

ITEM #5.A

Approval of Minutes of the June 5, 2023 Regular Meeting



**REGULAR MEETING OF THE BOARD OF DIRECTORS
DEL PASO MANOR WATER DISTRICT**

DRAFT MINUTES

**June 05, 2023 6:00 PM
1817 Maryal Drive, Suite 300, Sacramento 95864**

1. CALL TO ORDER:

President Saunders called the meeting to order at 6:00 p.m.

2. ROLL CALL:

Directors Present: President Ryan Saunders, Carl Dolk, Bob Matteoli, Gwynne Pratt, and David Ross

Staff Present: Acting General Manager Victoria Hoppe
Field Manager Mike Jenner
General Counsel Mona Ebrahimi

A quorum of the Board was present.

3. ADOPTION OF AGENDA: Members may pull an item from the agenda.

Director Pratt made a motion to adopt the agenda. The motion was seconded by Director Matteoli. The agenda was adopted on a 5 Yes/0 No vote.

4. CLOSED SESSION:

PUBLIC EMPLOYEE APPOINTMENT, pursuant to Government Code section 54957: General Manager

President Saunders called for public comment.

Roy Wilson spoke in favor of the appointment of Adam Coyan.

Seeing no further comment, President Saunders closed the public comment.

President Saunders recessed the open session and convened the closed session at 6:03 p.m.

The open session reconvened at 6:32 p.m.

President Saunders reported there was no reportable action and discussion will commence under Item 9.A.

5. PUBLIC COMMENTS: The Board of Directors welcomes participation at these meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public, California law prohibits the Board from acting on any matter which is not on the posted agenda, unless the members determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to five (5) minutes per individual. Please make your comments directly to the DPMWD Chair. Comments will be accepted via teleconference and in writing.

(0:04 minutes)

President Saunders called for public comment.

Roy Wilson suggested decisions be postponed until the new general manager is on board.

Seeing no further comments, President Saunders closed public comments.

6. CONSENT CALENDAR: All items under Consent Calendar will be considered together by one action of the Board, any Member or members of the public may request that an item be removed and considered separately.

Item 6.A: Approval of Warrants and Payroll

(0:07 minutes)

General discussion commenced amongst the Board and staff fielded questions.

President Saunders called for public comment.

Roy Wilson provided general inquiries regarding the matter.

Seeing no further comments, President Saunders closed public comments.

Director Ross made a motion to approve the Consent Calendar. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

7. PUBLIC HEARING:

There were no Public Hearing items to consider.

8. OLD BUSINESS:

There were no Old Business items to consider.

9. NEW BUSINESS:

Item 9.A: Appointment of General Manager and Approval of Employment Contract with Adam Coyan

(0:12 minutes)

General Counsel Ebrahimi presented the staff report and recommended an amendment to the contract Section 2.3.C changing the last sentence to clarify intent of general manager setting salaries.

President Saunders called for public comment.

Trish Harrington provided general inquiry on the matter.

Adam Coyan noted excitement to return to the District and thanked the Board for the appointment.

Seeing no further comments, President Saunders closed public comment.

President Saunders and General Counsel Ebrahimi fielded inquiry from public comment.

President Saunders thanked the Ad Hoc Committee for their hard work.

Director Ross made a motion to appoint Adam Coyan as the General Manager and approve the contract, as amended. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

Item 9.B: Renne Public Policy Group (RPPG) Information and Discussion of Pending Small Community Drought Relief Program Grant Application

(0:20 minutes)

RPPG Representative Jake Whitaker presented and fielded questions from the Board.

President Saunders called for public comment.

Roy Wilson provided general comments and inquiries regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

RPPG Representative Whitaker fielded inquiries from public comment.

Item 9.C: Renne Public Policy Group (RPPG) Service Agreement

(0:45 minutes)

President Saunders provided the report and RPPG Representative Jake Whitaker fielded questions from the Board.

President Saunders called for public comment.

Trish Harrington provided general comments regarding the matter.

Roy Wilson provided general comments regarding the matter.

Carol Rose noted she supported approval of the agreement.

Seeing no further comments, President Saunders closed public comment.

Director Dolk made a motion to approve the agreement on a per project basis with an hourly rate component. The motion failed for lack of second.

Director Matteoli made a motion to approve the agreement as recommended in Option/Scenario 2. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

Item 9.D: Correction/Adjustment to the 2023/2024 Approved Budget Totals

(1:19 minutes)

President Saunders provided the report.

President Saunders called for public comment.

Roy Wilson provided general comments and inquiries regarding the matter.

Seeing no further comments, President Saunders closed public comment.

Director Ross made a motion to approve the corrections and adjustments to the 2023/2024 Budget. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

Item 9.E: Update from District Counsel Regarding Pending Items for Legal Review

(1:26 minutes)

General Counsel Ebrahimi provided the report and fielded questions from the Board.

President Saunders called for public comment.

Carol Rose provided general comments and inquiries regarding the matter.

Trish Harrington provided general comments regarding the matter.

Roy Wilson provided general comments regarding the matter.

Seeing no further comments, President Saunders closed public comment.

General Counsel Ebrahimi fielded inquiries from public comment.

Item 9.F: Election of Special District Representative and Alternate to Sacramento LAFCo Nominations for Special District Commission

(2:04 minutes)

President Saunders provided the report.

President Saunders called for public comment. Seeing no one come forward, he closed public comment.

There were no nominations from the Board.

10. FIELD REPORT: Verbal report

Item 10.A: Field Report on Current and Upcoming Projects

(2:08 minutes)

Field Manager Jenner summarized his staff report and fielded questions from the Board.

President Saunders called for public comment.

Trish Harrington provided general inquiries regarding the report.

Roy Wilson provided general inquiries regarding the report.

Seeing no further comment, President Saunders closed public comment.

Field Manager Jenner fielded inquiries from public comment.

11. DIRECTOR REPORT ON COMMITTEE MEETINGS: Verbal report
Each Board Member will have 5 minutes to report out on all associated committees

Item 11.A: Director Dolk

American Water Works Association (AWWA)
Association of California Water Agencies (ACWA)

Item 11.B: Director Matteoli

Association of California Water Agencies (ACWA) Agriculture
Association of California Water Agencies (ACWA) Groundwater
Sacramento Groundwater Authority (SGA)

Item 11.C: Director Ross

California Rural Water Authority (CRWA)
California Special Districts Association (CSDA)

Item 11.D: Director Saunders

Joint Powers Insurance (JPIA)

Item 11.E: Director Pratt

Regional Water Authority (RWA)
Water Forum

(2:13 minutes)

Directors provided brief reports on committee meetings they attended.

President Saunders called for public comment.

Carol Rose provided general comments regarding the reports.

Seeing no further comment, President Saunders closed public comment.

12. GENERAL MANAGERS COMMENTS: Verbal report

Item 12.A: Director expense reports

Item 12.B: 2022/2023 Audit should be finished soon
(2:35 minutes)

Acting General Manager Hoppe provided a report on agenda items and an update on general District matters.

President Saunders called for public comment. Seeing no one come forward, he closed public comment.

13. DIRECTORS COMMENTS: Verbal information, non-action comments.

There were no Directors Comments.

14. FUTURE AGENDA REQUESTS: Directors can suggest topics they would like on future agendas

(2:38 minutes)

Director Matteoli requested a presentation from the Water Forum. Support was provided to be on a future agenda.

15. ADJOURNMENT: Next Regular Board of Directors meeting is scheduled for June 19, 2023

Director Ross made a motion to adjourn. Director Pratt seconded the motion. There being no further business, the Board of Directors meeting adjourned at 9:09 p.m.

APPROVAL:

ATTEST:

Ryan Saunders, President of the Board

Norma I. Alley, MMC, Clerk of the Board

ITEM #5.B

Approval of Minutes of the July 3, 2023 Regular Meeting



**REGULAR MEETING OF THE BOARD OF DIRECTORS
DEL PASO MANOR WATER DISTRICT**

DRAFT MINUTES

**July 03, 2023 6:00 PM
1817 Maryal Drive, Suite 300, Sacramento 95864**

1. CALL TO ORDER:

President Saunders called the meeting to order at 6:00 p.m.

2. ROLL CALL:

Directors Present: President Ryan Saunders, Carl Dolk, Bob Matteoli, Gwynne Pratt, and David Ross

Staff Present:

General Manager	Adam Coyan
Office Manager	Victoria Hoppe
Field Operator	Nick Weddle
Certified Public Accountant	Robert Merritt
General Legal Counsel	Mona Ebrahimi
Assistant Legal Counsel	Lauren Bernadette

A quorum of the Board was present.

President Saunders recognized and thanked Office Manager Hoppe for her hard work during the interim.

3. ADOPTION OF AGENDA: Members may pull an item from the agenda.

Director Ross made a motion to adopt the agenda. The motion was seconded by Director Pratt. The agenda was adopted on a 5 Yes/0 No vote.

4. PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA The Board of Directors welcomes participation at these meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public, California law prohibits the Board from acting on any matter which is not on the posted agenda, unless the members determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to five (5) minutes per individual. Please make your comments directly to the DPMWD Chair. Comments will be accepted via teleconference and in writing.

(0:02 minutes)

President Saunders called for public comment.

Trish Harrington welcomed General Manager Coyan and thanked Office Manager Hoppe for all her hard work and dedication during the interim.

Roy Wilson welcomed General Manager Coyan and requested more clarification on the agenda for future Closed Session items.

Seeing no one further comment, President Saunders closed public comment.

5. CONSENT CALENDAR: All items under Consent Calendar will be considered together by one action of the Board, any Member or members of the public may request that an item be removed and considered separately.

Item 5.A: Approval of Warrants and Payroll
(0:05 minutes)

Director Dolk requested clarification on the amount withdrawn from the LAIF account. Office Manager Hoppe provided clarification.

President Saunders called for public comment.

Trish Harrington questioned payments.

Seeing no further comments, President Saunders closed public comment.

President Saunders and staff fielded public comment inquiries.

Director Dolk made a motion to approve the Consent Calendar. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

6. PUBLIC HEARING:

There were no Public Hearing items to consider.

7. OLD BUSINESS:

There were no Old Business items to consider.

8. NEW BUSINESS:

Item 8.A: Budget to Actuals
(0:07 minutes)

Certified Public Accountant Merritt provided the report and fielded questions from the Board.

President Saunders called for public comment.

Roy Wilson provided general concerns regarding the matter.

Seeing no further comments, President Saunders closed public comment.

President Saunders, Director Dolk, and Certified Public Accountant Merritt fielded public comment inquiry.

Item 8.B: Consideration and Adoption of Resolution Establishing Water Regulations Related to Delinquent Account Shutoffs and Liens, Pursuant to Senate Bill 998 and Amendment to Ordinances 3 and 10 to Conform with the California Water Shutoff Act

(0:15 minutes)

General Counsel Ebrahimi presented the staff report and fielded questions from the Board.

President Saunders called for public comment.

Trish Harrington provided general inquiry regarding the matter.

Roy Wilson provided general inquiry regarding the matter.

Seeing no further comments, President Saunders closed public comment.

General Counsel Ebrahimi fielded public comment inquiry.

Director Ross made a motion to approve Resolution No. 07-2023-01, which establishes water regulations related to delinquent account shutoffs. The motion was seconded by Director Matteoli. The motion was approved on a 5 Yes/0 No vote.

Director Ross made a motion to adopt Ordinance No. 07-2023-02, amending Ordinance No. 10. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

Director Ross made a motion to adopt Ordinance No. 07-2023-03, amending Ordinance No. 2018-0604-02, further amending and receipted Ordinance No. 3. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

9. FIELD REPORT: Verbal report

Item 9.A: Field Report on Current and Upcoming Projects

(0:51 minute)

Field Technician Nick Weddle summarized the staff report and fielded questions from the Board.

President Saunders called for public comment. Seeing no one come forward, he closed public comment.

10. DIRECTOR REPORT ON COMMITTEE MEETINGS: Verbal report
Each Board Member will have 5 minutes to report out on all associated committees

Item 10.A: Director Dolk
American Water Works Association (AWWA)
Association of California Water Agencies (ACWA)

Item 10.B: Director Matteoli
Association of California Water Agencies (ACWA) Agriculture
Association of California Water Agencies (ACWA) Groundwater
Sacramento Groundwater Authority (SGA)

Item 10.C: Director Ross
California Rural Water Authority (CRWA)
California Special Districts Association (CSDA)

Item 10.D: Director Saunders
Joint Powers Insurance (JPIA)

Item 10.E: Director Pratt
Regional Water Authority (RWA)
Water Forum

(0:55 minutes)

Directors provided brief reports on committee meetings they attended and other matters.

President Saunders called for public comment. Seeing no one come forward, he closed public comment.

11. GENERAL MANAGERS COMMENTS: Verbal report

Item 11.A: Updated on Status of Draft Water Rate Study

Item 11.B: Consumer Confidence Report (CCR) has been completed

(0:59 minutes)

General Counsel Ebrahimi provided a report on Item No. 11.A and fielded inquiries from the Board.

Office Manager Hoppe provided a report on Item No. 11.B and staff fielded inquiries from the Board.

President Saunders called for public comment.

Trish Harrington provided general public comments and inquiries.

Seeing no further comments, President Saunders closed public comment.

President Saunders and General Counsel Ebrahimi fielded inquiries from public comment.

12. CLOSED SESSION:

1. Conference with Legal Counsel—Initiation of Litigation Pursuant to Government Code section 54956.9(c) (one case)
2. Conference with Legal Counsel—Significant Exposure to Litigation Pursuant to Government Code section 54956.9(b) and 54956.9(d)(2) (one case)

(0:59 minutes)

General Counsel Ebrahimi announced the matters to be discussed in Closed Session and assured the notice on the agenda meets the Brown Act requirements.

President Saunders called for public comment.

Roy Wilson expressed general concern for the amount of information listed on the agenda.

Seeing no further comment, President Saunders closed the public comment.

President Saunders recessed the open session and convened the closed session at 7:18 p.m.

The open session reconvened at 8:26 p.m.

General Counsel Ebrahimi reported direction was given to staff regarding Item 1 and there was no reportable action for Item 2.

13. DIRECTORS COMMENTS: Verbal information, non-action comments.

(2:28 minutes)

Director Dolk commented on Bartle Wells review for Prop 218.

14. FUTURE AGENDA REQUESTS: Directors can suggest topics they would like on future agendas

(2:32 minutes)

There were no Future Agenda Requests.

15. ADJOURNMENT: Next Regular Board of Directors meeting is scheduled for July 17, 2023

Director Ross made a motion to adjourn. Director Pratt seconded the motion. There being no further business, the Board of Directors meeting adjourned at 8:32 p.m.

APPROVAL:

ATTEST:

Ryan Saunders, President of the Board

Norma I. Alley, MMC, Clerk of the Board

ITEM #5.C

Approval of Minutes of the August 21, 2023 Regular Meeting

4. PUBLIC COMMENTS: The Board of Directors welcomes participation at these meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public, California law prohibits the Board from acting on any matter which is not on the posted agenda, unless the members determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to five (5) minutes per individual. Please make your comments directly to the DPMWD Chair. Comments will be accepted via teleconference and in writing.

President Saunders called for public comment.

Roy Wilson expressed his disappointment regarding there being no discussion about combining with another water district.

Jennifer Wolfe thanked the Board for their service in terms of their efforts to keep their water safe.

Carol Boyer requested a status update regarding the November 5, 2021, grand jury findings and wanted to see the current status of the findings.

President Saunders called for public comment and fielded inquires.

Seeing no further comments, President Saunders closed public comment.

5. CONSENT CALENDAR: All items under Consent Calendar will be considered together by one action of the Board, any Member or members of the public may request that an item be removed and considered separately.

Item 5.A: Approval of Warrants and Payroll

Director Dolk inquired about approving a new contract for Forsgren for the upcoming fiscal year.

General Manager Coyan mentioned that there was a multi-year contract which rolls over for the upcoming fiscal year.

President Saunders called for public comment.

Trish Harrington inquired about reimbursement for district uniforms.

Roy Wilson requested a report that would let ratepayers know where their money is going and which projects they're funding.

Jan Kaznowski inquired about the Capital Improvement increase and what the funds were used for.

Seeing no further comments, President Saunders closed public comment.

Director Ross made a motion to approve the Consent Calendar. The motion was seconded by Director Matteoli. The motion was approved on a 5 Yes/0 No vote.

6. PUBLIC HEARING:

There were no Public Hearing items to consider.

7. OLD BUSINESS:

There were no Old Business items to consider.

8. NEW BUSINESS:

Item 8.A: Community Workshop on Proposed Rate Increase: Presentation by District and Bartle Wells Associates

Bartle Wells Associates Rate Consultant Doug Dove presented the presentation.

President Saunders called for public comment.

Trish Harrington asked who received the notices and why there wasn't a notice of the workshop in the notification. She also inquired about what 2d-3 is, and wanted to know if the proposal went through, how much money goes to CIP and O&M.

Roy Wilson asked how the rate increase would impact his bi-monthly plan and wanted more information about which projects are being proposed and where they are located, especially 2d-1 though 3 and 2c.

Jennifer Wolfe asked if the Directors lived in the Water District and expressed appreciation for the rate increase.

Ted Costa expressed appreciation for the rate increase, even though he was not a resident of Del Paso Manor.

Carol Boyer inquired about the status of the meters and how they were going to accommodate the California requirement that they all be metered by 2025.

Carol Allen thanks the Board of Directors for their service and inquired about meters as a variable cost rise and how it would affect the pipeline replacement.

Beverly Barden inquired about the comparison of the residential water bill to different water districts.

Tim Cahill inquired about the CIP charge versus the O&M charge, and wanted to know if the Capital Improvement costs would stop.

Ryan Virgil inquired about what state grants the District applied for and wanted to know if any grants were awarded.

Mr. Long inquired about if the rate increase could be spread out to an 8-to-10-year plan, rather than a 5 year plan.

Public comment made regarding what AB 2572 was what's the difference between an urban water supplier and a rural water supplier.

President Saunders and staff fielded public comment inquires.

Seeing no further comments, President Saunders closed public comment.

9. FIELD REPORT: Verbal report

August Field Report on Current and Upcoming Project will be provided at the September 05, 2023, Regular Meeting.

10. DIRECTORS REPORT ON COMMITTEE MEETINGS: Verbal report

Director reports on committee meeting updates will be provided at the September 05, 2023, regular meeting.

Director Dolk informed the Board that the Association of California Water Agencies are having elections for President and Vice President positions.

11. GENERAL MANAGER'S COMMENTS: Verbal report

General Manager Coyan mentioned that he will be attending an upcoming meeting to get details on the current status of projects, discuss future project development, and the next steps moving forward.

12. CLOSED SESSION:

President Saunders reported there was no reportable action.

13. DIRECTORS' COMMENTS: Verbal information, non-action comments.

There were no Director's Comments.

14. FUTURE AGENDA REQUESTS: Directors can suggest topics they would like on future agendas

Director Pratt sought confirmation that the Water Forum presentation would be on a future agenda.

President Saunders agreed with Director Pratt. Support was provided by all Directors.

15. **ADJOURNMENT:** Next Regular Board of Directors meeting is scheduled for September 05, 2023

Director Ross made a motion to adjourn. Director Matteoli seconded the motion. There being no further business, the Board of Directors meeting adjourned at 7:27 p.m.

APPROVAL:

ATTEST:

Ryan Saunders, President of the Board

Kelaiah Johnson, Interim Board Clerk

DRAFT

ITEM #5.D

Approval of Minutes of the September 05, 2023 Regular Meeting



**REGULAR MEETING OF THE BOARD OF DIRECTORS
DEL PASO MANOR WATER DISTRICT**

DRAFT MINUTES

**September 05, 2023 6:00 PM
1817 Maryal Drive, Suite 300, Sacramento 95864**

1. CALL TO ORDER:

President Saunders called the meeting to order at 6:01 p.m.

2. ROLL CALL:

Directors Present: President Ryan Saunders, Carl Dolk, Bob Matteoli, Gwynne Pratt, and David Ross

Staff Present: General Manager Adam Coyan
Office Manager Victoria Hoppe
Field Manager Mike Jenner
Certified Public Accountant Robert Merritt
Assistant Legal Counsel Lauren Bernadette

A quorum of the Board was present.

3. ADOPTION OF AGENDA: Members may pull an item from the agenda.

Director Ross made a motion to adopt the agenda. The motion was seconded by Director Matteoli. The agenda was adopted on a 5 Yes/0 No vote.

4. PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA The Board of Directors welcomes participation at these meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public, California law prohibits the Board from acting on any matter which is not on the posted agenda, unless the members determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to five (5) minutes per individual. Please make your comments directly to the DPMWD Chair. Comments will be accepted via teleconference and in writing.

(6:01 pm)

President Saunders called for public comment.

Trish Harrington requested a report on delinquent accounts; the District's collection policy be shared with homeowners and tenants; report on water income; and status report on Wells 2, 9, and 6B.

Roy Wilson requested more information and specificity, regarding the Prop 218, be provided to the public during workshops and expressed concern with the ratio of expenses vs. income in the budget.

Carol Rose spoke to the need of Prop 218 information be provided on the website.

Seeing no further comments, President Saunders closed public comment.

5. CONSENT CALENDAR: All items under Consent Calendar will be considered together by one action of the Board, any Member or members of the public may request that an item be removed and considered separately.

(6:10 pm)

Requests were made for Item 5.D to be discussed and considered separately.

Item 5.A: Approval of Minutes of the May 01, 2023 Regular Meeting

Item 5.B: Approval of Minutes of the May 15, 2023 Regular Meeting

Item 5.C: Approval of Minutes of the August 07, 2023 Regular Meeting

President Saunders called for public comment. Seeing no one come forward, he closed public comment.

Director Ross made a motion to adopt Items 5.A, 5.B, and 5.C. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

Item 5.D: Approval of Warrants and Payroll

Director Dolk requested clarification on the sales tax, Director Matteoli noted a meeting he attended and requested payment for attending it, and Director Pratt corrected a meeting date she attended.

President Saunders called for public comment.

Trish Harrington questioned payments.

Roy Wilson questioned payments.

Seeing no further comments, President Saunders closed public comment.

General Manager Coyan fielded public comment inquiries.

Director Dolk made a motion to approve the Warrants and Payroll. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

6. PUBLIC HEARING:

There were no Public Hearing items to consider.

7. OLD BUSINESS:

There were no Old Business items to consider.

8. NEW BUSINESS:

Item 8.A: Budget to Actuals

(6:20 pm)

Certified Public Accountant Merritt presented the staff report and fielded questions from the Board.

President Saunders called for public comment.

Trish Harrington provided general comments regarding the presentation.

Roy Wilson provided general comments regarding the presentation.

Carol Rose provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

Item 8.B: Water Forum Presentation

(6:34 pm)

Water Forum Representative Jessica Law presented and fielded questions from the Board.

President Saunders called for public comment.

Trish Harrington provided general comments regarding the presentation.

Roy Wilson provided general comments regarding the presentation.

Carol Rose provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

Jessica Law fielded public comment inquiries.

Item 8.C: Request for Proposal (RFP) for Well #9 Backup Generator

(7:23 pm)

General Manager Coyan provided the staff report and fielded questions from the Board.

President Saunders called for public comment.

Roy Wilson provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

General Manager Coyan fielded inquires from public comment.

Director Ross made a motion to approve the General Manager to release requests for proposals for a backup generator at Well #9. The motion was seconded by Director Dolk. The motion was approved on a 5 Yes/0 No vote.

Item 8.D: ACWA Board Officers' Election for President & Vice President
(7:38 pm)

Director Dolk presented the report.

President Saunders called for public comment.

Trish Harrington provided general comments regarding the presentation.

Seeing no further comments, President Saunders closed public comment.

Director Dolk made a motion to support Cathy Green for President. The motion was seconded by Director Pratt. The motion was approved on a 4 Yes/1 No (Ross) roll call vote.

Director Pratt made a motion to support Dr. Michael Saunders for Vice President. The motion was seconded by Director Dolk. The motion was approved on a 4 Yes/1 No (Matteoli) roll call vote.

9. FIELD REPORT: Verbal report

Item 9.A: Field Report on Current and Upcoming Projects
(7:46 pm)

Field Manager Jenner summarized the staff report.

President Saunders called for public comment. Seeing no one come forward, President Saunders closed public comment.

10. DIRECTOR REPORT ON COMMITTEE MEETINGS: Verbal report
Each Board Member will have 5 minutes to report out on all associated committees

Item 10.A: Director Dolk
American Water Works Association (AWWA)
Association of California Water Agencies (ACWA)

Item 10.B: Director Matteoli
Association of California Water Agencies (ACWA) Agriculture
Association of California Water Agencies (ACWA) Groundwater
Sacramento Groundwater Authority (SGA)

Item 10.C: Director Ross
California Rural Water Authority (CRWA)
California Special Districts Association (CSDA)

Item 10.D: Director Saunders
Joint Powers Insurance (JPIA)

Item 10.E: Director Pratt
Regional Water Authority (RWA)
Water Forum

(7:51 minute)

Directors provided brief reports on committee meetings they attended or would attend at future meetings.

11. GENERAL MANAGERS COMMENTS: Verbal report

(7:56 pm)

General Manager Coyan provided an update on general District matters.

12. CLOSED SESSION:

Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to Gov. Code § 54956.9(d)(4): 1 case.

This items was heard out of order.

13. DIRECTORS COMMENTS: Verbal information, non-action comments.

(7:57 pm)

Director Dolk stated a desire to pursue collection on delinquent accounts and requested a report on pipes locations.

Director Ross requested a report on which pipes are being laid and where they are going and noted he supported transparency with the public on this matter. He also requested it be made clear what will happen to the District if Prop 218 does not go forward.

14. FUTURE AGENDA REQUESTS: Directors can suggest topics they would like on future agendas

(8:03 pm)

Requests were made and supported by the Board to have future agenda items on accessory dwelling units; Water Forum financial support; and presentation of Districts goals, strategic plan, and staffing.

12. CLOSED SESSION:

Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to Gov. Code § 54956.9(d)(4): 1 case.

This items was heard out of order.

President Saunders called for public comment. Seeing no one come forward, he closed the public comment.

President Saunders recessed the open session and convened the closed session at 8:15 p.m.

The open session reconvened at 8:43 p.m.

President Saunders reported there was no reportable action.

15. ADJOURNMENT: Next Regular Board of Directors meeting is scheduled for September 18, 2023

Director Ross made a motion to adjourn. Director Dolk seconded the motion. There being no further business, the Board of Directors meeting adjourned at 8:44 p.m.

APPROVAL:

ATTEST:

Ryan Saunders, President of the Board

Norma I. Alley, MMC, Clerk of the Board

ITEM #5.E

Approval of Minutes of the September 13, 2023 Special Meeting



**SPECIAL MEETING OF THE BOARD OF DIRECTORS
DEL PASO MANOR WATER DISTRICT**

DRAFT MINUTES

**September 13, 2023 6:00 PM
1817 Maryal Drive, Suite 300, Sacramento 95864**

1. CALL TO ORDER:

President Saunders called the meeting to order at 6:00 p.m.

2. ROLL CALL:

Directors Present: President Ryan Saunders, Carl Dolk, Bob Matteoli, Gwynne Pratt, and David Ross

Staff Present: General Manager Adam Coyan
Office Manager Victoria Hoppe
Field Manager Mike Jenner
Assistant Legal Counsel Lauren Bernadette

A quorum of the Board was present.

3. ADOPTION OF AGENDA: Members may pull an item from the agenda.

Director Ross made a motion to adopt the agenda. The motion was seconded by Director Pratt. The agenda was adopted on a 5 Yes/0 No vote.

4. PUBLIC COMMENTS: The Board of Directors welcomes participation at these meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public, California law prohibits the Board from acting on any matter which is not on the posted agenda, unless the members determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to five (5) minutes per individual. Please make your comments directly to the DPMWD Chair. Comments will be accepted via teleconference and in writing.

President Saunders called for public comment.

Roy Wilson provided general comments regarding Prop 218 proposal and costs.

Seeing no further comments, President Saunders closed public comment.

5. CONSENT CALENDAR: All items under Consent Calendar will be considered together by one action of the Board, any Member or members of the public may request that an item be removed and considered separately.

There were no Consent Calendar items to consider.

6. PUBLIC HEARING:

There were no Public Hearing items to consider.

7. OLD BUSINESS:

There were no Old Business items to consider.

8. NEW BUSINESS:

Item 8.A: Summary of Objections Received Pursuant to District Policy Number 3240 Regarding Exhaustion Procedures for 2023 Proposition 218 Process

Assistant Legal Counsel Bernadette summarized the staff report and reported there were 45 Summary of Objections received prior to the deadline, which none of the comments allege a procedural or substantive legal objection to the process or rates; therefore, recommended the Board direct District staff and legal counsel to proceed with the Proposition 218 protest hearing on September 18, 2023.

President Saunders called for public comment.

Trish Harrington provided general comments regarding the report.

Carol Rose provided general comments regarding the report.

Roy Wilson provided general comments regarding the report.

Seeing no further comment, President Saunders closed public comment.

Assistant Legal Counsel Bernadette and General Manager Coyan responded to inquiry from public comment.

Director Dolk made a motion directing District staff and legal counsel to proceed with the Proposition 218 protest hearing on September 18, 2023. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

9. FIELD REPORT:

September field report will be provided at the October 02, 2023 regular meeting.

10. DIRECTORS REPORT ON COMMITTEE MEETINGS: Verbal report *Each*
Board Member will have 5 minutes to report out on all associated committees

Director reports on committee meeting updates will be provided at the October 02, 2023 regular meeting.

11. GENERAL MANAGER'S COMMENTS:

There were no comments from the General Manager.

12. CLOSED SESSION:

There were no Closed Session items to consider.

13. DIRECTORS' COMMENTS: Verbal information, non-action comments.

There were no comments from Directors.

14. FUTURE AGENDA REQUESTS: Directors can suggest topics they would like on future agendas

There were no Future Agenda Requests to consider.

15. ADJOURNMENT: Next Regular Board of Directors meeting is scheduled for September 18, 2023

Director Ross made a motion to adjourn. Director Pratt seconded the motion. There being no further business, the Board of Directors meeting adjourned at 6:31 p.m.

APPROVAL:

ATTEST:

Ryan Saunders, President of the Board

Norma I. Alley, MMC, Clerk of the Board

ITEM #5.F

Approval of Minutes of the September 18, 2023 Regular Meeting



**REGULAR MEETING OF THE BOARD OF
DIRECTORS DEL PASO MANOR WATER DISTRICT**

DRAFT MINUTES

September 18, 2023 6:00 PM

ZOOM PARTICIPATION WAS NOT OFFERED FOR THIS MEETING

LOCATION:

**El Camino Fundamental High School
Cafeteria 4300 El Camino Avenue,
Sacramento 95821**

1. CALL TO ORDER:

President Saunders called the meeting to order at 6:00 p.m.

2. ROLL CALL:

Directors Present: President Ryan Saunders, Carl Dolk, Bob Matteoli, Gwynne Pratt, David Ross

Staff Present:

General Manager	Adam Coyan
Office Manager	Victoria Hoppe
District Council	Lauren Bernadett
Field Manager	Mike Jenner
Bartle Wells Consultant	Doug Dove

A quorum of the Board was present.

3. ADOPTION OF AGENDA: Members may pull an item from the agenda.

Director Ross made a motion to adopt the agenda. The motion was seconded by Director Pratt.

4. PUBLIC COMMENTS: The Board of Directors welcomes participation at these meetings. Matters under the jurisdiction of the Board that are not posted on the agenda may be addressed by the public, California law prohibits the Board from acting on any matter which is not on the posted agenda, unless the members determines that it is an emergency or other situation specified in Government Code Section 54954.2. Public comments are limited to five (5) minutes per individual. Please make your comments directly to the DPMWD Chair. Comments will be accepted via teleconference and in writing.

The agenda was adopted on a 5 Yes/0 No vote.

Roy Wilson expressed wanting to see the Board start to re-establish communication with Sac Suburban for potential consolidation.

Seeing no further comments, President Saunders closed public comment.

5. CONSENT CALENDAR: All items under Consent Calendar will be considered together by one action of the Board, any Member or members of the public may request that an item be removed and considered separately.

Item 5.A: Approval of Warrants and Payroll

Director Dolk inquired about the pipe that broke, for which a USA alert was issued in January.

General Manager Coyan commented that the USA alert markings are only good for 30 days and that when they are digging and are within two or three feet of the main, they hand dig because service connections come off and they don't mark the service connections. General Manager Coyan confirmed that the District is billing the contractor for the broken pipe repair.

Trish Harrington inquired about the AV services for \$2,080 to Terrapin.

Seeing no further comments, President Saunders closed public comment.

Director Ross made a motion to approve the Consent Calendar. The motion was seconded by Director Dolk. The motion was approved on a 5 Yes/0 No vote.

6. PUBLIC HEARING:

There were no Public Hearing items to consider.

7. OLD BUSINESS:

There were no Old Business items to consider.

8. NEW BUSINESS:

Item 8.A: Proposition 218 Protest Hearing and Potential Adoption of Resolution No. 23-0918 and Ordinance No. 2023-01 Contingent Upon Results of Protest Tabulation

Director Dolk made a motion to open the Proposition 218 Protest Hearing. Director Ross seconded the motion. The motion passed unanimously.

Bartle Wells Associates Rate Consultant Doug Dove gave a PowerPoint presentation on the proposed rate increases.

Director Ross asked for clarification regarding the rates being monthly or every two months.

President Saunders made a quick announcement regarding the number of protests needed to reach a majority protest. The number of connections was 1,975.

President Saunders called for public comment.

Roy Wilson inquired about his rates doubling at the end of the 5th year and wanted to know the amount the District could afford regarding Proposition 218. He made a comment about combining with Sac Suburban being an option. He also inquired about what guarantees the District has for getting a loan at 4% without spending a lot of money to obtain the loan and wanted to know which repairs the District can afford to pay.

Trish Harrington also made a comment about consolidating with Sac Suburban Water District. She wanted to know why the District is not spending more time on steel pipe replacement rather than the wells. She inquired about the order in which improvements are being made for Prop. 218. and what percentage of the money is going to O&M. She also wanted to know how can the water rates be increased without having a loan arranged.

Joyce Graddy inquired about the rate increase making Del Paso Manor the second highest in Sacramento.

Ellen Hawk inquired about the size of her water service pipes.

Larry Penny wanted to know how lot sizes are determined and whether the 9-foot easement was part of their lot.

Carol Rose thanked the Board for their service and expressed appreciation for the rate increase.

Brian Neward inquired about staff salaries.

Joanne inquired about the costs to repair wells and pipes when the District contracts for repairs, how much requests for proposals and contracts would cost, and the procedure regarding lowest bids.

Marcie Hutchinson gave support to the Board and gave positive feedback regarding the rate increases.

Beverly Barden wanted to know if the refurbishment for infrastructure was being mapped out and documented.

Fernando Gonzalez inquired about paying for infrastructure and suggested looking into Section 219 of the Water Resource Development Act for source funding and made a comment about there not being enough rate payers in the District to afford repairs.

A commenter who did not state his name wanted to know why his neighbor's pipe leak hadn't been repaired as it's been an issue for over a year.

Seeing no further comments, President Saunders closed public comment.

Director Ross motioned to close the Prop. 218 Protest Hearing. The motion was seconded by Director Pratt. Motion to close was unanimous.

(0:31 minutes)

Director Saunders announced that the tabulations team would begin counting the protests received by the District to determine whether a majority of the parcel owners or customers of record of the identified parcels have presented written protests to the proposed fee. Director Saunders reminded the audience that no more than one protest will be counted for each parcel. If there is a majority protest or at least 988 validated protests have been received, then the board will not move forward with the adopting the rate as proposed. If there is not a majority protest of at least 988 protests, then the board may move forward to consider adopting the rates as proposed.

President Saunders called for a 10-minute recess to allow the tabulation team to count the protests. Director Ross motioned to recess until 7:10 p.m. The motion was seconded by Director Pratt. The motion was unanimous.

Regular meeting resumed at 7:11 p.m.

After the tabulations team counted all protests received by the close of the public hearing, Director Saunders announced that the District received 51 protests. With 51 protests received and 1,975 connections in the district, a majority of the property owners and customers of record did not submit protests to the proposed rates. Director Saunders announced that the Board may consider adoption of the rates as proposed.

President Saunders moved to adopt Resolution No. 23-0918 Ratification of Protest Tabulation. Director Ross motioned to adopt resolution. The motion was seconded by Director Pratt. The motion was approved on a 5 Yes/0 No vote.

President Saunders moved to adopt Ordinance No. 2023-01 Adopting and Implementing Protested Rates Effective November 1, 2023, Contingent Upon Result of Protest Tabulation. Director Pratt motioned to adopt the ordinance. The motion was seconded by Director Ross. The motion was approved on a 5 Yes/0 No vote.

9. FIELD REPORT: Verbal report

September field report will be provided at the October 02, 2023 regular meeting.

10. DIRECTORS REPORT ON COMMITTEE MEETINGS: Verbal report

Committee meeting updates will be provided at the October 02, 2023 regular meeting.

11. GENERAL MANAGER'S COMMENTS: Verbal report

There were no General Manager's Comments to consider.

12. CLOSED SESSION:

No reportable action.

13. DIRECTORS' COMMENTS: Verbal information, non-action comments.

Director Dolk thanked everyone from the District for coming out. Director Matteoli agreed and thanked everyone for their patience. Director Pratt, Director Ross, and President Saunders thanked everyone as well for coming out.

14. FUTURE AGENDA REQUESTS: Directors can suggest topics they would like on future agendas

No future agenda requests.

15. ADJOURNMENT: Next Regular Board of Directors meeting is scheduled for October 02, 2023

Director Ross Director Ross made a motion to adjourn. Director Pratt seconded the motion. There being no further business, the Board of Directors meeting adjourned at 7:18 p.m.

APPROVAL:

ATTEST:

Ryan Saunders, President of the Board

Kelaiah Johnson, Interim Board Clerk

ITEM #5.G

Approval of Warrants and Payroll

Del Paso Manor Water District
VENDORS PAID / APPROVED - SEPTEMBER 2023

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
ACWA JPIA	Health		\$549.41	10775
ADP	Payroll			
ADP Taxes	Payroll Taxes			
Appletree Answers	Answering service		\$517.91	CC
AT&T	Internet; Phone/Fax		\$85.60	CC
AT&T	Phone		\$343.59	CC
AT&T	Phone		\$211.33	CC
AT&T Mobility	Cell Phones; iPads		\$442.94	CC
BSK	Labs		\$5,786.00	10776
CalPers	Employee Contribution - Classic		\$2,190.30	EFT
CalPers	Employee Contribution - Pepra		\$3,184.55	EFT
CalPers	Health		\$10,494.70	EFT
CalPers	Unfunded Liability - Classic		\$5,958.92	EFT
DEX.YP	Yellow Pages		\$15.50	CC
Emigh Hardware	Material/Supplies		\$245.06	10777
Flowline Contractors, Inc.	Annette Leak Repair		\$10,489.00	10762
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through July 2023		\$22,394.08	10763
Kronick, Moskovitz, Tiedemann & Girard	Services Rendered Through August 2023		\$12,429.26	10778
Leaf	Photocopy Machine Lease		\$172.92	10764
Leaf	Photocopy Machine Lease		\$277.76	10779
Legacy Cleaning Services	Maryal Office		\$160.00	CC
Loewen Pump Maintenance	Well 9 Seal		\$1,402.87	10765
Mailrite Print and Mail, Inc	Flat Rate Billing (July/August 2023)		\$1,916.36	10766
Mailrite Print and Mail, Inc	Prop 218 Rate Increase Notices		\$1,997.11	10766
Mailrite Print and Mail, Inc	Prop 218 Notices		\$5,539.54	10780
Munibilling	Merchant Return Fee (August 2023)		\$10.00	10781
PG&E	Gas		\$8.04	EFT
Regional Government Services (RGS)	July 2023 Clerk Services		\$974.60	10767
Richardson & Company	21/22 Annual Audit		\$10,700.00	10768
Robert Merritt	CPA - Services Rendered Through August 2023		\$1,330.00	10782
Sacramento Local Agency Formation Commission (LAFCo)	Special District Assessment (FY 2023-24)		\$235.00	10783
Sacramento Suburban Water District (SSWD)	Mutual Aid Agreement (07/01/2023 - 07/31/2023)		\$483.00	10769
Sierra Chemical Company	Chemicals		\$588.00	10770

**Del Paso Manor Water District
VENDORS PAID / APPROVED - SEPTEMBER 2023**

Sierra Chemical Company	Chemicals		\$462.00	10784
Smud	Account# 7000000179		\$13,691.74	10771
Stacey Shorey	Reimbursement for COE		\$112.98	10772
Streamline	Website		\$249.00	CC
tak Communications, Inc	2116 Lorenzo Lane		\$7,823.94	10785
Terrapin Technology Group	8/21/2023 AV Services		\$2,080.00	10786
Terrapin Technology Group	Software / Computers		\$167.05	10786
Tripepi Smith & Associates, Inc.	08/21/2023 218 Workshop		\$1,526.57	10787
Uinta Holdings, LLC	October 2023 Rent		\$2,570.00	10788
Umpqua Bank	District Credit Card		\$3,454.95	10789
USA BlueBook	4268 Stock		\$240.74	10773
USA BlueBook	4268 Stock		\$371.68	10790
VOYA	August 2023 Employee Contribution		\$500.00	10774
Wex Bank	Gas		\$462.43	EFT
Wizix Technology Group, Inc.	Photocopy Machine		\$238.98	CC
MONTHLY TOTAL----->			\$0.00	\$135,085.41

Approved at 09/05/2023 Regular Meeting
Approved at 09/18/2023 Regular Meeting

TOTAL CHECKS ISSUED: 29

PAID VIA CREDIT CARD (CC): 15

PAID VIA ELECTRONIC FUNDS TRANSFER (EFT): 6

*** DISTRICT FILES INCLUDES INVOICES BEHIND CREDIT CARD BILL WHICH ARE AVAILABLE FOR REVIEW AT THE DISTRICT OFFICE**

**Del Paso Manor Water District
VENDORS PAID / APPROVED - SEPTEMBER 2023**

UMPQUA DISTRICT CREDIT CARD - PAID SEPTEMBER 2023			
VENDORS NAME	DESCRIPTION	AMOUNT	PAID DATE
Appletree Answers	Answering service	\$517.91	9/9/2023
AT&T	Internet; Phone/Fax	\$85.60	9/19/2023
AT&T	Phone	\$343.59	9/6/2023
AT&T	Phone	\$211.33	9/6/2023
AT&T Mobility	Cell Phones; iPads	\$442.94	9/19/2023
DEX.YP	Yellow Pages	15.50	9/6/2023
Legacy Cleaning Services	Maryal Office	160.00	9/12/2023
Streamline	Website	249.00	9/6/2023
Wizix Technology Group, Inc.	Photocopy Machine	238.98	9/6/2023
Chipotle	Staff Lunch	94.44	9/1/2023
Nextdoor	218 Ad	11.12	9/3/2023
Zoom	Cloud Recording	40.00	9/4/2023
Walgreens	Office Supplies	34.76	9/25/2023
Amazon	Office Supplies	54.89	9/5/2023
Amazon	Office Supplies	48.98	9/5/2023

2,549.04

**Del Paso Manor Water District
OCTOBER 2023 VENDORS FOR APPROVAL**

VENDORS NAME	DESCRIPTION	CIP	AMOUNT	CHECK #
All Phase Construction	Refund for Hydrant Use Permit/Fees		\$857.70	
CalPers	Health		\$10,494.70	
CalPers	Unfunded Liability - Classic		\$5,958.92	
DEX.YP	Yellow Pages		\$15.50	
Forsgren Associates, Inc.	Services Rendered Thru 08/25/2023 (Well 02 Engineering)		\$190.00	
Forsgren Associates, Inc.	Services Rendered Thru 08/25/2023 (Well 6B Modification)		\$200.00	
Forsgren Associates, Inc.	Services Rendered Thru 08/25/2023 (Well 07 Support)		\$3,127.50	
Forsgren Associates, Inc.	Services Rendered Thru 08/25/2023 (Well 09 Engineering)		\$636.25	
Forsgren Associates, Inc.	Services Rendered Thru 08/25/2023 (On-Call Services)		\$6,926.25	
Iconix Waterworks (US) Inc.	4268 Stock		\$222.78	
Legacy Cleaning Services	Maryal office		\$160.00	
Munibilling	Billing System (4th Quarter Subscription & Merchant Fees)		\$1,936.00	
Natomas Lock & Key	4268 Stock (Padlocks)		\$120.71	
PG&E	Gas		\$8.32	
Regional Government Services (RGS)	August 2023 Clerk Services		\$1,652.13	
Sacramento County Utilities	Utilities		\$242.68	
Sierra Chemical Company	Chemicals		\$420.00	
Smud	Account# 7000000179		\$12,826.77	
Streamline	Website		\$249.00	
Uinta Holdings, LLC	November 2023 Rent		\$2,570.00	
Umpqua Bank	District Credit Card		\$2,549.04	
USA BlueBook	4268 Stock		\$100.82	
VOYA	September 2023 Emp. Contribution		\$500.00	
Wex Bank	Gas		\$676.87	
Wizix Technology Group, Inc.	Photocopy Machine		\$97.45	
MONTHLY TOTAL----->			\$0.00	\$52,739.39

**Del Paso Manor Water District
BOD Compensation Expense Summary
SEPTEMBER 2023**

SEPTEMBER 2023 MEETINGS		DOLK	MATTEOLI	PRATT	ROSS	SAUNDERS
	Board Meetings					
9/5/2023	DPMWD - Regular Board Meeting	1	1	1	1	1
9/13/2023	DPMWD - Special Board Meeting	1	1	1	1	1
9/18/2023	DPMWD - Regular Board Meeting	1	1	1	1	1
	DPMWD - Emergency Board Meeting					
	ADHOC Committee Meetings					
	Director Compensation Committee Meeting					
9/25/2023	Finance Standing Committee Meeting				1	
	General Counsel Review Committee					
	General Manager Evaluation Committee					
	LAFCo 2x2 Meeting					
	SSWD / DPMWD 2X2 Committee					
	Succession Planning Committee					
	Other Meetings					
	American Water Works Association (AWWA) <i>(Dolk)</i>					
	Association of California Water Agencies (ACWA) <i>(Dolk)</i>					
	Association of California Water Agencies (ACWA) Agriculture <i>(Matteoli)</i>					
	Association of California Water Agencies (ACWA) Groundwater <i>(Matteoli)</i>					
	California Rural Water Authority (CRWA) <i>(Ross)</i>					
	California Special Districts Association (CSDA) <i>(Ross)</i>					
	Ethics Training (AB1234)					
	Joint Powers Insurance (JPIA) <i>(Saunders)</i>					
09/11 & 09/18 2023	Legal Council Meeting					2
	Regional Water Authority (RWA) <i>(Pratt)</i>			1		
	Sacramento Groundwater Authority (SGA) <i>(Matteoli / Pratt)</i>		1			
	Sacramento Suburban Water District (SSWD)					
	Sexual Harassment Prevention Training (AB1825)					
9/6 & 9/11 2023	Water Forum <i>(Pratt)</i>			2		
	September Monthly Meeting Totals					
	TOTAL MEETINGS	3	4	6	4	5
	TOTAL COMPENSATED MEETINGS	3	4	6	3	4
	TOTAL COMPENSATION	\$300	\$400	\$600	\$300	\$400

ITEM #8.A

Budget to Actuals

Del Paso Manor Water District
Expense Budget To Actual Comparison
July 1, 2023 to September 30, 2023

Notes

	Year to Date July 1, 2023 to September 30, 2023	Budget	Percent of Budget
Revenues			
Water Sales	321,495	1,358,847	23.66%
C.I.P. Revenue	107,986	598,811	18.03%
Other water sales	571	-	Not budgeted
Other customer charges	60	-	Not budgeted
Interest income	-	30,000	0.00%
Misc. income	-	-	Not budgeted
Total Revenues	430,112	1,987,658	21.64%
Employee Related			
Management Salaries	28,124	160,000	17.58%
Staff Salaries	54,831	328,051	16.71%
Director Fees	2,400	22,000	10.91%
Payroll Taxes	6,530	41,000	15.93%
PERS Retirement	23,768	100,500	23.65%
Health	17,193	90,000	19.10%
Retiree Health Benefits & OPEB	16,085	80,000	20.11%
Total Employee Related	148,931	821,551	18.13%
Administration			
Insurance	13,906	59,500	23.37%
Office Expense	30,627	91,500	33.47%
Audit Fees	10,700	12,000	89.17%
Legal Fees	28,457	200,000	14.23%
Election Related	-	3,000	0.00%
Miscellaneous	10,260	5,000	205.20%
Professional Administration Fees	13,626	131,700	10.35%
Bank Charges	378	2,000	18.90%
Professional Dues	36,098	58,500	61.71%
Professional Meetings	-	10,000	0.00%
Cert/Continuing Education	-	5,000	0.00%
Total Administration	144,052	578,200	24.91%
Operations			
Conservation	-	3,400	0.00%
Power	13,709	112,000	12.24%
Repairs & Maintenance	30,599	216,000	14.17%
Lab Fees	10,960	7,000	156.57%
Backflow Program	-	2,000	0.00%
Engineering	18,177	250,000	7.27%
City Water	-	7,000	0.00%
Capital/Equipment Expenditures	-	60,000	0.00%
Total Operating	73,445	657,400	11.17%
Total Employee Related, Administration and Operating Expenses	366,428	2,057,151	17.81%
C.I.P.			
New Pipeline	-	50,000	0.00%
Well #2	-	950,000	0.00%
Well # 6B	-	50,000	0.00%
Well #9	-	360,000	0.00%
Interest Expense & Principal Debt Payment	-	325,000	0.00%
Total C.I.P.	-	1,735,000	0.00%

Amounts above are not audited

Notes

1 Misc. expenses include employee relocation and operating interest expenses

	<u>September 2023</u>	<u>Budget</u>	<u>Percentage of Budget</u>
Employee Related			
5102.10 · Management salaries	28,124.00	160,000.00	17.58%
5102.15 · Field salaries	38,785.00	250,000.00	15.51%
5102.20 · Office manager salary	16,046.00	78,051.00	20.56%
5102.05 · Director fees	2,400.00	22,000.00	10.91%
5102.30 · Payroll taxes	6,530.00	41,000.00	15.93%
6451.00 · PERS/retirement	23,768.00	100,500.00	23.65%
6501.00 · Employee healthcare (CalPers)	17,193.00	90,000.00	19.10%
6502.00 · Retiree health benefits	16,085.00	80,000.00	20.11%
Administration			
5251.00 · Insurance			
5251.05 · Liability	9,322.00	40,000.00	23.31%
5251.10 · Property	4,585.00	4,500.00	101.89%
5251.15 · Workers Compensation	0.00	15,000.00	0.00%
6151.00 · Office expense			
6151.05 · District office lease	10,280.00	32,000.00	32.13%
6151.10 · Phone service	1,064.00	4,500.00	23.64%
6151.15 · Internet provider	1,403.00	5,000.00	28.06%
6151.20 · Sewer & garbage (Lusk)	237.00	2,000.00	11.85%
6151.21 · Miscellaneous (office other)	0.00	0.00	N/A
6151.25 · Postage	12,785.00	20,000.00	63.93%
6151.30 · Printing	0.00	1,000.00	0.00%
6151.35 · Computers & supplies	90.00	3,500.00	2.57%
6151.40 · Office supplies	2,080.00	7,500.00	27.73%
6151.45 · Answering service	1,482.00	5,500.00	26.95%
6151.50 · Office furniture	0.00	2,000.00	0.00%
6151.55 · Payroll preparation	278.00	2,000.00	13.90%
6151.60 · GASB 75 valuation	0.00	2,000.00	0.00%
6151.70 · Janitorial	480.00	2,500.00	19.20%
Office expense - other	447.00	0.00	N/A
6251.00 · Audit	10,700.00	12,000.00	89.17%
6255.00 Election related	0.00	3,000.00	N/A
6301.00 · Legal	28,457.00	200,000.00	14.23%
6401.00 · Misc	10,261.00	5,000.00	205.22%
6601.00 · Professional Admin fees			
6601.05 · SWRCB annual fees	0.00	16,000.00	0.00%
6601.10 · NDPES permit	0.00	1,500.00	0.00%
6601.15 · Cal Pers actuarial reports	700.00	700.00	100.00%
6601.25 · Air Quality permits	0.00	5,000.00	0.00%
6601.30 · Encroachment permits	0.00	500.00	0.00%
6601.35 · CPA fees	2,565.00	18,000.00	14.25%
6601.00 · Professional admin fees - other	10,361.00	60,000.00	17.27%
6601.50 · Public relations	0.00	30,000.00	0.00%

6171.00 · Bank fees	378.00	2,000.00	18.90%
6561.00 · Professional dues			
6561.05 · ACWA	4,867.00	11,000.00	44.25%
6561.10 · AWWA	244.00	700.00	34.86%
6561.15 · CSDA	4,093.00	8,300.00	49.31%
6561.20 · CRWA	750.00	1,000.00	75.00%
6561.25 · RWA	4,423.00	9,500.00	46.56%
6561.30 · SGA	21,243.00	25,000.00	84.97%
6561.35 · SAWWA	0.00	1,000.00	0.00%
6561.00 · Professional dues - other	478.00	2,000.00	23.90%
6551.00 · Professional meetings	0.00	10,000.00	0.00%
6610.00 Certification/continuing education	0.00	5,000.00	0.00%

Operations

5151.00 · Power			
5151.05 · PG&E	17.00	2,000.00	0.85%
5151.10 · SMUD	13,692.00	110,000.00	12.45%
5201.00 · R & M			
5201.05 · Leak repairs	21,342.00	104,000.00	20.52%
5201.10 Field Equipment	0.00	2,000.00	0.00%
5201.15 · Field supplies	1,671.00	35,000.00	4.77%
5201.20 · Fuel for vehicles	848.00	9,000.00	9.42%
5201.25 Vehicle repair and maintenance	718.00	3,000.00	23.93%
5201.35 · Chlorine	2,709.00	11,000.00	24.63%
5201.45 · Well repair & maintenance	1,403.00	6,000.00	23.38%
5201.55 · Field staff cellular service	1,425.00	6,000.00	23.75%
5201.00 R & M other	0.00	0.00	N/A
5201.70 SSWD Mutual Aide Field Staff	483.00	40,000.00	1.21%
5301.00 · Lab fees (H2O testing)	10,960.00	7,000.00	156.57%
5451.00 City water	0.00	7,000.00	0.00%
5452.00 Backflow program	0.00	2,000.00	0.00%
5351.00 Engineering	18,177.00	250,000.00	7.27%

ITEM #8.B

Salary Survey

DEL PASO MANOR WATER DISTRICT

BOARD MEETING

DATE: October 02, 2023

AGENDA ITEM NO. 8.B

SUBJECT: Salary Survey

STAFF CONTACT:

Adam Coyan, General Manager

BACKGROUND:

In early September/ October 2022 the district asked Bienati Consulting Group to conduct a salary survey. On November 2, 2022, the report was delivered to the District, and on December 19, 2022 the salary survey was presented to the board for their review. The board adopted the survey with the direction that it would be delivered to Bartle Wells Associates.

