MEMO

TO: Board of Directors

FROM: Paul Selsky, Representative to Sacramento Groundwater Authority
Jeff Nelson, Alternate to Sacramento Groundwater Authority

DATE: August 13, 2021

RE: Comments to Sacramento Groundwater Authority related to Sacramento Central Groundwater Authority Integration

Summary:
The District is on the Board for the Sacramento Groundwater Authority (SGA) who manages activities in the basin and implements the new Sustainable Groundwater Management Act (SGMA) and its components. SGA is the Groundwater Sustainability Agency (GSA) under the powers delegated by the SGMA.

Sacramento Central Groundwater Authority (SCGA) is the agency managing groundwater activities in the South American groundwater basin. SCGA has requested a merger with SGA. Staff recommends that the Board discuss the issue and consider sending the attached letter.

Fiscal Impact:
None.

Recommendation:
The Directors recommend that the Board discuss the SGA and SCGA merger and consider sending the attached letter.

Attachment:
1) Letter to Sacramento Groundwater Authority
August XX, 2021

Mr. Jim Peifer  
Executive Director  
Sacramento Groundwater Authority  
5620 Birdcage Street, #180  
Citrus Heights, CA 95610

Subject: Sacramento Central Groundwater Authority (SCGA) integration

Dear Mr. Peifer,

Carmichael Water District (District) has been a member of the Sacramento Groundwater Authority (SGA) since 1998 and has supported many SGA efforts. On behalf of the District’s Board of Directors, the following comments are provided with regard to the consideration and investigation of SCGA’s request to consolidate with SGA.

1. The District is not convinced at this time that the proposed undertaking is beneficial to the SGA and all of its members. The “Frequently Asked Questions” listed the potential benefits such as reduced costs, increased organizational efficiencies, and providing more services to the SGA, SCGA, and Regional Water Authority (RWA). The statements are general without specifics. The District, as a Board member of the SGA, requests a detailed “pros and cons” comparison to be included as part of background information provided to the SGA Board for a workshop prior to September 8, or at least be included in the September 8, 2021 board packet. District staff will contact you to provide the District’s perspective to include in the comparison document.

2. The District understands that SCGA Board has taken the position to move forward with a consolidation with SGA, unless a fatal flaw is found. The SGA Board, however, has not voted to consolidate with the SCGA since it has not determined it would be beneficial to do so. Some of the SCGA members are also members of SGA. The governance structure will be key to deciding if consolidation is beneficial to SGA. Therefore, to ensure an objective governance evaluation it is essential that no members of the Phase 2 ad hoc committee have a predetermined decision regarding consolidation. The District requests that the Phase 2 ad hoc committee not include any more than one individual that is also a member of SCGA. Furthermore, the District strongly suggests that the ad hoc committee include elected
officials or obtains significant input and engagement by elected officials for the development of governance structure options.

3. The governance issues are of the most importance to SGA’s deciding that consolidation is beneficial. Therefore, the decision that consolidation would be beneficial to SGA must occur after the governance issues are fully explored. The District considers the current SCGA governance unfavorable to SGA and its members’ operations and are in favor of a review of the governance structures differences between the two organizations prior to developing governance options for the combined agency. The District also requests that the governance options development process to include input from staff members of current SGA member agencies to evaluate and understand the impacts of proposed governance structure options.

4. The District, as others during the SGA Board meeting on August 12 also expressed, considers pursuing the development of governance options at the moment as premature. The District requests the process to be discussed in depth with member agencies’ elected board members and staff at future meetings and prior to any decision to move forward into Phase 2.

The District understands the probable efficiencies and benefits accruing to the agencies who are in both groundwater basins but they are not apparent to us and other SGA only members. The District is extremely concerned with the process SGA is undertaking ostensibly to objectively consider the potential consolidation with SCGA. Please do not hesitate to contact us or Ms. Cathy Lee if you have any questions.

Sincerely,

Paul Selsky, Board Member
Representative to SGA

Jeff Nelson, Board Member
Alternate Representative to SGA

cc: Mr. John Woodling, SCGA Executive Director
Board of Directors, Fair Oaks Water District
Board of Directors, Sacramento Suburban Water District
Board of Directors, San Juan Water District
Mr. Bill Busath, City of Sacramento
Mr. Michael Peterson, County of Sacramento
Mr. Marcus Yasutake, City of Folsom
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TO: Board of Directors
FROM: Cathy Lee
DATE: August 13, 2021
RE: COVID Payment Arrearage Relief Program

Summary
The State Water Resources Control Board (SWRCB) created a Water and Wastewater Arrearage Payment Program to allocate funding, approved by the state legislature, to water and wastewater systems for unpaid bills related to the COVID pandemic. The funding will cover water debt from residential and commercial customers accrued between March 4, 2020 and June 15, 2021. Funding to community water systems will be disbursed through January 31, 2022. SWRCB is conducting a survey, attached, to evaluate the extent of water system revenue loss and establish eligibility.

Currently, the District’s revenue loss due to COVID is approximately between $57,000 to $79,000, as attached. The delinquent accounts and amount beyond April are not available yet as the delinquent period is 60 days. Under the SWRCB’s guidelines, there are 52 accounts with arrearage over $600 for a total about $58,000.

Recommendation
Staff recommends that the Board of Directors discuss the District’s participation in the Arrearage Payment Program.

Attachment:
1. SWRCB survey with cover letter
2. District
This is a message from the State Water Resources Control Board.

The Arrearages Survey for community water systems is now open. Community water systems have **30 days** to complete the survey. **The survey deadline is September 10, 2021**, but all systems are encouraged to complete it as soon as possible. To view the survey questions ahead of completing the survey so you may gather the required information, go to the survey help tips first at: [https://ear.waterboards.ca.gov/Content/CRSHelp-HTML.html](https://ear.waterboards.ca.gov/Content/CRSHelp-HTML.html)

Once you have your information, the survey can be accessed through the electronic Annual Report (EAR) portal: [https://ear.waterboards.ca.gov/](https://ear.waterboards.ca.gov/)

**About**: The Arrearages Survey is the first phase in the roll out of the $985 million California Water and Wastewater Arrearage Payment Program (Program). The Program will initially address community water system residential and commercial customer arrearages that have accrued between March 4, 2020 and June 15, 2021. Funding will go directly to water systems to cover their losses from residential and commercial customer arrearages. Learn more about the program here: [https://www.waterboards.ca.gov/arrearage_payment_program/water_systems.html](https://www.waterboards.ca.gov/arrearage_payment_program/water_systems.html)

Here are some helpful tips for the Arrearages Survey:

- We need **ALL** community water systems to participate in the survey. If your water system did **NOT** experience any financial impacts from the COVID-19 pandemic, you only need to click on 2 buttons to submit and exit.
- If your water system does not charge for water, you should still complete the survey – you can report your revenue loss.
- The survey pre-fills some questions using 2020 EAR data (helps trigger hide/reveal questions). If you need to edit/complete your 2020 EAR, please email the requested change to the email provided below.
- If you are a community water system and have questions about the survey – please forward them to CommunityWaterSystemsCovidRelief@waterboards.ca.gov
- A public webinar is scheduled **August 19th** to learn more about the Program and the Survey. Please register here: [https://www.waterboards.ca.gov/board_info/calendar/docs/2021/aug/notice_communitywatersystem_webinar.pdf](https://www.waterboards.ca.gov/board_info/calendar/docs/2021/aug/notice_communitywatersystem_webinar.pdf)
- For direct technical assistance please submit a Technical Assistance (TA) Request Form and email the TA Request Form to DFA-TARequest@waterboards.ca.gov.
  - TA Request Form: [https://www.waterboards.ca.gov/drinking_water/docs/ta_request_form_arrears.pdf](https://www.waterboards.ca.gov/drinking_water/docs/ta_request_form_arrears.pdf)

You are currently listed to drinkingwater_public_water_systems as: cathy@carmichaelwd.org.

