,098.70	87,253.71
Engineer, Assistant	Hourly	48.6583	51.0912	53.6458	56.3281	59.1445
	Monthly	8,434.11	8,855.81	9,298.61	9,763.54	10,251.71
	Yearly	101,209.26	106,269.70	111,583.26	117,162.45	123,020.56
Engineer, Associate Civil	Hourly	57.6220	60.5031	63.5283	66.7047	70.0399
	Monthly	9,987.81	10,487.20	11,011.57	11,562.15	12,140.25
	Yearly	119,853.76	125,846.45	132,138.86	138,745.78	145,682.99
General Office Clerk	Hourly	Min. Wage	N/A	N/A	N/A	N/A
GIS Specialist	Hourly	38.4034	40.3236	42.3398	44.4568	46.6796
	Monthly	6,656.59	6,989.42	7,338.90	7,705.85	8,091.13
	Yearly	79,879.07	83,873.09	88,066.78	92,470.14	97,093.57
Public Information Assistant 1	Hourly	19.3711	20.3397	21.3567	22.4245	23.5457
	Monthly	3,357.66	3,525.55	3,701.83	3,886.91	4,081.26
	Yearly	40,291.89	42,306.58	44,421.94	46,642.96	48,975.06
Public Information Assistant 2	Hourly	24.8232	26.0644	27.3676	28.7360	30.1728
	Monthly	4,302.69	4,517.83	4,743.72	4,980.91	5,229.95
	Yearly	51,632.26	54,213.95	56,924.61	59,770.88	62,759.42
Water Efficiency Specialist 1	Hourly	28.5609	29.9889	31.4883	33.0627	34.7158
	Monthly	4,950.56	5,198.08	5,457.97	5,730.87	6,017.41
	Yearly	59,406.67	62,376.91	65,495.66	68,770.42	72,208.86
Water Efficiency Specialist 2	Hourly	36.1184	37.9243	39.8205	41.8115	43.9021
	Monthly	6,260.52	6,573.55	6,902.22	7,247.33	7,609.70
	Yearly	75,126.27	78,882.54	82,826.64	86,967.92	91,316.37

Salary Schedule (Continued)

NON-REPRESENTED EMPLOYEES									
Exempt		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Administrative Specialist 1	Hourly	37,4863	39,3606	41,3286	43,3950	45,5648			
	Monthly	6,497.63	6,822.50	7,163.62	7,521.80	7,897.90			
	Yearly	77,971.50	81,870.05	85,963.49	90,261.60	94,774.78			
Administrative Specialist 2	Hourly	46,1195	48,4255	50,8468	53,3891	56,0586			
	Monthly	7,994.05	8,393.75	8,813.45	9,254.11	9,716.82			
	Yearly	95,928.56	100,725.04	105,761.34	111,049.33	116,601.89			
Billing Supervisor	Hourly	38,7733	40,7120	42,7476	44,8850	47,1293	49,4858	51,9601	54,5581
	Monthly	6,720.71	7,056.75	7,409.58	7,780.07	8,169.08	8,577.54	9,006.42	9,456.74
	Yearly	80,648.46	84,680.96	88,915.01	93,360.80	98,028.94	102,930.46	108,077.01	113,480.85
Business Operations Specialist	Hourly	44,8849	47,1291	49,4856	51,9599	54,5579			
	Monthly	7,780.05	8,169.04	8,577.50	9,006.38	9,456.70			
	Yearly	93,360.59	98,028.53	102,930.05	108,076.59	113,480.43			
Distribution Superintendent*	Hourly	59,2297	62,1912	65,3008	68,5658	71,9941			
	Monthly	10,266.48	10,779.81	11,318.81	11,884.74	12,478.98			
	Yearly	123,197.78	129,357.70	135,825.66	142,616.86	149,747.73			
Engineer, Manager	Hourly	85,6008	89,8808	94,3748	99,0935	104,0482			
	Monthly	14,837.47	15,579.34	16,358.30	17,176.21	18,035.02			
	Yearly	178,049.66	186,952.06	196,299.58	206,114.48	216,420.26			
Engineer, Senior	Hourly	66,9410	70,2881	73,8025	77,4926	81,3672			
	Monthly	11,603.11	12,183.27	12,792.43	13,432.05	14,103.65			
	Yearly	139,237.28	146,199.25	153,509.20	161,184.61	169,243.78			
Finance Manager	Hourly	75,4321	79,2037	83,1639	87,3221	91,6882			
	Monthly	13,074.90	13,728.64	14,415.08	15,135.83	15,892.62			
	Yearly	156,898.77	164,743.70	172,980.91	181,629.97	190,711.46			
I.T. Coordinator	Hourly	50,5585	53,0864	55,7407	58,5277	61,4541			
	Monthly	8,763.47	9,201.64	9,661.72	10,144.80	10,652.04			
	Yearly	105,161.68	110,419.71	115,940.66	121,737.62	127,824.53			
Production Superintendent	Hourly	67,0087	70,3591	73,8771	77,5710	81,4496			
	Monthly	11,614.84	12,195.58	12,805.36	13,445.64	14,117.93			
	Yearly	139,378.10	146,346.93	153,664.37	161,347.68	169,415.17			
Public Information Officer	Hourly	52,2941	54,9088	57,6542	60,5369	63,5637			
	Monthly	9,064.31	9,517.53	9,993.40	10,493.06	11,017.71			
	Yearly	108,771.73	114,210.30	119,920.74	125,916.75	132,212.50			
General Manager (Contract)	Hourly	109,0829	N/A	N/A	N/A	N/A			
	Monthly	18,907.70	N/A	N/A	N/A	N/A			
	Yearly	226,892.43	N/A	N/A	N/A	N/A			

REPRESENTED EMPLOYEES									
Distribution		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Distribution Operator 1	Hourly	25,1015	26,1475	27,2369	28,3718				
	Monthly	4,350.93	4,532.23	4,721.06	4,917.78				
	Yearly	52,211.12	54,386.80	56,652.75	59,013.34				
Distribution Operator 2	Hourly	39,1198	40,7499	42,4476	44,2164				
	Monthly	6,780.77	7,063.32	7,357.58	7,664.18				
	Yearly	81,369.18	84,759.79	88,291.01	91,970.11				
Distribution Operator 3	Hourly	44,2999	46,1458	48,0685	50,0713				
	Monthly	7,678.65	7,998.61	8,331.87	8,679.03				
	Yearly	92,143.79	95,983.26	99,982.48	104,148.30				

Production		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Treatment Operator 1	Hourly	N/A	N/A	N/A	N/A				
	Monthly	N/A	N/A	N/A	N/A				
	Yearly	N/A	N/A	N/A	N/A				
Treatment Operator 2	Hourly	38,6887	40,3006	41,9798	43,7290				
	Monthly	6,706.04	6,985.44	7,276.50	7,579.69				
	Yearly	80,472.50	83,825.25	87,317.98	90,956.32				
Treatment Operator 3	Hourly	44,8906	46,7611	48,7094	50,7389				
	Monthly	7,781.04	8,105.26	8,442.96	8,794.74				
	Yearly	93,372.45	97,263.09	101,315.55	105,536.91				
Treatment Operator 4	Hourly	52,3448	54,5258	56,7977	59,1643				
	Monthly	9,073.10	9,451.14	9,844.94	10,255.15				
	Yearly	108,877.18	113,413.66	118,139.22	123,061.74				

Note: Monthly and Yearly Salaries are the average based on 2080 hours.

Exempt/Management Hourly Range = Yearly Range / 2080 hours.

Represented Employees' COLA was applied to each step for FY 25-26.

NOTE: Minimum wage increased to \$16.50 1/1/2025



DK

Operations and Maintenance

Administrative Services Department

The Administrative Services Department provides leadership, general administrative direction and policy implementation. This department's staff works across all departments/disciplines of the District as well as senior management providing direction and support.

The major areas of responsibilities include the following functions as listed below:

- Board of Directors
- Engineering
- Finance
- Administrative Services
- Information Technology
- Public Outreach
- Water Efficiency



Administrative Services Division Budget Summary

The Administrative Services Division of Carmichael Water District provides the leadership, strategic directives and policy management for the District as well as the administrative services of the District.

The Division is separated into the following Departments with department budgets:

- Board of Directors
- Office of the General Manager
- Engineering/Technical Services
- Engineering/Water Efficiency
- Finance/Accounting
- Finance/Customer Service
- Human Resources
- General administration
- General administration/Information Technology

The overall budget for the Division is presented below, by department:

Administrative Service	2024-25	2024-25	2025-26	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget		
Board of Directors	\$ 103,448	\$ 33,395	\$ 111,340	7,892	8%
General Managers Office	524,073	261,640	540,712	16,639	3%
Engineering/GIS	684,072	389,845	751,925	67,853	10%
Finance- Accounting	645,889	345,724	861,837	215,948	33%
Finance- Customer Service	536,681	315,924	537,681	1,000	0%
Human Resources	222,102	91,504	224,583	2,481	1%
Information Technology	226,100	89,395	229,480	3,380	1%
General Administrative	717,071	421,225	770,700	53,629	7%
Public Outreach and Water Efficiency (Engineering)	300,313	99,505	317,012	16,699	6%
Total	\$ 3,959,749	\$ 2,048,157	\$ 4,345,270	\$ 385,521	70%

Each department has specific responsibilities, goals and objectives and is described in the following pages.

Board of Directors (Dept 20)

The Board of Directors provides District governance and shapes the District's strategy, oversees financial health, ensures legal compliance, and sets long-term goals. The Board interacts with the General Manager, providing oversight, direction and leadership to ensure strategic alignment and major initiatives are implemented. The Board is composed of five (5) publicly elected members who attend a minimum of 12 board meetings, board workshops, committee meetings, public hearings, and conferences.

	2024-25 Amended budget	2024-25 Year To Date Actuals 2/28/25	2025-26 Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
Board (Dept 20)					
20-102103-00 Directors fees	35,000	12,008	35,000	-	0.00%
20-101521-00 Payroll taxes	2,678	918	2,678	-	0.00%
20-103303-00 Workers' compensation	270	53	162	(108)	-40.00%
	Subtotal Fees, insurance, taxes	37,948	12,979	37,840	(108) -0.28%
20-102101-00 Directors travel/meetings	27,500	8,268	27,500	-	0.00%
20-102105-00 Advertising, meeting, legal notices	500	-	500	-	0.00%
20-103503-02 Board legal	30,000	5,965	45,000	15,000	50.00%
20-102109-00 Board room/supplies	500	-	500	-	0.00%
20-103121-00 Election expense	7,000	6,183	-	(7,000)	-100.00%
	Total Board	103,448	33,395	111,340	7,892 7.63%

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Office of the General Manager (Dept 21)

The Office of the General Manager is responsible for supporting the Board of Directors (Board) and implementing the direction and policy of the Board. The General Manager's Office provides leadership and professional management to the District's organizations and adheres to values that emphasize on transparency, public service, and community stewardship. Activities include establishing strategies, goals, objectives, policies, and procedures, directing and coordinating department operations, supporting a productive and healthy workforce, implementing the District's long-term capital improvement program, directing the preparation and implementation of the District's financial program, and representing the District to federal, state, and local public agencies, the media, and private organizations.

	2024-25 Amended budget	2024-25 Year To Date Actuals 2/28/25	2025-26 Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
<i>Office of the GM (Dept 21)</i>					
21-101103-00	Wages	242,775	144,796	250,058	7,283 3.00%
21-101501-00	Benefits	83,814	68,754	91,399	7,585 9.05%
21-101521-00	Taxes	17,484	6,999	19,255	1,771 10.13%
	Subtotal Wages, benefits, taxes	344,073	220,549	360,712	16,639 4.84%
21-102519-05	Professional services: Studies/Contracts	130,000	20,391	130,000	- 0.00%
21-103510-00	Water rights/mgmt	50,000	20,700	50,000	- 0.00%
	Total Office of the GM	524,073	261,640	540,712	16,639 3.17%

GOALS AND ACCOMPLISHMENTS

RECENT ACCOMPLISHMENTS

“In Progress”

GOALS FOR UPCOMING YEAR/PERFORMANCE MEASURES

“In Progress”

PERFORMANCE MEASURES

- “In Progress”
- .

Engineering - Technical Services (Dept 22)

The Engineering Department supports the District in carrying out its mission statement of being "Committed to providing the highest quality water for the lowest feasible cost and to serving its customers with diligence, efficiency, and integrity." The Engineering Department contributes to the overall Mission by using an engineered approach that promotes public buy-in and conservation which leads to drought resilience and environmental sustainability. The current Team that makes up the Engineering Department is planned to remain the same for the upcoming year and is as follows:

Engineering Manager
Senior Engineer (PT)
Assistant Engineer
Assistant Engineer
Water Efficiency Specialist
GIS Specialist/Water Efficiency Specialist

The Engineering Department is charged with carrying out the following responsibilities:

- Executing Capital Improvement Projects
- Facilitating Public Information
- Performing asset Mapping and spatial Data Management
- Managing the District's GIS database
- Maintaining the standards and requirements for new connections
- Advising the District's Safety Committee
- Guiding Water Conservation efforts
- Reporting Water Use/Water Loss data to California State Water Agencies

		2024-25	2024-25	2025-26			
		Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)	
Engineering							
Engineering/Technical services (Dept 22)							
22-101103-00	Wages	582,131	365,567	614,592	32,461	5.58%	
22-101501-00	Benefits	132,747	66,315	157,344	24,597	18.53%	
22-101521-00	Taxes	45,163	27,660	47,646	2,483	5.50%	
	Subtotal Wages, benefits, taxes	760,041	459,542	819,582	59,541	7.83%	
	Departmental allocation to Production	(154,469)	(102,976)	(159,657)	(5,188)	3.36%	
22-102518-06	Equipment maintenance	500	-	1,500	1,000	200.00%	
22-102518-01	Professional services (Includes Water Loss audit services for 2026)	50,000	24,246	50,000	-	0.00%	
22-102518-03	Software/Licensing	27,000	9,033	38,000	11,000	40.74%	
22-102518-07	Supplies/Tools	1,000	-	2,500	1,500	150.00%	
	Total Engineering: Technical Services	684,072	389,845	751,925	67,853	9.92%	

GOALS AND ACCOMPLISHMENTS

RECENT ACCOMPLISHMENTS

- Completed the construction of the new Winding Way well in March 2025 and the new Ladera well in January 2025.
- Executed the re-instatement contract for completion of the partially constructed LaVista Tank and Booster Pump project.
- Executed On-Call Services contracts for District Landscaping, Facility Maintenance, and paving/grading.

Engineering - Technical Services (Dept 22), Continued

- Destroyed the Ladera, Winding Way, and Barrett Road wells.
- Executed a contract for a generator installation and electrical upgrade for the Garfield well.
- Completed the design and contracting for the Claremont pipeline replacement project.
- Finalized purchase of land rights from the San Juan Unified School District for the Ladera and La Sierra ASR well sites.
- Completed the sale of the District's 1MW of transmission capability on the COTP.
- Installed new access door in front lobby at the Corporate Headquarters for security purposes.

NEAR TERM GOALS

- Complete the design of the District's Main Transmission Pipeline from the BWTP to California Ave.
- Complete construction of the top-side portions of the La Sierra, Ladera, and Winding Way ASR wells.
- Complete destruction of the old Dewey wells.
- Complete construction of the La Vista Tank and Booster Pump Station.
- Increase security of District property and employees.
- Begin design of the updated SCADA system.
- Complete design and construction of Main Waterline on Fair Oaks between California Avenue and Johnson Lane.
- Complete Construction of Claremont Avenue pipeline replacement project.

PERFORMANCE MEASURES

- Critical paths for Projects are identified and followed.
- Projects follow approved budgets and identify shortfalls in time to include into a mid-year budget adjustment.

Engineering - Water Efficiency (Dept 28)

The Public Outreach and Water Efficiency Department is responsible for all outreach of the District and supports the water efficiency efforts as mandated by law and by policy. Outreach efforts include seminars and attendance at schools and shows, responses to media requests, maintenance of the District's website, publication of the District's newsletter ("The Flow"), monitoring of developing legislation/regulations, and compliance reporting. Water efficiency efforts include monitoring and assistance of customer usage, performance of water efficiency surveys, meter reading, enforcement of efficiency standards, and ensuring compliance with regulatory agencies for water conservation. The Department's budget includes the salaries, benefits and employment taxes for the Water Efficiency Specialist, materials and supplies for outreach events, budgetary allocations for grant matches for turf replacement and other grant programs, and agency participation fees for water efficiency.

		2024-25	2024-25	2025-26		
		Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
<i>Engineering/Water Efficiency (28) - Moved to Engineering in 2026</i>						
28-101103-00	Wages	68,694	40,958	70,755	2,061	3.00%
28-101501-00	Benefits	40,218	23,278	43,462	3,244	8.07%
28-101521-00	Taxes	5,381	3,260	5,539	158	2.94%
	Subtotal Wages, benefits, taxes	114,293	67,496	119,756	5,463	4.78%
28-102720-00	Dues/memberships:RWA Water efficiency-Moved to Gen Admin: Dues	15,500	10,497	-	(15,500)	-100.00%
28-103145-00	Equipment Repairs/Maint - Moved to Engineering	1,000	-	-	(1,000)	-100.00%
28-103171-00	Equipment rental expense (Included in WE Outreach)	250		-	(250)	-100.00%
28-103705-07	Contract services (Water Loss Audit) - Moved to Engineering for 2026	5,000	5,000	-	(5,000)	-100.00%
<i>Water efficiency outreach</i>						
28-103701-00	Printing/Mailing/Postage - Moved to Gen Admin	5,000		-	(5,000)	-100.00%
28-103705-01	Outreach events	5,000	1,565	5,500	500	10.00%
	Water efficiency outreach expenses	10,000	1,565	5,500	(4,500)	-45.00%
<i>Water efficiency program expenses</i>						
28-103705-03	Conservation supplies	7,270	-	10,000	2,730	37.55%
28-103705-08	DWR Prop 1 Rachio Controller program	12,000	-	12,000	-	0.00%
28-103705-09	Turf replacement	120,000	14,732	50,000	(70,000)	-58.33%
	Total Water efficiency program expenses	139,270	14,732	72,000	(67,270)	-48.30%
	Total Engineering/Water Efficiency	285,313	99,290	317,012	31,699	11.11%

GOALS AND ACCOMPLISHMENTS

RECENT ACCOMPLISHMENTS

- Partnered with home owners in 2024 to replace approximately 20,000 Square Feet of turf within the District through the District's Turf Replacement Program.
- Assisted 20 customers in identifying leaks in their water systems and provided rebates to them for the cost of the water that was lost. These rebates were provided through the District's Leak Exemption program after the cause of the leaks were repaired.
- Distributed approximately 75 cubic yards of mulch to District customers to promote water conservation.
- Facilitated Outreach to the public at the Nature Fest and Founders Day community events.

Engineering - Water Efficiency (Dept 28), Continued

- Facilitated outreach to Deterding Elementary school students on water conservation.



GOALS FOR UPCOMING YEAR

- Expand the turf replacement program within the District
- Continue promoting water conservation through mulching
- Maintain past outreach activities and expand Public interaction by meeting with HOA and community groups

PERFORMANCE MEASURES

- Replace 5,000 square feet of turf.
- Meet all Water Use/Loss related reporting deadlines required for the District
- Conduct a mulch give away event for District customers and distribute 75 cubic yards
- Meet with 2 HOA groups and present current water conservation programs and opportunities.

Photo- Grass replaced with artificial turf and drought tolerant shrubs in mulched beds. (September 2023)

In order for the Team to complete its work, it relies on a staffing budget plus support for software, supplies, training and other professional services.

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Finance - Accounting (Dept 23)

The Accounting department provides financial expertise and has several primary functions that serve and support the monetary activities of the District. The functions include accounting and auditing, budget preparation and monitoring, cash and treasury management, inventory management, cash receipting and cash disbursements, payroll processing, bond management and financial regulatory and compliance reporting. The budget includes the salaries, benefits, and employment taxes for the Finance Manager, the Senior Staff Accountant and Business Operations Specialist, along with professional accounting and auditing services, training, bank charges and payroll processing fees.

	2024-25	2024-25	2025-26		
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/(Decrease)	% Budget Increase/(Decrease)
Finance/Accounting (Dept 23)					
23-101103-00 Wages	359,918	197,741	515,198	155,280	43.14%
23-101501-00 Benefits	158,599	85,315	203,222	44,623	28.14%
23-101521-00 Taxes	27,912	14,428	39,917	12,005	43.01%
Subtotal Wages, benefits, taxes				211,908	38.78%
23-103105-00 Audit/Accounting Services	546,429	297,484	758,337		
23-103106-00 Bank charges	80,000	36,200	74,000	(6,000)	-7.50%
23-103120-00 Dues and memberships	4,000	3,297	4,000		0.00%
23-103157-00 Payroll processing fees	15,000	8,743	25,000	10,000	66.67%
Total Finance/Accounting	645,889	345,724	861,837	216,948	33.43%

GOALS AND ACCOMPLISHMENTS

RECENT ACCOMPLISHMENTS

- Earned the Government Finance Officers Association (GFOA) Distinguished Budget Award for the 2024-25 budget year.
- Earned the GFOA Certificate of Achievement for Excellence in Financial Reporting for the District's Annual Comprehensive Financial Report (ACFR) for the 2023-2024 fiscal year.
- Developed the new General Ledger and Billing account structures to accommodate recording of transactions under the new revenue classifications for water budgeting and other compliance reporting mandates.
- Completed the development of the general ledger chart of account structure to facilitate the budget cost accounting for the new departments.
- Completed the formal bid for auditing services and selected the District's financial statement auditor for the next five years.

GOALS FOR THE UPCOMING YEAR

- Prepare the 2025-26 budget in accordance with the criteria for the Government Finance Officers Association (GFOA) Distinguished Budget Award
- Prepare and submit the 2024-25 ACFR in accordance with the criteria for the GFOA Certificate of Achievement for Excellence in Financial Reporting.

Finance - Accounting (Dept 23), Continued:

- Complete the bid for actuarial valuation services for the Other Post-Employment Benefits (OPEB).
- Convert the District's payroll system and related HR Platform to a new SaaS (Software as a Service) provider.
- Complete the required five (5) year Arbitrage liability calculation for the 2019 Certificates of Participation (COP) bonds.
- Complete the next five (5) year rate study and related financial planning for reserves and infrastructure requirements.

PERFORMANCE MEASURES:

- By December 31, 2025, submit the District's 2024-25 ACFR to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting award
- Complete all stated "Goals for the Upcoming Year" on or before June 30, 2026.

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Finance - Customer Service (Dept 24)

The Customer Service department strives to provide excellent customer service and support to District customers, employees, and contracted vendors. The Department's primary responsibilities include the processing of billing, payments, delinquency collections, and the review and monitoring of meter reading. Customer service also provides support to District customers as the initial point of contact and serves as a liaison in managing requests for:

The establishment of new water service
Modifications to existing service
Water Efficiency support

Water Service Calls
Meter services
Hydrant Meter Rentals

The Department budget includes the salaries, benefits, and employment taxes for the Billing Supervisor and two Billing Specialists, along with the related service fees for monthly billing services and payment processing.

		2024-25	2024-25	2025-26		
		Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
Finance/Customer Service (Dept 24)						
24-101103-00	Wages	253,878	158,418	268,894	15,016	5.91%
24-101501-00	Benefits	119,103	70,932	130,344	11,241	9.44%
24-101521-00	Taxes	19,800	12,502	20,948	1,148	5.80%
	Subtotal Wages, benefits, taxes	392,781	241,852	420,186	27,405	6.98%
24-103107-00	Billing expenses	76,000	37,287	78,000	2,000	2.63%
24-103107-02	Payment processing fees	62,000	36,645	34,895	(27,105)	-43.72%
24-103107-05	Lien redemption fees	900	140	600	(300)	-33.33%
24-103107-07	Contract services	5,000	-	4,000	(1,000)	-20.00%
	Total Finance/Customer service	536,681	315,924	537,681	1,000	0.19%

GOALS AND ACCOMPLISHMENTS

RECENT ACCOMPLISHMENTS

- Executed the revision of the billing codes to differentiate the recording of the water sales according to account type and use.
- Investigated, identified, and updated 509 Commercial Location Classifications to differentiate their Use Types for reporting purposes.

GOALS FOR UPCOMING YEAR

- Investigate and develop a plan to introduce a customer communication portal to be used by staff and customers alike for relaying such things as emergency water outages, billing, and collection focuses.
- Implement marketing efforts to increase electronic payments decreasing labor intensive paper check processing.

PERFORMANCE MEASURES

"In progress".

Human Resources (Dept 25)

The Human Resources department manages the processes for employee recruitment and departures, employee relations, benefits management, workers' compensation management, illness/injury assistance, and training and regulatory compliance. The Department is committed to serving the employees by delivering District programs that keep them safe, informed, efficient and compliant. We also promote work place environments that are positive and engaging and where the most valued assets are the employees.

	2024-25	2024-25	2025-26		
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
Human Resources (Dept 25)					
25-101103-00 Wages	92,014	57,656	100,725	8,711	9.47%
25-101501-00 Benefits	28,223	17,022	31,577	3,354	11.88%
25-101521-00 Taxes		7,165	4,487	7,831	666
		Subtotal Wages, benefits, taxes		140,133	12,731
25-103101-02 Advertising: Employment ads	5,000	3,555	3,000	(2,000)	-40.00%
25-103125-00 Exams/Screenings	2,000	1,347	2,000	-	0.00%
25-103153-03 HR Memberships/Books	200	-	200	-	0.00%
25-103501-01 Contract services	5,500	-	250	(5,250)	-95.45%
25-103501-00 Personnel legal Services	12,000	1,905	9,000	(3,000)	-25.00%
25-103509-00 Legal litigation	50,000	-	50,000	-	0.00%
25-062100-02 Employee recognition/Health and wellness (\$3,000 per policy for recognition)	3,000	1,428	3,000	-	0.00%
25-103189-00 Training/Certification/Travel/Meetings - All Depts	17,000	4,104	17,000	-	0.00%
Total Human resources	222,102	91,504	224,583	2,481	1.12%

GOALS AND ACCOMPLISHMENTS

RECENT ACCOMPLISHMENTS

- Successfully completed recruitments for the following positions; Distribution Superintendent, Business Operations Specialist, Treatment Operator, Distribution Operator, and Water Efficiency Specialist. (Last two are in the works and we are hoping to have them filled by June 2025)
- Implemented the new Indoor Heat Illness Prevention Program and provided training for all employees.
- Negotiated a successor Memorandum of Understanding (MOU) with AFSCME. (In the works)
- Conducted a salary survey to update compensation for all employees for FY 25-26. (in the works)
- Updated District policies to be in compliance with the new laws that came into effect.

GOALS FOR UPCOMING FISCAL YEAR

- Attend more seminars/workshops/conferences to stay up to date on relevant HR laws, benefits, and retirement changes.

Human Resources (Dept 25), Continued

- Launch a new Workplace Wellness Program that promotes the health and well-being of the employees.
- Review IIPP with management and Safety Committee to ensure compliance.
- Continue to update District policies as new laws come into effect.
- Recruit a Senior Accountant with the help of the Finance Manager.

PERFORMANCE MEASURES

- Update website to reflect all updated benefits and salary schedule by July 1, 2025.
- Have updated employee paid benefits premiums uploaded on the payroll platform for all employees by December 5, 2025.

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General administration/Information Technology (Dept 26)

The Information Technology Department now operates as only a cost center within the scope of General Administration. The Department does not have any employees, however, the required daily operations are coordinated by the Finance Division. IT services are outsourced to a third party service provider with ongoing services that include remote and onsite Help Desk, cybersecurity, network monitoring and risk, network engineering services, product fulfillment and vendor software licensing management. Other services are provided on a Time and Materials basis as needed and are contracted separately by project. The Department's budget includes only those expenses required to support the District's daily operational technology efforts with hardware, software, professional managed services, contract services, and telecommunications.

	2024-25	2024-25	2025-26		
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
Information Technology (Dept 26)					
26-102301-00 Hardware	20,000	2,513	17,500	(2,500)	-12.50%
26-102305-00 Cybersecurity	10,000	11,115	14,000	4,000	40.00%
26-102307-00 Supplies/Tools	500	55	500	-	0.00%
26-102309-00 Contract Services- IT	52,400	19,735	52,400	-	0.00%
26-103145-00 Equipment repairs and maintenance	10,000	2,743	12,000	2,000	20.00%
26-102303-00 General software/licensing	135,000	57,490	135,000	-	0.00%
26-102311-00 Network monitoring/risk	17,800	6,476	18,200	400	2.25%
26-103185-01 Telecommunications	15,000	10,941	20,380	5,380	35.87%
26-103705-05 Website maintenance	8,500	7,063	8,500	-	0.00%
Allocation of IT expenses to WTP	(43,100)	(28,736)	(49,000)	(5,900)	13.69%
Total Information technology	226,100	69,395	229,480	3,380	1.49%

General Administration (Dept 27)

This department holds the “non-departmental” type of expenses for the District and those that are used to provide for the ongoing operational expenditures of the Main Office. The budget includes the Dues and Memberships for key stakeholder agencies for the District, facility expenses for the Main Office, insurance, retiree medical, and general expenses, fees and permits for general operations. There is no staffing associated with this collection of expenses. Therefore, there are no goals, objectives or performance measures developed for this department, other than the required cost control efforts of the various staff members placed in charge of managing the various budgetary line items.

	2024-25 Amended budget	2024-25 Year To Date Actuals 2/28/25	2025-26 Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
General Administration (Dept 27)					
Dues/Memberships					
27-102703-00 ACWA	23,205	15,461	24,000	795	3.43%
27-102707-00 AWWA	4,512	4,342	5,000	488	10.82%
27-102725-01 RWA	36,304	18,789	36,600	296	0.82%
27-102725-01 RWA - VA			15,000	15,000	15000.00%
27-102725-12 RWA Regional Water Bank	44,750	27,800	26,000	(16,750)	-37.43%
27-102725-01 RWA - Water efficiency program (Moved from Water Efficiency)	-		16,600	16,600	16600.00%
27-102735-01 SGA	54,000	35,737	54,000	-	0.00%
27-102740-00 Water Education Foundation	1,365	-	1,400	35	2.56%
27-102700-00 American River Foundation (Not budgeted for 2025-26)	1,050	-	-	(1,050)	-100.00%
27-102700-02 Water Forum, 2.0	17,850	11,020	17,850	-	0.00%
27-102709-00 Carmichael Chamber of Commerce	385	350	400	15	3.90%
27-102720-00 Kiwanis Club	220	150	150	(70)	-31.82%
27-102733-00 SAWWA (Not budgeted for 2025-26)	110	-	-	(110)	-100.00%
Total Dues/memberships	183,751	113,649	199,000	15,249	8.30%
Finance/Facility Maintenance and expenses					
27-103145-00 Facility maint/expenses (Landscape, pest control, R/M, Utilities, Power)	116,500	43,295	116,500	-	0.00%
Total facility maintenance and expenses	116,500	43,295	116,500	-	0.00%
Licenses, fees, and permits					
27-102905-00 Licenses, fees and permits (LAFCO, SWRCB Water rights, etc.)	13,570	8,662	17,000	3,430	25.28%
Total Licenses, fees, and permits	13,570	8,662	17,000	3,430	25.28%
General expenses					
27-103101-01 Advertising - Formal notices, bids.	400	332	1,000	600	150.00%
27-103153-00 Office supplies and expense	8,000	3,094	8,000	-	0.00%
27-103161-00 Postage/Delivery services - Includes Water Efficiency expenses	5,500	1,400	10,500	5,000	90.91%
27-103165-00 Printing services - Includes Water Efficiency expenses	1,500	-	6,500	5,000	333.33%
27-103171-00 Equipment rental expense - Postage machine	850	297	700	(150)	-17.65%
27-103173-00 Safety	500	-	500	-	0.00%
27-103187-00 Tools	-	-	-	-	0.00%
27-108501-00 Vehicle maintenance expense	1,000	314	1,000	-	0.00%
Total General expenses	17,750	5,437	28,200	10,450	58.87%
27-061200-03 Retiree medical	275,000	170,455	290,000	15,000	5.45%
Insurance					
27-103301-00 Auto/General liability insurance (50% Alloc to WTP)	60,000	46,063	64,000	4,000	6.67%
27-103302-00 Property insurance (50% Alloc to WTP)	50,500	33,664	56,000	5,500	10.89%
Total insurance	110,500	79,727	120,000	9,500	8.60%
Total General administration	717,071	421,225	770,700	53,629	7.48%

Production Department

The Production Department of Carmichael Water District is responsible for the operation, maintenance, and repair of the Bajamont Water Treatment Plant (BWTP), five CWD groundwater well sites and two reservoirs. Operators in the Production Department are also responsible for monitoring water quality compliance with the California Surface Water Treatment Rule. This includes sampling through the WTP and Distribution system.