I conducted an in-depth review of the salary survey, made some updates, included districts not previously included and removed the districts that were not a good match to the district. The resulting review is summarized in the attached chart, graphs and job description and salary schedules.

RECOMMENDATION:

Receive and review the salary survey and make adjustment to the salary schedule as recommended.

ATTACHMENTS:

Salary Survey Review Summary
Salary Survey Review Chart
Selected District Salary Schedules and Job Descriptions
Bienati Consulting Group, Inc. Salary Survey
Current Salary Survey Approved 10/17/2022
Proposed Salary Survey
Resolution 23-1002-1

ENVIRONMENTAL IMPACT:

This item is an update to an existing structure and does not need a CEQA review.

FINANCIAL IMPACT:

Financial impact is within approved F/Y 23/24 budget.

Review of Salary Survey

Water District	Office Manager	Field Manager	O&M Tech II/ CC	General Manager	Size
Rancho Murrieta CSD	District Secretary \$60,576-\$84,132	Utilities Supervisor \$74,892-\$104,016	Utility Worker III \$59,064-\$67,128	General Manager \$147,096-\$194,160	50-70
Elk Grove Water District	Senior Utility Billing Specialist \$73,361-\$89,169	Water Distribution Operator III \$73,361-\$89,169	Water Distribution Operator II \$64,916-\$78,894	General Manager \$192,345	30
San Juan Water District	Accounting Technician III \$78,707-\$94,452	Distribution Operator II \$78,707-\$94,452	Distribution Operator I \$71,260-\$85,508	General Manager \$231,982	49
Florin County WD (2021) Transparent CA	Office Manager \$90,090	Field Supervisor \$72,417	Equipment Operator \$54,149	General Manager 144,490 Base hourly	No Data
Rio Linda/ Elverta Water District	Account Specialist \$62,254-\$75,753	Distribution System Operator/ Foreman \$67,204-\$81,764	Distribution System Operator II \$49,878-\$60,694	General Manager 119,537	16
Fair Oaks Water District	Administrative Specialist \$57,678-\$77,833	Distribution System Lead Worker \$64,313-\$86,777	Distribution System Operator II \$54,100-\$73,028	General Manager \$165,526-223,475	43
Carmichael Water District	Administrative Specialist II \$88,699-\$107,814	Distribution Operator III \$85,199-\$96,299	Distribution Operator II \$75,237-\$85,039	General Manager \$201,951	29
Georgetown Divide PUD	Office Manager \$88,400-\$108,160	Field Superintendent \$80,350-\$97,656	Distribution Operator II \$59,508-\$72,342	General Manager \$169,000	30
Citrus Heights Water District	Senior Customer Service Specialist \$77,937-\$105,268	Water Distribution Lead Worker \$80,683-\$108,888	Water Distribution Operator II \$73,299-\$98,987	General Manager \$187,886-\$253,656	44
Sacramento Suburbahn Water District	Executive Assistant to General Manager \$72,468-\$103,526	Foreman Distribution \$89,288-\$111,610	Distribution Operator II \$69,458-\$86,822	General Manager \$249,823	60
Average	\$75,017-\$93,619	\$76,641-\$94,304	\$63,086-\$76,259	\$163,653-\$198,041	40
DPMWD Current Salary Schedule	\$54,829-\$69,950	\$86,534-\$110,458	\$66,622-\$84,989	\$135,000	
Suggested Range Adjustment	\$78,767-\$98,299	No Adjustment	No Adjustment	No Adjustment	

Office Manger Suggested Step Increases	
Step 1	\$78,767
Step 2	\$82,673
Step 3	\$86,579
Step 4	\$90,485
Step 5	\$94,392
Step 6	\$98,299

Blenati Suggested Step Increase pg.12	
Step 1	\$78,051
Step 2	\$82,793
Step 3	\$86,933
Step 4	\$91,279
Step 5	\$95,843
Step 6	\$100,636

Review and Analysis of Bienati 2022 Salary Survey

Selection of Districts:

I reviewed the districts, agencies and municipalities that were selected for salary comparisons and made some corrections. I eliminated irrigation districts because they are not an accurate comparison to DPMWD. They do supply water to customers, but they only sell water in bulk for primarily agriculture interests. I also eliminated any districts that were outside the immediate area because of the difference in cost-of-living. Finally, I also eliminated any comparisons to private water companies. With the differences in benefits and retirement they were not a good fit.

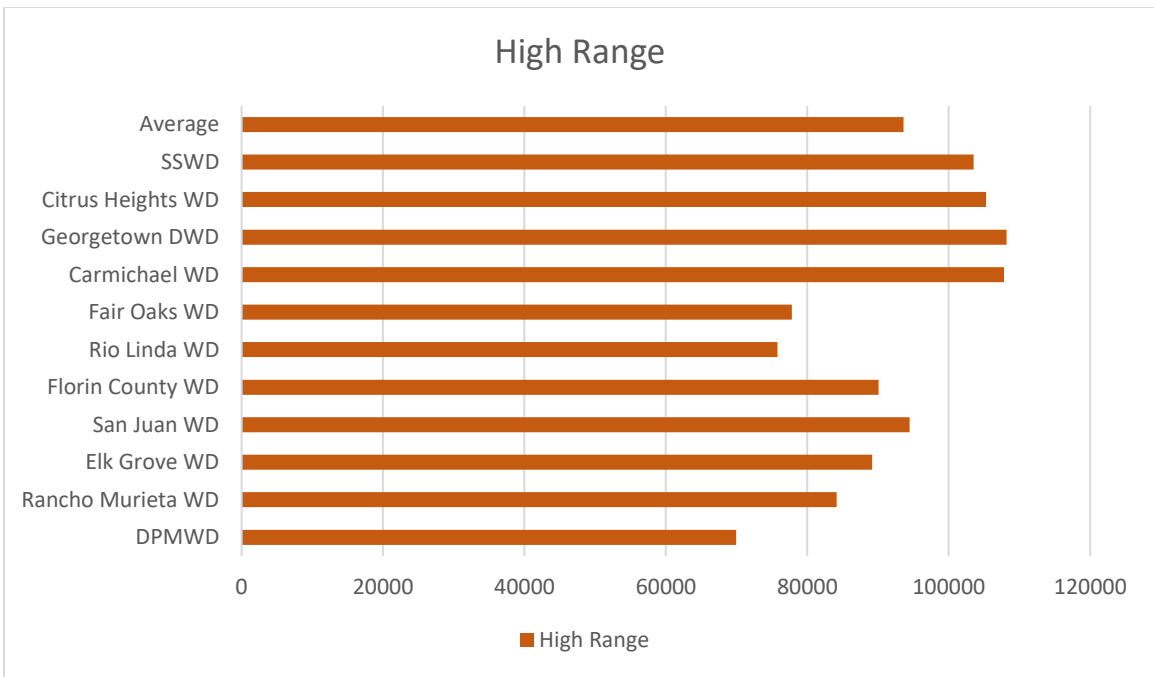
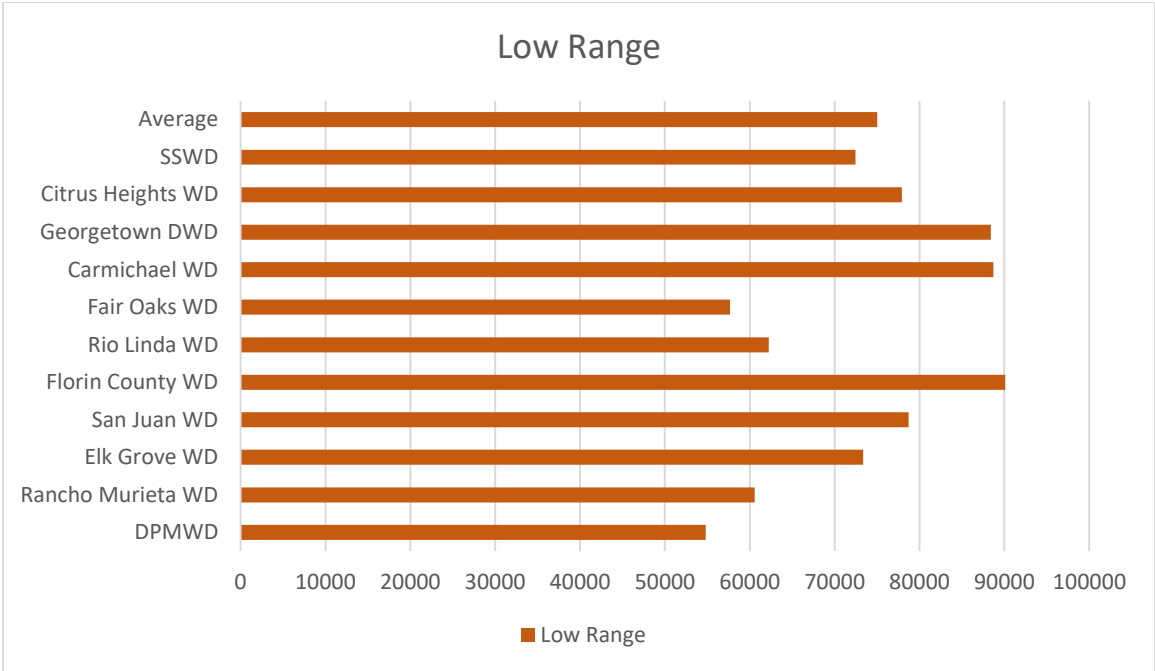
Selection of Comparison Positions:

For comparison to a bigger district, I always chose to select a lower-level position for the comparison. This was done because of the different responsibilities that come with a larger district. I also only selected positions that were the best fit for the positions and minimum qualification.

Creating a Range and Steps:

The amounts got averaged by high and low, when there was only one data point, I used it in the average for both the high and low. The suggested range adjustment was calculated by taking the average range and adding 5%.

I reviewed Bienati's Salary Survey and questioned some of the comparisons that he included. I did not review Bienati's recommended increases prior to compiling my chart and data. Further, I downloaded each job description and salary schedule from the districts that I did include, these documents are attached as well as Bienati's Salary Survey. I was very surprised that my suggested range adjustment was so close to Bienati's. If you compare my chart to what Bienati produced it is very interesting that we arrived at the same numbers even though we included different districts and different job titles.



Rancho Murieta CSD Represented

2023 - 6-Step Wage Schedule Effective January 1, 2023- December 31, 2023

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accounting Technician	Monthly	\$ 4,557.26	\$ 4,785.07	\$ 5,024.31	\$ 5,275.52	\$ 5,539.31	\$ 5,816.31
	Hourly	\$ 26.292	\$ 27.606	\$ 28.986	\$ 30.436	\$ 31.958	\$ 33.556
	Annual	\$ 54,687.12	\$ 57,420.84	\$ 60,291.72	\$ 63,306.24	\$ 66,471.72	\$ 69,795.72
Accountant	Monthly	\$ 5,345.59	\$ 5,612.87	\$ 5,893.53	\$ 6,188.20	\$ 6,497.61	\$ 6,822.45
	Hourly	\$ 30.840	\$ 32.382	\$ 34.001	\$ 35.701	\$ 37.486	\$ 39.360
	Annual	\$ 64,147.08	\$ 67,354.44	\$ 70,722.36	\$ 74,258.40	\$ 77,971.32	\$ 81,869.40
Office Technician	Monthly	\$ 3,447.47	\$ 3,619.76	\$ 3,800.80	\$ 3,990.85	\$ 4,190.36	\$ 4,399.88
	Hourly	\$ 19.889	\$ 20.883	\$ 21.928	\$ 23.024	\$ 24.175	\$ 25.384
	Annual	\$ 41,369.64	\$ 43,437.12	\$ 45,609.60	\$ 47,890.20	\$ 50,284.32	\$ 52,798.56
Equipment Mechanic	Monthly	\$ 5,502.24	\$ 5,777.35	\$ 6,052.45	\$ 6,327.59	\$ 6,602.69	\$ 6,877.81
	Hourly	\$ 31.744	\$ 33.331	\$ 34.918	\$ 36.505	\$ 38.092	\$ 39.680
	Annual	\$ 66,026.88	\$ 69,328.20	\$ 72,629.40	\$ 75,931.08	\$ 79,232.28	\$ 82,533.72
Plant Operator III	Monthly	\$ 5,970.98	\$ 6,269.51	\$ 6,568.08	\$ 6,866.62	\$ 7,165.16	\$ 7,463.72
	Hourly	\$ 34.448	\$ 36.170	\$ 37.893	\$ 39.615	\$ 41.337	\$ 43.060
	Annual	\$ 71,651.76	\$ 75,234.12	\$ 78,816.96	\$ 82,399.44	\$ 85,981.92	\$ 89,564.64
Plant Operator II	Monthly	\$ 5,447.33	\$ 5,719.70	\$ 5,992.07	\$ 6,264.44	\$ 6,536.81	\$ 6,809.17
	Hourly	\$ 31.427	\$ 32.998	\$ 34.570	\$ 36.141	\$ 37.712	\$ 39.284
	Annual	\$ 65,367.96	\$ 68,636.40	\$ 71,904.84	\$ 75,173.28	\$ 78,441.72	\$ 81,710.04
Plant Operator I	Monthly	\$ 4,677.24	\$ 4,911.09	\$ 5,144.96	\$ 5,378.81	\$ 5,612.68	\$ 5,846.53
	Hourly	\$ 26.984	\$ 28.333	\$ 29.682	\$ 31.032	\$ 32.381	\$ 33.730
	Annual	\$ 56,126.88	\$ 58,933.08	\$ 61,739.52	\$ 64,545.72	\$ 67,352.16	\$ 70,158.36
Operator in Training	Monthly	\$ 4,075.02	\$ 4,278.77	\$ 4,482.53	\$ 4,686.26	\$ 4,890.01	\$ 5,093.77
	Hourly	\$ 23.510	\$ 24.685	\$ 25.861	\$ 27.036	\$ 28.212	\$ 29.387
	Annual	\$ 48,900.24	\$ 51,345.24	\$ 53,790.36	\$ 56,235.12	\$ 58,680.12	\$ 61,125.24
Utility Worker III	Monthly	\$ 4,922.96	\$ 5,169.10	\$ 5,415.23	\$ 5,661.39	\$ 5,907.54	\$ 6,153.69
	Hourly	\$ 28.402	\$ 29.822	\$ 31.242	\$ 32.662	\$ 34.082	\$ 35.502
	Annual	\$ 59,075.52	\$ 62,029.20	\$ 64,982.76	\$ 67,936.68	\$ 70,890.48	\$ 73,844.28
Utility Worker II	Monthly	\$ 4,475.39	\$ 4,699.17	\$ 4,922.96	\$ 5,146.71	\$ 5,370.49	\$ 5,594.25
	Hourly	\$ 25.820	\$ 27.111	\$ 28.402	\$ 29.693	\$ 30.984	\$ 32.275
	Annual	\$ 53,704.68	\$ 56,390.04	\$ 59,075.52	\$ 61,760.52	\$ 64,445.88	\$ 67,131.00
Utility Worker I	Monthly	\$ 3,877.66	\$ 4,071.55	\$ 4,265.42	\$ 4,459.31	\$ 4,653.18	\$ 4,847.08
	Hourly	\$ 22.371	\$ 23.490	\$ 24.608	\$ 25.727	\$ 26.845	\$ 27.964
	Annual	\$ 46,531.92	\$ 48,858.60	\$ 51,185.04	\$ 53,511.72	\$ 55,838.16	\$ 58,164.96

2023 - 5-Step Wage Schedule Effective January 1, 2023- December 31, 2023

		Step 1	Step 2	Step 3	Step 4	Step 5
Patrol Officer I	Monthly	\$ 3,390.58	\$ 3,602.48	\$ 3,814.40	\$ 4,026.29	\$ 4,238.21
	Hourly	\$ 19.561	\$ 20.784	\$ 22.006	\$ 23.229	\$ 24.451
	Annual	\$ 40,686.96	\$ 43,229.76	\$ 45,772.80	\$ 48,315.48	\$ 50,858.52
Patrol Officer II	Monthly	\$ 4,511.66	\$ 4,737.24	\$ 4,974.11	\$ 5,222.81	\$ 5,483.95
	Hourly	\$ 26.029	\$ 27.330	\$ 28.697	\$ 30.132	\$ 31.638
	Annual	\$ 54,139.92	\$ 56,846.88	\$ 59,689.32	\$ 62,673.72	\$ 65,807.40
Gate Officer I	Monthly	\$ 2,688.99	\$ 2,857.05	\$ 3,025.10	\$ 3,193.16	\$ 3,361.23
	Hourly	\$ 15.513	\$ 16.483	\$ 17.453	\$ 18.422	\$ 19.392
	Annual	\$ 32,267.88	\$ 34,284.60	\$ 36,301.20	\$ 38,317.92	\$ 40,334.76
Gate Officer II	Monthly	\$ 3,792.16	\$ 3,981.77	\$ 4,180.85	\$ 4,389.90	\$ 4,609.39
	Hourly	\$ 21.878	\$ 22.972	\$ 24.120	\$ 25.326	\$ 26.593
	Annual	\$ 45,505.92	\$ 47,781.24	\$ 50,170.20	\$ 52,678.80	\$ 55,312.68

Rancho Murieta Community Services District

Unrepresented Salary Schedule

Date Effective November 1, 2022

District Position	Monthly Salary Range		
	Minimum	Control Point	Maximum
Chief Plant Operator	\$7,477	\$8,308	\$9,231
Director of Finance and Administration	\$9,641	\$12,051	\$13,390
Director of Operations	\$9,641	\$12,051	\$13,390
District Secretary	\$5,048	\$6,310	\$7,011
General Manager	\$12,258	\$14,709	\$16,180
Security Supervisor	\$6,639	\$7,967	\$8,764
Security Sergeant	\$4,834	\$5,800	\$6,380
Utility Supervisor	\$6,241	\$7,801	\$8,668

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT SECRETARY

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – December 4, 2019

SUMMARY: Performs a variety of professional, high-level, confidential and complex administrative support duties using discretion and independent judgement for the General Manager and Board of Directors in relation to District operations and on major assignments. Independently manages the scheduling and preparation of the Board of Directors' and Committees' agendas and minutes, functions as recording secretary for the Board and completes related preparation and follow-up materials or action in support of Board activities. Performs a variety of administrative support and official record preparation, retention and maintenance duties. Notarizes a variety of legal documents.

SUPERVISION: Receives general direction from the General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Exercises discretion and independent judgment in the performance of complex professional functions related to District operation and major assignments.
- Prepares, assembles, publishes, files, manages and distributes agendas, support documentation, and minutes of board and committee meetings, public hearings, public and legal notices election documents, and conflict of interest disclosure statements.
- Manages District election proceeding with Sacramento County; Files Director and staff Statements of Economic Interests as well as other documentation as necessary with the county and state and other appropriate agencies and organizations.
- Attests the signature of the President of the Board of Directors on all ordinances, resolutions, and other official documents.
- Establishes, publishes and posts ordinance, hearings, resolutions, and board meetings and publishes and posts notices for bids as required by the Brown Act and other statutes.

- Attends meetings of the Board of Directors and other Committees in the capacity of official recording secretary.
- Takes and transcribes minutes of proceedings for permanent records, ensures that minutes and actions of the Board of Directors are properly recorded and that subsequent actions are taken in compliance with the legal requirements imposed on and by the Board.
- Manages and maintains preparation of newsletter and website and social media communications.
- Manages and maintains records management program in coordination with other departments; prepares and maintains schedule of records retention and destruction; maintains library;
- Formulates and responds to requests for information by Board members, staff and the public, in compliance with adopted Board guidelines on official records and documents.
- Conducts independent confidential, professional administrative and technical, services for the General Manger, Board of Directors and other staff; provides District-wide general support services such as public information, document preparation, and communications.
- Manages conference scheduling and travel arrangements for General Manager, Board of Directors and staff.
- Maintains files pertaining to election for Board of Directors and swears in newly elected and re-elected Board members.
- Manages claims against the District; coordinates review, recommendations and responses for closure of claims.
- Provides assistance to other staff and works on special projects as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office methods, procedures and equipment, and ability to transcribe from electronic recordings; Excellent English usage, spelling, grammar, and punctuation; comprehensive filing and indexing systems; intermediate to advanced skill level in Word, Excel, Adobe Acrobat Pro, Powerpoint, Outlook, Internet, social media and website creation and maintenance. Experience with electronic file management, SharePoint file management a plus.

Ability to manage the business and record keeping functions of the Board of Directors; perform professional, difficult, responsible, complex and confidential administrative and office support work and effectively relieve the General Manager of routine administrative duties; manage difficult record keeping involved with the maintenance of official District records, legal records, files, contracts, bonds, investments, and related records; prepare clear, concise, and accurate records and reports; operate a personal computer at a skill level and with the degree of accuracy to meet job requirements; utilize word processing, spreadsheet and data base computer software and computer equipment; deal professionally, knowledgeably and courteously with the public and other staff when answering questions, inquiries and disseminating information about District functions, business, and actions.

EDUCATION AND/OR EXPERIENCE: The following minimum combination of training and experience which would provide the required knowledge and ability, is qualifying.

Education: AA degree or equivalent college level coursework preferably in office support and business management.

Four years of extensive and increasingly responsible public or private agency administrative experience with regular public contact.

LICENSE AND/OR CERTIFICATES: Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment. Obtain appointment as a Notary Public for the State of California within six months of appointment to the position.

Appointment to this position is made in accordance with Chapter 2, Section 2 of the District Code.

PHYSICAL DEMANDS: The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here 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 noise level in the work environment is usually quiet.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

UTILITIES SUPERVISOR

DEPARTMENT: WATER/WASTEWATER/DRAINAGE

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS - 05-21-2014

SUMMARY: Responsible for the daily planning, organization, coordination and supervision of a staff of employees assigned to the construction, repair, and maintenance of water distribution systems, sewer collection systems, drainage systems, buildings, grounds and other facilities; to perform a variety of technical and administrative support functions including site inspections, verification of code compliance, plan checks; and to perform other related work as required.

SUPERVISION: Receives general supervision from the Director of Field Operations; Provides direct supervision over Utility Workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; Other duties may be assigned.

- Responsible for the planning, organization, coordination, evaluating and supervision of employees assigned to the construction, repair, and maintenance of water distribution and sewer collection systems, drainage systems, buildings, grounds and other facilities;
- recommends and implements proposed changes and enhancements to systems and facilities operation; responds to complaints and requests for information; prepares and maintains reports of completed job orders and the status of jobs in progress;
- inspects job sites, before, during, and after, to monitor work progress, assure satisfactory completion and plan new assignments; prepares requisitions for system operations and maintenance supplies, equipment and materials; develops cost estimates for labor, materials, and projects; supervises special projects as required;
- conducts regular safety meetings, participates as a member of the District safety committee; investigates and completes necessary incident reports and accident reports; maintains records, prepares and submits required reports for appropriate agencies;

- implements preventative maintenance programs;; monitors and applies best management practices as related to Stormwater system in the District;
- supervises backflow testing and monitoring program for the District;
- conducts plan checks and inspects all underground water, sewer and drainage new construction to ensure compliance with District standards; coordinates location and marking of USA's (underground service alerts) for underground facilities.
- Respond to customer complaints and or service requests concerning water, sewer, and drainage;
- Coordinates meter reading, disconnects/reconnects, new water service billings;
- Supervises and directs emergency repair work and shutdowns;
- Maintains a variety of logs, files, inventory and records in electronic format.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Excellent skills with computers, computer applications and software, including but not limited to Excel, Word, Power Point, asset management and database software.

Ability to supervise personnel in a wide range of operations, repair, and maintenance work at water, wastewater (underground utilities) and drainage facilities. Develop, implement and maintain comprehensive asset management and preventative maintenance program. Maintain responsibility for operations and maintenance at assigned facilities. Monitor and manage the progress of multiple projects. Diagnose a variety of operating problems and take effective corrective actions. Communicate clearly and precisely verbally and written. Maintain logs, charts, records, reports, and budgets. Mentor and train less experienced staff. Establish and maintain cooperative working relationships. Work unusual shifts, weekends, evenings, and holidays when required, as well as on Standby for emergency response.

Coordinate training, monitoring, testing and sampling operations with District staff.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience, which would likely provide the required

knowledge and ability, is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Four years of substantial and increasingly responsible construction and maintenance experience involving water distribution, wastewater collection and drainage system facilities, including at least one year in a lead or supervisory capacity.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are conditions of continuing employment.

Possession and maintenance of a minimum water distribution certification consistent with the level required for the District's water system, which is currently a Grade 2 Water Distribution Operator's Certificate, issued by the California Department of Public Health, within 18 months of entering this position is required, and;

Possession and maintenance of a Backflow and Tester Certificate issued by the State of California or AWWA within 18 months of entering this position is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to manipulate, handle, and feel objects, tools, controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, crawl; talk hear; and taste and smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here 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.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and in outside weather conditions

and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, biological hazards, extreme heat, and vibration, risk of electrical shock.

The noise level in the work environment is usually loud.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

UTILITY WORKER III

DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - June 21, 2023

SUMMARY: Performs a variety of skilled and semiskilled routine duties in the construction, repair, and maintenance of water distribution and collection systems; drainage system maintenance; buildings and grounds maintenance; installation, maintenance and repair of water service lines and meters; to operate a variety of equipment; and to perform other related duties as required. Oversees Utility I & II workers.

SUPERVISION: Receives direct supervision from the Utility Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs a variety of skilled and skilled laboring tasks in the construction and maintenance of water distribution and collection systems, drainage system, roads, pipelines and other District facilities;
- inspects job sites to check on work progress, assure satisfactory completion and plan new assignments;
- maintains districts open channels and ditch systems;
- investigates customer complaints related to water, wastewater and drainage system operation; reads residential and commercial meters;
- works in or around hazardous panels and equipment; assists operations staff as needed;
- observes variations in operating conditions and makes appropriate suggestions or adjustments;
- reads residential and commercial meters; enters data into computer;
- mark out District utilities for USAs;

- makes water and sewer line repairs;
- updates and maintains daily shift log; tracks meter, distribution, and other repairs on Districts network;
- operates backhoe, dump truck, jetting unit or other equipment;
- performs a wide variety of maintenance work according to District needs.

DISTINGUISHING CHARACTERISTICS:

This is the advanced working level in the Utility Operator series. Incumbents are expected to perform the more difficult operations and maintenance assignments with minimum guidance and supervision in the repair and maintenance of District water distribution, collection systems and related buildings, grounds and facilities; to provide work direction and assist the Utility Supervisor; to have daily responsibility for field operations and its maintenance; train other staff to operate a variety of power driven equipment and tools utilized in construction and maintenance activities, safety equipment, and all aspects of distribution operations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

Must have ability to perform a variety of unskilled and semi-skilled work in construction repair and maintenance tasks above and below ground.

Ability to oversee and train personnel in a wide range of repair and maintenance work at water, wastewater and drainage facilities; Effectively operate a variety of light and moderately heavy mechanical equipment. Read and interpret sewer and water system maps and engineering drawings. Keep records and prepare reports as needed. Skillfully use hand and power tools. Safely operate backhoe and related equipment in and around other utilities. Use computer equipment and related peripheral equipment to enter and extract information. Perform strenuous manual labor. Insure proper use and maintenance of Personal Protective Equipment. Read and write at the level required for successful job performance. Follow and give written and oral instructions. Oversee the completion of tasks and projects independently and as a team. Work unusual shifts, weekends, evenings, and holidays when required, as well as work standby and respond to emergency calls. Establish and maintain cooperative working relationships. Fill in for District Utility Supervisor position and duties as necessary.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience, which would likely provide the required knowledge and ability, is qualifying;

Minimum Education: High School diploma and/or equivalent.

Candidates must be 18 years of age prior to appointment because of the hazards of the job, as defined by the Fair Labor Standards Act.

Three years of experience as a Utility Worker II with Rancho Murieta Community Services District or equivalent work elsewhere, *and*

Two years of general laboring work involving repair and maintenance of water distribution and collection equipment, grounds, facilities and systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession and maintenance of a Water Distribution 1 Certificate issued by the California Public Department of Health and must obtain Water Distribution 2 Certificate within 18 months of entering this position. Incumbent must complete the appropriate amount of continuing education hours as required by the State of California to maintain the certification.

Failure to obtain and maintain the appropriate credentials may constitute a cause for termination from this appointment.

Possession of higher Water Distribution Operator certification Grades and CWEA collection system operator I certification is highly desired and will be mandatory should the system change and require it.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must meet the rating capacity of

equipment in order to perform duties of the position; Frequently bend, stoop, squat, kneel, crouch and reach above the shoulder; Wear respirators as needed to perform work.

WORK ENVIRONMENT:

The work environment characteristics described here 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.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to toxic or caustic chemicals and vibration, risk of electrical shock.

The noise level in the work environment is usually loud.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.

Appointment to this position falls under a one year probationary period with the District.

ELK GROVE WATER DISTRICT

Non-Exempt Positions Annual, Bi-Weekly & Hourly Wage As of July 1, 2021 (COLA 3.97%)

Position	Grade	Step I	Step II	Step III	Step IV	Step V
Administrative Assistant I	35	\$ 43,950.40	\$ 46,134.40	\$ 48,422.40	\$ 50,856.00	\$ 53,393.60
		\$ 1,690.40	\$ 1,774.40	\$ 1,862.40	\$ 1,956.00	\$ 2,053.60
		\$ 21.13	\$ 22.18	\$ 23.28	\$ 24.45	\$ 25.67
Administrative Assistant II	41	\$ 50,856.00	\$ 53,393.60	\$ 56,056.00	\$ 58,864.00	\$ 61,796.80
		\$ 1,956.00	\$ 2,053.60	\$ 2,156.00	\$ 2,264.00	\$ 2,376.80
		\$ 24.45	\$ 25.67	\$ 26.95	\$ 28.30	\$ 29.71
CIP Worker (Temporary)	46	\$ 57,491.20	\$ 60,340.80	\$ 63,356.80	\$ 66,539.20	\$ 69,846.40
		\$ 2,211.20	\$ 2,320.80	\$ 2,436.80	\$ 2,559.20	\$ 2,686.40
		\$ 27.64	\$ 29.01	\$ 30.46	\$ 31.99	\$ 33.58
Conservation Coordinator	50	\$ 63,356.80	\$ 66,539.20	\$ 69,846.40	\$ 73,361.60	\$ 76,980.80
		\$ 2,436.80	\$ 2,559.20	\$ 2,686.40	\$ 2,821.60	\$ 2,960.80
		\$ 30.46	\$ 31.99	\$ 33.58	\$ 35.27	\$ 37.01
Customer Service Specialist I	31	\$ 39,832.00	\$ 41,849.60	\$ 43,950.40	\$ 46,134.40	\$ 48,422.40
		\$ 1,532.00	\$ 1,609.60	\$ 1,690.40	\$ 1,774.40	\$ 1,862.40
		\$ 19.15	\$ 20.12	\$ 21.13	\$ 22.18	\$ 23.28
Customer Service Specialist II	37	\$ 46,134.40	\$ 48,422.40	\$ 50,856.00	\$ 53,393.60	\$ 56,056.00
		\$ 1,774.40	\$ 1,862.40	\$ 1,956.00	\$ 2,053.60	\$ 2,156.00
		\$ 22.18	\$ 23.28	\$ 24.45	\$ 25.67	\$ 26.95
Engineering Technician I	52	\$ 66,539.20	\$ 69,846.40	\$ 73,361.60	\$ 76,980.80	\$ 80,849.60
		\$ 2,559.20	\$ 2,686.40	\$ 2,821.60	\$ 2,960.80	\$ 3,109.60
		\$ 31.99	\$ 33.58	\$ 35.27	\$ 37.01	\$ 38.87
Engineering Technician II	53	\$ 68,140.80	\$ 71,552.00	\$ 75,129.60	\$ 78,894.40	\$ 82,846.40
		\$ 2,620.80	\$ 2,752.00	\$ 2,889.60	\$ 3,034.40	\$ 3,186.40
		\$ 32.76	\$ 34.40	\$ 36.12	\$ 37.93	\$ 39.83
Engineering Technician III	59	\$ 78,894.40	\$ 82,846.40	\$ 86,985.60	\$ 91,332.80	\$ 95,908.80
		\$ 3,034.40	\$ 3,186.40	\$ 3,345.60	\$ 3,512.80	\$ 3,688.80
		\$ 37.93	\$ 39.83	\$ 41.82	\$ 43.91	\$ 46.11
Financial Services Specialist I	56	\$ 73,361.60	\$ 76,980.80	\$ 80,849.60	\$ 84,926.40	\$ 89,169.60
		\$ 2,821.60	\$ 2,960.80	\$ 3,109.60	\$ 3,266.40	\$ 3,429.60
		\$ 35.27	\$ 37.01	\$ 38.87	\$ 40.83	\$ 42.87
Financial Services Specialist II	62	\$ 84,926.40	\$ 89,169.60	\$ 93,620.80	\$ 98,280.00	\$ 103,188.80
		\$ 3,266.40	\$ 3,429.60	\$ 3,600.80	\$ 3,780.00	\$ 3,968.80
		\$ 40.83	\$ 42.87	\$ 45.01	\$ 47.25	\$ 49.61
GIS Technician I	51	\$ 64,916.80	\$ 68,140.80	\$ 71,552.00	\$ 75,129.60	\$ 78,894.40
		\$ 2,496.80	\$ 2,620.80	\$ 2,752.00	\$ 2,889.60	\$ 3,034.40
		\$ 31.21	\$ 32.76	\$ 34.40	\$ 36.12	\$ 37.93
GIS Technician II	55	\$ 71,552.00	\$ 75,129.60	\$ 78,894.40	\$ 82,846.40	\$ 86,985.60
		\$ 2,752.00	\$ 2,889.60	\$ 3,034.40	\$ 3,186.40	\$ 3,345.60
		\$ 34.40	\$ 36.12	\$ 37.93	\$ 39.83	\$ 41.82
Intern I	7	\$ 22,193.60	\$ 23,296.00	\$ 24,481.60	\$ 25,667.20	\$ 26,977.60
		\$ 853.60	\$ 896.00	\$ 941.60	\$ 987.20	\$ 1,037.60
		\$ 10.67	\$ 11.20	\$ 11.77	\$ 12.34	\$ 12.97

ELK GROVE WATER DISTRICT

Non-Exempt Positions Annual, Bi-Weekly & Hourly Wage As of July 1, 2021 (COLA 3.97%)

Position	Grade	Step I	Step II	Step III	Step IV	Step V
Intern II	24	\$ 33,592.00	\$ 35,297.60	\$ 37,044.80	\$ 38,875.20	\$ 40,851.20
		\$ 1,292.00	\$ 1,357.60	\$ 1,424.80	\$ 1,495.20	\$ 1,571.20
		\$ 16.15	\$ 16.97	\$ 17.81	\$ 18.69	\$ 19.64
Meter Reader	37	\$ 46,134.40	\$ 48,422.40	\$ 50,856.00	\$ 53,393.60	\$ 56,056.00
		\$ 1,774.40	\$ 1,862.40	\$ 1,956.00	\$ 2,053.60	\$ 2,156.00
		\$ 22.18	\$ 23.28	\$ 24.45	\$ 25.67	\$ 26.95
Operations Foreman	60	\$ 80,849.60	\$ 84,926.40	\$ 89,169.60	\$ 93,620.80	\$ 98,280.00
		\$ 3,109.60	\$ 3,266.40	\$ 3,429.60	\$ 3,600.80	\$ 3,780.00
		\$ 38.87	\$ 40.83	\$ 42.87	\$ 45.01	\$ 47.25
Operator in Training	37	\$ 46,134.40	\$ 48,422.40	\$ 50,856.00	\$ 53,393.60	\$ 56,056.00
		\$ 1,774.40	\$ 1,862.40	\$ 1,956.00	\$ 2,053.60	\$ 2,156.00
		\$ 22.18	\$ 23.28	\$ 24.45	\$ 25.67	\$ 26.95
Senior Utility Billing Specialist	56	\$ 73,361.60	\$ 76,980.80	\$ 80,849.60	\$ 84,926.40	\$ 89,169.60
		\$ 2,821.60	\$ 2,960.80	\$ 3,109.60	\$ 3,266.40	\$ 3,429.60
		\$ 35.27	\$ 37.01	\$ 38.87	\$ 40.83	\$ 42.87
Utility Billing Specialist	46	\$ 57,491.20	\$ 60,340.80	\$ 63,356.80	\$ 66,539.20	\$ 69,846.40
		\$ 2,211.20	\$ 2,320.80	\$ 2,436.80	\$ 2,559.20	\$ 2,686.40
		\$ 27.64	\$ 29.01	\$ 30.46	\$ 31.99	\$ 33.58
Water Distribution Supervisor	60	\$ 80,849.60	\$ 84,926.40	\$ 89,169.60	\$ 93,620.80	\$ 98,280.00
		\$ 3,109.60	\$ 3,266.40	\$ 3,429.60	\$ 3,600.80	\$ 3,780.00
		\$ 38.87	\$ 40.83	\$ 42.87	\$ 45.01	\$ 47.25
Water Distribution Operator I	46	\$ 57,491.20	\$ 60,340.80	\$ 63,356.80	\$ 66,539.20	\$ 69,846.40
		\$ 2,211.20	\$ 2,320.80	\$ 2,436.80	\$ 2,559.20	\$ 2,686.40
		\$ 27.64	\$ 29.01	\$ 30.46	\$ 31.99	\$ 33.58
Water Distribution Operator II	51	\$ 64,916.80	\$ 68,140.80	\$ 71,552.00	\$ 75,129.60	\$ 78,894.40
		\$ 2,496.80	\$ 2,620.80	\$ 2,752.00	\$ 2,889.60	\$ 3,034.40
		\$ 31.21	\$ 32.76	\$ 34.40	\$ 36.12	\$ 37.93
Water Distribution Operator III	56	\$ 73,361.60	\$ 76,980.80	\$ 80,849.60	\$ 84,926.40	\$ 89,169.60
		\$ 2,821.60	\$ 2,960.80	\$ 3,109.60	\$ 3,266.40	\$ 3,429.60
		\$ 35.27	\$ 37.01	\$ 38.87	\$ 40.83	\$ 42.87
Water Treatment Supervisor	60	\$ 80,849.60	\$ 84,926.40	\$ 89,169.60	\$ 93,620.80	\$ 98,280.00
		\$ 3,109.60	\$ 3,266.40	\$ 3,429.60	\$ 3,600.80	\$ 3,780.00
		\$ 38.87	\$ 40.83	\$ 42.87	\$ 45.01	\$ 47.25
Water Treatment Operator I	46	\$ 57,491.20	\$ 60,340.80	\$ 63,356.80	\$ 66,539.20	\$ 69,846.40
		\$ 2,211.20	\$ 2,320.80	\$ 2,436.80	\$ 2,559.20	\$ 2,686.40
		\$ 27.64	\$ 29.01	\$ 30.46	\$ 31.99	\$ 33.58
Water Treatment Operator II	51	\$ 64,916.80	\$ 68,140.80	\$ 71,552.00	\$ 75,129.60	\$ 78,894.40
		\$ 2,496.80	\$ 2,620.80	\$ 2,752.00	\$ 2,889.60	\$ 3,034.40
		\$ 31.21	\$ 32.76	\$ 34.40	\$ 36.12	\$ 37.93

ELK GROVE WATER DISTRICT

Non-Exempt Positions

Annual, Bi-Weekly & Hourly Wage

As of July 1, 2021 (COLA 3.97%)

Position	Grade	Step I	Step II	Step III	Step IV	Step V
Water Treatment Operator III	56	\$ 73,361.60	\$ 76,980.80	\$ 80,849.60	\$ 84,926.40	\$ 89,169.60
		\$ 2,821.60	\$ 2,960.80	\$ 3,109.60	\$ 3,266.40	\$ 3,429.60
		\$ 35.27	\$ 37.01	\$ 38.87	\$ 40.83	\$ 42.87
Water Utility Supervisor	60	\$ 80,849.60	\$ 84,926.40	\$ 89,169.60	\$ 93,620.80	\$ 98,280.00
		\$ 3,109.60	\$ 3,266.40	\$ 3,429.60	\$ 3,600.80	\$ 3,780.00
		\$ 38.87	\$ 40.83	\$ 42.87	\$ 45.01	\$ 47.25
Water Utility Operator I	46	\$ 57,491.20	\$ 60,340.80	\$ 63,356.80	\$ 66,539.20	\$ 69,846.40
		\$ 2,211.20	\$ 2,320.80	\$ 2,436.80	\$ 2,559.20	\$ 2,686.40
		\$ 27.64	\$ 29.01	\$ 30.46	\$ 31.99	\$ 33.58
Water Utility Operator II	51	\$ 64,916.80	\$ 68,140.80	\$ 71,552.00	\$ 75,129.60	\$ 78,894.40
		\$ 2,496.80	\$ 2,620.80	\$ 2,752.00	\$ 2,889.60	\$ 3,034.40
		\$ 31.21	\$ 32.76	\$ 34.40	\$ 36.12	\$ 37.93
Water Utility Operator III	56	\$ 73,361.60	\$ 76,980.80	\$ 80,849.60	\$ 84,926.40	\$ 89,169.60
		\$ 2,821.60	\$ 2,960.80	\$ 3,109.60	\$ 3,266.40	\$ 3,429.60
		\$ 35.27	\$ 37.01	\$ 38.87	\$ 40.83	\$ 42.87

ELK GROVE WATER DISTRICT

Exempt Positions

Annual Salary

As of July 1, 2021 (COLA 3.97%)

Position	Grade	Step I	Step II	Step III	Step IV	Step V
General Manager	---	\$ 192,345				
Assistant General Manager	82	\$ 138,278	\$ 145,226	\$ 152,485	\$ 160,098	\$ 168,126
Finance Manager	79	\$ 128,502	\$ 134,930	\$ 141,669	\$ 148,762	\$ 156,208
Senior Civil Engineer	75	\$ 116,542	\$ 122,387	\$ 128,502	\$ 134,930	\$ 141,669
Operations Manager	75	\$ 116,542	\$ 122,387	\$ 128,502	\$ 134,930	\$ 141,669
Finance Supervisor	71	\$ 105,706	\$ 110,989	\$ 116,542	\$ 122,387	\$ 128,502
Human Resources Administrator	70	\$ 103,189	\$ 108,368	\$ 113,797	\$ 119,454	\$ 125,445
Associate Civil Engineer	69	\$ 100,693	\$ 105,706	\$ 110,989	\$ 116,542	\$ 122,387
Program Manager	69	\$ 100,693	\$ 105,706	\$ 110,989	\$ 116,542	\$ 122,387
Management Analyst	66	\$ 93,621	\$ 98,280	\$ 103,189	\$ 108,368	\$ 113,797
Human Resources Specialist	62	\$ 84,926	\$ 89,170	\$ 93,621	\$ 98,280	\$ 103,189
Associate Engineer	61	\$ 82,846	\$ 86,986	\$ 91,333	\$ 95,909	\$ 100,693

FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
CLASS SPECIFICATION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION:	Utility Billing Specialist I/II/III/Senior
DEPARTMENT/DIVISION:	Finance
DIRECTLY REPORTS TO:	Finance Supervisor
FLSA:	Non-exempt
DIRECTLY SUPERVISES:	N/A

Job Definition

Classifications in this series perform the full range of utility billing and customer service functions for the District. The customer service facet of the Finance Department is responsible for a variety of utility billing tasks associated with receiving, processing, maintaining, and updating customer accounts and transactions, while providing exceptional customer service.

Distinguishing Characteristics

Utility Billing Specialist I This is the entry level in the Utility Billing Specialist series. Positions in this class generally require minimal related work experience. The Utility Billing Specialist I works under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned tasks are learned. Receives close supervision from the Finance Supervisor.

Utility Billing Specialist II This is the junior level in the Utility Billing Specialist series. Employees at this level receive relatively less instruction or assistance than the Utility Billing Specialist I position and are fully aware of the operating procedures and policies within the work unit. Positions in this class are typically filled by advancement from the Utility Billing Specialist I once the individual meets the qualifications and performance standards of the II level and demonstrates an ability to perform all facets of the position. The Utility Billing Specialist II performs assigned tasks while progressively increasing their responsibility, knowledge, and work experience. Receives general supervision from the Finance Supervisor.

Utility Billing Specialist III This is the journey level class in the Utility Billing Specialist series. Positions at this level act as support for the Senior Utility Billing Specialist. Positions in this class are typically filled by advancement from the Utility Billing Specialist II level once the individual meets the qualifications and performance standards of the Utility Billing Specialist III and demonstrates an ability to perform the more complex facets of the position. Receives general supervision from the Finance Supervisor.

Senior Utility Billing Specialist This is the advanced-journey level in the Utility Billing Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties. Individuals in this position perform the most difficult and responsible types of duties assigned to classes within this series and are required to be fully trained in all procedures related to assigned areas of responsibility. Receives minimal supervision from the Finance Supervisor.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Communicates with customers, in person, via telephone, and email to discuss and resolve problems and concerns related to their water service.
- Receives and responds to complaints about District service.
- Resolves a variety of problems related to meter readings, high consumption, delinquent accounts, disconnects, re-connects, non-reads, and improper billings.
- Posts payments to customer accounts, both physical and electronic payment files.
- Follows District cash handling procedures.
- Reconciles assigned cash drawer; may assist with the preparation of daily bank deposits.
- Processes customer payment arrangements.
- Performs diagnostics on water related questions or concerns and refers customer to proper staff for resolution.
- At the II level:
 - Processes opening/closing of accounts.
 - Posts electronic payment files.
 - Processes insufficient fund transactions.
 - Resolves problems with delinquent accounts.
 - Issues customer past due notices.
 - Maintains customer payment arrangement and files.
 - Files accounts payable invoices on a weekly basis.
- At the III level:
 - Researches and applies District policies and regulations regarding establishment and maintenance of billing accounts.
 - Processes all account transactions and adjustments in accordance with customer bankruptcies.
 - Maintains all billing records and files related to customer bankruptcies, demands, and liens.
 - Maintains records for all construction permits issued to contractors.
 - Maintains records and reports unique to utility billing.
 - Processes all demand requests.
 - Processes refunds.
 - Reviews delinquent accounts and manages dunning/collection processes.
 - Establishes a list of delinquent accounts, including spreadsheets.
 - Prints door hangers and shut off tags.
 - Processes claims of lien.
 - Generates collections on delinquent bills.
- At the Senior level:
 - Maintains on-line payment registrations.
 - Maintains Automated Clearing House (ACH) on customer accounts.
 - Drafts ACH files on accounts.
 - Reconciles ACH payment issues.
 - Compiles monthly billings.
 - Coordinates with Technical Services on new development projects/new construction.
 - Works with Distribution Supervisor to coordinate meter reading functions.
 - Receives and maintains meter stock.
 - Creates new accounts/service locations for new construction.
 - Sequences metered accounts for new development.
 - Invoices customers for hydrants, backflow devices, meter boxes, etc.
 - Prepares various billing and statistical reports.

- Reconciles service complaints and billing problems.
- Coordinates with Program Manager on customer outreach (bill inserts, etc.).
- Leads utility billing team when required.

Qualifications

Utility Billing Specialist I

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Principles of customer service.
- Basic operation of automated office machines including calculator, computer, keyboard, printers, scanners and other peripherals, copier, and facsimile machine.
- Basic arithmetic including addition, subtraction, multiplication, and division; calculation of decimals, ratios, percentages, and fractions.
- Windows and Windows based programs.

Ability to:

- Perform basic ten key.
- Perform basic data entry.
- Learn basic functions of the District billing program.
- Perform mail and bank pickup.
- Make arithmetic calculations quickly and accurately.
- Analyze and evaluate customer complaints.
- Maintain sufficient inventory of supplies for administration division.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, and the public.
- Represent the District in a positive and professional manner.
- Communicate with District management, co-workers, and the public in written and oral form.

Utility Billing Specialist II

In addition to the qualifications for the Utility Billing Specialist I:

Knowledge of:

- District policies, procedures, and standards.
- General functions of District billing program.
- General billing practices and record keeping methods.

Ability to:

- Perform proficient ten key.
- Perform proficient data entry.
- Perform a variety of difficult and sensitive utility billing functions.
- Maintain and update payment and billing records.

Utility Billing Specialist III

In addition to the qualifications for the Utility Billing Specialist II:

Knowledge of:

- Bankruptcy and lien process.
- Construction meter process.

Ability to:

- Perform reconciliation of difficult accounts receivable transactions.
- Audit and adjust financial records.
- Analyze and evaluate financial and account records drawing logical conclusions and making decisions.
- Interpret, understand, apply, and explain utility rules, procedures, policies, codes, and ordinances.
- Compose clear and concise reports.
- Use and operate a calculator, computer, utility billing software, and other office equipment.
- Establish and maintain cooperative working relationships with outside vendors and contractors.
- Communicate with outside vendors and contractors in written and oral form.

Senior Utility Billing Specialist

In addition to the qualifications for the Utility Billing Specialist III:

Knowledge of:

- In depth functions of District billing program.
- Meter reading software.

Ability to:

- Resolve billing software malfunctions.
- Lead and monitor team to achieve project goals.
- Lead a project with little to no supervision.
- Prioritize and manage tasks; apply critical thinking skills.
- Communicate proficiently with District management, co-workers, the public, outside vendors and contractors in written and oral form.

Physical Requirements

- Using fine gross motor coordination in performing data entries into the computer while sitting for prolonged periods of time.
- Coordinate eyes, hands, and fingers to perform semi-skilled tasks including typing and calculating.
- Hear normal conversation in person and/on the telephone.
- Vision must be sufficient to accomplish the duties of the position, which may include operating a company vehicle.
- Lift, carry, push, and pull 25 pounds.
- Travel infrequently by vehicle for District related duties and activities.
- Intermittently twist and reach office equipment.

Required Certifications and Licenses

Possession of a valid Class C Driver's License.

Required Education and Experience

High school diploma or equivalent; and

Utility Billing Specialist I

One (1) year of customer service experience.

Utility Billing Specialist II

Two (2) years of increasingly responsible customer service experience.

Utility Billing Specialist III

Three (3) years of increasingly responsible customer service experience.

Senior Utility Billing Specialist

Five (5) years of increasingly responsible customer service experience.

FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
CLASS SPECIFICATION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION:	Water Distribution OIT/I/II/III
DEPARTMENT/DIVISION:	Distribution/Utility
DIRECTLY REPORTS TO:	Water Distribution Supervisor
FLSA:	Non-exempt
DIRECTLY SUPERVISES:	N/A

Job Definition

Classifications in this series perform the full range of assigned duties for the operations and maintenance functions of the distribution system. The Distribution and Utility Departments are responsible for a variety of maintenance and construction tasks associated with the installation, repair and replacement of existing distribution system facilities and appurtenances.

Distinguishing Characteristics

Water Distribution Operator in Training This is the entry level position in the Water Distribution Operator series. Positions in this class generally require minimal related work experience. Water Distribution Operators in Training work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned tasks are learned. Receives close supervision from the Water Distribution Supervisor.

Water Distribution Operator I This is the first certified level in the Water Distribution Operator series. Employees at this level receive relatively less instruction or assistance than the Operator in Training position and are fully aware of the operating procedures and policies within the work unit. Positions in this class are typically filled by advancement from the Operator in Training level once the individual meets the qualifications and performance standards of the I level and demonstrates an ability to perform all facets of the position. Receives general supervision from the Water Distribution Supervisor.

Water Distribution Operator II This is the second certified level in the Water Distribution Operator series. Employees at this level receive relatively less instruction than the Water Distribution Operator I and are fully aware of the operating procedures and policies within the work unit. Positions in this class are normally filled by advancement from the I level once the individual meets the qualifications and performance standards of the II level, demonstrates an ability to perform all facets of the position, and meets any other assessment requirements to move to the II level. Receives general supervision from the Water Distribution Supervisor.

Water Distribution Operator III This is the third certified level in the Water Distribution Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties. Individuals in this position perform the most difficult and responsible types of duties assigned to classes within this series and are required to be fully trained in all procedures related to assigned areas of responsibility. Receives minimal supervision from the Water Distribution Supervisor.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Repairs main and service line leaks and breaks; replaces lines as needed.
- Repairs water system infrastructure such as gate valves, meter connections, angle stops, service pipes, and corporation stops as needed.
- Taps main lines for new or replacement service.
- Performs a variety of maintenance and repair tasks on water distribution facility system elements such as fire hydrants, air relief valves, blow-offs, pressure control stations, sample stations, and general District facilities and equipment as needed.
- Cleans dead-end lines by discharging water until no apparent odor, taste or color exists, fully complying with all required permit conditions.
- Reads meters, shuts services off, and/or removes meters as directed.
- Shuts down main lines in emergencies (under supervision)
- Distributes customer notices.
- Operates various equipment (air compressor, jackhammer, etc.) and forklift (upon certification).
- At the I level:
 - Shuts down main lines in emergencies (without supervision)
 - Performs traffic control (DOT)
 - Performs on-call duty as scheduled.
- At the II level:
 - Conducts tail gate meetings as required.
 - Performs hot asphalt/road repair.
 - May perform inspections.
- At the III level:
 - Assists contractors and representatives of other utilities with location of District facilities.
 - Responds to customer complaints regarding water quality, low and high pressure, and water consumption resulting in high bill.
 - Performs inspections.
 - Schedules and leads work crews when required.
 - Provides training and direction to crews as required.

Qualifications

Water Distribution Operator in Training

Ability to:

- Operate District vehicles.
- Use a telephone for communication with District staff.
- Use office equipment such as computer terminals, copiers, and facsimile machines.
- Communicate orally with District management, co-workers, and the public in a variety of settings.

Water Distribution Operator I

In addition to the qualifications for the Water Distribution Operator in Training:

Knowledge of:

- District policies, procedures, and standards.
- Principals of work safety.
- Basic equipment maintenance and repair.
- Trench shoring and safety practices.
- Laws, regulations, and ordinances applicable to water treatment, distribution operations, and underground utility installations, methods, and repairs.
- Mathematical principals related to water measurement and distribution systems.
- Principals of traffic control measures.
- Operating principals, methods, materials, and equipment used in water system installation, maintenance, construction, and repair work.
- Disinfection procedures and protocol.
- Aspects of water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc.) and applicable local, state, and federal regulations.
- Computer operations and software such as: Cityworks, Microsoft: Word, Excel, Access, and Outlook.