Division of Drinking Water Website: [http://www.waterboards.ca.gov/drinking_water/](http://www.waterboards.ca.gov/drinking_water/)

This email is being sent to you because you were identified by your agency as the Administrative Contact or Carbon Copy Contact. If you are not the the Administrative Contact or Carbon Copy Contact for your agency, please contact the local Division of Drinking Water (DDW) District Office or your regulating agency.

For a map of the district offices, please go to [http://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf](http://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf)
CRS Help Tips

SURVEY 1: California Water and Wastewater Arrearage Payment Program (DUE DATE: 09.10.2021)

About: The purpose of this survey is to collect necessary data to allow the State Water Board to (1) determine the extent of Residential and Commercial drinking water arrears and COVID-19 related water system revenue loss and establish eligibility; (2) collect the necessary paperwork to process direct payments to water systems for Residential and Commercial drinking water arrears and COVID-19 related water system debt.

The information collected below is meant to reflect COVID-19 related Residential and Commercial customer debt and COVID-19 related revenue loss accrued between 03.04.2020 and 06.15.2021.

The data requested below pertains to the COVID-19 pandemic period between 03.04.2020 through 06.15.2021 and includes any customer billing period that contains these dates.

Survey Questions & Technical Assistance: The State Water Board may be able to provide technical assistance to help your water system complete this survey.

- For questions related to individual questions below, please contact the State Water Board at CommunityWaterSystemsCovidRelief@waterboards.ca.gov

- For assistance completing the majority of the survey, please submit a Technical Assistance Request Form: [https://www.waterboards.ca.gov/drinking_water/docs/ta_request_form_arrears.pdf](https://www.waterboards.ca.gov/drinking_water/docs/ta_request_form_arrears.pdf); Please email TA request form to DFA-TAResquest@waterboards.ca.gov

- IMPORTANT: If your EAR prefill data is missing and/or survey questions are not displaying as you think they should, please scroll to the bottom of the survey and select the "Clear and Reset" button to completely refresh your survey and log out of your account and log back in. This will CLEAR all your inputted answers. We recommend saving your answers outside the survey.

- SAVING: To save a partially completed survey, click the “Save and Validate” button at the bottom of the survey. You will see validation errors at the top of the screen, but your answers will be saved, and you can exit the survey.

- NOTE: You can return to your home page without saving your current answers by clicking on “Home” in the navigation bar.

WATER SYSTEM

0. Mandatory: Please select the option below that best describes your community water system. Most water systems will select option three.

1. Community water system wholesaler that does NOT directly serve Residential or Commercial/Institutional customers.

2. Community water system (may include wholesalers) with multiple water systems under the same umbrella organization/legal entity that directly serves Residential and/or Commercial/Institutional customers (an example would be a CPUC regulated company that has multiple systems; a special district or mutual water corporation that has separate physical water systems; or a county with a county service areas etc.).

3. A community water system that is not [1] or [2]

   If Option [1]: you are navigated to Question 1
   If Option [2]: you are navigated to Question 0.1
   If Option [3]: you are navigated to Question 1
0.1 Mandatory if Question 0 = "Option [2]": Would you prefer to complete this survey using aggregated data for all or some of the water systems that are under the same umbrella organization/legal entity?

Yes, I would like to complete this survey using aggregated data across the same umbrella organization/legal entity.

No, I want to complete an individual survey for each community water system I am reporting for.

If "Yes"; you are navigated to Question 0.2

If "No"; you are navigated to Question 1

0.2 Mandatory if Question 0 = "Option [2]" and Question 0.1 = "Yes": Please provide the name of the umbrella organization/legal entity.

This will be used as a unique identify to group multiple PWSIDs together.

0.3 Mandatory if Question 0 = "Option [2]" and Question 0.1 = "Yes": Please use the text box below to provide the PWSIDs for all of the community water systems that are under the same umbrella organization/legal entity. Please separate each PWSID with a semicolon ‘;’

Example: CA####; CA####; CA####; CA#####

0.4 Mandatory if Question 0 = "Option [2]" and Question 0.1 = "Yes": Please use the text box below to provide the PWSIDs for all of the community water systems that you will be reporting data for in this survey regarding the Community Water System COVID-19 Debt Relief Program. These PWSIDs must be in the field above. You may provide a shorter list of systems here. Please separate each PWSID with a semicolon ‘;’

You may also complete this survey for an individual water system if desired.

Example: CA####; CA####; CA####; CA#####

COVID-19 FINANCIAL IMPACTS

1 Mandatory: Has your drinking water system accrued Residential drinking water arrearages, Commercial drinking water arrearages, and/or COVID-19 related drinking water revenue loss between 03.04.2020 through 06.15.2021? This includes any customer billing period that contains these dates.

Residential Drinking Water Arrearages: Active and inactive Residential customers (single family and/or multi-family) that have accrued debt for drinking water services provided during the COVID-19 pandemic between 03.04.202 through 06.15.2021.

Residential Customers: water services are provided to customers that include single-family residences, multi-family residences, mobile homes, including, but not limited to, mobile homes in mobile home parks, or farmworker housing.

Inactive accounts: Customer accounts that are no longer being provided drinking water services and are not receiving drinking water charges.

Commercial Drinking Water Arrearages: Active and inactive Commercial customers (retail, offices, gas stations, etc.) that have accrued debt for drinking water services provided during the COVID-19 pandemic between 03.04.202 through 06.15.2021.

Commercial Customers: water services are provided to commercial/institutional customers: hotels, motels, restaurants, office buildings, government and military facilities, gas stations, hospitals, educational institutions, retail establishments, dormitories, nursing homes, churches, jails, prisons, mental health facilities, addiction recovery centers, farmworker housing, and campgrounds.
Commercial customers do NOT include: industrial (manufacturing, chemical, refineries, cooling towers, animal & food processing, etc.); agriculture irrigation (crops, aquaculture, etc.); and landscape irrigation (parks, golf courses, etc.).

COVID-19 Related Drinking Water Revenue Loss: Revenue loss accrued during the COVID-19 pandemic between 03.04.2020 through 06.15.2021. Revenue loss may be attributed to customer non-payment for drinking water services, reduction in fee or tax revenues, reduction in average annual demand (between fiscal years) etc.

By marking 'No' it will be assumed that your water system was NOT financially impacted during the COVID-19 pandemic. Your system will NOT be eligible to receive aid through the Community Water System COVID-19 Relief Program.