The Production Department's Budget is divided into three separate sections to accommodate the activities of the Department, enhance cost allocations for contracts, and grant administration: Administration, Treatment Plant Operations, and Well Operations.

The Production Department is committed to:

- Producing High-Quality drinking water while meeting or exceeding state standards
- Sustain a Production team that is highly trained, friendly and knowledgeable. With the ability to effortlessly interact and inform our customers
- Operate and maintain all assets at optimum efficiency and reliability
- Provide a safe Workplace for Production Staff.

	2024-25	2024-25	2025-26		
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/(Decrease)	% Budget Increase/(Decrease)
Production					
Administration Department (Dept 30)	\$ 1,547,869	\$ 936,334	\$ 1,591,946	44,077	3%
Water Treatment Plant Operations Department (Dept 35)	1,602,275	943,347	1,825,500	223,225	14%
Well Operations Department (Dept 38)	438,550	228,274	422,750	(15,800)	-4%
Total	3,588,694	2,107,955	3,840,196	251,502	13%

GOALS AND ACCOMPLISHMENTS

RECENT ACCOMPLISHMENTS

- A new level device was installed in the raw water caisson to improve the trending accuracy of water levels, allowing better planning for production during high demand and mitigating nuisance alarms.
- Successfully rebuilt two of the three booster pumps at the Dewey booster station; this enhancement will improve the reliability of the booster station serving Zone 1.
- We rebuilt our four pressure-reducing valves and collaborated with Cla-Val Company to install flow and pressure monitoring equipment at each station. This will enable staff to monitor and adjust flows into Zone 3 more effectively.
- All staff are Backflow certified to meet compliance needs for the cross-connection program
- Continued evaluating defensible space at all properties by removing problem trees and clearing potential fuel sources.

Production Department, Continued

GOALS FOR THE UPCOMING YEAR

The Production Department's goals for the upcoming fiscal year are to improve process efficiency, accuracy and safety. The department intends to complete the projects below in FY 25/26.

- Full inspection and cleaning of the Dewey one million-gallon tank.
- Upgrade flow meter at Barrett School Well for a higher level of accuracy and reliability
- Replace two old booster pumps with three variable frequency drive (VFD) boosters at the La Vista reservoir for greater efficiency and flexibility of stored water use
- Replace two original Variable Frequency Drives (VFD) on Raw Water Pumps #111 & #112. These are the last two of eight original drives to be updated
- Continue Staff training to provide the highest level of service to our customers

PERFORMANCE MEASURES:

- Improved water quality with regular cleaning and inspections
- Track flow and pressure data through our pressure-reducing stations to better evaluate water loss. Allowing equal flow from each of the pressure stations, minimizing low chlorine residuals and poor water quality
- Analyze flow data from the Barrett School Well for more accurate production numbers
- Use VFD pumps to manage stored water effectively with flexible flow rates. Evaluate energy consumption from the new booster pumps to measure efficiency.
- Encourage and track staff to complete continuing education hours and seek training in relevant subjects

Production – Administration (Dept 30)

The Administration Department of Production includes those general expenses used to manage the daily operations of the Division that are not directly allocable to Treatment Plant and Well Operations. Such expenses include salaries, benefits and employment taxes for the Production Superintendent and five Treatment Operators, office supplies and expense, vehicle repairs and maintenance, Lab Supplies, etc.

Admin budget focused on training this year. All six of the Production staff maintain backflow prevention assembly general tester certification and two hold Cross Connection Specialist Certificates. These positions are imperative to safeguarding the distribution system from cross-connecting hazards.

Acquiring and retaining qualified staff for all allocated positions is a priority. In FY 24-25, the production administration budget maintained a full staff with over 60 years of

Production – Administration (Dept 30), Continued

combined experience. Production staff continue to advance their State Certification levels to provide the highest operational standards.

	2024-25	2024-25	2025-26		
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
Administration Department (Dept 30)					
<i>Personnel</i>					
30-101103-00	Wages	792,209	472,672	804,492	12,283 1.55%
30-101501-00	Benefits	328,155	187,055	336,297	8,142 2.48%
30-101521-00	Taxes	61,486	36,695	62,300	814 1.32%
	Subtotal Wages, benefits, taxes	1,181,850	696,422	1,203,089	21,239 1.80%
	Allocation of (1) Engineer to Production	154,469	102,976	159,657	5,188 3.36%
	Total personnel	1,336,319	799,398	1,362,746	26,427 1.98%
<i>General</i>					
30-102507-00	Backflow supplies	500	831	1,500	1,000 200.00%
30-103139-01	Lab chemicals/supplies	15,000	8,818	15,000	- 0.00%
30-103171-00	Equipment rental	1,000	-	1,000	- 0.00%
30-103145-01	Equipment repairs and maintenance	5,500	-	5,500	- 0.00%
30-103173-00	Safety equipment	3,750	1,265	4,000	250 6.67%
30-103147-00	Office supplies and expense	2,500	1,933	3,500	1,000 40.00%
30-103181-00	Supplies	2,200	681	2,200	- 0.00%
30-103187-00	Tools	1,500	760	1,500	- 0.00%
30-103193-00	Uniforms	4,500	3,819	4,500	- 0.00%
30-108501-00	Vehicle repairs and maintenance	4,000	1,783	4,000	- 0.00%
35-103185-01	Telecommunications	10,500	6,808	10,500	- 0.00%
30-103301-00	Insurance - Property, Auto, General liability, Cybersecurity (50% Allocation)	110,500	79,727	120,000	9,500 8.60%
30-102303-00	Information Technology expense allocation	43,100	28,736	49,000	5,900 13.69%
	Total General expenses	204,550	135,161	222,200	17,650 8.63%
30-103189-00	Training/Certification/Travel/Meetings	7,000	1,775	7,000	- 0.00%
	Total Production Administration Department	1,547,869	936,334	1,591,946	44,077 2.85%

Production – Water Treatment Plant Operations (Dept 35)

The Treatment Plant Operations budget includes those directly allocable expenses that are specific to operating and managing the facility such as power, systems and facility repairs and maintenance, chemicals and water sampling. The Bajamont Water Treatment Plant is a 22 MGD microfiltration facility that requires specialized, highly trained staff. Operations staff must be able to maintain and troubleshoot various systems, including pneumatic valves, electric motors, and monitoring sensors. Staff must monitor water quality and filter performance throughout the system. From raw river water to filtered finish water, meeting all compliance goals.

	2024-25	2024-25	2025-26		
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
Water Treatment Plant Operations Department (Dept 35)					
<i>Facility expenses</i>					
35-103145-00	Facility maintenance (Janitorial, Pest control, Gen building R/M)	36,300	13,554	34,300	(2,000) -5.51%
35-103177-00	Security	6,500	3,164	7,500	1,000 15.38%
35-103195-00	Utilities	6,500	3,591	7,000	500 7.69%
	Total facility expenses	49,300	20,309	48,800	(500) -1.01%
35-106903-00	Water quality	45,000	26,809	27,900	(17,100) -38.00%
35-106301-00	Chemicals	257,000	161,527	247,000	(10,000) -3.89%
35-206701-00	Power – WTP (SMUD, PG&E)	951,000	627,762	1,051,600	100,000 10.51%
35-208700-00	WTP Systems maintenance	202,500	58,713	142,500	(60,000) -29.63%
TBD	Equipment repair and replacement - New for 2026	-	-	200,000	200,000 20000.00%
35-102505-00	Contract services (Engineering/SCADA)	25,000	1,337	24,000	(1,000) -4.00%
35-102901-00	Licenses, fees, and permits (SWRCB, NPDES, Sac County Environmental)	71,875	46,890	83,700	11,825 16.45%
	Total Production Water Treatment Operations Department	1,602,275	943,347	1,825,500	223,225 13.93%

Production – Well Operations (Dept 38)

The Well Operations budget includes directly allocable expenses specific to operating and managing the District's wells, such as power, repairs, and maintenance.

Production – Well Operations (Dept 38), Continued

Upkeep of the well site properties is an essential aspect of operations. Maintaining a hazard-free worksite is critical to staff safety and to preventing potential damage to aboveground equipment during storm events. The well operations budget is allocated to trimming and removing trees that are deemed an issue.

Sodium Hypochlorite is delivered to and stored at wells for disinfection. Staff are trained in proper chemical handling, and dual containment tanks are in place for the highest level of safety. All staff are HAZWOPER certified. Daily sampling of the distribution system ensures that we comply with state standards.

Knowledge of the distribution system and all assets that deliver water to district customers is an important aspect of well operations. Staff utilize training courses in pressure-reducing and flow control valves to ensure they can keep system pressures within the required range and protect infrastructure.

		2024-25	2024-25	2025-26	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
		Amended budget	Year To Date Actuals 2/28/25	Proposed budget		
Well Operations Department (Dept 38)						
Power	SMUD					
38-216701-01	Barrett Rd Well	1,500	259	500	(1,000)	-66.67%
38-226701-01	Barrett School Well	80,000	16,443	60,000	(20,000)	-25.00%
38-236701-01	Garfield Well	80,000	36,104	60,000	(20,000)	-25.00%
38-246701-01	Ladera Well	1,500	105	1,500	-	0.00%
38-256701-00	Ancil Hoffman	17,000	13,640	20,000	3,000	17.65%
38-266701-01	Willow Park Well	50,000	30,272	50,000	-	0.00%
38-276701-00	Winding Way Well	20,000	705	1,500	(18,500)	-92.50%
38-286701-00	Dewey Tank/Pump Station	27,000	16,583	27,000	-	0.00%
38-296701-00	La Vista Tank/Pump Station	90,000	71,896	90,000	-	0.00%
38-297701-00	Manzanita Ave	750	318	750	-	0.00%
	La Sierra Well	-	-	30,000	30,000	50000.00%
PG&E						
38-296701-00	La Vista Tank/Pump Station	-	-	-	-	0.00%
	Total power	367,750	186,325	341,250	(26,500)	-7.21%
38-218700-00	Well Site/Reservoir Maintenance	51,300	32,844	63,000	11,700	22.81%
35-106903-00	Water quality	14,500	5,207	14,500	-	-
35-102901-00	Licenses, fees, and permits (Sac County Environmental)	5,000	3,898	4,000	(1,000)	-
	Total Production Well Operations Department	438,550	228,274	422,750	(15,800)	-3.60%

Distribution Department

The primary function of the Distribution Department is to deliver water to all system customers in sufficient quantity and at the appropriate pressure to meet both potable drinking water needs and fire protection requirements. This water must be safe, of acceptable quality, and delivered with minimal loss, all while maintaining cost-efficiency.

The Department is committed to providing responsive, around-the-clock customer service, staffed by highly trained and certified operators who bring extensive knowledge and experience to the field.

Operations & Maintenance (O&M) Responsibilities

The Distribution Department's operations and maintenance (O&M) responsibilities include a wide range of essential services to ensure the reliability and safety of the water distribution system. These include:

- Service line repairs
- Water main repairs
- Water valve repairs
- Fire hydrant repairs
- Valve exercising
- System flushing
- Small meter (\leq 2-inch) repairs and replacements
- Routine preventive maintenance activities



Capital Improvement Program (CIP) Functions

The Department's capital budget supports the Capital Improvement Program (CIP), which focuses on upgrading and expanding fixed assets. Key in-house services performed under the CIP include:

- Service line replacements
- Water main replacement projects
- Mainline valve replacements
- Fire hydrant replacements
- Blow-off replacements
- ARV replacements
- Installation and replacement of large meters (\geq 3-inch)

These capital projects are planned and executed to enhance the long-term performance, reliability, and sustainability of the water distribution system.

Distribution Department, Continued

GOALS AND ACCOMPLISHMENTS

RECENT ACCOMPLISHMENTS

O&M

- Customer Assistance - 995
- Mainline Repairs - 21
- Service Line Repairs - 59
- Mainline/Meter Valve Box Repairs - 33
- Main Line Valves Exercised - 224
- Fire Hydrant Inspection/Maintenance – 31

CIP

- Meter Body Replacements - 535
- Service Line Replacements - 103
- Main Line Valve Replacements - 5
- Fire Hydrant Replacements – 5
- Abandonment of approximately 620 feet of 1934 4-inch steel main located in the backyard area between Francis Way and Kenneth Avenue.



GOALS FOR UPCOMING YEAR

- Develop a plan for “in-house” mainline upgrade projects and abandon water mains that have reached end-of-life, selecting projects that align with current crew size and capabilities.
- Coordinate with Sacramento County on proposed AC overlay projects to upgrade aging infrastructure prior to paving, avoiding future maintenance and added pavement restoration costs.
- Repair and/or replace water service lines, water mains, fire hydrants, mainline valves, and other key infrastructure components as needed.
- Maintain and document repairs on all vehicles and equipment to extend lifespan and ensure reliability.
- Deliver water to all system customers in adequate quantity and pressure for domestic, commercial, and fire protection use, with minimal system loss.
- Respond to customer service requests promptly and provide assistance as required to resolve concerns.
- Complete the annual Water Leak Detection and Pinpointing Survey to reduce water loss and improve system efficiency.
- Inspect and oversee new construction and Capital Improvement Program (CIP) waterline projects to ensure quality and compliance.

PERFORMANCE MEASURES

Distribution Department, Continued

- Evaluate the Distribution Department's effectiveness and cost savings from in-house mainline replacement projects and determine whether current staffing and equipment are sufficient for future needs.
- Inspect, maintain, and document fire hydrants; upgrade a minimum of 10 dry or wharf hydrants to wet barrel models to improve functionality and fire suppression.
- Exercise, flush, GPS-locate, and document mainline valves to ensure proper operation, accurate location data, and long-term reliability; replace non-functioning or broken valves.
- Identify commercial meters that require replacement and upgrade to ultrasonic models to enhance reading accuracy and improve system accountability.

	2024-25	2024-25	2025-26		
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
Distribution					
Administration Department (Dept 40)	\$ 220,200	\$ 48,699	\$ 169,500	(50,700)	-23%
Transmission and Distribution Department (Dept 45)	1,921,978	889,058	1,797,288	(124,690)	-6%
Total	2,142,178	937,757	1,966,788	(175,390)	-30%

Distribution- Administration (Dept 40)

The Administration department of Distribution includes those general expenses used to manage the daily operations of the Division that are not directly allocable to Transmission and Distribution repairs and maintenance. Such expenses include tools, uniforms, contract and inspection services and licenses, fees and permits.

	2024-25	2024-25	2025-26		
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
Administration Department (Dept 40)					
<i>General</i>					
40-103113-00 Claims	1,000	-	1,000	-	0.00%
40-103145-01 Equipment repairs and maintenance	17,000	2,529	10,000	(7,000)	-41.18%
40-103147-00 Shop supplies	6,000	604	4,000	(2,000)	-33.33%
40-103153-00 Office supplies and expense	1,300	-21	1,000	(300)	-23.08%
40-103165-00 Printing expense (Notifications)	500	-	500	-	0.00%
40-103171-00 Equipment rental	4,000	361	4,000	-	0.00%
40-103173-00 Safety	5,000	2,954	5,000	-	0.00%
40-103179-00 Shipping/Freight	1,000	-	-	(1,000)	-100.00%
40-103187-00 Tools	10,000	4,931	10,000	-	0.00%
40-103193-00 Uniforms	9,200	2,724	9,200	-	0.00%
Total general	55,000	14,124	44,700	(10,300)	-18.73%
<i>Facilities</i>					
40-103145-00 Facility maintenance (Corp yard, wash rack, fuel tank)	21,800	2,986	15,000	(6,800)	-31.19%
40-102505-00 Contract services and inspections (Leak detection, USA, Fuel tank inspect)	27,600	8,173	20,000	(7,600)	-27.54%
40-102901-00 Licenses, fees and permits (Encroachment permits, Air Quality)	2,800	1,237	2,800	-	0.00%
40-103189-00 Training/Certification/Travel/Meetings	12,000	1,288	12,000	-	0.00%
40-108501-00 Vehicle repairs and maintenance	56,000	3,652	40,000	(16,000)	-28.57%
40-108597-00 Fuel	45,000	17,239	35,000	(10,000)	-22.22%
Total Distribution Administration Department	220,200	48,699	169,500	(50,700)	-23.02%

Distribution- Transmission and Distribution Maintenance and Repairs (Dept 45)

The Transmission and Distribution Repairs and Maintenance Budget includes salaries, benefits and employment taxes of the Construction Superintendent and six (6) Distribution operators. It also includes those directly allocable expenses used for repairs composed primarily of parts and then road restoration related expenses.

	2024-25	2024-25	2025-26		
	Amended budget	Year To Date Actuals 2/28/25	Proposed budget	\$ Budget Increase/ (Decrease)	% Budget Increase/ (Decrease)
Transmission and Distribution Department (Dept 45)					
<i>Personnel</i>					
45-101103-00 Wages	938,124	496,006	892,172	(45,952)	-4.90%
45-101103-03 Capitalized Labor	(311,134)	(70,420)	(356,869)	(45,735)	14.70%
45-101501-00 Benefits	465,021	220,840	467,060	2,039	0.44%
45-101111-03 Capitalized benefits	(158,879)	(34,820)	(186,824)	(27,945)	17.59%
45-101521-00 Taxes	70,652	38,515	67,081	(3,571)	-5.05%
45-101523-03 Capitalized payroll taxes	(23,306)	(5,610)	(26,832)	(3,526)	15.13%
Total Personnel	980,478	644,511	855,788	(124,690)	-12.72%
<i>Infrastructure</i>					
45-108103-00 Infrastructure repairs	505,500	143,619	505,500	-	0.00%
45-108301-00 Road restoration	436,000	100,928	436,000	-	0.00%
Total Distribution Transmission and Distribution Department	1,921,978	889,058	1,797,288	(124,690)	-6.49%

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Capital Improvements

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CARMICHAEL WATER DISTRICT
FY 2025-2026 Draft Capital Budget
Summary of Capital Assets by Funding Source

	2024-25 Amended budget	2024-25 YTD Actuals 2/28/25	2025-26 Proposed budget	\$ Budget increase (decrease)	% Budget increase (decrease)
Funded by Rates					
Budget year capital projects	\$ 960,000	\$ 435,761	\$ 978,000	\$ 18,000	1.88%
Multi-Year capital projects	4,808,200	579,669	7,455,000	2,646,800	55.05%
Total Rate funded capital projects	5,768,200	1,015,430	8,433,000	2,664,800	46.20%
Funded by Grants					
Multi-Year capital projects	7,700,000	2,745,048	10,250,000	2,550,000	33.12%
Total Grant funded capital projects	7,700,000	2,745,048	10,250,000	2,550,000	33.12%
Capital reserve funding					
Budget year funding	400,000	183,825	400,000	-	0.00%
Capital reserve long-term funding	1,150,000	-	1,150,000	-	0.00%
Total Capital reserve funding	1,550,000	183,825	1,550,000	-	0.00%
Grand total capital budget	\$ 15,018,200	\$ 3,944,303	\$ 20,233,000	5,214,800	34.72%
Funded by 2019 Certificates of Participation bonds (COP)					
Multi-Year capital project	\$ 4,000,000	\$ 1,536,753	\$ 2,500,000	(1,500,000)	-37.50%
Total 2019 (COP) Funded projects	\$ 4,000,000	\$ 1,536,753	\$ 2,500,000	\$(1,500,000)	-37.50%

CARMICHAEL WATER DISTRICT
FY 2025-2026 Draft Capital Budget
Budget Year Capital Project Detail

	2024-25 Amended budget	2024-25 YTD Actuals 2/28/25	2025-26 Proposed budget	\$ Budget increase (decrease)	% Budget increase (decrease)
Budget Year Capital Projects Funded by Rates					
Administration					
None	\$ -	-	\$ -	-	0.00%
Total Administration capital projects	\$ -	-	\$ -	\$ -	0.00%
Production					
Service truck replacements - Roll over to 2026	90,000	-	90,000	-	0.00%
Total Production capital projects	90,000	-	90,000	-	0.00%
Distribution					
Service truck replacements - Rollover to 2026	180,000	-	180,000	-	0.00%
Other Distribution equipment (2025-26 Vac Trailer)	90,000	-	90,000	-	0.00%
Infrastructure replacements (Fire hydrants, service lines, ML Valves)	600,000	435,761	618,000	18,000	3.00%
Total Distribution capital projects	870,000	435,761	888,000	18,000	2.07%
Total budget year rate funded capital projects	\$ 960,000	\$ 435,761	\$ 978,000	\$ 18,000	1.88%
Capital reserve funding					
Membrane replacement	\$ 200,000	177,405	\$ 200,000	-	0.00%
Sacramento County impact projects - annual allocation	200,000	6,420	200,000	-	0.00%
Filter skid replacement - Long term reserve funding	650,000	-	650,000	-	0.00%
Ranney collector replacement - Long term reserve funding	500,000	-	500,000	-	0.00%
Total Capital reserve funding	\$ 1,550,000	\$ 183,825	\$ 1,550,000	\$ -	0.00%

CARMICHAEL WATER DISTRICT
FY 2025-2026 Draft Capital Budget
Multi-year Capital Improvement Project Detail

		2024-25	2024-25	2025-26	\$ Budget increase (decrease)	% Budget increase (decrease)
		Amended budget	YTD Actuals 2-28-25	Proposed budget		
Funded by Rates						
Administration						
10-011113-01	District wide security imp's: Lobby door/ADA	\$ 60,000	\$ 38,701	\$ -	\$ (60,000)	-100.00%
TBD	HVAC/EVAC Replacements (2 Units/ea)	50,000	-	(50,000)	(50,000)	-100.00%
TBD	LED Lighting replacement project	-	-	50,000	50,000	50000.00%
	Total Administration	110,000	38,701	50,000	(60,000)	-54.55%
Production						
WTP Facility						
10-011105-31	SCADA Upgrade	250,000	51,365	250,000	-	0.00%
10-011105-24	WTP TREATED Water Drives (4 Treated water)	-	-	80,000	80,000	80000.00%
TBD	Collector 2 Rehab	-	-	100,000	100,000	100000.00%
10-011105-30	WTP Building rehab: Lab rehab, gutters	29,000	-	150,000	121,000	417.24%
10-011105-30	WTP Air regulator	14,500	-	-	(14,500)	-100.00%
10-011105-35	WTP Roof replacement	233,000	232,627	-	(233,000)	-100.00%
Wells						
TBD	ASR Study: Water right petition	-	-	250,000	250,000	250000.00%
10-011105-34	Dewey Well Demolition	250,000	9,075	-	(250,000)	-100.00%
10-011105-32	Barret Road Well Demolition	250,000	46,395	-	(250,000)	-100.00%
TBD	Dewey Tank/booster pump station rehab (Pump and motor)	-	-	150,000	150,000	150000.00%
TBD	Dewey Tank Fence replacement	-	-	75,000	75,000	75000.00%
TBD	Well equipment replacements	21,700	-	-	(21,700)	-100.00%
10-011106-20	Garfield Generator	1,400,000	112,595	1,400,000	-	0.00%
TBD	Garfield ASR Well #4	-	-	500,000	500,000	500000.00%
	Total Production	2,448,200	452,057	2,955,000	506,800	20.70%
Distribution						
Mainline Projects						
TBD	WTP Transmission lines (west) - WTP to Marshal Phase 1	-	-	250,000	250,000	250000.00%
10-011105-33	Claremont/Jeffrey/Coda	2,250,000	88,911	2,250,000	-	0.00%
TBD	Fair Oaks Blvd MLRP	-	-	1,500,000	1,500,000	#####
TBD	Garfield / Angelina	-	-	250,000	250,000	250000.00%
TBD	Lincoln/FOB/Caminata	-	-	200,000	200,000	200000.00%
	Total Distribution	2,250,000	88,911	4,450,000	2,200,000	97.78%
	Total Rate funded multi-year projects	\$ 4,808,200	\$ 579,669	\$ 7,455,000	\$ 2,646,800	55.05%
Funded by Grants						
Production						
10-011105-25/26	La Sierra Well	\$ 3,600,000	\$ 1,512,551	\$ 4,000,000	\$ 400,000	11.11%
10-011105-19	Ladera ASR Well # 2	2,000,000	1,048,533	3,000,000	1,000,000	50.00%
10-011105-28	Winding Way Well replacement	2,000,000	171,420	3,000,000	1,000,000	50.00%
	Total Production	7,600,000	2,732,504	10,000,000	2,400,000	31.58%
Distribution						
10-011106-04	Garfield/Engle Transmission - Phase 6	100,000	12,544	250,000	150,000	150.00%
	Total Distribution	100,000	12,544	250,000	150,000	150.00%
	Total Grant funded projects	\$ 7,700,000	\$ 2,745,048	\$ 10,250,000	\$ 2,550,000	33.12%
Funded by 2019 Certificates of Participation bonds (COP)						
Production						
10-011106-01-0	La Vista tank and pump station	\$ 4,000,000	\$ 1,536,753	\$ 2,500,000	(1,500,000)	-37.50%
	Total funded by 2019 COP bonds	\$ 4,000,000	\$ 1,536,753	\$ 2,500,000	\$ (1,500,000)	-37.50%

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Appendix A – Capital Improvements Projects Plan Fiscal Year 2025-26

Carmichael Water District's (District) Capital Improvement Projects (CIP) Plan is a comprehensive ten-year plan that is approved by the Board of Directors (Board). The CIP identifies current and future fiscal requirements and is the basis for determining annual capital budget expenditures. Capital improvements are major projects undertaken by the District for the procurement, construction, or installation of facilities or related equipment intended to improve, preserve, or enhance District services.

The CIP Plan is a dynamic and fluid document that takes preliminary engineering and construction cost estimates in tandem with the Water Rate Study and Water Rate Adjustments set by the Board of Directors annually to best evaluate and approximate future projects.

The following summarizes major program areas with project funding included in the 2026-2036 CIP. Detailed information on the CIPs receiving funding within the ten-year plan is shown on project detail sheets with projects presented by Division: Administrative services, Production, and Distribution. The projects are categorized and summarized first by rate funded projects and then by grant funded projects.

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Risk Analysis Approach

Background

The goal of the Capital Improvement Projects (CIPs) Priority Assessment is to establish a consistent and documented system that can aid the District staff in assessing the risk of the infrastructure and determining the priority of future projects. The risk assessment is a scoring matrix that will provide a ranking system. Having a quantifiable and consistent system in place allows the District to update project priorities to account for changing conditions or new information/observations and to show the reasoning behind these shifting priorities. The foundation of the analysis is based on typical engineering practices, EPA criteria guidelines, and industry standards and approach for asset management and determining asset risk management and criticality. Using these parameters in approaching and designing this system, staff utilized the EPA metrics that factor into a project's priority based on the risk of potential failure and impact to the District in the event of a failure.

To do this, staff developed a risk-based approach, with the principles of the approach being built upon the probability of failure and the consequences of such failure for each existing infrastructure asset. The process began with the District's 2015 Master Plan, which included a list of 50-year CIPs reflecting programmatic impacts, and was further refined to a 10-Year Priority list. The 10-Year Priority List is used as a reference to compare the accuracy of the system while continually refining the scoring rubric. This refining process will be an on-going effort in order to maintain a CIP priority list that best aligns with the District's rationale for project priorities and the revenues available for the projects.

Risk Based Approach

The priority assessment is based on a risk analysis developed from a perspective of Probability of Failure (PoF) of a certain infrastructure and the Consequence of Failure (CoF). The combination of these two elements create a matrix to be used as a strategy for prioritizing projects and as a tool to guide staff to evaluate an infrastructure's replacement, rehabilitation, or additional monitoring. Figure 1 shows an example of the matrix with different risk assessments and illustrates the priorities of the CIPs depending on where they lie in the matrix. The next sections will detail the criteria that CWD staff have developed to define the Probability of Failure and Consequences of Failure.

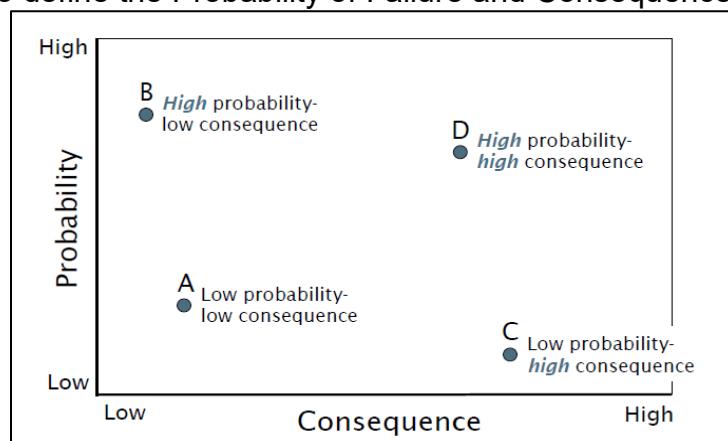


Figure 1. Example Risk Matrix

Source: *Fundamentals of Asset Management Session 6-Determine Business Risk ("Criticality")*, EPA (2017)

Probability of Failure

CWD staff developed the following criteria based on the industry standards and recommendations for asset management. The criteria defines and describes the CIP's probability of failure. Table 1 details the criteria, definitions, and the scoring and weighting as described in the methodology.