Ability to:

- Work independently.
- Use hand tools: cut-off saw, jack hammers, pipe beveler, powder puff, and miscellaneous hand tools as required predicated by demonstrated knowledge and ability.
- Operate main valves properly to avoid water hammer, as necessary.
- Use equipment: air compressor, bobcat, dump trucks, trash pumps, and vacuum excavators.
- Call in and mark an Underground Service Alert (USA) for District work.
- Calculate chlorine dosages.
- Read and calibrate a chlorine residual kit.
- Communicate with District management, co-workers, and the public in written and oral form.

Water Distribution Operator II

In addition to the qualifications for the Water Distribution Operator I:

Knowledge of:

- Proficient in rules and regulations of trench shoring and safety practices.
- Set-up and run laser levels (Distribution Department)
- Confined space laws and procedures.

Ability to:

- Use equipment: backhoe loader, bobcat with all attachments, cold planer, drum roller, hydro-pneumatic pump, and oiler.
- Locate District utilities for a USA.
- Use pocket penetrometer.

- Repair asphalt and understand process.
- Set-up and run laser levels (Utility Department)
- Install water mains and appurtenances with little supervision.
- Calculate concrete and asphalt quantities.
- Establish and maintain cooperative working relationships with outside vendors and contractors.
- Communicate with outside vendors and contractors in written and oral form.

Water Distribution Operator III

In addition to the qualifications for the Water Distribution Operator II:

Knowledge of:

- Laws, regulations, and ordinances applicable to water treatment and distributions operations.

Ability to:

- Lead, monitor, and supervise a team to achieve project goals.
- Plan and orchestrate work.
- Lead a project with little to no supervision.
- Prioritize and manage tasks; apply critical thinking skills.
- Assess irregularities, think clearly under pressure, and take appropriate corrective action.
- Perform in emergency situations.
- Read, analyze, interpret, understand, and implement directions.
- Directs emergency operations and repair work, when required.
- Use equipment: excavator, backhoe, directional bore rig, directional locator.
- Order materials.
- Work with engineers to develop plans.
- Proficient with all equipment necessary to perform hot asphalt/road repairs.
- Read and interpret piping and instrumentation diagrams, maps, and drawings.
- Operate and maintain District water pumping plants and treatment facilities.
- Communicate proficiently with District management, co-workers, the public, outside vendors and contractors in written and oral form.

Physical Requirements

- Carry, push, reach, and lift equipment and parts weighing up to 90 pounds.
- Stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Regularly work in an outdoor environment, with exposure to dust and dirt, including adverse weather conditions.
- Walk on uneven terrain.
- Sit for extended periods of time.
- Hear and see within normal ranges.

Required Certifications and Licenses

Possession of a valid Class C Driver's License; and

Water Distribution Operator in Training

- Must obtain a State of California Water Distribution Operators certificate D1 within eighteen months of employment.
- Must obtain a State of California Water Treatment Operators certificate T1 within eighteen months of employment.

Water Distribution Operator I

- Possession of State of California Water Distribution Operators certificate D1.
- Possession of State of California Water Treatment Operators certificate T1.

Water Distribution Operator II

- Possession of State of California Water Distribution Operators certificate D2.
- Possession of State of California Water Treatment Operators certificate T2.

Water Distribution Operator III

- Possession of State of California Water Distribution Operators certificate D3.
- Possession of State of California Water Treatment Operators certificate T2.

Required Education and Experience

Water Distribution Operator in Training

Possession of a high school diploma or equivalent.

Water Distribution Operator I

Possession of a high school diploma or equivalent. One (1) year of experience with EGWD, classified as an Operator in Training; or One (1) year of increasingly responsible work experience in water pipeline construction work, and performing work in the operation, maintenance, and repair of water distribution/treatment facility systems.

Water Distribution Operator II

Possession of a high school diploma or equivalent. Two (2) years of experience with EGWD or Two (2) years of increasingly responsible work experience in water pipeline construction work, and performing work in the operation, maintenance, and repair of water distribution/treatment facility systems at another water utility.

Water Distribution Operator III

Possession of a high school diploma or equivalent. Three (3) years of experience with EGWD or Three (3) years of increasingly responsible work experience in water pipeline construction work, and performing work in the operation, maintenance, and repair of water distribution/treatment facility systems



SAN JUAN WATER DISTRICT COMPENSATION SCHEDULE

EFFECTIVE: July 1, 2023

Non-Exempt Positions	Hourly Rate Range	
	Minimum	Maximum
Accountant	\$ 44.82	\$ 53.78
Accounting Technician I	\$ 31.02	\$ 37.22
Accounting Technician II	\$ 34.26	\$ 41.11
Accounting Technician III	\$ 37.84	\$ 45.41
Administrative Assistant - Board Secretary	\$ 46.64	\$ 55.97
Chief Operator	\$ 61.01	\$ 73.22
CMMS/GIS Coordinator	\$ 48.53	\$ 58.24
Construction Inspector I	\$ 38.61	\$ 46.33
Construction Inspector II	\$ 42.64	\$ 51.17
Construction Inspector III	\$ 47.11	\$ 56.53
Customer Service Technician I	\$ 28.64	\$ 34.37
Customer Service Technician II	\$ 31.64	\$ 37.97
Customer Service Technician III	\$ 34.95	\$ 41.94
Distribution Lead Worker	\$ 53.08	\$ 63.70
Distribution Operator I	\$ 34.26	\$ 41.11
Distribution Operator II	\$ 37.84	\$ 45.41
Distribution Operator III	\$ 41.80	\$ 50.16
Distribution Operator IV	\$ 46.18	\$ 55.41
Distribution Maintenance Temporary Helper	\$ 21.04	\$ 21.04
Electrical & Instrumentation Technician	\$ 52.55	\$ 63.07
Engineering Technician I	\$ 36.73	\$ 44.08
Engineering Technician II	\$ 40.57	\$ 48.69
Engineering Technician III	\$ 44.82	\$ 53.78
Information Technology Technician I	\$ 37.47	\$ 44.96
Information Technology Technician II	\$ 41.39	\$ 49.67
Maintenance Chief	\$ 58.05	\$ 69.66
Meter Maintenance Technician	\$ 37.84	\$ 45.41
Meter Technician	\$ 35.65	\$ 42.78
Pump Station Lead	\$ 58.05	\$ 69.66
Pump Station Operator	\$ 46.18	\$ 55.41
Pump Station Technician	\$ 50.50	\$ 60.60
Purchasing Agent	\$ 39.38	\$ 47.26
Senior Accountant	\$ 52.03	\$ 62.44
Utilities Coordinator	\$ 48.05	\$ 57.66
Utilities Maintenance Worker I	\$ 28.36	\$ 34.03
Utilities Maintenance Worker II	\$ 31.33	\$ 37.59
Utilities Mechanic I	\$ 38.22	\$ 45.87
Utilities Mechanic II	\$ 42.22	\$ 50.67
Water Efficiency Helper	\$ 27.25	\$ 32.70
Water Efficiency Lead Worker	\$ 40.57	\$ 48.69
Water Efficiency Technician I	\$ 33.25	\$ 39.90
Water Efficiency Technician II	\$ 36.73	\$ 44.08
Water Treatment Plant Operator I	\$ 36.37	\$ 43.64
Water Treatment Plant Operator II	\$ 40.17	\$ 48.21
Water Treatment Plant Operator III	\$ 44.38	\$ 53.25
Water Treatment Plant Operator IV	\$ 49.02	\$ 58.82

Exempt Positions (Annual Salaries based on 2080 Hours)	Annual Rate Range	
	Minimum	Maximum
Associate Engineer	\$ 128,169.60	\$ 153,816.00
Customer Service Manager	\$ 141,585.60	\$ 169,915.20
Director of Engineering Services	\$ 172,764.80	\$ 207,313.60
Director of Finance	\$ 172,764.80	\$ 207,313.60
Director of Operations	\$ 172,764.80	\$ 207,313.60
Field Services Manager	\$ 141,585.60	\$ 169,915.20
Information Technology Manager	\$ 141,585.60	\$ 169,915.20
Safety/Regulatory Compliance Coordinator	\$ 119,558.40	\$ 143,457.60
Senior Engineer	\$ 141,585.60	\$ 169,915.20
Water Resources Manager	\$ 141,585.60	\$ 169,915.20
Water Treatment Plant Manager	\$ 157,976.00	\$ 189,550.40
General Manager (Contract)	\$ 231,982.40	\$ 231,982.40



San Juan Water District
9935 Auburn Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Position Description

Accounting Technician III

Status: Non-Exempt, Confidential In Nature and Non-Safety Sensitive
Supervisor: Director of Finance
Effective Date: January 28, 2022

Supervision Received and Exercised

Receives immediate supervision from the Director of Finance and technical and functional supervision from the Finance and Administrative Services Analyst and Accountant. May provide technical and functional supervision over administrative support personnel.

Primary Function

To perform a variety of technical and administrative accounting and financial data transactions related to accounts payable, accounts receivable, inventory, general ledger, payroll, human resources and customer service; to perform duties requiring specialized knowledge; and to provide administrative support to the Director of Finance.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Plan, prioritize and review the work of staff assigned to a variety of technical and clerical accounting duties.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Maintain accounting records or systems such as accounts payable, accounts receivable, cash receipts, inventory, payroll and utility billing; run, audit and review associated reports.
- Post and maintain the general ledger in accordance with account classifications.
- Perform the Accounts Payable process following the approved procedures, and/or serve as primary back-up to the preparer.
- Perform new hire orientation process.
- Process workers compensation and disability claims and ensure proper reports are filed.
- Coordinate open enrollment; respond to payroll and benefit program questions; serve as liaison to benefit providers. Administer COBRA, leave and disability programs.
- Maintain confidential personnel files.
- Prepare a variety of account and bank reconciliations.
- Provide back up for other Customer Service Technician and Accounting Technician positions when required.
- Prepare and/or review a variety of complex financial and human resource reports in conformance with internal and external requirements.
- Prepare and process payroll and related remittances such as payroll taxes and benefit payments, including preparation and remittance of quarterly tax reports and annual W-2's or

serve as primary back-up for this function.

- Administer and report payroll taxes; prepare, pay, analyze, and reconcile all required payroll taxes; prepare, reconcile and file W-2s or serve as primary back-up for this function.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Provide administrative assistance to the department.
- Perform other duties as assigned.

Minimum Qualifications

Knowledge of:

- English usage, grammar, spelling and punctuation.
- Modern office practices, procedures, and equipment related to the processing and recording of financial records and transaction.
- Business math.
- Generally accepted accounting principles and technical processes.
- Technical principles of governmental accounting.
- Principles and practices of technical and functional supervision and training.
- Principles and practices of customer service.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to the performance of technical accounting duties.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means.
- Understand the organization and operation of the Finance and Administrative Services Division.
- Meet and assist the public effectively.
- Organize and prioritize work activities.
- Interpret and apply administrative and departmental policies.
- Compile and maintain records and files.
- Perform basic arithmetical calculations and financial record keeping activities.
- Uses automated spreadsheets and other fiscal record keeping systems.
- Perform detailed numerical work with speed and accuracy.
- Efficiently operate computers and applicable software and 10 key.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to graduation from high school with two semesters of college level accounting courses.

Experience: Three years of responsible journey experience equivalent to either a Customer Service Technician II or Accounting Technician II with San Juan Water District.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities

The physical demands described here 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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking		√		
Climbing/Stooping/Kneeling		√		
Lifting/Pulling/Pushing		√		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	100 Percent Indoors			



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Position Description

Distribution Operator III

Status: Non-Exempt, Safety Sensitive
Supervisor: Field Services Manager
Effective Date: August 2, 2018

Supervision Received and Exercised

Receives general supervision from the Field Services Manager and receives technical and functional supervision from the Distribution Lead Worker. Does not provide supervision to others.

Primary Function

To perform a variety of technical activities involving pipeline construction, meter installation and repair, reservoir repair, and general maintenance and repair of Wholesale transmission and Retail distribution pipelines, storage tanks, pump stations, and appurtenances.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Perform routine construction, maintenance and repair of the District's Wholesale and Retail distribution pipelines and appurtenances, service connections, and meter installations and pump station operation.
- Comply with California Department of Public Health Code of Regulations, Title 17 and Title 22.
- Comply with CalOSHA safety regulations and the District's IIPP program.
- Install, change, troubleshoot and relocate service connections.
- Check pressures; perform tests for chlorine.
- Notify customers of shut-off for emergencies and scheduled maintenance.
- Restore pavements, landscapes and roadbeds upon completion of pipeline repairs or new construction.
- Assist in the installation, repair or replacement of pumps, meters, hydrants, valves, air vacs, blow-offs and pipelines.
- Perform basic facilities locations.
- Perform flushing for water quality.
- Perform safe operation and maintenance on light to heavy equipment and tools.
- Follow the District's safety standards.
- Respond to call back for after working hour emergencies and "on-call" duties as required.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- General principles of water distribution systems and related facilities.
- Methods, material, equipment, and tools used for the maintenance of structures, pipelines, mains, meters, valves, and hydrants.

- Principles and practices of customer service.
- Distribution operator math.
- Safe work practices.

Ability to:

- Proficiently operate and maintain field operations equipment and tools.
- Conduct basic facilities locations.
- Prepare and maintain simple records of scheduled work.
- Initiate and maintain effective safety practices.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Identify and correct safety hazards.
- Work long hours, when required, including evening hours.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school supplemented with training in disinfection and advanced math.

Experience:

One year of responsible experience equivalent to Distribution Operator II with San Juan Water District.

License or Certificate:

Possession of, or ability to obtain and maintain, an appropriate valid California motor vehicle operator's class A license, with air brake endorsement, within six months of hire or promotion. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Possession of a Grade III Water Distribution Operator's Certificate issued by the State of California Department of Public Health.

Physical Capabilities

The physical demands described here 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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling			✓	
Lifting/Pulling/Pushing			✓	
Approximate Maximum Weight to Lift			75 Pounds	
Fingering/Grasping/Feeling				✓
Describe Working Conditions	10 Percent Indoors, 90 Percent Outdoors in Inclement Weather			



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Position Description

Distribution Operator I/II

Status: Non-Exempt, Safety Sensitive
Supervisor: Field Services Manager
Effective Date: August 2, 2018

Supervision Received and Exercised

Distribution Operator I – Receives general supervision from the Field Services Manager and receives immediate technical and functional supervision from the Distribution Lead Worker. Does not provide supervision to others.

Distribution Operator II - Receives general supervision from the Field Services Manager and receives immediate technical and functional supervision from the Distribution Lead Worker. Does not provide supervision to others.

Primary Function

To assist with routine activities in pipeline construction, meter installation and repair and general maintenance and repair of the District's Wholesale transmission and Retail distribution pipelines, appurtenances and pump station operation.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Excavate mains and operate pneumatic tools.
- Operate system valves resulting in shutting down mains for required repairs.
- Comply with the California Department of Public Health Code of Regulations, Title 17 and Title 22.
- Comply with CalOSHA safety regulations and the District's IIPP program.
- Comply with NPDES permit regulations.
- Comply with SWPPP regulations.
- Identify and repair leaks.
- Operate light equipment.
- Assist in the repair and installation of meters.
- Work independently in the absence of on-site supervision.
- Use and operate hand tools, mechanical and power tools and other equipment required for the work in a safe and efficient manner.
- Set up traffic control devices prior to the performance of street activities; direct and control traffic around work sites.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform emergency response duties in accordance with State regulations for Special Districts.
- Perform related duties as assigned.

Minimum Qualifications

Distribution Operator I

Knowledge of:

- Basic math.
- Basic uses and purposes of general construction tools and equipment.
- Principles and practices of customer service.
- Safe work practices.

Ability to:

- Learn to operate and maintain field operations equipment and tools.
- Learn to prepare and maintain simple records of scheduled work.
- Work long hours including evening hours and “on-call duties as required.
- Initiate and maintain effective safety practices.
- Establish and maintain effective working relations with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

None required.

License or Certificate:

Possession of a valid California motor vehicle operator’s class C license.

Possession of a Grade I Water Distribution Operator’s Certificate issued by the State of California Department of Public Health within six months of hire or promotion, and a Grade II Water Distribution Operator’s Certificate within one and half years after obtaining position.

Distribution Operator II

In addition to the qualifications for Distribution Operator I:

Knowledge of:

- General principles of water distribution systems and related facilities.
- Methods, material, equipment, and tools used for the maintenance of structures, pipelines, mains, meters, valves, and hydrants.

Ability to:

- Independently operate and maintain field operations equipment and tools.
- Independently prepare and maintain simple records of scheduled work.
- Identify and respond to safety hazards.
- Apply District, State and Federal policies, procedures, rules and regulations.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

One year of experience performing duties equivalent to Distribution Operator I with San Juan Water District. Positions in this class are flexibly staffed and are normally filled by advancement from level I if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

License or Certificate:

Possession of a valid California motor vehicle operator's class C license.

Possession of a Grade II Water Distribution Operator Certificate from the State of California Department of Public Health prior to appointment as a Distribution Operator II.

Physical Capabilities

The physical demands described here 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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling			✓	
Lifting/Pulling/Pushing			✓	
Approximate Maximum Weight to Lift			75 Pounds	
Fingering/Grasping/Feeling				✓
Describe Working Conditions	10 Percent Indoors, 90 Percent Outdoors in Inclement Weather			

Rio Linda/Elverta Community Water District
Publicly Available Pay Schedule per CCR Section 570.5
COLA 3.5% Effective Date: 11/28/2021 - All Positions Other than General Manager
COLA 3.0% Effective Date: 11/28/2021 - General Manager

Classification/Position Title	Contract Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Time Basis
Admin Assistant		\$26.36	\$27.42	\$28.51	\$29.65	\$30.84	\$32.07	Hourly
Accounting Specialist		\$29.93	\$31.13	\$32.37	\$33.67	\$35.02	\$36.42	Hourly
Conservation Coordinator/Customer Service Tech 1		\$22.81	\$23.72	\$24.67	\$25.66	\$26.69	\$27.75	Hourly
Customer Service Tech 1		\$22.81	\$23.72	\$24.67	\$25.66	\$26.69	\$27.75	Hourly
Customer Service Tech 2		\$26.29	\$27.34	\$28.43	\$29.57	\$30.75	\$31.98	Hourly
Distribution System Operator 1		\$20.42	\$21.24	\$22.09	\$22.97	\$23.89	\$24.84	Hourly
Distribution System Operator 2		\$23.98	\$24.94	\$25.94	\$26.98	\$28.05	\$29.18	Hourly
Distribution System Operator 3		\$28.76	\$29.91	\$31.11	\$32.35	\$33.65	\$34.99	Hourly
Distribution System Operator 3/Foreman		\$32.31	\$33.61	\$34.95	\$36.35	\$37.80	\$39.31	Hourly
Laborer		\$15.69	\$16.32	\$16.97	\$17.65	\$18.36	\$19.09	Hourly
Operations Superintendent (Salaried Position)		\$86,474.28	\$89,933.25	\$93,530.58	\$97,271.81	\$101,162.68	\$105,209.19	Annual
Utility Worker		\$18.07	\$18.79	\$19.55	\$20.33	\$21.14	\$21.99	Hourly
General Manager (Salaried Position)	119,537.22							Annual

Annual COLA Increase 3.5%	103.50%
Step Increase 4 %	104.00%

Classification/Position Title	Bi-Weekly Salary						
	Salary No Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Operations Superintendent (Salaried Position)		3,325.93	3,458.97	3,597.33	3,741.22	3,890.87	4,046.51
General Manager (Salaried Position)	4,597.59						



2023 Fair Oaks Water District – Salary Ranges

TITLE	ANNUAL PAY RANGE
Assistant General Manager (E)	\$137,000.00 to \$185,000.00
Operations Manager (E) Technical Services Manager (E)	\$121,701.00 to \$166,774.00
Finance Manager (E)	\$117,208.00 to \$155,522.00
Operations Superintendent (E)	\$93,683.00 to \$126,485.00
Engineer (E) Human Resource Administrator (E) Maintenance Supervisor (E) Operations Supervisor (E) Water Supply Operator (E)	\$82,908.00 to \$111,925.00
Sr. Financial Analyst	\$75,566.40 to \$102,024.00
Construction Inspector Information Technology Technician Water Quality Technician Distribution System Operator IV	\$69,867.20 to \$94,328.00
Distribution System Lead Worker Field Customer Service Lead Worker Distribution System Operator III	\$64,313.60 to \$86,777.60
Administrative Specialist Financial Analyst Financial Analyst Customer Service Water Efficiency Specialist	\$57,678.40 to \$77,833.60
Customer Service Representative II Distribution System Operator II Field Customer Service Representative II Inventory Technician	\$54,100.80 to \$73,028.80
Distribution System Operator I Field Customer Service Representative I	\$46,987.20 to \$63,440.00
Customer Service Representative I	\$43,035.20 to \$58,052.80
Employment by Contract	
General Manager (E)	\$165,526.00 to \$223,475.00



Fair Oaks Water District Job Description

Administrative Specialist

DEPARTMENT: Finance & Administration
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Finance Manager
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: November 1, 2021
ANNUAL SALARY RANGE: \$51,168.00 – \$69,076.80
JOB CLASSIFICATION: Regular Full-Time

General Statement of Job

Under the direct supervision of the Finance Manager, the Administrative Specialist performs a wide variety of responsible administrative work in support of the management team. This work requires the application of highly developed administrative and technical skills in such areas as finance, purchasing, contract administration support, data analysis and entry, website maintenance, onsite IT support, report writing, and records retention, among other responsibilities.

Essential Functions

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Provides administrative support to management staff.
2. Acts as District's purchasing agent; solicits sources of supplies and analyzes prices, discount rates, delivery dates, transportation charges, previous performance, commitments and indications of financial responsibility and recommends the most advantageous offer for the District's goods and services.
3. Reconciles bank statements.
4. Maintains and monitors compliance deadlines.
5. Maintains landline phone system and cell phone program.
6. Assembles and compiles Board meeting materials and minutes.
7. Maintains and updates content on District website as directed by management.
8. Tracks safety and safety inspections.
9. Assists with financial reconciliations.
10. Prepares bid packages, including purchasing specifications and proposal requests, assists in analyzing responses to identify which one best meets the District's needs.
11. Performs commonly used methods to award and cost analysis functions to perform well-defined and contract actions.
12. Maintains file for each contract including original contract, all correspondence, amendments, clarifications and payment schedules.
13. Assists in ensuring that the contractor is in compliance with labor, legal requirements and government regulations related to labor compliance.

14. Provides contract summaries and ensures contract is executed in accordance with the District's policies and procedures.
15. Responsible for processing budget transfers, project adjustments and ensuring approved project setup, billing and close-out.
16. Schedules meetings involving multiple participants and/or locations; prepares and distributes agendas and meeting materials; maintains appointment calendars for management.
17. Sets up and maintains meeting rooms and equipment, including the Board room.
18. Acts as onsite information technology support.
19. Coordinates audit of external information technology services.
20. Maintains, and updates filing systems in accordance with records retention programs; documents retention storage; creates reference material.
21. Responsible for maintaining Board Policies, Resolutions, and other documents.
22. Responsible for reviewing, proofreading, and finalizing assigned documents.
23. Compiles statistical data to create reports and track information.
24. Prepares presentations, newsletter bill inserts, information pamphlets and other documents as assigned.
25. Assists with obtaining, implementing and maintaining grant programs.
26. Assists with year-end audit.
27. Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
28. Maintains records in accordance with District policy and procedures.
29. May work overtime as required with additional compensation.

Job Standards/Specifications

Knowledge of:

- Research and report preparation, including technical report and business letter writing.
- Principles and practices of organization and administrative support.
- Principles and practices of contract administration.
- Principles and procedures of fiscal, administrative and statistical record keeping, reporting and compliance.
- Principles, procedures, and practices related to the purchasing of materials and equipment for a public agency.
- Principles and practice of document maintenance using electronic and manual document filing and retrieval systems.
- Advanced clerical techniques and skills, including attention to detail and interpersonal skills.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and web maintenance.

Ability to:

- Provide highly specialized administrative support to the management team as assigned.
- Listen and communicate effectively both orally and in writing with a mastery of English grammar, business writing, punctuation, and spelling; ability to compose and appropriately format correspondence and reports.
- Work independently using good judgment, tact, and discretion.
- Establish and maintain effective working relationships within the District, agencies, suppliers, vendors, and the public.
- Utilize standard office equipment and Microsoft suite of computer software.
- Prepare and present clear, concise, accurate and complete documents.
- Review documents, make recommendations and necessary changes.

- Coordinate and prioritize multiple administrative, clerical and financial tasks or activities.
- Analyze facts and make sound recommendations.
- Plan, initiate and complete work assignments with minimum direction.
- Efficiently operate computers and applicable software.
- Maintain accurate records and filing system.
- Apply general finance principles to the analysis of financial and accounting transactions.

Typical Physical Activities

- Exert light to moderate physical effort in sedentary to moderate work involving sitting most of the time but may involve walking or standing for brief periods.
- Use fine and gross motor coordination in preparing reports and walking to meetings, driving and entering data into the computer.
- Travel by vehicle for FOWD related duties and activities.
- Coordinate eyes, hands and fingers to perform semi-skilled tasks including typing and calculating.
- Hearing and vision within normal ranges with or without correction.
- Work may require lifting up to 30 pounds unaided.

Environmental Factors

- Work primarily in an office environment, some outdoor work may be required.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desired Qualifications

- Bachelor's degree in business administration or a related field.
- Minimum of three years' professional experience performing high level administrative and related work.
- Experience and competency in composing business letters, reports and other office correspondence.
- Ability to take initiative and plan, organize, coordinate and perform work in various situations with diverse demands.
- Advanced skill in current Microsoft Office applications.
- Any combination of education, training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications

- Valid California driver's license.
- High School Diploma.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature:

Date:

Supervisor (Please Print):

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:



Fair Oaks Water District Job Description

Distribution System Lead Worker

DEPARTMENT: Operations & Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Superintendent
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: January 1, 2018
ANNUAL SALARY RANGE: \$57,055 - \$77,025
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

General Statement of Job:

Under general supervision of the Operations Superintendent, this position administers the underground service alert program; responds to requests for location information on underground water system infrastructure; maintains fire hydrants; assists in the performance of water supply and water quality duties; drives and operates vehicles and equipment.

Essential Functions:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Administers the underground service alert (USA) program; locates and marks water services, valves and mains as required by Underground Service Alert; marks areas for proposed excavation projects. Documents all USA requests and actions.
2. Administers the fire hydrant maintenance program; inspects, operates, refurbishes and repairs fire hydrants; maintains records for hydrant maintenance and repair activities; prioritizes and makes recommendations for hydrant replacement projects.
3. Administers the blow-off and air-release maintenance program; inspects, operates, refurbishes and repairs blow-offs and air-release valves; maintains records for blow-offs and air-release valve maintenance and repair activities; prioritizes and makes recommendations for blow-offs and air-release valve replacement projects.
4. Assists in administering new business and capital budget projects; provides primary support to staff assigned to the new business process.
5. Assists in completing duties related to water supply and water quality.
6. Maintains a variety of files and records in accordance with District policies and procedures.
7. Subordinate liaison with Sacramento County Construction Management Inspector related to County improvement projects or District pavement projects in the County right-of-way.
8. May assist in Coordinating surface restoration work with the District authorized paving contractor.
9. May assist in administering inspections on the maintenance, repair, and construction of the District water system and facilities.
10. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
11. Drives a truck, forklift or other light equipment; may operate a dump truck or heavy equipment.

12. May operate a vehicle in excess of 26,001 Gross Vehicle Weight Rating (GVWR) requiring a California Commercial Class 'A' driver's license in adherence of the Department of Transportation (DOT) regulations.
13. Checks assigned vehicle on a daily basis to ensure safe and dependable operation; may perform minor repairs to vehicles and equipment.
14. Performs "on call" duties during off-hours of operation.
15. May work overtime with additional compensation.
16. Adheres to all policies, procedures and standards of FOWD and pertinent Federal, State, and local laws relating to position functions.

Other Duties

1. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
2. May perform traffic control.
3. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
4. May assist in approving backflow prevention assembly installation and testing
5. May assist in administering the cross-connection and backflow prevention program.

Job Standards/Specifications

Knowledge of:

- Knowledge of construction safety laws, rules and regulations.
- Knowledge of principles used in the design of water systems.
- Knowledge of water quality regulations and requirements.
- Knowledge of cross-connection control regulations and how they apply to the waterworks industry.
- Knowledge of general landscaping, irrigation techniques, methods and troubleshooting.
- Knowledge of DOT regulations for performing safety sensitive functions.
- Working knowledge of Microsoft Office software applications.

Ability to:

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to interpret designs, plans, and understand construction specifications.

Typical Physical Activities

- Travel regularly by vehicle for District related duties and activities.
- Manual labor requiring use of manual and power tools.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in hard manual labor in temperatures between 80 or more degrees.
- Wetness: May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.

- Slippery surfaces: Occasional work on unusually slippery surfaces.

Desired Qualifications:

- Minimum of four years’ experience in general pipeline and related construction.
- Minimum of two years’ experience working as a California Distribution Operator Grade II or higher.
- California Certified Cross Connection Control Specialist.
- California Certified Backflow Prevention Assembly Tester.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications:

- California Certified Water Distribution Operator Grade II.
- California Certified Water Treatment Operator Grade II or ability to obtain one within one-year of employment.
- Graduation from high school or equivalent.
- Valid California motor vehicle operators commercial class A license or ability to obtain one within one-year of employment.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature: _____ Date: _____

Operations Superintendent: Neil Tamagni _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____



Fair Oaks Water District Job Description

Distribution System Operator II

DEPARTMENT: Operations and Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Supervisor or Operations Superintendent
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: January 1, 2023
ANNUAL SALARY RANGE: \$54,100.80 - \$73,028.80
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

General Statement of Job:

Under general supervision of the Operations Supervisor or Operations Superintendent, performs a variety of tasks in maintenance and construction activities with the Fair Oaks Water District (FOWD); assists in the installation of water mains, meters and other related water distribution facilities; operates heavy equipment and hydraulic and pneumatic tools; assists in service work which may include concrete work, landscaping, painting, welding and any other related duties that may be required.

Essential Functions:

The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs routine and specialized work in the installation, maintenance and repair of water distribution facilities and appurtenances.
2. Performs emergency repair work and shutdowns.
3. Responds to customer complaints such as water waste, low pressure and water quality.
4. Drives a truck or other light equipment, may operate a dump truck or heavy equipment such as backhoes and loaders; operates a jackhammer, shovels, tamps and rakes asphalt, digs and backfills ditches, operates other equipment, including excavation equipment devices and tools used in maintaining a water distribution system and facilities; may operate a forklift.
5. May operate a vehicle in excess of 26,001 GVWR with a Class A CA driver's license in adherence of the Department of Transportation (DOT) regulations.
6. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
7. Maintains and submits records of materials used on jobs as required; writes location cards when necessary; makes reports and completes assigned paperwork as required.
8. Reads and maintains meters and automated meter reading systems as needed.
9. Checks assigned vehicle on a daily basis to ensure safe and dependable operation. May perform minor repairs to vehicles and equipment; maintains FOWD vehicles and facilities in a clean and orderly manner.

10. Stocks vehicles to ensure materials are on hand for each job; maintains a truck tool inventory.
11. Performs "on call" duties during off-hours of operation as needed.
12. Works overtime as required and approved with additional compensation.
13. Adheres to all policies, procedures and standards of FOWD and pertinent federal, state and local laws relating to position functions.

Other Duties

- Notifies for water shutdowns, emergency or otherwise as required.
- Performs traffic control duties, as necessary.

Job Standards/Specifications

Knowledge of:

- Methods of water systems installation and repair.
- Equipment, tools, materials and methods of the water systems installation and repair.
- Water quality issues related to the operation of water systems.
- Installation, maintenance, repair, and testing of water meters.
- FOWD policies and procedures related to customer services and customer relations.
- Proper work safety standards.

Ability to:

- Ability to add, subtract, multiply, divide; calculate decimals, ratios, percentages, and fractions and read a tape measure rapidly and accurately.
- Perform basic work assignments in the installation, maintenance, and repair of water service systems and meters.
- Perform skilled installation, servicing, repair of meters.
- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

Typical Physical Activities:

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.
- Travel regularly by vehicle for FOWD related duties and activities.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Differentiate between and perceive color, sound, smell, taste, texture and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses, as necessary.

Environmental Factors:

- Work both indoors and outdoors, during all types of weather.
- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- High temp: Considerable work time in hard manual labor in temperatures above 80 degrees.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.

Desired Qualifications:

- Minimum of two years' experience in the water industry.
- Knowledge of DOT regulations for performing safety sensitive functions.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certification:

- California Distribution Operator Grade II.
- Valid California motor vehicle operators commercial class A license or ability to obtain within two years of employment.
- Graduation from high school or equivalent.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print):

Signature:

Date:

Operations Superintendent:

Signature:

Date:

Manager:

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:

Carmichael Water District

Title	Annual Minimum				Annual Maximum
	Step 1	Step 2	Step 3	Step 4	
Accountant (PDF)	71,830.10	75,421.63	79,192.67	83,152.37	87,310.08
Accountant, Senior (PDF)	85,068.05	89,321.44	93,787.62	98,476.98	103,400.75
Billing Specialist 1 (PDF)	47,736.83	50,123.63	52,629.82	55,261.23	58,024.30
Billing Specialist 2 (PDF)	60,554.00	63,581.65	66,760.72	70,098.70	73,603.71
Billing Support 1 (PDF)	31,910.74	33,506.30	35,181.54	36,940.59	38,787.63
Billing Support 2 (PDF)	37,028.99	38,880.40	40,824.37	42,865.68	45,008.91
Billing Support Trainee (PDF)	Minimum Wage	N/A	N/A	NA/	N/A
Distribution Operator 1 (PDF)	48,276.59	50,288.16	52,383.55	54,566.10	N/A
Distribution Operator 2 (PDF)	75,237.34	78,372.32	81,637.71	85,039.34	N/A
Distribution Operator 3 (PDF)	85,199.92	88,750.06	92,447.89	96,299.84	N/A
Engineer in Training (PDF)	66,374.26	39,692.90	73,177.52	76,836.45	80,678.21
Engineer, Assistant (PDF)	93,582.32	98,261.49	103,174.66	108,333.47	113,750.21
Engineer, Associate Civil (PDF)	110,821.78	116,362.90	122,181.07	128,290.03	134,704.54
General Office Clerk (PDF)	Minimum Wage	N/A	NA/	N/A	N/A
GIS Specialist (PDF)	73,859.55	77,552.59	81,430.13	85,501.73	89,776.75
Inventory Specialist 1 (PDF)	47,424.21	49,795.41	52,285.17	54,899.52	57,644.50
Inventory Specialist 2 (PDF)	60,053.34	63,056.03	66,208.90	69,519.42	72,995.31
Treatment Operator 2 (PDF)	74,408.05	77,508.29	80,737.90	84,101.89	N/A

CARMICHAEL WATER DISTRICT Classification Specification

Job Class: Administrative Specialist Series (AA1 – AA2)
FLSA Status: Exempt
Supervisor: General Manager
Effective Date: May 2021

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.

CARMICHAEL WATER DISTRICT
Classification Specification

Job Class: Distribution Operator (DO) Series (DO1 – DO3)
FLSA Status: Non-Exempt
Supervisor: Field Superintendent
Effective Date: August 20, 2018

Description

Under supervision, Distribution Operators in this series perform a variety of unskilled to skilled labor and technical work in the construction and maintenance of pipelines and water services; construction work in the fabrication and assembly of utility water projects. To organize and prioritize assigned workload and staff, in order to complete assigned projects.

Distinguishing Characteristics

Distribution Operator 1 (DO1): This is an entry level class in the Distribution Operator series. Operators in this class work under close supervision while learning job tasks. Positions at this level are distinguished from other classes or positions within the series by the ability to perform the full range of duties assigned. Operators in this class are unable to perform on-call duties.

Distribution Operator 2 (DO2): This is the journey level class in the Distribution Operator series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. Positions at this level are distinguished from other classes or positions within the series by the ability to perform the full range of duties assigned including being able to perform on-call duties.

Distribution Operator 3 (DO3): This is the journey level class in the Distribution Operator series. Employees at this level are required to be highly trained in all procedures related to assigned areas of responsibility. Positions at this level are distinguished from other classes or positions within the series by the possession of a California Department of Public Health (CDPH) Grade D3 Certification, the ability to perform the full range of duties assigned at an advanced and independent level including assuming responsibility to direct a crew, problem solving skills, customer service skills, and being able to perform on-call duties.

For open positions in this series, operators may be advanced provided they meet the required certification level, experience and minimum qualifications for the job class as described in the Distribution Operator Series job description.

Supervision Received and Exercised

Distribution Operator 1 (DO1): Receives immediate supervision from the Superintendent or District Designated Representative and may receive technical and functional direction from journey level operators.

Distribution Operator 2 (DO2): Receives immediate supervision from a DO3 Operator, the Field Superintendent or District Designated Representative; and may receive technical and functional direction from other journey level operators. May exercise technical and functional direction over less certified or experienced distribution operators. Exercises technical and functional direction over assigned distribution operators in the absence of a DO3 operator on assigned crew.

Distribution Operator 3 (DO3): Receives immediate supervision from the Field Superintendent or District Designated Representative; and may receive technical and functional direction from other journey level operators. Exercises technical and functional direction over less certified or experienced distribution operators. Directs crew.

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.

- Perform a variety of duties associated with the repair and replacement of water distribution systems including main line, service line, fire hydrant, main line valve and meters. Duties include but are not limited to:
 - Locate and inspect properties for existing facilities and property usage.
 - Evaluate and make recommendations on improvements to existing facilities.
 - Construction and maintenance of facilities which requires a variety of unskilled or semi-skilled heavy labor (i.e. dig, cut, pipe fitting, load and unload equipment and materials)
- Respond to, mark and locate District facilities for Underground Service Alert compliance.
- Operate heavy equipment, dump truck, air compressor, backhoe, jackhammer, trencher, boring machine and variety of hand tools.
- Ensure that all materials are properly managed and accurately recorded for each service order.
- Ensure that all service orders and associated paperwork are completed accurately and returned each day.
- Perform excellent timely customer service which includes but is not limited to:
 - Inform customers of scheduled work and work in progress (i.e. deliver notifications, speak with customer).
 - Investigate complaints, claims, reports of encroachment and vandalism.
 - Take necessary action to correct situations.
 - Perform customer shut off procedures (i.e. door-hangers, shut offs, lock ups, service reinstates).
 - Perform conservation patrol as required.
 - Collect routine water quality samples for laboratory testing.
- Perform general maintenance activities (i.e. maintain, clean, oil, lube, store, etc.), and general housekeeping (i.e. sweep, clean, landscape, and trim bushes and trees), facilitate repairs as needed, and complete safety and compliance activities (i.e. inspection, logs, reports, etc.) which include but are not limited to:
 - Vehicles.
 - Equipment.
 - Facilities.
 - Tools.
 - Lockout/Tagout procedures.
 - Confined space procedures.
- Attend, support and participate in training.
- Participate and comply with safety programs and procedures for employees.

- Comply with all District policies and procedures (i.e. Policy Manual, Rules and Regulations Manual, Emergency Response Plan, IIPP, etc.).
- Ensure all work performed is completed to District standards.

DO1 are expected to learn the essential duties with the assistance of the DO2, DO3 and direction of Superintendent. DO1 will not perform shut offs and operate heavy or power equipment until qualified.

Additional Essential Duties and Responsibilities for Distribution Operator 2 and 3 (DO2 - DO3)

- Ensure daily direction and work performance of assigned employees (crew) including but not limited to:
 - follow all safety standards
 - secure job sites and work areas to protect District employees, the general public and vehicular traffic (i.e. traffic control)
 - employ proper personnel protective equipment (PPE) standards.
- May provide training to other employees.
- Perform on-call procedures as required, including evenings, weekends, holidays and emergencies.

Qualifications

Distribution Operator 1 (DO1):

Operators in this class must possess **knowledge and abilities** identified below:

Knowledge of:

- Tools and equipment used in distribution system construction.
- Customer service
- Principles of mathematics, biology and chemistry.
- Standard safety practices and programs.

Ability to:

- Safely operate motor vehicles and power-driven equipment (i.e. dump truck, air compressor, jackhammer, etc.)
- Use a variety of hand and power tools.
- Perform heavy physical labor requiring strength, dexterity and agility.
- Follow both oral and written instructions.
- Perform assigned duties.
- Perform water distribution mathematical calculations.
- Perform basic computer functions and familiarity with applicable software programs.
- Communicate clearly and concisely both orally and in writing.
- Exercise good judgment.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, electronic devices (i.e. laptop, smart phones, tablet, GPS, etc.), personal computer and software applications for word processing, graphic presentations, spreadsheets, and other job-related software.

Distribution Operator 2 (DO2):

Operators in this class must possess advanced **knowledge and abilities** of Distribution Operator 1 (DO1) in addition to those identified below:

Knowledge of:

- Principles and practices of distribution system operations and maintenance processes.
- Methods and materials used in distribution system construction.
- Principles and practices of lead supervision.
- Read and interpret piping and distribution diagrams, blue prints and maps.
- Regulatory compliance requirements.
- Conflict resolution.

Ability to:

- Safely operate additional power-driven equipment (i.e. backhoe, forklift, trencher, boring machine, etc.)
- Diagnose distribution operational problems and correct or provide recommendations.
- Communicate needed follow-up and schedule for field work.
- Perform assigned on-call duty, making operational adjustments as required.
- Work independently, demonstrating initiative and independent thinking.
- Identify and correct unusual, inefficient, or dangerous operating conditions.
- Maintain records and prepare reports.
- Effectively train less qualified personnel.
- Effectively manage time and workload to maximize productivity.
- Effectively represent the District with the public, community groups, contractors, and other organizations.

Distribution Operator 3 (DO3):

Operators in this class must possess **advanced knowledge and advanced abilities** of Distribution Operator 2 (DO2) in addition to those identified below:

Ability to:

- Ensure regulatory compliance.
- Ensure and correct standard safety practices and programs.
- Draft, read and interpret piping and distribution diagrams, blue prints and maps.
- Perform advanced level water distribution mathematical calculations.
- Plan, schedule and coordinate field work.
- Direct and explain processes clearly and concisely.

Physical Requirements

The physical requirements 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.*

- May 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.

- Regularly use telephone for communications.
- Regularly use electronic devices.
- Typically work in a field environment doing the following physical activities:
 - Occasionally: sit, fine manipulation, ride in a vehicle.
 - Frequently: walk, stand, squat, climb, crawl, twist, repetitive use of hands, grasp, push, pull, reach above and below shoulder level, lift and carry up to 60 lbs., operate equipment, operate stationary machinery, operate vehicle or mobile equipment, operate dump truck, equipment, heavy machinery, dig with a shovel and hand tools.
 - Heavy manual labor requiring continuous kneeling, bending, lifting, and operation of manual and power tools.
 - Differentiate between and perceive color, sound, smell, taste, texture and form.
- Occasionally work in an office environment: at a desk or table, sit or stand for extended time periods.

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 requires exposure to job site, distribution and production areas where:
 - Exposure to environmental conditions:
 - Occasionally: Chemicals/Caustics, confined space, heights, allergenic plants/materials.
 - Frequently: Dusts/mists/fumes/smoke/gases, wet damp surfaces, extreme heat/cold, noise.
 - Regularly work around machinery with moving parts or stationary equipment.
 - Regularly work on various types of terrain and footing which may be slippery or uneven.
 - Regularly work around moving objects or vehicles.
 - Certain areas require the use of personal protective and safety equipment (i.e. hard hats, steel toed boots, safety glasses and hearing protection).
- Occasionally work indoors in ambient room temperatures and lighting and be around office equipment as found in a typical office environment.

Education, Experience, and Certification

Required:

- Equivalent to the completion of the 12th grade.

Distribution Operator 1 (DO1):

- Possess and maintain a California State Water Resources Control Board (SWRCB) Grade D1 Certification within 12 months or 2 consecutive exam periods from date of hire.
- Possess and maintain a SWRCB Grade D2 Certification within 24 months from date of hire.

Distribution Operator 2 (DO2):

- Possess and maintain a SWRCB Grade D2 Certification.
- One full-time year equivalent to a Distribution Operator 1 (DO1) with the Carmichael Water District.

Distribution Operator 3 (DO3):

- Possess and maintain a SWRCB Grade D3 Certification.
- Two full-time years of increasingly responsible experience working as a distribution operator including one full-time year equivalent to a Distribution Operator 2 (DO2) with the Carmichael Water District.

Licenses

Required:

- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.

Distribution Operator 1 (DO1):

- Possess and maintain a valid State of California Class C driver's license.
- Possess and maintain a valid State of California Class B commercial driver's license within 24 months from date of hire.

Distribution Operator 2 (DO2):

- Possess and maintain a valid State of California Class B commercial driver's license.

Distribution Operator 3 (DO3):

- Possess and maintain a valid State of California Class A commercial driver's license.

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.

Citrus Heights Water District

Attachment 4101.A1 SALARY SCHEDULE PROPOSED- EFFECTIVE JANUARY 2, 2023
HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2023 Base Hourly	2023 Base Monthly	2023 Maximum Hourly	2023 Maximum Monthly
<u>Organizational Leadership</u>				
General Manager (E)	90.33	15,657.18	121.95	21,138.69
Assistant General Manager (E)	75.64	13,111.39	102.13	17,702.44
<u>Accounting Series</u>				
Director of Finance/ Director of Finance and Administrative Services/ Director of Administrative Services (E)	68.77	11,920.98	92.85	16,093.98
Accounting Manager /Principal Accountant (E)	50.38	8,732.18	68.01	11,787.87
Senior Accountant (E)	43.11	7,472.41	58.19	10,087.56
Accountant	39.19	6,793.78	52.90	9,168.97
<u>Customer Service Series</u>				
Senior Customer Services Specialist	37.47	6,495.70	50.61	8,771.55
Customer Service Specialist	33.87	5,871.44	45.74	7,927.95
Customer Service Technician	28.00	4,853.50	37.80	6,551.95
<u>Engineering Technical Series</u>				
Project Manager (E)	58.29	10,104.43	78.70	13,640.04
Engineering Supervisor/Principal GIS Specialist (E)	45.40	7,869.83	61.29	10,623.71
Engineering/GIS Specialist	39.48	6,844.39	53.31	9,240.22
Engineering/GIS Technician	35.88	6,220.13	48.45	8,398.48
Engineering Aide	31.20	5,408.40	42.15	7,305.56
<u>Construction Inspection Series</u>				
Construction Inspection Supervisor/Principal Construction Inspector (E)	44.16	7,654.25	59.61	10,333.14
Senior Construction Inspector	38.39	6,655.05	51.84	8,985.26
Construction Inspector	34.91	6,051.41	47.13	8,169.78
<u>Engineering Series</u>				
Director of Engineering /District Engineer (E)	75.64	13,111.39	102.13	17,702.44
Principal Civil Engineer (E)	68.77	11,920.98	92.85	16,093.98
Senior Civil Engineer (E)	62.53	10,837.42	84.40	14,629.87
Associate Civil Engineer (E)	56.84	9,853.22	76.73	13,300.73
Assistant Civil Engineer	49.43	8,569.08	66.74	11,568.54
Assistant Engineer	39.48	6,844.39	53.37	9,251.46
<u>Information Technology (IT) Series</u>				
Information Technology Manager (E)	53.93	9,347.07	72.79	12,618.35
Principal Information Technology Analyst (E)	49.03	8,497.84	66.18	11,471.06
Senior Information Technology Analyst	44.56	7,723.61	60.17	10,428.74
Information Technology Analyst	40.52	7,022.48	54.83	9,504.54
Information Technology Technician	33.77	5,852.69	45.59	7,901.70
<u>Management Services (MS) Series</u>				
Administrative Services Manager/Principal Management Analyst/Chief Board Clerk (E)	50.97	8,835.28	68.83	11,930.35

Citrus Heights Water District

JOB TITLE / JOB CLASS	2023 Base Hourly	2023 Base Monthly	2023 Maximum Hourly	2023 Maximum Monthly
Senior Management Analyst (E)	44.32	7,682.36	59.85	10,374.38
Management Analyst	40.29	6,983.12	54.41	9,431.42
Management Technician	36.64	6,351.35	49.46	8,572.83
<u>Communications & Public Engagement Series</u>				
Communications & Public Engagement Manager/Principal Communications & Public Engagement Analyst (E)	50.97	8,835.28	68.83	11,930.35
Senior Communications and Public Engagement Analyst (E)	44.32	7,682.36	59.85	10,374.38
Communications and Public Engagement Analyst	40.29	6,983.12	54.41	9,431.42
Communications and Public Engagement Technician	36.64	6,351.35	49.46	8,572.83
<u>Water Distribution Series</u>				
Director of Operations (E)	68.77	11,920.98	92.85	16,093.98
Water Distribution Supervisor (E)	52.16	9,041.49	70.42	12,205.93
Assistant Water Distribution Supervisor	44.59	7,729.23	60.20	10,434.37
Water Distribution Lead Worker/Operator	38.79	6,722.54	52.35	9,073.36
Water Distribution Operator II	35.24	6,109.53	47.59	8,248.51
Water Distribution Operator I	32.05	5,554.62	43.27	7,500.53
Water Distribution Worker	23.13	4,009.90	31.22	5,412.15
<u>Operations Specialist Series</u>				
Principal Operations Specialist	52.16	9,041.49	70.42	12,205.93
Senior Operations Specialist	47.41	8,218.52	64.00	11,094.25
Operations Specialist	40.72	7,058.10	54.96	9,525.16
Operations Technician	37.01	6,415.09	49.97	8,660.94
<u>Water Efficiency Series</u>				
Water Efficiency Supervisor (E)	40.85	7,080.60	55.15	9,558.90
Senior Water Efficiency Specialist	35.53	6,158.27	47.96	8,314.13
Water Efficiency Specialist	32.29	5,595.87	43.60	7,558.64
Water Efficiency Technician	29.37	5,089.71	39.63	6,868.76
<u>Water Resources Series</u>				
Water Resources Supervisor/Chief Operator (E)	52.16	9,041.49	70.42	12,205.93
Water Resources Specialist	37.07	6,424.47	50.05	8,675.94
Water Resources Technician	33.70	5,841.45	45.49	7,884.83
<u>Miscellaneous Series</u>				
Intern	15.50	2,686.66	26.79	4,643.54

Organization Chart

Summary of Employee Benefits

+ Water Quality

TITLE	HRLY MIN	HRLY MAX	ANNUAL RANGE	
Accountant I	\$35.56	\$44.45	\$73,965.53	\$92,456.92
Administrative Assistant I	\$28.36	\$35.46	\$58,998.71	\$73,748.38
Administrative Assistant II	\$31.20	\$39.00	\$64,898.58	\$81,123.22
Assistant Engineer	\$44.89	\$56.11	\$93,366.88	\$116,708.60
Cross Connection Control Specialist	\$37.20	\$46.50	\$77,377.96	\$96,722.45
Customer Service Representative I	\$24.89	\$31.11	\$51,769.93	\$64,712.41
Customer Service Representative II	\$27.38	\$34.22	\$56,948.07	\$71,185.09
Distribution Operator I	\$30.36	\$37.95	\$63,145.80	\$78,932.25
Distribution Operator II	\$33.39	\$41.74	\$69,458.09	\$86,822.61
Engineering Drafter	\$31.36	\$39.19	\$65,219.35	\$81,524.18
Engineering Project Coordinator	\$36.79	\$45.99	\$76,526.48	\$95,658.09
Environmental Compliance Technician	\$33.12	\$41.40	\$68,885.28	\$86,106.61
Facilities & Fleet Specialist	\$33.39	\$41.74	\$69,458.09	\$86,822.61
Field Operations Coordinator	\$35.06	\$43.83	\$72,929.27	\$91,161.59
Foreman (Distribution, Production)	\$42.93	\$53.66	\$89,288.53	\$111,610.66
GIS Coordinator	\$44.06	\$55.08	\$91,649.01	\$114,561.27
Human Resources Technician	\$33.98	\$42.47	\$70,674.55	\$88,343.19
Instrumentation Technician	\$40.61	\$50.76	\$84,465.52	\$105,581.91
IT Technician I	\$33.45	\$41.81	\$69,569.53	\$86,961.90
IT Technician II	\$36.79	\$45.99	\$76,526.48	\$95,658.10
Production Operator I	\$30.36	\$37.95	\$63,145.80	\$78,932.25
Production Operator II	\$33.39	\$41.74	\$69,458.09	\$86,822.61
Purchasing Specialist	\$33.87	\$42.33	\$70,444.39	\$88,055.49
SCADA Technician I	\$33.59	\$41.99	\$69,874.40	\$87,343.00
SCADA Technician II	\$36.95	\$46.19	\$76,861.60	\$96,077.00
SCADA Analyst	\$42.93	\$53.66	\$89,288.53	\$111,610.66
Senior Accounting Technician	\$30.92	\$38.65	\$64,312.87	\$80,396.72
Senior Customer Service Representative	\$30.12	\$37.65	\$62,642.88	\$78,303.60
Senior Inspector	\$38.17	\$47.71	\$79,390.49	\$99,238.11
Water Conservation Technician I	\$28.83	\$36.03	\$59,961.01	\$74,951.27
Water Conservation Technician II	\$31.71	\$39.63	\$65,952.53	\$82,440.67

Exempt Classifications

SSWD

TITLE	HRLY MIN	HRLY MAX	ANNUAL RANGE	
Accountant II	\$34.23	\$48.90	\$71,200.84	\$101,715.49
Assistant General Manager	\$69.69	\$91.35	\$144,957.81	\$190,000.00
Associate Engineer	\$45.17	\$64.52	\$93,945.41	\$134,207.73
Conservation and Communications Supervisor	\$42.21	\$60.30	\$87,801.67	\$125,430.96
Controller	\$50.64	\$72.34	\$105,325.89	\$150,465.56
Customer Services Manager	\$46.85	\$66.93	\$97,443.81	\$139,205.44
Engineering Manager	\$59.67	\$85.25	\$124,119.19	\$177,313.13
Environmental Compliance Supervisor	\$45.96	\$65.66	\$95,599.38	\$136,570.55
Executive Assistant to the General Manager	\$34.84	\$49.77	\$72,468.29	\$103,526.13
Director of Finance and Administration	\$63.42	\$90.59	\$131,904.98	\$188,435.69
Distribution Superintendent	\$45.07	\$64.39	\$93,754.96	\$133,935.65
Human Resources Manager	\$43.82	\$62.60	\$91,151.36	\$130,216.23
Information Technology Analyst	\$37.40	\$53.42	\$77,786.64	\$111,123.77
Information Technology Manager	\$52.18	\$74.55	\$108,541.68	\$155,059.54
Operations Manager	\$57.86	\$82.66	\$120,358.79	\$171,941.13
Production Superintendent	\$49.58	\$70.83	\$103,130.45	\$147,329.22
Project Manager	\$43.02	\$61.45	\$89,474.69	\$127,820.98
Safety/Risk Officer	\$44.60	\$63.71	\$92,762.58	\$132,517.97
Senior Engineer	\$51.94	\$74.20	\$108,039.23	\$154,341.76
Senior Project Manager	\$49.47	\$70.67	\$102,896.89	\$146,995.56
General Manager Contract				

Additional pay/salary information for prior years is available at publicpay.ca.gov.