Systems that submit 'Yes' will be expected to provide documentation to support the amount requested. Please keep in mind that the amount requested will not necessarily reflect the amount of relief provided.

1.1 If Question 1= "No": By selecting "No" to the previous question you have indicated that your water system has not experienced any Residential, Commercial, and/or COVID-19 related drinking water revenue loss. Your water system will not be eligible for the Community Water System COVID-19 Relief Program. Please select the "Submit" button below to save this information and exit this survey.

CUSTOMERS

2 Mandatory, Auto-Filled from 2020 EAR: Does your water system charge customers for water (residential, commercial, industrial, or institutional water customers)?

If the answer displayed in this question is incorrect and you would like to change it; please update your response to this question in the 2020 Electronic Annual Report (EAR). Once the answer has been updated in the EAR, it will automatically update in this survey.

Yes: Water system charges customers (residential or non-residential) for receiving drinking water services. Charges may be fixed or based on allocation/consumption levels. If a customer receives a bill at least once during the reporting year, the water system should select "Yes."

No: Water system does not charge customers for receiving drinking water services. None of the water system’s customers received a bill throughout the reporting year.

If "Yes" is selected the user navigates to question 3.

If "No" is selected the user navigates to question 22.

2A Mandatory – this question must be completed using aggregated information for the systems that you are reporting for. See guidance for question in the help tip above.

3 Mandatory, Auto-Filled from 2020 EAR: Select applicable customer types:

If the answer displayed in this question is incorrect and you would like to change it; please update your response to this question in the 2020 Electronic Annual Report (EAR). Once the answer has been updated in the EAR, it will automatically update in this survey.

Residential: water services are provided to customers that include single-family residences, multi-family residences, mobile homes, including, but not limited to, mobile homes in mobile home parks, or farmworker housing.

Non-Residential: all other customer types that are not residential. Typically, these include: Commercial (Retail, Offices, Gas Stations, etc.); Institutional (Schools, Hospitals, Hotels, etc.); Industrial (Manufacturing, Chemical, etc.); Landscapa Irrigation (Parks, Gold Courses, etc.); and/or Agricultural Irrigation (Crops, Aquaculture, etc.)
Both: water system has both Residential and Non-Residential customers.

If you select **Residential** or **Both** you will move to Question 3.1.

If you select **Non-Residential** only you will move to Question 11.

3A Mandatory – this question must be completed using aggregated information for the systems that you are reporting for. See guidance for question in the help tip above.

3.1 Mandatory, Auto-Filled from 2020 EAR: Total Number of Residential Connections?

If the answer displayed in this question is incorrect and you would like to change it; please update your response to this question in the 2020 Electronic Annual Report (EAR). Once the answer has been updated in the EAR, it will automatically update in this survey.

**Residential:** water services are provided to customers that include single-family residences, multi-family residences, mobile homes, including, but not limited to, mobile homes in mobile home parks, or farmworker housing.

**Total Residential Service Connections** is the sum of your total single-family residential service connections + total multi-family residential connections.

3.1A Mandatory – this question must be completed using aggregated information for the systems that you are reporting for. See guidance for question in the help tip above.

3.2 Mandatory, Auto-Filled from 2020 EAR: Total Number of Non-Residential Connections?

If the answer displayed in this question is incorrect and you would like to change it; please update your response to this question in the 2020 Electronic Annual Report (EAR). Once the answer has been updated in the EAR, it will automatically update in this survey.

**Non-Residential:** all other customer types that are not residential. Typically, these include: Commercial (Retail, Offices, Gas Stations, etc.); Institutional (Schools, Hospitals, Hotels, etc.); Industrial (Manufacturing, Chemical, etc.); Landscape Irrigation (Parks, Gold Courses, etc.); and/or Agricultural Irrigation (Crops, Aquaculture, etc.)

**Total Non-Residential Service Connections** is the sum of the systems total Commercial service connections + total Industrial service connections + total Landscape Irrigation service connections + total Agricultural Irrigation service connections.

3.2A Mandatory – this question must be completed using aggregated information for the systems that you are reporting for. See guidance for question in the help tip above.

3.2.1 Mandatory if Question 3 = "Both": Can your water system distinguish between Residential and Non-Residential accounts?

**Residential:** water services are provided to customers that include single-family residences, multi-family residences, mobile homes, including, but not limited to, mobile homes in mobile home parks, or farmworker housing.

**Non-Residential:** all other customer types that are not residential. Typically, these include: Commercial (Retail, Offices, Gas Stations, etc.); Institutional (Schools, Hospitals, Hotels, etc.); Industrial (Manufacturing, Chemical, etc.); Landscape Irrigation (Parks, Gold Courses, etc.); and/or Agricultural Irrigation (Crops, Aquaculture, etc.)

**Yes:** My water system can distinguish between Residential and Non-Residential accounts.

**No:** My water system can NOT distinguish between Residential and Non-Residential accounts.
If your answer is "No," please estimate the questions below related to Residential and Commercial Non-Residential accounts, using your best available data.

3.3 Mandatory if Question 3 = "Non-Residential" or "Both", Auto-Filled from 2020 EAR: Total Number of Commercial Non-Residential Connections?

If the answer displayed in this question is incorrect and you would like to change it; please update your response to this question in the 2020 Electronic Annual Report (EAR). Once the answer has been updated in the EAR, it will automatically update in this survey.

The State Water Board often distinguishes between Commercial and Institutional customer types. For the purposes of the Community Water System COVID-19 Relief Program "Commercial Customers" will include Commercial and Institutional customers: hotels, motels, restaurants, office buildings, government and military facilities, gas stations, hospitals, educational institutions, retail establishments, dormitories, nursing homes, churches, jails, prisons, mental health facilities, addiction recovery centers, farmworker housing, and campgrounds.

Non-Residential Commercial customers do NOT include industrial (manufacturing, chemical, refineries, cooling towers, animal & food processing, etc.); agriculture irrigation (crops, aquaculture, etc.); and landscape irrigation (parks, golf courses, etc.).

3.3A Mandatory – this question must be completed using aggregated information for the systems that you are reporting for. See guidance for question in the help tip above.

RESIDENTIAL CUSTOMER DEBT

Question 4 through 11 are only revealed if the answer to Question 3 or 3A = "Both" or "Residential"

4 Mandatory, Auto-Filled from 2020 EAR: Does your Residential customer bill include any non-drinking water charges (i.e. wastewater, stormwater, electricity, telecommunications, property tax etc.)?

If the answer displayed in this question is incorrect and you would like to change it; please update your response to this question in the 2020 Electronic Annual Report (EAR). Once the answer has been updated in the EAR, it will automatically update in this survey.

Yes: If the water system's customer bills include additional non-drinking water charges such as wastewater service charges; stormwater service charges; other utility charges (electricity, gas, internet, and/or telecommunications); garbage, recycling collection, property taxes, etc.

No: There are no additional non-drinking water related charges included on the water system's customer's bills.

If "Yes" the user navigates to question 4.1.

If "No" the user navigates to question 5.

4A Mandatory – this question must be completed using aggregated information for the systems that you are reporting for. See guidance for question in the help tip above.

4.1 Mandatory if Question 4 = "Yes": Can your accounting system distinguish between non-payment for drinking water services from non-payment for the other non-drinking water charges for Residential customers?