Criteria	Score					Weight (%)
	1 - Very Low	2 - Low	3 - Moderate	4 - High	5 - Very High	
Distress Indicators						25
Corrective Maintenance Performed	None	< once in 10 years	< once in 5 years	Every other year	Annually	20
Material/Product Quality	Excellent	Good	Average	Fair	Poor	15
Industry Service Life Remaining	> 90%	90% - 60%	59% - 46%	45% - 15%	< 15%	15
Environmental Conditions (Location/Security)	Secure and Protected		Partially Secure/Protected		Exposed to Harsh Conditions	10
Current Standard Compliance					Non Compliant	10
Pressure Zone	45-60		61-70		>71	5

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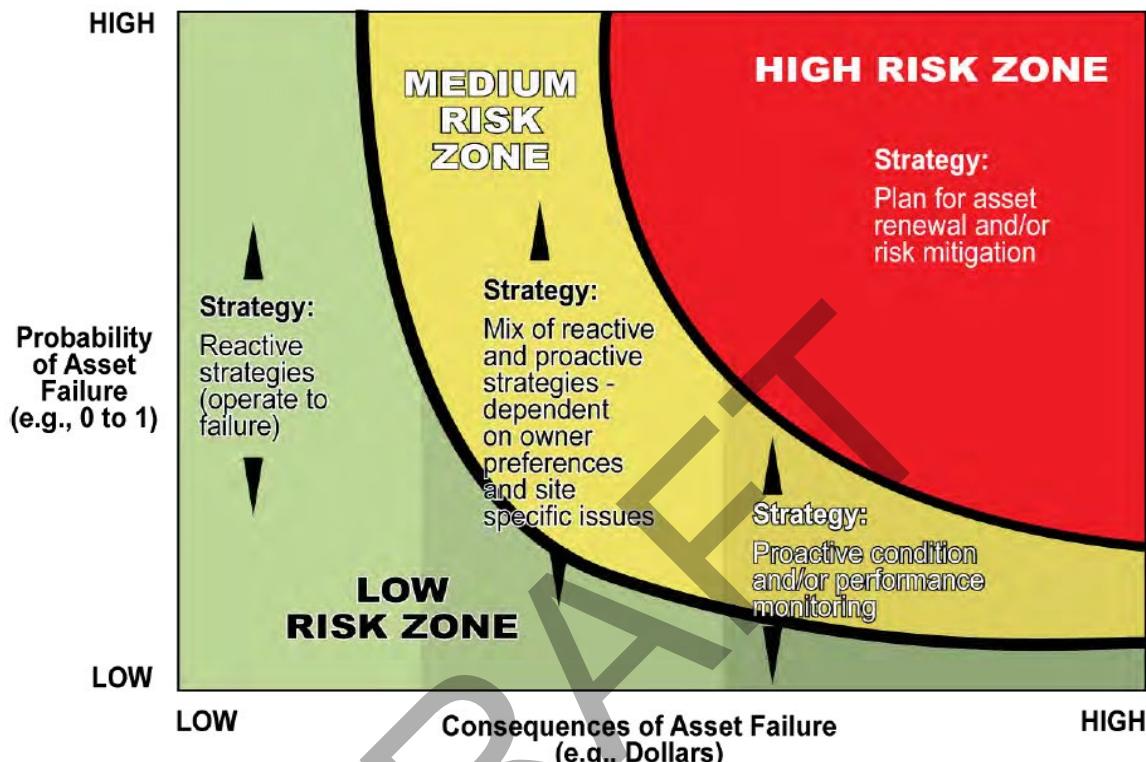
Consequences of Failure

CWD staff developed the following criteria based on the industry standards and recommendations for asset management. The criteria defines and describes the CIP's consequences and impacts of failure. Table 2 details the criteria, definitions, and the scoring and weighting as described in the methodology.

Criteria	Score					Weight (%)
	1 - Very Low	5 - Low	10 - Moderate	50 - High	100 - Very High	
Environmental/Public Health Impact	Low Impact		Moderate Environmental Impact		Sensitive Environmental/Public Health Impacted	25
Magnitude of Service	< 5	5 - 25	>25	Essential	System Wide	20
Difficulty of Repair	Very Low (easy access)	Low (limited access)	Moderate	High (busy roads, more time required)	Very High (private property, major streets/intersections, requires specialty services)	20
Redundancy			Redundant		Single Point of Failure (0%)	20
Transportation/Business Impact	Local Road (residential)	Collector Road (Residential)	Collector Road (Mixed-use)	Arterial Road (Mixed-use)	Arterial Road/Intersection (Commercial)	15

Applying The Assessment Criteria

The result of the assessment and risk analysis is a ranking of the projects that is used for prioritizing more critical assets and projects as part of the CIP planning. The rankings are graphically shown on a risk matrix, which will further inform, guide, and assist in developing risk mitigation strategies for the District. Figure 2 relates the resulting risk matrix to management and mitigation planning.



The basis of the system is asset management, thus it is an examination of the District's existing asset or infrastructure from a risk management viewpoint. For projects that are engineering studies or construction/procurement of a new asset and not replacement of an existing asset, the scoring system does not fully apply to these types of projects. As such, when scoring these types of projects, staff considered the related asset or infrastructure that the project is associated with. Thus, the probabilities and consequences of failure of the related asset or infrastructure is scored and not necessarily the project.

Table 3 details the projects that lie within the "High Risk Zone", therefore these projects have been identified as critical infrastructure projects, hence it is important to plan corrective actions and/or risk mitigation at this time.

These projects are identified as critical because they have elevated scores under the criteria for the probability of failure and consequences of failure. The elevated probability of failure for these projects is mainly due to the assets or infrastructure are reaching or have reached their useful life expectancy and best practices dictate a necessity to evaluate these types of assets for replacement or rehabilitation. In addition, the assets are requiring more upkeep and corrective maintenance to maintain the asset in working condition. The elevated consequences of failure for these projects is mainly due to how the infrastructure operates within the District's system as a whole. In the event of a failure, these assets would affect a large customer base. In addition, failure of these assets could cause stoppages or breakdowns in subsequent infrastructure leading to more widespread outages and failures.

Table 3. Identified Critical Capital Improvement Projects	
Department	Project
Distribution	San Juan Water Line Project
	Glenbrook et al Water Line Project
	Homewood et al Water Line Project
Production	SCADA Improvement w/ PLC & Instrumentation Upgrades
	BWTP Intake Capacity Assessment and Maintenance (Ranney)
	La Sierra Well ASR Well (Engle/Garfield)

Financial Considerations

It is recommended that District Staff regularly reference this plan when making programmatic decisions. Furthermore, it is suggested that staff must annually evaluate the District's financial strategy that starts by considering the latest Business Plan Update and Water Rates and the annual fiscal year budget set by the Board of Directors. The 10-Year Business Plan Update outlines the projected revenue, expenditures, and planned system maintenance along with the water rates (typically in 5-year increments) to support the activities. From there, staff assesses the annual projects and budget available to complete the work. This is a fluid process as other competing needs may arise during the formation of the annual budget such as revenue shortages or increases (i.e.: curtailment, drought conditions, mandatory water use reductions, outside boundary sales, etc.) or unplanned expenditures (i.e.: asset failure, regulatory requirements, Sacramento County impact projects, etc.). Financial considerations may be highly influenced by other factors dictating a necessity to reassess the priority annually. At this time the projected financial cost of the program is approximately \$5M dollars per year, but this financial cost is established by scheduling of the projects which can be accelerated and/or decelerated at the discretion of the Board in consideration of District priorities.

Next Steps

For the CIP Priority Assessment, staff will continually evaluate and refine the scoring system to best represent the District's project priorities. The current project costs are preliminary estimates, and it is the District's intent to develop, refine, and improve this program and its project estimates to better aid in forecasting future project priorities and other needs to ensure that the District is pursuing projects that are aligned with the District Mission Statement to provide the highest quality water for the lowest feasible cost while serving our customers with diligence, efficiency and integrity.

CARMICHAEL WATER DISTRICT
CIP 10 YEAR PROJECTION 2025-26 DRAFT

PROJECT DESCRIPTIONS	Amended budget 4-21-25	Proposed budget			
	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
ADMIN					
Vehicle, Office equipment replacement	-	-	-	-	-
District wide security improvements - Lobby access door/ADA required improvements	60,000	50,000	-	-	-
LED Lighting replacement	-	-	-	-	-
Master plan update	-	-	-	250,000	-
HVAC Replacements at Admin (3 units:7.5 ton, 4.0 ton, 2.5 ton) Heat pump SMUD rebates, est'd \$20,000) SWAMP COOLER	50,000	-	200,000	400,000	400,000
Financial system/Customer service software replacement/Asset management software	-	-	-	-	-
ADMIN TOTALS	110,000	50,000	200,000	650,000	400,000
DISTRIBUTION					
Service truck replacements (FY 2024-25 Veh #13:2001 Dodge 3500 and #33:2016 Ford F550) - Rollover to 2026	180,000	180,000	90,000	-	90,000
Other Distribution equipment (2025-26 Vac Trailer)	90,000	90,000	90,000	90,000	90,000
Distribution Infrastructure replacements (Service lines, Fire hydrants, Mainline valves, Meters)	600,000	618,000	636,540	655,636	675,305
Fair Oaks Boulevard MLRP	-	-	-	-	-
WTP Transmission lines (west) - WTP to Marshal Phase 1 (1940's to 1950's Pipe replacement)	-	1,500,000	-	-	-
WTP Transmission lines (west) - Marshall to California Phase 2 "	-	250,000	1,500,000	-	-
WTP Transmission lines (west) - Stanley to Duncan Phase 3 "	-	-	-	250,000	1,800,000
WTP Transmission lines (west) - Stanley to Sutter Phase 4 "	-	-	-	250,000	950,000
WTP Transmission lines (west) - California FO to Stanley Phase 5 "	-	-	-	-	-
WTP Transmission lines (west) - California FO to Stanley Phase 6 "	-	-	-	-	-
WTP Transmission lines (west) - California FO to Stanley Phase 7 "	-	-	-	-	-
Homewood/Halsted/Calumet/DeJohn/Vonda/Home (~4300<10")	-	-	-	-	-
Continental/Claire Dr/San Juan/Interlinc FOWD @ Continental (~3000<10")	-	-	-	-	-
Claremont/Jeffrey/Coda (~4300<10")	-	-	-	-	-
Garfield/Angelina (1900lnft)	-	-	-	-	-
Kenneth from FOB East to CA	-	-	-	-	-
Caminata (Lincoln/FOB/Caminata)	-	-	-	-	-
Van Alstine	-	-	-	-	-
Glaney/ Fairchild	-	-	-	-	-
DISTRIBUTION TOTALS	3,120,000	5,338,000	4,566,540	3,245,636	3,905,305
PRODUCTION					
Vehicle replacement (Veh #38, 2018 F150) - Rollover to 2026	90,000	90,000	90,000	-	-
Equipment: Compressor replacement	-	-	50,000	-	-
WTP:					
SCADA Improvement w/PLC, instrumentation upgrades and new server	-	250,000	250,000	800,000	650,000
WTP RAW Water Drives (4) (4 to 8 Yr rotation)	-	-	80,000	-	-
WTP TREATED Water Drives (4)	-	-	-	50,000	-
Chemical Tanks Replacement	-	-	-	300,000	300,000
Collector 2 Rehabilitation New project: (2026-29)	-	-	100,000	300,000	1,000,000
Collector 1 Rehab	-	-	-	-	150,000
Electrical Switchgear and Generator Replacement	-	-	-	-	3,000,000
WTP Building rehab (Exterior and interior): Lab rehab, then exterior gutters, etc.	-	29,000	150,000	-	-
WTP Compressors: Air regulator (Purchase and install)	-	14,500	-	-	-
6 Block skid replacement Tertiary	-	-	-	350,000	-
WTP Roof replacement	-	233,000	-	83,000	-
Communication tower	-	-	-	-	-
WELLS:					
ASR Study Water Right Petition(all wells)	-	-	-	-	-
Garfield Well - Generator and Surge protector	-	-	-	-	-
Willow Park Well pump replacement and electrical rehab	-	-	-	-	-
Well equipment replacements (Barret School well Magmeter, Pressure reducing station security hatch)	-	-	-	-	-
Dewey tank and booster pump station rehab (pump and motor)	-	21,700	150,000	-	-
Dewey Tank Fence replacement	-	-	75,000	-	-
Dewey Tank Paint	-	-	-	2,000,000	-
Garfield Well Replacement- ASR Well #4 (>80 Years old)	-	-	500,000	1,000,000	-
La Vista Well Replacement -ASR Well #5	-	250,000	-	2,000,000	-
Dewey Well Demolition	-	250,000	-	-	-
Barrett Road Well Demolition	-	-	-	-	-
Filter Skid Replacement (Reserve Funds)	-	-	-	-	-
PRODUCTION TOTALS	2,538,200	3,045,000	3,923,000	4,150,000	4,000,000
RATE FUNDED FUNDED PROJECTS TOTAL	5,768,200	8,433,000	8,689,540	8,045,636	8,305,305
PRODUCTION GRANT FUNDED PROJECTS					
La Sierra Well- ASR Well #1 (Engle/Garfield) (\$2.0M USBR - FEDERAL \$4.0 DWR)	3,600,000	4,000,000	-	-	-
Ladera Well Replacement- ASR Well #2 (Fed grant \$2.5M + Artesian VA \$)	2,000,000	3,000,000	3,000,000	-	-
Winding Way Well Replacement- ASR Well #3 (DWR grant \$2.5M + Artesian VA \$)	2,000,000	3,000,000	3,000,000	-	-
PRODUCTION GRANT FUNDED PROJECTS TOTAL	7,600,000	10,000,000	6,000,000	-	-
DISTRIBUTION GRANT FUNDED PROJECTS					
Garfield/Engle Tran Pipeline - Fed Approp @ \$970K	100,000	250,000	1,300,000	-	-
DISTRIBUTION GRANT FUNDED PROJECTS TOTAL	100,000	250,000	1,300,000	-	-
GRAND TOTAL CIP	13,468,200	18,683,000	15,989,540	8,045,636	8,305,305
RESERVE FUNDING					
County projects (Annual funding per policy, does not accumulate)	200,000	200,000	200,000	200,000	200,000
Filter skid replacement (Annual funding per policy, accumulates in reserves)	650,000	650,000	650,000	650,000	650,000
Membrane replacement expense (Annual funding per policy, accumulates in reserves)	200,000	200,000	200,000	200,000	200,000
Ranney collector replacement (Annual funding per policy, accumulates in reserves)	500,000	500,000	500,000	500,000	500,000
TOTAL RESERVE FUNDING	1,550,000	1,550,000	1,550,000	1,550,000	1,550,000
GRAND TOTAL CIP AND RESERVE FUNDING	15,018,200	20,233,000	17,539,540	9,595,636	9,855,305
2019 COP BOND FUNDING					
La Vista Tank and booster pump station	4,000,000	2,500,000	2,000,000	-	-
TOTAL BOND FUNDING	4,000,000	2,500,000	2,000,000	-	-
GRAND TOTAL	19,018,200	22,733,000	19,539,540	9,595,636	9,855,305

							Grand total
2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-36	FYE 2026-2033
-	-	-	-	40,000			40,000
60,000							-
							50,000
							250,000
							60,000
							1,000,000
60,000	-	-	-	40,000	-	-	1,400,000
90,000 695,564	90,000 716,431	90,000 737,924	90,000 760,062	90,000 782,864	90,000 806,350	830,540	630,000 810,000 7,915,218 1,500,000 1,750,000 2,050,000 1,200,000 3,700,000 3,300,000 3,300,000 3,300,000 2,250,000 2,250,000 2,250,000 200,000 3,300,000 3,300,000
300,000	3,400,000 300,000	3,000,000 300,000	3,000,000 300,000	3,000,000 300,000	300,000 3,000,000 300,000	3,000,000 3,000,000	2,250,000 2,250,000 2,250,000 200,000 3,300,000 3,300,000
3,000,000							
4,085,564	4,596,431	4,127,924	4,240,062	4,172,864	4,196,350	3,830,540	46,305,218
2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-36	
	90,000						270,000 50,000
75,000 80,000	80,000	75,000 80,000		75,000			1,700,000 300,000 320,000 50,000
4,000,000	2,000,000	4,000,000	3,000,000				7,700,000 7,000,000 3,150,000 150,000 350,000 83,000 500,000 1,400,000 360,000 150,000 75,000 1,000,000 4,500,000 5,200,000 2,000,000
360,000							
		1,000,000	1,000,000				
4,515,000	2,170,000	5,155,000	4,000,000	275,000	3,000,000	2,075,000	36,308,000
8,660,564	6,766,431	9,282,924	8,240,062	4,487,864	7,196,350	5,905,540	84,013,218
							4,000,000 6,000,000 6,000,000
-	-	-	-	-	-	-	16,000,000
							1,550,000
-	-	-	-	-	-	-	1,550,000
8,660,564	6,766,431	9,282,924	8,240,062	4,487,864	7,196,350	5,905,540	101,563,218
200,000	200,000	200,000	200,000	200,000			1,800,000
650,000	650,000	650,000	650,000	650,000			5,850,000
200,000	200,000	200,000	200,000	200,000			1,800,000
500,000	500,000	500,000	500,000	500,000			4,500,000
1,550,000	1,550,000	1,550,000	1,550,000	1,550,000	-	-	13,950,000
10,210,564	8,316,431	10,832,924	9,790,062	6,037,864	7,196,350	5,905,540	115,513,218
-	-	-	-	-	-	-	4,500,000
10,210,564	8,316,431	10,832,924	9,790,062	6,037,864	7,196,350	5,905,540	120,013,218

District Master Plan

(FY 2024-2028)

PROJECT INFORMATION

Department	Engineering
Project Manager	Engineering Manager
Project Description	This project will provide an updated Master Plan document for District to utilize in managing assets, liabilities, and financial strategies.
Project Objectives and Justification	Establish an updated Master Plan to guide the District on managing infrastructure replacement, long-range asset liabilities, and financial considerations. This project analyzes the District's approach to infrastructure replacement and liabilities and develops a strategy for resolving the long-term sustainability of the District. This will be used in tandem with the District's Business Plan and Rate Study.
Permits Required	<input type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	FY 2030-2031	Totals
Expenditures							
Cost							\$ -
Engineering			\$ 250K				\$ 250,000
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals			\$ 250K				\$ 250,000
Funding							
Revenues			\$ 250K				\$ 250,000
Grants							\$ -
Other							\$ -
Funding Totals			\$ 250K				\$ 250,000

HVAC Replacement/Update

PROJECT INFORMATION

Department	Engineering
Project Manager	Finance Manager
Project Description	This project repair/replace/update the building HVAC and the District's corporate headquarters.

Project Objectives and Justification The objective of this project is to update HVAC equipment as required to reduce total operational costs in terms of energy usage and maintenance costs.

Permits Required

- CEQA Exemption
- 401 Water Quality Certification
- CEQA Negative Declaration (ND)
- 404 USACE Clean Water Act
- CEQA Mitigated ND
- 408 USACE Consultation
- CEQA Environmental Impact Report
- CDFW LSAA Permit

Notes

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Cost					\$ 60K	\$ 60,000	
Engineering						\$ -	
County Permits and Inspections						\$ -	
Construction Management						\$ -	
Land Acquisition and Easements						\$ -	
Environmental CEQA						\$ -	
Contingency						\$ -	
Expenditure Totals					\$ 60K	\$ 60,000	
Funding							
Revenues					\$ 60K	\$ 60,000	
Grants						\$ -	
Other						\$ -	
Funding Totals					\$ 60K	\$ 60,000	

Enterprise Asset Management System/Resource Tool

PROJECT INFORMATION

Department	Engineering
Project Manager	Engineering Manager/Finance Manager
Project Description	This project will provide staff with software to more efficiently manage the District's assets, capital improvement projects, liabilities, and financial strategies.
Project Objectives and Justification	The objective of this project is to provide staff with an asset management tool to better track, evaluate, and plan for capital improvement projects that combines the District's financial strategies and Master Plan all in one software package.
Permits Required	<input type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Cost		\$ 200K	\$ 400K	\$ 400K			\$ 1,000,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 200K	\$ 400K	\$ 400K			\$ 1,000,000
Funding							
Revenues		\$ 200K	\$ 400K	\$ 400K			\$ 1,000,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 200K	\$ 400K	\$ 400K			\$ 1,000,000

Production Equipment Replacement: Compressor

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent
Project Description	This is a multi-phase preventative maintenance project to replace the third of three compressors. The previous two were fully replaced 2017 and 2019.

Project Objectives and Justification	The original compressor was installed in 2001 when the water treatment plant was commissioned and has exceeded its operational life. The replacement will be a new oil-less VFD compressor which has an estimated life expectancy of 20 years. This will help ensure the BWTP's water reliability by providing improvements, upgrades and/or the replacement of aging equipment with current industry standards.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	The estimated project start date is July 2022 with an estimated completion date of June 2023.

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs			\$ 50K				\$ 50,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals			\$ 50K				\$ 50,000
Funding							
Revenues			\$ 50K				\$ 50,000
Grants							\$ -
Other							\$ -
Funding Totals			\$ 50K				\$ 50,000

SCADA/PLC Upgrade

PROJECT INFORMATION

Department	Production
Project Manager	Production/Engineering
Project Description	<p>This project consists of upgrading the PLC's and SCADA system at the Bajamont Water Treatment Plant (BWTP). This will include a technical owner's representative to develop a design-build contract. Then use a Progressive Design Build format to contract the work for Software Integration.</p> <p>GL #22-102520-00</p>
Project Objectives and Justification	<p>The BWTP automation and system controls are reaching their useful life with the PLC's no longer supported by the manufacturer. Up-to-date automation controls are essential to the safe and effective treatment and delivery of water to Carmichael Water District customers. A study will be performed to determine the improvements and upgrades. The improvement and upgrade will have estimated life expectancy of 20 years.</p>
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input checked="" type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	<p>The estimated project start date is July 2021 with an estimated completion date of June 2024.</p>

PROJECT EXPENDITURES & FUNDING

Description	Expenditures & Funding Schedule						Totals
	YTD (4/30/23)	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	
Expenditures							
Construction Costs							\$ -
Engineering		\$ 250K	\$ 800K	\$ 650K			\$ 1,700,000
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 250K	\$ 800K	\$ 650K			\$ 1,700,000
Funding							
Revenues		\$ 250K	\$ 800K	\$ 650K			\$ 1,700,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 250K	\$ 800K	\$ 650K			\$ 1,700,000

Chemical Tanks Replacement

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent
Project Description	This project involves the replacement of the two fiberglass 6000 gallon sodium hypochlorite storage tanks in the Bajamont Water Treatment Plant (BWTP).
	Move up from 2029 to 2025 based on inspection (Oct 2022) Tanks were re-lined 2016-2018 expected 10 year life.
Project Objectives and Justification	The original chemical tanks were installed in 2000 when the BWTP was commissioned. They were first rehabilitated in 2019 and 2021. This project will provide updated storage tanks for chemical disinfection. Due to the age of the assets, the tanks are approaching their end of service life and require full replacement.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs				\$ 50K			\$ 50,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals				\$ 50K			\$ 50,000
Funding							
Revenues				\$ 50K			\$ 50,000
Grants							\$ -
Other							\$ -
Funding Totals				\$ 50K			\$ 50,000

Willow Park Well pump replacement and electrical rehab

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent/Engineering Manager
Project Description	This project involves the replacement of the pump infrastructure and updating the electronics and VFDs at the Willow Park Well.
Project Objectives and Justification	This project involves the replacement of the pump asset of the Willow Park Well that will ensure water reliability by replacing aging infrastructure. Willow Park Well was installed in 1993. When replaced or rehabilitated it will have an estimated life expectancy of 30 to 40 years. The replacement or rehabilitation of the Willow Park Well will help ensure water reliability by providing water system improvements, upgrades and/or the replacement of aging equipment.
Permits Required	<input type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input checked="" type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Project Schedule	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs					\$ 360K		\$ 360,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals					\$ 360K		\$ 360,000
Funding							
Revenues					\$ 360K		\$ 360,000
Grants							\$ -
Other							\$ -
Funding Totals					\$ 360K		\$ 360,000

Dewey Tank Site

PROJECT INFORMATION

Department	Production
Project Manager	Production/Engineering
Project Description	This project involves several components to the Dewey Site including: electrical upgrades, re-coating the water storage tank, and replacing the perimeter fence.
Project Objectives and Justification	Dewey Tank was previously rehabilitated in 1997. It is currently showing signs of visible corrosion on the outside of the tank and the pump stations have met their life expectancy. This project will evaluate the Dewey Tank for corrosion and propose options for rehabilitation. The perimeter fence will be replaced with a modern fence that maintains site security. Electrical controls will be upgraded to ensure that Dewey Tank complies with current industry standards.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Project Schedule	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	Totals
Expenditures							
Construction Costs				\$ 200K			\$ 200,000
Engineering				\$ 15K			\$ 15,000
County Permits and Inspections							\$ -
Construction Management				\$ 5K			\$ 5,000
Land Acquisition and Easements							\$ -
Environmental CEQA				\$ 5K			\$ 5,000
Contingency							\$ -
Expenditure Totals				\$ 225K			\$ 225,000
Funding							
Revenues				\$ 225K			\$ 225,000
Grants							\$ -
Other							\$ -
Funding Totals				\$ 225K			\$ 225,000

Membrane Replacements (FY 2025-2030)

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent
Project Description	This project consists of systematically replacing aged membranes at the Bajamont Water Treatment Plant (BWTP).

Project Objectives and Justification

The membranes are replaced on a schedule each year based on useful life. The replacement of membranes at the end of their useful life will improve water quality, water volume, and water pressure. On average the membranes are replaced every 12 years. The installation schedule is staggered based on operational life, and so multiple replacements do not occur at the same time.

Permits Required

<input type="checkbox"/> CEQA Exemption	<input checked="" type="checkbox"/> 401 Water Quality Certification
<input type="checkbox"/> CEQA Negative Declaration (ND)	<input type="checkbox"/> 404 USACE Clean Water Act
<input type="checkbox"/> CEQA Mitigated ND	<input type="checkbox"/> 408 USACE Consultation
<input type="checkbox"/> CEQA Environmental Impact Report	<input type="checkbox"/> CDFW LSAA Permit

Notes

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs		\$ 200K	\$ 1,000,000				
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 200K	\$ 1,000,000				
Funding							
Revenues		\$ 200K	\$ 1,000,000				
Grants							\$ -
Other							\$ -
Funding Totals		\$ 200K	\$ 1,000,000				

Membrane Replacements (FY 2027-2031)

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent
Project Description	This project consists of systematically replacing aged membranes at the Bajamont Water Treatment Plant (BWTP).

Project Objectives and Justification

The membranes are replaced on a schedule each year based on useful life. The replacement of membranes at the end of their useful life will improve water quality, water volume, and water pressure. On average the membranes are replaced every 12 years. The installation schedule is staggered based on operational life, and so multiple replacements do not occur at the same time.

Permits Required

<input type="checkbox"/> CEQA Exemption	<input type="checkbox"/> 401 Water Quality Certification
<input type="checkbox"/> CEQA Negative Declaration (ND)	<input type="checkbox"/> 404 USACE Clean Water Act
<input type="checkbox"/> CEQA Mitigated ND	<input type="checkbox"/> 408 USACE Consultation
<input type="checkbox"/> CEQA Environmental Impact Report	<input type="checkbox"/> CDFW LSAA Permit

Notes

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2027-2028	FY 2028-2029	FY 2029-2030	FY 2030-2031	FY 2031-2032	Totals
Expenditures							
Construction Costs		\$ 166K	\$ 153K	\$ 153K	\$ 170K	\$ 200K	\$ 842,450
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 166K	\$ 153K	\$ 153K	\$ 170K	\$ 200K	\$ 842,450
Funding							
Revenues		\$ 166K	\$ 153K	\$ 153K	\$ 170K	\$ 200K	\$ 842,450
Grants							\$ -
Other							\$ -
Funding Totals		\$ 166K	\$ 153K	\$ 153K	\$ 170K	\$ 200K	\$ 842,450

Garfield Well Construction

PROJECT INFORMATION

Department	Engineering/Production
Project Manager	Engineering Manager/Production Superintendent
Project Description	This project is to engineer and construct an Aquifer Storage and Recovery (ASR) well to ensure water supply reliability for the District.
Project Objectives and Justification	The objective of an ASR well is to store excess surface water when available and use the water during a curtailment or dry years. The District's current wells do not have this capability. This project would also provide groundwater supply during "normal" water years as part of regular operations. The project would provide the District additional water supply for reliability and potential savings in costs of water.
Permits Required	<input type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input checked="" type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs		\$ 2.00M	\$ 1.80M				\$ 3,800,000
Engineering		\$ 480K					\$ 480,000
County Permits and Inspections		\$ 10K					\$ 10,000
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA		\$ 10K					\$ 10,000
Contingency				\$ 200K			\$ 200,000
Expenditure Totals		\$ 500K	\$ 2.00M	\$ 2.00M			\$ 4,500,000
Funding							
Revenues		\$ 500K	\$ 2.00M	\$ 2.00M			\$ 4,500,000
Grants							\$ -
Other		.					\$ -
Funding Totals		\$ 500K	\$ 2.00M	\$ 2.00M			\$ 4,500,000

Winding Way ASR Well Construction

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent
Project Description	This project is to engineer and construct an Aquifer Storage and Recovery (ASR) well to ensure water supply reliability for the District. GL #10-011105-28
Project Objectives and Justification	The objective of an ASR well is to store excess surface water when available and use the water during a curtailment or dry years. The District's current wells do not have this capability. This project would also provide groundwater supply during "normal" water years as part of regular operations. The project would provide the District additional water supply for reliability and potential savings in costs of water.
Permits Required	<input type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input checked="" type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	This well project is not currently budgeted in the 10-year CIP. Scheduling and scope will be determined based on funding available.

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs		\$ 2.90M	\$ 2.90M				\$ 5,800,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management		\$ 100K	\$ 100K				\$ 200,000
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 3.00M	\$ 3.00M				\$ 6,000,000
Funding							
Revenues		\$ 3.00M	\$ 3.00M				\$ 6,000,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 3.00M	\$ 3.00M				\$ 6,000,000

Ladera ASR Well Construction

PROJECT INFORMATION

Department	Engineering/Production
Project Manager	Engineering Manager/Production Superintendent
Project Description	This project is to engineer and construct an Aquifer Storage and Recovery (ASR) well to ensure water supply reliability for the District.
Project Objectives and Justification	The objective of an ASR well is to store excess surface water when available and use the water during a curtailment or dry years. The District's current wells do not have this capability. This project would also provide groundwater supply during "normal" water years as part of regular operations. The project would provide the District additional water supply for reliability and potential savings in costs of water.
Permits Required	<input type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input checked="" type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs		\$ 2.90M	\$ 2.90M				\$ 5,800,000
Engineering		\$ 100K	\$ 100K				\$ 200,000
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 3.00M	\$ 3.00M				\$ 6,000,000
Funding							
Revenues							\$ -
Grants		\$ 3.00M	\$ 3.00M				\$ 6,000,000
Other							\$ -
Funding Totals		\$ 3.00M	\$ 3.00M				\$ 6,000,000

Ranney Intake Rehab (2025-2031)

PROJECT INFORMATION

Department	Production
Project Manager	Engineering/Production
Project Description	This item covers the necessary work to restore the capacity of the Ranney collectors back to their original design capacity to the extents feasible. This includes planning, design and construction of any one or combination of alternatives. Currently, no changes in configuration to the collectors is anticipated, thus minimizing environmental impacts.
Project Objectives and Justification	The laterals in the three Ranney Collectors were cleaned in 2023. Although there was some improvement in flow, flow rates are still below original design. The final report by Lane-Christensen provides alternatives for improving flows. In the highest demand periods of operation, the Ranney collectors fall behind on supply to the treatment plant forcing the treatment plant to reduce production. Note that additional work is
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	The estimated project start date is July 2022 with an estimated completion date of December 2023.