**Sacramento Suburban Water District
Classification Specification**

Job Class: Executive Assistant to the General Manager

FLSA Status: Exempt

Effective Date: December 31, 2019

Definition

Performs a variety of high level, confidential, and complex administrative support and analytical duties involving independent judgment for the General Manager and Board of Directors.

Distinguishing Characteristics

This is an advanced journey level professional classification. Positions at this level are distinguished by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time performing the duties, and by the nature of public contact made.

Examples of Essential Duties

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

- Plans, prioritizes, organizes, and coordinates daily activities associated with supporting the General Manager's Office and Board of Directors.
- Prepares department budget; assists in budget implementation; participates in the forecast of additional funds needed for materials and supplies; administers approved budget.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Performs a variety of high level, confidential, and complex administrative support and analytical duties for the General Manager and Board of Directors.
- Attends Board meetings, develops and maintains minutes, and distributes resolutions and Board policies and procedures as necessary.
- Prepares, reviews, and edits draft Board agendas and staff reports.
- Acts as Board liaison and provides administrative and analytical support to the Board as directed.
- Makes appointments and maintains appointment calendars for the General Manager and Board Members.
- Maintains official District documents, records, and seal.
- Tracks Board direction to staff on critical and/or sensitive projects to assure compliance.
- Oversees Board policy review; provides analytical support in preparing draft policies and procedures for District administrative functions.

- Manages the community outreach efforts of the District, including consultants in the planning and preparation for all outreach materials, such as monthly bill inserts, bi-annual newsletters, and other direct mail pieces.
- Maintains and updates assigned areas of District website in a Content Management System (CMS) environment.
- Coordinates and oversees various projects with assigned temporary and office staff, consultants, vendors, and contractors.
- Maintains regular attendance and adheres to prescribed schedule.
- Builds and maintains positive working relationships with coworkers, other District employees and the public using principles of good customer service.

Minimum Qualifications

Knowledge Of:

- District operations, procedures, policies, precedents, rules, and regulations.
- Office and time management principles, operations, and procedures.
- The California “Brown Act” and procedures for public meetings.
- Agenda preparation and distribution requirements.
- Customer service practices.
- Fiscal recordkeeping.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Electronic document management systems.
- Correct English usage, spelling, grammar, punctuation, and proof-reading skills.
- Business letter writing and report preparation techniques.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Perform a variety of complex and responsible administrative and analytical support work requiring exceptional organizational skills.
- Perform high level, professional writing and proofreading.
- Prepare accurate agendas, minutes, and records for the Board of Directors.
- Provide supervision and work coordination for other District support staff.
- Maintain confidentiality.
- Perform multiple tasks concurrently and meet deadlines.
- Deal successfully with changing workload and task assignments.
- Exercise discretion and independent judgment in the performance of highly complex and responsible administrative and analytical support work.
- Collect, organize, interpret, and evaluate a variety of information and data.
- Operate a computer for word processing, database, and department specific software.
- Effectively represent the District at functions with the public and other governmental agencies.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Communicate effectively both orally and in writing.

- Establish and maintain cooperative working relationships with the Board of Directors, General Manager, Assistant General Manager, staff, outside agencies, vendors, consultants/contractors, and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Experience and Education:

Experience:

Two (2) years of administrative support work as an assistant to a senior level executive for a public agency.

Education:

Equivalent to an Associate's degree from an accredited college or university with course work in public or business administration, communications, or a closely related field. Two (2) years of additional qualifying experience may be substituted for one (1) year of the required education with a high school diploma or equivalent.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands

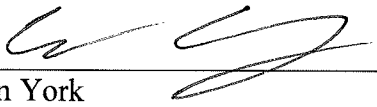
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by airplane and automobile in conducting District business.
- Communicates frequently with the Board of Directors, General Manager, Assistant General Manager, staff, representatives from other agencies and the public in one-to-one and group settings.
- Regularly uses telephone and email for communications.
- Regularly uses computer, keyboard, and mouse.
- Uses office equipment such as copier/fax machines.
- Sits or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: 12/31/19

By: 
Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date

Sacramento Suburban Water District Classification Specification

Job Class: Foreman (Distribution, Production)

FLSA Status: Non Exempt

Effective Date: June 5, 2019

Definition

Plans, organizes, directs, supervises, and inspects the work of District staff assigned to the Distribution, Field Services, and Production departments that are engaged in the operation and maintenance of the District's potable water production, treatment, and distribution system; operates and maintains processes and equipment associated with water utilities in core areas of water production, treatment, and distribution systems; sampling and laboratory analysis, use of computer information networks and logic controller systems, including Supervisory Control and Data Acquisition (SCADA).

Distinguishing Characteristics

This is the supervisor level responsible for planning, assigning, and evaluating the work of subordinates and is responsible for a program area within a work unit or department. Assignments and potential emergency actions require incumbents to use independent judgment, initiative, and perform essential activities within established operational parameters.

Supervision Responsibilities

Responsibilities include direct supervision of staff.

Examples of Essential Duties

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

- Assigns and supervises the work of staff involved in operation, maintenance, and construction of pipelines, pump stations, meters, and other infrastructure needed to operate and maintain the District's water system, including service disconnects and reconnects; billing, water pressure, water quality complaint investigations, and water quality field testing and sample collection, service, and repair.
- Understands, adheres to, and implements regulatory standards set by State, local, and Federal governing agencies.
- Utilize and train staff to operate the District's software programs, such as the Work Management System and the Supervisory Control and Data Acquisition System.

- Coordinates and oversees outsourced projects issued to contractors and vendors, up to and including: field meetings, receipt of proposal, oversight of work performed (inspection), receipt and verification of invoice, and submission of invoice for approval and payment.
- Recognize, comply, and enforce District safety and emergency rules and programs (e.g., Emergency Response Plan, Injury and Illness Prevention Plan, etc.) and related safety requirements.
- Coordinates operations with other District departments to prioritize projects, design planning for new facilities and facility upgrades, and project acceptance.
- Assists with planning and directing various programs, including the Distribution Preventive Maintenance Program, Meter Preventive Maintenance Program, and Underground Service Alert Program.
- Communicates effectively with customers, vendors, and community representatives, and provides appropriate information, referrals, and assistance.
- Assists in developing Employee Performance Evaluations and participates in the development of goals and objectives for assigned staff.
- Provides input for the establishment and maintenance of adequate inventory of repair parts, supplies, and chemicals.
- Assists with oversight and coordination of water transport between other water agencies, including delivery of groundwater and receiving of surface water; monitors flow rates and accumulated volumes throughout the month to ensure accurate reporting.
- Assists with development and administration of budgets; assists with cost estimates and justifications for equipment/tools for budget recommendations.

Minimum Qualifications

Knowledge Of:

- Operating principles, methods, materials and equipment used in water treatment, storage, and production facilities.
- Procedures, methods, tools, and equipment used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and related equipment in water distribution systems and water treatment and production facilities.
- All aspects of water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc.) and applicable local, state, and federal regulations
- District policies, procedures, and standards.
- Mathematical principles related to water measurement and distribution systems.
- Laws, regulations, and ordinances applicable to water distribution systems and water treatment and production facilities.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of budget monitoring.

- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Organize, implement, and direct staff assigned to the installation, operation, maintenance, and repair of water distribution systems, water treatment and production facilities, and water quality equipment.
- Perform the most complex duties related to the maintenance and repair of the District's distribution system.
- Organize, implement, and direct production operation and maintenance activities.
- Oversee field customer service and distribution repair activities and water treatment and production activities.
- Assist in the development and monitoring of an assigned program budget.
- Oversee and interpret standard water quality tests.
- Proficiently use computers and applicable software.
- Address difficult issues by building consensus and developing appropriate resolutions.
- Interpret and apply District, State, local, and Federal policies, procedures, rules, and regulations.
- Operate motor vehicles, forklift, and various power-driven equipment used in water service work.
- Read and interpret plans, diagrams, blueprints, plant piping, and distribution diagrams and measurements.
- Work assigned shifts and participates in the standby rotation schedule for after-hours call-outs. Gather information and prepare reports.
- Effectively represent District water operations and water quality and production functions with the public, contractors, and other organizations.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, and evaluate staff.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors, and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Experience and Training:

Experience:

Four (4) years of increasingly responsible experience in facility maintenance and operations work, including two (2) years' journey level experience equivalent to a Production or Distribution Operator II in water treatment/distribution.

Education:

High school diploma or equivalent.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an

increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

- Possession and maintenance of a:
 1. State of California Water Distribution Operator Certificate Grade D3.
 2. State of California Water Treatment Operator Certificate Grade T2.

Working Conditions and Physical Demands

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.

- Travels frequently by automobile in conducting District business.
- Communicates orally with District management, coworkers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone and e-mail for communication.
- Regularly uses office equipment such as computers and copiers.
- Ability to carry, reach, and lift supplies and equipment weighing up to 70 pounds.
- Ability to push, pull, and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl, and climb during field repair work.
- Stands and walks for extended time periods on even and uneven terrain.
- Works outdoors as needed in all weather conditions with exposure to dust, dirt, water, and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction; must have good color vision.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: 6/5/19

By: 
Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date

**Sacramento Suburban Water District
Classification Specification**

Job Class: Distribution Operator I/II

FLSA Status: Non Exempt

Effective Date: May 20, 2019

Definition

Performs a variety of skilled tasks in the operation, installation, maintenance, and repair of water distribution facility systems, ensuring compliance with regulatory requirements, and operates a variety of light to heavy power driven equipment.

Distinguishing Characteristics

Distribution Operator I is the entry level class and is distinguished from the II level by the performance of less than the full range of duties assigned to the II level and certification requirements. Incumbents work under direct supervision while learning job tasks, progressing to general supervision as procedures and process of assigned area of responsibility are learned. Individuals may advance to the Distribution Operator II position after successfully completing an introductory period, gaining a minimum of two (2) years of increasingly responsible experience, completing a combination of job-related training courses, and demonstrating on-the-job performance, proficiency, and competency.

Distribution Operator II is the journey level class and is distinguished from the I level by the assignment of the full range of duties in the operation, installation, maintenance, and repair of water distribution facility systems. Employees at this level receive only general supervision or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

May provide on-site direction to less experienced crew members, and may include the indirect supervision of contractors or temporary staff.

This class is distinguished from the Distribution Foreman in that the latter provides supervision over assigned staff.

Examples of Essential Duties

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

- Performs a variety of activities involving pipeline construction, meter installation and repair, and general maintenance and repair of the District's transmission mains, distribution pipelines, and appurtenances.

- Installs, repairs, and maintains water system infrastructure such as water mains, transmission mains, gate valves, meter connections, service laterals, fire hydrants, air relief valves, blow-offs, and appurtenances.
- Transports heavy equipment to the job site; operates and directs the operation of light to heavy motorized construction equipment including backhoe, excavator, front-end loader, forklift, jackhammer, compactor, valve exerciser, vacuum excavation equipment, and other equipment.
- Utilizes the District's various software programs (ex. Work Order Management System, Underground Service Alert, and Meter Reading Equipment).
- Performs duties in hazardous work areas including high traffic roadways, confined spaces, trenches and excavations, and backyards of private properties; sets up traffic control devices prior to the performance of street activities; and controls traffic around work sites.
- Complies with District and State Health and Safety regulations.
- Operates sensitive equipment such as laptops, smart phones, meter reading equipment, leak detectors, GPS units, PH meters, pipe locators, and colorimeters.
- Performs all duties associated with the automated meter reading process; collects and interprets water meter reads; performs water meter testing; cleans, inspects, and rebuilds water meters.
- Shuts down water mains in emergencies; cleans dead-end lines by discharging water and fully complying with all required permit conditions.
- Performs emergency response duties in accordance of State regulations; works extended hours including mornings, evenings, and weekends outside of scheduled workday to respond to after hour emergencies.
- Performs Standby Duty as scheduled.
- Provides superior customer service; responds to questions and inquiries from the public; responds to customer problems or complaints including minor leak repair, high bill complaints, water quality, and pressure complaints along with other customer concerns; and corresponds to customers verbally and in writing.
- Collects bacteriological and water quality samples for laboratory testing.
- Performs utility location with electronic detection and the use of District maps to mark the location of underground District infrastructure in accordance with USA North 811.
- Distributes customer notices; conducts delinquent billing notification activities, termination, and restoration of water service; sever services, and/or removes meters.
- Identifies, creates, and submits District facility mapping change requests.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge of:

- Materials and equipment used in water distribution facility systems.
- Methods, materials, and equipment used in water distribution system installation, maintenance, and repair.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint). Techniques and principles of effective interpersonal communication.

- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Perform a variety of skilled work assignments in the installation, maintenance, and repair of water distribution systems and associated facilities.
- Perform installation, servicing, and repair of meters.
- Operate motor vehicles, forklift, and various power-driven equipment.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.
- Learn to read and interpret piping and distribution diagrams and maps.
- Perform stand-by duty as required by the District.
- Being a team player, which involves flexibility, cooperation, and communication.
- Communicate effectively orally and in writing.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants, contractors, and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Experience and Education:

Experience:

Distribution Operator I: No experience required.

Distribution Operator II: Two (2) years of increasingly responsible experience performing duties involving the operation, installation, maintenance, and repair of water distribution facility systems at a level equivalent to a Distribution Operator I.

Education:

High school diploma or equivalent.

Licenses and Certifications:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- *Distribution Operator I Level:* Possession and maintenance of a State of California Water Distribution Operator Certificate Grade D1 and Treatment Operator Certificate Grade T1, or ability to obtain Grade D1 certificate within 1 year of employment and Grade T1 certificate within 2 years of employment.
- *Distribution Operator II Level:* Possession and maintenance of a State of California Water Distribution Operator Certificate Grade D2 and Water Treatment Operator Certificate Grade T2.

- Incumbents must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of employment.

Working Conditions and Physical Demands


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.

- Operates District vehicles and equipment in field installations, maintenance, and repair work.
- Travels frequently by automobile in conducting District business.
- Communicates orally with District management, coworkers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Ability to use office equipment such as computers and copiers.
- Ability to carry, reach, and lift supplies and equipment weighing up to 70 pounds.
- Ability to push, pull, and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl, and climb during field repair work.
- Stands and walks for extended time periods and on uneven terrain.
- Works outdoors as needed in all weather conditions with exposure to dust, dirt, water, and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: 5/20/19

By: 
Dan York
General Manager



November 2, 2022

Mr. Alan Gardner, Esq.
General Manager, Del Paso Manor Water District
1817 Maryal Drive, Ste. 300
Sacramento, CA 95864

Dear Mr. Gardner:

Please find my opinions and recommendations for a limited compensation study your District asked me to perform in early September/October 2022 for the Del Paso Manor Water District. In performing this study I was being mindful of the limited budget (not to exceed \$10,000) so I did my level best to deliver a high quality outcome, while absorbing some expenses and reducing fees where possible. After 30 years in the water, wastewater sectors as an HR-Management Consultant, I remain vigilant to ensuring your ratepayers and Board of Directors receive a fair, cost-effective, defensible outcome to any study I perform. I also remain sensitive to the needs of the operational/administrative teams ensuring we have an optimized analysis of their roles, needs and resources to deliver successful outcome on the mission in serving your ratepayer with a reliable, high quality water supply. Please find the following information:

- 1.0 Approach employed in facilitating this study to offer defensible, comparable data benchmarks.
- 2.0 Review of the five job descriptions reviewed for this study (over 100 pages of detailed back-up contained in appendix B and C).
- 3.0 Targeted Water Agencies/Districts chosen and relevant information on size, complexity, comparability to the five positions under evaluation (detailed back-up contained in appendix C).
- 4.0 Opinions and recommendations for proposed salary compensation ranges for targeted positions in the study. Please note certain hold harmless recognitions were given based on these opinions.
- 5.0 Areas of future consideration for the District in terms of human capital issues.

I welcome an opportunity for future discussion with you and your Board if they have any questions on my opinions and recommendations. We are indeed in unprecedented times in our industry with inflationary pressures at all levels, along with our strategic imperatives to attract, retain and motivate a successful workforce with an appropriate total compensation model to properly serve your ratepayers. I can be reached at 916.718.4115 or by e-mail at Larry@bienati.com.

Sincerely,

BI BI CONSULTING GROUP, INC.

Larry Bienati, Ph.D. SPHR, CCP, SHRM-SCP
Senior Principal w/appendices

1.0 Approach Employed in this Study

Here is the approach I employed in this facilitating study below but first a bit about the market price benchmarking process. Please note as a Certified Compensation Professional, there is a certain standard of care I need to follow to ensure I provide the client with a defensible, fair and appropriate study recommendations. Studies of this sort for a much smaller water agency/district tend to be more complex from a pure salary benchmarking perspective. While there is a science one should follow for market based pricing models, there is also an art related to the complexity of comparing “apples to apples” as they say of roles in your District to similar agencies that may be much larger in size and more specialized. While I focused our study on what is termed in the ACWA, AWWA standards, and as reported in the State Controller’s website on compensation, there is an overlay one must consider with the Equal Pay Act of 1963. Specifically, the Equal Pay Act stipulates the review of pay practices based on the level of skill, efforts, responsibility and working conditions involved also need to be considered.

To this end, larger Districts may have more specialization and have the staff resources to perform a single, linear type of job in a District. Smaller Districts like yours tend to have more generalists doing a variety of jobs, functions and deliverables. **In short, there may be a higher degree of complexity of performing a GM, Administrative Manager, Field Manager or Operational Tech roles versus counterparts in Sac Suburban, or smaller agencies of less than 50 employees.** This reality creates a higher level of skill, effort and even responsibility which is technically a compensable point factor that needs to be addressed. Moreover, I have found over the years that larger agencies tend to recruit from smaller agencies, Districts like yours because of the quality of employee, depth, breadth and experience they will bring to their District. These realities are affecting the Water Industry at many levels. Smaller Districts like yours need to work twice as hard to recruit, retain and keep your workforce satisfied to avoid unwanted turnover after all the investment you have made in costs of hiring, training, retention, etc. Therefore, smaller Districts must strive to pay near the competitive median or midpoint of their salary ranges to ensure you can properly attract and retain quality employees.

Sadly, we need to add a new dynamic since the global pandemic and the recent surge in inflation the last two years. Many water agencies/districts are struggling to recruit, retain their employees and stay competitive with the cost of living and inflation. Traditional COLA’s were running 2.7% per annum before the Pandemic. Today, we are seeing planned COLAs for FY 2022 in the 5%-7% range. Sacramento Suburban is forecasting 7 percent COLA’s this year. Additionally, many agencies/districts are also in a Prop 218 re-evaluation mode, facilitating more cost of service and staffing studies to deal with operational and infrastructure imperatives in light of the current water issues in California. Moreover, when you perform market price studies one must also evaluate cost of living in the area of operation. It is not a simple exercise to compare Sacramento to a salary data point in the Midwest. In Sacramento alone, there is 18% adjustment factor upward often employed in these AWWA, ACWA studies to account for cost of housing and all other relevant factors. I hope you find this backdrop helpful in explaining the approach I employed in this study. I chose Districts you benchmarked against in years past as comparable data points. I attempted to find local Districts where the cost of living may be comparable as well. Finally, I have populated other data points from the smallest District I could find for meaningful comparisons.

2.0 ***Job Descriptions Targeted for this Study***

There were five job descriptions targeted for this study:

- Operations and Maintenance Tech I and II
- Operations and Maintenance Technician II/Construction Coordinator
- The Field Manager
- The Administrative Services/Office Manager (updated Job description to be discussed later)
- The General Manager

I interviewed the General Manager, the Administrative Services/Office Manager and the Field Manager. I then evaluated each person's history, experience, qualifications and success factors, specific accomplishments in their role. I also took a deeper dive to have each perform a time-use analysis to determine where their time was spent performing their essential job functions to determine the level of responsibility, complexity in performing their daily tasks to ensure realistic outcomes. The Field Manager spoke in behalf of his direct reports for clarity and understanding. We documented in Appendix II the outcomes of this analysis. Suffice to say, these three individuals along with the one field tech, with one current opening are clearly fully optimized and performing their roles beyond 100% utilization of time by my analysis. Moreover, there were many cross-over functions they are performing in their role that would not be found in a larger District therefore increasing complexity of the role from a compensation modeling analysis. **As an initial recommendation, it may behoove this District to perform a more formal staffing/cost of service study to ensure you have the right mix of staff performing their roles in a reasonable and safe manner. I was impressed with the quality, execution, commitment and achievement of this small team in meeting the mission of the District and service to your ratepayers.**

This analysis of the job descriptions then became the primary salary data point comparisons when trying to model against other agencies/districts and the overlay roles for comparison purposes. The Administrative/Office Manager for example has many cross over functions in HR, Accounting, Office, Billing, Field Staff Assistance, Reports, Board of Director Meetings and Attendance, among other duties. The same can be said for your Field Manager and the diversity of functions in his role. When looking at the GM role, over 15 pages of achievements were noted in his current tenure, along with exceptional performance rating by the Board in a recent GM evaluation process. The study attempted also benchmark the operational technician position at level one, two and three. This part of the study still needs for evaluation as it was difficult to find pure comparables with their roles and some of the 16 organizations we benchmarked more successfully for the GM, Field Manager and Administrative Service Manager. This is also a factor if budget I had to work with as I do not wish to minimize the very importance of these critical front line roles. I did provide some initial compensation recommendations based on the limited data I evaluated however.

We proceed.

3.0 Targeted Water Districts/Agencies Chosen For this Study

Over the last 20 years it appears the Del Paso Manor Water District Performed Comparable Studies with the following Districts:

- ACWA Zone 4 Compensation Study. I was advised by ACWA that the 2021-2022 study was not completed yet. The GM even tried to source preliminary data through his contacts but it was not available to share sadly. As a defensible option I replaced the ACWA study with the newly released 2021 AWWA Compensation Survey for Water and Wastewater Utilities Serving Populations Under 10,000 ratepayers. I purchased this study for this compensation analysis as an AWWA member.
- Elk Grove Water District
- Florin County Water District
- Rio Linda/Elverta Water District
- Fair Oaks Water District Paradise Irrigation District
- Carmichael Water District
- Paradise Water District
- Georgetown Divide PUD
- Byron Bethany Irrigation District
- Placer County Water Agency

I augmented this study with the following additional data points where the Consultant had first-hand experience on the internal operations and comparable benchmarks for this study

- Los Osos Community Services District
- Citrus Heights Water District
- Sacramento Suburban Water District
- Hidden Valley Lake Community Services District
- Valley of the Moon Water District
- Marin Municipal
- Private Sector Sources for Administrative Services Manager Role

Summary:

Total Benchmark Data Points Chosen: 16
Data Points Historically Employed in Past for District: 10
Augmented Data Points: 6

3.0 Continued (Summary of Comparable Benchmarks Chosen)

Here is a summary of what the above agencies, other data points are currently paying the targeted positions for this study. The consultant attempted the best matches possible to the targeted positions. I attempted to stay focused on the smaller water agencies but did populate some agencies that could represent a challenge in terms of staying competitive to retain your key employees in the general geographic areas of operation. A more detailed breakdown of these comparable benchmarks is contained in Appendix C. In most cases we chose the competitive midpoint for the position where salary ranges could were not provided. Midpoints represent the target (competitive midpoint) to ensure our ability to properly attract, retain quality employees consistent with their skill, efforts, responsibility and defined working conditions, outcomes.

Data Point #1: 2021 AWWA Compensation Survey, Small Water Utilities, California

Job S100 – Small System General Manager (Superintendent)	\$103,733 to \$143,719
Job S140 – Small System Office Manager	\$55,160 to \$74,618
Job S190 – Small System Field Manager	\$52,130 to \$73,355
Job S200 – Small System Maintenance Technician	\$41,9423 to \$61,769

Note: Data is one year old, limited Northern California comparables and does not account for inflation or cost of living augmentations at a factor of 18% to 20% for Sacramento Area. Would need to adjust these numbers by 5% to 7% for true comparable to October 2022 if this becomes an issue.

Data Point #2: Elk Grove Water District as of July 1, 2022, 5 step salary range system (COLA planned is 7.20%)

General Manager, Step One: \$206,193
Operations Manager: \$124,925 to \$144,643
Human Resources Administrator (closest link to Administrative Manager role): \$110,614 to 128,045
Water Distribution Operator I: \$61,630.80 to \$74,800
Water Distribution Operator II: \$69,596.80 to \$84,500
Water Distribution Operator III: \$78,644.80 to \$95,500
Note: Decent match.

Data Point #3: Florin Resource Conservation District/Elk Grove Water District (as reported 2019)

General Manager (by contract): \$186,915
Office Manager: \$106,032
Superintendent: \$118,745
Limited data points for operational technicians sadly.
Note: Good match for study but one must assume 2019 may have increased by at least 10% with COLAs.

Data Point #4: Rio Linda/Elverta Community Water District (16 employees, 2021 Data)

General Manager: \$120,133

Operations Superintendent: \$95,712

Administrative Assistant: \$62,988

Operator 1: \$48,075

Utility Worker: \$39,973

Note: Good match for our study. Comparables to GM, Administrative Manager match questionable without deeper dive to their job descriptions.

Data Point #5: Fair Oaks Water District (43 Employees, 2021 Data)

General Manager: \$179,938

Operations Manager: \$127,774

Operations Superintendent: \$93,711

Administrator: \$89,237

Water Supply Operator: \$91,229

Note: Good match for our study.

Data Point #6: Carmichael Water District (29 employees, 2021-2022 Data)

General Manager: \$186,999

Admin Specialist #2: \$68,280 to \$83,000

Ops Superintendent: \$94,485 to 115K

Operator 1: \$43,178 to \$48,570

Operator 2: \$52,534 to 59,093

Operator 3: \$59,684 to \$69,834

Note: Good match for our study.

Data Point #7: Paradise Irrigation District (48 employees, 2021 Data)

District Manager: \$160,908

Superintendent: \$134,090

District Secretary (closest match): \$104,974

Difficult to find data point matches for Operations and Maintenance Personnel

Note: May be a good match for our study.

Data Point #8: Georgetown Divide Public Utility District (34 employees, 2021 Data)

No GM role match; closest is Operations Manager: \$134,227
Field Superintendent: \$105,639
HR/Admin Specialist (closest match): \$79,877
Operator II: \$70,023
No evidence of Ops 1 or 3 roles
Note: Not sure this is a good match for this study related to GM role.

Data Point #9: Byron Bethany Irrigation District (24 employees, 2021 Data)

General Manager: \$299,645
Field Superintendent: (no real match sadly, may link to AGM): \$141,044 or Maintenance lead: \$101,000
Accounting Clerk II (no match to administrator this may be closest link): \$66,762
Various Water Maintenance roles, comparable to Operations I and II: \$48,000 to \$68,000

Data Point #10: Placer County Water Agency (276 employees, 2021 Data)

General Manager: \$285,936
Director of Field Services: \$195,016
Administrative Service Manager: \$152,499
Canal Operator I: \$64,943
Canal Operator II: \$79,947
Note: This is a very large water agency with high salary comparable measures. Some of these data points were excised from the calculation of overall averages. These types of large agencies represent a competitive threat to Del Paso Mano Water District for your ability to attach and retain quality personnel. Recall your very small staff is very generalized in their talent and skills set which is very desirable for these large agencies that often have specialized roles versus diverse level of talent and expertise your staff possesses.

Data Point #11: Los Osos Community Services District (46 employees, 2021 data)

General Manager: \$172,759
Utility System Manager: \$93,677
Administrative Services Manager: \$82,332
Water Resource Operator II: \$48,966
No evidence of Operator 1 or 3 roles
Note: This District is a very fair comparison when one reviews their job descriptions to the targeted positions for this study.

Data Point #12: Citrus Height Water District (44 employees, 2021 data)

General Manager: \$206,461
Director of Operations: \$134,706
Administrative Services Manager/Board Clerk: \$98,020 (regular pay for position step one)
Operations Technician: There is only FTE in this role; could not source wage data beyond
Note: Good match for comparisons.

Data Point #13: Sacramento Suburban Water District

General Manager: Under contract and no wage provided on website.
Superintendent: \$86,569.67 to \$123,670.96
Executive Administrator to General Manager: \$60,616.36 to 96,594.80
HR Administrator: \$78,301.97 to \$111,859.96
Operator I: \$58,306.37 to \$72,882.96
Operator II: \$64,134.89 to \$80,168.61
Note: Like Placer County Water Agency this is a very large specialized District in your backyard of sorts. It does represent an area of competitive threat to source your current staff and generally speaking is fairly comparable in terms of the targeted positions under evaluation.

Data Point #14: Hidden Valley Lake Community Services District (23 employees, 2021 Data)

General Manager: \$140,625 (believe this number has increased markedly in recent months)
Utility Supervisor: \$98,337
Administrative Services Manager: \$80,237
Operator 1: \$77,434
Operator II: \$65,037
Note: Very comparable District.

Data Point #15: San Juan Water District (55 employees, 2021 Data)

General Manager: \$221,052
Field Services Manager: \$130,569
Finance and Administrative Analyst (best comparable): \$117,738
Limited comparable to Operations 1 and 2 staff

Data Point #16: Valley of the Moon water District (15 employees, 2022 Data)

General Manager (set by contract, step one): \$151,470 (planned COLA increase coming here)
Water System Manager: \$118,680 to \$144,252
Administration Manager: \$109,104 to \$132,612
Operator 1: \$73,884 to \$89,796
Operator II: \$81,264 to \$98,784
Operator III: \$89,238 to \$108,660
Note: Good comparable.

4.0 General Conclusions and Opinions for Positions Evaluated in this Study

When looking at total compensation for benchmarking purposes, one must also take into consideration the factors of indirect compensation including various benefit offering through PERS for health and welfare benefits, pensions, vacation, holidays and other perks. These may vary in benchmarking studies. This indirect compensation component was not part of our limited study on compensation and requires a more comprehensive study at this time. The focus was on salary only as presented below.

Finally, based on the review of the various benchmark data points offered in Appendix B, the consultant attempted to find the closest match to the five roles under evaluation in this study. The data for FY 2022 is not readily available at this time and unlike previous years, due to current inflationary issues facing the economy. In previous years, many of the cost of living increases year over year were in the 2.7% to 3.0% percent range. Current trends suggest that in 2022 cost of living increases into 2023 may average at least 5%, with some water Districts and Agencies like Elk Grove Water District that offer a COLA of 7.20% as of July 1, 2022, Sacramento Suburban Water District a COLA in excess of 7%. Many of the 5 to 6 steps accelerate at a rate of 5% per step increase. Finally, as noted in the introduction of this report, it would behoove the District if they wish to attract and retain quality employees to pay at the competitive midpoint of the ranges recommended by the consultant. Review of the five roles under consideration.

Position #1: Operator 1

Average of all 9 data points in this study: \$64,840 per year.

Average of all 7 data points excising high and low (data point #5 and #6) benchmark comparisons: \$54,795 per year.

Recommendation: Based on the benchmark data points and using the competitive midpoint of the step ranges, the following scale is proposed for this role effective November 1, 2022, including cost of living consideration at 5%, and is also based on a 5% acceleration factor per step:

Step One: \$54,795 (Suggested compensation based on skill, effort, experiential, complexity factors)

Step Two: \$57,535

Step Three: \$60,411

Step Four: \$63,432

Step Five: \$66,603 and Step Six: \$69,933

Position #2: Operator II

Average of all 11 data points in this study: \$69,024 (this is a classification upgrade from Operator I, step 6)

Average of all 9 data points excising high and low (data point #5 and #6) benchmark comparisons: \$61,203

Recommendation: Based on the benchmark data points and using the competitive midpoint of the step ranges, the following scale is proposed for this role effective November 1, 2022, including cost of living consideration at 5%, and is also based on a 5% acceleration factors per step:

Step One: \$69,024 (suggested compensation based on skill, effort, responsibility, complexity factors)

Step Two: \$72,475

Step Three: \$76,098

Step Four: \$79,990

Step Five: \$83,899

Step Six: \$88,094

Positions #3 and #4: Operations and Maintenance Tech II/Field Supervisor

Note: Data points are very limited for this role. Following previous classification grades then model this starting point at O&M, tech II/CC, at step 5 of these adjusted ranges in the neighborhood of \$81,000 and growing at a rate of 5% per step across a six step classification range (grade 2).

Position #5: Field Manager

Average of all 16 data points in this study: \$114,521

Average of all data points excising high and low benchmarks comparisons (data point #1 and #10): \$112,310

Recommendation: Based on the benchmark data points and using the competitive midpoint of the step ranges, the following scale is proposed for this role effective November 1, 2022, including cost of living consideration at 5%, and is also based on a 5% acceleration factor per step. Annualized ranges:

Step One: \$112,310 (Suggested compensation based on current experience, complexity for the role)

Step Two: \$117,925

Step Three: \$123,821

Step Four: \$130,012

Step Five: \$136,513

Step Six: \$143,339

Position #6: Office Manager or Administrative Coordinator/Manager (to be explained)

The evaluation of this position involved some degree of complexity and proper alignment based on the actual activities the incumbent in this role is performing for the District. I went through the current job description with the incumbent, line by line, and this position has far more complexity, skill, effort and responsibility than a typical office manager position in a water agency. The current position functions, responsibilities and skills in this role appeared to be a closer match to the role of Administrative Coordinator/Supervisor or possibly Administrative Manager for the purposes of benchmark comparisons in the study. The consultant augmented this analysis with other data points, along with market based pricing comparisons to weigh its value in the market.

If this position is to remain in a non-exempt status basis, it is more closely aligned to the job title of Administrative Coordinator/Supervisor under a FLSA administrative evaluation standard. If the position is to be evaluated under a basis of exempt status under a FLSA administrative standard criteria it will carry an augmented compensation adjustment, generally in the 6-7% range for the privilege of exempt status. Exempt status is generally considered a privilege and the acid test requires looking at supervision, levels of independent decision making, among other criteria. The law favors non-exempt status unless you can prove the exempt federal and state criteria can be met. This requires a further study if exempt status can be proved for this role. For now, we assume the role will remain non-exempt in status.

Average of all 16 data points in this study: \$92,448

Average of all data points excising high and low benchmarks (data point #1 and #10): \$78,051

Private sector benchmarking: \$107,000 (midpoint)

Added Data Points: Current Compensation Related to Administrative/Office Manager Position (Small Districts), 2020 Data

Marin Municipal Water District (30 FTE Employees)

Benchmarks to Administrative Manager/Board Secretary: \$99,384 to \$120,576

Mid-Peninsula Water District (20.5 FTE Employees).

Benchmarks to Administrative Manager: Administrative Services Manager/Board Secretary: \$122,871 to \$159,731

Private Sector Study Benchmarking

I also sourced respected benchmarks in the private sector relative to the role of Administration Manager for organizations less than 15-20 employees. Sources consulted, based on 2020-2021 data, included Salary.com, Payscale, Salary expert, Glassdoor. The mean of all four sources offered this range consistent with Northern California benchmarks:

Summary of Private Sector Benchmarking

10th percentile: \$72,261
50th percentile: \$107,123
90th percentile: \$146,033
Bonus percent: 11%

This data point is offered to also suggest the competitive pressures currently in the market to attract and retain quality Administrative Managers in light of current talent shortages in the market.

Recommendation: Based on the benchmark data points, and using the competitive midpoint of the step ranges, the following scale is proposed for this role effective November 1, 2022, including cost of living consideration at 5%, and is also based on a 5% acceleration factor per step. Annualized ranges:

Step One: \$78,051
Step Two: \$82,793 (target base compensation for the role of Administrative Coordinator/Supervisor, non-exempt status)
Step Three: \$86,933
Step Four: \$91,279 (target base compensation for the role of Administrative Manager, exempt status)
Step Five: \$95,843
Step Six: \$100,636

Position #7: General Manager

Average of all 16 data points in this study: \$186,465 per year.

Average of all data points excising high and low benchmarks (data point #1 and #9: \$181,280 per year)

Recommendation: Based on the benchmark data points, and using the competitive midpoint of the step ranges, the following scale is proposed for this role effective November 1, 2022, including cost of living consideration at 5%, and is also based on a 5% acceleration factor per grade step:

While the GM role has no specific five or six step classification range, it is clear, based on this General Manager's achievements to date, exceptional performance rating, and significant industry experience and leadership, that this range should at least be adjusted to a top end level at least in the range of \$160,000 per annum which is far less than benchmark averages noted in the study and this GMs position complexity, experience, achievements and other compensable factors.

5.0 Future Considerations

It is recommended this District also perform a more formal cost of service and staffing study. I attempted to ensure that the current positions in the District are fully optimized when I did the time-use analysis of the respective targeted positions (see appendix b). There seems to be some level of position overload in the areas of Administrative/Office Manager and Field Manager in terms of time spent in various essential activities. I remain concerned for these roles, their positional bandwidth, and assurance that critical focus area in service to the ratepayers are being fairly delivered. There may be a need for Administrative support part-time for current Administrative Manager or Coordinator/Supervisor role title yet to be determined. The Field Manager also appears taxed with his need to fill open positions and assure time to coach/mentor some of the newer operational members on his team. The GM role has many moving parts, cross-over outcomes and this is why consideration, based on this role's complexity should be given to increased compensation levels for his level of expectation. Again, more formal analysis may be necessary to review the comparable compensation ranges for the Operational technician roles that this study could only review with limited budget.

CV of Dr. Larry Bienati

**Certified Compensation
Professional Designation**

Dr. Lawrence “Larry” Bienati



Dr. Bienati has over 35 years' senior level leadership experience in numerous organizational settings. At various times since 1989, he held lead and core faculty positions at Saint Mary's College, School of Extended Education, Faculty Coordinator, Executive Leadership Programs, EMBA, Sacramento State University, CCE, lecturer, U.C. Berkeley's Worldwide International Programs, teaching leadership, strategy the California Maritime Academy and other MHA and PsyD programs at CNU. As a consultant to management, his client base includes many leading firms in both the public and private sector. Larry is a respected professional speaker, facilitator, consultant, author, mentor and practitioner in the areas of leadership development, succession planning, human resource strategy, employee relations law and practice, investigations, mediation, executive compensation, strategic planning, change management, organizational strategy, board governance, sigma systems, project management, organizational outsourcing and process engineering. Larry's passion rests in strategic HR, Strategic Planning facilitations, Organizational Development (OD/OB interventions), Leadership Succession Systems, Executive Coaching, guiding organizations through transformational change.

Education

- Ph.D.** Business Administration (Human Resources Management Emphasis), Golden Gate University, San Francisco, California, 1991, *Dissertation focus: Performance Management and Organizational Turnaround Strategies.*
- MBA** Management Sciences and Strategy, California State University, Hayward, California, 1980.
- BS** Industrial Relations and Personnel Administration, California State University, Hayward, California, 1979
Coach, Intercollegiate Speech and Debate Team. Eagle Scout Award. Vigil Honor, Order of the Arrow.

Professional Certifications

- SPHR** Senior Professional in Human Resources, **Lifetime** Certification, SHRM along with **SHRM-SCP** certifications as well
- CCP** Certified Compensation Professional, World at Work, ACA, December 1996 to December 2021.

Other Certifications

Professional Speaker, National Speakers Association, since 1984; Certificate in International Human Resource Management, SHRM, *Certified by Consulting Psychologist Press* in levels a, b, and c psychological instruments; *Certificate in Employee Relations Law, Certified Mediator*, Mediators without Borders. Pre-certified management consultant for 22 management/quality process areas State of California.

Previous Leadership Positions Held (Past 30 Years)

CEO and Founder, Bienati Consulting Group, Inc. Consultants in Organizational Strategy and Strategic HR founded in 1991. d.b.a. Consultants to ManagementSM. Founder of www.onestophr.com (OneStopTM HR)—an on-line self-service Human Resources Web Site.

Global Vice President, Organizational Development. The Cooper Companies, Inc, a 2.7 billion dollar, NYSE global medical device, firm, 13,000 employees worldwide, Pleasanton, California. Previously Global VP of HR, CooperVision Inc., May 2009 to January 2019

Vice President, Principal Owner. The Kleinfelder Group of Companies, an ENR top 100 engineering consulting firm. Period of service: July 1989 to 2005. Led Management Consulting Division, HR, succession planning and strategy development for firm.

Manager, Employee Relations/HR. Longs Drug Stores, a 3 billion, 15,000 employee base, 247 Retail Drug Store Chain. Period of service: June 1985 to July 1989. Working with a great team, introduced over 25 new innovations to the company.

Manager, Human Resources and Benefits. Safeway Stores, Inc., Northern California Division, 300 stores, 18,000 employee base. Period of service: May 1974 to June 1985. Other promotional positions during this tenure included: 1974-1980: Food Clerk while completing BS, MBA Degrees; 1980-1981: Employment Representative/Affirmative Action; 1981-1983: Supervisor, Training and Development; 1983-1985: Supervisor, Benefits, Labor Relations, Human Resources; facilitated HR Liquor Barn start-up operations.

Partial client base where teaching, mentoring, HR outsourcing and organizational consulting services provided (by key sector):

Technology/Health Services: Intel, IBM, Sybase, Silicon Graphics, HP, Adaptec, Trinity Partners, Arcus Technology, Brass Ring Systems, Exemplar Logic/Mentor Graphics, IC Verify/Cyber Cash, MANPOWER Technical Services, EpiStaff, Ascend Communications, Microsoft, TransEDA (US), Blue Pearl Software, E-Trade, E-Bay E-Employee.com, MediaRing.com, Valuestar.com, Interhealth, BioMarin Pharmaceuticals, AlphaOne/Arriva Pharmaceuticals (Baxter), AGY Therapeutics, Cloudscape/Informix, Biotech HRN, Pangea Systems/DoubleTwist.com, PC-Doctor, Inc., Outsource Group, Inc., Blaze, Blue Pearl, Exelixis, Minitab, Applied Health Outcomes, AXIS.

Engineering/Transportation: Cooper Labs, Brown & Caldwell, Kleinfelder, Anderson, Jones & Stokes, ASFE, CAI, Weiss, Subsurface Consultants, CH2MHill, Bechtel, Strata, Fugro West, West-Yost, McClaren-Hart, Dudek Engineering and Environmental, EQE, Quake Safe, CGEA, ACEC, TJH2B, EBMUD, SMUD, Towill, TerraCon, Strata Geotechnical Services, Stetson Engineers, Hayashida Architects, MSRC, Pasha Group of Companies, Marine Spill Response Corporation, American President Lines, Matson Navigation Systems, various Ports.

Winery/Hospitality: Regusci Vineyards, Pride Mountain Vineyards, Niebaum-Coppola, Francis Coppola Presents, Rubicon Estates, Laird Family Estates, Joseph Phelps, Franciscan Estates, Icon Estates, Wente Vineyards, Mondavi, Chateau Sovereign, Rodney Strong, Silver Oak, Domaine Chandon, Cakebread Cellars, TKRG Group (The French Laundry, Bouchon, Per Se), Frogs Leap, Caymus, Terra Valentine, Dana Estates, Castello di Amorosa, V. Sattui, Alpha Omega, Del Dotto, Pineridge, Buccella, Vineyard 29, Opus One Winery, the Bounty Hunter

Private Sector (General): Bradshaw Companies, California Water Services, Pac Bell, Bank of America, Mechanics Bank, Milwaukee Tool Company, Great West Bank, Garaventa Enterprises, Broadcast Sales Industry, Chevron-USA, Jenkins/Athens Insurance, Diversified Risk, Inc., ICEE-USA, Icon Estates, Automatic Rain, The Source, Evergreen Marketing Group, Institutional Financing Services, Hunter Industries, Beverages and more!, Longs, Safeway and Lucky Stores, RGL LLP, BisNet, Inc, Sunshine Foods, Payroll Masters, Mason McDuffie, Realty Executives, Prudential, Corey Delta Constructors, Loan Toolbox, Fasteners, Raleys/BelAir/Nob Hill Supermarkets, CRI Intl., ADP, Vanderbilt Construction, CRM, Inc., Cultured Marble Products, MIV Insurances Services, North Bay Auto, WorkRite, Padre Dam W.D.

Public Sector (General): CSUS, NDOT, CalTrans, Cities of Stockton, Reno, Roseville, Newark, Sparks, Las Vegas, Oakland, Pittsburg, Antioch. Counties of Alameda, Placer, Contra Costa. OSCI, CA State Training Center, State Board of Pharmacy (CA), Department of Labor (OSHA), DFEH, FEHWA, GSA, American Waterworks Association, DCA-California Office of Examination Resources, San Ramon Fire, California Water Services, Otay Water District, Las Vegas Valley Water District, Department of Motor Vehicles, California Highway Patrol, TRB, California Department of Corrections, California Youth Authority, Department of Water Resources, CalSTRS, CalPers, Department of Social Services, TCPUD, Cal-EPA/DPR, Dept of Health Services, California League of Cities, NLTRA, PARSAC, ABAG, CAJPA, Pharmacy, EDD-SDI Programs (CA), Department of Personnel Administration, MOFD, Sac Metro Fire, Central Fire District, FDAC.

Non-Profit Sector: (*Larry donates 10% of his practice to help these socially responsible organizations.*) VSP, Medical Alert Foundation US/International, KQED, League to Save Tahoe, Boy Scouts of America, Komen Foundation, March of Dimes, American Diabetes Association, Juvenile Diabetes Association, Mothers of Diabetics, Napa Valley Support Services, Homeless Groups, Battered Women, COPIA (American Center for the Wine, Foods and Arts), Asian Mental Health Services, NCHRA, Childstart, Hospice-Napa Valley, CRRC, California Police Officers Association, Sentinels in Freedom Program (support for veterans), Heart that Gives Foundation (his foundation).

International Sector (partial listing): Sodexo/Marriott International, Exemplar Logic (UK), TransEDA (Europe, Asia), Hyundai (Korea), R.Xiberta Corks (Spain), Watergate Software (Asia), U.C. Berkeley Worldwide Assignments, Korean Telecom, Pasha, Google, Apple.

Limited Sample of Graduate and Undergraduate Courses Taught (over 35 years):

Food Industry Management Program (JFKU)	Strategic Management (CSUS, CSUM, EMBA)
Principles of Marketing (CSUH, SMC)	BA in Law Studies (SMC)
Management Theory and Practice of Management (SMC)	Graduate Health Services Management (SMC)
Organizational Behavior/HR (JFKU, CSUS EMBA, CSUM, CNU PsyD)	Certificate in HR Management/HRCI (GSA, GGU, UCB)
Executive Decision Making (SMC, CSUS EMBA)	Personnel Administration (JFKU, GGU)
Project Management (SMC, CSUS)	Modeling Quality Leadership and Metrics (CSUS)
Employee and Labor Relations (UCB, SMC)	Faculty Coordinator, Executive Leadership Programs (CSUS)
Leadership, Change, Ethics (CSUS EMBA, CSUM, CNU MHA/PsyD)	International HR Management (UCB Worldwide Programs)
Executive Decision Making (SMV, EMBA, Sac State)	Organizational Development/OB (CSUS MBA, EMBA, CNU)

Director and Board Advisor Roles: Board Chair, BCGI, Vice Chair, CMA, Advisor Brass Ring, Board President Sierra Parks Foundation, Board Chair, BSK, Inc., Advisor, CRI International, MSPOA President, Director, Affirm Sciences, Fasteners, Southwestern Supply, Inc.

Books, Publications and Articles:

Bienati, Lawrence M., When Eagles Fly in Formation, Leadership and Strategy Manuscript in Progress, Finalization: June 2022.
Bienati, Lawrence M. How Can I Get The Experience if You Won't Let Me have the Job, Amazon Publishing, July 2017.
Bienati, Lawrence M., Salvaging the Problem Employee. Ann Arbor: UMI International, 1992.
Bienati, Lawrence M., Competing Through Talent: An Anthology for the Talent-Focused Enterprise. Waltham, MA: BrassRing LLC, 2002.
Cases in Government Succession Planning, Rothwell et al. HRD Press: Massachusetts, 2008. Contributing Author. 60 self-published papers.

Select Contributions to Various Organizations (Detailed Project Listing Available Upon Request)

Professional Speaking. Since 1983, Dr. Bienati has conducted over 300 formal speaking engagements on a host of management/leadership topics. In addition, he has appeared on local TV shows like "Make it Your Business" and national satellite downlinks in the United States.

Leadership Development/Executive Coach. Co-developed a monthly public management development series, "The Management Leader Program." This monthly leadership development process provides leadership training for key management positions in private and public organizations. Since 1988, over 1000 leaders have been trained in 45 different industry settings with measurable outcomes. Facilitates many executive leadership development programs at UC Berkeley, Sacramento State, Sacramento, Saint Mary's College, and Maritime Academy.

Organizational Development/Strategic Planning. Facilitated TQM, Reengineering and Strategic Planning Sessions in over 75 private and public organizations. Served as mentor to leaders of private and public sector organizations engaging in significant change management processes. Provided counsel to many business enterprises embarking on business development, leadership transition, and preparation for IPO activities. Assisted many municipalities, counties and state agencies with business realignment/integration processes. Coincident with this process has conducted numerous teambuilding sessions focus on challenging employee relations, team and process related issues.

CEO/Executive Mentor. Assisted many CEOs and aspiring HR professionals at the start-up and the turnaround phases. Implemented strategies across all business processes including: HR, management, marketing, operations, sales, finance and MIS. Primary focus is to assist organizations experiencing leadership transitions and significant growth. Helped CEOs evolve into organizational structures to support business processes resulting from realignment and IPO preparation. Helped facilitate the integration of 15 mergers since 1994.

Outsourcing. Facilitated complete and partial human resource outsourcing activities for at least 50 organizations since 1992. Worked with strategic partners to handle all human resources, payroll, benefit and insurance processes for organizations.

Succession Planning: Developed and implemented formal assessment center processes to assist organizations in identifying and developing current organizational leaders. Specializes in technical leader transformation to management-leaders through original 360-degree assessment and executive coaching systems. Certified, experienced consultant in the area of succession planning and executive coaching.

Employee Rehabilitation. As a part of published Ph.D. research, he implemented over 250-performance action plans (PAP) in seven industry settings since 1985. The PAP is an original methodology to assist organizations in rehabilitating non-performing personnel. The PAP process is experiencing a 70% success rate in "salvaging the problem employee." Larry specializes in resolving complex ER issues.

Strategic Compensation and Complex Employee Relations. As a certified compensation professional, he introduced many salary, incentive, pay for performance, stock systems and enlightened total compensation system to organizations in the private, public and non-profit sector. Provided mediation and conflict resolution services to organizations experiencing employee relations and labor/management problems. Additional support provided in resolving lawsuits, negotiating settlements and creating preventative employee relations and labor relations practices. Specializes in handling complex performance issues at all levels of the organization.

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THIS HEREBY CERTIFIES THAT

LAWRENCE BIENATI

has demonstrated the requisite knowledge and met the high professional standards established by WorldatWork and is awarded the designation of

CERTIFIED COMPENSATION PROFESSIONAL[®] (CCP[®]).

First Certified: December 4, 1996

Current To: September 30, 2024



Scott Cawood, Ed.D., CCP, CBP, GRP, CSCP, WLCP
CEO, WorldatWork



Back-up Information for Del Paso Water District Salary Compensation Study, October 2022

Contained Herein:

Appendix A: Current Salary Levels for Del Paso
Water District with Cost of Living Indicators

Appendix B: Various Job Descriptions Reviewed
For Study (General Manager, Administrative
Services Manager/Coordinator, Field Manager,
Operations Personnel)

Appendix C: Documentation for Benchmark
Comparisons to Other Water Agencies

Appendix A: Current Salary Levels for Del Paso Manor Water District

Augmentation Data for Cost of Living Indices for Sacramento Area

Del Paso Manor Water District

Salary Schedule*

AMENDED - NOT BOARD APPROVED

Position - Exempt	Salary
General Manager	110,000

Position - Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Manager - Grade 27	45.07	47.34	49.70	52.18	54.79	57.53
Annually	86,534	90,893	95,424	100,186	105,197	110,458

Position - Non-Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Supervisor - Grade 24	38.94	40.89	42.93	45.07	47.34	49.70
Annually <i>current</i>	\$74,765	\$78,509	\$82,426	\$86,534	\$90,893	\$95,424
<i>Adjusted</i>	\$80,995	\$85,051	\$89,294	\$93,746	\$98,467	\$103,376
O&M Tech II/CC - Grade 20	32.03	33.63	35.32	37.09	38.94	40.86
Annually	61,498	64,570	67,814	71,213	74,765	78,451
<i>Adjusted</i>	\$66,622	\$69,950	\$73,466	\$77,147	\$80,995	\$84,989
O&M Tech II - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	50,611	53,146	55,795	58,579	61,498	64,570
<i>Adjusted</i>	\$54,829	\$57,574	\$60,445	\$63,461	\$66,622	\$69,950
Office Manager - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	50,611	53,146	55,795	58,579	61,498	64,570
<i>Adjusted</i>	\$54,829	\$57,574	\$60,445	\$63,461	\$66,622	\$69,950
O&M Tech I - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	39,648	41,645	43,718	45,888	48,192	50,611
<i>Adjusted</i>	\$42,952	\$45,115	\$47,362	\$49,712	\$52,208	\$54,829
Office Assistant - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	39,648	41,645	43,718	45,888	48,192	50,611
<i>Adjusted</i>	\$42,952	\$45,115	\$47,362	\$49,712	\$52,208	\$54,829

*Note: Each position has a Grade Level and starts at Step 1, with a 5% increase between Steps.