Yes: The water system's accounting system can distinguish non-payment or partial payment for drinking water charges from non-payment or partial payment for non-drinking water charges. For example, if a customer has a bill that has a $30 charge for drinking water services and $50 for electricity and the customer only pays $20 for the total $80 bill. The water system's accounting system can determine how
much is still due for drinking water charges. The water system may allocate the $20 towards any outstanding charge how it sees fit.

No: The water system's accounting system cannot distinguish non-payment or partial payment for drinking water charges from non-payment or partial payment for non-drinking water charges. For example, if a customer has a bill that has a $30 charge for drinking water services and $60 for electricity and the customer only pays $20 for the total $80 bill. The water system's accounting system can NOT determine how much is still due for drinking water charges because it only accounts for total outstanding debt.

4.1.1 Mandatory if Question 4.1 = "No": What is the average annual (or fiscal year) percentage of drinking water charges on your annual average Residential bill (which included non-drinking water charges)?

This will allow the State Water Board to estimate the total amount of drinking water arrears excluding other non-drinking water service charges.

Calculation Example: The total average Residential bill includes:
- Wastewater Services = $600
- Drinking Water Services = $360
- Trash = $300
- TOTAL AVERAGE ANNUAL BILL = $1,260

The average annual percentage of drinking water charges is calculated by:

\[
\frac{\text{Average Annual Drinking Water Charges}}{\text{Total Average Annual Bill}} \times 100
\]

\[
\frac{\$360}{\$1,260} \times 100 = 28.57\%
\]

5 Mandatory: What is the number of active and inactive Residential accounts (single-family, multi-family, and mixed use that include residential) that are currently missing one or more required full or partial bill payments for drinking water services provided during a billing period that includes service from 03.04.2020 through 06.15.2021?

Accounts that are currently late on their most recent bill should not be included, only those that are missing payments that have resulted in an outstanding balance or unpaid bill as of the last billing period, i.e., “Amount Before Due.”

Residential accounts that are late or have accrued debt are:
- Based on your water system's adopted policy on Residential customer arrears;
- Residential accounts that have not fully paid their drinking water bill balance 60 days after the bill payment due date.

If your water system bills residential customers annually or quarterly and cannot provide an exact number of residential accounts in arrears during this timeframe, please provide the number of accounts in arrears after the deadline for your last billing cycle.

This field cannot be left blank.

If your answer is 0 and you have commercial customers, then you will be navigated to question 12 and questions between 5.1 through 11 will be hidden.

If your answer is 0 and you do not have commercial customers, then you will be navigated to question 22 and questions 5.1 through 21 will be hidden.

If your answer is greater than 0 you will be navigated to question 5.1.

5.1 Mandatory: How many of your active and inactive Residential accounts in arrears have a past due balance $600 or greater for drinking water services provided from 03.04.2020 through 06.15.2021? This includes any customer billing period that contains these dates.

If 0 accounts have a past due balance of $600 or greater, please enter 0.
5.2 Mandatory: Is documented evidence available to support this number of active and inactive Residential accounts that are currently missing one or more required full or partial bill payments for drinking water services provided from 03.04.2020 through 06.15.2021?

Yes: Documented evidence is available and may include:

- **Customer Account Number:** Your systems financial information may be organized by individual accounts with their own unique identifier.
- **Initial missed billing period due date:** The first billing period the residential account started to default for drinking water charges.
- **Past Due Amount:** Total amount a residential customer owes.
- **Late Fee Amount:** Late fees that have accrued during the COVID-19 pandemic.
- **Examples of Correspondence Indicating Customer Debt:** Copies of emails or letters sent to the customer notifying them of debt accrual. Copies of correspondence with ALL customers in arrears will NOT be required.

**Accepted Documentation Formats:**

- Electronic Spreadsheet (most preferred)
- Other type of electronic accounting files
- Physical Records/Non-electronic: 'Paper' records (e.g., copies of customer bills, past-due notices, emails to customers, etc.).

No: Documented evidence is not available to support this number of active and inactive Residential accounts that are currently missing one or more required full or partial bill payments for drinking water services provided from 03.04.2020 through 06.15.2021.

6 Mandatory: What is the sum of outstanding, uncollected Residential (single-family, multi-family, and mixed use that include residential) bills for drinking water services provided from 03.04.2020 through 06.15.2021 for both currently active and inactive accounts (DO NOT INCLUDE LATE FEES)?

If non-drinking water charges are included in the total bill, please provide the total amount of bill debt that includes non-drinking water charges if you are unable to determine the drinking water debt separately.

**Charges that should NOT be included:** late fees*, charges associated with non-drinking water services, taxes, fees, etc. that are on a customer's bill that are not used to provided drinking water services. If your water system provided customer assistance and bill relief to customers during this time – please do NOT include that amount in this calculation.

Please only provide the amount of unpaid debt for drinking water charges (fixed/base rates/fees and usage charges).

* This information will be collected in question 7 below.

Any numerical value is excepted here, but the field cannot be left blank.

**If answer is > $0; the user navigates to question 6.1.**

**If answer is $0; the user navigates to question 7.**

6.1 Mandatory if 5.1 > 0: Please provide the total amount of Residential arrears for customers that have accrued debt of $600 or greater for drinking water services provided from 03.04.2020 through 06.15.2021 for both active and inactive accounts? This includes any customer billing period that contains these dates.

This total should exclude any Residential accounts that have accrued arrears less than $600.

6.2 Mandatory: Is documented evidence available to support this sum of outstanding, uncollected Residential bills for drinking water services provided from 03.04.2020 through 06.15.2021 for both currently active and inactive accounts? This includes any customer billing period that contains these dates.
Yes: Documented evidence is available and may include:

- **Customer Account Number**: Your systems financial information may be organized by individual accounts with their own unique identifier.
- **Initial missed billing period due date**: The first billing period the residential account started to default for drinking water charges.
- **Past Due Amount**: Total amount a residential customer owes.
- **Late Fee Amount**: Late fees that have accrued during the COVID-19 pandemic.

**Accepted Documentation Formats:**

- Electronic Spreadsheet (most preferred)
- Other type of electronic accounting files
- Physical Records/Non-electronic: ‘Paper’ records (e.g., copies of customer bills, past-due notices, emails to customers, etc.).

No: Documented evidence is not available to support this sum of outstanding, uncollected Residential bills for drinking water services provided from 03.04.2020 through 06.15.2021.

7 **Mandatory**: What is the sum of outstanding, uncollected late fees associated with Residential accounts with outstanding water bills?

This amount reflects the total outstanding accrued late fees associated with active and inactive Residential customer accounts in arrears. This sum should NOT include unpaid drinking water charges from past due water bills. This information is captured in question 8.

8 **Mandatory**: How does your water system primarily track payment and non-payment for Residential water bills? Please select the option below that represents that most common format for the majority of information described above.

**Electronic Database/Software**: an online or desktop data tracking tool that manages customer accounts.

**Spreadsheet (i.e. Excel, google sheets, etc.)**: This is different from an electronic database in that it is simply one or several files where information is manually tracked on a virtual form rather than a complex online or desktop database.