PROJECT EXPENDITURES & FUNDING

Description	Expenditures & Funding Schedule						
	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	FY 2030-2031	Totals
Expenditures							
Construction Costs				\$ 1.00M	\$ 4.00M	\$ 2.00M	\$ 7,000,000
Engineering	\$ 90K	250000	300000				\$ 640,000
County Permits and Inspections							\$ -
Construction Management							\$ -
Annual Set-Aside for Future Construction	\$ 500K	\$ 500K	\$ 500K	\$ 500K	\$ 500K	\$ 500K	\$ 3,000,000
Environmental CEQA	\$ 10K	\$ 50K					\$ 60,000
Contingency							\$ -
Expenditure Totals	\$ 600K	\$ 800K	\$ 800K	\$ 1.50M	\$ 4.50M	\$ 2.50M	\$ 10,700,000
Funding							
Revenues	\$ 600K	\$ 800K	\$ 800K	\$ 1.50M	\$ 4.50M	\$ 2.50M	\$ 10,700,000
Grants							\$ -
Other							\$ -
Funding Totals	\$ 600K	\$ 800K	\$ 800K	\$ 1.50M	\$ 4.50M	\$ 2.50M	\$ 10,700,000

Ranney Intake Rehab (2031-2036)

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent
Project Description	This project consists of systematically replacing aged membranes at the Bajamont Water Treatment Plant (BWTP).
Project Objectives and Justification	The membranes are replaced on a schedule each year based on useful life. The replacement of membranes at the end of their useful life will improve water quality, water volume, and water pressure. On average the membranes are replaced every 12 years. The installation schedule is staggered based on operational life, and so multiple replacements do not occur at the same time.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description		FY 2031-2032	FY 2032-2033	FY 2033-2034	FY 2034-2035	FY 2035-2036	Totals
Expenditures							
Construction Costs		\$ 3.80M	\$ 2.80M				\$ 6,600,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management		\$ 100K	\$ 100K				\$ 200,000
Annual Set-Aside for Future Construction		\$ 500K	\$ 500K	\$ 500K	\$ 500K	\$ 500K	\$ 2,500,000
Environmental CEQA							\$ -
Contingency		\$ 100K	\$ 100K				\$ 200,000
Expenditure Totals		\$ 4.50M	\$ 3.50M	\$ 500K	\$ 500K	\$ 500K	\$ 9,500,000
Funding							
Revenues		\$ 4.50M	\$ 3.50M	\$ 500K	\$ 500K	\$ 500K	\$ 9,500,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 4.50M	\$ 3.50M	\$ 500K	\$ 500K	\$ 500K	\$ 9,500,000

Garfield Well Upgrades

PROJECT INFORMATION

Department	Production
Project Manager	Production/Engineering
Project Description	Project upgrades the well components with a back up generator and new matching electrical controls.
Project Objectives and Justification	Improves water reliability by reducing risk of failure due to equipment malfunction or non-operation during extended power outage.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CDFW LSAA Permit
Notes	The project started in FY 20/21 is complete as of April 2022.

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs		\$ 1.20M					\$ 1,200,000
Engineering		\$ 100K					\$ 100,000
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency		\$ 100K					\$ 100,000
Expenditure Totals		\$ 1.40M					\$ 1,400,000
Funding							
Revenues		\$ 1.40M					\$ 1,400,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 1.40M					\$ 1,400,000

La Vista Project - Tank and Booster Pump Station

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent/Engineering Manager
Project Description	The La Vista Tank and Booster Pump Station Project will construct a new 3.0 MG welded steel water storage tank and booster pump station an demolition of the existing La Vista storage tank.
Project Objectives and Justification	The existing tank and booster pump station were constructed in 1971 and is in poor condition. Due to the age, it is becoming difficult to maintain the facility. Additionally, the existing pumping capacity is not sufficient to fully utilize the nominal capacity of the tank. The project replace the existing assets with new facilities including, but not limited to: new storage tank, piping, aboveground booster pump station, standby generator, instrumentation and controls, and site improvements.
Permits Required	<input type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input checked="" type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	The project began design in FY 2019/2020. The construction phase began in FY 2021/2022 with an estimated substantial completion date of 2023.

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs		\$ 2.00M	\$ 1.90M				\$ 3,900,000
Engineering		\$ 200K	\$ 100K				\$ 300,000
County Permits and Inspections							\$ -
Construction Management		\$ 300K					\$ 300,000
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 2.50M	\$ 2.00M				\$ 4,500,000
Funding							
Revenues							\$ -
Grants							\$ -
Other		\$ 2.50M	\$ 2.00M				\$ 4,500,000
Funding Totals		\$ 2.50M	\$ 2.00M				\$ 4,500,000

District Wide - ASR Well Study

PROJECT INFORMATION

Department	Engineering
Project Manager	Engineering
Project Description	This Project consists of an analysis that evaluates the performance of ASR well activity within the District. Real data will be collected from the LaSierra ASR well and combined with other available data to determine optimum rates and effects of groundwater recharge.
Project Objectives and Justification	The information from the analysis will be compiled into a report that will be used to petition the State of California to store water in the ground using water diverted under CWD water rights and permit.
Permits Required	<input type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs							\$ -
Engineering		\$ 250K	\$ 250K				\$ 500,000
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 250K	\$ 250K				\$ 500,000
Funding							
Revenues		\$ 250K	\$ 250K				\$ 500,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 250K	\$ 250K				\$ 500,000

Electrical Switchgear and Generator/Breaker Maintenance

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent
Project Description	This is a project to purchase a standby generator to assist in operating a groundwater source during a power outage.

Project Objectives and Justification	This is a project to help ensure that an alternate water source is available in the event of a power outage. Currently, four of five well sites do not have standby power. Standby generators will ensure emergency power is available to continue operations in the event of a power outage.
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Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
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Notes

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	Totals
Expenditures							
Construction Costs					\$ 2.80M	\$ 2,800,000	
Engineering				\$ 150K		\$ 150,000	
County Permits and Inspections						\$ -	
Construction Management					\$ 200K	\$ 200,000	
Land Acquisition and Easements						\$ -	
Environmental CEQA						\$ -	
Contingency						\$ -	
Expenditure Totals				\$ 150K	\$ 3.00M	\$ 3,150,000	
Funding							
Revenues				\$ 150K	\$ 3.00M	\$ 3,150,000	
Grants						\$ -	
Other						\$ -	
Funding Totals				\$ 150K	\$ 3.00M	\$ 3,150,000	

WTP-Raw Water Maintenance

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent
Project Description	This is a multi-year replacement project to rehab/replace raw water pumps starting in 2021.
Project Objectives and Justification	The original Water Pumps were installed in 2000 when the water treatment plant was commissioned. Good maintenance practice dictates these pumps should be pulled and rehabilitated to ensure that BWTP water pumps continue operating at a high level and ensure water treatment reliability. This project is consistent with the CWD Master Plan.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CDFW LSAA Permit
Notes	This project estimates funding requirements for periodic pump rehabilitation from FY2022 through FY2024.

PROJECT EXPENDITURES & FUNDING

Description	Expenditures & Funding Schedule						Totals
	FY 2028-2029	FY 2029-2030	FY 2030-2031	FY 2031-2032	FY 2032-2033	FY 2033-2034	
Expenditures							
Construction Costs		\$ 75K		\$ 75K		\$ 75K	\$ 225,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 75K		\$ 75K		\$ 75K	\$ 225,000
Funding							
Revenues		\$ 75K		\$ 75K		\$ 75K	\$ 225,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 75K		\$ 75K		\$ 75K	\$ 225,000

La Vista ASR Well

PROJECT INFORMATION

Department	Production
Project Manager	Production/Engineering
Project Description	The La Vista Tank and Booster Pump Station Project Will be fully completed in 2026. The on-site well will be then upgraded by redrilling and upgrading it to ASR capability.
Project Objectives and Justification	As part of the La Vista Tank and Booster Pump Station Project, the ASR well was identified as a critical to the District meeting its water supply goals.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> 404 USACE Clean Water Act <input checked="" type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule

Description	FY 2029-2030	FY 2025-2026	FY 2032-2033	FY 2033-2034	FY 2034-2035	FY 2035-2036	Totals
Expenditures							
Construction Costs					\$ 2.80M	\$ 1.80M	\$ 4,600,000
Engineering				\$ 180K			\$ 180,000
County Permits and Inspections				\$ 10K			\$ 10,000
Construction Management					\$ 100K	\$ 100K	\$ 200,000
Land Acquisition and Easements							\$ -
Environmental CEQA				\$ 10K			\$ 10,000
Contingency					\$ 100K	\$ 100K	\$ 200,000
Expenditure Totals				\$ 200K	\$ 3.00M	\$ 2.00M	\$ 5,200,000
Funding							
Revenues				\$ 200K	\$ 3.00M	\$ 2.00M	\$ 5,200,000
Grants							\$ -
Other							\$ -
Funding Totals				\$ 200K	\$ 3.00M	\$ 2.00M	\$ 5,200,000

WTP-Treated Water Maintenance

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent
Project Description	This is a multi-year project to rehab/replace four (4) treated water pumps at the Bajamont Water Treatment Plant (BWTP)

Project Objectives and Justification The original treated water pumps were installed in 2000 when the BWTP was commissioned. Good maintenance practice dictates these pumps should be pulled and rehabilitated to ensure the pumps continue operating at a high level. The rehabilitations of the water pumps will help ensure they can run continuously in order to treat water reliably. This project is consistent with the CWD Master Plan.

Permits Required

<input checked="" type="checkbox"/> CEQA Exemption	<input type="checkbox"/> 401 Water Quality Certification
<input type="checkbox"/> CEQA Negative Declaration (ND)	<input type="checkbox"/> 404 USACE Clean Water Act
<input type="checkbox"/> CEQA Mitigated ND	<input type="checkbox"/> 408 USACE Consultation
<input type="checkbox"/> CEQA Environmental Impact Report	<input type="checkbox"/> CDFW LSAA Permit

Notes

PROJECT EXPENDITURES & FUNDING

Description	Expenditures & Funding Schedule						
	FY 2025-2026	FY 2029-2030	FY 2030-2031	FY 2031-2032	FY 2032-2033	FY 2033-2034	Totals
Expenditures							
Construction Costs	\$ 80K	\$ 80K	\$ 80K	\$ 80K			\$ 320,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals	\$ 80K	\$ 80K	\$ 80K	\$ 80K			\$ 320,000
Funding							
Revenues	\$ 80K	\$ 80K	\$ 80K	\$ 80K			\$ 320,000
Grants							\$ -
Other							\$ -
Funding Totals	\$ 80K	\$ 80K	\$ 80K	\$ 80K			\$ 320,000

WTP-Filter/Membranes/Skids On-Going Maintenance

PROJECT INFORMATION

Department	Production
Project Manager	Production Superintendent
Project Description	This applies to the general maintenance and upkeep of the water treatment's filter, membranes and skids. Components may be upgraded based on new technologies or simply just replaced as required for optimum operation.
Project Objectives and Justification	The original membrane units were installed in 2000. It will be replaced with a new system which would have an estimated life expectancy of 30-40 years. This project is consistent with the CWD Master Plan. The replacement of the membrane units will help ensure water reliability by providing water treatment plant improvements, upgrades and/or the replacement of aging equipment.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CDFW LSAA Permit
Notes	This project is not currently budgeted in this 10-Year CIP but is scheduled for 2035.

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2030-2031	FY 2031-2032	Totals
Expenditures							
Construction Costs		\$ 350K			\$ 1.00M	\$ 1.00M	\$ 2,350,000
Engineering							\$ -
County Permits and Inspections							\$ -
Filter Skid Annual Set-Aside	\$ 650K	\$ 650K	\$ 650K	\$ 650K	\$ 650K	\$ 650K	\$ 3,900,000
Membrane Replacement annual Set-Aside	\$ 200K	\$ 200K	\$ 200K	\$ 200K	\$ 200K	\$ 200K	\$ 1,200,000
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals	\$ 850K	\$ 1.20M	\$ 850K	\$ 850K	\$ 1.85M	\$ 1.85M	\$ 7,450,000
Funding							
Revenues	\$ 850K	\$ 1.20M	\$ 850K	\$ 850K	\$ 1.85M	\$ 1.85M	\$ 7,450,000
Grants							\$ -
Other							\$ -
Funding Totals	\$ 850K	\$ 1.20M	\$ 850K	\$ 850K	\$ 1.85M	\$ 1.85M	\$ 7,450,000

LaSierra ASR Well

PROJECT INFORMATION

Department	Engineering/Production
Project Manager	Engineering/Production
Project Description	This project is to engineer and construct an Aquifer Storage and Recovery (ASR) well to ensure water supply reliability for the District.
Project Objectives and Justification	The objective of an ASR well is to store excess surface water when available and use the water during a curtailment or dry years. The District's current wells do not have this capability. This project would also provide groundwater supply during "normal" water years as part of regular operations. The project would provide the District additional water supply for reliability and potential savings in costs of water.
Permits Required	<input type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input checked="" type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	The District has received grant award notices \$2M from Reclamation and \$4M from California DWR. The project is in design and environmental permitting.

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs		\$ 3.80M					\$ 3,800,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management		\$ 200K					\$ 200,000
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 4.00M					\$ 4,000,000
Funding							
Revenues							\$ -
Grants		\$ 4.00M					\$ 4,000,000
Other							\$ -
Funding Totals		\$ 4.00M					\$ 4,000,000

FO MLRP

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution Superintendent
Project Description	Sacramento County requires any permitted public utility to relocate assets at the utility's expense per Section 1463 of the Streets and Highways Code. This item is specific to the installation of approx. 700 feet of DIP along FO from California Ave to Johnson and some misc side streets prior to County scheduled road overlay.
Project Objectives and Justification	The District has established an annual budget for District required work for Sacramento County projects in its Distribution budget. When funding comes available, the County projects are ready to go out to bid with little or no notice to the community or utilities. The District reserves these funds for the County projects and the work involved to relocate existing utilities.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Cost		\$ 1.20M					\$ 1,200,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 1.20M					\$ 1,200,000
Funding							
Revenues		\$ 1.20M					\$ 1,200,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 1.20M					\$ 1,200,000

County Projects (Miscellaneous) (FY 2027-2031)

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution Superintendent
Project Description	Sacramento County requires any permitted public utility to relocate assets at the utility's expense per Section 1463 of the Streets and Highways Code.
Project Objectives and Justification	The District has established an annual budget for District required work for Sacramento County projects in its Distribution budget. When funding comes available, the County projects are ready to go out to bid with little or no notice to the community or utilities. The District reserves these funds for the County projects and the work involved to relocate existing utilities.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2027-2028	FY 2028-2029	FY 2029-2030	FY 2030-2031	FY 2031-2032	Totals
Expenditures							
Cost	\$ 200K	\$ 200K	\$ 200K	\$ 200K	\$ 200K	\$ 200K	\$ 1,200,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 200K	\$ 1,200,000				
Funding							
Revenues		\$ 200K	\$ 1,000,000				
Grants							\$ -
Other							\$ -
Funding Totals		\$ 200K	\$ 1,000,000				

District Main Transmission Line Upgrade (7 Phases)

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution/ Engineering
Project Description	This project consists of installing large transmission lines that move water from the Treatment plant out to the district mainlines and laterals. Pipe diameters for these lines range from 10 to 14 inches.
Project Objectives and Justification	The installation of the new water lines will improve water quality, water volume, water pressure, water reliability, and fire safety by providing water system improvements and upgrading and/or replacing aging infrastructure. The original water main was made of steel and was installed around the 1940s. It is being replaced with new class 52 ductile iron pipe water main which has an estimated life expectancy of 100 years.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Description	Expenditures & Funding Schedule						
	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	FY 2030-2031	Totals
Expenditures							
Construction Costs		\$ 1.30M		\$ 2.55M		\$ 3.20M	\$ 7,050,000
Engineering	\$ 230K		\$ 460K		\$ 280K	\$ 280K	\$ 1,250,000
County Permits and Inspections	\$ 10K		\$ 20K		\$ 10K	\$ 10K	\$ 50,000
Construction Management		\$ 100K		\$ 100K		\$ 100K	\$ 300,000
Land Acquisition and Easements							\$ -
Environmental CEQA	\$ 10K		\$ 20K		\$ 10K	\$ 10K	\$ 50,000
Contingency		\$ 100K		\$ 100K		\$ 100K	\$ 300,000
Expenditure Totals	\$ 250K	\$ 1.50M	\$ 500K	\$ 2.75M	\$ 300K	\$ 3.70M	\$ 9,000,000
Funding							
Revenues	\$ 250K	\$ 1.50M	\$ 500K	\$ 2.75M	\$ 300K	\$ 3.70M	\$ 9,000,000
Grants							\$ -
Other							\$ -
Funding Totals	\$ 250K	\$ 1.50M	\$ 500K	\$ 2.75M	\$ 300K	\$ 3.70M	\$ 9,000,000

Homewood Neighborhood System Upgrade

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution/ Engineering
Project Description	This project consists of installing ~4,300 feet of new DIP water line, new fire hydrants, meter relocations, and upgrading water services and appurtenances.

Project Objectives and Justification	The installation of the new water main will improve water quality, water volume, water pressure, water reliability, and fire safety by providing water system improvements and upgrading and/or replacing aging infrastructure. The original water main was made of steel and was installed around the 1940s. It is being replaced with new class 52 ductile iron pipe water main which has an estimated life expectancy of 100 years.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2027-2028	FY 2028-2029	FY 2029-2030	FY 2030-2031	FY 2031-2032	Totals
Expenditures							
Construction Costs				\$ 2.84M			\$ 2,840,000
Engineering			\$ 275K				\$ 275,000
County Permits and Inspections			\$ 20K				\$ 20,000
Construction Management				\$ 100K			\$ 100,000
Land Acquisition and Easements							\$ -
Environmental CEQA			\$ 5K				\$ 5,000
Contingency				\$ 60K			\$ 60,000
Expenditure Totals		\$ 300K	\$ 3.00M				\$ 3,300,000
Funding							
Revenues		\$ 300K	\$ 3.00M				\$ 3,300,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 300K	\$ 3.00M				\$ 3,300,000

Continental/Claire Dr Neighborhood System Upgrade

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution/Engineering
Project Description	This project consists of installing ~3,000 feet of new DIP water line, new fire hydrants, meter relocations, and upgrading water services and appurtenances.
Project Objectives and Justification	The installation of the new water main will improve water quality, water volume, water pressure, water reliability, and fire safety by providing water system improvements and upgrading and/or replacing aging infrastructure. The original water main was made of steel and was installed around the 1940s. It is being replaced with new class 52 ductile iron pipe water main which has an estimated life expectancy of 100 years.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2028-2029	Totals
Expenditures							
Construction Costs		\$ 2.20M					\$ 2,200,000
Engineering							\$ -
County Permits and Inspections							\$ -
Construction Management		\$ 50K					\$ 50,000
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 2.25M					\$ 2,250,000
Funding							
Revenues		\$ 2.25M					\$ 2,250,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 2.25M					\$ 2,250,000

Claremont/Coda Neighborhood System Upgrade

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution/Engineering
Project Description	<p>This project consists of installing ~4,300 feet of new DIP water line, new fire hydrants, meter relocations, and upgrading water services and appurtenances. Potential for environmental impact reports due to proximity to the Corp of Engineer's levee.</p>
Project Objectives and Justification	<p>The installation of the new water main will improve water quality, water volume, water pressure, water reliability, and fire safety by providing water system improvements and upgrading and/or replacing aging infrastructure. The original water main was made of steel and was installed around the 1940s. It is being replaced with new class 52 ductile iron pipe water main which has an estimated life expectancy of 100 years.</p>
Permits Required	<p><input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit</p>
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2028-2029	FY 2029-2030	FY 2030-2031	FY 2031-2032	FY 2032-2033	Totals
Expenditures							
Construction Costs			\$ 2.96M				\$ 2,960,000
Engineering		\$ 410K					\$ 410,000
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA		\$ 100K					\$ 100,000
Contingency							\$ -
Expenditure Totals		\$ 510K	\$ 2.96M				\$ 3,470,000
Funding							
Revenues		\$ 510K	\$ 2.96M				\$ 3,470,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 510K	\$ 2.96M				\$ 3,470,000

Garfield/Angelina Neighborhood System Upgrade

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution/ Engineering
Project Description	This project consists of installing ~2,500 feet of new 12-inch DIP, ~1,500 feet of new 8-inch DIP, new fire hydrants, meter relocations, and upgrading water services and appurtenances, abandonment of backyard water lines, and re-looping the system to existing water lines. This project is a contingency supplement for the La Vista Tank Project - Angelina Pipeline.
Project Objectives and Justification	The installation of the new water main will improve water quality, water volume, water pressure, water reliability, and fire safety by providing water system improvements and upgrading and/or replacing aging infrastructure. The original water main was made of steel and was installed around the 1940s. It is being replaced with new class 52 ductile iron pipe water main which has an estimated life expectancy of 100 years.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	Totals
Expenditures							
Construction Costs				\$ 1.99M			\$ 1,990,000
Engineering			\$ 230K				\$ 230,000
County Permits and Inspections			\$ 10K				\$ 10,000
Construction Management				\$ 10K			\$ 10,000
Land Acquisition and Easements							\$ -
Environmental CEQA			\$ 10K				\$ 10,000
Contingency							\$ -
Expenditure Totals			\$ 250K	\$ 2.00M			\$ 2,250,000
Funding							
Revenues			\$ 250K	\$ 2.00M			\$ 2,250,000
Grants							\$ -
Other							\$ -
Funding Totals			\$ 250K	\$ 2.00M			\$ 2,250,000

Van Alstine Neighborhood System Upgrade

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution/Engineering
Project Description	This project consists of installing new 8-inch DIP water line, new fire hydrants, meter relocations, and upgrading water services and appurtenances.
Project Objectives and Justification	The installation of the new water main will improve water quality, water volume, water pressure, water reliability, and fire safety by providing water system improvements and upgrading and/or replacing aging infrastructure. The original water main was made of steel and was installed around the 1940s. It is being replaced with new class 52 ductile iron pipe water main which has an estimated life expectancy of 100 years.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2030-2031	FY 2031-2032	FY 2032-2033	FY 2033-2034	FY 2034-2035	Totals
Expenditures							
Construction Costs						\$ 2.80M	\$ 2,800,000
Engineering					\$ 280K		\$ 280,000
County Permits and Inspections					\$ 10K		\$ 10,000
Construction Management						\$ 100K	\$ 100,000
Land Acquisition and Easements							\$ -
Environmental CEQA					\$ 10K		\$ 10,000
Contingency						\$ 100K	\$ 100,000
Expenditure Totals					\$ 300K	\$ 3.00M	\$ 3,300,000
Funding							
Revenues					\$ 300K	\$ 3.00M	\$ 3,300,000
Grants							\$ -
Other							\$ -
Funding Totals					\$ 300K	\$ 3.00M	\$ 3,300,000

Caminata Mainline Replacement Project

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution/Engineering
Project Description	This project consists of installing new 8-inch DIP water line, new fire hydrants, meter relocations, and upgrading water services and appurtenances along Caminata in the FOB and Lincoln neighborhood.
Project Objectives and Justification	The installation of the new water main will improve water quality, water volume, water pressure, water reliability, and fire safety by providing water system improvements and upgrading and/or replacing aging infrastructure. The original water main was made of steel and was installed around the 1940s. It is being replaced with new class 52 ductile iron pipe water main which has an estimated life expectancy of 100 years.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs		\$ 150K					\$ 150,000
Engineering		\$ 50K					\$ 50,000
County Permits and Inspections							\$ -
Construction Management							\$ -
Land Acquisition and Easements							\$ -
Environmental CEQA							\$ -
Contingency							\$ -
Expenditure Totals		\$ 200K					\$ 200,000
Funding							
Revenues		\$ 200K					\$ 200,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 200K					\$ 200,000

Kenneth Ave Mainline Replacement Project

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution/Engineering
Project Description	This project consists of installing new 8-inch DIP water line, new fire hydrants, meter relocations, and upgrading water services and appurtenances along kenneth Ave from FOB to California Ave.
Project Objectives and Justification	The installation of the new water main will improve water quality, water volume, water pressure, water reliability, and fire safety by providing water system improvements and upgrading and/or replacing aging infrastructure. The original water main was made of steel and was installed around the 1940s. It is being replaced with new class 52 ductile iron pipe water main which has an estimated life expectancy of 100 years.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Totals
Expenditures							
Construction Costs				\$ 1.80M			\$ 1,800,000
Engineering			\$ 230K				\$ 230,000
County Permits and Inspections			\$ 10K				\$ 10,000
Construction Management				\$ 100K			\$ 100,000
Land Acquisition and Easements							\$ -
Environmental CEQA			\$ 10K				\$ 10,000
Contingency				\$ 100K			\$ 100,000
Expenditure Totals		\$ 250K	\$ 2.00M				\$ 2,250,000
Funding							
Revenues		\$ 250K	\$ 2.00M				\$ 2,250,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 250K	\$ 2.00M				\$ 2,250,000

Glancy/Fairchild Neighborhood System Upgrade

PROJECT INFORMATION

Department	Distribution
Project Manager	Distribution/Engineering
Project Description	This project consists of installing new 8-inch DIP water line, new fire hydrants, meter relocations, and upgrading water services and appurtenances.
Project Objectives and Justification	The installation of the new water main will improve water quality, water volume, water pressure, water reliability, and fire safety by providing water system improvements and upgrading and/or replacing aging infrastructure. The original water main was made of steel and was installed around the 1940s. It is being replaced with new class 52 ductile iron pipe water main which has an estimated life expectancy of 100 years.
Permits Required	<input checked="" type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit
Notes	

PROJECT EXPENDITURES & FUNDING

Expenditures & Funding Schedule							
Description	Prior Year Actuals	FY 2031-2032	FY 2032-2033	FY 2033-2034	FY 2034-2035	FY 2035-2036	Totals
Expenditures							
Construction Costs					\$ 2.80M	\$ 2,800,000	
Engineering				\$ 280K		\$ 280,000	
County Permits and Inspections				\$ 10K		\$ 10,000	
Construction Management					\$ 100K	\$ 100,000	
Land Acquisition and Easements						\$ -	
Environmental CEQA				\$ 10K		\$ 10,000	
Contingency					\$ 100K	\$ 100,000	
Expenditure Totals				\$ 300K	\$ 3.00M	\$ 3,300,000	
Funding							
Revenues				\$ 300K	\$ 3.00M	\$ 3,300,000	
Grants						\$ -	
Other						\$ -	
Funding Totals				\$ 300K	\$ 3.00M	\$ 3,300,000	

Garfield/Engle Transmissions Pipeline (EPA STAG Grant)

PROJECT INFORMATION

Department	Distribution	
Project Manager	Distribution/ Engineering	
Project Description	<p>This project consists of installing ~9,000 feet of new 12-inch DIP water line, ~2,700 feet of new 8-inch DIP water line, new fire hydrants, meter relocations, and upgrading water services and appurtenances.</p>	
Project Objectives and Justification	<p>The installation of the new water main will improve water quality, water volume, water pressure, water reliability, and fire safety by providing water system improvements and upgrading and/or replacing aging infrastructure. The original water main was made of steel and was installed around the 1940s. It is being replaced with new class 52 ductile iron pipe water main which has an estimated life expectancy of 100 years.</p>	
Permits Required	<p><input type="checkbox"/> CEQA Exemption <input type="checkbox"/> 401 Water Quality Certification <input type="checkbox"/> CEQA Negative Declaration (ND) <input type="checkbox"/> 404 USACE Clean Water Act <input checked="" type="checkbox"/> CEQA Mitigated ND <input type="checkbox"/> 408 USACE Consultation <input type="checkbox"/> CEQA Environmental Impact Report <input type="checkbox"/> CDFW LSAA Permit</p>	
Notes		

PROJECT EXPENDITURES & FUNDING

Description	Prior Year Actuals	Expenditures & Funding Schedule					
		FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2028-2029	Totals
Expenditures							
Construction Costs			\$ 1.29M				\$ 1,290,000
Engineering		\$ 225K					\$ 225,000
County Permits and Inspections		\$ 5K					\$ 5,000
Construction Management			\$ 10K				\$ 10,000
Land Acquisition and Easements							\$ -
Environmental CEQA		\$ 20K					\$ 20,000
Contingency							\$ -
Expenditure Totals		\$ 250K	\$ 1.30M				\$ 1,550,000
Funding							
Revenues		\$ 250K	\$ 1.30M				\$ 1,550,000
Grants							\$ -
Other							\$ -
Funding Totals		\$ 250K	\$ 1.30M				\$ 1,550,000

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Topic: La Vista Tank and Booster Pump Project- Continuous Update #3

Date: May 5, 2025

Item For: Information

Submitted By: Greg Norris, Engineering Manager

Cathy Lee, General Manager

BACKGROUND

The La Vista Tank and Booster Pump Project began construction in June 2021. The contractor was selected to be Koch and Koch Inc. (KKI) through a competitive bidding process. Project work progressed through March 2023, at which time PCB was found on site. The PCB had originated from the existing tank's lining and been spread on site during demolition. Construction stopped while the project site was remediated and did not start back until December 2023. KKI continued construction into April of 2024 at which time they stopped work due to a dispute with the contract.

After many months of negotiations, KKI and the District were able to agree to terms for KKI to return to work and complete the project. A Reinstatement Agreement was executed by the District on February 19, 2025 specifying that the contractor has 458 days to complete the work from that date. In anticipation to KKI returning to work, the District hired Toppel Consulting (Toppel) in January 2025 to perform construction management duties and re-initiated the existing agreement with Kennedy-Jenks (KJ) to perform engineering duties.

SUMMARY/DISCUSSION

Since last month's report, KKI has been constructing the perimeter walls and finalizing the conduit and piping beneath the pump house slab. Concrete for the pump house slab and footing was also poured. The next step will be the construction of the pump house walls.

Toppel Consulting coordinated four weekly meetings since last month's report, processed RFIs, scheduled special inspections, and tracked progress.

There has been two change orders since construction resumed in February. The new change orders are outlined in the Toppel Consulting Monthly Report as #33 ad #34 totaling \$21,630.43 (see attached). These change order costs are within the Board approved not to exceed change order amount of \$75,000.

Analysis of work progress was summarized by Toppel in Attachment 2. Progress shows the project to be on schedule and the critical path to be preserved. Note that most of the significant construction is scheduled to be completed prior to January 1, 2026, with only minor construction, final paving, and start-up to occur after then.

The District has worked with KJ to determine the necessary engineering services needed to complete the project. A draft amendment to the current agreement between the District and KJ has been developed and is in-front of the Board for approval at this month's May Board meeting.