CURRENT SALARY RANGES

<u>Position</u>	<u>Range</u>
<u>Exempt Positions:</u>	
General Manager	\$108,028 - \$146,156/year
Field Manager	\$88,964 - \$105,487/year
<u>Non-Exempt Positions:</u>	
Office Assistant	\$18.34 - \$23.46/hour
O&M Tech I	\$18.34 - \$23.46/hour
O&M Tech II	\$24.11 - \$29.82/hour
O&M Tech II/Construction Coordinator	\$28.33 - \$36.26/hour
<u>Temporary/On-Call (As needed) Positions:</u>	
Conservation Specialist	\$13.00 - \$17.00/hour
Conservation Patrol	\$11.00 - \$15.00/hour
Field Assistant (no Certification) (On-call/Temp)	\$11.00 - \$15.00/hour
Field Assistant with Certification (On-call/Temp)	\$18.00 - \$23.02/hour
Office Assistant (On-call/Temp)	\$11.00 - \$15.00/hour

Appendix B: Targeted Job Descriptions for Salary Study



Cost of Living / California / Sacramento

Cost of Living in Sacramento, California

▲ 20%

higher than national avg.

▲ 41%
HOUSING

▲ 8%
UTILITIES

▲ 4%
GROCERIES

What am I worth?

Get pay report

How should I pay?

Price a job

Sacramento, California's cost of living is 20% higher than the national average. The cost of living in any area can vary based on factors such as your career, its average salary and the real estate market of that area. PayScale's Cost of Living Calculator can help you find out more about how your individual needs will factor in when beginning your research to figure out how much it would cost you to relocate.

Calculate Cost of Living

Moving From

Benicia, California

Moving To

Sacramento, California



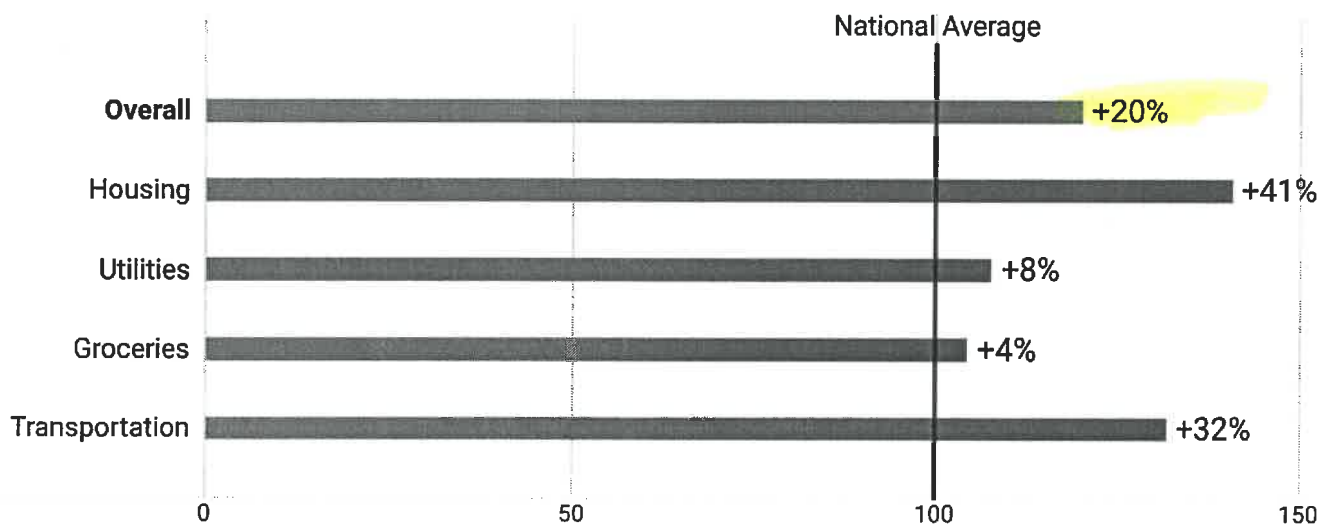
Annual Salary

\$50,000



Sorry, we are still gathering data for one of these locations. Please make a different selection.

Cost of Living in Sacramento, California by Expense Category



Housing, Utilities & Transportation

Sacramento's housing expenses are 41% higher than the national average and the utility prices are 8% higher than the national average. Transportation expenses like bus fares and gas prices are 32% higher than the national average.



MEDIAN HOME PRICE

\$560,937



MEDIAN RENT

\$1,714 / month



ENERGY BILL

\$183.76 / month



PHONE BILL

\$202.21 / month



GAS

\$5.76 / gallon

Sacramento, California



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CATEGORIES

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- [Cost of Living](#)
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Cost of Living in Sacramento, California

Our cost of living indices are based on a US average of 100. An amount below 100 means Sacramento is cheaper than the US average. A cost of living index above 100 means Sacramento, California is more expensive.

Sacramento cost of living is 118.2

COST OF LIVING	Sacramento	California	USA
Overall	118.2	149.9	100
Grocery	104.8	105.1	100
Health	96.7	92.4	100
Housing	141.6	239.1	100
Median Home Cost	\$435,600	\$684,800	\$291,700
Utilities	98.4	102.4	100
Transportation	121	133.1	100
Miscellaneous	106.1	103.7	100

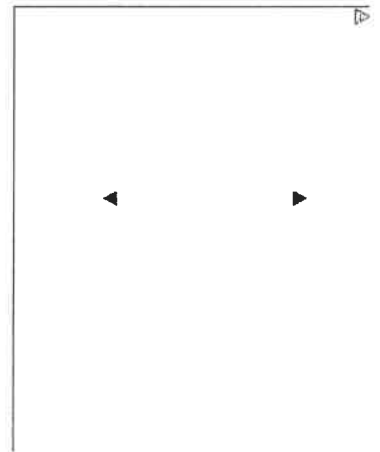
100=National Average

AVERAGE RENT BY BED ROOM SIZE

COMPARE COST OF LIVING

Compare **Sacramento, California** to any other place in the USA.

[Compare Now](#)



MAPS OF SACRAMENTO, CALIFORNIA

Check out the latest [Maps](#) in a variety of categories including cost of living, population, and commute time. You can also use our [New Interactive Map](#)

Bronze Classic Patio Umbrella Base

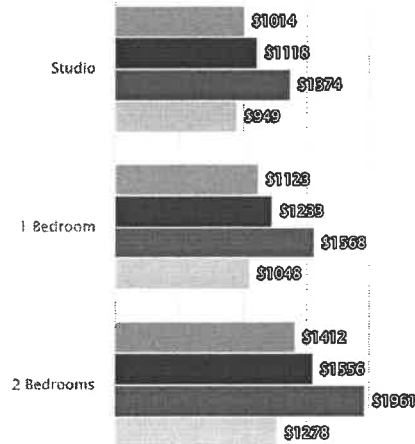
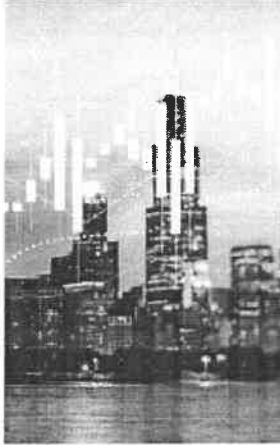
Designed to be used with your new Treasure Garden patio umbrella, this cast iron umbrella base fits umbrella poles up to 1.5"...



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COST OF LIVING MAP



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Reviews for Sacramento ★★★★★ 117

[Reviews](#)



[Sacramento Is Flawed But Still Wonderful](#) - 10/3/2021

It is easy to say negative things about Sacramento as we have many problems that are common throughout California. Crime & homelessness rates are high here. Housing is [Read More](#)

Bronze Classic Patio Umbrella Base

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General Manager Job Description and

Achievement Levels *(This is provided
in a separate document)*
(See Board Performance rating)
(GM offers 95 achievement areas)

**Confidential: Del Paso Manor Water District Evaluation of General
Manager**

OVERALL RATING:

Place the total number of ES, MS or FBS in the perspective boxes below:

Exceeds standards (ES):

X

Meets standards (MS):

Falls below standards (FBS):

DATE: 6-15-22

**Administrative Service Manager Job
Description and Achievement Levels**

DRAFT - ADMINISTRATIVE SERVICES MANAGER

1. DEFINITION

To direct, manage, supervise, and coordinate assigned programs and activities within the Administrative Services Department including but not limited to finance, human resources, payroll, risk management, customer service and information systems; coordinate assigned activities with other departments and outside agencies; and provide highly responsible and complex administrative support to the General Manager.

2. TYPICAL TASKS

- Assume management responsibility for assigned services and activities of the Administrative Services Department including human resources, payroll preparation, processing and filing of all payroll reports, perform responsible accounting duties pertaining to accounts payable and accounts receivable, information systems including maintaining the Districts website.
(8-10hrs/week)
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
Depends on the activities of the district at the time
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within District policy, appropriate service, and staffing levels.
1hr +/- per week
- Plan, direct, coordinate, and review the work plan for the Administrative Services Department staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
2-4 +/-hrs/week
- Assume and/or responsibility for all human resources services and activities including recruitment, hiring, classification, compensation, benefits, and related services.
3-5 +/-hrs/week
- Manage District purchasing and contract administration; administer a variety of maintenance and service contracts.
Depends on the activities of the district at the time
- Assist District CPA coordinate District finances and financial activities including accounting, budgeting, customer service, and recommend and administer financial policies and procedures.
5-7 +/-hrs/week
- In coordination with ACWA/JPIA, monitor worker's compensation claims; investigate and resolve third party tort claims; conduct inspections of facilities and work sites.
Depends on the activities of the district at the time
- Manage District information systems including local area networks an associated hardware and software; determine adequacy of District's current and future information technology requirements.
3-5 +/-hrs/week

- **Oversee maintenance of District office.**
This is an on-going daily thing. Tough to put a number to
- **Select, train, motivate and evaluate administrative services, department personnel, provide or coordinate staff training; work with employees.**
2-3 +/-hrs/week
- **Participate in the development and administration of the District's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor expenditures; implement adjustments.**
5 +/-hrs/week
- **Serve as the liaison for the Administrative Services Department with other District departments and outside agencies; resolve sensitive and controversial issues.**
1-2 +/-hrs/week
- **Draft staff reports, agendas, and other necessary correspondence for Board and Standing Advisory Committees.**
5-6 +/-hrs/week
- **Provide responsible staff assistance to the General Manager; serve as a member of the District's management team.**
This is an on-going daily thing. Tough to put a number to
- **Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to Administrative Services Department programs, policies and procedures as appropriate.**
1-2 +/-hrs/week
- **Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.**
1-5 +/-hrs/week (depends on the board meeting topics)
- **Respond to and resolve difficult and sensitive citizen inquiries and complaints.**
3-6 +/-hrs/week
- **Act as interim or acting General Manager as required for overseeing matters when General Manager is unavailable.**
Tough to put a number to. Depends on what the GM has going on
- **Perform related duties and responsibilities as required.**

3. EMPLOYMENT STANDARDS

Knowledge of:

- Standard Payroll procedures, practices and tax reporting Operational characteristics, services, and activities of a comprehensive administrative services program.
- Principles and practices of program development and administration.
- Assist in preparation and administration of District budget.
- Principles of supervision and training.
- Contract administration.
- Assist with risk management and loss control.

- Modern computer technology and information systems including but not limited to Munibilling accounting software, Zoom Webinars, Adobe Acrobat, Microsoft Office Products including Outlook, Word, Excel, PowerPoint
- Business and local government purchasing.
- Assist with implementation of pertinent Federal, State and local laws, codes and regulations.
- Assist with Brown Act Governance and trainings.

Ability to:

- Participate in the management of the Administrative Services Department's operations, services, and activities.
- Assist, direct and coordinate the work of the District staff.
- Work with General Manager to prepare and compile Board and Committee Agenda, Staff Reports and Agenda Packets.
- Handle confidential information with high sensitivity and discretion.
- Maintain records or files in a compliant and organized fashion.
- Process accounts payable and accounts receivable
- Participate in the development and administration of District goals, objectives, and procedures.
- Assist in preparation and administering the District budget.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals with the General Manager.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

4. EDUCATION & EXPERIENCE

Any combination of experience or experience and training that would likely provide the required knowledge and abilities to perform the job duties. A typical way to obtain the knowledge and abilities would be:

Experience:

- Five years of increasingly responsible public administration or office management experience including three years of administrative and supervisory responsibility.

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance or a related field.

COMPENSATION:

Salary Pay Scale Administrative Services Manager					
	Step 1	Step 2	Step 3	Step 4	Step 5
Annual	\$80,302.56	\$84,333.60	\$88,534.37	\$92,968.51	\$97,614.82
Monthly	\$6,691.88	\$7,027.80	\$7,377.86	\$7,747.38	\$8,134.57
Hourly	\$ 38.61	\$ 40.55	\$ 42.56	\$ 44.70	\$ 46.93

LS
OS

Placement in pay range is dependent on qualifications and experience.

Data point provided by way of example before study by Consultant

DRAFT

DRAFT – ADMINISTRATIVE SERVICES MANAGER

1. Definition

To direct, manage, supervise, and coordinate assigned programs and activities within the Administrative Services Department including but not limited to finance, human resources, payroll, risk management, customer service and information systems; coordinate assigned activities with other departments and outside agencies; and provide highly responsible and complex administrative support to the General Manager, including acting as assistant General Manager as directed and required.

VICTORIA HOPPE

ACCOMPLISHMENTS & JOB ELEMENTS SINCE 06/2019:

- Researched & transferred billing system from a proprietary access program to Munibilling
- Updated all computers and programs/applications
- Updated operator(s), office manager & GM cell phones
- Created dedicated district email addresses for all staff, board members & board clerk
- Created/Organized & maintained new filing system
- Transferred manual tracking to digital
- Assisted in updating signature cards at Bank of the West
- Assisted in coordinating contractor to open safe at Lusk office
- Assisted in locating vendor for security screens at Maryal office
- Assisted in locating vendor for heat/AC issues
- Assist GM when he is working remote
- Located roofer for Lusk office
- Assisted in locating an office cleaning service
- Located ADA compliance company to survey Lusk office
- Researched/updated new office photocopy machine
- Assist/prep CCR and coordinate with mailing house for delivery
- Assist GM with annual budget
- Manage all vendors accounts
- Assisted past counsel with personnel file breach/Life Lock
- Assist GM with RFP process and posting
- Prep/prepare board room when meetings were in house

2. Typical Tasks

OFFICE:

- Create/update and maintain employee handbook
- Create/update and maintain BOD policy handbook
- Assist district CPA with record keeping
- Assist district auditor with audit prep
- Assist/process district expense reports
- Answer phone/return all phone calls
- Reply to all inquiries submitted via website
- Open & process/distribute all mail
- Reply &/or delegate ratepayer(s) requests
- Process/reply to all escrow demands when properties sell
- Manage all accounts payable/receivable
- Track, maintain and order all office supplies
- Maintain/manage DPMWD website
- Respond to all public records requests
- Organize office vendors/deliveries
- Manage all printed materials (IE: door tags, meter books, staff uniforms, business cards, etc.)
- Assist staff with IT issues

HUMAN RESOURCES:

- On-boarding/Process all new hire paperwork/HR file
- Process all payroll
- Process all CalPERS requirements
- Manage/prep payroll reports
- Manage/prep CalPERS reports
- Track all staff vacation & sick pay
- Maintain all payroll records
- Maintain all HR files/documents
- Full compliance with all HIPPA rules
- Assist with drafting job descriptions &/or posting job openings
- Maintain all filing according to the district retention policies
- Enroll/track all staff required trainings

BILLING:

- Open, process & post all water payments
- Coordinate mailings with mail house
- Create &/or mail water statements for both flat rate and metered accounts
- Update all changes needed to ratepayer's accounts
- Work with billing system on upgrades &/or servicing the system
- Deposit all water payments to revenue account

FIELD STAFF ASSISTANCE:

- Coordinate meter readings with operators
- Track all water production in coordination with operators
- Create/maintain/update meter book
- Assist field staff with coordinating contractors
- Assist field staff with document prep, updating tracking & reports
- Assist with hydrant permit application and deposit process
- Assist field staff with maintaining district trucks

REPORTS:

- Prep, process and submit annual reports
 - JPIA Workers' Comp
 - JPIA Estimate Payroll
 - Payroll
 - CalPERS
 - Electronic Annual Review (EAR)
 - Special District Government Compensation Report
 - Monthly Bureau of Labor Statistics report
 - California CARB DOOR (district fleet tracking)
 - Monthly VOYA submission
 - Assist with GASB Valuation
 - Assist with budget to actuals in coordination with CPA

BOARD OF DIRECTOR MEETINGS & ASSISTANCE:

- Coordinate board meetings with board members, counsel, staff, DPM clerk & attending guests
- Prepare draft agendas & board packets
- Draft, prepare, print, email &/or post board meeting agenda/packet
- Format /print/compile and deliver board packets to board members who have requested them
- Manage zoom account in coordination with board clerk
- Coordinate board member(s) for signature on all minutes, resolutions & contracts
- Attend all board meetings
- Print warrants/checks and coordinate board members for signatures
- Book/track all staff and board member conferences
- Comply with all Brown Act requirements
- Enroll/track all board required trainings
- Assist with filing Form 700

Field Manager Job Description

FIELD MANAGER

Status: Exempt
Supervises: Field staff

Reports to: General Manager

Definition/Summary

Under administrative direction, plans, organizes, manages, and directs all District field staff involved in the maintenance, repair, and operation of water production and distribution facilities

Essential Functions

- Plans, organizes, assigns, reviews, and manages water production and distribution; plant and facility maintenance; oversees sub-contractors for repair and construction; equipment and vehicle maintenance and repair; ground keeping, warehousing; meter repair; water sampling and basic lab analysis. 10 hrs/week
- Assists the General Manager with long-range plans for major maintenance or replacement projects. 4 hrs/week
- Develops, and directs implementation of policies, procedures, and standards related to maintenance and operations. 4 hrs/week
- Provides field evaluation, inspection, and monitoring of major jobs. 10 hrs/week
- Ensures compliance with requirements and standards. 10 hrs/week
- Reviews employee effectiveness and personnel evaluations of field staff. 10 hrs/week
- Approves leave requests and time sheets of field staff. 1 hr/week
- Trains employees on work procedures, standards and safety related programs. 40 hrs/week
- Develops, implements, and oversees preventive maintenance. 12 hrs/week
- Assists in preparation of annual budget; reviews and approves purchase requests. 2 hrs/week
- Meets with contractors, utilities, governmental entities, suppliers, and public to coordinate operations, obtain services, secure cooperation, and resolve problems. 10 hrs/week
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public. 40 hrs/week
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities. 15 hrs/week

Other Duties

- Confers with district staff and coordinates activities. 40 hrs/week
- Prepares or reviews periodic or special reports. 2 hrs/week
- Attends and participates in Board meetings. 4 hrs/week
- Provides input and review for district activities. 10 hrs/week

Job Standards/Specifications

Knowledge of:

- Principles, practices, equipment, and materials used in water system construction, maintenance and repair.

- Supervisory principles and practices including planning, organizing and assigning work, selection of, training, motivating, and appraising staff and dealing with personnel issues.
- Work safety standards and regulations.
- District policies, rules, regulations, and procedures.
- Public finance, budget development, and fiscal controls and capital improvement fiscal planning.
- Read and understand mapping and schematics.
- Perform basic math and algebra on a regular basis.
- Write clear, concise, and legible reports.
- Follow oral and written directions.

Ability to:

- Plan, organize, manage, review, and administer the maintenance, construction and operations functions of the district.
- Prepare and carry out personnel, budgeting, and training activities as they relate to district operations staff.
- Effectively represent the district's operations functions with the public, other government agencies, contractors, developers, and professional consultants.
- Analyze complex maintenance and operations problems.

Typical Physical Activities

- Operates District vehicles and equipment in distribution system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 75 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Ability to stand on feet, bend, and work in a prone position for extended periods of time.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Works in an environment with exposure to treatment chemicals such as sodium hypochlorite and chemicals for weed, rodent, and bug control.
- Works in an environment where there may be exposure to raw sewage, stagnant water, or buried refuse.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.

4. Humidity: Work in areas with unusually high humidity.
5. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. High Voltage: Work in and around high voltage equipment.
8. Slippery surfaces: Occasional work on unusually slippery surfaces.
9. Oil: Some parts of the body in contact with oil or grease occasionally.
10. Dust: Works in or around areas with minor amounts of dust.
11. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Education: Equivalent to completion of high school and four years supervisory experience in construction, maintenance, repair, and/or operation of water distribution and treatment facilities.

License Certificate Registration Requirement

Driver License: Possess and maintain valid California driver's license and safe driving record.

Certificate: Possess and maintain valid Grade 3 Water Distribution Operator Certificate and Grade 2 Water Treatment Operator Certificate from the State Department of Public Health

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Operations and Maintenance Job Descriptions

**OPERATIONS and MAINTENANCE TECHNICIAN II/CONSTRUCTION
COORDINATOR**

Status: Non-Exempt

Reports to: Field Manager

Pay Grade: 20

Approved: September 11, 2019

Definition/Summary

Under general supervision, performs routine duties involving the operations and maintenance of water pumping, distribution, and water treatment facilities. Responsible for coordinating all construction activities within the District.

Essential Functions

Duties may include, but are limited to, the following:

- Performs field maintenance on pumps and motors of wells.
- Performs a variety of maintenance and repair on water distribution systems.
- Repair devices such as gate valves, angle stops, curb stops, corporation stops.
- Installs, tests, repairs, and maintenance of meters.
- Install meter setters.
- Performs basic water quality testing and sample collection.
- Performs preventative maintenance checks and repairs of District water pumping equipment and treatment equipment.
- Performs maintenance of machinery, equipment, structures, and grounds.
- Cleans, weeds, and trims bushes and trees on meter services and well sites.
- Read meters.
- Shuts off water service for repairs and non-payments.
- Responds to customer complaints regarding pressure, leaks, and water quality.
- Marks underground utilities.
- Tracks inventory.
- Requires being on call and prompt response time.
- Responsible for the District's water conservation program.
- Meets with and oversees contractors doing construction within the District.
- Reviews construction plans to assure District specifications are being met.
- Corresponds with contractors, both verbally and written, on behalf of the District.
- Some office work will be required possibly including receiving payments.
- Attending meetings and training course out of the area may be required.

Other Duties

- Responsible for field operations in the absence of the Field Manager.

- Assists administratively on the tracking of the testing of the backflow devices in the District; including corresponding with customers and the County of Sacramento.
- Track and maintain the District's leak log.
- Assist with compliance of the District's permits. (i.e.: NPDES, SMAQMD, encroachment, etc.)
- Other duties as assigned.

Knowledge and Abilities

Knowledge of:

- Basic knowledge of materials and equipment used in water service installation, maintenance, and repair work.
- Proper procedures for hauling trailers, including ability to back up into tight spots.
- Proper safety standards.

Ability to:

- Perform basic work assignments in the installation, maintenance, and repair of water service systems and meters.
- Learn more difficult water service and meter installation, maintenance, and repair work.
- Operate motor vehicle and power-driven equipment used in water service work.
- Hear and see monitoring devices.
- Work with and around high voltage equipment.
- Read and understand mapping and schematics.
- Perform basic math and algebra on a regular basis.
- Write clear, concise, and legible reports.
- Deal tactfully and courteously with the public and sub-contractors.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Typical Physical Activities

- Operates District vehicles and equipment in distribution system construction, maintenance, and repair work.
- Must be able to carry, push, pull reach, and lift equipment and parts weighing up to 75 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Ability to stand on feet, bend, and work in a prone position for extended periods of time.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Works in an environment with exposure to treatment chemicals such as sodium hypochlorite and chemicals for weed, rodent, and bug control.

- Works in an environment where there may be exposure to raw sewage, stagnant water, or buried refuse.
- Communicates orally with District staff in face-to-face, one-on-one settings.
- Regularly uses a telephone for communications.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
4. Humidity: Work in areas with unusually high humidity.
5. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. High Voltage: Work in and around high voltage equipment.
8. Slippery surfaces: Occasional work on unusually slippery surfaces.
9. Oil: Some parts of the body in contact with oil or grease occasionally.
10. Dust: Works in or around areas with minor amounts of dust.
11. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Qualifications

Experience: Minimum of two years working in distribution at a water district.

Education: Graduation of high school.

License/Certification Requirement

Driver License: Possession of a valid California Class C Driver License with a driving record acceptable to the District.

Certification: Minimum – California Department of Public Health Distribution Operator Grade 2 and California Department of Public Health Treatment Operator Grade 2. Additional certification, as needed by the District, must be obtained within one year once the District requires it. (Example: Conservation Practitioner, Backflow, etc.)

Continuing Education: Continuing education to maintain the certification is required. A failure to obtain or maintain such certification may be cause for disciplinary action and/or termination.



Del Paso Manor Water District

Del Paso Manor Water District is seeking candidates for full-time position of Operations & Maintenance Technician I & II.

Definition/Summary:

Under general supervision, performs routine duties involving the operations and maintenance of water pumping, distribution, and water treatment facilities.

Essential Functions:

Duties may include, but are limited to, the following:

- Performs field maintenance on pumps and motors of wells.
- Performs a variety of maintenance and repair on water distribution systems.
- Repair devices such as gate valves, angle stops, curb stops, corporation stops.
- Installs, repairs, and maintenance of meters.
- Install meter setters.
- Performs basic water quality testing and sample collection.
- Performs preventative maintenance checks and repairs of District water pumping equipment and treatment equipment.
- Performs maintenance of machinery, equipment, structures, and grounds.
- Cleans, weeds, and trims bushes and trees on meter services and well sites.
- Read meters.
- Shuts off water service for repairs and non-payments.
- Responds to customer calls regarding pressure, leaks, and water quality.
- Marks underground utilities.
- Track's inventory.
- Requires being on-call with 30 minute response time.
- Responsible for the District's water conservation program.
- Some office work will be required.
- Attending meetings and training course out of the area may be required.

Other Duties:

- Assists administratively on the tracking of the testing of the backflow devices in the District; including corresponding with customers and the County of Sacramento.
- Track and maintain the District's leak log.
- Assist with compliance of the District's permits. (i.e.: NPDES, SMAQMD, encroachment, etc.)
- Other duties as assigned.

Knowledge and Abilities:

Knowledge of:

- Basic knowledge of materials and equipment used in water service installation, maintenance, and repair work.
- Proper safety standards.
- Basic computer knowledge

Ability to:

- Perform basic work assignments in the installation, maintenance, and repair of water service systems and meters.
- Learn more difficult water service and meter installation, maintenance, and repair work.
- Operate motor vehicle and power-driven equipment used in water service work.
- Hear and see monitoring devices.
- Work with and around high voltage equipment.
- Read and understand mapping and schematics.
- Perform basic math and algebra on a regular basis.
- Write clear, concise, and legible reports.
- Deal tactfully and courteously with the public and sub-contractors.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Typical Physical Activities:

- Operates District vehicles and equipment in distribution system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 75 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Ability to stand on feet, bend, and work in a prone position for extended periods of time.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Works in an environment with exposure to treatment chemicals such as sodium hypochlorite and chemicals for weed, rodent, and bug control.
- Works outside in the elements.
- Works in an environment with exposure to treatment chemicals such as sodium hypochlorite.
- Communicates orally with District staff in face-to-face, one-on-one settings.

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- Regularly uses a telephone for communications.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Qualifications:

Experience: Minimum of one year working in water treatment/distribution.
Education: High School Diploma.

License/Certification Requirement:

Driver License: Possession of a valid California Class C Driver License with a driving record acceptable to the District.

Certification Minimum:

Operations and Maintenance Technician I: California Department of Public Health Distribution Operator I and Water Treatment Operator I must have D1 / T1 certs.

Operations and Maintenance Technician II: California Department of Public Health Distribution Operator II and Water Treatment Operator II must have D2 / T2 certs.

Continuing Education: Continuing education to maintain the certification is required. A failure to obtain or maintain such certification may be cause for disciplinary action and/or termination.

Compensation:

Compensation is dependent upon certification and field experience.
The pay scale for Operations and Maintenance Tech I: \$20.65 – \$26.36 / hour.
The pay scale for Operations and Maintenance Tech II: \$26.36 – \$33.63 / hour.

Standby Rate(s):

The District's uncontrolled standby compensation is as follows:
Standby Rate. Employees who are on uncontrolled standby will receive the equivalent of twice their base hourly rate of pay for each day they are on uncontrolled standby.

Employees who receive and attend to a call-out assignment during uncontrolled standby will also receive a minimum of two hours at the overtime rate of one-and-one-half times their regular rate of pay, or compensation for the actual amount of time worked on the call-out assignment at the overtime rate of one-and-one-half times their regular rate of pay, whichever is greater.

Employees who are on uncontrolled standby during any of these holidays will receive the equivalent of three times their base hourly rate of pay.

Employees who must attend to a call-out assignment during uncontrolled standby on any of these holidays will also receive a minimum of two hours at the overtime rate of one-and-one-half times their regular rate of pay, or compensation for the actual amount of time worked at the overtime rate of one-and-one-half times their regular rate of pay, whichever is greater.

Employees who attend to a callout assignment during uncontrolled standby on any of the above-mentioned holidays will also receive an additional eight hours of vacation time added to their accrued balance for later use.

Employee Attire Reimbursement:

The District will reimburse up to \$200 per year for the purchase of up to five pairs of pants and up to \$250 per year for the purchase of one pair of steel-tipped boots.

Benefits:

Employer paid medical, dental, vision and EAP with CalPERS retirement. The District offers a tax deferred compensation program and 13 paid holidays/year. For new members, the formula is 2% @ 62 with 7% employee contribution. For Classic members, the formula is 2% @ 55.

Appendix D: Information on Dr. Larry Bienati

**Appendix C: Back-up Documentation for
Benchmark Comparisons to Other Water
Districts/Agencies**

(may be contained in separate attachment)

2021 AWWA Compensation Survey: Small Water Utilities

2021 AWWA Compensation Survey: Small Water and Wastewater Utilities

Reporting Data for Utilities Serving
Populations Under 10,000

Data Effective: February 2021 | Date Published: December 2021



American Water Works
Association



Survey Data by Job

Code	Job Title	
S100	Small System General Manager (Superintendent)	55
S110	Small System Assistant General Manager	59
S120	Small System Manager	63
S130	Small System Plant Manager (Plant Superintendent)	67
S140	Small System Office Manager	71
S150	Small System Bookkeeper (Accountant, if certified)	75
S160	Small System Accounting Clerk	79
S170	Small System Administrative Assistant	83
S180	Small System Receptionist	87
S190	Small System Field Manager (Field Crew Leader)	91
S200	Small System Maintenance Technician	95
S210	Small System Laborer (Utility Service Worker)	99
S220	Small System Meter Reader	103
S230	Small System Manager/Operator	107
S240	Small System Operator I (Lead Operator, Shift Supervisor, Crew Leader)	111
S250	Small System Operator II (Plant Operator)	115

Survey Highlights

The American Water Works Association (AWWA) and Newport Group, Inc. (Newport) are pleased to present the annual Water and Wastewater Utility Compensation Survey. Data for this survey were collected as of February 1, 2021.

INTRODUCTION

This Water and Wastewater Utility Compensation Survey continues to provide the most extensive study of salaries, salary ranges, and compensation practices in the water and wastewater utility industry. This year, 614 organizations participated, supplying data for more than 27,500 employees. Based on member feedback, there are three versions of the survey report, which more accurately reflect competitive labor markets. The three versions are based on size of utility defined by population served as follows:

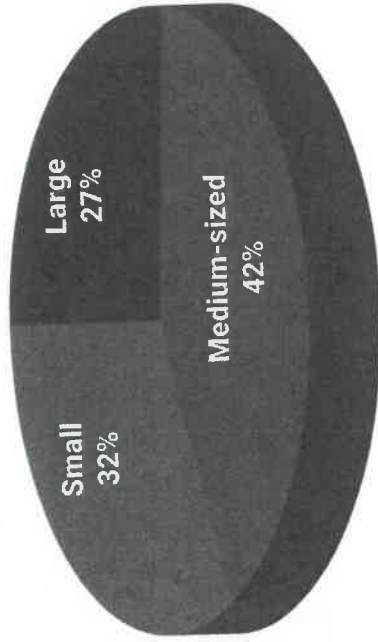
- Large Utility Report—Populations served over 100,000
- Medium-Sized Utility Report—Populations served between 10,000 and 99,999
- Small Utility Report—Populations served under 10,000

Sixteen (16) jobs are included in this survey. Job descriptions can be found beginning on page 50 of this report.

Salary data are summarized for the following categories:

- All Participants
 - Water-Only Participants
 - Water and Wastewater Participants
- Within these major categories, data are further broken down by specific demographic parameters supplied by the participants. These breakdowns are described in the following sections.

Participation by Size



OBSERVATIONS

The annual survey also provides salary comparisons by job. Based on these data, there was an overall increase in salary movement from 2020. When looking at data from 2020 to 2021, large utilities' salaries increased 2.3% and medium-sized utilities' salaries decreased 0.7%, while small utilities' salaries increased 2.6%.

Based on an analysis of jobs in small utilities, salaries for the following jobs appear to be increasing faster than most, as indicated by annual movement of 7%+ from 2020 to 2021:

- Small System Maintenance Technician (10.5%)
- Small System Manager (10.0%)
- Small System Meter Reader (7.0%)
- Small System General Manager (Superintendent) (7.0%)

This was offset by a decrease in the following role of 5% from 2020 to 2021:

- Small System Bookkeeper (Accountant, if certified) (-6.2%)

When looking at the average base salary across all sixteen roles for the Small Utility group, we see the following:

- Average base salary increased from \$54,043 to \$55,619 indicating a 2.9% increase

PARTICIPATION

The participation demographics that follow are based on 196 participants that reported serving a population under 10,000. Survey participants were asked to classify their organizations by the following breakdowns:

- Type of Utility
- Type of Ownership
- Size (Population Served)
- Total Employment

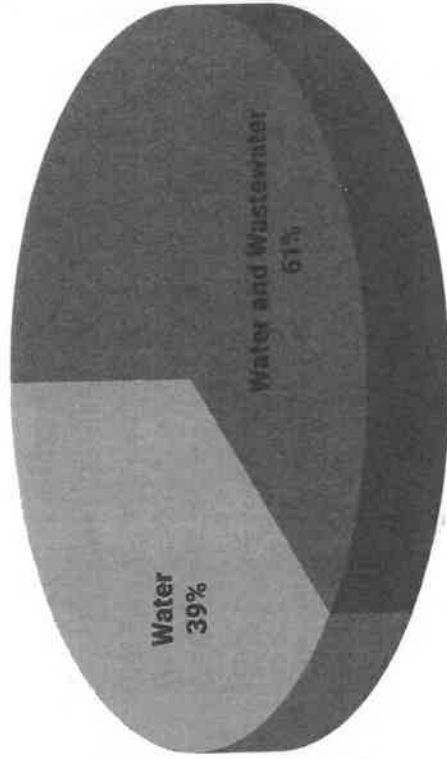
Type of Utility

The distribution between water-only (39%) and water and wastewater organizations (61%) has higher weighting toward the combined organizations.

Type of Ownership

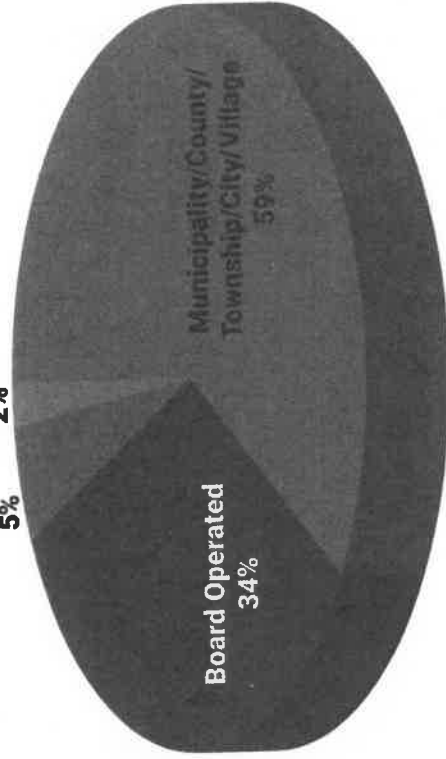
Of the organizations that responded to this question, 67 reported that they are board operated. Another 115 reported that they are operated by a municipality/county/township/city/village. A group of ten organizations are privately owned and operated. An additional four participants classified themselves as "other."

Type of Utility



Type of Ownership

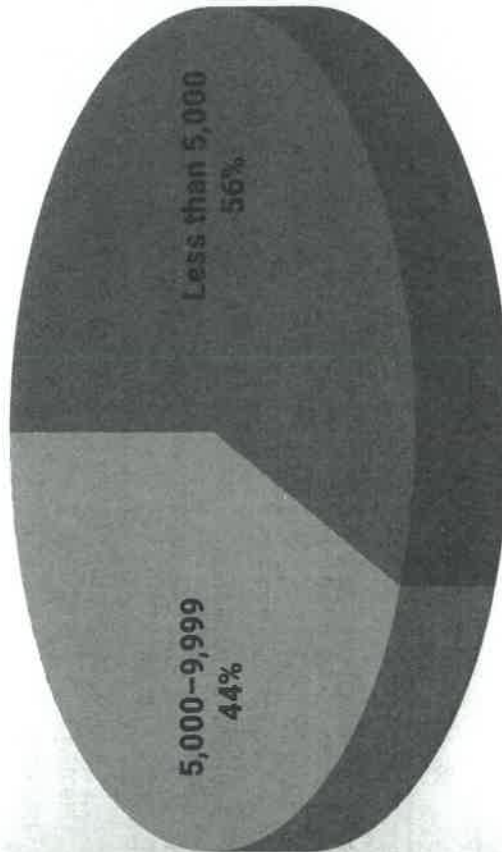
Private 5%
Other 2%



Size (Population Served)

This year, the category serving a population of fewer than 5,000 represents 56% of participants. The balance of the small participants serves a population ranging from 5,000 to 9,999.

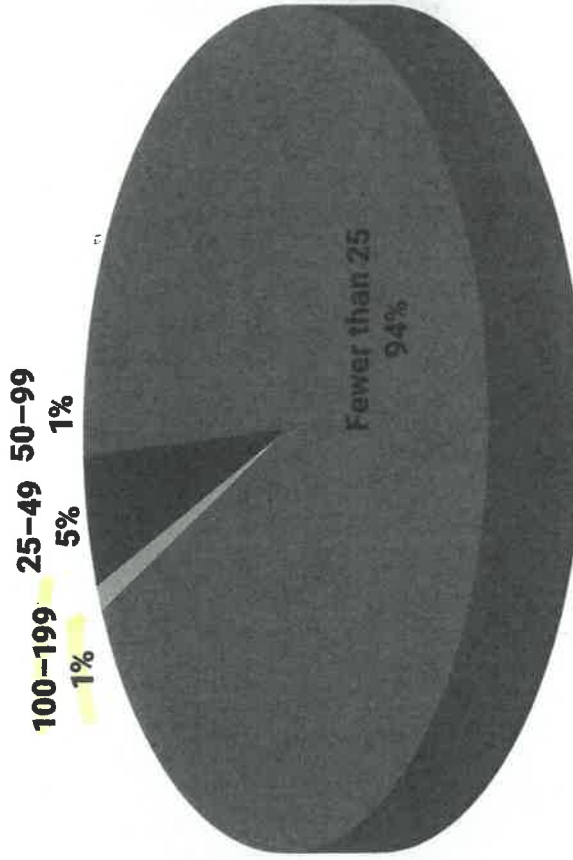
Population Served



Total Employment

Of the 196 utilities that provided data for this section, 94% of participating organizations reported fewer than 25 employees. An additional 5% reported between 25 and 49 employees.

Total Employment



Participating Utility Demographics

This year, 614 organizations participated in this survey; a list of participating organizations can be found starting on page 39. Not all participants provided demographic information.

Of the 196 participants serving a population of under 10,000, 11% reside in the California-Nevada area. Followed by 8% in Illinois, with those in the Rocky Mountain region (CO, NM, WY), Michigan, Iowa, and Indiana sections each

accounting for 7% of the organizations participating. The remaining participants are spread throughout the United States.

The following table shows the percentage distribution of all the organizations based on utilities serving a population of less than 10,000 by AWWA Section.

AWWA Section	Response Percent	AWWA Section	Response Percent	AWWA Section	Response Percent
AKA Alaska	0%	IND Indiana	7%	NEW NEWWA (ME, NH, RI, VT, MA)	5%
ALA Alabama—Mississippi	1%	INT Intermountain (UT, Eastern ID)	2%	NEY New York	2%
ARI Arizona	2%	IWA Iowa	7%	NOC North Carolina	3%
ATC ACWA (NB, NF, NS, PEI)	0%	KAN Kansas	0%	NDK North Dakota	0%
BRC British Columbia (BC, YT)	0%	KNT Kentucky—Tennessee	6%	OHO Ohio	2%
CAL California—Nevada	11%	MEX Mexico	0%	ONT OWWA (ON)	0%
CHS Chesapeake (DE, DC, MD)	1%	MIC Michigan	7%	PAC Pacific Northwest (OR, WA, Western ID)	4%
CON Connecticut	0%	MIN Minnesota	2%	PEN Pennsylvania	6%
FLA Florida	1%	MOU Missouri	2%	PRT Puerto Rico	0%
GEO Georgia	1%	MTN Montana	2%	QUE Quebec	0%
HWI Hawaii (HI, GU)	0%	NEB Nebraska	3%	RMT Rocky Mountain (CO, NM, WY)	7%
ILL Illinois	8%	NEJ New Jersey	0%	SCR South Carolina	2%
				SDK South Dakota	1%
				SOW Southwest (AR, LA, OK)	2%
				TEX Texas	4%
				VIR Virginia	1%
				WEC Western Canada (AB, MB, NT, SK)	0%
				WEV West Virginia	0%
				WIS Wisconsin	2%

Salary Comparisons 2020-2021

SALARY COMPARISONS BY JOB—Populations Served Under 10,000

Average salaries from 2020 and 2021 for Small Utilities participants were compiled to compare salary changes for each position. The numbers represent the median of average salaries collected for the noted number of employees (#EES). A weighted

average result is provided with equal weighting given to each job. Please note that the following table only includes jobs that were included in the survey in both 2020 and 2021.

Job Code	Job Title	2020		2021		% Change 2019 to 2020
		#Ees	Median Salary	#Ees	Median Salary	
S200	Small System Maintenance Technician	94	\$44,250	184	\$48,907	10.5%
S110	Small System Assistant General Manager	33	\$75,025	34	\$77,662	3.5%
S120	Small System Manager	46	\$69,469	59	\$76,440	10.0%
S130	Small System Plant Manager (Plant Superintendent)	78	\$64,912	84	\$67,000	3.2%
S140	Small System Office Manager	60	\$55,000	87	\$57,000	3.6%
S150	Small System Bookkeeper (Accountant, if certified)	34	\$54,105	36	\$50,750	-6.2%
S160	Small System Accounting Clerk	77	\$42,640	89	\$42,538	-0.2%
S170	Small System Administrative Assistant	57	\$40,000	65	\$40,000	0.0%
S180	Small System Receptionist	30	\$34,712	30	\$33,395	-3.8%
S190	Small System Field Manager (Field Crew Leader)	105	\$56,805	95	\$58,620	3.2%
S220	Small System Meter Reader	57	\$38,302	46	\$41,000	7.0%
S210	Small System Laborer (Utility Service Worker)	236	\$40,000	219	\$41,724	4.3%
S100	Small System General Manager (Superintendent)	129	\$84,079	148	\$90,000	7.0%
S230	Small System Manager/Operator	63	\$61,925	82	\$62,325	0.6%
S240	Small System Operator I (Lead Operator, Shift Supervisor, Crew Leader)	100	\$54,000	85	\$53,336	-1.2%
S250	Small System Operator II (Plant Operator)	174	\$49,462	195	\$49,204	-0.5%
Small System Weighted Average Salary			\$54,043		\$55,619	2.9%
Overall Compensation Change						2.6%

American Water Works Association - Small - 2021

All Participants

Job S100 - Small System General Manager (Superintendent)

Summary of All Reported Data by AWWA Section

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E / N / U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
AKA	0	0	*	*	*	*	*	*	*	*	*
ALA	1	1	*	*	*	*	*	*	*	*	*
ARI	3	4	*	*	*	*	*	*	*	*	*
ATC	0	0	*	*	*	*	*	*	*	*	*
BRC	0	0	*	*	*	*	*	*	*	*	*
CAL	15	15	7	93%	\$128,500	\$120,669	\$120,669	\$103,733	\$124,327	\$143,719	8
CHS	2	2	*	*	*	*	*	*	*	*	*
CON	0	0	*	*	*	*	*	*	*	*	*
FLA	0	0	*	*	*	*	*	*	*	*	*
GEO	3	3	*	*	*	*	*	*	*	*	*
HWI	0	0	*	*	*	*	*	*	*	*	*
ILL	9	9	6	100%	\$85,000	\$93,236	\$93,236	*	*	*	*
IND	8	8	12	63%	\$62,500	\$70,653	\$70,653	*	*	\$105,562	5
INT	2	2	*	*	*	*	*	*	*	*	8
IWA	11	16	27	100%	\$97,576	\$101,507	\$100,279	*	*	*	*
KAN	0	0	*	*	*	*	*	*	*	*	*
KNT	8	8	12	100%	\$64,600	\$67,284	\$67,284	*	*	*	*
MIC	8	8	6	88%	\$68,649	\$71,704	\$71,704	*	*	*	*
MIN	1	1	*	*	*	*	*	*	*	*	*
MOU	4	5	*	*	*	*	*	*	*	*	*
MTN	3	3	*	*	*	*	*	*	*	*	*
NDK	0	0	*	*	*	*	*	*	*	*	*
NEB	5	5	12	80%	\$90,000	\$93,929	\$93,929	*	*	*	*
NEJ	0	0	*	*	*	*	*	*	*	*	*
NEW	9	9	6	100%	\$87,300	\$99,002	\$99,002	\$89,279	*	*	*
NEY	3	3	*	*	*	*	*	*	*	*	*
NOC	4	4	*	*	*	*	*	*	*	*	*
OHO	3	3	*	*	*	*	*	*	*	*	*
ONT	0	0	*	*	*	*	*	*	*	*	*
PAC	6	5	17	100%	\$135,000	\$120,309	\$120,309	*	*	*	*
PEN	9	9	14	100%	\$93,600	\$96,387	\$96,387	*	*	*	*
PRT	0	0	*	*	*	*	*	*	*	*	*
RMT	8	8	14	88%	\$102,500	\$102,669	\$102,669	*	*	*	*
RTM	0	0	*	*	*	*	*	*	*	*	*
SCR	2	2	*	*	*	*	*	*	*	*	*
SDK	1	1	*	*	*	*	*	*	*	*	*
SOW	3	3	*	*	*	*	*	*	*	*	*
TEX	7	7	6	100%	\$60,000	\$86,857	\$86,857	*	*	*	*
VIR	1	1	*	*	*	*	*	*	*	*	*
WIEV	0	0	*	*	*	*	*	*	*	*	*
LWIS	3	3	*	*	*	*	*	*	*	*	*

American Water Works Association - Small - 2021

All Participants

Job S140 - Small System Office Manager

Responsible for supervision of all administrative functions at the utility, including maintaining office supplies and coordinating office administrative schedules. Supervises other administrative personnel. May also be responsible for certain accounting activities, including billing, processing utility payments, bank deposits, drawing warrants for payment of delinquent bills, and processing payroll, along with taking minutes at meetings and serving as receptionist.