**Paper files/ non-electronic**: a physical record or collection of records that can verify the amount of payments vs non-payments. Ex: Bills, copies of receipts, invoices, letters/emails, etc.

**No tracking system in place to document Residential payments/non-payments**: no electronic or paper files exist to track Residential payments for drinking water services.

9 **Mandatory**: Can your water system produce a spreadsheet with unique residential account numbers and the total outstanding drinking water debt per account for services provided from 03.04.2020 through 06.15.2021? This includes any customer billing period that contains these dates.

- Yes, this can be completed within a week.
- Yes, but it will take 2-3 weeks.
- Yes, but will take a month or more.
- Yes, but we will require outside assistance.
  - ‘Outside assistance': If your system is unable to produce a spreadsheet without aide from another organization like a contractor, technical assistance provider, or government agency.
- No, we don’t have the information needed to produce this spreadsheet.

10 **Mandatory**: Does your water system provide payment plans for Residential customers in arrears?

A payment plan is a revised billing solution which can be used when a customer has a temporary/sudden change in financial circumstance.

Examples of payment plans may include:
Deferred or reduced payments
Alternative payment schedules
Revisions on payment agreements

Requirements for payment plans are detailed in SB 998

11 In the text box you may provide comments on Residential COVID-19 related debt. This information can help provide context to the State Water Board on how COVID-19 has impacted your customers.

All information you provide will be available for disclosure through a public information request.

NON-RESIDENTIAL COMMERCIAL CUSTOMER DEBT

Question 12 through 21 are only revealed if the answer to Question 3 or 3A = "Both" or "Non-Residential"

12 Can your water system distinguish between Non-Commercial Residential customers and other Non-Residential customers?*

The State Water Board often distinguishes between Commercial and Institutional customer types. For the purposes of the Community Water System COVID-19 Relief Program; "Commercial Customers" will include Commercial and Institutional customers: hotels, motels, restaurants, office buildings, government and military facilities, gas stations, hospitals, educational institutions, retail establishments, dormitories, nursing homes, churches, jails, prisons, mental health facilities, addiction recovery centers, farmworker housing, and campgrounds.

Other Non-Residential customers include: industrial (manufacturing, chemical, refineries, cooling towers, animal & food processing, etc.); agriculture irrigation (crops, aquaculture, etc.); and landscape irrigation (parks, golf courses, etc.).

Yes: your water system can distinguish between Non-Commercial Residential customers and other Non-Residential customers

No: your water system cannot distinguish between Non-Commercial Residential customers and other Non-Residential customers

If your answer is "No", please estimate your responses to the following questions based on your best available information. You may estimate Commercial customers using meter sizes. Meters on Non-Residential customers that are 8 inches or less may be an alternative method for approximating Commercial customers.

13 Mandatory: Does your Commercial Non-Residential customer bill include any non-drinking water charges (i.e. wastewater, stormwater, electricity, telecommunications, property tax etc.)?*

Yes: If the water system’s customer bills include additional non-drinking water charges such as wastewater service charges; stormwater service charges; other Utility charges (electricity, gas, internet, and/or telecommunications); garbage, recycling collection, property taxes, etc.

No: There are no additional non-drinking water related charges included on the water system’s customer’s bills.

13.1 Mandatory if Question 13 = "Yes": Can your accounting system distinguish between non-payment for drinking water services from non-payment for the other non-drinking water charges?

Yes: The water system’s accounting system can distinguish non-payment or partial payment for drinking water charges from non-payment or partial payment for non-drinking water charges. For example, if a customer has a bill that has a $30 charge for drinking water services and $50 for electricity and the customer only pays $20 for the total $80 bill. The water system’s accounting system can determine how much is still due for drinking water charges. The water system may allocate the $20 towards any outstanding charge and how it sees fit.
No: The water system's accounting system cannot distinguish non-payment or partial payment for drinking water charges from non-payment or partial payment for non-drinking water charges. For example, if a customer has a bill that has a $30 charge for drinking water services and $50 for electricity and the customer only pays $20 for the total $80 bill. The water system's accounting system can NOT determine how much is still due for drinking water charges because it only accounts for total outstanding debt.

13.1.1 **Mandatory if Question 13.1 = "No":** What is the average annual (or fiscal year) percentage of drinking water charges on your annual average Non-Residential Commercial bill (which included non-drinking water charges)?

This will allow the State Water Board to estimate the total amount of drinking water arrearages excluding other non-drinking water service charges.

*Calculation Example:* The total average Residential bill includes:
- Wastewater Services = $600
- Drinking Water Services = $360
- Trash = $300
- TOTAL AVERAGE ANNUAL BILL = $1,260

The average annual percentage of drinking water charges is calculated by:

\[
\left( \frac{\text{Average Annual Drinking Water Charges}}{\text{Total Average Annual Bill}} \right) \times 100
\]

\[
\left( \frac{360}{1260} \right) \times 100 = 28.57\%
\]

14 **Mandatory:** What is the number of active and inactive Commercial Non-Residential accounts that are currently missing one or more required full or partial bill payments for drinking water services provided during a billing period that includes service from 03.04.2020 through 06.15.2021?

Accounts that are currently late on their most recent bill should not be included, only those that are missing payments that have resulted in an outstanding balance or unpaid bill as of the last billing period, i.e. "Amount Before Due."

Residential accounts that are late or have accrued debt are:
- Based on your water system's adopted policy on Residential customer arrearages; or
- Residential accounts that have not fully paid their drinking water bill balance 60 days after the bill payment due date.

If your water system bills commercial customers annually or quarterly and cannot provide an exact number of residential accounts in arrears during this timeframe, please provide the number of accounts in arrears after the deadline for your last billing cycle.

This field cannot be left blank. If your answer is 0, then you will be navigated to question 22 and questions between 14.1 through 22 will be hidden.

14.1 **Mandatory:** How many of your active and inactive Commercial Non-Residential accounts in arrears have a past due balance $600 or greater for drinking water services provided from 03.04.2020 through 06.15.2021? This includes any customer billing period that contains these dates.

If 0 accounts have a past due balance of $600 or greater, please enter 0.

14.2 **Mandatory:** Is documented evidence available to support this number of active and inactive Commercial Non-Residential accounts that are currently missing one or more required full or partial bill payments for drinking water services provided from 03.04.2020 through 06.15.2021?

**Yes:** Documented evidence is available and may include:
- **Customer Account Number:** Your systems financial information may be organized by individual accounts with their own unique identifier.
- **Initial missed billing period due date**: The first billing period the commercial account started to default for drinking water charges.
- **Past Due Amount**: Total amount a commercial customer owes.
- **Late Fee Amount**: Late fees that have accrued during the COVID-19 pandemic.
- **Examples of Correspondence Indicating Customer Debt**: Copies of emails or letters sent to the customer notifying them of debt accrual. Copies of correspondence with ALL customers in arrears will NOT be required.

**Accepted Documentation Formats:**

- Electronic Spreadsheet (most preferred)
- Other type of electronic accounting files
- Physical Records/Non-electronic: ‘Paper’ records (e.g., copies of customer bills, past-due notices, emails to customers, etc.).

**No:** Documented evidence is not available to support this number of active and inactive Commercial Non-Residential accounts that are currently missing one or more required full or partial bill payments for drinking water services provided from 03.04.2020 through 06.15.2021.