ATTACHMENT(S)

1. Toppel Consulting Monthly Report.
2. KKI Monthly CPM Schedule Submittal and Response by Toppel

TOPPEL CONSULTING, INC

Carmichael Water District

PROJECT UPDATE

Date: 05/05/25
Project: La Vista Tank Replacement
CWD: Greg Norris
Construction Manager: Adam Boje
Project Architect: Kennedy Jenks
Contractor: Koch & Koch Construction

Project Start Date: 09/20/21
Project Duration: 600 cal days
Project Completion Date (orig): 05/12/23
Project Completion Date (rev): 05/23/26 **Date is on Schedule**

Bid Amount:	\$8,381,907.00
Total Contract Amount:	\$8,381,907.00
Change Orders Thru CO#34	\$1,887,457.97
Revised Contract Amount:	<hr/> \$10,287,722.63

CHANGE ORDERS

Approved COR's	Approved Amount	Description
No. 1	\$7,000.00	WDC 04-Ringwall Footing Excavation
No.2	\$19,696.77	Frontage Bond/Tank Removal/Drawings Changes
No.3	\$24,697.60	Fire Hydrant Laterals 3/30/22 Revision RFI 028
No.4	\$7,480.00	CMU Wall Conflict with AT&T Vault Apron RFI 041
		RFI 20 Conflict w/service Laterals/Additional 45's
No.5	\$25,641.22	@Robertson Tie-in
No.6	\$6,702.88	RFQ 003 Additional 16" BFV
No.7	\$19,591.97	RFI 020 Potholing WDC's 05/06/07
No.8	\$4,311.05	RFI 057 Abandon near Marconi Tie-in
No.9	\$6,038.60	RFI 042 FH Lateral Vertical Clearances
No.10	\$12,909.62	Unsuitable Subgrade Material Marconi Ave SDMH
		Concrete Thrust Block (@ existing 12" AC Waterline Tee
No.11	\$1,378.95	Fitting STA 18+08)
No.12	(\$10,000)	FRI 48 Tank Floor Underside Primer
No.13	\$13,712.85	RFI 11 Wet Subgrade Material
No.14	\$1,528.26	RFQ 005 Vapor Retarder Beneath Chemical Feed Room
No.15		Delayed Start Claim (letter from KKI dated May 23,2022)
No.16	\$636.74	RFI 54 SWBD & Generator Load Bank Pads
		RFQ 006 Hypochlorite Feed Pump Discharge Flow Switch
No.17	(\$1,559.80)	FSL-303 Deletion
No.18		Weather Delay Claim
No.19	\$6,397.23	RFQ 004- SMUD & Electrical Changes
No.20	\$3,140.73	RFQ 007 Attic Vents
		RFI 72 Tank Adhesion Testing and RFI8- Tank Exterior
No.21	(\$2,500.00)	Holiday Testing
No.22	\$3,777.34	RFI 89 Existing Tank Connections

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No.23	\$26,941.79	WDC-09 Covering of Known PCB Tank Coating & WDC 10 Baker Tank & Pumps Procurement
No.24	\$14,458.50	WDC-09 Covering of Known PCF Tank Coating (Associated costs for Standard Demolition excavator stand-by)
No.25	\$31,049.32	WDC-10 Baker Tank & Pumps Procurement (Additional costs for monitoring site/tanks/pumps)
No.26	\$339,017.03	WDC-11 Existing Tank Off-Hauling
No.27	\$15,711.18	WDC-12 Additional Baker Tank Procurement
No.28	\$6,537.21	WDC-13 Baker Tank Water Disposal
No.29	\$1,466.72	WDC-14 Baker Tank Water Quality Testing
No.30	\$19,039.97	WDC 15 – 21K Gallon Baker Tank Water Disposal
No.31	\$34,767.31	Generator Warranty Preservation Services
No.32A	\$1,391,614.16	Other, Sub Matrl Increases, Anticipated Increases (Reinstatement Agreement)
No.32B	(\$147,000.00)	Credit for Asphalt (Reinstatement Agreement)
No.33	\$3,272.77	COR FI3R1 Redig Electrical Trench
No. 34	\$18,357.66	F.I.2R1 Temp Elec for Cathodic Protection. WorkSmart Automation. Building Pump Station Footing Changes per RFI 122

Total Approved COR's

\$1,887,457.97

**Change Order Costs Pending,
or Currently Under Review**

Submitted Amount

Description

Work Required for Remobilization. Re-inspection of building pad, 2 loads each of sand and gravel. Remove existing straw and vegetation from the site due to project hold. Re-establish survey points and new staking for the Booster Pump Station.

Field Instruction 1

Total COR Costs Pending

Total Submitted Value

Project Description:

The proposed work consists of construction of improvements to La Vista Tank and Booster Pump Station site and adjoining access road, but not limited to, demolition of existing water storage tank and pump station, replacement of the existing well pump and piping, and construction of a new 3.0 MG welded steel water storage tank and aboveground booster pump station, standby generator, electrical work, instrumentation and controls, and site improvements including concrete masonry unit wall, site grading, paving, drainage, yard piping, painting, and water transmission mains and storm drain along La Vista Avenue. Project earthwork is unbalanced and requires disposal of unsuitable material and importation of suitable material for engineered fill as set forth in the Contract Drawings and Technical Specifications.

Project Phase:

Schematic Design Phase
Design Development Phase
Construction Document Phase

Bidding Phase
Construction Phase
Closeout Phase
Warranty Phase
Other

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La Vista Tank and Booster Pump Station

PROJECT UPDATE

Project Status as of: **05/02/25**

Sitework Systems:

- Concrete slab and curbs complete at Booster Pump Station.
- Booster Pump Station under slab electrical and plumbing completed
- Backfill completed around CMU stem wall
- CMU wall commenced along west perimeter

Outstanding Issues:

- 1) None This Period

Current and Anticipated Delays:

- 1) None This Period

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Booster Pump Station Slab Facing East



Booster Pump Station Slab Facing North



East Stem Wall



Entrance CMU Wall 1st lift



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East CMU Wall adjacent new tank



South wall alongside neighbor



Sub: 153 Apr 2025 CPM Update rev1**Kennedy/Jenks Consultants****From:** KOCH & KOCH**Page:** 1 of 2**Submittal Date:** 5/5/25**K/J Job No.:** 1970010*00**Project Name:** LA VISTA TANK AND BPS**Specification Section:** 01311**Prior Submittal:** _____**Submittal****A. Certification of Completeness and Accuracy**

We certify that we have reviewed this submittal in detail and that the submittal is:

1. Complete and accurate and in complete compliance with the Contract Documents.
2. Compliant with the requirements of "Material and Equipment" in Section 01040, especially the subparagraph titled "Compatibility of Equipment and Material".
3. Compliant with the paragraph titled "Performance Specifications and Contractor Designed Items" in Section 01040.
4. Without any deviations from the Contract Drawings, except the following (describe deviation) which have the following advantages and disadvantages:

Signed by Subcontractor: _____ Title: _____ Date: _____

Signed by Contractor: Soren Darr Title: PM Date: 5/5/25

Response Date: 05/05/25
 Specification Section: _____
 Page: 2 of 2

K/J Job No.: 1970010*00
 Project Name: La Vista Tank & BPS

Response

Item	TC Action	Refer to Comment	Manufacturer or Supplier	Title of Submittal / Drawing
	MCN-N	1-3	Koch & Koch, Inc	April 2025 CPM Update

A. The action(s) noted above have been taken on the enclosed document(s).

NET = No Exceptions Taken

NR = Not Reviewed

MCN-N = Make Corrections Noted, No Resubmittal Required

RR = Rejected, Resubmit

MCN-R = Make Corrections Noted, Partial Resubmittal Required

RA = Receipt Acknowledged

A&R = Amend and Resubmit

Comment(s):

1. Update activities or provide activity link on activities without a successor or predecessor.
 2. The schedule completion date is unchanged to prior update.
 3. Critical path and overall project sequencing remain consistent with the March update, though with some modifications to early activities

A revision to this schedule is not required.

B. Corrections or comments made on the shop drawings during this review do not relieve the Contractor from compliance with the requirements of the Drawings and Specifications. This check is only for review of general conformance with the design concept of the project and general compliance with the information given in the Contract Documents. The Contractor is responsible for: confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating its work with that of all other trades, and performing its work in a safe and satisfactory manner.

Adam Boje

Responder: type name here - sign above

Distribution	Submittal	Encl.	Response
Owner	_____	_____	_____
Engineer	_____	_____	_____
Contractor	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
File	_____	_____	_____

TOPPEL CONSULTING, INC.

May 5, 2025

Soren Darr
Project Manager
Koch & Koch Inc,

Project: La Vista Tank and Booster Pump Station
Subject: CPM Master Schedule Update#3- April 2025

Dear Soren,

We are in receipt of KKI's Schedule Update#3 for April 2025 provided on 05/05/25, with a Status Date (Data Date) of 04.30.25.

The review is based on the requirements outlined in the Specifications 00700 Section 5.16.2 and section 01311 CPM Construction Schedule.

The schedule was reviewed utilizing the Project Documents and the electronic files that were included with the Reinstatement Agreement.

Comments on the current update are as follows:

I. General Comments:

1. Schedule narrative letter provided. The project completion date remains unchanged from the March update. Several activities have been resequenced, impacting float calculations.

II. Completion Date

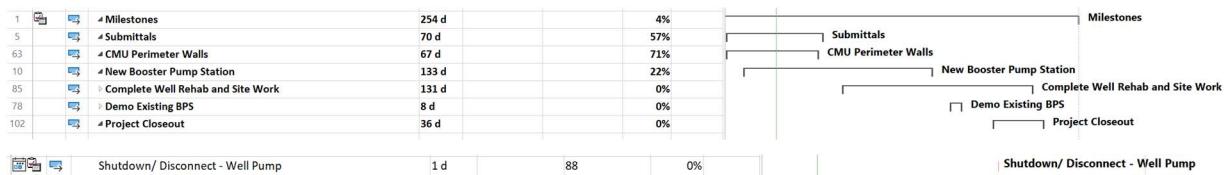
1. Contract Time

- i. The Reinstatement Agreement allows 458 Calendar days to complete the work.
 1. Notice to Proceed for Construction was issued on 02/19/25 equating to a Contract Completion date of 05/23/26.
 2. Update#2 maintains a projected completion date of 05/21/26, which is 2 calendar days prior the current contract completion date.

III. Schedule Review

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1. The schedule format is in accordance with the Contract Documents and Reinstatement Agreement.
 - i. Several activities were progressed or completed during the April update, especially related to the Building Pump Station structural concrete and CMU foundation work.
 - ii. Activity duration adjustments and resequencing were applied, but there were no adverse impacts to the critical path
 - iii. The activities highlighted in the screenshot below are missing either predecessor or successor links. Please review these specific tasks and update the schedule to ensure complete logic.



2. Calendars

- i. The schedule has been identified as being based on 4-day 10hrs/day. In reviewing the schedule, 4-10hrs/day is now consistently applied across all activities.
- ii. Holidays are properly integrated

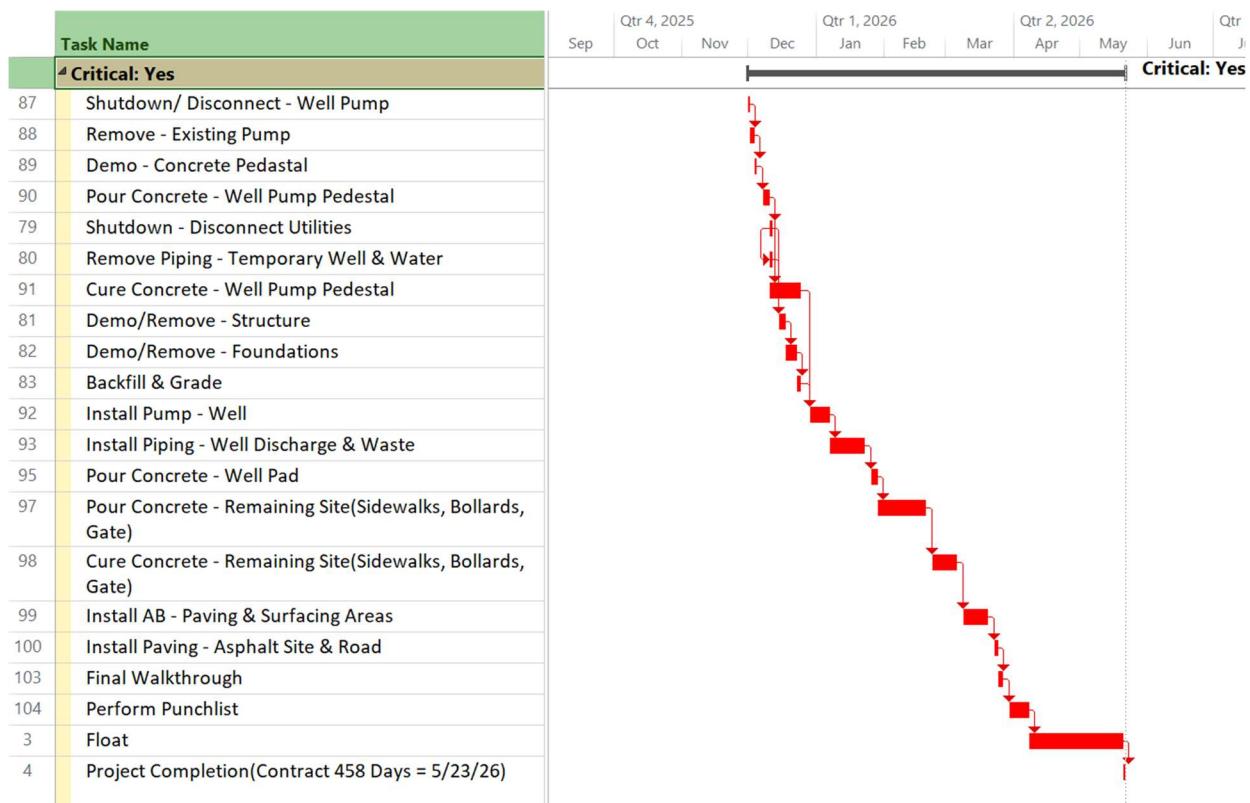
3. Weather Days

- i. Fridays and Saturdays remain identified for potential weather recovery, consistent with prior updates.

4. LONGEST PATH (Critical Path)

1. The longest path remains consistent with previous updates. It starts with Shutdown/Disconnection of the Well Pump, proceeds through demolition of the existing BPS, installation of

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new equipment and final sitework, ending with the final walkthrough and punchlist. (See screenshot below)

5. ACTIVITIES RIDING THE DATA DATE

1. There are no activities that are riding the 04/30/25 Data Date.

6. Mar 25 Update #2/ April 25 Update#3 Comparison

- i. Toppel Consulting imported April 25 Update to perform a comparison analysis. The durations did not impact the critical path of the project. Items listed below “?” had different name in previous update. “—” only in previous update.

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10	▲ New Booster Pump Station
17	Install Rebar/Forms - Underslab Conduit Encasement
18	Pour Concrete - Conduit Encasements
19	Pour Concrete - 20" Discharge
32	Pour Concrete - Stemwall, Pads & Supports
33	Pour Concrete - Housekeeping Pads

ii. No activities were added in the April Update,

IV. Constraints

- i. The following activities contain Start No Earlier Than constraint and is noted in the narrative letter. This constraint is valid based on field and operational requirements but should continue to be reviewed for potential schedule optimization.

Task Moc Task Name	Duration	Start	Finish	2026																
				Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2 ✓ Notice to Proceed	1 d	Wed 2/19/25	Wed 2/19/25	Notice to Proceed																
64 ✓ Install Rebar/Forms - West CMU Stem Wall	12 d	Mon 3/3/25	Thu 3/20/25	Install Rebar/Forms - West CMU Stem Wall																
65 ✓ Pour Concrete - West CMU Stem Wall Sect 1	1 d	Mon 3/24/25	Mon 3/24/25	Pour Concrete - West CMU Stem Wall Sect 1																
71 ✓ Pour Concrete - East CMU Stem Wall Sect 1	1 d	Mon 3/24/25	Mon 3/24/25	Pour Concrete - East CMU Stem Wall Sect 1																
11 ✓ Install Electric -Secondary Service Conduits	2 d	Tue 3/25/25	Wed 3/26/25	Install Electric -Secondary Service Conduits																
87 Shutdown/ Disconnect - Well Pump	1 d	Mon 12/1/25	Mon 12/1/25	Shutdown/ Disconnect - Well Pump																

V. Summary

1. Update activities or provide activity link on activities without a successor or predecessor.
2. The schedule completion date is unchanged to prior update.
3. Critical path and overall project sequencing remain consistent with the March update, though with some modifications to early activities

A revision to this schedule update is not required.

TOPPEL CONSULTING, INC.

Let me know if you have any questions.

Sincerely

Adam Boje

Adam Boje
Sr. Construction Manager
CC. Brian Toppel

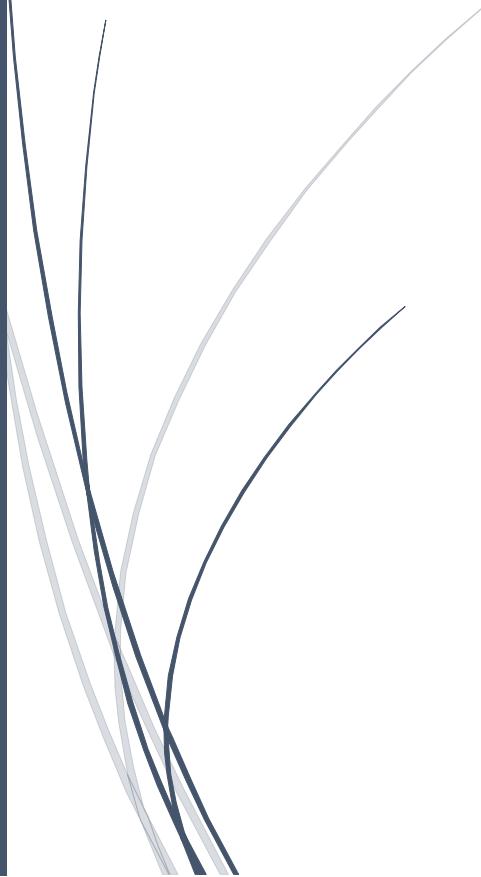


April 2025

CPM Schedule Project Narrative

Carmichael Water District

La Vista Tank & Booster Pump Station



Koch & Koch, Inc.
PREPARED BY: SOREN DARR

Contents

Milestones and Key Dates.....	2
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6. Pending Items and Status of Permits, Change Orders, Time Adjustments and Noncompliance notices .	2
7. Reasons for Early or Late Scheduled Completion.....	3

Milestones and Key Dates

- Reinstatement Agreement/NTP – 02/19/25
- Pre-Construction Meeting – 02/27/25
- First Working Day – 02/28/25
- Expected Completion Date – 5/23/26

1. Work Completed During This Period

- Remaining CMU foundation stem walls were backfilled.
- BPS underslab electrical and plumbing completed.
- BPS footings poured.
- BPS floor and wall curb rebar completed.
- East half of BPS floor and wall curb poured.

2. Identification of Unusual Conditions or Restrictions

- No unusual conditions or restrictions were encountered during this period.

3. Description of the Current Critical Path

- The critical path starts with the disconnection and removal of the existing well pump and then moves through demolition of the existing BPS, installation of the new well pump and associated piping, final site concrete and asphalt, and finishes with final walkthrough and punchlist.
- Task 87 Shutdown/disconnect well pump has a start no earlier than constraint so that the work falls within the unrestricted shutdown period of Dec-Feb.

4. Changes to Critical Path, Logic and Completion Since Last Update

- Critical path and completion date are the same as the last update.
- Logic, duration and task changes have been made as needed to allow the schedule to reflect the actual course of construction.

5. Current and Anticipated Delays

- none

6. Pending Items and Status of Permits, Change Orders, Time Adjustments and Noncompliance notices

- Change order #33 was issued to re-dig the electrical trench from SWGR to transformer.
- Change order #34 was issued for temp electric to Cathodic Protection, Worksmart additional costs and BPS footing changes.
- Costs still need to be submitted for Field Instruction #1. Awaiting the invoice for BPS compaction testing.

7. Reasons for Early or Late Scheduled Completion

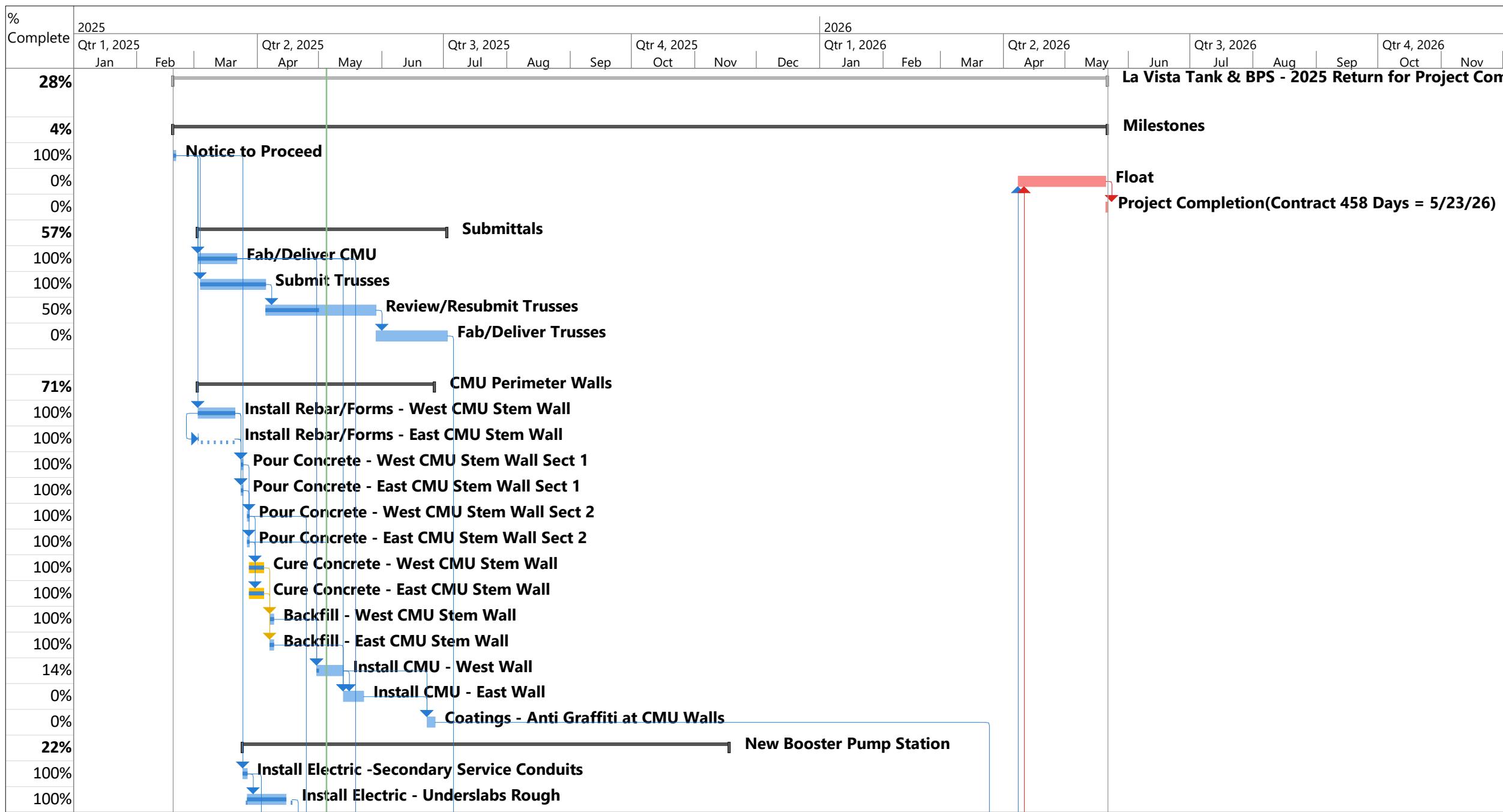
- Project is currently on schedule.

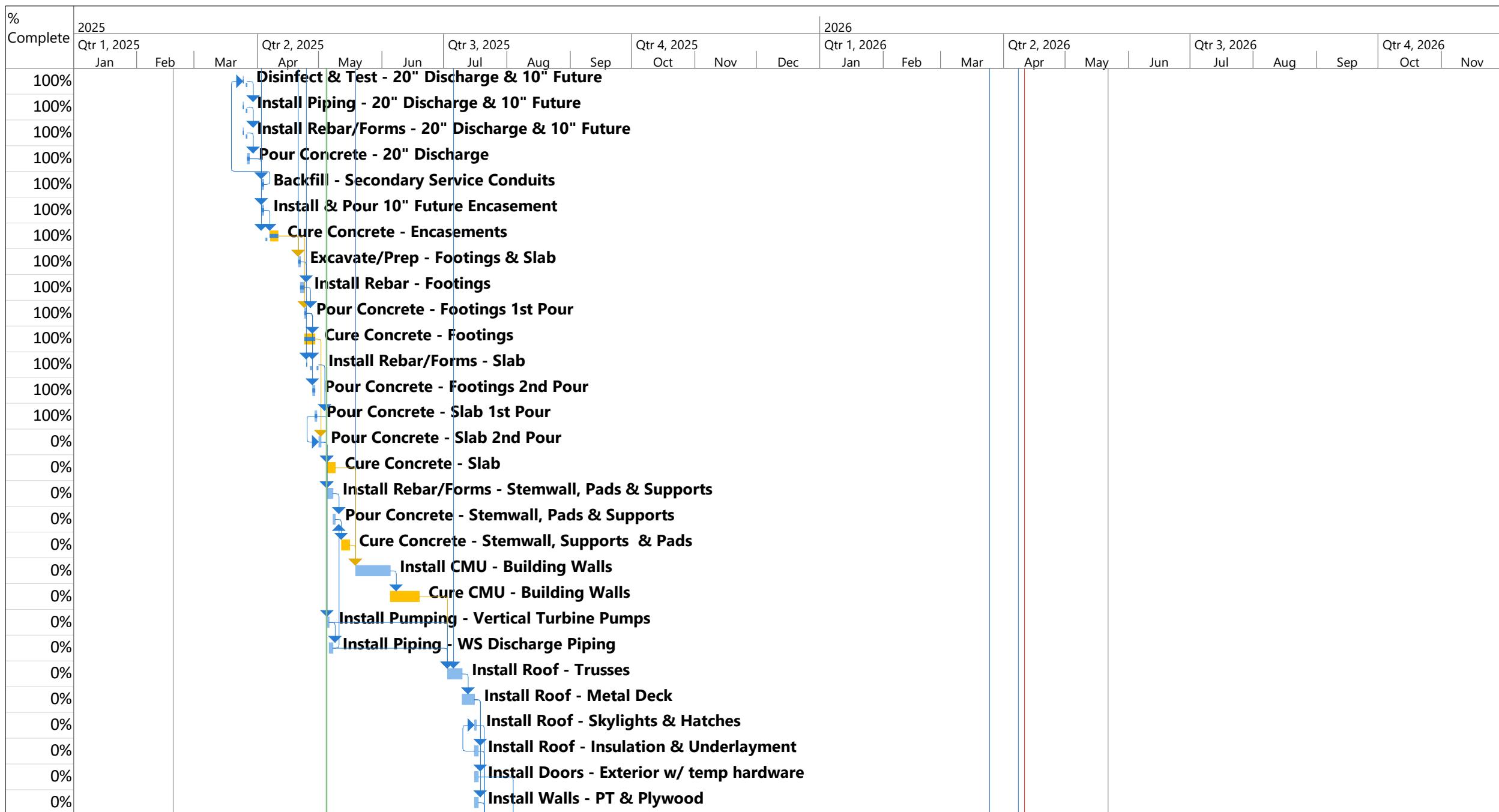
ID	Task Mo	Task Name	Duration	Start	Finish	Actual Start	Actual Finish	Late Start	Late Finish	Free Slack	Total Slack	Predecessors	Successors
0		La Vista Tank & BPS - 2025 Return for Project Completion	254 d	2/19/25	5/21/26	2/19/25	NA	2/19/25	5/21/26	0 d	0 d		
1	✓	Milestones	254 d	2/19/25	5/21/26	2/19/25	NA	2/19/25	5/21/26	0 d	0 d		
2	✓✓	Notice to Proceed	1 d	2/19/25	2/19/25	2/19/25	2/19/25	2/19/25	2/19/25	0 d	0 d	6,9,11,64	
3	✓	Float	25 d	4/8/26	5/20/26	NA	NA	4/8/26	5/20/26	0 d	0 d	104,105	4
4	✓	Project Completion(Contract 458 Days = 5/23/26)	1 d	5/21/26	5/21/26	NA	NA	5/21/26	5/21/26	0 d	0 d	3	
5		Submittals	70 d	3/3/25	7/2/25	3/3/25	NA	3/3/25	10/29/25	67 d	67 d		
9	✓✓	Fab/Deliver CMU	12 d	3/3/25	3/21/25	3/3/25	3/21/25	3/3/25	3/21/25	0 d	0 d	2	32,70,75
6	✓✓	Submit Trusses	19 d	3/4/25	4/4/25	3/4/25	4/4/25	3/4/25	4/4/25	0 d	0 d	2	7
7	✓	Review/Resubmit Trusses	30 d	4/5/25	5/28/25	4/5/25	NA	4/5/25	9/24/25	0 d	67 d	6	8
8	✓	Fab/Deliver Trusses	20 d	5/29/25	7/2/25	NA	NA	9/25/25	10/29/25	0 d	67 d	7	36
62													
63		CMU Perimeter Walls	67 d	3/3/25	6/26/25	3/3/25	NA	3/3/25	3/24/26	147 d	147 d		
64	✓✓	Install Rebar/Forms - West CMU Stem Wall	12 d	3/3/25	3/20/25	3/3/25	3/20/25	3/3/25	3/20/25	0 d	0 d	2	69SS,71,65
69	✓✓	Install Rebar/Forms - East CMU Stem Wall	12 d	3/3/25	3/20/25	3/3/25	3/20/25	3/3/25	3/20/25	0 d	0 d	64SS	71,65
65	✓✓	Pour Concrete - West CMU Stem Wall Sect 1	1 d	3/24/25	3/24/25	3/24/25	3/24/25	3/24/25	3/24/25	0 d	0 d	69,64	66FS+2 ed
71	✓✓	Pour Concrete - East CMU Stem Wall Sect 1	1 d	3/24/25	3/24/25	3/24/25	3/24/25	3/24/25	3/24/25	0 d	0 d	69,64	72FS+2 ed
66	✓✓	Pour Concrete - West CMU Stem Wall Sect 2	1 d	3/27/25	3/27/25	3/27/25	3/27/25	3/27/25	3/27/25	0 d	0 d	65FS+2 ed	25,67
72	✓✓	Pour Concrete - East CMU Stem Wall Sect 2	1 d	3/27/25	3/27/25	3/27/25	3/27/25	3/27/25	3/27/25	0 d	0 d	71FS+2 ed	29,73
67	✓✓	Cure Concrete - West CMU Stem Wall	4 d	3/28/25	4/3/25	3/28/25	4/3/25	3/28/25	4/3/25	0 d	0 d	66	68
73	✓✓	Cure Concrete - East CMU Stem Wall	4 d	3/28/25	4/3/25	3/28/25	4/3/25	3/28/25	4/3/25	0 d	0 d	72	74
68	✓✓	Backfill - West CMU Stem Wall	2 d	4/7/25	4/8/25	4/7/25	4/8/25	4/7/25	4/8/25	0 d	0 d	67	70
74	✓✓	Backfill - East CMU Stem Wall	2 d	4/7/25	4/8/25	4/7/25	4/8/25	4/7/25	4/8/25	0 d	0 d	73	75
70	✓	Install CMU - West Wall	7 d	4/30/25	5/12/25	4/30/25	NA	4/30/25	2/3/26	0 d	146 d	68,9	76FS+28 ed,75
75	✓	Install CMU - East Wall	7 d	5/13/25	5/22/25	NA	NA	2/4/26	2/17/26	0 d	146 d	74,9,70	76FS+28 ed
76	✓	Coatings - Anti Graffiti at CMU Walls	4 d	6/23/25	6/26/25	NA	NA	3/18/26	3/24/26	147 d	147 d	75FS+28 ed,70F	103
10		New Booster Pump Station	133 d	3/25/25	11/17/25	3/25/25	NA	3/25/25	3/24/26	68 d	68 d		
11	✓✓	Install Electric -Secondary Service Conduits	2 d	3/25/25	3/26/25	3/25/25	3/26/25	3/25/25	3/26/25	0 d	0 d	2	13,12
13	✓✓	Install Electric - Underslabs Rough	15 d	3/25/25	4/17/25	3/25/25	4/17/25	3/25/25	4/17/25	0 d	0 d	11	20