Summary of All Reported Data by Ownership/Management Type

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
All	84	87	3	60%	\$57,000	\$59,383	\$59,956	\$55,160	\$64,194	\$74,618	8
Board Operated	40	40	3	63%	\$59,292	\$60,020	\$60,020	\$54,924	\$66,756	\$78,976	7
M/C/T/CN	38	41	4	63%	\$52,500	\$58,092	\$59,403	\$56,157	\$62,717	\$71,549	7
Private	3	3	*	*	*	*	*	*	*	*	*
Other	3	3	*	*	*	*	*	*	*	*	*

Summary of All Reported Data by Population Size

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000,000	0	0	*	*	*	*	*	*	*	*	*
500,000 - 1,000,000	0	0	*	*	*	*	*	*	*	*	*
250 - 499,999	0	0	*	*	*	*	*	*	*	*	*
100 - 250,000	0	0	*	*	*	*	*	*	*	*	*
50 - 100,000	0	0	*	*	*	*	*	*	*	*	*
25 - 50,000	0	0	*	*	*	*	*	*	*	*	*
10 - 25,000	0	0	*	*	*	*	*	*	*	*	*
5,000 - 9,999	41	44	3	68%	\$62,000	\$63,924	\$64,747	\$57,072	\$65,973	\$76,522	*
< 5,000	43	43	3	51%	\$48,298	\$56,053	\$55,053	\$52,413	\$61,860	\$72,000	11

Summary of All Reported Data by Total Employment

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000	0	0	*	*	*	*	*	*	*	*	*
500 - 1,000	0	0	*	*	*	*	*	*	*	*	*
200 - 500	0	0	*	*	*	*	*	*	*	*	*
100 - 200	0	0	*	*	*	*	*	*	*	*	*
50 - 100	1	1	*	*	*	*	*	*	*	*	*
25 - 50	5	5	4	80%	\$65,000	\$68,320	\$68,320	*	*	*	*
< 25	78	81	3	59%	\$56,633	\$58,956	\$59,587	\$55,176	\$64,112	\$74,532	8

American Water Works Association - Small - 2021

Water Participants

Job S190 - Small System Field manager (Field Crew Leader)

Summary of All Reported Data by Ownership/Management Type

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
All	27	30	3	28% 74% 0%	\$59,000	\$59,073	\$60,343	\$52,130	\$61,262	\$73,355	9
Board Operated	15	15	3	* * *	\$55,000	\$52,853	\$52,853	\$51,843	\$56,012	\$60,520	11
M/C/T/C/V	9	12	3	* * *	\$68,000	\$64,496	\$66,315	\$51,400	\$64,542	\$83,817	7
Private	2	2	*	* * *	*	*	*	*	*	*	*
Other	1	1	*	* * *	*	*	*	*	*	*	*

Summary of All Reported Data by Population Size

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000,000	0	0	*	* * *	*	*	*	*	*	*	*
500,000 - 1,000,000	0	0	*	* * *	*	*	*	*	*	*	*
250 - 499,999	0	0	*	* * *	*	*	*	*	*	*	*
100 - 250,000	0	0	*	* * *	*	*	*	*	*	*	*
50 - 100,000	0	0	*	* * *	*	*	*	*	*	*	*
25 - 50,000	0	0	*	* * *	*	*	*	*	*	*	*
10 - 25,000	0	0	*	* * *	*	*	*	*	*	*	*
5,000 - 9,999	12	14	3	* * *	\$63,605	\$63,248	\$63,928	\$51,571	\$59,057	\$70,361	6
< 5,000	15	16	3	* * *	\$55,000	\$55,733	\$57,207	*	*	*	12

Summary of All Reported Data by Total Employment

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000	0	0	*	* * *	*	*	*	*	*	*	*
500 - 1,000	0	0	*	* * *	*	*	*	*	*	*	*
200 - 500	0	0	*	* * *	*	*	*	*	*	*	*
100 - 200	0	0	*	* * *	*	*	*	*	*	*	*
50 - 100	0	0	*	* * *	*	*	*	*	*	*	*
25 - 50	0	0	*	* * *	*	*	*	*	*	*	*
< 25	27	30	3	* * *	\$59,000	\$59,073	\$60,343	\$52,130	\$61,262	\$73,355	9

American Water Works Association - Small - 2021

Water Participants

Job S200 - Small System Maintenance Technician

Summary of All Reported Data by Ownership/Management Type

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
All	22	50	*	9% 91% 0%	\$54,500	\$54,411	\$54,905	\$41,943	\$51,336	\$61,769	4
Board Operated	9	17	*	*	\$42,261	\$50,029	\$49,905	\$35,865	\$44,267	\$52,728	*
M/C/T/C/V	11	31	*	*	\$55,000	\$55,259	\$56,709	\$45,133	\$55,148	\$67,050	6
Private	2	2	*	*	*	*	*	*	*	*	*
Other	0	0	*	*	*	*	*	*	*	*	*

Summary of All Reported Data by Population Size

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000,000	0	0	*	*	*	*	*	*	*	*	*
500,000 - 1,000,000	0	0	*	*	*	*	*	*	*	*	*
250 - 499,999	0	0	*	*	*	*	*	*	*	*	*
100 - 250,000	0	0	*	*	*	*	*	*	*	*	*
50 - 100,000	0	0	*	*	*	*	*	*	*	*	*
25 - 50,000	0	0	*	*	*	*	*	*	*	*	*
10 - 25,000	0	0	*	*	*	*	*	*	*	*	*
5,000 - 9,999	14	31	*	*	\$54,500	\$54,153	\$55,173	\$43,169	\$52,528	\$64,037	5
< 5,000	8	19	*	*	\$56,012	\$54,861	\$54,469	\$39,980	\$49,430	\$58,140	*

Summary of All Reported Data by Total Employment

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E/N/U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000	0	0	*	*	*	*	*	*	*	*	*
500 - 1,000	0	0	*	*	*	*	*	*	*	*	*
200 - 500	0	0	*	*	*	*	*	*	*	*	*
100 - 200	0	0	*	*	*	*	*	*	*	*	*
50 - 100	0	0	*	*	*	*	*	*	*	*	*
25 - 50	0	0	*	*	*	*	*	*	*	*	*
< 25	22	50	*	*	\$54,500	\$54,411	\$54,905	\$41,943	\$51,336	\$61,769	4

Elk Grove Water District

ELK GROVE WATER DISTRICT
Exempt Positions
Annual Salary
As of July 1, 2022 (COLA 7.20%)

Position	Grade	Step I	Step II	Step III	Step IV	Step V
General Manager	---	\$ 206,193				
Assistant General Manager	82	\$ 148,242	\$ 155,688	\$ 163,467	\$ 171,621	\$ 180,232
Finance Manager	79	\$ 137,758	\$ 144,643	\$ 151,861	\$ 159,474	\$ 167,461
Senior Civil Engineer	75	\$ 124,925	\$ 131,206	\$ 137,758	\$ 144,643	\$ 151,861
Operations Manager	75	\$ 124,925	\$ 131,206	\$ 137,758	\$ 144,643	\$ 151,861
Finance Supervisor	71	\$ 113,318	\$ 118,976	\$ 124,925	\$ 131,206	\$ 137,758
Human Resources Administrator	70	\$ 110,614	\$ 116,168	\$ 121,992	\$ 128,045	\$ 134,472
Associate Civil Engineer	69	\$ 107,952	\$ 113,318	\$ 118,976	\$ 124,925	\$ 131,206
Program Manager	69	\$ 107,952	\$ 113,318	\$ 118,976	\$ 124,925	\$ 131,206
Management Analyst	66	\$ 100,360	\$ 105,352	\$ 110,614	\$ 116,168	\$ 121,992
Human Resources Specialist	62	\$ 91,042	\$ 95,597	\$ 100,360	\$ 105,352	\$ 110,614
Associate Engineer	61	\$ 88,816	\$ 93,246	\$ 97,906	\$ 102,814	\$ 107,952

ELK GROVE WATER DISTRICT

Non-Exempt Positions

Annual, Bi-Weekly & Hourly Wage

As of July 1, 2022 (COLA 7.20%)

Position	Grade	Step I	Step II	Step III	Step IV	Step V
Administrative Assistant I	35	\$ 47,112.00	\$ 49,462.40	\$ 51,916.80	\$ 54,516.80	\$ 57,241.60
		\$ 1,812.00	\$ 1,902.40	\$ 1,996.80	\$ 2,096.80	\$ 2,201.60
		\$ 22.65	\$ 23.78	\$ 24.96	\$ 26.21	\$ 27.52
Administrative Assistant II	41	\$ 54,516.80	\$ 57,241.60	\$ 60,091.20	\$ 63,107.20	\$ 66,248.00
		\$ 2,096.80	\$ 2,201.60	\$ 2,311.20	\$ 2,427.20	\$ 2,548.00
		\$ 26.21	\$ 27.52	\$ 28.89	\$ 30.34	\$ 31.85
CIP Worker (Temporary)	46	\$ 61,630.40	\$ 64,688.00	\$ 67,912.00	\$ 71,323.20	\$ 74,880.00
		\$ 2,370.40	\$ 2,488.00	\$ 2,612.00	\$ 2,743.20	\$ 2,880.00
		\$ 29.63	\$ 31.10	\$ 32.65	\$ 34.29	\$ 36.00
Conservation Coordinator	50	\$ 67,912.00	\$ 71,323.20	\$ 74,880.00	\$ 78,644.80	\$ 82,513.60
		\$ 2,612.00	\$ 2,743.20	\$ 2,880.00	\$ 3,024.80	\$ 3,173.60
		\$ 32.65	\$ 34.29	\$ 36.00	\$ 37.81	\$ 39.67
Engineering Technician I	52	\$ 71,323.20	\$ 74,880.00	\$ 78,644.80	\$ 82,513.60	\$ 86,673.60
		\$ 2,743.20	\$ 2,880.00	\$ 3,024.80	\$ 3,173.60	\$ 3,333.60
		\$ 34.29	\$ 36.00	\$ 37.81	\$ 39.67	\$ 41.67
Engineering Technician II	53	\$ 73,049.60	\$ 76,710.40	\$ 80,537.60	\$ 84,572.80	\$ 88,816.00
		\$ 2,809.60	\$ 2,950.40	\$ 3,097.60	\$ 3,252.80	\$ 3,416.00
		\$ 35.12	\$ 36.88	\$ 38.72	\$ 40.66	\$ 42.70
Engineering Technician III	59	\$ 84,572.80	\$ 88,816.00	\$ 93,246.40	\$ 97,905.60	\$ 102,814.40
		\$ 3,252.80	\$ 3,416.00	\$ 3,586.40	\$ 3,765.60	\$ 3,954.40
		\$ 40.66	\$ 42.70	\$ 44.83	\$ 47.07	\$ 49.43
Financial Services Specialist I	56	\$ 78,644.80	\$ 82,513.60	\$ 86,673.60	\$ 91,041.60	\$ 95,596.80
		\$ 3,024.80	\$ 3,173.60	\$ 3,333.60	\$ 3,501.60	\$ 3,676.80
		\$ 37.81	\$ 39.67	\$ 41.67	\$ 43.77	\$ 45.96
Financial Services Specialist II	62	\$ 91,041.60	\$ 95,596.80	\$ 100,360.00	\$ 105,352.00	\$ 110,614.40
		\$ 3,501.60	\$ 3,676.80	\$ 3,860.00	\$ 4,052.00	\$ 4,254.40
		\$ 43.77	\$ 45.96	\$ 48.25	\$ 50.65	\$ 53.18
GIS Technician I	51	\$ 69,596.80	\$ 73,049.60	\$ 76,710.40	\$ 80,537.60	\$ 84,572.80
		\$ 2,676.80	\$ 2,809.60	\$ 2,950.40	\$ 3,097.60	\$ 3,252.80
		\$ 33.46	\$ 35.12	\$ 36.88	\$ 38.72	\$ 40.66
GIS Technician II	55	\$ 76,710.40	\$ 80,537.60	\$ 84,572.80	\$ 88,816.00	\$ 93,246.40
		\$ 2,950.40	\$ 3,097.60	\$ 3,252.80	\$ 3,416.00	\$ 3,586.40
		\$ 36.88	\$ 38.72	\$ 40.66	\$ 42.70	\$ 44.83
Human Resources Technician	52	\$ 71,323.20	\$ 74,880.00	\$ 78,644.80	\$ 82,513.60	\$ 86,673.60
		\$ 2,743.20	\$ 2,880.00	\$ 3,024.80	\$ 3,173.60	\$ 3,333.60
		\$ 34.29	\$ 36.00	\$ 37.81	\$ 39.67	\$ 41.67
Intern I	7	\$ 23,795.20	\$ 24,980.80	\$ 26,249.60	\$ 27,518.40	\$ 28,912.00
		\$ 915.20	\$ 960.80	\$ 1,009.60	\$ 1,058.40	\$ 1,112.00
		\$ 11.44	\$ 12.01	\$ 12.62	\$ 13.23	\$ 13.90

ELK GROVE WATER DISTRICT

Non-Exempt Positions Annual, Bi-Weekly & Hourly Wage As of July 1, 2022 (COLA 7.20%)

Position	Grade	Step I	Step II	Step III	Step IV	Step V
Intern II	24	\$ 36,004.80	\$ 37,835.20	\$ 39,707.20	\$ 41,683.20	\$ 43,784.00
		\$ 1,384.80	\$ 1,455.20	\$ 1,527.20	\$ 1,603.20	\$ 1,684.00
		\$ 17.31	\$ 18.19	\$ 19.09	\$ 20.04	\$ 21.05
Meter Reader	37	\$ 49,462.40	\$ 51,916.80	\$ 54,516.80	\$ 57,241.60	\$ 60,091.20
		\$ 1,902.40	\$ 1,996.80	\$ 2,096.80	\$ 2,201.60	\$ 2,311.20
		\$ 23.78	\$ 24.96	\$ 26.21	\$ 27.52	\$ 28.89
Operations Foreman	60	\$ 86,673.60	\$ 91,041.60	\$ 95,596.80	\$ 100,360.00	\$ 105,352.00
		\$ 3,333.60	\$ 3,501.60	\$ 3,676.80	\$ 3,860.00	\$ 4,052.00
		\$ 41.67	\$ 43.77	\$ 45.96	\$ 48.25	\$ 50.65
Operator in Training	37	\$ 49,462.40	\$ 51,916.80	\$ 54,516.80	\$ 57,241.60	\$ 60,091.20
		\$ 1,902.40	\$ 1,996.80	\$ 2,096.80	\$ 2,201.60	\$ 2,311.20
		\$ 23.78	\$ 24.96	\$ 26.21	\$ 27.52	\$ 28.89
Senior Utility Billing Specialist	56	\$ 78,644.80	\$ 82,513.60	\$ 86,673.60	\$ 91,041.60	\$ 95,596.80
		\$ 3,024.80	\$ 3,173.60	\$ 3,333.60	\$ 3,501.60	\$ 3,676.80
		\$ 37.81	\$ 39.67	\$ 41.67	\$ 43.77	\$ 45.96
Utility Billing Specialist I	31	\$ 42,702.40	\$ 44,865.60	\$ 47,112.00	\$ 49,462.40	\$ 51,916.80
		\$ 1,642.40	\$ 1,725.60	\$ 1,812.00	\$ 1,902.40	\$ 1,996.80
		\$ 20.53	\$ 21.57	\$ 22.65	\$ 23.78	\$ 24.96
Utility Billing Specialist II	37	\$ 49,462.40	\$ 51,916.80	\$ 54,516.80	\$ 57,241.60	\$ 60,091.20
		\$ 1,902.40	\$ 1,996.80	\$ 2,096.80	\$ 2,201.60	\$ 2,311.20
		\$ 23.78	\$ 24.96	\$ 26.21	\$ 27.52	\$ 28.89
Utility Billing Specialist III	46	\$ 61,630.40	\$ 64,688.00	\$ 67,912.00	\$ 71,323.20	\$ 74,880.00
		\$ 2,370.40	\$ 2,488.00	\$ 2,612.00	\$ 2,743.20	\$ 2,880.00
		\$ 29.63	\$ 31.10	\$ 32.65	\$ 34.29	\$ 36.00
Water Distribution Supervisor	60	\$ 86,673.60	\$ 91,041.60	\$ 95,596.80	\$ 100,360.00	\$ 105,352.00
		\$ 3,333.60	\$ 3,501.60	\$ 3,676.80	\$ 3,860.00	\$ 4,052.00
		\$ 41.67	\$ 43.77	\$ 45.96	\$ 48.25	\$ 50.65
Water Distribution Operator I	46	\$ 61,630.40	\$ 64,688.00	\$ 67,912.00	\$ 71,323.20	\$ 74,880.00
		\$ 2,370.40	\$ 2,488.00	\$ 2,612.00	\$ 2,743.20	\$ 2,880.00
		\$ 29.63	\$ 31.10	\$ 32.65	\$ 34.29	\$ 36.00
Water Distribution Operator II	51	\$ 69,596.80	\$ 73,049.60	\$ 76,710.40	\$ 80,537.60	\$ 84,572.80
		\$ 2,676.80	\$ 2,809.60	\$ 2,950.40	\$ 3,097.60	\$ 3,252.80
		\$ 33.46	\$ 35.12	\$ 36.88	\$ 38.72	\$ 40.66
Water Distribution Operator III	56	\$ 78,644.80	\$ 82,513.60	\$ 86,673.60	\$ 91,041.60	\$ 95,596.80
		\$ 3,024.80	\$ 3,173.60	\$ 3,333.60	\$ 3,501.60	\$ 3,676.80
		\$ 37.81	\$ 39.67	\$ 41.67	\$ 43.77	\$ 45.96
Water Treatment Supervisor	60	\$ 86,673.60	\$ 91,041.60	\$ 95,596.80	\$ 100,360.00	\$ 105,352.00
		\$ 3,333.60	\$ 3,501.60	\$ 3,676.80	\$ 3,860.00	\$ 4,052.00
		\$ 41.67	\$ 43.77	\$ 45.96	\$ 48.25	\$ 50.65
Water Treatment Operator I	46	\$ 61,630.40	\$ 64,688.00	\$ 67,912.00	\$ 71,323.20	\$ 74,880.00
		\$ 2,370.40	\$ 2,488.00	\$ 2,612.00	\$ 2,743.20	\$ 2,880.00
		\$ 29.63	\$ 31.10	\$ 32.65	\$ 34.29	\$ 36.00

Water Treatment Operator II	51	\$ 69,596.80	\$ 73,049.60	\$ 76,710.40	\$ 80,537.60	\$ 84,572.80
		\$ 2,676.80	\$ 2,809.60	\$ 2,950.40	\$ 3,097.60	\$ 3,252.80
		\$ 33.46	\$ 35.12	\$ 36.88	\$ 38.72	\$ 40.66

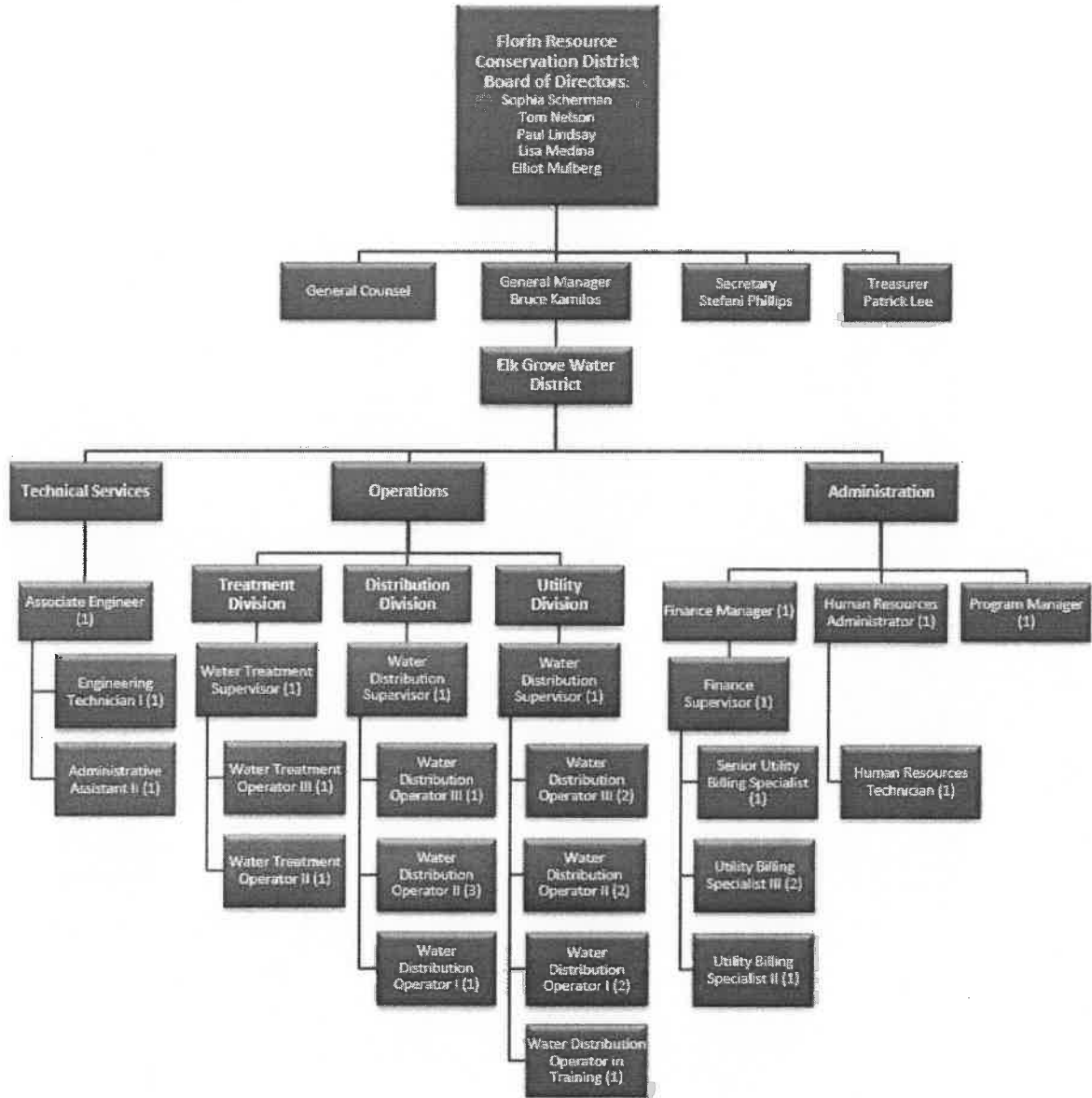
ELK GROVE WATER DISTRICT

Non-Exempt Positions Annual, Bi-Weekly & Hourly Wage As of July 1, 2022 (COLA 7.20%)

Position	Grade	Step I	Step II	Step III	Step IV	Step V
Water Treatment Operator III	56	\$ 78,644.80	\$ 82,513.60	\$ 86,673.60	\$ 91,041.60	\$ 95,596.80
		\$ 3,024.80	\$ 3,173.60	\$ 3,333.60	\$ 3,501.60	\$ 3,676.80
		\$ 37.81	\$ 39.67	\$ 41.67	\$ 43.77	\$ 45.96
Water Utility Supervisor	60	\$ 86,673.60	\$ 91,041.60	\$ 95,596.80	\$ 100,360.00	\$ 105,352.00
		\$ 3,333.60	\$ 3,501.60	\$ 3,676.80	\$ 3,860.00	\$ 4,052.00
		\$ 41.67	\$ 43.77	\$ 45.96	\$ 48.25	\$ 50.65
Water Utility Operator I	46	\$ 61,630.40	\$ 64,688.00	\$ 67,912.00	\$ 71,323.20	\$ 74,880.00
		\$ 2,370.40	\$ 2,488.00	\$ 2,612.00	\$ 2,743.20	\$ 2,880.00
		\$ 29.63	\$ 31.10	\$ 32.65	\$ 34.29	\$ 36.00
Water Utility Operator II	51	\$ 69,596.80	\$ 73,049.60	\$ 76,710.40	\$ 80,537.60	\$ 84,572.80
		\$ 2,676.80	\$ 2,809.60	\$ 2,950.40	\$ 3,097.60	\$ 3,252.80
		\$ 33.46	\$ 35.12	\$ 36.88	\$ 38.72	\$ 40.66
Water Utility Operator III	56	\$ 78,644.80	\$ 82,513.60	\$ 86,673.60	\$ 91,041.60	\$ 95,596.80
		\$ 3,024.80	\$ 3,173.60	\$ 3,333.60	\$ 3,501.60	\$ 3,676.80
		\$ 37.81	\$ 39.67	\$ 41.67	\$ 43.77	\$ 45.96

Florin Resource Conservation District/Elk
Grove Water District

**Florin Resource Conservation District/Elk Grove Water District Organization Chart
FY 2022 - 23**



Richard Bedal

General Manager/Secretary to the Board
Florin County Water District

[View Richard Bedal Full Profile](#) →

Richard Bedal Overview

Richard Bedal in 2019 was employed in Florin County Water District and had annual salary of \$186,915 according to public records. This salary is 289 percent higher than average and 363 percent higher than median salary in Florin County Water District.

Advertisement

Key Data

Year	2019
Full Name	Richard Bedal
Job Title	General Manager/Secretary to the Board

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Annual Wage	\$186,915
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*Information may include where available: salary, bonuses, benefits, retirement contributions, pensions, and other financial data.

Advertisement

Dawn Leggette

Office Manager

Florin County Water District

[View Dawn L. Leggette's Salary](#) →

Dawn Leggette Overview

Dawn Leggette in 2019 was employed in Florin County Water District and had annual salary of \$106,032 according to public records. This salary is 121 percent higher than average and 162 percent higher than median salary in Florin County Water District.

Advertisement

Key Data

Year	2019
Full Name	Dawn Leggette
Job Title	Office Manager

[Get Office Manager Salary Statistics](#) →

State	California
Employer	Florin County Water District
Annual Wage	\$106,032



Advertisement

Edmond Leggette

Superintendent

Florin County Water District

[View Edmond Leggette Full Profile](#) →

Edmond Leggette Overview

Edmond Leggette in 2019 was employed in Florin County Water District and had annual salary of \$118,745 according to public records. This salary is 147 percent higher than average and 194 percent higher than median salary in Florin County Water District.

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Key Data

Year	2019
Full Name	Edmond Leggette
Job Title	Superintendent

[Get Superintendent Salary Statistics](#) →

State	California
Employer	Florin County Water District
Annual Wage	\$118,745

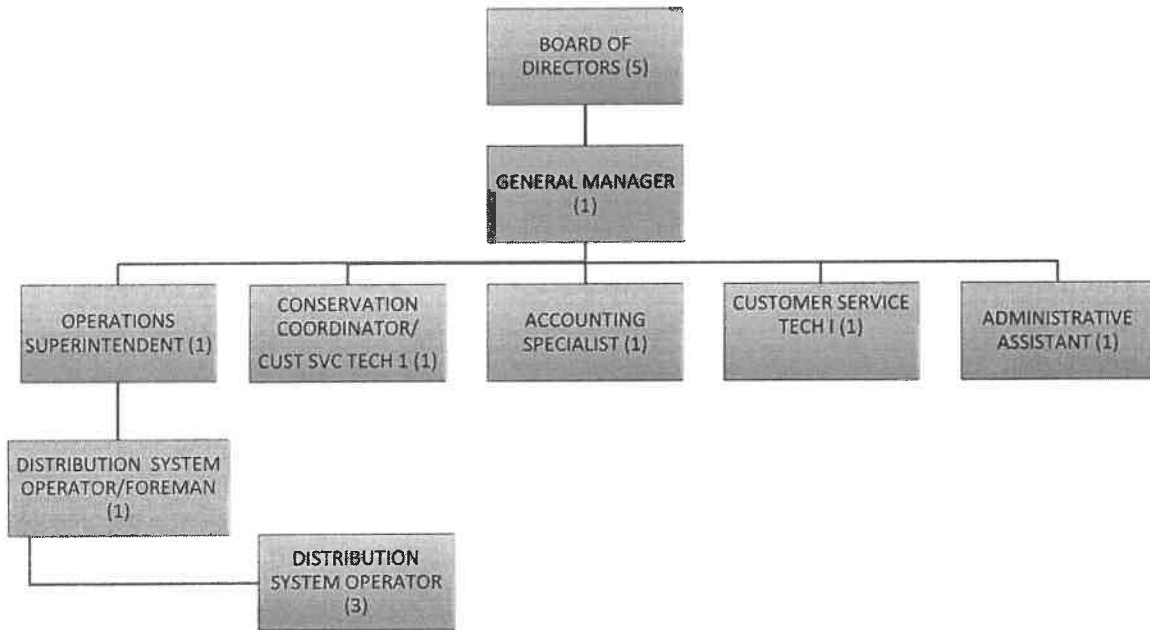
*Information may include where available: salary, bonuses, benefits, retirement contributions, pensions, and other financial data.

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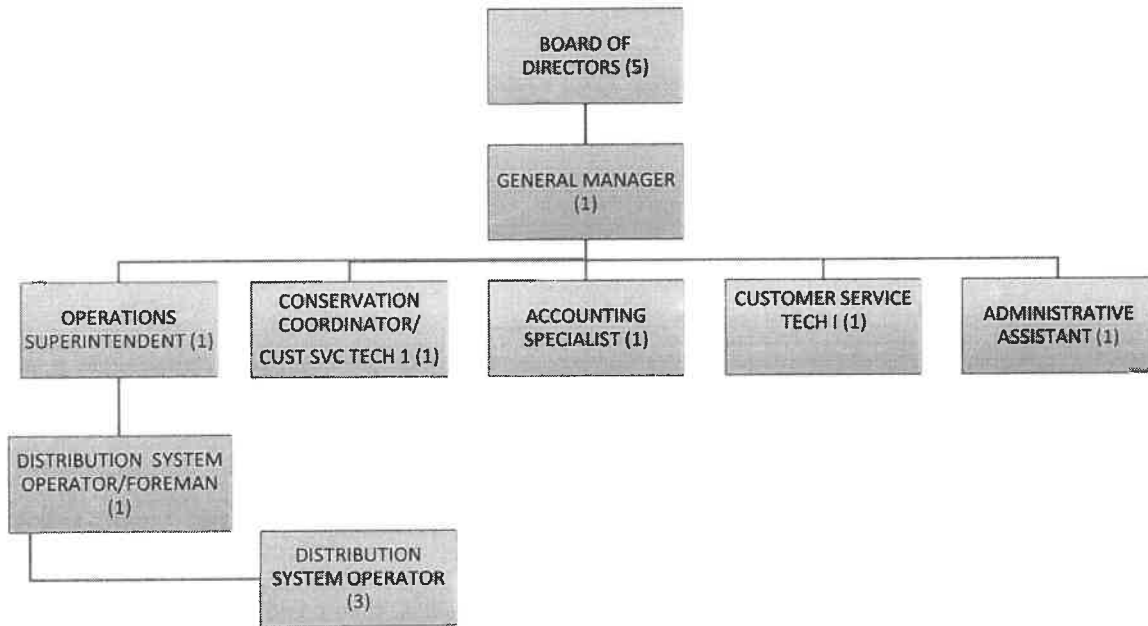


Rio Linda/Elverta Community Water District

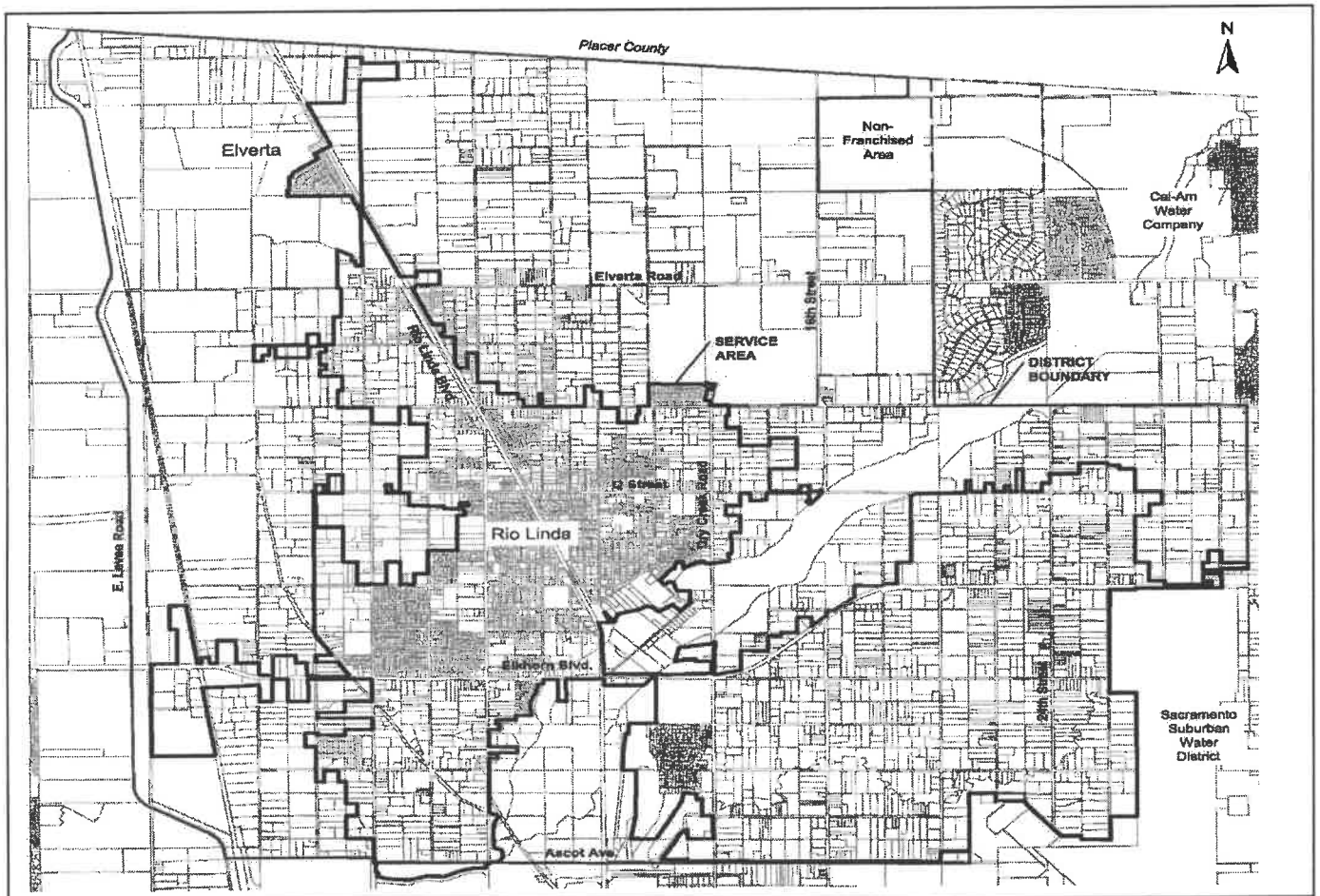
Rio Linda Elverta Community Water District Organizational Chart 2020



Organizational Structure



Service Area



Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

Rio Linda-Elverta Community Water District

Year:

County: Sacramento County (<https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=34&year=2021>)

Special District Type: County Water (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=42>)

Activity performed by this Special District:

Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>)

Employees 16
Total Wages \$708,758
Total Retirement & Health Contribution \$233,371

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<http://rlecwd.com>) Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

Show entries

Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
General Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31229756)	Rio Linda-Elverta Community Water District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=248753&year=2021)	\$120,133	\$38,040
Operations Superintendent (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31229751)	Rio Linda-Elverta Community Water District	Field (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=280115&year=2021)	\$95,712	\$34,169
Distribution System Operator 3/Foreman (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31229749)	Rio Linda-Elverta Community Water District	Field (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=280115&year=2021)	\$93,238	\$8,748

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Accounting Specialist (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31229750)	Rio Linda-Elverta Community Water District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=248753&year=2021)	\$71,565	\$28,268
Distribution System Operator 3 (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31229748)	Rio Linda-Elverta Community Water District	Field (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=280115&year=2021)	\$70,412	\$27,474
Administration Assistant (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31229753)	Rio Linda-Elverta Community Water District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=248753&year=2021)	\$62,988	\$29,428
Customer Service Tech 1 (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31229747)	Rio Linda-Elverta Community Water District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=248753&year=2021)	\$57,246	\$20,018
Distribution System Operator I (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31229755)	Rio Linda-Elverta Community Water District	Field (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=280115&year=2021)	\$48,075	\$13,644
Utility Worker (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31229746)	Rio Linda-Elverta Community Water District	Field (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=280115&year=2021)	\$39,973	\$15,505
Conservation Coordinator (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31229754)	Rio Linda-Elverta Community Water District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=248753&year=2021)	\$31,758	\$15,093

Showing 1 to 10 of 16 entries

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Fair Oaks Water District

Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

Fair Oaks Water District

Year:

County: Sacramento County (<https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=34&year=2021>)

Special District Type: Irrigation (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=52>)

Activity performed by this Special District:

Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>)

Employees 43
Total Wages \$2,324,848
Total Retirement & Health Contribution \$983,438

This special district does not include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<http://www.fowd.com>) Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

Show entries

Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
General Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242872)	Fair Oaks Water District	Finance And Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27788&year=2021)	\$179,938	\$49,846
Finance Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242869)	Fair Oaks Water District	Finance And Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27788&year=2021)	\$133,480	\$43,579
Operations Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242895)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$127,774	\$50,516
Construction Inspector (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242877)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$93,964	\$40,465
Operations Superintendent (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242897)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$93,711	\$36,836

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Water Supply Operator (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242902)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$91,229	\$46,687
Associate Engineer (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242876)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$90,336	\$44,107
Technical Services Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242899)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$89,650	\$24,355
Hr. Administrator (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242874)	Fair Oaks Water District	Finance And Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27788&year=2021)	\$89,237	\$32,995
Water Quality Technician (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242901)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$89,005	\$29,610

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Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

Fair Oaks Water District

Year:

County: Sacramento County (<https://publicpay.ca.gov/Reports/Countries/County.aspx?entityid=34&year=2021>)

Special District Type: Irrigation (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=52>)

Activity performed by this Special District:

Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>)

Employees 43
Total Wages \$2,324,848
Total Retirement & Health Contribution \$983,438

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<http://www.fowd.com>) Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

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Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Operations Supervisor (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242898)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$87,008	\$40,555
Field Customer Service Supervisor (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242893)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$86,167	\$38,336
Distribution System Lead Worker (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242878)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$73,552	\$36,910
Field Customer Service Representative II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242891)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$67,279	\$17,454
Distribution System Operator IV (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242888)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$67,194	\$33,657

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Field Customer Service Representative II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242892)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$64,796	\$34,146
Water Efficiency Specialist (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242900)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$64,168	\$34,446
Customer Service Representative II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242866)	Fair Oaks Water District	Customer Service (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27787&year=2021)	\$60,849	\$25,344
Distribution System Operator IV (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242889)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$59,197	\$36,840
Field Customer Service Representative I (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31242890)	Fair Oaks Water District	Maintenance And Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=314705&year=2021)	\$59,059	\$35,547

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Carmichael Water District

CARMICHAEL WATER DISTRICT

Fiscal Year 2022–2023

BUDGET



Pay/Salary Bands

FY 2021-2022 (FY 2022-2023 Changes TBD)

NON-REPRESENTED EMPLOYEES									
Exempt		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Distribution Superintendent	Hourly	45,618.1	47,899.0	50,293.9	52,808.6	55,449.0			
	Monthly	7,907.14	8,302.49	8,717.61	9,153.49	9,611.16			
	Yearly	94,885.65	99,629.92	104,611.31	109,841.89	115,333.92			
Engineer, Manager	Hourly	66,338.3	69,655.2	73,138.0	76,794.9	80,634.6			
	Monthly	11,498.64	12,073.57	12,677.25	13,311.12	13,976.66			
	Yearly	137,983.66	144,882.82	152,127.04	159,733.39	167,719.97			
Engineer, Senior	Hourly	51,484.8	54,059.0	56,761.9	59,600.0	62,580.0			
	Monthly	8,924.03	9,370.23	9,838.73	10,330.67	10,847.20			
	Yearly	107,088.36	112,442.72	118,064.75	123,968.00	130,166.40			
Finance Manager	Hourly	58,896.2	61,841.0	64,933.0	68,179.7	71,586.7			
	Monthly	10,208.68	10,719.11	11,255.05	11,817.82	12,408.71			
	Yearly	122,504.10	128,629.28	135,060.64	141,813.78	148,904.50			
LT. Coordinator	Hourly	41,147.4	43,204.8	45,365.0	47,633.3	50,015.0			
	Monthly	7,132.22	7,488.83	7,863.27	8,256.44	8,669.27			
	Yearly	85,586.59	89,865.98	94,359.20	99,077.26	104,031.20			
Administrative Specialist 1	Hourly	27,687.0	29,071.4	30,525.0	32,051.3	33,653.9			
	Monthly	4,799.08	5,039.04	5,291.00	5,555.56	5,833.34			
	Yearly	57,588.96	60,468.51	63,492.00	66,666.70	70,000.11			
Administrative Specialist 2	Hourly	32,829.0	34,470.5	36,194.0	38,003.7	39,903.9			
	Monthly	5,690.36	5,974.89	6,273.63	6,587.31	6,916.68			
	Yearly	68,284.32	71,698.64	75,283.52	79,047.70	83,000.11			
Production Superintendent	Hourly	46,865.4	49,208.7	51,669.1	54,252.6	56,965.2			
	Monthly	8,123.34	8,529.51	8,955.98	9,403.78	9,873.97			
	Yearly	97,480.03	102,354.10	107,471.73	112,845.41	118,487.62			
Public Information Officer	Hourly	42,336.2	44,453.0	46,675.7	49,009.5	51,460.0			
	Monthly	7,338.28	7,705.19	8,090.46	8,494.96	8,919.73			
	Yearly	88,059.30	92,462.24	97,085.46	101,939.76	107,036.80			
General Manager (Contract)	Hourly	89,903.8	N/A	N/A	N/A	N/A			
	Monthly	15,583.33	N/A	N/A	N/A	N/A			
	Yearly	186,999.90	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
			4.0%	4.0%	4.0%	4.0%	4.00%	4.00%	4.00%
Distribution Operator 1	Hourly	20,759.0	21,589.4	22,453.0	23,351.1	N/A	N/A	N/A	N/A
	Monthly	3,598.23	3,742.16	3,891.85	4,047.52	N/A	N/A	N/A	N/A
	Yearly	43,178.72	44,905.95	46,702.24	48,570.29	N/A	N/A	N/A	N/A
Distribution Operator 2	Hourly	24,809.1	25,801.5	26,833.6	27,906.9	29,023.2	30,184.1	31,391.5	32,647.2
	Monthly	4,300.24	4,472.26	4,651.16	4,837.20	5,030.89	5,231.91	5,441.19	5,658.85
	Yearly	51,602.93	53,667.12	55,813.89	58,046.35	60,368.28	62,782.93	65,294.32	67,906.18
Distribution Operator 3	Hourly	28,207.9	29,362.7	30,509.6	31,730.0	32,999.2	34,319.2	35,692.0	37,119.7
	Monthly	4,889.37	5,084.94	5,288.33	5,499.87	5,719.86	5,948.66	6,186.61	6,434.08
	Yearly	58,672.43	61,019.30	63,459.97	65,998.40	68,638.34	71,383.94	74,239.36	77,208.98

Production									
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
			4.0%	4.0%	4.0%	4.0%	4.00%	4.00%	4.00%
Treatment Operator 1	Hourly	20,759.0	21,589.4	22,453.0	23,351.1	N/A	N/A	N/A	N/A
	Monthly	3,598.23	3,742.16	3,891.85	4,047.52	N/A	N/A	N/A	N/A
	Yearly	43,178.72	44,905.95	46,702.24	48,570.29	N/A	N/A	N/A	N/A
Treatment Operator 2	Hourly	25,256.8	26,267.1	27,317.8	28,410.5	N/A	N/A	N/A	N/A
	Monthly	4,377.85	4,552.96	4,735.09	4,924.49	N/A	N/A	N/A	N/A
	Yearly	52,534.14	54,635.57	56,821.02	59,093.84	N/A	N/A	N/A	N/A
Treatment Operator 3	Hourly	28,699.4	29,847.4	31,041.3	32,283.0	33,574.3	34,917.3	36,314.0	37,766.6
	Monthly	4,974.56	5,173.55	5,380.49	5,595.72	5,819.55	6,052.33	6,294.43	6,546.21
	Yearly	59,694.75	62,082.59	64,565.90	67,148.64	69,834.54	72,627.98	75,533.12	78,554.53
Treatment Operator 4	Hourly	33,422.1	34,759.0	36,149.4	37,595.4	39,099.2	40,663.2	42,289.7	43,981.3
	Monthly	5,793.16	6,024.89	6,265.90	6,516.54	6,777.20	7,048.29	7,330.22	7,623.43
	Yearly	69,517.97	72,298.72	75,190.75	78,198.43	81,326.34	84,579.46	87,962.58	91,481.10

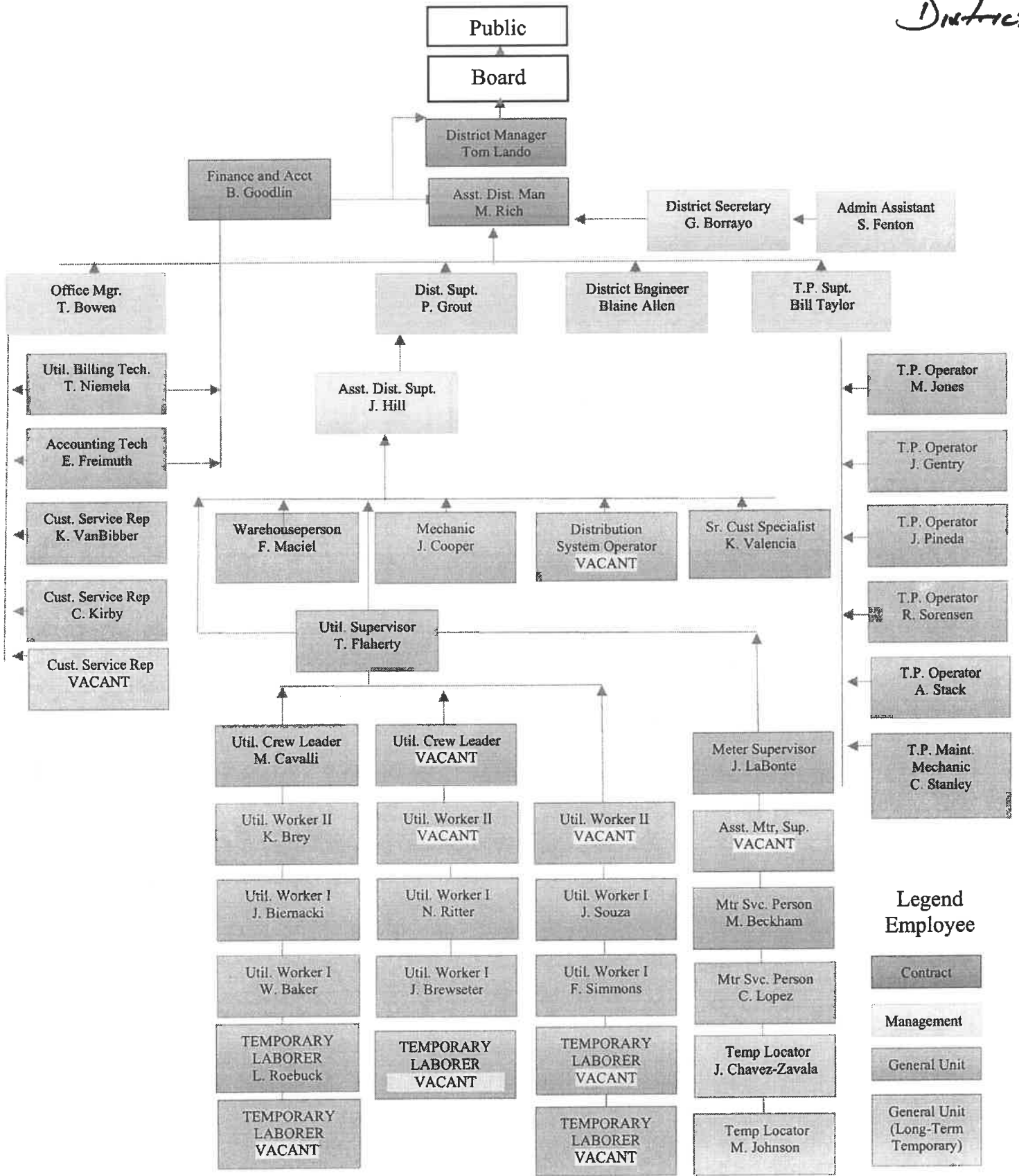
Pay/Salary Bands

FY 2021-2022 (FY 2022-2023 Changes TBD)

NON-REPRESENTED EMPLOYEES									
Non-Exempt		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
General Office Clerk	Hourly	Min. Wage	N/A	N/A	N/A	N/A			
Billing Support Trainee	Hourly	Min. Wage	N/A	N/A	N/A	N/A			
Billing Support 1	Hourly	14,3380	15,0549	15,8076	16,5980	17,4279			
	Monthly	2,485.25	2,609.52	2,739.98	2,876.99	3,020.84			
	Yearly	29,823.04	31,314.19	32,879.81	34,523.84	36,250.03			
Billing Support 2	Hourly	16,6378	17,4697	18,3432	19,2604	20,2234			
	Monthly	2,883.89	3,028.08	3,179.49	3,338.47	3,505.39			
	Yearly	34,606.62	36,336.98	38,153.86	40,061.63	42,064.67			
Billing Specialist 1	Hourly	19,6826	20,6667	21,7000	22,7850	23,9243			
	Monthly	3,411.65	3,582.23	3,761.33	3,949.40	4,146.88			
	Yearly	40,939.81	42,986.74	45,136.00	47,392.80	49,762.54			
Billing Specialist 2	Hourly	23,5371	24,7140	25,9497	27,2472	28,6096			
	Monthly	4,079.76	4,283.76	4,497.95	4,722.85	4,959.00			
	Yearly	48,957.17	51,405.12	53,975.38	56,674.18	59,507.97			
Billing Supervisor	Hourly	30,0521	31,5547	33,1324	34,7890	36,5285	38,3549	40,2726	42,2862
	Monthly	5,209.03	5,469.48	5,742.95	6,030.09	6,331.61	6,648.18	6,980.58	7,329.61
	Yearly	62,508.37	65,633.78	68,915.39	72,361.12	75,979.28	79,778.19	83,767.01	87,955.30
Inventory Specialist 1	Hourly	21,3085	22,3739	23,4926	24,6672	25,9006			
	Monthly	3,693.47	3,878.14	4,072.05	4,275.65	4,489.44			
	Yearly	44,321.68	46,537.71	48,864.61	51,307.78	53,873.25			
Inventory Specialist 2	Hourly	27,2000	28,5600	29,9880	31,4874	33,0618			
	Monthly	4,714.67	4,950.40	5,197.92	5,457.82	5,730.71			
	Yearly	56,576.00	59,404.80	62,375.04	65,493.79	68,768.54			
Accountant	Hourly	32,2745	33,8882	35,5826	37,3617	39,2298			
	Monthly	5,594.25	5,873.96	6,167.65	6,476.03	6,799.83			
	Yearly	67,130.96	70,487.46	74,011.81	77,712.34	81,597.98			
Senior Accountant	Hourly	35,9932	37,7929	39,6825	41,6666	43,7499			
	Monthly	6,238.82	6,550.77	6,878.30	7,222.21	7,583.32			
	Yearly	74,865.86	78,609.23	82,539.60	86,666.53	90,999.79			
Public Information Assistant 1	Hourly	16,7395	17,5765	18,4553	19,3781	20,3470			
	Monthly	2,901.51	3,046.59	3,198.92	3,358.87	3,526.81			
	Yearly	34,818.16	36,559.12	38,387.02	40,306.45	42,321.76			
Public Information Assistant 2	Hourly	21,4510	22,5236	23,6498	24,8323	26,0739			
	Monthly	3,718.17	3,904.09	4,099.30	4,304.27	4,519.48			
	Yearly	44,618.08	46,849.09	49,191.58	51,651.18	54,233.71			
Communications Specialist 1	Hourly	27,4345	28,8062	30,2465	31,7588	33,3467			
	Monthly	4,755.31	4,993.08	5,242.73	5,504.86	5,780.10			
	Yearly	57,063.76	59,916.90	62,912.72	66,058.30	69,361.14			
Communications Specialist 2	Hourly	33,3569	35,0247	36,7759	38,6147	40,5454			
	Monthly	5,781.86	6,070.95	6,374.49	6,693.22	7,027.87			
	Yearly	69,382.35	72,851.38	76,493.87	80,318.58	84,334.43			
Water Efficiency Specialist 1	Hourly	17,7062	18,5915	19,5211	20,4972	21,5221			
	Monthly	3,069.08	3,222.53	3,383.66	3,552.85	3,730.50			
	Yearly	36,828.90	38,670.32	40,603.89	42,634.18	44,765.97			
Water Efficiency Specialist 2	Hourly	22,6009	23,7309	24,9174	26,1633	27,4715			
	Monthly	3,917.49	4,113.36	4,319.02	4,534.97	4,761.73			
	Yearly	47,009.87	49,360.27	51,828.19	54,419.66	57,140.72			
GIS Specialist	Hourly	28,0451	29,4474	30,9198	32,4658	34,0891			
	Monthly	4,861.15	5,104.22	5,359.43	5,627.41	5,908.78			
	Yearly	58,333.81	61,250.59	64,313.18	67,528.86	70,905.33			
Engineer in Training	Hourly	31,3930	32,9627	34,6108	36,3413	N/A			
	Monthly	5,441.45	5,713.54	5,999.21	6,299.16	N/A			
	Yearly	65,297.44	68,562.42	71,990.46	75,589.90	N/A			
Engineer, Associate	Hourly	38,1649	40,0731	42,0768	44,1806	46,3896			
	Monthly	6,615.25	6,946.00	7,293.31	7,657.97	8,040.86			
	Yearly	79,382.99	83,352.05	87,519.74	91,895.85	96,490.37			

Paradise Irrigation District

Paradise Irrigation District



Legend Employee

- Contract
- Management
- General Unit
- General Unit (Long-Term Temporary)

Government Compensation in California

Betty T. Yee, California State Controller

Search

Search


Positions, Employers, & Departments

For

paradise irrigation district

Example: California State Assembly

Search

- Search recently reported information by all employers.
- Employee names not searchable. 
- Try the [Advanced Search \(https://publicpay.ca.gov/AdvSearch.aspx\)](https://publicpay.ca.gov/AdvSearch.aspx) for more filters.

Results for "paradise irrigation district"

Positions, Employers, & Departments

Search for "paradise irrigation district"

Returned 222,514 Position, Employer, & Department results

Showing 1 – 10 of 222,514 Results

District Manager (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245142>)

Paradise Irrigation District (2021) - Special District

Employee Total Wages: \$160,908

District Secretary (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245136>)

Paradise Irrigation District (2021) - Special District

Employee Total Wages: \$104,974

District Superintendent (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245155>)

Paradise Irrigation District (2021) - Special District

Employee Total Wages: \$119,613

Assistant District Manager (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245134>)

Paradise Irrigation District (2021) - Special District

Employee Total Wages: \$112,973

Paradise Irrigation District (2021) (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3198&year=2021>)

Special District

Employees: 48

Water Treatment Plant Superintendent (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245175>)

Paradise Irrigation District (2021) - Special District

Employee Total Wages: \$134,090

Water Treatment Plant Operator V (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245176>)

Paradise Irrigation District (2021) - Special District

Employee Total Wages: \$130,116

Water Treatment Plant Operator III (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245174>)

Paradise Irrigation District (2021) - Special District

Employee Total Wages: \$116,652

Water Treatment Plant Operator IV (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245172>)

Paradise Irrigation District (2021) - Special District

Employee Total Wages: \$114,727

Assistant Superintendent (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245160>)

Paradise Irrigation District (2021) - Special District

Employee Total Wages: \$94,959

Showing 1 – 10 of 222,514 Results

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Looking for More?

- Try the Advanced Search (<https://publicpay.ca.gov/AdvSearch.aspx>)
- View the Position report (<https://publicpay.ca.gov/Reports/PositionRpts.aspx>) for information about Mayors, City Managers, and other positions
- Find the highest paid positions with the Top List tool (<https://publicpay.ca.gov/Reports/ReportBuilders/TopListNoSplit.aspx>)
- Explore (<https://publicpay.ca.gov/Reports/Explore.aspx>) information for Cities, Counties, Elected Officials, and much more
- Download (<https://publicpay.ca.gov/Reports/RawExport.aspx>) compensation information

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Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

Paradise Irrigation District

Year:

County: Butte County (<https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=4&year=2021>)

Special District Type: Irrigation (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=52>)

Activity performed by this Special District:

Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>)

Employees 48
Total Wages \$2,685,677
Total Retirement & Health Contribution \$751,319

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<https://www.municipalonlinepayments.com/paradisairrigationdistrict>) Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

Show entries

Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
District Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245142)	Paradise Irrigation District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=16752&year=2021)	\$160,908	\$0
Water Treatment Plant Superintendent (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245175)	Paradise Irrigation District	Water Treatment Plant (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27654&year=2021)	\$134,090	\$36,776
Water Treatment Plant Operator V (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245176)	Paradise Irrigation District	Water Treatment Plant (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27654&year=2021)	\$130,116	\$33,330
District Superintendent (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245155)	Paradise Irrigation District	Transmission & Distribution (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27653&year=2021)	\$119,613	\$29,644
Water Treatment Plant Operator III (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245174)	Paradise Irrigation District	Water Treatment Plant (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27654&year=2021)	\$116,652	\$21,358

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Water Treatment Plant Operator IV (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245172)	Paradise Irrigation District	Water Treatment Plant (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27654&year=2021)	\$114,727	\$32,088
Assistant District Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245134)	Paradise Irrigation District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=16752&year=2021)	\$112,973	\$20,008
District Secretary (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245136)	Paradise Irrigation District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=16752&year=2021)	\$104,974	\$18,186
Assistant Superintendent (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245160)	Paradise Irrigation District	Transmission & Distribution (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27653&year=2021)	\$94,959	\$37,969
Water Treatment Plant Maintenance Mechanic (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31245177)	Paradise Irrigation District	Water Treatment Plant (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=27654&year=2021)	\$89,551	\$10,132

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Georgetown Divide Public Utility District

Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

Georgetown Divide Public Utility District

Year:

County: El Dorado County (<https://publicpay.ca.gov/Reports/Countries/County.aspx?entityid=9&year=2021>)

Special District Type: Public Utility (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=40>)

Activities performed by this Special District:

Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>), Sewer Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=45&year=2021>)

Employees 34
Total Wages \$1,663,239
Total Retirement & Health Contribution \$586,315

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<http://gd-pud.org>) Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

Show entries

Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Operations Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31267286)	Georgetown Divide Public Utility District	Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=14441&year=2021)	\$134,227	\$40,910
Field Superintendent (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31267287)	Georgetown Divide Public Utility District	Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=14441&year=2021)	\$105,639	\$34,801
WTPO Lead (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31267297)	Georgetown Divide Public Utility District	Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=14441&year=2021)	\$104,297	\$41,065

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
WTPO III (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31267298)	Georgetown Divide Public Utility District	Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=14441&year=2021)	\$102,332	\$32,186
Water Resource Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31267284)	Georgetown Divide Public Utility District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=14440&year=2021)	\$99,008	\$35,877
Distribution Operator II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31267288)	Georgetown Divide Public Utility District	Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=14441&year=2021)	\$90,028	\$38,493
Distribution Operator II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31267291)	Georgetown Divide Public Utility District	Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=14441&year=2021)	\$82,791	\$30,742
HR/IT Specialist (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31267282)	Georgetown Divide Public Utility District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=14440&year=2021)	\$79,877	\$39,777
Canal Operator II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31267294)	Georgetown Divide Public Utility District	Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=14441&year=2021)	\$72,615	\$36,485
Distribution Operator II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31267290)	Georgetown Divide Public Utility District	Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=14441&year=2021)	\$70,023	\$15,374

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Byron-Bethany Irrigation District

Government Compensation in California

Betty T. Yee, California State Controller

Search

Search


Positions, Employers, & Departments

For

byron-bethany irrigation District

Example: Governor

Search

- Search recently reported information by all employers.
- Employee names not searchable. 
- Try the [Advanced Search \(https://publicpay.ca.gov/AdvSearch.aspx\)](https://publicpay.ca.gov/AdvSearch.aspx) for more filters.

Results for "byron-bethany irrigation District"

Positions, Employers, & Departments

Search for "byron-bethany irrigation District"

Returned 223,110 Position, Employer, & Department results

Showing 1 – 10 of 223,110 Results

Byron-Bethany Irrigation District (2021)

(<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3203&year=2021>)

Special District

Employees: 26

General Manager (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246699>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$299,645

Assistant General Manager (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246700>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$141,044

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246723>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$101,970

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246720>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$89,446

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246716>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$84,858

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246724>)

Government Compensation in California

Betty T. Yee, California State Controller

Search

Search


Positions, Employers, & Departments

For

byron-bethany irrigation District

Example: Governor

Search

- Search recently reported information by all employers.
- Employee names not searchable. 
- Try the [Advanced Search \(https://publicpay.ca.gov/AdvSearch.aspx\)](https://publicpay.ca.gov/AdvSearch.aspx) for more filters.

Results for "byron-bethany irrigation District"

Positions, Employers, & Departments

Search for "byron-bethany irrigation District"

Returned 223,110 Position, Employer, & Department results

Showing 11 – 20 of 223,110 Results

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246722>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$55,288

Administrative Clerk (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246702>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$53,398

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246715>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$48,342

Administrative Clerk (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246703>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$45,102

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246718>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$44,589

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246712>)

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$25,021

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246721>)

Byron-Bethany Irrigation District (2021) - Special District

Byron-Bethany Irrigation District (2021) - Special District

Employee Total Wages: \$76,268

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246717>)**Byron-Bethany Irrigation District (2021) - Special District**

Employee Total Wages: \$73,940

Water Maintenance Worker (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246719>)**Byron-Bethany Irrigation District (2021) - Special District**

Employee Total Wages: \$68,428

Accounting Clerk II (<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31246701>)**Byron-Bethany Irrigation District (2021) - Special District**

Employee Total Wages: \$66,762

Showing 1 – 10 of 223,110 Results

Looking for More?