---

15 **Mandatory**: What is the sum of outstanding, uncollected Commercial Non-Residential bills for drinking water services provided from 03.04.2020 through 06.15.2021 for both currently active and inactive accounts (DO NOT INCLUDE LATE FEES)?

If non-drinking water charges are included in the total bill, please provide the total amount of bill debt that includes non-drinking water charges if you are unable to determine the drinking water debt separately.

**Charges that should NOT be included**: late fees*, charges associated with non-drinking water services, taxes, fees, etc. that are on a customer’s bill that are not used to provided drinking water services. If your water system provided customer assistance and bill relief to customers during this time – please do NOT include that amount in this calculation.

**Please only provide the amount of unpaid debt for drinking water charges (fixed/base rates/fees and usage charges).**

* This information will be collected in question 16 below.

Any numerical value is excepted here, but the field cannot be left blank.

If answer is > $0; the user navigates to question 15.1.

If answer is $0; the user navigates to question 16.

---

15.1 **Mandatory if 14.1 > 0**: Please provide the total amount of Commercial Non-Residential arrearages for customers that have accrued debt of $600 or greater for drinking water services provided from 03.04.2020 through 06.15.2021 for both active and inactive accounts? This includes any customer billing period that contains these dates.

This total should exclude any Residential accounts that have accrued arrears less than $600.

---

15.2 **Mandatory**: Is documented evidence available to support this sum of outstanding, uncollected Commercial Non-Residential bills for drinking water services provided from 03.04.2020 through 06.15.2021 for both currently active and inactive accounts? This includes any customer billing period that contains these dates.

**Yes:** Documented evidence is available and may include:

- **Customer Account Number**: Your systems financial information may be organized by individual accounts with their own unique identifier.
- **Initial missed billing period due date**: The first billing period the commercial account started to default for drinking water charges.
- **Past Due Amount**: Total amount a commercial customer owes.
- **Late Fee Amount**: Late fees that have accrued during the COVID-19 pandemic.
Accepted Documentation Formats:
- Electronic Spreadsheet (most preferred)
- Other type of electronic accounting files
- Physical Records/Non-electronic: ‘Paper’ records (e.g., copies of customer bills, past-due notices, emails to customers, etc.).

No: Documented evidence is not available to support this sum of outstanding, uncollected Commercial Non-Residential bills for drinking water services provided from 03.04.2020 through 06.15.2021.

16 Mandatory: What is the sum of outstanding, uncollected late fees associated with Commercial Non-Residential accounts with outstanding water bills?

This amount reflects the total outstanding accrued late fees associated with active and inactive Commercial Non-Residential customer accounts in arrears. This sum should NOT include unpaid drinking water charges from past due water bills. This information is captured in question 15.

17 Mandatory: How does your water system primarily track payment and non-payment for Commercial Non-Residential water bills? Please select the option below that represents that most common format for the majority of information described above.

Electronic Database/Software: an online or desktop data tracking tool that manages customer accounts.

Spreadsheet (i.e. Excel, google sheets, etc.): This is different from an electronic database in that it is simply one or several files where information is manually tracked on a virtual form rather than a complex online or desktop database.

Paper files/ non-electronic: a physical record or collection of records that can verify the amount of payments vs non-payments. Ex: Bills, copies of receipts, invoices, letters/emails, etc.

No tracking system in place to document Residential payments/non-payments: no electronic or paper files exist to track Residential payments for drinking water services.

18 Mandatory: Can your water system produce a spreadsheet with unique Commercial Non-Residential account numbers and the total outstanding drinking water debt per account for services provided from 03.04.2020 through 06.15.2021? This includes any customer billing period that contains these dates.

- Yes, this can be completed within a week.
- Yes, but it will take 2-3 weeks.
- Yes, but will take a month or more.
- Yes, but we will require outside assistance.
  - ‘Outside assistance’: If your system is unable to produce a spreadsheet without aide from another organization like a contractor, technical assistance provider, or government agency.
- No, we don’t have the information needed to produce this spreadsheet.

19 Mandatory: Does your water system provide payment plans for Commercial Non-Residential customers in arrears?

A payment plan is a revised billing solution which can be used when a customer has a temporary/sudden change in financial circumstance.

Examples of payment plans may include:
- Deferred or reduced payments
- Alternative payment schedules
- Revisions on payment agreements

Requirements for payment plans are detailed in SB 998
20 **Mandatory:** The Governor’s Executive Order on the COVID-19 shut-off moratorium also applied to any business in the critical infrastructure sectors designated by the State Public Health Officer as critical to protect the health and well-being of all Californians that qualifies as a small business under 13 CFR Section 121.201 of the Small Business Administration’s regulations. Did your water system extend shut-off protection beyond this to include additional *Commercial customers*?

- Select One -
  
  - **No,** we only extended shut-off protection to those included in the Executive Order.
  
  - **Yes,** we extended shut-off protection to some additional commercial customers.
  
  - **Yes,** we extended shut-off protection to all our commercial customers.

21 In the text box you may provide comments on *Commercial* Non-Residential COVID-19 related debt. This information can help provide context to the State Water Board on how COVID-19 has impacted your customers.

All information you provide will be available for disclosure through a public information request.

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**WATER SYSTEM COVID-19 RELATED REVENUE LOSS**

22 Did your water system experience COVID-19 related drinking water *revenue loss* between 03.04.2020 and 06.15.2021? This includes any customer billing period that contains these dates.

Revenue loss includes total drinking water revenue declines when comparing revenues before the COVID-19 pandemic to revenue collected during the COVID-19 pandemic, ending in 06.15.2021.

Revenue declines may be attributed to unpaid customer charges (Residential and Non-Residential) and decreased demand compared to average demand before the COVID-19 pandemic. Community water systems that do not charge customers directly for water may have experienced COVID-19 related revenue declines (i.e. reduced fees, rent, and other sources of income).

- **Yes:** My community water system did experience COVID-19 related drinking water revenue loss between 03.04.2020 and 06.15.2021.

- **No:** My community water system did not experience COVID-19 related drinking water revenue loss between 03.04.2020 and 06.15.2021.

If "No" you will be navigated to question 29.

If "Yes" you will be navigated to question 23.

---

23 **Mandatory:** What was your water system’s total 2019 (fiscal or calendar year) *revenue*?

*Any numerical value is excepted here, but the field cannot be left blank. Field cannot accept non-numerical values such as a negative sign.*

This amount will be used as a basis to determine general revenue loss compared to previous years.

23.1 **Mandatory:** Is this for the fiscal or calendar year?

- 2019 calendar year
- 2019 fiscal year

**Fiscal year:** a one-year period of time that your water system uses for accounting purposes and preparation of its financial statements.

If your water system’s fiscal year is based on the calendar year (Jan 1 to Dec 31), then select "2019 calendar year" for this question.
If you select 2019 fiscal year, you will be navigated to question 23.1.1.

If you select 2019 calendar year, you will be navigated to question 24.

23.1.1 Mandatory if 23.1 = "2019 fiscal year": Please select fiscal year start date.

Ex: A fiscal year starting on July 1, 2018, and ending on June 30, 2019, refers to the fiscal year 2019, or FY 2019.