ID	Task Mo	Task Name	Duration	Start	Finish	Actual Start	Actual Finish	Late Start	Late Finish	Free Slack	Total Slack	Predecessors	Successors
14		Disinfect & Test - 20" Discharge & 10" Future	2 d	3/25/25	3/26/25	3/25/25	3/26/25	3/25/25	3/26/25	0 d	0 d 12		15
15		Install Piping - 20" Discharge & 10" Future	2 d	3/25/25	3/26/25	3/25/25	3/26/25	3/25/25	3/26/25	0 d	0 d 14		16
16		Install Rebar/Forms - 20" Discharge & 10" Future	2 d	3/25/25	3/26/25	3/25/25	3/26/25	3/25/25	3/26/25	0 d	0 d 15		17
17		Pour Concrete - 20" Discharge	1 d	3/27/25	3/27/25	3/27/25	3/27/25	3/27/25	3/27/25	0 d	0 d 16		19,18
12		Backfill - Secondary Service Conduits	1 d	4/3/25	4/3/25	4/3/25	4/3/25	4/3/25	4/3/25	0 d	0 d 11		14
18		Install & Pour 10" Future Encasement	1 d	4/3/25	4/3/25	4/3/25	4/3/25	4/3/25	4/3/25	0 d	0 d 17		19
19		Cure Concrete - Encasements	5 d	4/3/25	4/10/25	4/3/25	4/10/25	4/3/25	4/10/25	0 d	0 d 17,18		22,20
20		Excavate/Prep - Footings & Slab	1 d	4/21/25	4/21/25	4/21/25	4/21/25	4/21/25	4/21/25	0 d	0 d 13,19		21
21		Install Rebar - Footings	2 d	4/22/25	4/23/25	4/22/25	4/23/25	4/22/25	4/23/25	0 d	0 d 20		22
22		Pour Concrete - Footings 1st Pour	1 d	4/24/25	4/24/25	4/24/25	4/24/25	4/24/25	4/24/25	0 d	0 d 21,19		23FS+2 ed,25...
24		Cure Concrete - Footings	2 d	4/24/25	4/28/25	4/24/25	4/28/25	4/24/25	4/28/25	0 d	0 d 22		27
25		Install Rebar/Forms - Slab	3 d	4/25/25	4/30/25	4/25/25	4/30/25	4/25/25	4/30/25	0 d	0 d 66,22		26
23		Pour Concrete - Footings 2nd Pour	1 d	4/28/25	4/28/25	4/28/25	4/28/25	4/28/25	4/28/25	0 d	0 d 22FS+2 ed		
26		Pour Concrete - Slab 1st Pour	1 d	4/29/25	4/29/25	4/29/25	4/29/25	4/29/25	4/29/25	0 d	0 d 25		27SS+2 ed,28
27		Pour Concrete - Slab 2nd Pour	1 d	5/1/25	5/1/25	NA	NA	9/15/25	9/15/25	0 d	75 d 26SS+2 ed,24		28,29,34
28		Cure Concrete - Slab	4 d	5/5/25	5/8/25	NA	NA	9/23/25	9/29/25	4 d	79 d 26,27		32
29		Install Rebar/Forms - Stemwall, Pads & Supports	3 d	5/5/25	5/7/25	NA	NA	9/16/25	9/18/25	0 d	75 d 72,27		30
30		Pour Concrete - Stemwall, Pads & Supports	1 d	5/8/25	5/8/25	NA	NA	9/22/25	9/22/25	0 d	75 d 29,35		31
31		Cure Concrete - Stemwall, Supports & Pads	4 d	5/12/25	5/15/25	NA	NA	9/23/25	9/29/25	0 d	75 d 30		32
32		Install CMU - Building Walls	10 d	5/19/25	6/4/25	NA	NA	9/30/25	10/15/25	0 d	75 d 31,9,28		33
33		Cure CMU - Building Walls	8 d	6/5/25	6/18/25	NA	NA	10/16/25	10/29/25	8 d	75 d 32		36
34		Install Pumping - Vertical Turbine Pumps	1 d	5/5/25	5/5/25	NA	NA	9/16/25	9/16/25	0 d	75 d 27		35,36
35		Install Piping - WS Discharge Piping	2 d	5/6/25	5/7/25	NA	NA	9/17/25	9/18/25	0 d	75 d 34		36,30
36		Install Roof - Trusses	4 d	7/3/25	7/9/25	NA	NA	10/30/25	11/5/25	0 d	67 d 33,34,35,8		37
37		Install Roof - Metal Deck	3 d	7/10/25	7/15/25	NA	NA	11/6/25	11/12/25	0 d	67 d 36		39,40,41
38		Install Roof - Skylights & Hatches	1 d	7/16/25	7/16/25	NA	NA	11/18/25	11/18/25	1 d	69 d 39SS		42
39		Install Roof - Insulation & Underlayment	2 d	7/16/25	7/17/25	NA	NA	11/17/25	11/18/25	0 d	68 d 37		42,38SS
40		Install Doors - Exterior w/ temp hardware	2 d	7/16/25	7/17/25	NA	NA	12/1/25	12/2/25	8 d	75 d 37		48
41		Install Walls - PT & Plywood	2 d	7/16/25	7/17/25	NA	NA	11/13/25	11/17/25	0 d	67 d 37		43

ID	Task Mo	Task Name	Duration	Start	Finish	Actual Start	Actual Finish	Late Start	Late Finish	Free Slack	Total Slack	Predecessors	Successors
42		Instal Roof - Metal Roofing	3 d	7/21/25	7/23/25	NA	NA	11/19/25	11/24/25	1 d	68 d 39,38	44,45,46	
43		Install Ceiling - Metal Framing & Drywall	4 d	7/21/25	7/24/25	NA	NA	11/18/25	11/24/25	0 d	67 d 41	46,44,45,86	
44		Coatings - CMU Sealer & Anti Graffiti	4 d	7/28/25	7/31/25	NA	NA	3/18/26	3/24/26	127 d	127 d 42,43	103	
45		Coatings - Chemical Room Floor	4 d	7/28/25	7/31/25	NA	NA	12/10/25	12/16/25	0 d	75 d 42,43	47	
46		Painting - Plywood Walls & Drywall Ceiling	4 d	7/28/25	7/31/25	NA	NA	11/25/25	12/2/25	0 d	67 d 43,42	48	
47		Cure Coating - Chem Room Floor	4 d	8/4/25	8/7/25	NA	NA	12/17/25	12/23/25	0 d	75 d 45	50	
48		Install Electrical - Panels	4 d	8/4/25	8/7/25	NA	NA	12/3/25	12/9/25	0 d	67 d 46,40	49	
49		Install Electrical - O/H Conduit	4 d	8/11/25	8/14/25	NA	NA	12/10/25	12/16/25	0 d	67 d 48	51	
50		Install HVAC - Ducting, Fans, Louvers	4 d	8/11/25	8/14/25	NA	NA	12/24/25	1/5/26	0 d	75 d 47	53,52	
51		Install Electrical - Fixtures	3 d	8/18/25	8/20/25	NA	NA	12/17/25	12/22/25	0 d	67 d 49	56,54	
52		Install Chemical - Tank, Pumps & Piping	4 d	8/18/25	8/21/25	NA	NA	2/12/26	2/19/26	0 d	97 d 50	55	
53		Install HVAC - Ductless Splits	3 d	8/18/25	8/20/25	NA	NA	1/6/26	1/8/26	8 d	75 d 50	57	
54		Install Electrical - Pull Wire	8 d	8/21/25	9/4/25	NA	NA	12/23/25	1/8/26	0 d	67 d 51	57	
55		Install Plumbing - Piping & Fixtures	4 d	8/25/25	8/28/25	NA	NA	2/23/26	2/26/26	0 d	97 d 52	56	
56		Install Doors/Windows - Remaining w/ Hardware	2 d	9/2/25	9/3/25	NA	NA	3/2/26	3/3/26	29 d	97 d 51,55	60	
57		Install Electrical - Terminations	12 d	9/8/25	9/25/25	NA	NA	1/12/26	1/29/26	0 d	67 d 54,53	58	
58		Install Electrical - Testing	4 d	9/29/25	10/2/25	NA	NA	2/2/26	2/5/26	0 d	67 d 57	59	
59		Start Up & Testing - BPS	12 d	10/6/25	10/23/25	NA	NA	2/9/26	3/2/26	0 d	67 d 58,86	60,103,105	
60		Coatings - Finish Coatings & Painting	8 d	10/27/25	11/6/25	NA	NA	3/4/26	3/17/26	0 d	68 d 59,56	61	
61		Install ID's - Signs, Labels, etc.	4 d	11/10/25	11/17/25	NA	NA	3/18/26	3/24/26	68 d	68 d 60	103	
84													
85		Complete Well Rehab and Site Work	131 d	7/28/25	3/24/26	NA	NA	12/1/25	3/24/26	0 d	0 d		
86		Install Piping - Sanitary Sewer Tie In	6 d	7/28/25	8/5/25	NA	NA	1/28/26	2/5/26	33 d	100 d 43	59	
87		Shutdown/ Disconnect - Well Pump	1 d	12/1/25	12/1/25	NA	NA	12/1/25	12/1/25	0 d	0 d	88	
88		Remove - Existing Pump	2 d	12/2/25	12/3/25	NA	NA	12/2/25	12/3/25	0 d	0 d 87	89	
89		Demo - Concrete Pedestal	1 d	12/4/25	12/4/25	NA	NA	12/4/25	12/4/25	0 d	0 d 88	90	
90		Pour Concrete - Well Pump Pedestal	3 d	12/8/25	12/10/25	NA	NA	12/8/25	12/10/25	0 d	0 d 89	91,79	
91		Cure Concrete - Well Pump Pedestal	8 d	12/11/25	12/24/25	NA	NA	12/11/25	12/24/25	0 d	0 d 90	92	
92		Install Pump - Well	4 d	12/29/25	1/6/26	NA	NA	12/29/25	1/6/26	0 d	0 d 91,83	93,94	

ID	Task Mo	Task Name	Duration	Start	Finish	Actual Start	Actual Finish	Late Start	Late Finish	Free Slack	Total Slack	Predecessors	Successors
93		Install Piping - Well Discharge & Waste	10 d	1/7/26	1/22/26	NA	NA	1/7/26	1/22/26	0 d	0 d 92		95
94		Install Electrical - Well Power & Control	2 d	1/7/26	1/8/26	NA	NA	2/24/26	2/25/26	11 d	26 d 92		96
95		Pour Concrete - Well Pad	3 d	1/26/26	1/28/26	NA	NA	1/26/26	1/28/26	0 d	0 d 93		96,97
96		Start Up & Testing - Well	2 d	1/29/26	2/2/26	NA	NA	2/26/26	3/2/26	0 d	15 d 94,95		103,105
97		Pour Concrete - Remaining Site(Sidewalks, Bollards, Gate)	12 d	1/29/26	2/19/26	NA	NA	1/29/26	2/19/26	0 d	0 d 95		98
98		Cure Concrete - Remaining Site(Sidewalks, Bollards, Gate)	8 d	2/23/26	3/5/26	NA	NA	2/23/26	3/5/26	0 d	0 d 97		99
99		Install AB - Paving & Surfacing Areas	8 d	3/9/26	3/19/26	NA	NA	3/9/26	3/19/26	0 d	0 d 98		100
100		Install Paving - Asphalt Site & Road	2 d	3/23/26	3/24/26	NA	NA	3/23/26	3/24/26	0 d	0 d 99		103
77													
78		Demo Existing BPS	8 d	12/11/25	12/24/25	NA	NA	12/11/25	12/24/25	0 d	0 d		
79		Shutdown - Disconnect Utilities	1 d	12/11/25	12/11/25	NA	NA	12/11/25	12/11/25	0 d	0 d 90		81,80SS
80		Remove Piping - Temporary Well & Water	1 d	12/11/25	12/11/25	NA	NA	12/11/25	12/11/25	0 d	0 d 79SS		81
81		Demo/Remove - Structure	3 d	12/15/25	12/17/25	NA	NA	12/15/25	12/17/25	0 d	0 d 79,80		82
82		Demo/Remove - Foundations	2 d	12/18/25	12/22/25	NA	NA	12/18/25	12/22/25	0 d	0 d 81		83
83		Backfill & Grade	2 d	12/23/25	12/24/25	NA	NA	12/23/25	12/24/25	0 d	0 d 82		92
101													
102		Project Closeout	36 d	2/3/26	4/7/26	NA	NA	3/3/26	4/7/26	0 d	0 d		
105		Submit Final O&M's	21 d	2/3/26	3/11/26	NA	NA	3/3/26	4/7/26	15 d	15 d 59,96		3
103		Final Walkthrough	2 d	3/25/26	3/26/26	NA	NA	3/25/26	3/26/26	0 d	0 d 61,44,59,100,96		104
104		Perform Punchlist	6 d	3/30/26	4/7/26	NA	NA	3/30/26	4/7/26	0 d	0 d 103		3





The Gantt chart illustrates the project timeline across four years (2025-2026) and two main phases: the main construction project and well rehab and site work.

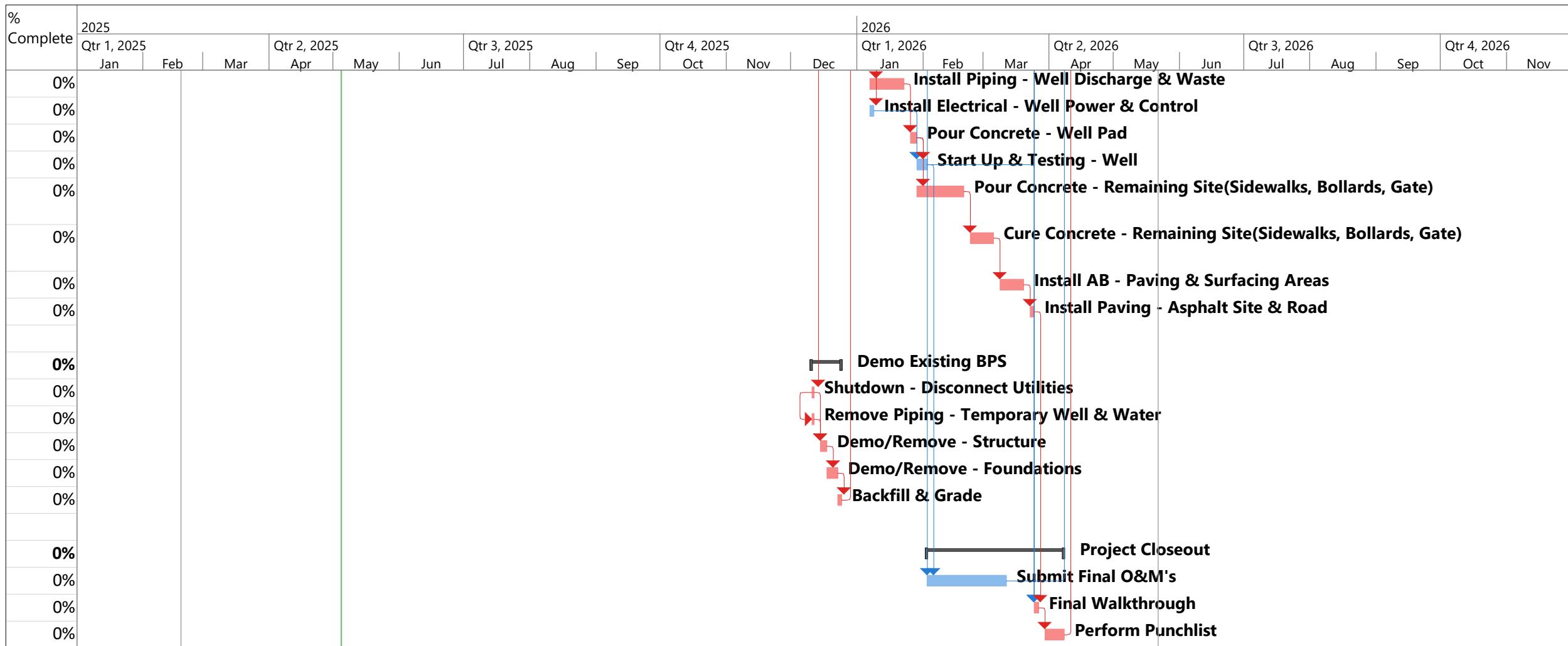
Project Timeline (2025-2026):

- 2025:** Qtr 1 (Jan-Jun), Qtr 2 (Jul-Dec).
- 2026:** Qtr 1 (Jan-Jun), Qtr 2 (Jul-Dec).

Tasks:

- Main Project Tasks (Blue):**
 - Install Roof - Metal Roofing
 - Install Ceiling - Metal Framing & Drywall
 - Coatings - CMU Sealer & Anti Graffiti
 - Coatings - Chemical Room Floor
 - Painting - Plywood Walls & Drywall Ceiling
 - Cure Coating - Chem Room Floor
 - Install Electrical - Panels
 - Install Electrical - O/H Conduit
 - Install HVAC - Ducting, Fans, Louvers
 - Install Electrical - Fixtures
 - Install Chemical - Tank, Pumps & Piping
 - Install HVAC - Ductless Splits
 - Install Electrical - Pull Wire
 - Install Plumbing - Piping & Fixtures
 - Install Doors/Windows - Remaining w/ Hardware
 - Install Electrical - Terminations
 - Install Electrical - Testing
 - Start Up & Testing - BPS
 - Coatings - Finish Coatings & Painting
 - Install ID's - Signs, Labels, etc.
 - Install Piping - Sanitary Sewer Tie In
- Well Rehab and Site Work (Black):**
 - Complete Well Rehab and Site Work
- Well Pump Tasks (Red):**
 - Shutdown/ Disconnect - Well Pump
 - Remove - Existing Pump
 - Demo - Concrete Pedestal
 - Pour Concrete - Well Pump Pedestal
 - Cure Concrete - Well Pump Pedestal
 - Install Pump - Well

Progress: The chart shows the percentage of completion for each task. Most tasks are at 0% completion, except for the main project tasks which are listed sequentially from top to bottom.



Topic: Amendment No. 6 to the Professional Services Agreement for ASR Well Design and Construction Services with GEI, Inc.

Date: May 5, 2025

Item For: Informational

Submitted By: Greg Norris, Engineering Manager
Cathy Lee, General Manager

BACKGROUND

The District is continuing to progress in its commitment to secure water for its customers by improving access to groundwater. The installation of wells with Aquifer Storage and Recovery (ASR) capability at the Ladera and Winding Way well sites will afford the District improved flexibility in managing surface and groundwater during drought or wetter periods. In addition, the destruction of existing wells, Dewey and Barret Road wells, that will never be used again due to deteriorated condition or water quality is important in that it protects those aquifers that the District will be managing and using for ASR.

SUMMARY/DISCUSSION

An agreement between GEI and the District to perform the technical work necessary to construct the ASR wells was approved by the Board of Directors and executed by the General Manager on May 10, 2023 for \$330,541. A first amendment (Amendment No. 1) was approved by the Board of Directors and executed by the General Manager on October 3, 2023 for \$81,807 for a total contract value of \$412,348. A second amendment (Amendment No. 2) was approved by the Board of Directors at the July 16, 2024 Board meeting for \$88,265 with a \$50,000 contingency bringing the total not-to-exceed contract value to \$550,613. **The Board members specified upon approval that they would like to be informed if the contingency was used.** A no-cost third amendment (Amendment No. 5) was executed by the Engineering Manager on December 10, 2024. A fourth amendment, (Amendment No. 6), was executed by the General Manager on May 8, 2025 for \$28,279, within the previously approved contingency to perform the additional work as listed below. Note that Amendment Numbers 3 and 4 were not used.

This fourth amendment, Amendment No. 6, will include the extra work costs from GEI in the amount of \$28,279 increasing the value of the current agreement to \$528,892 which is below that maximum approved not to exceed amount of \$550,613.

As the work progressed, the District identified work that was related but additional to the original agreement that required completion. To address the additional work, GEI developed change order #6 with a scope as follows:

- Contractor asked for a “change of conditions” of the sound attenuation wall at Winding Way. This resulted in more GEI time in review and evaluation of the request, participate in meetings to discuss changes, review of the amended engineering report, communications with CWD staff, and three (3) site visits were required instead of one (1) as budgeted.
- Due to the construction schedule being extended an additional 4 months, there were more weekly coordination meetings than originally budgeted.

- More level of effort during the Winding Way well construction due to the loss circulation, borehole collapse during filter pack installation, and visits by Sacramento County staff for compliance with storm water drain discharge permit.
- Well casing and screen were delivered to the Well Industries Orland Yard, rather than the Ladera or Winding Way construction sites, as budgeted. GEI staff traveled to Orland twice to perform the materials inspection resulting in additional labor and expense costs.
- Higher level of effort for preparation of well completion reports for Ladera and Winding Way than was budgeted.

FISCAL IMPACTS

No fiscal impact as this funding was already within approved budget.

RECOMMENDATION(s)

No recommendations as this is only informational.

ATTACHMENT(S)

1. Draft Amendment No. 6 to PSA Agreement.
2. Fee Estimate and description by GEI Professional Services Agreement for Engineering Design and Construction Services specific to the Ladera, Winding Way, Barrett Road, and Dewey well sites is attached.

AMENDMENT NO. [6]
TO AGREEMENT FOR PROFESSIONAL DESIGN AND CONSTRUCTION
MANAGEMENT SERVICES BETWEEN CARMICHAEL WATER DISTRICT
AND GEI CONSULTING, INC.

This Amendment No. [6] to the May 10, 2023 agreement between Carmichael Water District ("District") and GEI Consultants, Inc. ("Contractor") concerning design and construction management services for two aquifer storage and recovery (ASR) wells is made effective as of upon District signature, in Carmichael, California.

RECITALS:

- A. On May 10, 2023, District and Contractor entered into an agreement for professional design and construction management services in connection with the Carmichael Water District Services Agreement for Two ASR Wells ("Agreement"); further, the District and Contractor approved (3) other amendments to the original agreement;
- B. District desires to extend the services provided by Contractor;
- C. A total of (5) Change Orders have been incorporated into the Agreement. Amendment No. [2] incorporated the third and fourth Change Orders. Amendment No. [3] and Amendment No. [4] were not used. Amendment No. [5] incorporated the Change Order #5 to the Agreement. This Amendment No. [6] is in relation to the sixth Change Order #6 to the Agreement.
- D. Contractor is willing to perform the extended services per proposal submitted by the Contractor to District as Change Order #6; and
- E. The parties desire to amend the Agreement on the terms and conditions set forth below to provide for the extension of services by Contractor to include work described in Exhibit A as Contractor Change Order #6.

AGREEMENT:

1. Description of Extended Services.
 - (a) Well Investigation, Destruction, and Construction Oversight. Extended Scope of Services is as described in the attached Exhibit A.

(b) Project Closeout. Extended Scope of Services is as described in the attached Exhibit A.

2. Compensation.

(a) The total compensation for the additional professional services described in this Amendment No. 6 shall not exceed \$28,279 (Twenty-Eight Thousand Two Hundred Seventy-Nine Dollars). Compensation shall be based on Contractor's Scope of Services which is attached hereto as Exhibit A and incorporated herein as Change Order #6 to this Amendment No. [6].

(b) The not-to-exceed amounts of compensation described in subdivision (a) of this Section 2 is in addition to the not-to-exceed amount set forth in Section 2 of the Agreement plus the previous amendments. With this Amendment No. 6, Contractor's total not-to-exceed compensation is \$528,891.

3. Term of Agreement.

This Amendment shall become effective on the date stated above. The Agreement, together with this Amendment No. [6], shall expire on August 10, 2026, unless terminated earlier pursuant to Section 3.2 of the Agreement.

4. Effect on Agreement.

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

Carmichael Water District:

Dated: _____

By: _____
General Manager

GEI Consultants, Inc.:

Dated: 4-23-25

By: Chris Petersen
Chris Petersen, Vice President
[Name/Title]

EXHIBIT A

April 4, 2025

Mr. Greg Norris
Engineering Manager
Carmichael Water District
7837 Fair Oaks Blvd.
Carmichael, CA. 95608

Consulting
Engineers and
Scientists

Subject: Carmichael Water District (CWD) ASR Well Design and Construction Management Support - Change Order #6 – Amendment for Construction Inspection and Documentation

Dear Mr. Norris:

GEI Consultants, Inc. (GEI) has prepared this Change Order to request additional funds to cover a higher level of effort during drilling, construction, and testing of the Winding Way well.

Scope of Services

During the execution of work for the Ladera and Winding Way wells, GEI staff expended a higher level of effort than had been anticipated due to the following unforeseen conditions that arose during construction:

1. Contractor asked for a "change of conditions" of the sound attenuation wall at Winding Way. This resulted in more GEI time in review and evaluation of the request, participate in meetings to discuss changes, review of the amended engineering report, communications with CWD staff, and three (3) site visits were required instead of one (1) as budgeted.
2. Due to the construction schedule being extended an additional 4 months, there were more weekly coordination meetings than originally budgeted.
3. More level of effort during the Winding Way well construction due to the loss circulation, borehole collapse during filter pack installation, and visits by Sacramento County staff for compliance with stormwater drain discharge permit.
4. Well casing and screen were delivered to the Well Industries Orland Yard, rather than the Ladera or Winding Way construction sites, as budgeted. GEI staff traveled to Orland twice to perform the materials inspection resulting in additional labor and expense costs.
5. Higher level of effort for preparation of well completion reports for Ladera and Winding Way than was budgeted.

For these reasons, GEI is requesting additional authorization for Tasks 5 and 6 as summarized in **Table 1**, in the amount of \$28,279.

Table 1 Project Budget and Change Summary

Task Name	Task No.	Current Budget	Cost to Date (thru 4/18/25)	Cost at Completion	Change Order #6 Request	Cost at Completion
Engineering Services						
Project Management	1	\$66,981.26	\$66,981.26	\$66,981.26	\$0.00	\$66,981.26
Preliminary Well and Facilities Design	2	\$69,874.50	\$69,874.00	\$69,874.50	\$0.00	\$69,874.50
Design Services	3	\$88,260.98	\$88,260.00	\$88,260.98	\$0.00	\$88,260.98
Bidding Assistance	4	\$5,540.00	\$5,540.00	\$5,540.00	\$0.00	\$5,540.00
Well Investigation, Destruction, and Construction Oversight	5	\$165,060.77	\$177,794.36	\$187,560.77	\$22,500.00	\$187,560.77
Project Closeout	6	\$28,440.00	\$24,397.73	\$34,219.00	\$5,779.00	\$34,219.00
Well Investigations - Change Order 1, 2, 3	7	\$61,731.50	\$60,824.83	\$61,731.50	\$0.00	\$61,731.50
Dewey Well Destruction - Change Order 4	8	\$14,723.00	\$9,603.00	\$14,723.00	\$0.00	\$14,723.00
Totals		\$500,612.00	\$503,275.18	\$528,891.00	\$28,279.00	\$528,891.00

Please sign below and return a copy for our records. If you have any questions regarding this Change Order please contact Chris Petersen (530.304-3330, cpetersen@geiconsultans.com).

CWD – Gregg Norris, Engineering Manager

Date _____

Thank you,

GEI Consultants, Inc.



Richard W. Shatz, CHG 84
Principal Hydrogeologist



Chris Petersen, CHG 463
Vice President



April 4, 2025

Mr. Greg Norris
 Consulting Engineers and Scientists
 Consulting Engineers and Scientists
 Engineering Manager
 Carmichael Water District
 7837 Fair Oaks Blvd.
 Carmichael, CA. 95608

Subject: Carmichael Water District (CWD) ASR Well Design and Construction Management Support - Change Order #6 – Amendment for Construction Inspection and Documentation

Dear Mr. Norris:

GEI Consultants, Inc. (GEI) has prepared this Change Order to request additional funds to cover a higher level of effort during drilling, construction, and testing of the Winding Way well.

Scope of Services

During the execution of work for the Ladera and Winding Way wells, GEI staff expended a higher level of effort than had been anticipated due to the following unforeseen conditions that arose during construction:

1. Contractor asked for a “change of conditions” of the sound attenuation wall at Winding Way. This resulted in more GEI time in review and evaluation of the request, participate in meetings to discuss changes, review of the amended engineering report, communications with CWD staff, and three (3) site visits were required instead of one (1) as budgeted.
2. Due to the construction schedule being extended an additional 4 months, there were more weekly coordination meetings than originally budgeted.
3. More level of effort during the Winding Way well construction due to the loss circulation, borehole collapse during filter pack installation, and visits by Sacramento County staff for compliance with stormwater drain discharge permit.
4. Well casing and screen were delivered to the Well Industries Orland Yard, rather than the Ladera or Winding Way construction sites, as budgeted. GEI staff traveled to Orland twice to perform the materials inspection resulting in additional labor and expense costs.
5. Higher level of effort for preparation of well completion reports for Ladera and Winding Way than was budgeted.

For these reasons, GEI is requesting additional authorization for Tasks 5 and 6 as summarized in **Table 1**, in the amount of \$28,279.

Table 1 Project Budget and Change Summary

Task Name	Task No.	Current Budget	Change Order #6 Request	Cost at Completion
Engineering Services				
Project Management	1	\$66,981.26	\$0.00	\$66,981.26
Preliminary Well and Facilities Design	2	\$69,874.50	\$0.00	\$69,874.50
Design Services	3	\$88,260.98	\$0.00	\$88,260.98
Bidding Assistance	4	\$5,540.00	\$0.00	\$5,540.00
Well Investigation, Destruction, and Construction Oversight	5	\$165,060.77	\$22,500.00	\$187,560.77
Project Closeout	6	\$28,440.00	\$5,779.00	\$34,219.00
Well Investigations - Change Order 1, 2, 3	7	\$61,731.50	\$0.00	\$61,731.50
Dewey Well Destruction - Change Order 4	8	\$14,723.00	\$0.00	\$14,723.00
Totals		\$500,612.00	\$28,279.00	\$528,891.00

Please sign below and return a copy for our records. If you have any questions regarding this Change Order please contact Chris Petersen (530.304.3330, cpetersen@geiconsultans.com).

CWD – Gregg Norris, Engineering Manager

Date _____

Thank you,

GEI Consultants, Inc.



Richard W. Shatz, CHG 84
Principal Hydrogeologist



Chris Petersen, CHG 463
Vice President

Topic: Cross Connection Control Policy

Date: May 5, 2025

Item For: Informational

Submitted By: David Biagi, Production Superintendent

Bryce Watkins, Water Treatment Operator 4 / Cross Connection Specialist

BACKGROUND

Current law, specifically Section 116407 of the Health and Safety Code (H&SC), requires the State Water Resources Control Board (State Board) to adopt standards for backflow protection and cross connection control. The standards could implement the H&SC requirement through the adoption of a policy handbook. State Board adopted the new Cross-Connection Control Policy Handbook (CCCPH) in December 19, 2023 with an effective date of July 1, 2024. This handbook replaces and expands upon the old regulations, CCR Title 17, which has remained largely unchanged since it was first adopted in the 1980s. The purpose of the CCCPH is to protect public health by establishing standards and practices for public water systems. These measures aim to safeguard drinking water distribution systems from the backflow of undesirable liquids, gases, and substances.