- Try the Advanced Search (<https://publicpay.ca.gov/AdvSearch.aspx>)
- View the Position report (<https://publicpay.ca.gov/Reports/PositionRpts.aspx>) for information about Mayors, City Managers, and other positions
- Find the highest paid positions with the Top List tool (<https://publicpay.ca.gov/Reports/ReportBuilders/TopListNoSplit.aspx>)
- Explore (<https://publicpay.ca.gov/Reports/Explore.aspx>) information for Cities, Counties, Elected Officials, and much more
- Download (<https://publicpay.ca.gov/Reports/RawExport.aspx>) compensation information

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Placer County Water Agency

Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

Placer County Water Agency

Year:

County: Placer County (<https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=31&year=2021>)

Special District Type: Water Agency or Authority (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=45>)

Activities performed by this Special District:

Electric Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=27&year=2021>), Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>)

Employees	276
Total Wages	\$23,241,147
Total Retirement & Health Contribution	\$6,976,963

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<https://careers.pcwa.net/>) Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

Show entries

Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
General Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234984)	Placer County Water Agency	General Manager (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=15626&year=2021)	\$285,936	\$58,286
General Counsel (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234983)	Placer County Water Agency	General Manager (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=15626&year=2021)	\$248,129	\$15,629
Director Of Technical Services (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31235042)	Placer County Water Agency	Technical Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=15628&year=2021)	\$247,778	\$53,847
Director Of Administrative Services (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234831)	Placer County Water Agency	Administrative Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=289619&year=2021)	\$231,453	\$38,213

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Director Of Financial Services (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234970)	Placer County Water Agency	Financial Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26639&year=2021)	\$230,364	\$38,738
Director Of Resource Management (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234980)	Placer County Water Agency	General Manager (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=15626&year=2021)	\$215,614	\$48,833
Director Of Strategic Affairs (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234981)	Placer County Water Agency	General Manager (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=15626&year=2021)	\$212,361	\$49,212
Director Of Power Generation Services (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234991)	Placer County Water Agency	Power (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26640&year=2021)	\$206,445	\$49,795
Director Of Customer Services (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234861)	Placer County Water Agency	Customer Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=260897&year=2021)	\$200,203	\$48,967
Director Of Field Services (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234902)	Placer County Water Agency	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26638&year=2021)	\$195,016	\$48,332

Showing 1 to 10 of 276 entries

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Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Hydro Engineer II Electrical (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234999)	Placer County Water Agency	Power (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26640&year=2021)	\$154,544	\$29,498
Hydro Engineer II Mechanical (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31235000)	Placer County Water Agency	Power (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26640&year=2021)	\$154,298	\$40,990
Administrative Services Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234830)	Placer County Water Agency	Administrative Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=289619&year=2021)	\$152,499	\$16,223
Risk And Safety Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234841)	Placer County Water Agency	Administrative Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=289619&year=2021)	\$152,176	\$35,167
Environmental Services Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31235053)	Placer County Water Agency	Technical Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=15628&year=2021)	\$149,526	\$43,449
Canal Operations Supervisor (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234892)	Placer County Water Agency	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26638&year=2021)	\$148,605	\$37,668

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Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

Placer County Water Agency

Year:

County: Placer County (<https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=31&year=2021>)

Special District Type: Water Agency or Authority (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=45>)

Activities performed by this Special District:

Electric Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=27&year=2021>), Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>)

Employees 276
Total Wages \$23,241,147
Total Retirement & Health Contribution \$6,976,963

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<https://careers.pcwa.net/>) Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

Show entries

Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Maintenance Worker II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234929)	Placer County Water Agency	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26638&year=2021)	\$65,096	\$33,287
Canal Operator I (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234893)	Placer County Water Agency	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26638&year=2021)	\$64,943	\$32,645
Geographic Information Systems Analyst I (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31235054)	Placer County Water Agency	Technical Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=15628&year=2021)	\$64,932	\$28,955
Storekeeper (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234951)	Placer County Water Agency	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26638&year=2021)	\$64,731	\$33,812

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Service Worker (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234942)	Placer County Water Agency	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26638&year=2021)	\$80,079	\$29,946
Canal Operator II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234895)	Placer County Water Agency	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26638&year=2021)	\$79,947	\$35,363
Assistant Engineer (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31235027)	Placer County Water Agency	Technical Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=15628&year=2021)	\$79,881	\$19,768
Multimedia Specialist (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234866)	Placer County Water Agency	Customer Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=260897&year=2021)	\$79,248	\$8,604
Water Quality Specialist (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31235102)	Placer County Water Agency	Technical Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=15628&year=2021)	\$78,861	\$34,262
Canal Operator II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31234896)	Placer County Water Agency	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=26638&year=2021)	\$78,433	\$34,480

Showing 141 to 150 of 276 entries

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Los Osos Community Services District

Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

Los Osos Community Services District

Year:

County: San Luis Obispo County (<https://publicpay.ca.gov/Reports/Countries/County.aspx?entityid=40&year=2021>)

Special District Type: Community Services (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=5>)

Activities performed by this Special District:

Drainage and Drainage Maintenance (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=4&year=2021>), Fire Protection (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=5&year=2021>), Lighting and Lighting Maintenance (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=10&year=2021>), Recreation and Park (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=16&year=2021>), Governmental Services (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=23&year=2021>), Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>), Sewer Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=45&year=2021>)

Employees 46
Total Wages \$1,027,076
Total Retirement & Health Contribution \$157,227

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

This employer has not provided a website link Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

Show entries

Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
General Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31293078)	Los Osos Community Services District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=280190&year=2021)	\$172,759	\$25,231
Water Resource Crew Leader (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31293083)	Los Osos Community Services District	Water (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=307855&year=2021)	\$94,321	\$11,865
Water Resource Operator IV (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31293079)	Los Osos Community Services District	Water (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=307855&year=2021)	\$94,310	\$10,239

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Utility Systems Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31293080)	Los Osos Community Services District	Water (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=307855&year=2021)	\$93,677	\$21,152
Water Resource Operator IV (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31293081)	Los Osos Community Services District	Water (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=307855&year=2021)	\$91,979	\$11,510
Administrative Services Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31293076)	Los Osos Community Services District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=280190&year=2021)	\$82,332	\$19,703
Utility Billing Specialist (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31293085)	Los Osos Community Services District	Water (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=307855&year=2021)	\$65,404	\$22,864
Water Resource Operator II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31293084)	Los Osos Community Services District	Water (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=307855&year=2021)	\$58,387	\$12,532
Administrative Clerk 1 (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31293077)	Los Osos Community Services District	Administration (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=280190&year=2021)	\$52,365	\$3,974
Water Resource Operator II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=31293082)	Los Osos Community Services District	Water (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=307855&year=2021)	\$48,966	\$16,769

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Citrus Heights Water District

Government Compensation in California

Betty T. Yee, California State Controller

Employee Detail

General Manager

Special District: Citrus Heights Water District

(<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3239&year=2021>)

Department: Administration (<https://publicpay.ca.gov/Reports/Department.aspx?departmentid=16882&year=2021>)

Year: 2021

Report: Summary

Regular Pay

\$206,461

Overtime Pay

\$0

Lump-Sum Pay

\$8,933

Other Pay

\$2,793

Total Wages

\$218,187

\$173,731 – \$234,545

Regular Pay Range for Position

Defined Benefit Plan Contribution

\$4,598

Employee's Retirement Cost Covered

\$0

Deferred Compensation

\$6,194

Health/Dental/Vision Contribution

\$6,728

Total Retirement & Health Contribution

\$17,520

2% @ 55

Applicable Defined Benefit Pension Formula

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<https://chwd.org/about/careers/>) Last Updated: 8/30/2022

Government Compensation in California

Betty T. Yee, California State Controller

Employee Detail

Director Of Operations

Special District: Citrus Heights Water District

(<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3239&year=2021>)

Department: Operations (<https://publicpay.ca.gov/Reports/Department.aspx?departmentid=252235&year=2021>)

Year: 2021

Report: Summary

Regular Pay

\$134,706

Overtime Pay

\$0

Lump-Sum Pay

\$2,366

Other Pay

\$3,126

Total Wages

\$140,198

\$132,255 – \$178,561

Regular Pay Range for Position

Defined Benefit Plan Contribution

\$8,745

Employee's Retirement Cost Covered

\$0

Deferred Compensation

\$3,903

Health/Dental/Vision Contribution

\$20,672

Total Retirement & Health Contribution

\$33,320

2% @ 55

Applicable Defined Benefit Pension Formula

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<https://chwd.org/about/careers/>) Last Updated: 8/30/2022

Government Compensation in California

Betty T. Yee, California State Controller

Employee Detail

Administrative Services Manager /Chief Board Clerk

Special District: Citrus Heights Water District

(<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=3239&year=2021>)

Department: Administration (<https://publicpay.ca.gov/Reports/Department.aspx?departmentid=16882&year=2021>)

Year: 2021

Report: Summary

Regular Pay

\$52,888

Overtime Pay

\$0

Lump-Sum Pay

\$9,139

Other Pay

\$1,613

Total Wages

\$63,640

\$98,028 – \$132,367

Regular Pay Range for Position

Defined Benefit Plan Contribution

\$19,942

Employee's Retirement Cost Covered

\$0

Deferred Compensation

\$1,601

Health/Dental/Vision Contribution

\$3,094

Total Retirement & Health Contribution

\$24,637

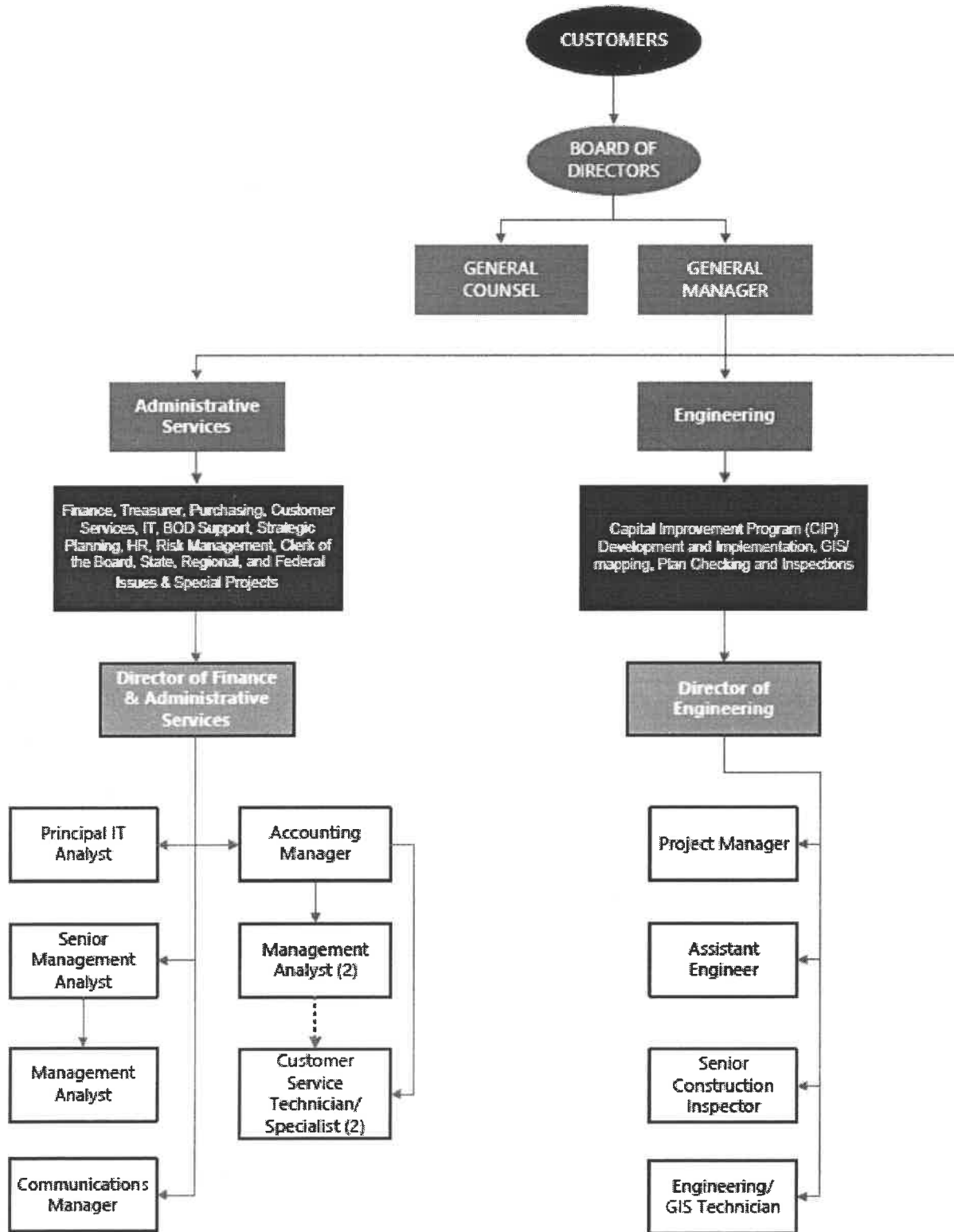
2% @ 62

Applicable Defined Benefit Pension Formula

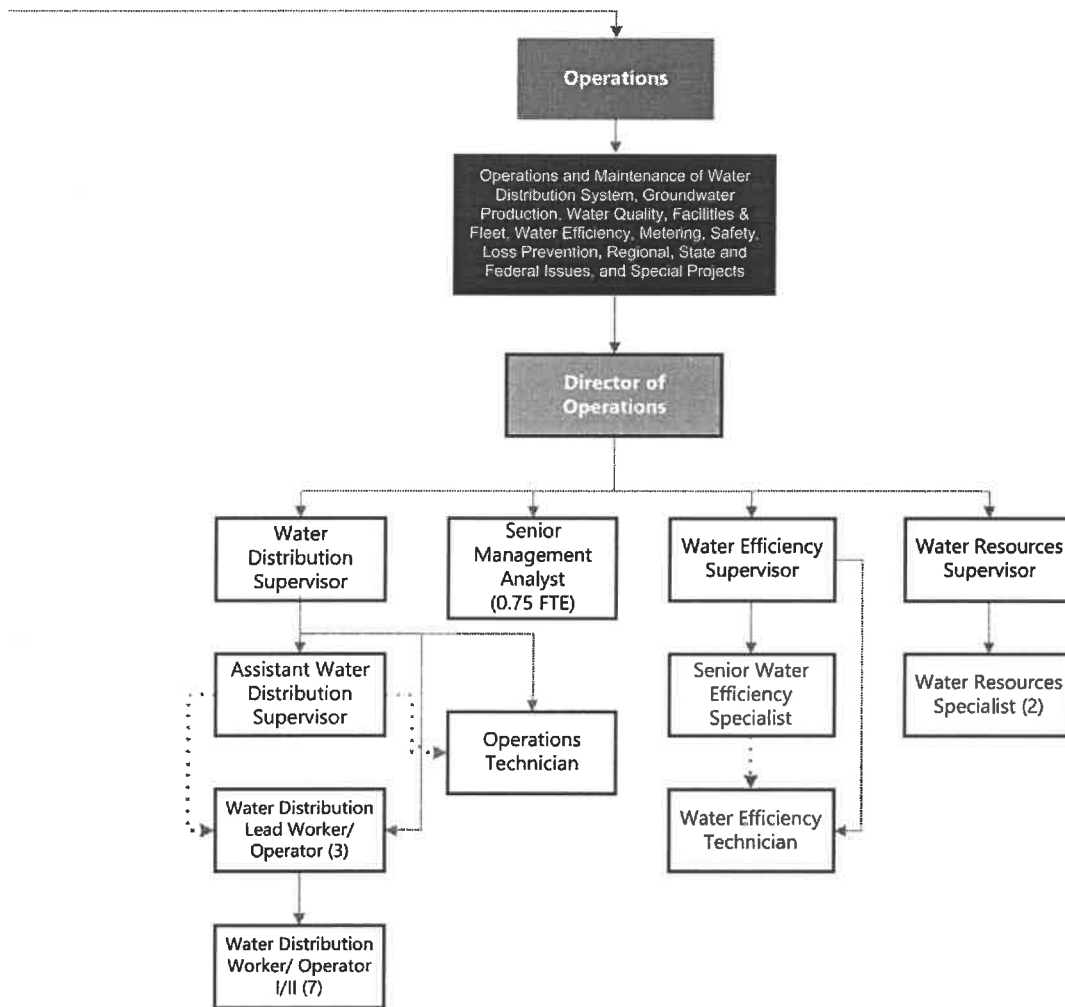
This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<https://chwd.org/about/careers/>) Last Updated: 8/30/2022

Organizational Chart



Organizational Chart for 2021



Employees by Department

Department	Position	FY20	FY21	FY22
Administrative Services				
	General Manager	1.00	1.00	1.00
	Director of Finance & Admin. Services	1.00	1.00	1.00
	Principal IT Analyst	1.00	1.00	1.00
	Accounting Manager	1.00	1.00	1.00
	Administrative Services Manager	1.00	-	-
	Communications Manager	-	1.00	1.00
	Senior Management Analyst	-	-	1.00
	Management Analyst	3.00	3.00	3.00
	Customer Service Specialist	1.00	1.00	1.00
	Customer Service Technician	1.00	1.00	1.00
	Total Administrative Services	10.00	10.00	11.00
Engineering				
	Director of Engineering	1.00	1.00	1.00
	Project Manager	1.00	1.00	1.00
	Assistant Engineer	1.00	1.00	1.00
	Engineering/GIS Specialist	1.00	1.00	1.00
	Senior Construction Inspector	1.00	1.00	1.00
	Total Engineering	5.00	5.00	5.00
Operations				
	Director of Operations	1.00	1.00	1.00
	Principal Management Analyst	-	-	1.00
	Senior Management Analyst	1.00	1.00	-
	Water Distribution Supervisor	1.00	1.00	1.00
	Water Efficiency Supervisor	1.00	1.00	-
	Water Resources Supervisor	1.00	1.00	1.00
	Assistant Water Distribution Supervisor	1.00	1.00	1.00
	Senior Water Efficiency Specialist	1.00	1.00	1.00
	Water Resources Specialist	2.00	2.00	2.00
	Water Distribution Lead Worker/Operator	3.00	3.00	3.00
	Water Distribution Worker/Operator I & II	7.00	7.00	7.00
	Operations Technician	1.00	1.00	1.00
	Water Efficiency Technician	1.00	1.00	1.00
	Total Operations	21.00	21.00	20.00
Total FTE		36.00	36.00	36.00

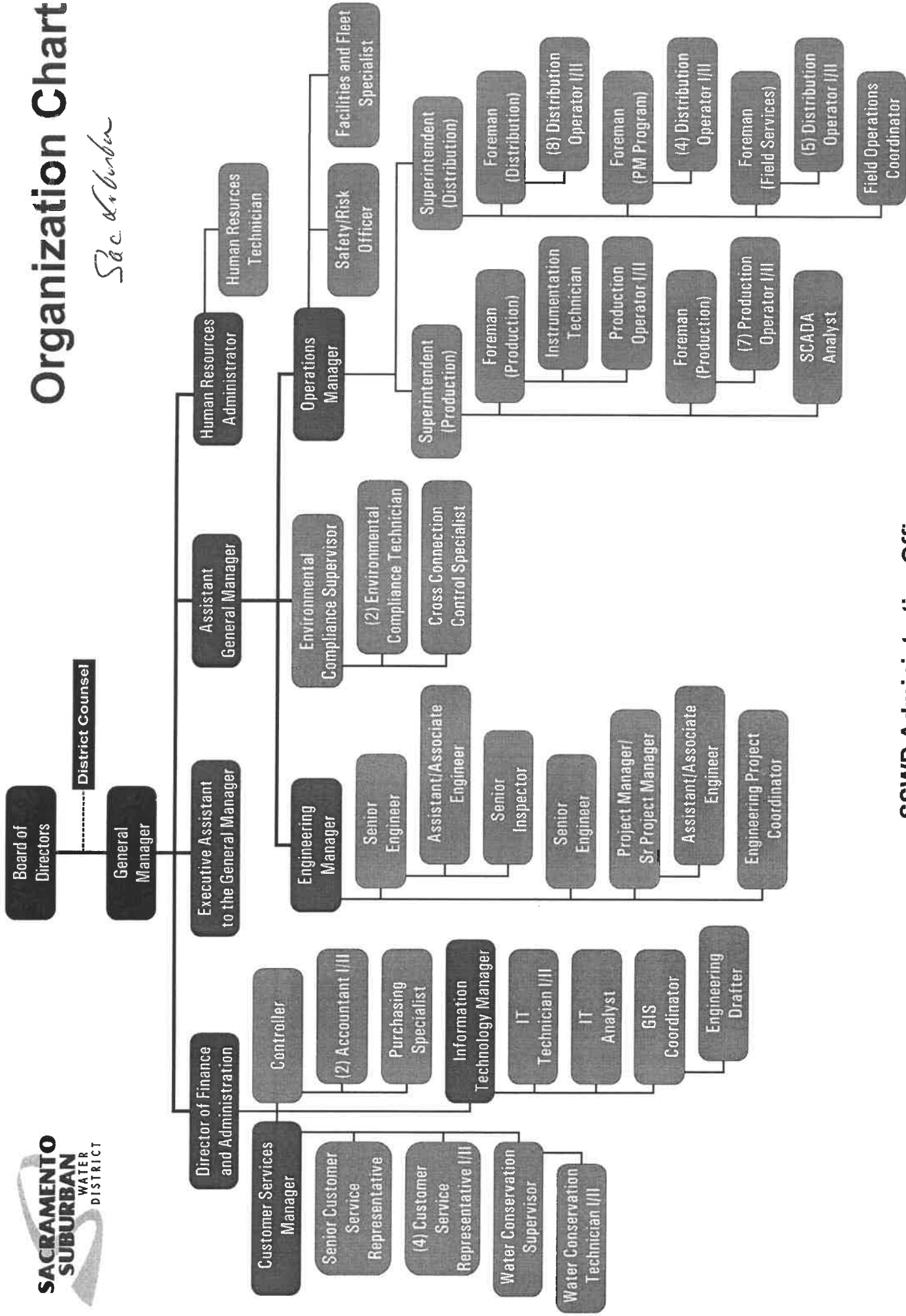
Table 10

Sacramento Suburban Water District



Organization Chart

Sacramento



SSWD Administrative Office

3701 Marconi Avenue, Suite 100 | Sacramento, CA 95821-5346

Phone: 916.972.7171 | Fax: 916.972.7639

Office Hours: 8:00 a.m. to 4:30 p.m. Monday-Friday

Web site: sswd.org

Job Descriptions and Pay/Salary Bands

SSWD Pay/Salary Bands & Job Descriptions - Calendar Year 2022

Non-Exempt Classifications

TITLE	HRLY MIN	HRLY MAX	ANNUAL RANGE	
<u>Accountant I</u>	\$32.84	\$41.04	\$68,296.89	\$85,371.12
<u>Administrative Assistant I</u>	\$26.19	\$32.74	\$54,477.11	\$68,096.38
<u>Administrative Assistant II</u>	\$28.81	\$36.01	\$59,924.82	\$74,906.02
<u>Assistant Engineer</u>	\$41.45	\$51.81	\$86,211.34	\$107,764.18
<u>Cross Connection Control Specialist</u>	\$32.38	\$40.47	\$67,340.05	\$84,175.06
<u>Customer Service Representative I</u>	\$22.98	\$28.73	\$47,802.34	\$59,752.92
<u>Customer Service Representative II</u>	\$25.28	\$31.60	\$52,583.63	\$65,729.54
<u>Distribution Operator I</u>	\$28.03	\$35.04	\$58,306.37	\$72,882.96
<u>Distribution Operator II</u>	\$30.83	\$38.54	\$64,134.89	\$80,168.61
<u>Engineering Drafter</u>	\$28.95	\$36.19	\$60,221.00	\$75,276.25
<u>Engineering Project Coordinator</u>	\$33.97	\$42.46	\$70,661.57	\$88,326.96
<u>Environmental Compliance Technician</u>	\$30.58	\$38.22	\$63,605.99	\$79,507.48
<u>Facilities & Fleet Specialist</u>	\$30.83	\$38.54	\$64,134.89	\$80,168.61
<u>Field Operations Coordinator</u>	\$32.38	\$40.47	\$67,340.05	\$84,175.06
<u>Foreman (Distribution, Production)</u>	\$39.64	\$49.55	\$82,445.55	\$103,056.93
<u>GIS Coordinator</u>	\$39.99	\$49.99	\$83,186.01	\$103,982.51
<u>Human Resources Technician</u>	\$31.37	\$39.22	\$65,258.12	\$81,572.66
<u>Instrumentation Technician</u>	\$37.50	\$46.87	\$77,992.17	\$97,490.22
<u>IT Technician I</u>	\$30.88	\$38.60	\$64,237.79	\$80,297.23
<u>IT Technician II</u>	\$33.97	\$42.46	\$70,661.57	\$88,326.96
<u>Production Operator I</u>	\$28.03	\$35.04	\$58,306.37	\$72,882.96
<u>Production Operator II</u>	\$30.83	\$38.54	\$64,134.89	\$80,168.61
<u>Purchasing Specialist</u>	\$30.83	\$38.54	\$64,134.89	\$80,168.61

<u>Scada Analyst</u>	\$39.64	\$49.55	\$82,445.55	\$103,056.93
<u>Senior Customer Service Representative</u>	\$27.81	\$34.76	\$57,841.99	\$72,302.49
<u>Senior Inspector</u>	\$35.24	\$44.05	\$73,306.09	\$91,632.61
<u>Water Conservation Technician I</u>	\$26.62	\$33.27	\$55,365.66	\$69,207.08
<u>Water Conservation Technician II</u>	\$29.28	\$36.60	\$60,898.00	\$76,122.50

Exempt Classifications

TITLE	HRLY MIN	HRLY MAX	ANNUAL RANGE	
<u>Accountant II</u>	\$31.61	\$45.15	\$65,744.08	\$93,920.12
<u>Assistant General Manager</u>	\$64.35	\$91.93	\$133,848.40	\$191,212.00
<u>Associate Engineer</u>	\$41.70	\$59.58	\$86,745.53	\$123,922.19
<u>Controller</u>	\$46.76	\$66.80	\$97,253.82	\$138,934.03
<u>Customer Services Manager</u>	\$43.26	\$61.80	\$89,975.82	\$128,536.88
<u>Engineering Manager</u>	\$54.36	\$77.66	\$113,069.08	\$161,527.26
<u>Environmental Compliance Supervisor</u>	\$42.44	\$60.63	\$88,272.74	\$126,103.92
<u>Executive Assistant to the General Manager</u>	\$29.14	\$41.63	\$60,616.36	\$86,594.80
<u>Director of Finance and Administration</u>	\$57.24	\$81.77	\$119,057.60	\$170,082.28
<u>Human Resources Administrator</u>	\$37.65	\$53.78	\$78,301.97	\$111,859.96
<u>Information Technology Analyst</u>	\$34.53	\$49.33	\$71,825.15	\$102,607.36
<u>Information Technology Manager</u>	\$43.61	\$62.30	\$90,707.03	\$129,581.46
<u>Operations Manager</u>	\$53.43	\$76.33	\$111,134.62	\$158,763.74
<u>Project Manager</u>	\$39.72	\$56.74	\$82,617.44	\$118,024.91
<u>Safety/Risk Officer</u>	\$41.18	\$58.83	\$85,653.35	\$122,361.93
<u>Senior Engineer</u>	\$47.96	\$68.52	\$99,759.22	\$142,513.17
<u>Senior Project Manager</u>	\$45.68	\$65.25	\$95,010.98	\$135,729.97
<u>Superintendent (Distribution, Production)</u>	\$41.62	\$59.46	\$86,569.67	\$123,670.96
<u>Water Conservation Supervisor</u>	\$37.12	\$53.03	\$77,212.04	\$110,302.92
<u>General Manager Contract</u>				

Additional pay/salary information for prior years is available at publicpay.ca.gov.

Pensionable Compensation of District Employees

Pensionable Compensation for all Sacramento Suburban Water District full-time employees hired prior to January 1, 2013, includes:

- Base Pay (see pay ranges in above tables);
- Working Out of Class or Temporary Special Assignment Pay (a 5% temporary increase to Base Pay for a period of no more than 120 days);
- Incentive Pay (available to certain staff for the acquisition of additional professional certifications or licenses not required for their current position but deemed necessary for the District; dependent on certification or licensure obtained; Base Pay is increased from \$0.25/hour to \$1.00/hour; an employee may earn more than one incentive pay award.
- Uniform Allowance (for certain employees who are required to wear a District-provided uniform; includes the annual cost of the uniform and its maintenance).

For full-time employees hired on or after January 1, 2013, Pensionable Compensation is as defined above excluding the Uniform Allowance.

**Hidden Valley Lake Community Services
District**

Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

Hidden Valley Lake Community Services District

Year:

County: Lake County (<https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=17&year=2021>)

Special District Type: Community Services (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=5>)

Activities performed by this Special District:

Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>), Sewer Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=45&year=2021>)

Employees 23
Total Wages \$1,063,821
Total Retirement & Health Contribution \$480,375

This special district does not include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<http://hvlcsd.org>) Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

Show entries

Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
General Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30048784)	Hidden Valley Lake Community Services District	Administrative (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=310142&year=2021)	\$140,625	\$35,050
Accounting Supervisor (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30048786)	Hidden Valley Lake Community Services District	Administrative (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=310142&year=2021)	\$101,087	\$24,032
Utility Supervisor (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30048793)	Hidden Valley Lake Community Services District	Field Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=9825&year=2021)	\$98,337	\$43,874

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Project Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30048787)	Hidden Valley Lake Community Services District	Administrative (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=310142&year=2021)	\$90,257	\$31,102
Administrative Services Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30048785)	Hidden Valley Lake Community Services District	Administrative (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=310142&year=2021)	\$80,237	\$32,709
Operator II (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30048795)	Hidden Valley Lake Community Services District	Field Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=9825&year=2021)	\$77,434	\$29,386
Operator I (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30048796)	Hidden Valley Lake Community Services District	Field Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=9825&year=2021)	\$65,037	\$38,608
Senior Accounts Representative (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30048789)	Hidden Valley Lake Community Services District	Administrative (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=310142&year=2021)	\$62,850	\$29,012
Water Resources Specialist I (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30048788)	Hidden Valley Lake Community Services District	Administrative (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=310142&year=2021)	\$60,974	\$16,809
Operator I (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30048797)	Hidden Valley Lake Community Services District	Field Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=9825&year=2021)	\$55,345	\$27,795

Showing 1 to 10 of 23 entries

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San Juan Water District

Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

San Juan Water District

Year:

County: Placer County (<https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=31&year=2021>)

Special District Type: Community Services (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=5>)

Activity performed by this Special District:

Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>)

Employees 55
Total Wages \$5,336,145
Total Retirement & Health Contribution \$1,834,182

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<https://www.sjwd.org/employment>) Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

Show entries

Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
General Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801895)	San Juan Water District	Executive (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=261361&year=2021)	\$221,052	\$58,038
Operations Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801875)	San Juan Water District	Operations (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=298370&year=2021)	\$197,730	\$64,756
Director of Finance (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801915)	San Juan Water District	Finance/Admin Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=343119&year=2021)	\$184,381	\$52,677
Engineering Services Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801912)	San Juan Water District	Engineering (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=22379&year=2021)	\$176,176	\$51,733
Water Treatment Plant Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801924)	San Juan Water District	Water Treatment (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=298371&year=2021)	\$171,980	\$35,458

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Pump Station Technician / Mechanic (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801913)	San Juan Water District	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=22380&year=2021)	\$162,233	\$53,743
Pump Station Lead (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801903)	San Juan Water District	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=22380&year=2021)	\$156,662	\$46,478
Information Technology Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801926)	San Juan Water District	Executive (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=261361&year=2021)	\$143,262	\$51,642
Chief Operator (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801919)	San Juan Water District	Water Treatment (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=298371&year=2021)	\$136,881	\$45,198
Water Resources Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801928)	San Juan Water District	Executive (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=261361&year=2021)	\$132,589	\$33,355

Showing 1 to 10 of 55 entries

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 Next Last

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Government Compensation in California

Betty T. Yee, California State Controller

Special District Detail

San Juan Water District

Year:

County: Placer County (<https://publicpay.ca.gov/Reports/Counties/County.aspx?entityid=31&year=2021>)

Special District Type: Community Services (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictType.aspx?year=2021&sdtype=5>)

Activity performed by this Special District:

Water Enterprise (<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrictActivity.aspx?activityid=32&year=2021>)

Employees	55
Total Wages	\$5,336,145
Total Retirement & Health Contribution	\$1,834,182

This special district **does not** include payments toward the unfunded liability of the employer sponsored retirement plan.

For more information visit this employer's website (<https://www.sjwd.org/employment>) Last Updated: 8/30/2022

Report: Employees

Filter by: Min: Max:

Show entries

Search:

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Senior Engineer (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801893)	San Juan Water District	Engineering (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=22379&year=2021)	\$131,632	\$10,608
Customer Service Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801877)	San Juan Water District	Customer Service (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=22377&year=2021)	\$131,334	\$33,711
Field Services Manager (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801900)	San Juan Water District	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=22380&year=2021)	\$130,569	\$58,206
Water Treatment Plant Operator IV (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801922)	San Juan Water District	Water Treatment (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=298371&year=2021)	\$122,822	\$42,504
Distribution Lead Worker (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801881)	San Juan Water District	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=22380&year=2021)	\$120,550	\$42,866

Position	Special District	Department	Total Wages	Total Retirement & Health Contribution
Electrical & Instrumentation Technician (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801880)	San Juan Water District	Water Treatment (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=298371&year=2021)	\$120,055	\$47,586
Finance & Administrative Services Analyst (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801907)	San Juan Water District	Finance/Admin Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=343119&year=2021)	\$117,738	\$45,625
Water Treatment Plant Operator IV (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801885)	San Juan Water District	Water Treatment (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=298371&year=2021)	\$116,806	\$42,026
Distribution Operator IV (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801886)	San Juan Water District	Field Services (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=22380&year=2021)	\$114,741	\$28,630
Water Treatment Plant Operator III (https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=30801901)	San Juan Water District	Water Treatment (https://publicpay.ca.gov/Reports/Department.aspx?departmentid=298371&year=2021)	\$114,702	\$34,585

Showing 11 to 20 of 55 entries

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Valley of the Moon Water District



Valley of the Moon Water District



It is the mission of the Valley of the Moon Water District to provide its customers with reliable, safe water at an equitable price, and to ensure the fiscal and environmental vitality of the District for future generations.

customerservice@vomwd.org
707.996.1037

Mon. - Thurs. 8 to 5 / Fri. 8 to 4
Closed for Lunch: 12 - 12:30 (on-call 24/7)
Phone Payments: 1-833-360-7525

- Home
- Your Water
- Your Water District
- Conservation
- Capital Projects
- Emergency Water Supply

Meeting Schedule

2022 Regular Board Meeting Schedule



10/5/2022 Special Board Meeting

ZOOM

The Board of Directors meet the 1st Tuesday of the month @ 6:30pm

District Employees

The District is proud of its highly trained and skilled employees that are on call 24hrs per day, 7 days per week ensuring the delivery of high-quality water. We invest in our employees so they can make decisions to reduce bottom line costs and keep our rates as low as possible while exceeding all regulatory requirements.

Matt Fullner General Manager

- VOMWD since 2007
- Certifications:
 - Distribution Operator V
 - Treatment Operator III

Amanda Hudson Administration Manager

- VOMWD since 2016
- Admin and Finance industry since 2005
- BS Psychology
- Notary Public

Brian Larson Water System Manager

- VOMWD since 1987
- Certifications:
 - Distribution Operator IV
 - Treatment Operator II

Oscar Madrigal Finance Manager

- VOMWD since 2021
- Finance and Business Admin since 2002

Casey Whelan Senior Water System Operator

- VOMWD since 2013
- Certifications:
 - Distribution Operator III
 - Treatment Operator II

Nick Crews Water System Operator III

- VOMWD since 2015
- Certifications:
 - Distribution Operator III
 - Treatment Operator II

Brandon Steiner Water System Operator II

- VOMWD since 2016
- Certifications:
 - Distribution Operator II

Nic Evanson Water System Operator II

- VOMWD since 2017
- Certifications:
 - Distribution Operator I

Kyler Fritz Water System Operator I

- VOMWD since 2018
- Certifications:
 - Distribution Operator I
 - Treatment Operator I

Kevin Lopez Water System Operator II

- VOMWD since 2019
- Certifications:
 - Distribution Operator II
 - Treatment Operator II

Damien Cordova Water System Operator II

- VOMWD since 2019
- Certifications:
 - Distribution Operator III
 - Treatment Operator II

Dominic Ortega Water Service Field Rep.

- VOMWD since 2020
- Certifications:
 - Distribution Operator I

VOMWD - District employees

Samantha McRae
Administrative Specialist

- VOMWD since 2019

Sally Ramirez
Accounting Specialist

- VOMWD since 2021

Angela Posada
Administrative Specialist

- VOMWD since 2022



VOMWD Drug and Alcohol Policy



Employee Handbook



2020 Local 39 MOU



MONTHLY SALARY SCHEDULE 7/2022-6/2023 w/4% COLA					
TITLE	A	B	C	D	E
BOARD OF DIRECTORS (per Meeting Stipend) 5% CPI	206	0	0	0	0
GENERAL MANAGER (set by Contract)	15147	0	0	0	0
WATER SYSTEM MANAGER	9890	10384	10903	11448	12021
ADMINISTRATION MANAGER	9092	9546	10024	10525	11051
FINANCE MANAGER	9092	9546	10024	10525	11051
ACCOUNTING SPECIALIST	5768	6056	6359	6677	7011
SENIOR ACCOUNTING SPECIALIST	6358	6676	7010	7360	7728
ADMINISTRATIVE SPECIALIST	5289	5554	5831	6123	6430
SENIOR ADMINISTRATIVE SPECIALIST	5831	6123	6430	6751	7088
SENIOR WATER SYSTEM OPERATOR	8213	8623	9055	9508	9983
WATER DISTRIBUTION SYSTEM OPERATOR III	7449	7822	8213	8623	9055
WATER DISTRIBUTION SYSTEM OPERATOR II	6772	7111	7466	7839	8232
WATER DISTRIBUTION SYSTEM OPERATOR I	6157	6465	6788	7126	7483
SENIOR WATER SERVICE REP	5740	6027	6329	6645	6977
WATER SERVICE FIELD REP	5206	5466	5740	6027	6329

→ 118,680
→ 109,104

73,824
81,264
89,388

Del Paso Manor Water District Salary Schedule*

Board Approved on October 17, 2022

Position - Exempt	Salary
General Manager	\$ 110,000

Position - Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Manager - Grade 27	45.07	47.34	49.70	52.18	54.79	57.53
Annually	86,534	90,893	95,424	100,186	105,197	110,458

Position - Non-Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Supervisor - Grade 24	38.94	40.89	42.93	45.07	47.34	49.70
Annually	\$80,995	\$85,051	\$89,294	\$93,746	\$98,467	\$103,376

O&M Tech II/CC - Grade 20	32.03	33.63	35.32	37.09	38.94	40.86
Annually	66,622	69,950	73,466	77,147	80,995	84,989

O&M Tech II - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	54,829	57,574	60,445	63,461	66,622	69,950

Office Manager - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	54,829	57,574	60,445	63,461	66,622	69,950

O&M Tech I - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	42,952	45,115	47,362	49,712	52,208	54,829

Office Assistant - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	42,952	45,115	47,362	49,712	52,208	54,829

*Note: Each position has a Grade Level and starts at Step 1, with a 5% increase between Steps.

Del Paso Manor Water District
Salary Schedule*
PROPOSED DRAFT (9/21/2023)

Position - Exempt	Salary
General Manager	\$ 110,000

Position - Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Manager - Grade 27	45.07	47.34	49.70	52.18	54.79	57.53
Annually	86,534	90,893	95,424	100,186	105,197	110,458

Position - Non-Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Field Supervisor - Grade 24	38.94	40.89	42.93	45.07	47.34	49.70
Annually	\$80,995	\$85,051	\$89,294	\$93,746	\$98,467	\$103,376

O&M Tech II/CC - Grade 20	32.03	33.63	35.32	37.09	38.94	40.86
Annually	66,622	69,950	73,466	77,147	80,995	84,989

O&M Tech II - Grade 16	26.36	27.68	29.06	30.51	32.03	33.63
Annually	54,829	57,574	60,445	63,461	66,622	69,950

Office Manager - Grade 16	37.88	39.75	41.62	43.50	45.39	47.26
Annually	78,767	82,673	86,579	90,485	94,392	98,299

O&M Tech I - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	42,952	45,115	47,362	49,712	52,208	54,829

Office Assistant - Grade 11	20.65	21.69	22.77	23.90	25.10	26.36
Annually	42,952	45,115	47,362	49,712	52,208	54,829

*Note: Each position has a Grade Level and starts at Step 1, with a 5% increase between Steps.

RESOLUTION NO. 23-1002-1

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
DEL PASO MANOR WATER DISTRICT
TO AUTHORIZE AN IMMEDIATE ADJUSTMENT TO THE OFFICE MANAGER
SALARY SCHEDULE**

WHEREAS, the Del Paso Manor Water District (the "District") currently staffs four (4) full time at will employees.

WHEREAS, On December 19, 2022 at the regularly scheduled meeting a salary survey was conducted and presented to the board by Bienati Consulting Group, Inc.

WHEREAS, the current General Manager conducted his own salary survey and reviewed the past survey from December 19, 2022.

WHEREAS, in light of the recent salary survey conducted, the District desires to make an immediate adjustment to the current salary schedule approved October 17, 2022 for the Office Manager position.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DEL PASO MANOR WATER DISTRICT:

1. The Board of Directors does hereby find that the foregoing recitals are true and correct and hereby incorporates them into its findings.

2. The Board of Directors does hereby approve an immediate adjustment to the proposed salary schedule as reviewed by the General Manager for the Office Manager position.

3. The Board of Directors finds that this action is exempt from the California Environmental Quality Act because compensation increases are not a "project" subject to CEQA because this approval would not have a direct or reasonably foreseeable indirect impact on the environment.

I certify that the foregoing Resolution was adopted by the Board of Directors of the Del Paso Manor Water District at a regular meeting held on the 2nd day of October 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ryan Saunders, President
Board of Directors

ATTEST:

Adam Gardner, General Manager

ITEM #8.C

Monthly Billing

DEL PASO MANOR WATER DISTRICT

BOARD MEETING

DATE: October 02, 2023

AGENDA ITEM NO. 8.C

SUBJECT: Monthly Billing

STAFF CONTACT:

Adam Coyan, General Manager

BACKGROUND:

Del Paso Manor Water District currently has 2 separate billing cycles. Commercial/meter accounts are billing on or about the 16th of the month to the 15th of the following month.

Invoices for commercial accounts are generated and mailed in-house. This requires staff to print, fold, stuff, seal, and add standard postage to about 100 +/- accounts. The average cost for postage each billing cycle is \$63.00 +/- which calculates to an appropriate annual cost of \$756. On top of the postage amount, there are additional costs for printing, cost of envelopes and staff time.

Residential/flat rate accounts are billed bi-monthly (every other month/6 billing cycles per year).

Invoices for residential accounts are emailed to the mailing house who in turn print, fold, stuff, seal, and mail via bulk mailing at a reduced postage amount. The average number of invoices mailed each billing cycle is 1,600 +/- . The total for processing invoices for F/Y 22/23 was approximately \$11,654.

Moving to monthly billing for both commercial and flat rate accounts will allow the billing process to be streamlined and consistent between the two types of accounts. This will also aid in more closely reconciling the budget to actuals and the annual audits. Furthermore, this will help rate payers budget monthly and lower the amount to be more manageable with monthly finances.

RECOMMENDATION:

Staff recommends moving to monthly billing for both commercial and residential accounts beginning November 1, 2023.

ATTACHMENTS:

N/A

ENVIRONMENTAL IMPACT:

This item is not a project under Section 21065 of the California Public Resources Code, as it could not have any direct or indirect impact on the environment.

FINANCIAL IMPACT:

The approved budget for printing/postage for FY 23/24 is \$21,000. The added financial impact on the District for additional mailing will be approximately \$4,000.

ITEM #8.D

*Establishing the Time and Place to Hold One Regular Meetings on the
First Monday of Each Month*

DEL PASO MANOR WATER DISTRICT
BOARD MEETING

DATE: October 02, 2023

AGENDA ITEM NO. 8.D

SUBJECT: ESTABLISHING THE TIME AND PLACE TO HOLD ONE REGULAR MEETINGS ON THE FIRST MONDAY OF EACH MONTH

STAFF CONTACT:
General Manager

BACKGROUND:

The Del Paso Manor Water District ("District") currently holds two regular meetings of the Board of Directors, on the first and third Monday of each month at 6:00PM.

In the past and in anticipation of the Proposition 218 process, staff recognized a need for two monthly meetings per month to address time-sensitive business. This in turn allowed the District to avoid continuous special meetings, helped with transparency for rate payers, and provided additional opportunities for the public to participate.

Now that the Proposition 218 rate increases have been approved and passed, District staff is proposing that the Board of Directors hold one regular meeting on the first Monday of each month at 6:00PM. Should a regular meeting fall on a holiday, that meeting would be held on the Tuesday immediately following the Monday holiday. If approved by the Board, the new schedule would commence on October 02, 2023.

FINANCIAL IMPACT:

If approved by the Board of Directors, returning to one regular meeting per month would result in a decrease in the typical hourly costs for General Counsel, RGS, District's consultants, secretarial services and staff time.

RECOMMENDATION:

Approve Resolution 23-1002-2 Establishing the Time and Place to Hold One Regular Meeting Per Month

Attachments:

Resolution 23-1002-2 Establishing the Time and Place to Hold One Regular Meeting Per Month

RESOLUTION NO. 23-1002-2

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
DEL PASO MANOR WATER DISTRICT
ESTABLISHING THE TIME AND PLACE TO HOLD ONE REGULAR MEETING
PER MONTH**

WHEREAS, the California Water Code §30521 mandates that the Board of Directors of a duly formed water district shall hold regular meetings at such time and place as may be agreed upon; and

WHEREAS, the Del Paso Manor Water District ("District") currently holds two regular meeting of the Board of Directors on the first and third Monday of each month; and

WHEREAS, the District has determined a need to return to one regular meeting a month to maintain efficient operations which will decrease District costs; and

WHEREAS, the Board of Directors has agreed to hold one regular meeting and desire to comply with state law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DEL PASO MANOR WATER DISTRICT that commencing on October 02, 2023 this Board's regular meeting shall be held on the first Monday of each month at 6:00 p.m. in the conference room of 1817 Maryal Drive, Suite 300, Sacramento, California.

I certify that the foregoing Resolution was adopted by the Board of Directors of the Del Paso Manor Water District at a regular meeting held on the 2nd day of October 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ryan Saunders, President
Board of Directors

ATTEST:

Adam Coyan, General Manager

ITEM #8.E

Well 2

DEL PASO MANOR WATER DISTRICT

BOARD MEETING

DATE: October 2, 2023

AGENDA ITEM NO. 8.E

SUBJECT: Well #2

STAFF CONTACT:

Adam Coyan, General Manager

BACKGROUND:

In 2009 Kennedy/ Jenks Consultants produced and delivered a master plan for Del Paso Manor Water District. In the master plan it highlights the deficiencies that exist in the system concerning water supply versus water demands. Since that time Del Paso Manor Water District had two wells put in standby status due to contamination, one well taken offline for onsite safety concerns, and one well pulled because of deferred maintenance concerns it's not currently functional.

On September 23, 2021 the Governor approved Senate Bill No. 552

On November 3, 2021 the grand jury issued the findings of an investigation that had been conducted on Del Paso Manor Water District. Finding 1 on page 17 highlighted the deficiencies in providing flows for fire protection and consumption.

On January 11, 2022 the board approve costs for Well No. 2 rehabilitation and Well No. 9 backup generator. The summary total for Well No. 2 rehabilitation is \$837,000. The engineering costs associated with the project were estimated to be \$139,000, we currently have approximately \$89,000 left in the budget.

RECOMMENDATION:

Receive the information from the presentation and decide a long-term plan to meet compliance standards.

ATTACHMENTS:

Analysis

Current Well Chart

Kennedy/ Jenks Consultants 2009 Del Paso Manor Water District Master Plan

Senate Bill No. 552

ENVIRONMENTAL IMPACT:

This item is not a project under Section 21065 of the California Public Resources Code, as it could not have any direct or indirect impact on the environment.

FINANCIAL IMPACT:

This decision will have long-term implications.

DEL PASO MANOR WATER DISTRICT
Water Sources & Capacity

Groundwater Sources	Capacity (GPM)	Status
Well #2	460	Offline
Well #3	580	Contaminated
Well #4	500	500
Well #5	460	460
Well #6B	1100	1100
Well #7	675	Offline
Well #8	1100	Conataminted
Well #9	1500	1500
TOTAL CAPACITY	6375	3,560

Analysis

Grand Jury Report Finding 1: The DPMWD has abdicated it's mission to "provide safe drinking water in accordance with California and federal regulations and to maintain a reliable water supply for water consumption and fire protection."

Section 64554c, Article 2, Title 22: (c) Community water systems using only groundwater shall have a minimum of two approved sources before being granted an initial permit. The system shall be capable of meeting MDD (Maximum Day Demand) with the highest-capacity source offline.

Summary:

Del Paso Manor Water Districts calculated MDD from 2012 is 3,130 gal./min. as calculated by the State Water Resource Control Boards last inspection in 2020. This does not include fire flow requirements. If we took Well 9 offline, which is our biggest producer at 1,500 gal./min we would currently only produce 2,060 gal./min and would be in violation if the state conducted an inspection.

Section 64554 a, Section 1, Article 2, Title 22: (1) For systems with 1,000 or more service connections, the system shall be able to meet four hours of peak hourly demand (PHD) with source capacity, storage capacity, and/or emergency source connections.

Summary:

Del Paso Manor Water Districts PHD is 4,700 gal./min. as calculated by the State Water Resource Control Boards last inspection in 2020. This does not include fire flow requirements. We can meet this requirement if we as a district are willing to pump contaminated water into our distribution system for consumption by our rate payers.

Sacramento County Section 8 Water Supply 8-12: FIRE FLOWS: Required fire flows shall be determined by the adopted California Uniform Fire Code, the fire protection district having jurisdiction, and the County of Sacramento. Water distribution systems shall be designed to provide max day demand plus the required fire flow to each hydrant while maintaining 20 psi or

greater residual pressure at the hydrant. For all projects, a note shall be placed on the water plan stating the design fire flow for the distribution system. The water distribution system for single family residential water areas is designed for 1,500 gpm. This will meet requirements for homes up to 3,600 square feet of combustible area, including garages and porches. Homes larger than 3,600 square feet of combustible area are a special condition and may require increased fire flows with larger mains. Required fire flows are 1,750 gpm for homes from 3,600 to 4,800 square feet of combustible area and 2,000 gpm for homes from 4,800 to 6,200 square feet or more of combustible area, or as required by the local Fire Department. The minimum fire flow required by the adopted California Uniform Fire Code for commercial/industrial water systems is 1,500 gpm. For all new commercial/industrial projects the Water Agency shall require a distribution system designed for 3,000 gpm. Larger buildings or projects may require fire flows up to 4,000 gpm and may require water system upgrades or private supplemental water supplies.

Summary:

Fire flow requirements at the AT&T building are 3,500 gal./min if we add that to MDD of 3,130 gal./min. the resulting demand as required by Sacramento County for fire flow is 6,630 gal./min. See attached graph for current Del Paso Manor Water District flows. We are currently not able to meet this goal even if well 2 was working and we were willing to use contaminated water sources and unsafe wells by OSHA standards, well 7.

California Well Standards, Part III Destruction of Water Wells, Section 20 Purpose of Destruction,

Section 21 Definition of Abandoned Well: A well is considered 'abandoned' or permanently inactive if it has not been used for one year, unless the owner demonstrates intention to use the well again. In accordance with Section 115700 of the California Health and Safety Code, the well owner shall properly maintain an inactive well as evidence of intention for future use in such a way that the following requirements are met:

- (1) The well shall not allow impairment of the quality of water within the well and groundwater encountered by the well.
- (2) The top of the well or well casing shall be provided with a cover, that is secured by a lock or by other means to prevent its removal without the use of equipment or tools, to prevent unauthorized access, to prevent a safety hazard to humans and animals, and to

prevent illegal disposal of wastes in the well. The cover shall be watertight where the top of the well casing or other surface openings to the well are below ground level, such as in a vault or below known levels of flooding. The cover shall be watertight if the well is inactive for more than five consecutive years. A pump or motor, angle drive, or other surface feature of a well, when in compliance with the above provisions, shall suffice as a cover.

- (3) The well shall be marked so as to be easily visible and located, and labeled so as to be easily identified as a well.
- (4) The area surrounding the well shall be kept clear of brush, debris, and waste materials.

If a pump has been temporarily removed for repair or replacement, the well shall not be considered 'abandoned' if the above conditions are met. The well shall be adequately covered to prevent injury to people and animals and to prevent the entrance of foreign material, surface water, pollutants, or contaminants into the well during the pump repair period.

Summary:

Del Paso Manor Water District currently has two wells that are offline and locked out of the system due to contamination. These wells, although they are considered for use under emergency conditions for fire flows could not be turned on and operated under emergency conditions in a timely fashion. One of the wells would take anywhere from two to five days of preparation to get it operational. Also, then the system would be contaminated with the chemicals that were present in the well. One well is offline because of OSHA standards relating to confined spaces. Finally, Well 2 has been pulled and is out of service until it can be upgraded or retrofitted. We have no intention of utilizing Well 3 or Well 8 due to contamination, although it gets us closer to flow requirements the board should plan on eventual decommission and destruction of the two contaminated wells.

SB 552, 10609.60-10609.62:

10609.60.

(a) No later than July 1, 2023, and updated every five years thereafter, a small water supplier serving 1,000 to 2,999 service connections, inclusive, and a nontransient

noncommunity water system that is a school shall each develop and maintain, onsite, an abridged Water Shortage Contingency Plan (WSCP) that includes, at a minimum, all of the following drought-planning elements:

(1) Drought-planning contacts, including all of the following:

(A) At least one contact at the water system for water shortage planning and response and the development of the plan.

(B) Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, including, but not limited to, local community-based organizations that work with the population in and around areas served by the water system, contractors for drilling wells, vended water suppliers, and emergency shower vendors.

(C) State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.

(D) Regional water planning groups or mutual aid networks, to the extent they exist.

(2) Triggering mechanisms and levels for action, including both of the following:

(A) Standard water shortage levels corresponding to progressive ranges based on the water supply conditions. Water shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, a fire, and other potential emergency events.