24 Mandatory: What were your total 2019 (fiscal or calendar, consistent with your revenue time period) expenses for operating your drinking water system and maintaining drinking water services? Please exclude any large capital/infrastructure expenses that were made during this time (i.e. construction of a new well).

The value provided must be greater than $0.

Expenses should include:

**Operations and Maintenance Expenses**: expenses incurred during the system's normal operation during the reporting year. It may include salaries, benefits for employees, utility bills, system repair and maintenance, supplies (e.g., treatment chemicals), insurance, water purchased for resale etc.

**Finance-related Expenses**: Expenses incurred from retirement of long-term debt, purchase of securities, interest expenses etc.

Please exclude:

**Large Investing and Capital Expenditures**: expenses incurred from purchase of property and equipment; construction of new assets (i.e. treatment, distribution etc.) and any other expenditures related towards expanding and/or improving the water system.

The purpose of this question is to estimate the average annual expenditures the water system incurred before the COVID-19 pandemic.

25 Mandatory [pulled from 2020 EAR]: Total 2020 (fiscal or calendar year) revenue?

This information is required and was collected in the 2020 Electronic Annual Report (EAR). If the figure below is missing, this means you did not complete this required data field in your 2020 EAR. You must provide this information in the 2020 EAR to be eligible for this funding. You may re-open your EAR to complete this data field.

*If the answer displayed in this question is incorrect and you would like to change it, please update your response to this question in the 2020 Electronic Annual Report (EAR). Once the answer has been updated in the EAR, it will automatically update in this survey.*

Auto-Calculated; Total Annual Revenue for the Reporting Year.

This field will auto-calculate using the values provided in the previous questions.

Total Annual Revenue for the Reporting Year = Residential Water Rate Revenue (B1.1) + Non-Residential Water Rate Revenue (B1.2) + Residential Fees and Charges Revenue (B1.3) + Non-Residential Fees and Charges Revenue (B1.4) + Interfund or Governmental Revenue (B1.5.2) – Interfund or Government Revenue Lost (B1.6) + Other Revenue (B1.7)

25A Mandatory – this question must be completed using aggregated information for the systems that you are reporting for. See guidance for question in the help tip above.

25.1 Mandatory: Is this for the fiscal or calendar year?
- 2020 calendar year
- 2020 fiscal year

**Fiscal year**: a one-year period of time that your water system uses for accounting purposes and preparation of its financial statements.

If your water system's fiscal year is based on the calendar year (Jan 1 to Dec 31), then select "2020 calendar year" for this question.

*If you select 2020 fiscal year, you will be navigated to question 25.1.1.*

*If you select 2020 calendar year, you will be navigated to question 26.*

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### 25.1.1 Mandatory if 25.1 = "2020 fiscal year": Please select fiscal year start date.

Ex: A fiscal year starting on July 1, 2019, and ending on June 30, 2020, refers to the fiscal year 2020, or FY 2020.

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### 26 Mandatory: Please estimate your lost customer derived revenue from 01.01.2021 to 06.15.2021 due to the COVID-19 pandemic for drinking water services. This sum may include unpaid customer charges (Residential and Non-Residential) and decreased demand compared to average demand before the COVID-19 pandemic.

Do not include other revenues such as interest income, depreciation, or any income not directly associated with customers. Do not include any incurred expenses in this calculation.

If you operate on a fiscal year calendar that includes these dates, and this information is included in your response to question 25, please enter 0.

If your water system did not experience any revenue declines during this time period, please enter 0.

---

### 27 Mandatory: Approximately how much lost customer derived revenue accrued during the entire COVID-19 pandemic for drinking water services provided from 03.04.2020 through 06.15.2021? This includes any customer billing period that contains these dates. This sum may include unpaid customer charges (Residential and Non-Residential) and decreased demand compared to average demand before the COVID-19 pandemic.

Do not include other revenues such as interest income, depreciation, or any income not directly associated with customers. Do not include any incurred expenses in this calculation.

Water system that do not directly charge customers for water may include revenue loss associated from declines in intergovernmental transfers of funds* and other types of revenue associated with customers/drinking water recipients.

Example: A mobile home park that does not directly charge for water, but water is included in the rent and customers are behind on rent payments. Please provide an estimate of revenue loss due to reduced rent income.

* Intergovernmental transfers of funds - Typically this takes the form of a transfer of funds from a City or County general fund to the drinking water system. The source of these funds may be from other utilities (wastewater, stormwater, energy etc.) or revenues from property taxes/fees, sales taxes/fees, and/or other charges not directly charges by the drinking water system.

If your water system did not experience any revenue declines during this time period, please enter 0.

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### 28 In the text box you may provide comments on COVID-19 related drinking water system debt. This information can help provide context to the State Water Board on how COVID-19 has impacted your system.

All information you provide may be available for disclosure through a public information request.
ESTIMATED DRINKING WATER FUNDING REQUEST

29 Mandatory: Based on the information provided in this survey, approximating how much support do you anticipate requesting from this funding program for drinking water?

This is an estimation of how much your water system may apply for through the Community Water System COVID-19 Relief Program.

This information will not be used for your official application request for funding.

30 Voluntary: Comments on estimated funding request.

In the text box you may provide comments on your estimated funding request.

All information you provide may be available for disclosure through a public information request.

31 Mandatory: The information provided in this survey will be used to make important eligibility and allocation decisions for this program, please certify that the information provided is true and accurate under penalty of perjury.

The water system reporter must certify that the information provided is true and accurate under penalty of perjury.

The State Water Board recognizes that some community water systems may not be able to provide verified or exact answers to some of the questions in this survey. Community water systems must make every reasonable effort to determine the answers using the best available information and answer all questions truthfully and accurately to the best of its abilities under penalty of perjury.

32 Voluntary: The State Water Board may be able to provide technical assistance to help your water system complete a funding application when the application window opens.

Please select the checkbox below if you are interested in receiving assistance in compiling the application materials to submit an application.

Technical Assistance Request Form: https://www.waterboards.ca.gov/drinking_water/docs/ta_request_form_areas.pdf

Please email TA request form to DFA-TAResquest@waterboards.ca.gov

PRE-APPLICATION MATERIALS

In order for the State Water Board to process a payment, your water system must submit the following form which contains your water system's Tax ID.

You may upload the form to this survey if you are able to complete it before the survey deadline. Or you may email it to communitywatersystemscovidrelief@waterboards.ca.gov if you cannot complete it by the survey deadline.

33 Mandatory: Tax Filing Status

Your "Tax Filing Status" is based on your water system's ownership type. This information is imported directly from your 2020 Electronic Annual Report (EAR) for question Water System Information: Water System Ownership.