Existing public water systems (PWS) must submit a Cross-Connection Control Plan (Plan) to the State Water Board no later than 12 months after the CCCPH takes effect, which means the deadline is July 1, 2025. The Plan must be developed in consultation with a cross-connection control specialist for systems with 1,000 or more service connections. Additionally, a PWS with 3,000 or more service connections is required to have at least one cross-connection control specialist as a permanent or contracted employee. Carmichael Water District has two cross-connection control specialists on staff in the Production Department.

SUMMARY/DISCUSSION

This is the first of two presentations to the Board regarding the Cross Connection Control Policy (CCCP)

This memo outlines the updates to the District's cross-connection policy, to be submitted to State Board's Division of Drinking Water (DDW). Under the recommendation of ACWA JPIA, the District should adopt the Cross Connection Control Policy approve by the Board as a regulation. This will allow the District enforcement and other corrective options for customers not in compliance with our CCCP.

At the next regular board meeting staff will present a resolution to adopt the CCCP as a regulation.

If adopted the regulation will be posted on the CWD website alongside the other regulations in order to let water users know what corrective actions CWD can undertake if they do not comply with the CCCP.

Cross-Connection Control Policy Changes

The section below summary of the major changes made or the new sections added in the draft CCCP document. All additions can be viewed in the Track Changes Draft attached.

Purpose.

Changed document to reference and reflect compliance with the State Water Resources Control Board and EPA Cross-Connection Control Policy Handbook and removal of reference to CCR Title 17, which has been replaced by the CCCPH. Redundant references removed (Public law 93-523, which is the SDWA). Additional changes include clarification of reason for survey of premises, types of cross connections (actual/potential), determination of level of protection and addition of plan reviews. Addition of backflow preventer repair as a reason for a survey.

Responsibility.

This section has been reworded to reflect CWD's responsibility to deliver adequate water flow and pressure to the customer's service connection and that it is the responsibility of the customer/contractor/builder to ensure adequate water flow and pressure downstream of a backflow preventer for proper function of any fire protection systems that may be in place.

Level of Protection and Site Surveys.

Mention of alternative to minimum degree of hazard protection (RP), is at the discretion of CWD, per the CCCPH. Include CWD's right to perform site survey "at any time".

New Construction.

Similar to previous section, a mention of alternative to minimum degree of hazard protection (RP), is at the discretion of CWD, per the CCCPH.

Fire Sprinkler Systems.

Updates Commercial and Residential fire protection requirements for compliance.

New CCCP Required Sections

Resources & Reference links, Backflow Incident Response and Notification, and Public Outreach.

FISCAL IMPACTS

None. This is to establish a policy and program to prevent cross-connection and protect public health for the District.

RECOMMENDATION(s)

Staff recommends that the Board of Directors review the CCCP and provide any direction to staff as necessary.

ATTACHMENT(S)

1. Draft CCCP
2. Draft Resolution
3. Draft Regulation text

Carmichael Water District
Cross-Connection Control Policy
(Draft – Updated 4/30/2025)

1. Purpose

The purpose of this document is to describe the Cross-Connection Control Program (**CCCP**) implemented by Carmichael Water District (**CWD**) to protect the public water supply against actual or potential contamination through cross-connection and backflow. In compliance with the Cross-Connection Control Policy Handbook (CCCPH) established by the California State Water Resources Control Board (SWRCB) and the Environmental Protection Agency (EPA), the Safe Drinking Water Act, and Uniform Plumbing Code (UPC) – relating to cross-connection; it is the intent of CWD to adopt standards that encompass the surveying of existing premises for potential or actual cross-connection hazards to determine the requirement for hazard protection and level of protection required for a service connection. This would include review and approval of proposed plans for new construction installation, and maintenance or repair of backflow prevention assemblies.

2. Definitions

The following definitions describe those terms and phrases that are relevant to the range of elements of a cross-connection control program.

2.01 Air Gap Separation: A physical vertical separation between the free-flowing discharge end of a potable water supply pipeline and an open or non-pressurized receiving vessel. An approved air gap separation is defined as the vertical height of the open discharge end of a pipe above the overflow rim of a non-pressurized receiving vessel, being two times the diameter of the end of the discharge pipe, no less than one inch.

2.02 Approved Backflow Prevention Assembly: Any assembly approved through laboratory and field evaluation tests performed by the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California, or an entity with equivalent testing requirements approved by the Department of Public Health (DPH).

2.03 Approved Water Supply: A water supply whose potability is regulated by a State or local health agency.

2.04 Auxiliary Water Supply: Any supply on or available to the premises other than that supplied by CWD. These auxiliary water supplies may include, but are not limited to, water from another utility's potable water system or from any source such as a well, spring, river, pond, lake, reservoir stream or any other body of water.

2.05 AWWA Standard: An official standard developed and approved by the American Water Works Association (AWWA)

2.06 Backflow: A flow condition caused by a differential in pressure that causes the flow of water or other liquid, gases, mixtures or substances to flow in a direction reverse of intended, allowing non-potable water to flow into a potable water source and thus into the distributing pipes of CWD. Back pressure and back siphonage are causes of backflow.

2.07 Backflow Prevention Assembly Tester: A person who is currently certified by an authority recognized by DPH and is approved and recognized by CWD to test, repair, and maintain backflow prevention assemblies.

2.08 Cross-Connection: Any actual or potential unprotected connection or structural arrangement between a public water system, including a piping system connected to the public water system and located on the premises of a water user or available to the water user, and any source or distribution system containing liquid, gas, or other substances not from an approved water supply.

2.09 Customer: The person/entity accepting financial responsibility for water service from CWD. This would be inclusive of permanent service connections as well as temporary connections via portable meter/backflow prevention device assemblies that are either provided by or approved for use by CWD.

2.10 Double Check Valve (DC): An assembly of at least two independently acting check valves, including tightly closing shut-off valves on each side of the check valve assembly, and test cocks available for testing the water tightness of each valve.

2.11 Health Agency: The California Department of Public Health or the local health officer with respect to small water systems.

2.12 Premises: The property under the ownership or control of the water user and served, or capable of being served, with water via a service connection with the public water system.

2.13 Reclaimed Water: Waste water which as a result of treatment is suitable for uses other than potable use.

2.14 Reduced Pressure Principle Backflow Prevention Device (RP): A backflow preventer incorporating not less than two check valves, an automatically operated relief valve located between the two check valves, a tightly closing shut-off valve on each side of the check valve assembly, and equipped with necessary test cocks for testing.

2.15 Service Connection: The terminal end of a service connection from the public potable water system where CWD loses jurisdiction and sanitary control over the water at its point of delivery to the customer's water system. If a meter is installed at the end of the service connection, then the service connection shall mean the down-stream end of the meter.

2.16 Thermal Expansion: Change in dimension of a material resulting from a change in temperature.

2.17 Water Supplier or Purveyor: Carmichael Water District

3. Responsibility

Under the California Code of Regulations (relating to cross-connection), the water supplier shall have the primary responsibility to prevent water from unapproved sources or any other substances, from entering the public water system. CWD will ensure adequate backflow prevention protection is maintained at the customer's service connection to the District's drinking water distribution system.

The customer will have the primary responsibility of preventing contaminants and pollutants from their premises from entering the District's water system as required by this program, and the California Department of Public Health, in compliance with the CCCPH.

CWD will not be responsible for any loss or damage directly or indirectly resulting from or caused by any improper or negligent: installation, operation, use, repair or maintenance of (or interfering with the function or operation of) any approved backflow prevention assembly required by this program, by any customer or any other person.

The customer must be aware that the installation of a backflow prevention assembly may result in a potential closed plumbing system within the premises. As such, provisions may have to be made by the customer to provide for thermal expansion within their system, i.e., the installation of thermal expansion devices and/or pressure relief valves.

Backflow prevention assemblies shall be installed and maintained by the customer, at the customer's expense and in compliance with the **standards** ([link to construction standards](#)) and specifications adopted by CWD. The customer is responsible for notifying CWD prior to any installation, repair, relocation or replacement to ensure installation of or changes to a backflow preventer meet the requirements of this policy. The customer will be responsible for ensuring adequate flow rate and line pressure, after the service connection at the water meter, for proper function of any fire systems installed on or existing on their premises. CWD does not install, test, flush or maintain fire protection systems. Any upgrades (including booster pumps) due to decreases in line pressure attributed to the upgrading of existing backflow prevention assemblies or the installation of approved backflow prevention assemblies to meet the requirements of this policy will be at the customer's expense.

The customer shall bear all cost for the installation of all approved air gap separation or approved backflow prevention assemblies required in accordance with this program. All air gap separation and approved backflow prevention assemblies shall be kept in good working order, accessible for testing (being clear of vegetation overgrowth and debris) and in safe condition. Upon notification by Carmichael Water District, the customer shall repair or replace existing assemblies determined to be unapproved, defective or not providing the level of protection specified by the District. The customer shall assure the necessary plumbing permits are obtained.

4. Level of Protection and Site Surveys

The type of protection that will be provided to prevent backflow into the District's water system shall be equal to the degree of hazard that exists on the customer's premises. The degree of hazard and thus the backflow prevention method shall be determined by CWD. At the discretion of CWD, a site survey may be performed. A request will be made in writing for a date and time to be agreed upon for a site survey. Should the request for a site survey be denied or inadequate access prevent the inspection of the plumbing system, letters shall be sent directing the installation of the appropriate backflow prevention assembly based on the knowledge of the specific property.

All factors found and recorded during a site survey shall be considered in the determination of backflow prevention requirements.

Each customer requiring a backflow prevention assembly shall be notified by letter. The customer shall be notified of their responsibility to provide backflow protection and the type of assembly required. As a minimum a customer requiring service protection shall install a Reduced Pressure Principle Backflow Prevention Assembly (RP). At the discretion of CWD, an alternative to the district standard backflow prevention assembly requirement may be allowable, dependent upon the degree of hazard determined during a site survey and in accordance with the CCCPH.

Should it be determined that the customer does not require a backflow prevention assembly, they shall be notified by letter. CWD will reserve the right to re-inspect the property at any time to ensure that the plumbing or water use has not changed.

5. New Construction

On new installation, the District will provide on site evaluation and/or inspection of plans during plan check and review in order to determine the level of protection that will be required. As a minimum all new construction will install an approved RP. At the discretion of CWD, an alternative to the district standard

backflow prevention assembly requirement may be allowable, dependent upon the degree of hazard determined during a site survey and in accordance with the CCCPH. The customer or developer shall remain responsible for design, construction, testing and approval of any site-specific fire suppression system or approach as required by the local fire jurisdiction.

6. Installation

A backflow prevention assembly shall be installed on each service connection to a customer's water system at or near the property line or on private property immediately following the meter; but in all cases, before the first branch line leading off the service connection. All installations of backflow prevention assemblies shall be done in accordance with CWD Construction improvement standards amended January 2010 (Resolution 01212003-2). All backflow prevention assembly installation shall be inspected by a qualified employee from CWD. No person shall modify, bypass or remove a backflow prevention assembly without the approval of CWD. If a customer fails to install a backflow prevention assembly to meet the requirements of this policy, CWD may discontinue service.

7. Existing Backflow Prevention Assemblies

Existing backflow prevention assemblies shall be allowed by the District to continue in service unless the degree of hazard is such as to supercede the effectiveness of the present assembly, the assembly continues to fail annual testing or the device is found to be unapproved. As a minimum all replacement assemblies will be an approved RP. At the discretion of CWD, an alternative to the district standard backflow prevention assembly requirement may be allowable, dependent upon the degree of hazard determined during a site survey and in accordance with the CCCPH.

8. Fire Sprinkler Systems

8.01 Commercial Fire Protection: Commercial fire sprinkler systems currently protected with a minimum of a single Detector Check valve will be required to have a backflow preventer, commensurate with the degree of hazard, installed to meet the requirements of this policy within 10 years of the effective date of the CCCPH (July 1, 2025). Any new commercial fire sprinkler system or unprotected system shall install a backflow assembly that ensures a level of protection commensurate with the degree of hazard. In the case of fire protection or sprinkler systems, the degree of hazard is based upon the class rating a fire protection or sprinkler system is categorized under.

8.02 Residential Fire Protection: Residential fire sprinkler systems currently protected with a minimum of a double check valve will be allowed to continue in service until such system is modified, updated or the valve is found to be defective. Any new residential fire sprinkler system or unprotected system shall as a minimum be protected by an RP. At the discretion of CWD, an alternative to the standard backflow prevention assembly requirement may be allowable, dependent upon the degree of hazard determined during a site survey and in accordance with the CCCPH. The customer or developer shall remain responsible for design, construction, testing and approval of any site-specific fire suppression system or approach as required by the local fire jurisdiction.

9. Testing

Test compliance dates shall be established by CWD. All approved backflow prevention assemblies shall be tested immediately after they are installed and **annually** thereafter to assure proper operation. In instances where a high hazard exists, testing may be required at more frequent intervals. Test procedures shall be those currently recommended by the University of Southern California Foundation for Cross-Connection Control or the AWWA.

Annual testing shall be performed by CWD staff who are AWWA certified Backflow Prevention Assembly Testers and/or Cross-Connection Control Specialists, or other certified testers only as approved by the District. The testing will be done at the customer's expense.

Testing shall be conducted during the District's regular business hours. Exceptions will be considered on a case by case basis.

Any backflow prevention assembly that fails the annual test will be required to be repaired or replaced at the customer's expense. CWD does not repair or replace backflow prevention assemblies. The customer will be responsible for selecting a contractor for repair or replacement. Once repaired or replaced the District will provide one re-test at no additional charge to the customer. If the device fails the retest, the customer will be charged for any additional testing.

High hazard situations will not be allowed to continue unprotected if the backflow preventer fails the test and cannot be repaired immediately. Service will be terminated until repairs are made and a re-test has been performed by CWD. The customer will be responsible for scheduling a retest with the District.

10. Compliance and Termination

When it is determined that a customer is required to install an approved backflow protection assembly the owner shall be given 60 calendar days to comply.

When it is determined that a backflow protection assembly has failed the annual test the customer will be given 30 days to repair or replace the assembly. The customer is responsible for all necessary repairs, including replacement of the assembly, which will return the assembly to proper operating condition. The District may require the immediate repair or replacement of an assembly dependant upon the degree of hazard. No extensions will be given.

If the compliance date has passed, the district will deliver a 48 hour notice of termination of service to the property. The service will remain terminated until corrective action has been taken. Once a proper backflow prevention assembly has been installed the customer must contact CWD to schedule a re-test.

11. Maintenance of Records

CWD will maintain the records of assembly type, size, manufacturer, installation date, location and test results. These records will be kept both electronically and in hard copy form. Assembly records shall be kept for the life of the assembly. Test results shall be kept for the mandatory 3 years as per California Code of Regulation with regards to cross-connection.

12. Backflow Incident Response, and Notification

To maintain compliance with California's State Water Resources Control Board Cross Connection Control Policy Handbook, the District will maintain on staff, no less than one employee holding an active AWWA Cross Connection Control Specialist certification. Site Surveys and Hazard Assessments shall be performed by or reviewed by a certified Cross-Connection Control Program Coordinator. When a Backflow Incident has been observed and reported to the District, a representative of the District shall be available to respond and investigate, record and document the incident so a determination of corrective action can be made and proper state reporting measures can be carried out. This investigation will include documenting complaints or reports of water quality changes, water quality sampling, pressure recording and ensuring any threat to the public water supply has been eliminated either by removal of the cross connection or discontinuance of service to the premises until the appropriate degree of backflow prevention has been installed on the service.

13. Public Outreach

The District will provide outreach to consumers to raise awareness about cross connection hazards, the need for backflow prevention, and how to prevent contamination of the public drinking water supply. Information will be available through the website, direct mailings or other literature, and public meetings.

Resources & Reference Links: (to be added as links on website)

SWRCB: Cross-Connection Control Policy Handbook

Safe Drinking Water Act (SDWA):

Uniform Plumbing Code (UPC):

CWD Construction Improvement Standards:

RESOLUTION NO. XX.XX.XX.XX

A Resolution of the Carmichael Water District Adopting and Implementing the Carmichael Water District Cross-Connection Control Program

WHEREAS, it is the responsibility of the water purveyor, hereinafter known as the “Carmichael Water District” or “CWD,” to provide water to the customer at the service connection and/or meter that meets California state water quality standards; and

WHEREAS, the State Water Resources Control Board (hereinafter referred to as the “State Water Board”) adopted the Cross-Connection Control Policy Handbook that became effective on July 1, 2024, and prescribes that the water supplier shall protect the public water system from contamination through implementation and enforcement of a cross-connection control program; and

WHEREAS, under the Safe Drinking Water Act (Health and Saf. Code, § 116270 et seq.), CWD must establish a cross-connection control program satisfactory to the State Water Board; and

WHEREAS, cross-connections within a customer’s premises pose a potential source of contamination to the public water system; and

WHEREAS, CWD has developed a new cross-connection program, entitled the “Carmichael Water District Cross-Connection Control Program,” (hereinafter referred to as the “CCCP”), attached hereto as Exhibit A; and

WHEREAS, the Irrigation District Law (Wat. Code §§ 22075, 22076, 22225) authorizes CWD to implement corrective action in the event that a water user fails to comply in a timely manner with any provision in the CCCP. Such corrective action includes denial or discontinuance of water service to a water user; installation, inspection, field testing and/or maintenance of a backflow prevention assembly at a water user’s premises and imposition of a charge to recuperate the cost, as outlined in the CCCP; or otherwise address in a timely manner a failure to comply with the CCCP.

NOW, THEREFORE, THE CARMICHAEL WATER DISTRICT BOARD OF DIRECTORS HEREBY DETERMINES AND ORDAINS AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated herein.

Section 2. Adoption of Cross-Connection Control Policy. CWD adopts the Cross-Connection Control Program (CCCP) attached hereto as Exhibit A.

Section 3. Adoption of Regulation 4060, Cross-Connection Control Policy. CWD adopts Regulation 4060, Cross-Connection Control Policy, authorizing the implementation of the Cross-Connection Control Policy, attached hereto as Exhibit B.

Section 4. Adoption of Corrective Measures. CWD may take the following corrective measures to enforce the provisions of the CCCP:

- a. Denial or discontinuance of water service; or
- b. Installation, inspection, field testing, and/or maintenance of a backflow prevention assembly.
- c. Imposition of fees for these corrective measures consistent with CWD's Fee Schedule, including any amendments thereto.

Section 4. Resolution Effective Date. This Resolution shall supersede all previous cross-connection control programs and take effect upon its adoption.

APROVED AND ADOPTED by the Carmichael Water District on DATE:

AYES:

NOES:

ABSTAIN:

ABSENT:

By:

Carmichael Water District

PRESIDENT

Attest:

BOARD SECRETARY

ATTACHMENT 3

REGULATION TITLE: Cross-Connection Control Policy

REGULATION NUMBER: 4060

4060.10 The District protects its public water system at the service connection against any actual or potential cross-connection between the public water system and any source or system containing used water, industrial fluid, gas, or other substance that is not or cannot be approved as safe, wholesome, and potable for human consumption. Such protection is enforced through State Water Resources Control Board's Cross-Connection Control Policy Handbook that became effective on July 1, 2024, which requires the District to comply with all applicable state and federal laws, including the United States Safe Drinking Water Act (SDWA) of 1974, as amended (42 U.S.C. section 300f et seq.), as well as the California SDWA (Health & Saf. Code, div. 104, pt. 12, ch. 4, section 116270 et seq.), as they are now constituted, or as they may hereafter be amended or recodified, and implemented through the District's "Cross-Connection Control Policy."

4060.11 The "Cross-Connection Control Policy" is incorporated hereto as part of Regulation 4060, and available at the District office, and on the District's website. The District Board of Directors will approve any updates and modifications to the Cross-Connection Control Policy.

4060.20 The Irrigation District Law authorizes the District to implement corrective actions if a water user fails to timely comply with any provision in the District's "Cross-Connection Control Policy." (Wat. Code §§ 22075, 22076, 22225) These actions include the denial or discontinuance of water service or the installation, inspection, field testing, and/or maintenance of a backflow prevention assembly. The District's Fee Schedule, including any amendments thereto sets forth the fees that the District may charge to recover the costs associated with imposing these corrective actions. The Fee Schedule is available for inspection at the District office and on the District's website.

Appendix A – Cross-Connection Control Policy

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1395 35th Avenue
Sacramento, CA 95822

DATE: April 23, 2025

TO: Interested Persons

FROM: Megan Thomas, Project Manager
Department of Utilities

RE: NOTICE OF PREPARATION OF ENVIRONMENTAL IMPACT REPORT
AND SCOPING MEETING FOR THE RIVERARC PROJECT

COMMENT PERIOD: April 23, 2025 – May 23, 2025

SCOPING MEETING: May 14, 2025; 12:00 p.m.(noon)

By Computer: To join the meeting by computer, please register:

Zoom Meeting Registration Link:

https://us02web.zoom.us/webinar/register/WN_mR2UqLvpTx-0h1IJUjKKrw

The presentation will be recorded and available to view after **May 21, 2025**.

Responsible agencies and members of the public are invited to attend and provide input on the scope of the EIR. Written comments regarding relevant issues may be submitted during the meeting.

INTRODUCTION

The City of Sacramento (City) is the Lead Agency for preparation of an Environmental Impact Report (EIR) for the proposed RiverArc Project (proposed project). The EIR will evaluate potentially significant environmental effects of the proposed project and other actions associated with its construction and operation. The City is requesting written comments regarding the issues that should be covered in the EIR, including potential alternatives to the proposed project and the scope of the analysis.

The EIR for the proposed project is being prepared in compliance with the California Environmental Quality Act (CEQA). Under CEQA, upon deciding to prepare an EIR, the City as lead agency must issue a Notice of Preparation (NOP) to inform responsible agencies, the public, and trustee agencies of that decision. The purpose of the NOP is to provide information describing the proposed project and its potential environmental effects to those who may wish to comment regarding the scope and content of the information to be included in the EIR. Agencies should comment on such information as it relates to their statutory responsibilities in connection with the proposed project.

The EIR will provide an evaluation of potential environmental impacts associated with construction and operation of the proposed project. The proposed project location, description, and potential environmental issues associated with implementing the proposed project are described below. The EIR will evaluate potentially significant environmental impacts of the proposed project, on a direct, indirect, and cumulative basis; identify mitigation measures that may be feasible to lessen or avoid such impacts; and identify a range of alternatives that may lessen one or more potentially significant impacts of the proposed project.

PROJECT LOCATION/SETTING

The proposed project is located in agricultural, rural, and developed areas in Sacramento, Placer, and Sutter Counties. The location of the proposed project and associated components is shown in Figure 1, Project Location Map.

The proposed project begins at the Natomas Mutual Water Company's (NMWC's) existing Pritchard Lake Diversion intake facility located at river mile (RM) 75.15 on the eastern bank of the Sacramento River north of the Sacramento International Airport. From the diversion facility, the project components (a new raw water booster pumping station and raw water pipeline) extend eastward through agricultural lands and along existing roads to the proposed water treatment plant (WTP) site (located at the northwest corner of West Elverta Road and State Route 70/99). From the proposed WTP site, two treated water transmission pipelines would be installed in and along existing public roads. One of the water transmission pipelines runs south towards the City of Sacramento point of interconnection (POI) and the second pipeline extends east towards the PCWA and City of Roseville POIs.

An alternative WTP site has been identified on an agricultural parcel east of and adjacent to Power Line Road and immediately north of the Sacramento-Sutter County line. The alternative WTP site and associated water transmission pipelines will be described and evaluated in equal level of detail in the EIR.

PROJECT DESCRIPTION

The RiverArc partners (City of Sacramento, Placer County Water Agency [PCWA], City of Roseville, and Sacramento County Water Agency (SCWA) are proposing the RiverArc Project to support water supply and environmental benefits in the Sacramento Region.

The proposed project would shift a portion of existing and planned regional water demand from the Lower American River to the Sacramento River. To accomplish this shift, the proposed project would divert water through the existing NMWC Pritchard Lake Diversion intake facility at RM 75.15 on the Sacramento River, deliver the river water via a new raw water pipeline to a new

regional WTP, and distribute the treated surface water east and south through new and existing pipelines to service areas of the RiverArc partners.

The EIR will include a project-level analysis for the initial construction and operation phase of the proposed project (Phase I) and a program-level analysis for later project expansion phases (Future Phases). This approach allows for the initial phase to proceed through the permitting process and to construction in the near future, whereas the program-level analysis will appropriately reflect the more preliminary level of design pertaining to the future expansion phases.

PROJECT OBJECTIVES

The purpose of the proposed project is to meet the Water Forum Agreement¹ (WFA) objectives of pursuing a Sacramento River diversion to meet water supply needs of the Placer-Sacramento region while reducing Lower American River diversion impacts and improving river flows to protect and enhance the Lower American River ecosystem in drier years. The WFA includes a solution package to achieve its two co-equal objectives: (1) providing a reliable and safe water supply for the region's economic health and planned development to 2030, and (2) preserving the fishery, wildlife, recreational, and aesthetic values of the Lower American River. Local agencies and interested parties have been implementing measures from the WFA since its inception in 2000.

An additional point of diversion for domestic water supply on the Sacramento River would help address long-term water supply reliability in the region while reducing reliance on American River diversions. Without these coordinated actions, the WFA's co-equal goals of regional water supply reliability and preserving the health of the Lower American River will be more difficult to attain.

PROJECT PHASING AND COMPONENTS

The proposed project for the purposes of CEQA is currently expected to be implemented in three phases over a 30-year period, starting around 2030. The project phases are based on the desired water supply distribution capacities in million gallons per day (mgd) from the project for each purveyor listed above. Each of the anticipated phases is briefly described below.

Phase I

Phase 1 of the proposed project is anticipated to be constructed as early as 2030 and would consist of installing new equipment at the existing NMWC Pritchard Lake Diversion intake facility to accommodate additional water diversion; constructing a new raw water pumping station to convey water from the vicinity of the Pritchard Lake Diversion facility to the new WTP; constructing a raw water pipeline between the existing diversion facility and the new WTP; constructing the new WTP; and constructing treated water transmission pipelines from the new WTP to the participating water purveyors. The Phase 1 improvements for the RiverArc Project would consist of the construction and operation of the following components (project locations shown in Figure 1):

¹ The WFA refers to a group of business and agricultural leaders, citizens groups, environmentalists, water managers, and local governments in Sacramento, Placer, and El Dorado counties working together to find solutions to regional water supply.

- A third pump and associated equipment at the existing NMWC Pritchard Lake Diversion intake facility.
- A new raw water booster pump station on the landside of the Sacramento River East Levee.
- Relocation of existing stormwater facilities downstream of the raw water intake facility.
- A new raw water pipeline to connect the raw water booster pump station to a new WTP.
- A new WTP with a Phase 1 capacity of 60 mgd on undeveloped lands located at the northwest corner of West Elverta Road and State Route 70/99.
- Electrical utility improvements to support the new raw water booster pump station and WTP.
- New treated water transmission pipelines from the WTP southerly along existing roads to the City of Sacramento and north/east along existing roads to PCWA and City of Roseville POIs to serve the participating water purveyors' service areas.

Future Phases

Future phases would start construction as early as 2040 and could involve increasing the capacities of various facilities, including the raw water pumping station, the WTP, and the transmission pipelines. Specific project infrastructure requirements to support buildup capacity would be determined at a later date. Increased transmission main capacity may involve the construction of new, parallel treated water pipelines. The anticipated uses of water received from the project by RiverArc Partners are based on previously evaluated projects that have a total maximum water projection of 189 mgd and are for capacities within existing known General Plan predictions of PCWA, City of Roseville, and City of Sacramento. The water received in future phases are consistent with the objective of the project described above.

ENVIRONMENTAL EFFECTS AND SCOPE OF THE EIR

The EIR will analyze potentially significant impacts that result from construction and operation of the proposed project. Project elements are analyzed at a degree of specificity that corresponds to the degree of specificity involved in the underlying activity that is described in the Final EIR (CEQA Guidelines § 15146). Project design information about Phase I components is available at a level of detail sufficient for a project-level analysis. As such, Phase I components will be analyzed at a project level of detail in the EIR. Details of future phases are not known. As a result, future phases will be analyzed at a programmatic level of detail in the EIR. Additional CEQA review may be needed for future phases pursuant to section 15162 of the CEQA Guidelines.

Pursuant to section 15063(a) of the CEQA Guidelines, an Initial Study has not been prepared for the proposed project. The EIR will evaluate the full range of environmental issues contemplated for consideration under CEQA and the CEQA Guidelines, as well as non-environmental issues including:

- Aesthetics
- Agricultural Resources
- Air Quality
- Biological Resources
- Cultural Resources

- Energy
- Forestry Resources
- Geology and Soils and Paleontology
- Greenhouse Gas Emissions and Climate Change
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources
- Noise and Vibration
- Public Services
- Population and Housing
- Recreation
- Transportation
- Tribal Cultural Resources
- Utilities and Service Systems
- Wildfire
- Growth Inducement
- Cumulative Impacts

The EIR will identify and evaluate alternatives to the proposed project, including an alternative WTP site and alternative raw and treated water transmission pipeline alignments.

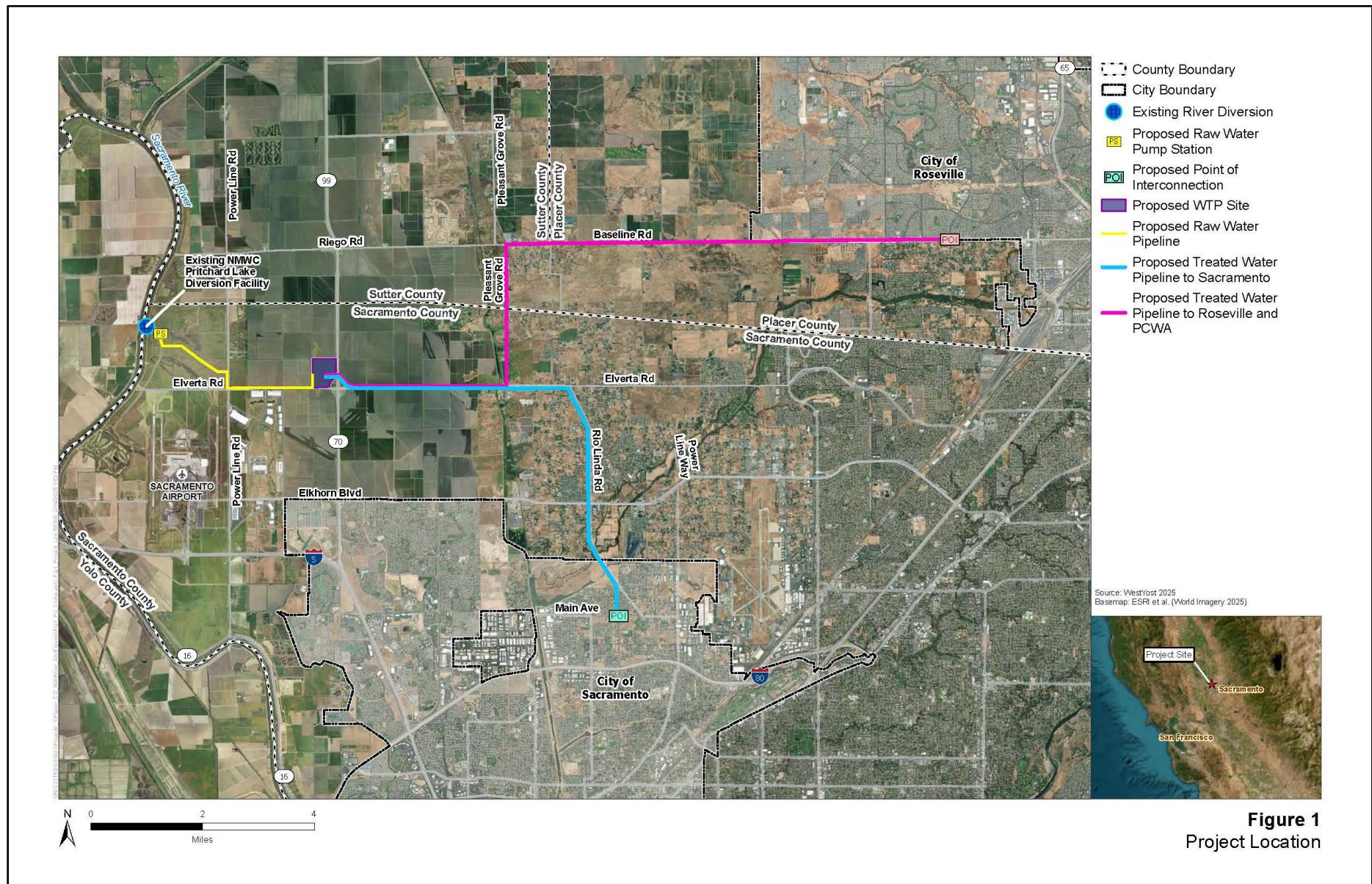
SUBMITTING COMMENTS

Comments and suggestions as to the appropriate scope of analysis in the EIR are invited from all interested parties. Written comments or questions concerning the EIR for the proposed project should be directed to the City's environmental project manager at the following email address: RiverArc@cityofsacramento.org, or by mail addressed to the following address:

Scott Johnson, Principal Planner
City of Sacramento, Community Development Department
300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

Comments should be submitted no later than 5:00 p.m. on May 23, 2025. Please include the commenter's full name and address.

Figure 1. Project Location Map



General Manager's Report
May 2025

1. Carmichael Creek Neighborhood Association (CCNA) Community Cleanup Day

As discussed with the Board in February, CCNA received a watershed stewardship grant from Sacramento County and conducted the cleanup within its area on April 19, 2025. The District was able to contribute to the effort, led by Ms. Mary Christian, by loaning signs, cones, and safety vests to the group.



2. Water Forum Agreement (WFA) 2.0

Draft WFA 2.0 is scheduled to be released in May and the main focus on the recent discussion with the Environmental Caucus (EC) is the EC's willingness/ability to support all projects in each purveyor's Purveyor Specific Agreement (PSA). The EC is concerned that some projects presented in the PSA are conceptual and lack details with unknown long term impacts.

Ashlee Casey, who was the senior engineer with WF, has been selected for the Executive Director position.

3. Washington DC Funding Request and Advocacy

Director Greenwood and staff made a trip to Washington DC from April 27 through April 30 to follow up and advocate for the District. Staff met with:

- Rep. Kevin Kiley's Legislative Director
- U.S. Bureau of Reclamation (BOR) staff
- Sen Schiff's Legislative Assistant
- House Energy & Water Appropriations Subcommittee Chief of Staff
- Senate Energy & Natural Resources Committee Professional staff
- Senate Energy & Natural Resources Committee Counsel
- Rep. Ami Bera

- House Natural Resources Committee, Water, Wildlife, and Fisheries staff
- Senate Energy Water Appropriations Subcommittee
- Environmental Protection Agency (EPA) staff

The trip was coordinated by The Ferguson Group along with representatives from the City of Folsom (Folsom) and San Juan Water District (SJWD) for issues and concerns faced by the individual agencies and the Region. The main focus for the District is the upcoming FY 26 Appropriations funding and award for previously funded requests. The District submitted two projects, Ranney Collectors rehabilitation and WTP Transmission Pipeline Projects, with the focus on Ranney Collectors rehabilitation request for \$2.5M. Another main focus for the District is the FY 23 and FY 24 appropriations funding for the Ladera Well Topside Improvement for \$2.5M and Garfield/Engle Transmission Pipeline for \$972K. These projects are funded under EPA's State and Tribal Assistance Grants (STAG) program and, according to EPA staff, both projects are being processed and the Grant Awards will be complete by September.

Regionally, the main concern is with the lack of staffing for the U.S. Bureau of Reclamation California-Great Basin Region (Region 10) which lost 90% of its staff in the account and contract office in early April. This would significantly delay contracts issued by USBR including Folsom Reservoir operations, SJWD's Warren Act contract extension, Regional Water Authority's (RWA's) WIIN Act funding in the amount of \$710K+ for the Sacramento Water Bank project, and the District's awarded planning project from WaterSMART grant for distribution system modeling and Water Treatment Plant (WTP) Transmission Pipeline Project(s) design. The impact to the District is minor at the moment as the pipeline projects contain multiple phases.

City of Folsom's representatives were Marcus Yasutake, Environmental and Water Resources Director, and Barbara Leary, City Council Member. Ms. Leary is also on the Environmental Caucus for the Water Forum Agreement discussions. SJWD's representative was Paul Helliker, General Manager.

4. Summer BBQ

The summer BBQ is scheduled for June 20, 2025. All directors are welcome.

CARMICHAEL WATER DISTRICT

May 2025 Engineering Department Report

Engineering Manager, Greg Norris P.E.

CAPITAL IMPROVEMENT PROJECTS

La Sierra ASR Well Project: Minimal progress since last month's report. The project has slowed until the switchgear and related electrical controls are delivered. The contractor Sierra National has received an estimate from its supplier that those components should be delivered in August 2025. The WaterSmart Grant has been extended an additional year from 6/30/25 to 6/30/26. Picture below shows the current status of the facility.



Winding Way ASR Well Project: Construction is complete and the site is ready for topside development. The picture below shows the site with well head located directly in line with telephone pole.



Ladera ASR Well Project: Construction is complete and the site is ready for topside development.

La Vista Tank and Booster Well Project: See monthly Informational Board Memo. Pictures below show Pump house and perimeter wall being constructed.

SCADA Project: An RFP for a Progressive Design Build process has been developed and is under review by the District's attorney.

Garfield Well Backup Generator Project: No Update since last month. Equipment is still on order.

Claremont Pipeline Engineering Design: An invitation for bids with bid packet were posted to the bid house site and advertised in the Sacramento Bee on April 8, 2025. An Addendum is being added to the advertisement to extend bid period due to the inclusion of additional pipeline replacement work on Fair Oaks Blvd from California Ave to Johnson Lane. The additional work will be completed under the same contract, but must be finished by September 15, 2025 to align with the County's pavement overlay work.

MISCELLANEOUS

Turf Replacement: Staff have received a 6 month time extension for the WaterSMART grant with USBR. The grant will now expire on 12/31/25 giving the District an opportunity to do several more projects over the Summer and Fall of 2025. Approximately \$15,000 was requested and received by the District from USBR for the turf projects already completed.

CARMICHAEL WATER DISTRICT
APRIL 2025 BILLING DEPARTMENT REPORT
Billing Supervisor, Cecilia D.

In comparison to March's Billing, there was an Increase of 60% in Billing Units and Total Billing was up 16%. Year to date Billing Units were 9% higher overall than last year, and Total Billing was 14% higher.

BILLING ACTIVITY				FY 24-25	FY 23-24		Previous Year Billing Totals % Difference
Billing Period	Billing Units*	Usage Charges	Service Charges	Billing Totals	Billing Totals	Billing Units*	
July	570,814	\$1,290,039	\$ 820,065	\$ 2,110,104	\$ 1,681,005	449,410	26%
August	487,443	\$1,101,622	\$ 820,357	\$ 1,921,979	\$ 1,834,038	523,315	5%
September	453,927	\$1,025,876	\$ 820,304	\$ 1,846,180	\$ 1,573,781	397,982	17%
October	372,814	\$ 842,560	\$ 820,422	\$ 1,662,982	\$ 1,449,177	337,834	15%
November	220,319	\$ 497,922	\$ 820,542	\$ 1,318,464	\$ 1,198,159	216,445	10%
December	141,063	\$ 318,803	\$ 820,607	\$ 1,139,410	\$ 1,063,486	151,575	7%
January	155,497	\$ 384,078	\$ 898,690	\$ 1,282,768	\$ 1,146,764	143,529	12%
February	120,573	\$ 297,815	\$ 898,127	\$ 1,195,942	\$ 1,082,539	115,430	10%
March	134,533	\$ 332,296	\$ 898,327	\$ 1,230,623	\$ 1,110,361	127,799	11%
April	215,800	\$ 533,026	\$ 898,656	\$ 1,431,682	\$ 1,191,150	163,201	20%
YTD Totals	2,872,784	\$6,624,037	\$8,516,097	\$15,140,134	\$13,330,459	2,626,521	14%

* 1 Unit = 100 CCF (Centum Cubic Feet) = 748 Gallons.

Billing Units are based on current meter reading period, i.e., Current Billing Period = 3/25/25 – 4/23/25, and may differ from Production reported numbers due to the meter read billing cutoff dates.

COLLECTIONS: Processed & Total Outstanding A/R Amounts

Eight of the properties currently off are vacant. The Total 61-90 Days column displays the delinquent amounts that will be targeted on May's final notice and collections processes. The Outstanding A/R amounts reflect what was still owing at month end, this is 12% of the amount billed, or approximately 1,315 customers.

Date	Total on APS*	Total Off	Total # Liened	Total \$ Liened	Total 61 - 90 Days	Total Outstanding A/R **
June 2024	0	14	8	\$ 5,099	\$ 12,286	\$ 248,577
FY 24-25						
July	0	10	7	\$ 3,088	\$ 9,242	\$ 247,101
August	1	9	7	\$ 3,020	\$ 8,226	\$ 304,965
September	0	7	7	\$ 3,044	\$ 12,683	\$ 242,173
October	0	7	7	\$ 3,068	\$ 14,012	\$ 306,843
November	0	7	7	\$ 4,165	\$ 22,933	\$ 365,946
December	0	7	6	\$ 2,637	\$ 27,604	\$ 207,399
January 2025	1	8	6	\$ 2,658	\$ 18,829	\$ 152,486
February	1	9	8	\$ 3,906	\$ 17,127	\$ 191,962
March	1	6	5	\$ 2,222	\$ 11,813	\$ 114,472
April	1	10	5	\$ 2,239	\$ 14,272	\$ 142,051

* APS = Alternative Payment Schedule

** Includes Total Liened and 61-120 Days Amounts

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CARMICHAEL WATER DISTRICT

Production Superintendent, DAVID BIAGI

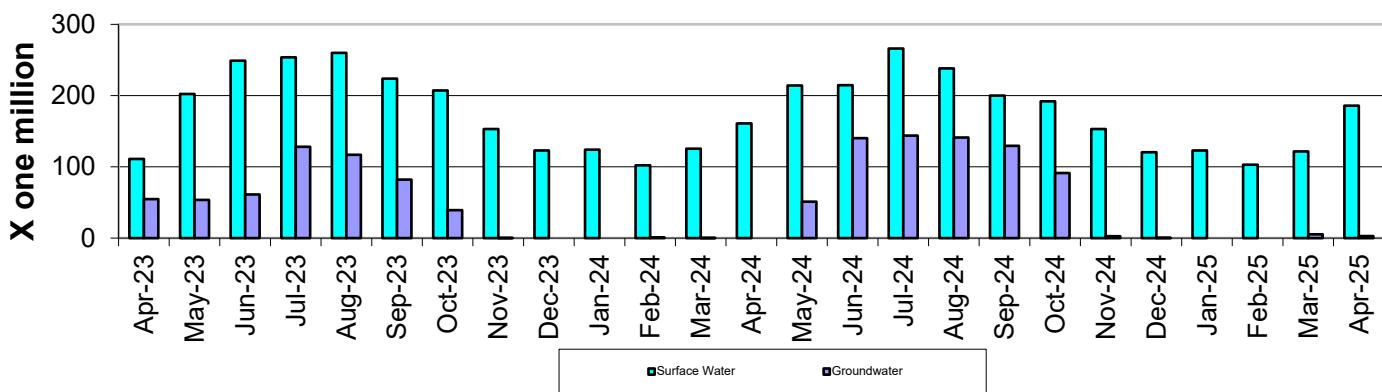
April 2025 Water Production Board Report



Union Valley Res 4/15/25

CWD Monthly Water Production 2015-2025														
FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	MGD Totals	Acre/Ft
2024-25	409.91	379.28	329.43	283.13	155.68	117.11	122.95	103.10	127.03	188.90			2217	6802
2023-24	381.87	376.96	305.79	246.50	153.18	123.06	114.25	102.90	125.55	160.99	265.26	354.84	2712	8322
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
Avg.	376.49	363.55	310.03	251.98	155.58	121.76	114.73	110.56	129.18	169.79	265.51	335.35	2692	8261
Daily	12.14	11.73	10.33	8.13	5.19	3.93	3.70	3.95	4.17	5.66	8.56	11.18		

CWD Combined Surface & Ground Water Usage



April CWD Total Production		MG
Surface Water	98%	185.951
Groundwater	2%	2.945

Production	Up/ Down	Month	Up/ Down	10-Year Running Average
Production from same month last year	Up	17%	Up	11%
April 2025 Average Daily Production		6.3 MG		
Peak Day – April 30th		8.33 MG		

GSWC Delivery: CWD delivered 135.58 MG or 416.08 Acre/Ft to GSWC in April.

There were six (6) water quality complaints in April. Each complaint was promptly investigated, and the area was thoroughly flushed when necessary.

Water Quality Activity

- ✓ Taste & Odor: 1
- ✓ Color: 3
- ✓ Turbidity (Air): 0
- ✓ Suspended Solids: 0
- ✓ Low Pressure: 2

Backflow Devices Tested

- ✓ Tested: 58
- ✓ New Devices: 2
- ✓ Failed Tests: 1

Maintenance Activity

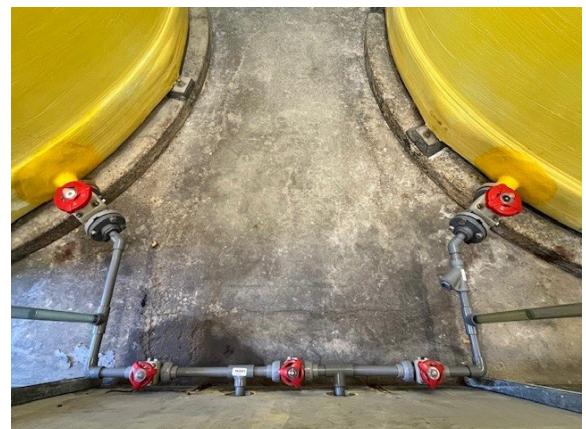
- ✓ Secondary Cl₂ CIP: 3
- ✓ Primary Caustic clean: 4
- ✓ Instrument Calibrations: 6
- ✓ Module Repair: 32
- ✓ Valve Repair: 2

Chlorine Manifold Rebuild: The Bajamont Water Treatment Plant (BWTP) utilizes a 12.5% sodium hypochlorite solution for disinfection. The chemical is delivered to the filtered water using two Flex-Pro AV3 peristaltic pumps: one is the primary pump, and the other serves as a backup. Two fiberglass tanks, each holding 6,000 gallons, store the sodium hypochlorite, which is metered by the Flex-Pro pumps. These pumps adjust their output based on the flow of filtered water to ensure the desired disinfection level is achieved.

The manifold piping connecting the tanks to the pumps has been in place for over 15 years, with only minor repairs conducted as needed. However, due to the age of the plumbing and multiple recurring leaks, the Production Staff decided to replace the feed side of the chlorination manifold.

To start the replacement process, the chlorine tanks were disconnected from the system, and a bypass chemical line was installed for the feed pumps. The plumbing that connected the tanks to the pumps was then dismantled and reconstructed using Schedule 80 CPVC pipe and Asahi/America valves. Once the assembly was complete, the adhesive was left to dry overnight.

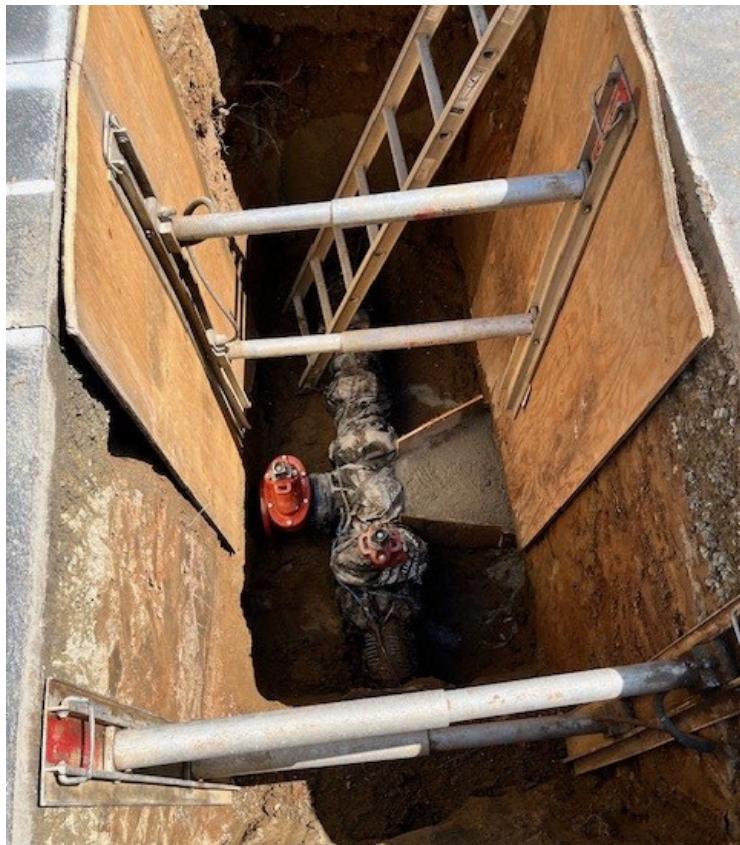
The next morning, the bypass chemical line was removed, and the valves on the chlorine tank were opened to restore flow to the pumps. Air was bled from the lines, and the entire chemical feed system was returned to service.



Fire Hydrant Installation: The Distribution Crew is continuing the fire hydrant installation at the Bajamont Water Treatment Plant. An 8-inch "T" fitting was added to the existing main to accommodate the new hydrant and main. Butterfly valves were also installed on each main extending to the hydrants, allowing for future isolation and servicing.



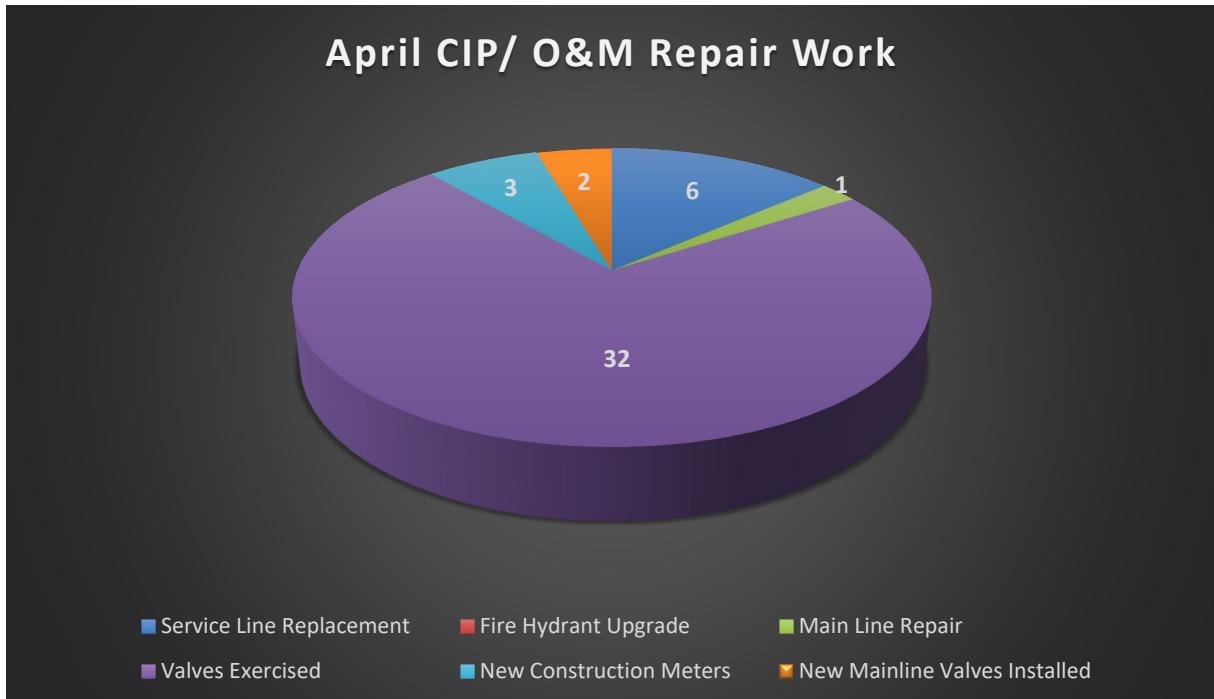
Distribution Crew Installing New Hydrant Main



8" T with Butterfly Valves and Thrust Block

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CARMICHAEL WATER DISTRICT
DISTRIBUTION SUPERINTENDENT, Lucas Campbell
April 2025 Water Distribution Board Report



Capital Improvements/Replacements

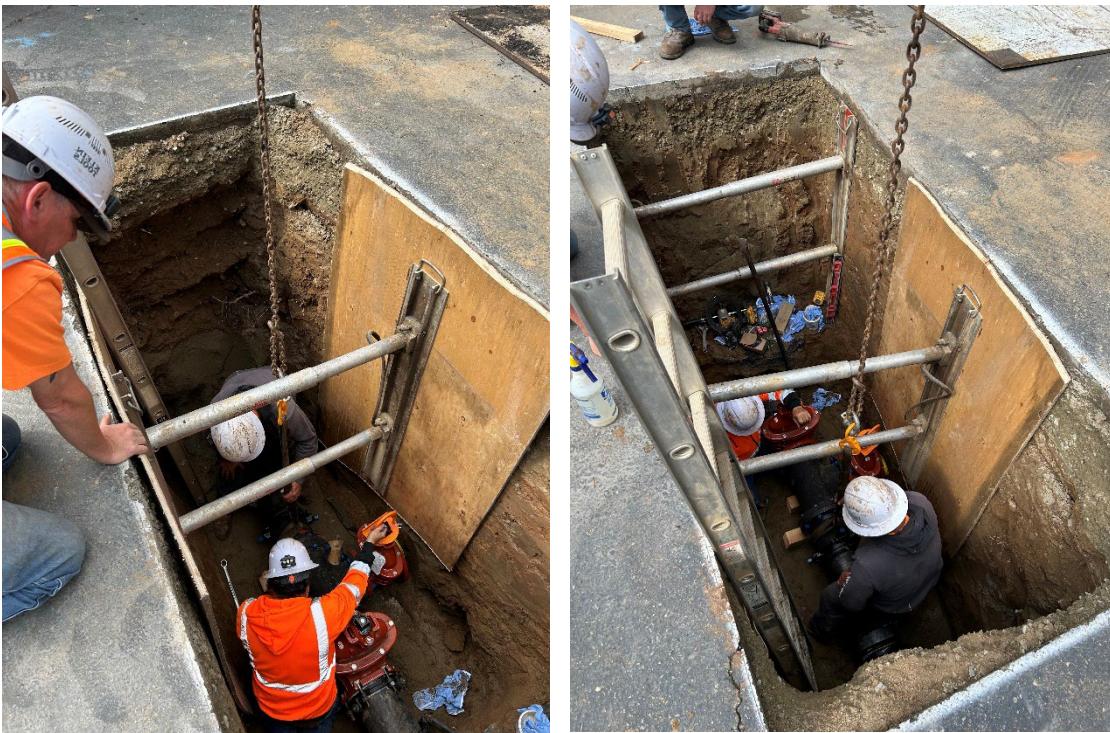
- Service Line: 6
- Fire Hydrant: 0
- Main Line Valve: 2
- New Construction Meters: 3
- New Hydrant Valve: 0
- Air Relief Valves - 0

O and M Repair Work

- Service Line: 1
- Fire Hydrant: 2
- Main Line: 1
- Meter Boxes: 2
- Main Line Valve Boxes: 0
- Meter Change Out: 87
- Registers Change Out: 5
- Hydrant Inspections: 2
- Valves Exercised: 32
- Antenna: 3

Customer Assist

- Call Outs: 45
- Private Repairs: 9
- Water Waste: 17
- Lock/Unlock: 4
- High/Low Pressure: 1
- USA: 122



Bajamont Hydrant Installation:

The CWD Distribution Department has initiated construction of an additional wet barrel fire hydrant at the Bajamont Water Treatment Plant (WTP). This project aims to enhance fire protection capabilities at the facility, particularly in preparation for the upcoming fire season. Crews have been working diligently to complete the installation on schedule, with project completion anticipated in early May 2025.

As of now, the following infrastructure components have been successfully installed:

- (1) 8" x 8" x 6" tee
- (1) 8" gate valve
- (1) 6" gate valve
- (2) 6"45-degree angles
- 140 feet of 6" HDSS ductile iron pipe



This infrastructure will significantly improve fire flow capacity and overall system reliability at the treatment plant.

Leak Detection:

CWD Distribution Department plans to invest in leak detection equipment to enhance the district's operational capabilities and overall efficiency. This technology is essential for the department, as it plays a key role in reducing operational costs, improving system performance, conserving water resources, and protecting public health. Leak detection allows staff to proactively identify and address water losses before they escalate into more serious issues such as main breaks, service disruptions, or infrastructure damage.

Presently CWD does not possess any dedicated leak detection equipment, which limits the ability of distribution crews to accurately locate or verify suspected leaks within the water distribution system. Acquiring this equipment will enable the district to take a more proactive approach to infrastructure maintenance and improve response times when dealing with potential leaks. Leak detection provides the following benefits:

1. Water Conservation

- Leaks result in significant water loss, often referred to as "non-revenue water" (NRW). Detecting and fixing leaks helps conserve.

2. Cost Savings

- Lost water still incurs production costs (pumping, treatment, etc.). Early leak detection prevents unnecessary expenses and reduces the need for costly emergency repairs or system overhauls.

3. Infrastructure Protection

- Persistent leaks can lead to pipe bursts, erosion, and structural damage to roads or buildings. Detecting them early helps extend the life of water infrastructure.

4. Improved Service Reliability

- Undetected leaks can cause pressure drops, affecting water availability and quality for consumers. Leak detection ensures consistent and reliable service.

5. Regulatory Compliance

- Many regions require utilities to track and reduce water losses. Effective leak detection helps meet legal and environmental regulations.

On April 30, 2025, CWD crews participated in a live leak detection demonstration conducted within the district. The demonstration was carried out on known active leaks in the system. These existing leaks were very small and difficult to locate.

Despite the challenging conditions, the leak detection equipment successfully identified and pinpointed the exact locations of the leaks. This demonstration highlighted the effectiveness and accuracy of the technology. This will significantly improve the district's ability to detect and address leaks in a timely and efficient manner.



Current Projects

- **Fair Oaks Blvd AC Overlay Project:** Sacramento County is planning an asphalt concrete (AC) overlay project on Fair Oaks Blvd, which will extend from Manzanita Ave to Marshall Ave. A key concern in this area is the 14-inch steel main that was originally installed in 1944 by the Carmichael Water District (CWD). This section of the main has required multiple repairs in recent years, indicating its aging condition. Given the likelihood of continued issues, it is recommended that this old steel main be replaced before the overlay project begins. This proactive approach will help avoid complications associated with the three-year no-cut moratorium that follows an overlay project, ensuring that future repairs can be carried out efficiently without impacting the newly resurfaced roadway.

The 14-inch steel main spans from the intersection of California Ave, running east down Fair Oaks Blvd, and ends at 7907 Fair Oaks Blvd. In addition, the main continues south along California Ave. To facilitate the overlay project without interference, approximately 1,100 feet of the mainline will need to be replaced. This replacement should be completed prior to the commencement of the overlay work to ensure smooth coordination and prevent any delays.

CWD is currently working closely with Sacramento County to explore the possibility of replacing this aging mainline before the overlay project begins. Both parties are collaborating to align timelines and ensure that the replacement work is completed in a timely manner, minimizing any potential disruptions to the project.

- **Ancil Hoffman and River Bend Park Overlay Project (Continued):** The District has received the “C” plans for this project. The paving portion of this project will start at the intersection of California Ave. and Tarshes Way, working east into Ancil Hoffman Park to the club house and driving range. District forces are required to lower then raise all main line valve boxes (12 projected) within the limits of construction.
- **Sacramento County AC Overlay Phase D (Continued):** The District has received “A” plans for an additional overlay project in the areas of Kenneth Ave, west of Walnut Ave continuing south to El Camino Ave. Upon completion of the overlay project, there will be a three (3) year utility trench cut moratorium. In anticipation of this project and the three year moratorium, District staff will be upgrading many water service laterals and saddles at the main. Making these upgrades will help ensure CWD from having to perform construction in the roadway. Staff will GPS all facilities within the limits of the project and update the District map as needed.

BOARD OF DIRECTORS

APRIL 2025 MEETING ATTENDANCE

MEETINGS ATTENDED		DIRECTORS				
DATE	DESCRIPTION	DAVIS	EMMERTON	NELSON	GREENWOOD	SELSKY
4/16	ACWA Committee Meetings				1	
4/21	CWD - Regular Board Meeting	1	1	1	1	
4/27-4/30	CWD - Event/Public Outreach				4	
4/22	RWA - Executive Committee				1	
4/4	RWA - Meeting	1				
TOTAL MEETINGS ATTENDED		2	1	1	7	0

APRIL 2025 EXPENSE COMPENSATION/REIMBURSEMENT

MEETINGS COMPENSATED						
DATE	DESCRIPTION	DAVIS	EMMERTON	NELSON	GREENWOOD	SELSKY
4/16	ACWA Committee Meetings				1	
3/26	CWD - Training/Meeting				1	
12/17 3/17 4/21	CWD - Regular Board Meeting	2	2	2	2	2
3/11 3/31	CWD - Special Board Meeting	1	1	2	2	1
3/13	RWA - Regular Board Meeting				1	
3/25	RWA - Executive Committee				1	
3/14	RWA - Meeting				1	
12/12	SGA - Regular Board Meeting					1
12/9 3/13	SGA - Meeting					2
1/10	Water Forum					1
3/20	Carmichael Chamber			1		
TOTAL # COMPENSATED		3	3	5	9	7
TOTAL \$ COMPENSATED		\$456.00	\$456.00	\$760.00	\$1,368.00	\$1,064.00
*TOTAL REIMBURSEMENTS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FISCAL YEAR 2024-2025 SUMMARY

	DAVIS	EMMERTON	NELSON	GREENWOOD	SELSKY
FYTD # MEETINGS ATTENDED	24	20	23	46	32
FYTD # MEETINGS COMPENSATED	14	17	25	42	31
FYTD \$ MEETINGS COMPENSATED	\$2,128.00	\$2,584.00	\$3,800.00	\$6,384.00	\$4,712.00
FYTD EXPENSE REIMBURSEMENTS	\$0.00	\$1,343.87	\$0.00	\$1,623.17	\$91.06