Ownership types by filing status:

Government

- Local Government: e.g., city, county, or special district, local school district, junior colleges, county or community parks, etc.
- **State or Federal Government**: e.g., state or national park, BLM, USFS and COE campgrounds and recreation facilities, or District Fairs and Expositions, Caltrans rest stop, military base, other state or federal facility

**Non-Government**

- **Privately Owned, PUC Regulated, For Profit**: investor-owned water utilities as listed by CPUC’s water division: [https://www.cpuc.ca.gov/water/](https://www.cpuc.ca.gov/water/)

- **Privately owned, non-PUC-regulated (Community Water System)**: e.g., mobile home park, apartment or condominium

- **Privately Owned, Mutual Water Company or Association**: Any public water system meeting the definition per California Corporations Code Section 14300, [https://law.copcle.com/california/corporations/14300.html](https://law.copcle.com/california/corporations/14300.html)

- **Privately owned business (non-community)**: e.g., church, private school, restaurant, amusement park, RV park/campground, motel, ranch/farm, factory, other business establishment

*If the answer displayed in this question is incorrect and you would like to change it; please update your response to this question in the 2020 EAR. Once the answer has been updated in the EAR, it will automatically update in this survey.*

---

33A **Mandatory** – **this question must be completed using aggregated information for the systems that you are reporting for. See guidance for question in the help tip above.**

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34 **Mandatory if you have not done so already**: You must download and complete the form provided below. Completed and signed forms must be emailed to communitywatersystemscovidrelief@waterboards.ca.gov

This form must be signed by your water system’s authorized signatory - Administrative Contact or authorized fiscal representative. The authorized signatory or authorized fiscal representative is required to provide a wet signature (physically sign) the form and attach a copy of the form. Forms with electronic signatures will not be accepted.


**Non-Government Tax Filing Status**: [https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf)

- Non-government water systems that have more than one mailing address must also complete and upload this form as well: [https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf)

- Instructions are available on each form to assist with filling them out.

- Note that the entity’s name and Taxpayer Identification Number provided on the form must match the information on file with the Internal Revenue Service to be accepted.

- Authorized signatories or authorized fiscal representatives must include their title (e.g., President, General Partner, etc.) as it relates to the organization to demonstrate authority to sign on behalf of the organization.
## COVID SHUTOFF MORATORIUM DELINQUENT ACCOUNTS

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**Notes:**
- **60+ days past due**
- Total delinquent accounts as of December 8, 2021.
MEMO

TO: Board of Directors

FROM: Cathy Lee

DATE: August 13, 2021

RE: Sacramento Local Agency Formation Commission (LAFCo) Nominations for Special District Representation

Summary
Attached is the LAFCo Nominations for Special District Representation. LAFCo is a countywide commission, required in California counties. LAFCo governs boundary changes (annexations) of cities and special districts, formation of new agencies, incorporation of new cities and districts, consolidation or reorganization of special districts and/or cities, municipal service reviews, and spheres of influence updates. LAFCo meetings are held on the first Wednesday of every month with a recess in January and a recess in July. The term of this office is four years beginning January 1, 2022 through December 31, 2025.

Recommendation
Staff recommends that the Board of Directors:
1. discuss Director(s) interest in LAFCo nomination, and
2. if a Director decides to submit his name for nomination,
   a. direct that the LAFCo Nomination Form be completed;
   b. direct that the Director provide his resume to General Manager; and authorize the General Manager to sign and submit the finalized Nomination Form to LAFCo.
DATE: July 29, 2021

TO: Board of Directors of Independent Special Districts

FROM: José Henriquez, Executive Officer
Sacramento Local Agency Formation Commission

RE: Sacramento LAFCo Nominations for Special District Representation
Election for: Special District Commissioner Office No. 7, and
Alternate Special District Commissioner for Office No. 6 & 7

Pursuant to the provisions of Cortese-Knox-Hertzberg (CKH), Section 56332 of the Government Code, the Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible for the purpose of selecting a Special District Commissioner [Office No. 7] and Alternate Special District Commissioner [Office No. 6 & 7] to serve on the Sacramento Local Agency Formation Commission. Based on past experience, due to the size of the Special District Selection Committee, it has been difficult to establish a quorum. Therefore, the business of the Special District Selection Committee will be conducted in writing, as provided in the cited section code.

The Sacramento Local Agency Formation Commission meets on the first Wednesday of the month at 5:30 P.M., Board Chambers, County Administration Center, 700 H Street, Sacramento, California. The Commission meeting is on recess January and July. The term of this office is four years beginning January 1, 2022 thru December 31, 2025.

**SPECIAL DISTRICT COMMISSIONER (Office No. 7)**

This office is currently held by Gay Jones (Sac. Metro Fire District) and will expire on the 31st day of December, 2021.

**ALTERNATE SPECIAL DISTRICT COMMISSIONER (for Office No. 6 & 7)**

This office is currently held by Charlea Moore (Rio Linda-Elverta Recreation and Park District) and will expire on the 31st day of December, 2021

Please be advised that nominations for the Offices listed above will be accepted starting July 30, 2021 until September 30, 2021 at 4:00 P.M. (62 days). You are invited to submit nominations forms via E-MAIL or in WRITING to this office: Sacramento LAFCo; 1112 “I” Street, Suite 100: Sacramento CA 95814 or e-mail to Diane.Thorpe@SacLAFCo.org Nominations not received by 4:00 P.M. on September 30, 2021, will be disregarded and returned to your district.

To be valid, a nomination must be made by a majority vote of the governing board of an Independent Special District in an official meeting of that board and certified by the Secretary or Clerk of the Board. The nominee must be an elected or appointed Independent Special District
Officer residing within the County of Sacramento but shall not be members of the legislative body of a city or county [(CKH Section 56332 (c)].

At the end of the nominating period, the Executive Officer will prepare and send, to each Independent Special District, one ballot listing candidates and voting instructions. The ballot will include the names of all nominees submitted for Office No. 7 and Alternate for Office No. 6 & 7. The districts must return the ballots to the Executive Officer by the date specified in the voting instructions, which date will be at least 30 days from the date on which the Executive Officer mailed the ballots to the districts. Any ballot received by the Executive Officer after the specified date shall not be valid. The candidate who receives the most votes will be determined the winner outright. In the event of a tie, there will be a run-off election held in the same format as the initial election. The Executive Officer will announce the results of the election within seven days of the specified date.

If you have questions regarding the election procedure, please contact the LAFCo Clerk of the Commission, Diane Thorpe, at (916) 874-6458.

Very truly yours,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

José C. Henriquez,
Executive Officer

cc: LAFCo Commissioners
SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
Special District Representation

Nomination Form
Due: September 30, 2021 at 4:00 P.M.

In accordance with the bylaws of the Special District Selection Committee, the Governing Board of the ___________________________ District
(Name of Special District)
Nominates ___________________________ for: LAFCo Special District Representation
(Board Member)

☐ Commissioner Office No. 7 (Four Year term)

AND/OR

☐ Alternate Commissioner Office No. 6 & 7 (Four Year term)

Signature: ___________________________
Board Chairperson

Meeting Date: ______________________

ATTEST:

______________________________
District Secretary

______________________________
Please Print E-mail Address

______________________________
District Manager

______________________________
Please Print E-mail Address

INFORMATION BELOW TO REMAIN CONFIDENTIAL

Nominee’s contact information below:

________________________________________
Nominees Name

________________________________________
Nominees Address

________________________________________
Nominees Phone Number

________________________________________
Nominees E-mail

Please attach Nominee’s resume

LAFCo meets on the first Wednesday of the month at 5:30 pm.

José Henriquez, Executive Officer; Diane Thorpe, Clerk of the Commission
www.saclafco.org