(B) Water shortage mitigation, response, customer communications, enforcement, and relief actions that align with the water shortage levels required by subparagraph (A).

(b) A small water supplier serving 1,000 to 2,999 service connections, inclusive, and a nontransient noncommunity water system that is a school shall each make the abridged Water Shortage Contingency Plan available on their individual internet websites, if any. A small water supplier serving 1,000 to 2,999 service connections, inclusive, or a nontransient noncommunity water system that is a school that does not have an internet website shall make the abridged Water Shortage Contingency Plan available to persons upon request. The abridged Water Shortage Contingency Plan shall be provided to the state board's Division of Drinking Water for inspection upon demand.

(c) A small water supplier serving fewer than 1,000 service connections shall add drought planning elements, including, but not limited to, those listed in paragraph (1) of subdivision (a) and subparagraph (A) of paragraph (2) of subdivision (a), to its emergency notification or response plan and submit the plan to the state board. The plan shall be updated every five years, or when significant changes occur.

(d) No later than December 31, 2022, the department and the state board shall create an abridged Water Shortage Contingency Plan template for small water suppliers serving 1,000 to 2,999 service connections, inclusive, and nontransient noncommunity water systems that are schools to facilitate implementation of this section.

(e) To the extent that funding is made available, the state board shall offer technical assistance to small water suppliers serving fewer than 1,000 service connections and nontransient noncommunity water systems that are schools to improve drought and water shortage resiliency, including requirements related to the emergency notification or response plan.

10609.61.

A small water supplier and a nontransient noncommunity water system that is a school shall each report annually water supply condition information to the state board through the state board's Electronic Annual Reporting (eAR) System or other reporting tool, as directed by the state board. Water supply condition information includes, but is not limited to, both of the following:

(a) An inventory and assessment of each water supply source, including its available status and if any further investments or treatment are required for its utilization, any lead time required for its utilization, and its delivery parameters such as flow rate and total volume available.

(b) The reporting year's total water demand volume for each month, and average and peak flowrate demand for each month and annually.

10609.62.

Small water suppliers and nontransient noncommunity water systems that are schools shall implement, subject to funding availability, all of the following drought resiliency measures:

(a) No later than January 1, 2023, implement monitoring systems sufficient to detect production well groundwater levels.

(b) Beginning no later than January 1, 2023, maintain membership in the California Water/Wastewater Agency Response Network (CalWARN) or similar mutual aid organization.

(c) No later than January 1, 2024, to ensure continuous operations during power failures, provide adequate backup electrical supply.

(d) No later than January 1, 2027, have at least one backup source of water supply, or a water system intertie, that meets current water quality requirements and is sufficient to meet average daily demand.

(e) No later than January 1, 2032, meter each service connection and monitor for water loss due to leakages.

(f) No later than January 1, 2032, have source system capacity, treatment system capacity if necessary, and distribution system capacity to meet fire flow requirements.

Summary:

By January 1, 2032, the district will need to have the capacity to meet fire flow and MDD flow demands from within their own system, that is 6,630 gal./min. Currently the district can only legally produce 3,560 gal./min. If the contaminated wells are run into the system that would give the district 5,240 gal./min. Even with all of the districts wells they can not meet the requirements of Sacramento County to produce MDD and fire flows. Further, the district by January 1, 2032 will need to install water meters for each service connection.

The district currently manually checks production ground water levels but does not have automated systems for the older wells.

Kennedy/Jenks Consultants Master Plan, 6.3.3 Well 3, 6.3.4 Well 4, 6.3.5 Well 5, 6.3.7 Well 7:

6.3.3 Well No. 3

- Well No. 3 was constructed in 1949 with maximum pumping capacity of 580 gpm.
- Recorded Static Water Level – Well measurements in 1956 recorded a static water level of 50.40 ft below the pump discharge level. In 2000, the water table decreased by 64.60 ft and the recorded static water level was 115 ft below the pump discharge level.
- Recorded Specific Capacity - Pump test report dated 1956 shows a recorded specific capacity of 41.50 gpm/ft. In 2000 the specific capacity had decreased to 29.70 gpm/ft.
- Change in Specific Capacity - Between 1956 and 2000 data, specific capacity decreased by 28.4%. Data shows a generally consistent declining trend.
- Impact to Motor/Pump - According to pump test data recorded in 1956, total HP required to pump at 580 gpm well capacity is 40.62 HP. In 2000, the total HP increased to 56.45 HP. Assuming that Well No. 3 pump has a built in service factor of 5% to a service capacity of 52.5 HP, the Well No. 3 pump exceeds both of the name plate horsepower and the service factor as of 2000.

6.3.4 Well No. 4

- Well No. 4 was constructed in 1951 with maximum pumping capacity of 500 gpm.
- Recorded Static Water Level – Measurements in 1956 shows a recorded static water level of 57.70 ft below the pump discharge level. In pump test report dated 1999, the water table decreased by 62.30 ft and the recorded static water level is 120 ft below the pump discharge level.
- Recorded Specific Capacity - Pump test report dated 1956 shows a recorded specific capacity of 64.70 gpm/ft. In pump test report dated 1999, the specific capacity increased to 85.70 gpm/ft.
- Change in Specific Capacity - Between 1956 and 1999 data, specific capacity increased by 32.5%. Data shows a generally increasing trend. Impact to Motor/Pump - According to pump test data recorded in 1956, total HP required to pump at 500 gpm well capacity is 38.90 HP. In 2000, the total HP increased to 54.84 HP. Assuming that Well No. 4 pump has a built in service factor of 5% to a service capacity of 52.5 HP, the Well No. 4 pump exceeds the name plate horsepower and service factor as of 1999.

6.3.5 Well No. 5

- Well No. 5 was constructed in 1953 with maximum pumping capacity of 460 gpm.
- Recorded Static Water Level – Measurements in 1961 shows a recorded static water level of 67.60 ft below the pump discharge level. In pump test report dated 1999, the water table decreased by 47.70 ft and the recorded static water level is 115.30 ft below the pump discharge level.

- Recorded Specific Capacity – A pump test report dated 1961 shows a recorded specific capacity of 67.60 gpm/ft. In pump test report dated 1999, the specific capacity increased to 115.30 gpm/ft.
- Change in Specific Capacity - Between 1956 and 1999 data, specific capacity increased by 70.6%. Data shows a generally consistent increasing trend.
- Impact to Motor/Pump - According to pump test data recorded in 1961, total HP required to pump at 460 gpm well capacity is 34.83 HP. In 1999, the total HP increased to 38.64 HP. Assuming that Well No. 5 pump has a built in service factor of 5% to a service capacity of 52.5 HP, the Well No. 5 pump is within the name plate horsepower as of 1999.

This well was serviced in 2009 with the casing hole video inspected. The video review showed considerable cascading metal scale and a mottled surface characteristic of generally uniform corrosion across the surface of the casing. The casing corrosion appears to have completely deteriorated the casing wall in several areas and the well contractor servicing the well advised that casing collapse was a possibility during cleaning. The well casing perforations were consistent with a mills knife with visible enlargement of the slots. Increased sand production has been observed, consistent with the slot enlargement and holes in the casing.

This well pump and electrical panel also require upgrading to place it back into reliable service and the District weighed the cost of completing the service, estimated at \$60,000 to \$80,000, with the risk and return. It is recommended that the District invest in a replacement well for Well No. 5 and not proceed with rehabilitation of the existing well.

6.3.7 Well No. 7

- Well No. 7 was constructed in 1956 with maximum pumping capacity of 675 gpm.
- Recorded Static Water Level – Measurements in 1961 shows a recorded static water level of 50.50 ft below the pump discharge level. In a 1997 pump test report the water table decreased by 42.50 ft and the recorded static water level is 93 ft below the pump discharge level.
- Recorded Specific Capacity – Pump test report dated 1961 shows a recorded specific capacity of 98.70 gpm/ft. In pump test report dated 1997, the specific capacity increased to 115.90 gpm/ft.
- Change in Specific Capacity – Between 1961 and 1976 data, specific capacity increased by 17.4%. Data shows a generally consistent increasing trend contrary to regional trends and typical well performance profiles over time.
- Impact to Motor/Pump – According to pump test data recorded in 1961, total HP required to pump at 675 gpm well capacity is 49.02 HP. In 1997, the total HP increased to 56.04 HP. Assuming that Well No. 7 pump has a built in service factor of 5% to a service capacity of 52.5 HP, the Well No. 7 pump exceeds the name plate horsepower and service capacities as of 1997.

6.3.8 Well No. 8

- Well No. 8 was constructed in 1977 with maximum pumping capacity of 1100 gpm. Well No. 8 is the District's lead well and was recently upgraded to include a new VFD and electrical switchgear. The existing motor was not replaced and may be at risk from heat buildup under the VFD operating conditions. An enclosure and evaporative cooler has been added around the motor to address the heat buildup at this site.
- Recorded Static Water Level – Measurements in 1980 documented a recorded static water level of 86.75 ft below the pump discharge level. In a pump test

report dated 2000, the water table decreased by 27.05 ft and the recorded static water level is 113.80 ft below the pump discharge level.

- Recorded Specific Capacity – Pump test report dated 1980 shows a recorded specific capacity of 39 gpm/ft. In pump test report dated 2000, the specific capacity decreased to 24.20 gpm/ft.
- Change in Specific Capacity – Between 1980 and 2000 data, specific capacity decreased by 37.9%. Data shows a generally consistent declining trend.
- Impact to Motor/Pump – According to pump test data recorded in 1980, total HP required to pump at 1100 gpm well capacity is 101 HP exceeding the pump rated capacity of 100 HP but within the motor service factor allowance for operation at up to 5% over the rated horsepower. Additional pump test data in 1998 indicated the motor drawing 115 HP and exceeding the motor service factor. The District has been operating an additional well to maintain Well No. 8 within acceptable operating ranges but a replacement with a larger motor may be required should the existing motor fail. If the electrical service is upgraded this site should be considered for a 125 HP motor.

Summary:

All the older wells in the district exceed the nameplate horsepower and service capacities, which is an indication that the motors are near end of life. Further, the recorded static level in all of the older wells has gone down dramatically over the years. The older wells with the exception of well 8 are seventy years old and should be scheduled for either refurbishment, replacement, or decommission and destruction.

Options:

1. Wait until the district has the money to redrill well number 2, 4 or 5 and make it a larger producing well with a generator, the well would need to be big enough to decommission the contaminated and older wells. This is a very expensive option, especially with the other requirement of SB 552, the installation of water meters.
2. Pursue the purchase of property to drill a large producing well with a generator. The well would cost the same as redrilling 2 but we would have to additionally pay for property and then we also wouldn't know the water quality until the District had already invested a large amount of money.
3. Continue 2 X 2 negotiations with Sacramento Suburban Water District for consolidation.
4. Keep the contaminated wells as emergency only until the state forces the decommissioning and destruction of the wells. Fix well 7 to comply with OSHA standards and continue work on well 2, once it is sleeved it will produce less than it did before as a result of the smaller pump size. Drill another small well to just meet the requirement. This option on

the surface appears cheaper but the costs of 2 retrofit, well 7 retrofit and drilling another small well is the same cost of drilling a large producer with a generator. Also, the majority of the wells in the district are at the end of their lifecycle and should be considered for either refurbishment, replacement, or decommission and destruction.

5. Buy property or rent property and put in an underground tank with a very large booster pump that would give the district storage to meet the flow requirements. This endeavor would cost the same as redrilling well 2 and would be a continuous liability for maintenance, possible property rental fees and additional treatment of the tank.

Recommendations:

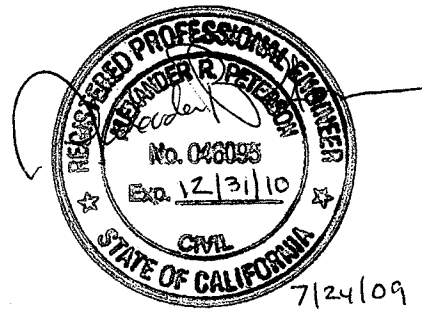
With the district's future liabilities of pipeline replacement, metering, well refurbishment or replacement and meeting fire flow requirements my recommendation is to continue 2 X 2 discussions with Sacramento Suburban Water District for consolidation prior to the 2032 deadline, preferably within the next five years. Spend money only on the projects that would give Del Paso Manor Water District a better negotiating position.

Kennedy/Jenks Consultants

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Del Paso Manor Water District Master Plan

24 July 2009



Prepared for

Del Paso Manor Water District
4268 Lusk Drive
Sacramento, California 95864

K/J Project No. 0870017*00

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- B Water Conservation and Meter Retrofit Plan – Technical Memorandum
- C Organizational Structure and Management Plan – Technical Memorandum

Section 1: Executive Summary

1.1 Introduction and Purpose of Master Plan

The Del Paso Manor Water District (District) has long been committed to providing a safe and reliable water supply, while at the same time maintaining low water rates. This Water System Master Plan is the first District master plan and documents planning strategies developed to address aging infrastructure and changing water supply pressures. This Master Plan has been prepared as a working document capturing engineering evaluations and recommendations while also allowing for adaptation as conditions and policy changes.

This Water System Master Plan documents the Del Paso Manor Water District policy regarding policy, vision and direction for the District and does not commit the rate-payers to a specific discretionary action to implement the policy goals. Evaluation of funding and rate impacts, California Environmental Quality Act (CEQA) review, and possibly construction implementation will flow from the vision of this Master Plan and reflect the next steps in the process of renewing the infrastructure of the District.

1.2 Master Planning Process and Documents Prepared

The District is located in the Arden area of unincorporated Sacramento County serving approximately 1.3 square miles, 1,800 residential, commercial, and institutional customers with an estimated average water usage of 1,680 acre feet per year over the last 10 years. The District is fully built-out and there is no growth area available.

The District's water system is comprised of buried water mains, eight (8) groundwater supply wells, and individual service connections, and has generally been in continuous service for over 50 years. There is an increasing infrastructure liability as the aging pipelines and wells reach the end of their useful life over the next 5 to 30 years. The District's elected Board of Directors, recognizing that the aging system and water supply reliability impact water service reliability, commissioned this Water System Master Plan.

The Master Plan focuses on a 25-year horizon with specific recommendations developed for the 5-, 10-, and 25-year milestones. This Master Plan was prepared building on a series of technical memoranda documenting the detailed evaluations for review and discussion with the District management and Board. The evaluation, findings and recommendations of the Technical Memoranda (TMs) are presented in this Master Plan and the TMs provided as appendices under separate cover.

The Master Plan includes a detailed Planned System Maintenance schedule for replacement of facilities similar to what has traditionally been titled a Capital Improvement Plan. Given that the District is fully developed, there are no true capital improvements needed for the current use. There are, however, significant liabilities facing the District in maintaining high quality water supply and level of service and the liabilities are addressed with the PSM plan.

1.3 Executive Summary

This Executive Summary provide a brief overview of the evaluation undertaken, key findings and recommendations. Additional discussion and date are provided in the body of this Master Plan and in the Technical Memoranda provided as appendices under separate cover.

1.3.1 Water Demands and Planning Criteria

The existing water use in the District was evaluated with the following findings:

- ❑ The District has a mixture of residential (94.3% of services), multi-housing (0.6% of services), commercial (3.7% of services) and institutional, irrigation and fire protection (1.3% of services) customers.
- ❑ The water demand is disproportionately skewed towards the non-residential water customers with 44% of the annual water being used by non-residential accounts.
- ❑ The District records indicate a 24% reduction in system water use over the period 2004 to 2007. The estimated per capita water use in 2004 was 227 gallons per capita per day (gpcd) and in 2007 was estimated at 173 gpcd.
- ❑ The District average 10-year water use is estimated to be below similar communities in the Sacramento area and was assumed to increase to match similar communities.

The water demands in the District are shown in Table 1 and are dominated by a small number of non-residential customers with a regional benefit. Conservation will be encouraged with these large water users as part of managing the Districts resources. The District has large landscape lots and water use reductions will require changes in customer landscape practices.

Table 1: Peak Demands and Factors

Demand Period	Water Demand		Peaking Factor	Basis for Calculation
Average Day	1.50 MGD	1,042 gpm	1.0	District Records (1998 – 2007)
Maximum Month Daily Average	2.93 MGD	2,035 gpm	1.95	Maximum monthly demand from the last 10 years of supply operation divided by number of days where maximum monthly demand occurred
Maximum Day Demand	4.40 MGD	3,056 gpm	2.93	Max Month Daily Average Demand times 1.5 peaking factor
Peak Hour Demand	6.60 MGD	4,580 gpm	4.40	Estimated Max Day Demand times 1.5 peaking factor divided by 24 hours

1.3.2 Water Supply Planning

The District is 100% groundwater and the groundwater basin is not in overdraft. The District maintains eight existing wells with an installed capacity capable of meeting maximum day demand (with single largest well off line), peak hour demand and a maximum day demand with a residential fire flow. The existing system supply is insufficient to meet a maximum day demand and the single largest fire flow of 3,500 gallons per minute without low pressure conditions in the system. The initial phase planned system improvements include a new well to address this shortfall.

The District has an agreement with the City of Sacramento to make available sufficient surface water to meet the District water supply needs. The District does not have facilities or approvals to use this water at this time. Obtaining approvals for surface water use will trigger installation of water meters within the District.

1.3.3 Conjunctive Use Planning

Conjunctive use is the balancing of surface water and groundwater to maximize the benefits of both. Two options for conjunctive use were evaluated. One option is the use of City of Sacramento surface water supplies either directly or wheeled through Sacramento Suburban Water District and the second option is the use of surface water diverted at the Carmichael Water District Bajamont Water Treatment Plant. This second option provides for a beneficial water supply plan for both the Carmichael Water District (CWD) and Del Paso Manor Water District with a joint project option to pump groundwater back to CWD in the event they have lost surface water supply due to drought or groundwater supply due to contamination.

The recommendation is to continue to investigate the joint CWD water supply project while maintaining the City surface water supply agreement.

1.3.4 Facilities Replacement Planning

The facilities replacement plan is presented in detail and provided for five new wells and a complete reconstruction of all pipelines. The planned replacement was evaluated using a hydraulic model and confirmed system pipe and supply capacity to fully support existing water use and fire flow criteria.

1.3.5 Organizational Structure and Management Planning

The District currently employs four full-time and one part-time employee to operate the system. The District maintains agreements with neighboring agencies for assistance in the event of an emergency and maintains annual contracts with water and water well contractors for on-call response as needed.

The proposed planned system maintenance, addition of metering, additional conservation requirements and increased distribution and treatment operator coverage will require additional staffing in the future. Two approaches to addressing possible future staffing needs are provided.

1.3.6 Meter Retrofit Planning

The District is a small water agency and does not currently fall under recent legislation regarding mandatory water metering. The District has agreed through the Water Forum process to begin metering at such time a discretionary surface water supply decision is required.

This Master Plan recommends proceeding with installation of new services, meter boxes and meter idlers concurrent with the pipeline

1.3.7 Planned System Maintenance

The planned system maintenance (PSM) schedule is presented in detail with summary cost estimate tables, project descriptions and project time table. The work is presented in four year periods with the initial effort including a new well and system electrical improvements. The work includes wells, pipes, meters, and the CWD conjunctive use project and provides for full replacement of the system with conjunctive use and meters by the end of the planning period.

The existing distribution system is primarily in the backyards of the residential area and this Master Plan recommends relocating the system to the public right of way as part of replacing the aging pipe network.

1.3.7.1 Summary Estimated Cost and Phasing

The detailed breakdown and development of cost estimates for the projects is provided in the body of this Master Plan. The summary of the estimated cost and planned system maintenance phasing is provided in Table 2.

Table 2: Cost Summary for Planned System Maintenance 2010-2030
(Meter Installation by 2025)

PSM Phase	Scheduled	Baseline	Optional	Total
1	2010-2014	\$4,393,400	\$0	\$4,393,400
2	2014-2018	\$4,928,200	\$1,147,000	\$6,075,200
3	2018-2022	\$2,438,400	\$2,184,800	\$4,624,200
4	2022-2026	\$6,910,100	\$5,628,300	\$12,538,400
5	2026-2030	\$1,744,300	\$617,400	\$2,361,700
Estimated Cost				\$29,992,900
Total Cost Rounded to:				\$29,993,000

Section 2: Introduction

Del Paso Manor neighborhood is a well maintained quiet post World War II residential and commercial development in the unincorporated Arden/Arcade area of Sacramento County whose water system has served it well since first delivering water in the late 1940's.

2.1 Purpose of the Water Master Plan

The Del Paso Manor Water District (District) has long been committed to providing a safe and reliable water supply, while at the same time maintaining low water rates. This Water System Master Plan is the first District master plan and documents planning strategies developed to address aging infrastructure and changing water supply pressures. This Master Plan has been prepared as a working document capturing engineering evaluations and recommendations while also allowing for adaptation as conditions and policy changes.

This Water System Master Plan documents the Del Paso Manor Water District policy regarding policy, vision and direction for the District and does not commit the rate-payers to a specific discretionary action to implement the policy goals. Evaluation of funding and rate impacts, California Environmental Quality Act (CEQA) review, and possibly construction implementation will flow from the vision of this Master Plan and reflect the next steps in the process of renewing the infrastructure of the District.

2.2 Background

The District is located in the Arden area of unincorporated Sacramento County, northeast of the City of Sacramento, as shown in the vicinity and location maps provided in Figures 1 and 2. The District service area is approximately 1.3 square miles and the District provides drinking water to approximately 1,800 residential, commercial, and institutional customers. The District is bounded on all sides by Sacramento Suburban Water District (SSWD), a large water purveyor in the Sacramento region that was formed in 2002 by the merger of the former Arden and Northridge Water Districts. Figure 3 provides a map of the region and the District's location relative to neighboring water purveyors.

The District is fully built-out and is facing an increasing infrastructure liability as the aging pipelines and wells reach the end of their useful life over the next 5 to 30 years. The District's water system is comprised of buried water mains, eight (8) groundwater supply wells, and individual service connections, and has generally been in continuous service for over 50 years. Figure 4 provides the location of each of the existing District wells, and approximate locations and diameters of existing buried water distribution pipelines. The District's elected Board of Directors, recognizing that the aging system and water supply reliability impact water service reliability, commissioned this Water System Master Plan.

Kennedy/Jenks Consultants (Kennedy/Jenks) specializes in water system master planning, infrastructure planning, water resources planning, as well as design and practical application of engineered solutions for safe and reliable systems and has prepared this Master Plan. The Master Plan will focus on a 25-year horizon with specific recommendations developed for the 5-, 10-, and 25-year milestones. The Plans will consider infrastructure replacement beyond the

25-year period for pipelines and groundwater wells, as appropriate, and provide general recommendations for the longer-term issues.

2.3 Scope of Work

This Master Plan was prepared building on a series of technical memoranda documenting the evaluation of conjunctive use water supply strategies and facilities replacement planning. In addition, facility management review for future District staffing needs and metering installation planning were developed through meetings with the staff.

The Master Plan includes a detailed Planned System Maintenance (PSM) schedule for replacement of facilities similar to what has traditionally been titled a Capital Improvement Plan. Given that the District is fully developed, there are no capital improvements associated with growth or development and instead the investment of capital is to maintain the system as needed for the current use. The significant liabilities facing the District in maintaining high quality water supply and level of service and the liabilities are addressed with the PSM plan.

2.4 Acknowledgements

The team and Kennedy/Jenks wishes to acknowledge the efforts and input of the following Del Paso Manor Staff and Elected Board for their participation in the work, consideration of the issues and leadership and charting the future for the District.

Del Paso Manor Water District – Board of Directors

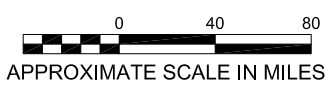
Richard Allen, President
John Downing, Vice President
Michael Clohossey, Director
Philip Ripplinger, Director
Roy Wilson, Director

Del Paso Manor Water District – Administration and Staff

Debra Sedwick, General Manager
Richard Bolton, Field Manager
Lori Hensley, Office Assistant
Ken Ingle, Operation and Maintenance Technician

In addition, we would like to acknowledge the efforts of the Kennedy/Jenks team as follows:

Sean Maguire, P.E., Project Engineer
Sherly Rosilela, EIT, Staff Technical Support
Alex Peterson, P.E., Project Manager

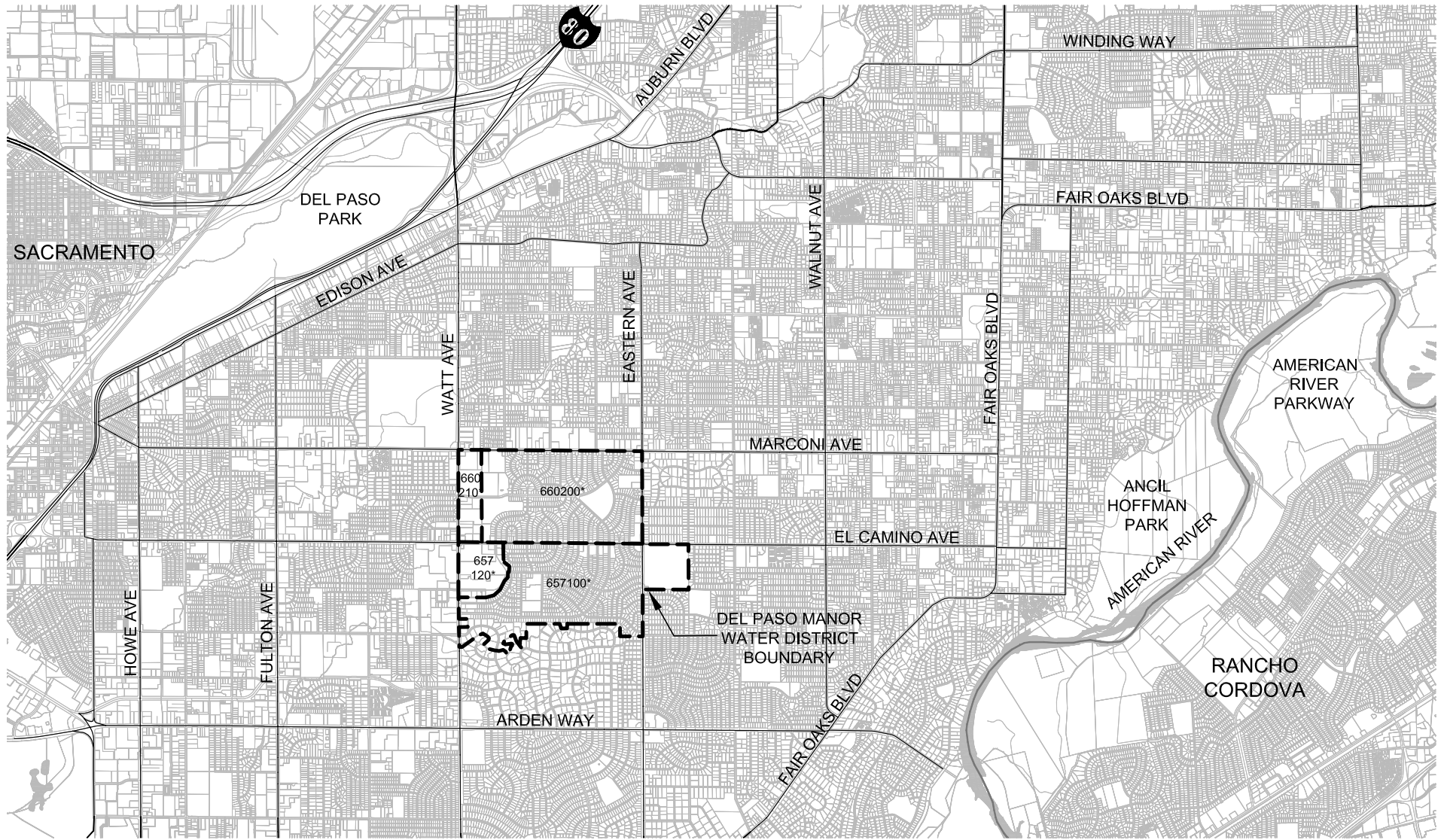


Kennedy/Jenks Consultants
 DEL PASO MANOR WATER DISTRICT
 SACRAMENTO, CALIFORNIA
 MASTER PLAN

DISTRICT VICINITY MAP

K/J 0870017.00
 APRIL 2009

FIGURE 1



*NOTE: SACRAMENTO AREA COUNCIL OF GOVERNMENT MINOR ZONES BOUNDARIES SHOWN WERE USED FOR POPULATION AND GROWTH PROJECTION.



NOT TO SCALE

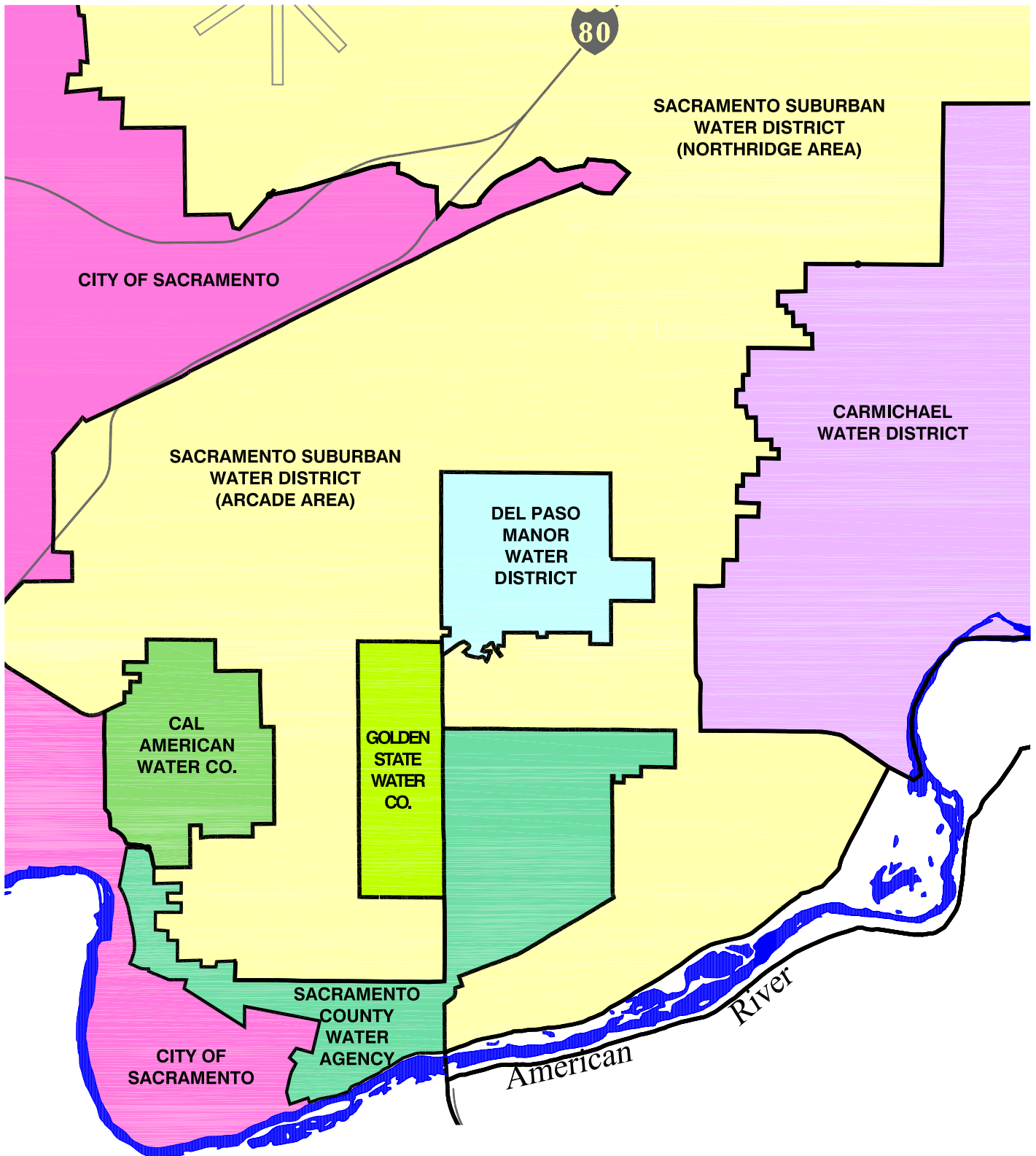
Kennedy/Jenks Consultants


DEL PASO MANOR WATER DISTRICT
SACRAMENTO, CALIFORNIA
MASTER PLAN

DISTRICT LOCATION MAP

K/J 0870017.00
APRIL 2009

FIGURE 2




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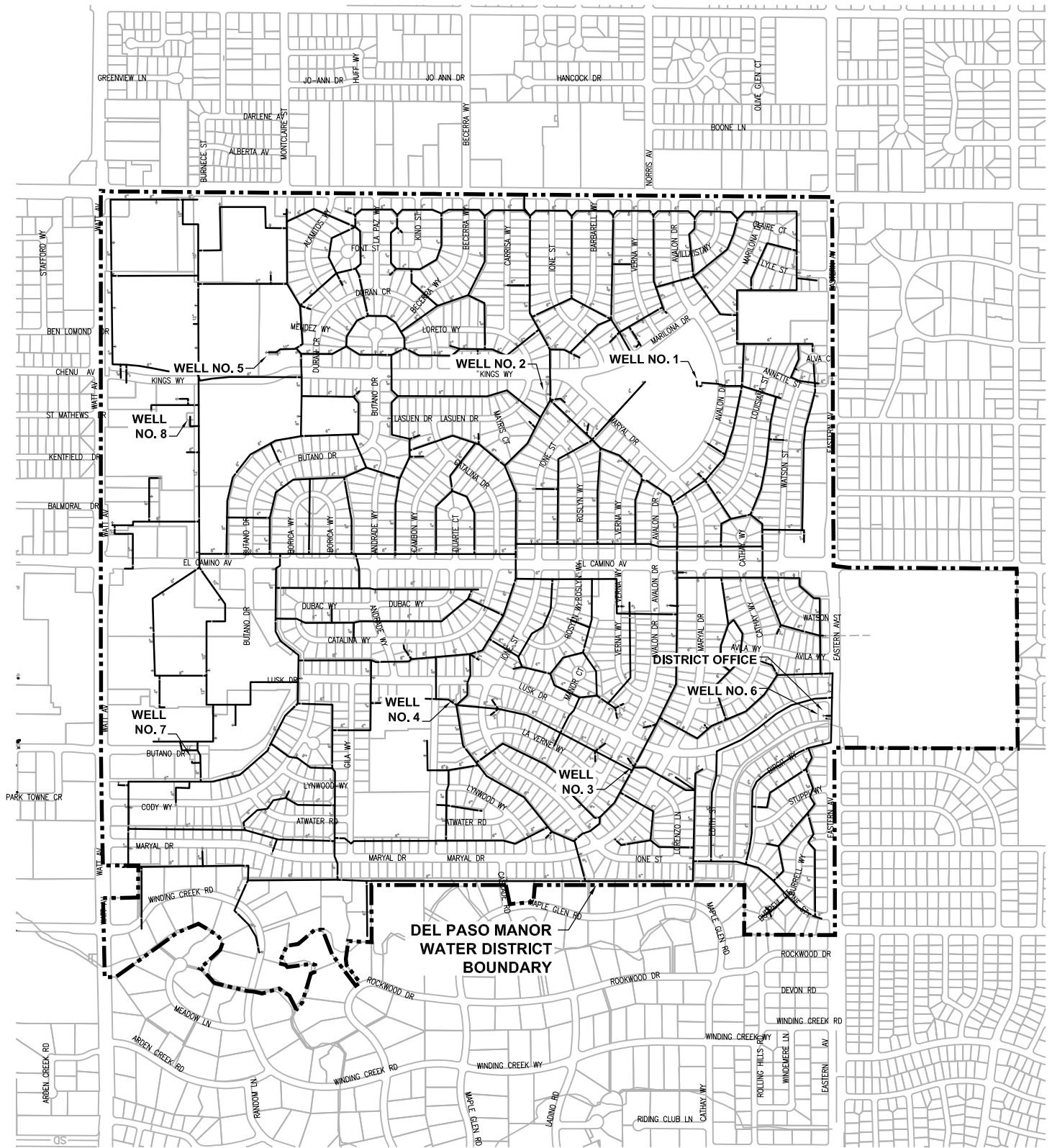
Kennedy/Jenks Consultants

DEL PASO MANOR WATER DISTRICT
 SACRAMENTO, CALIFORNIA
 MASTER PLAN

ADJACENT WATER DISTRICTS

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 APRIL 2009

FIGURE 3



Kennedy/Jenks Consultants

DEL PASO MANOR WATER DISTRICT
SACRAMENTO, CALIFORNIA
MASTER PLAN

DISTRICT SERVICE
AREA BOUNDARY

K/J 0870017.00
APRIL 2009

FIGURE 4

Section 3: Water Demands and Planning Criteria

The District customers have benefited from low cost and abundant water supply supporting park like suburban landscapes and continuous commercial water consumption practices that are trending to be inconsistent with state conservation policies, presenting challenges for the District in maintaining the high level of service, low cost and consistent regulatory policy compliance.

3.1 Introduction

This section presents the District historical water demands and planning criteria that will be used for planning of water supply and distribution system improvements.

3.2 Population and Growth

In order to estimate the population and residential units within the District service area was obtained from two data sources: The Sacramento Area Council of Governments (SACOG) Regional Data Center and the US Census Bureau. With the District already at its build out capacity, the population is expected to remain steady for the next 25 years. The following population estimate data was used to prepare per capita water use estimates.

The District boundaries concur with four (4) minor zone boundaries 657100, 657120, 660200, and 660210 in the SACOG Regional Analysis District 9 Arden Arcade. The SACOG minor zones are shown in Figure 2. The SACOG data from 1995 – 2001 shows a general zero growth across the minor zone boundaries, which confirms that the District service area has been fully developed and reached build out. Table 3 shows estimated population and housing units for minor zones within District Boundaries and tabulated estimate of population per housing unit. The estimated 2.2 persons per household using the SACOG data is low for similar land use and density in Sacramento County and we assumed would trend upward during the planning period of the Master Plan.

Table 3: Population and Housing Estimates and Tabulated Density ^(a)

Minor Zone	Estimated Population	Housing Units
660200	2,421	1,188
660210	49	20
657100	2,520	1,043
657120	0	0
Total	4,990	2,251
Estimated Population/Housing Unit ^(b)		2.22

(a) Based on SACOG. Population and Housing for Sacramento County, by Minor Zone: 2002

(b) Rounded to nearest 0.01 unit

The data in Table 4 shows the population and housing unit density for the geographic area as prepared by the US Census Bureau national census data 2000. Population and housing unit density projections for several Census Data Places (CDP) in Sacramento County were reviewed to develop an average for similar land use and development density.

The CDPs shown in the table below were selected based on their similar socio-economic and geographical characteristics with the District.

Table 4: Population and Housing Units Density

Geographic Area	Housing Units Per Square Mile	Population Per Square Mile	Population Per Household
Arden Arcade CDP	5084.9	2373.3	2.14
Carmichael CDP	4622.2	1987	2.33
Citrus Heights City	5929.3	2432.3	2.44
Fair Oaks CDP	2832.7	1159.2	2.44
Foothill Farms CDP	7528.2	2950.6	2.55
Florin CDP	4896.1	1700.8	2.88
Gold River CDP	3011.1	1229.1	2.45
La Riviera CDP	5649.1	2467.9	2.29
Orangevale CDP	2663.5	1007.2	2.64
Rio Linda CDP	1911.2	656.7	2.91
Del Paso Manor WD estimated Population/Household			2.51

(a) Based on US Census Bureau GCTPH1. Population, Housing Units, Area, and Density: 2000

Nine out of the ten (10) similar census data areas indicated higher population per household than Del Paso Manor. The District, although fully built out, could experience an increasing trend with water use due to increasing population per household. The future District persons per dwelling projection assumes the residential neighborhoods will tend to see a transition from older single and two person residential profile to three to four person per household families. For this reason the composite value of 2.51 persons per household is used for future water projections and reflects a potential increase of 13 percent.

Existing water use values have been reviewed based on the estimated 2.22 persons per household discussed above.

3.3 Water Use

This section presents historical water use and the development projected District water demands based on existing water use patterns.

3.3.1 Historical Annual Water Use

The annual historical District water demands and average gallons per capita day (gpcd) usage for 1998 - 2007 are provided in Table 5 based on groundwater supply well production records. Since the District does not have water meters installed at each connection to provide a full account of actual water demand, water supply data as provided in Section 3.2.1 is assumed to be equal to water demand. Typically there is a loss factor resulting from leaking pipes or illicit connections that causes actual customer demand to be lower than the supplied flow. Since the District is at a build out condition, the average day demand used for calculating Maximum Day and Peak Hour demand is 1.50 MGD.

Table 5: Historical Water Use 1998 - 2007

Year	Annual Water Use		
	Acre-Feet	Million gallons per day (MGD)	Average Day Demand (gpm)
1998	1,545	1.38	958
1999	1,794	1.60	1,111
2000	1,801	1.61	1,118
2001	1,793	1.60	1,111
2002	1,693	1.51	1,049
2003	1,476	1.32	917
2004	1,747	1.56	1,083
2005	1,657	1.48	1,028
2006	1,654	1.48	1,028
2007	1,638	1.46	1,014
Average	1,680	1.50	

Based on the historic water use the Average Day Demand is estimated to be 1.50 MGD (1,042 gpm) with an annual total water use of approximately 1,680 acre-feet.

3.3.2 Water Use and Customer Service Type

Water use calculations are reported several different ways depending on the intended use of the estimates. For example, in a land use planning document a generalized water duty by land use type might be used to estimate long range water demands associated with a county General Plan update. In this example you could expect to see a water duty for residential, multifamily residential, commercial, industrial, park, etc. Water districts however do not govern over land use and commonly assess water demands based on the existing community development profile lumping together the residential and all the services, business, professional, recreational, industrial and public water use as a composite of the water needed to support a given population. The future projects are then based on estimates of population growth with the assumption that the corresponding services, employment and recreation needed to support the standard of living associated with growth will result in similar water use. Sacramento County for example used a blanket 3 acre feet per acre water use estimate regardless of land use for many years in estimating long term water needs.

Water use and water conservation are becoming much more closely reviewed as limited water resources and escalating storage, treatment and conveyance costs push for greater management of our water resources.

The District annual water use is estimated at 1,680 acre-feet and the population is approximately 4,990 persons. Dividing total water used by total population served produces a water use number of 300 gallons per capita per day (gpcd) as an average day water use. This however ignores the impact of high water use types that include for the District two regional resources, County Club Plaza Mall and the AT&T western US telephone switching center. Backing out all the non-single family and duplex water use results in a lower per capita water use of 208 gpcd for purely the residential customer.

The United States Geologic Survey (USGS) Circular 1268 Estimated Use of Water in the United States in 2000 compiled statewide water use values for public water supplies. USGS defined the Public Supply as follows.

Public supply refers to water withdrawn by public and private water suppliers that furnish water to at least 25 people or have a minimum of 15 connections. Public-supply water may be delivered to users for domestic, commercial, industrial, or thermoelectric-power purposes. Some public-supply water may be delivered to other public suppliers or used in the processes of water and wastewater treatment. Public-supply water is used for such public services (public uses) as pools, parks, and public buildings; or be unaccounted for (losses) because of system leaks or such non-metered services as firefighting or the flushing of water lines.

The USGS 2000 water use numbers provide the basis for our calculating an estimated California statewide average, weighted by population, of 203 gpcd for the public water supply.

Table 6 provides a summary of selected counties and calculated per capita water use using the USGS Circular 1268 data.

The District composite water use number of 300 gpcd appears high when compared to the statewide average of 203 gpcd and the county by county number shows above. However, the relative contribution of water use from the regional mall and western US call center equipment cooling towers must be taken into account in considering realistic conservation opportunities and goals.

Table 6: Residential Water Use 2004 - 2007

County Name	Water Use – Public Supplied (gpcd)	Percent of Total Water Used in California
Sacramento County	261	5%
Placer County	267	1%
Yolo County	299	1%
San Francisco County	109	1%
San Diego County	185	7%
San Bernardino County	273	6%
Orange County	190	8%
Los Angeles County	185	26%
Riverside County	294	7%

The following sections present a further review of District water use by customer type.

3.3.2.1 Customer Service Type

Water use varies by customer type, class and practice. The District’s largest customers include AT&T, schools and parks and reflect <1% (14 services) of the service connections consume approximately 44 percent (730 acre feet per year). The summary below breaks out water use based on District meter data by customer type. Residential single family and duplex service type is metered and the values are estimated.

The District has approximately 1,796 total water service connections reflecting all classes of service. The District service profile breakdown is as follows:

- ❑ 1,611 connections (94.4%) Residential Use
- ❑ 92 (0.6%) Multi-Housing Use (81 flat rate and 11 metered)
- ❑ 69 (3.7%) Commercial Use
- ❑ 24 (1.3%) combinations of institutional, irrigation, and fire protection

The estimated water use per connection type is presented in the following sections.

3.3.2.2 Residential

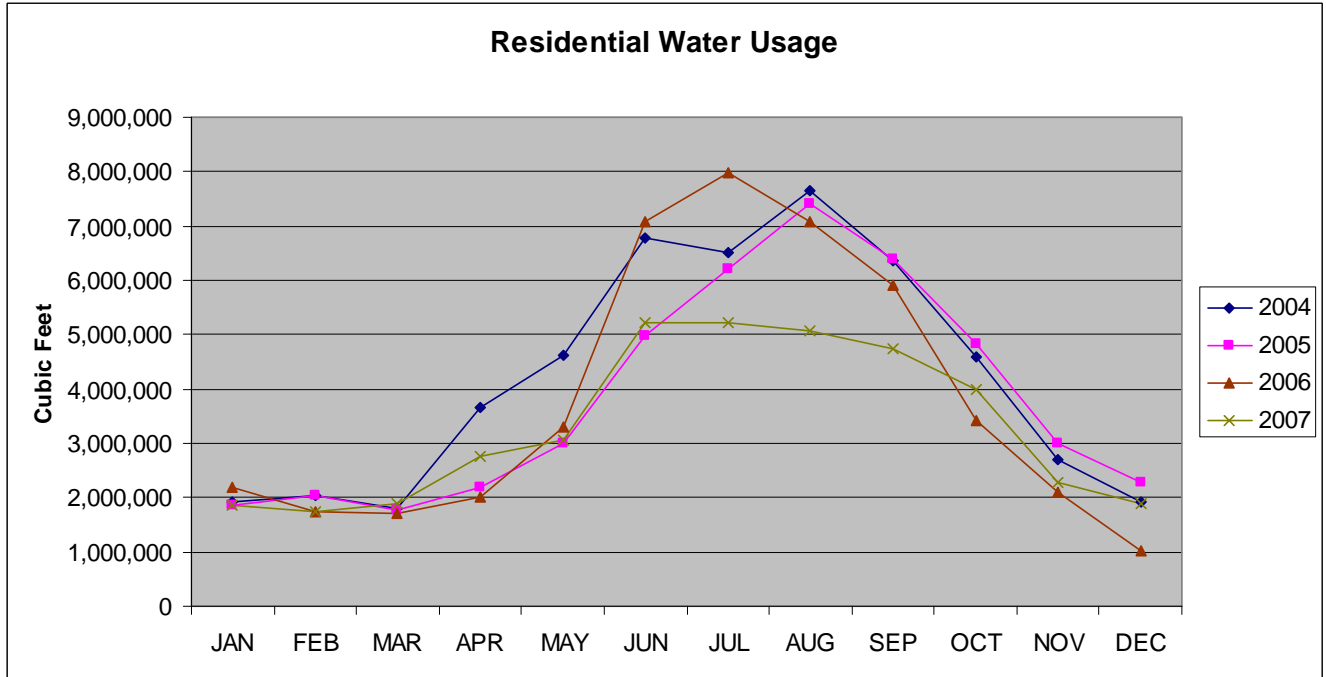
The population served within the District is estimated at 4,990 occupying 2,251 housing units. The total number of housing units includes apartments, duplex and single family accounts. The total metered water use was used as the starting point for developing the estimates below by backing out non-residential water use and apartment water use figures.

The non-metered water use was adjusted for a 10% unaccounted for water loss prior to assigning the remaining unmetered production for single family and duplex unit water consumption. The estimated single family and duplex unit water use is presented in Table 7 below.

Table 7: Residential Water Use 2004 - 2007

Description	2004	2005	2006	2007
Residential Water Use (gpd)	891,860.4	787,791.6	772,455.3	677,732.8
Number of Residential Accounts: SFR	1,611	1,611	1,611	1,611
Number of Residential Accounts: Duplex	81	81	81	81
Total Number of Households	1,773	1,773	1,773	1,773
Residential Water Use (gallons/household)	503.0	444.3	435.7	382.3
Average Population (persons/household)	2.21	2.21	2.21	2.21
Residential Water Use (gpcd)	227	201	197	173

The estimated water use in gallons per capita per day (gpcd) value is often used to compare water use of different agencies. The District records indicate a declining per capita water use over the period from 2004 to 2007 of almost 24% (54 gpcd). The review of the monthly data presented below shows a marked decline in summer water use for 2007 that is uncharacteristic of the typical demand pattern for the District and we have disregarded the 2007 water use numbers in estimating the average per capita water demand.



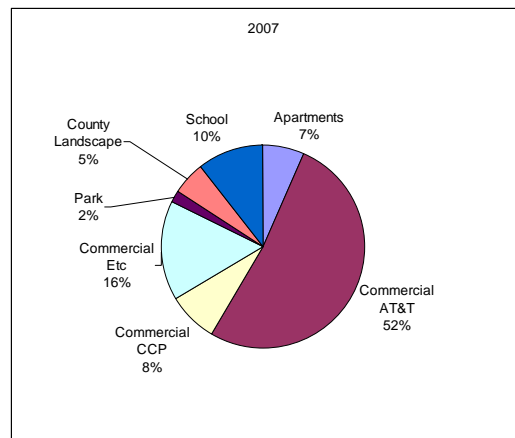
The estimated average per capita water demand is 208 gallons per capita per day based on estimated water use for the period 2004 through 2006.

3.3.2.3 Non-residential, Commercial and Institutional/Parks

The commercial water use is predominantly serving cooling tower equipment operated by AT&T for cooling of their telephone service centers. The summer maximum month water use for AT&T complex is approximately a 460 gpm contribution to Maximum Day Demand. The winter demand goes as low as 12 gpm in January- February when evaporative cooling demands are down. For the purposes of estimating water demand for this master plan we have assumed an average annual water use of 300 acre feet per year and a Maximum Day Demand of 460 gpm.

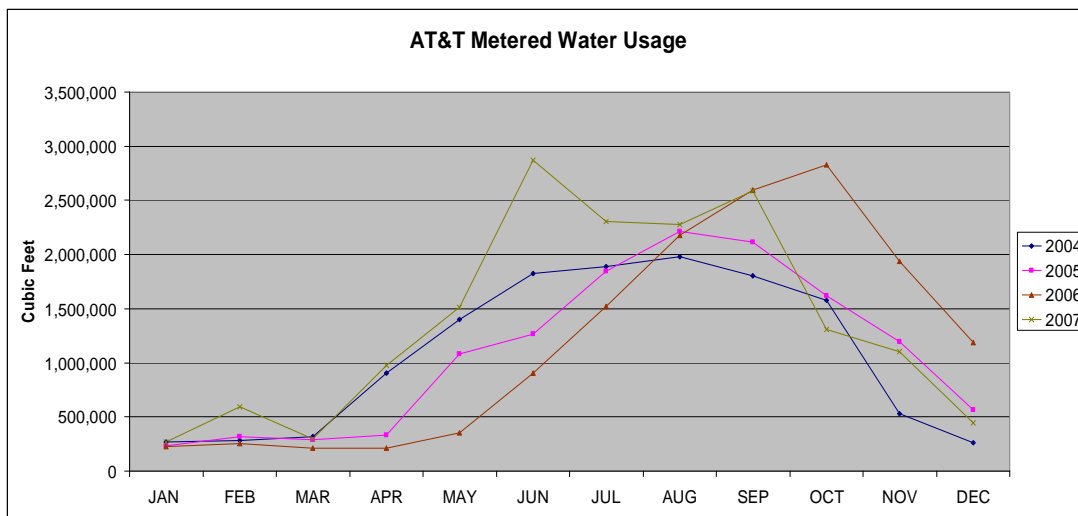
The chart below presents an overview of the non-residential water distribution within the District for 2007.

Historically institutional and park water use come from three schools and one park. The County of Sacramento added two metered accounts starting in 2006 for the Watt Ave Beautification project median landscape irrigation. District water use records indicate 88 acre-feet per year and an increase starting in 2006 of approximately 12 acre-feet per year for the County project. The estimated total for this class is 100 acre-feet per year. This equates to approximately 62 gpm average day demand.



The estimated maximum day water demand from non-residential demands is 522 gallons per minute (460 gpm AT&T plus 62 gpm institutional and park demand.) The total estimated maximum day demand is estimated at 3,056 gpm. The non-residential demand reflects approximately 17 percent of the instantaneous water demand during a maximum day use condition.

The annual water use from non-residential demands is approximately 44% of the total water used in the District. The annual water use, measured in cubic feet per month in the graph below, shows how water use increases from March through December and produces a high total annual water. This seasonal water use corresponds to the increased equipment load needed for the AT&T cooling towers.



3.3.3 Water Meters

The District has meters installed at approximately 90% of its commercial accounts, one park, and three schools. Private residences are not currently metered and it is the Goal of the District to install meters at each District service connection by 2030, or sooner depending on the District’s potential future agreements with surface water providers.

The Water Forum agreement includes requirements for the District when discretionary approval is required for new or expanded surface water supplies. In this case, the District would be required to annually retrofit 3.3%-5% of the total number of unmetered residential connections and read and bill in accordance with the Water Forum Conservation Element.

The existing District water lines are located along the back lot lines and are generally inaccessible without entry into the individual residential yards. The existing back lot pipelines are fifty plus years old and the PSM recommendations include replacement of these pipeline with new pipelines in the front right of way by the meter deadline of 2030. It is therefore recommended that the installation of meters in the backyards be avoided and that meter setters be installed with the pipeline replacement projects. Upon completion of the pipeline replacement projects the entire District can be converted to a metered district with the installation of all meters at once. The installation will coincide with the start of conversion to a commodity based water rate.

3.4 Water Demand Criteria

The following provides an evaluation and determination of water use data for determination of water supply needs. The demand criteria is based on historic water use within the District and with similar water agencies in Sacramento County.

3.4.1 Demand Projections

Water demands fluctuate throughout the year and day with changes in weather, landscape irrigation practices, and other activities. For this reason, water demands under varying conditions are calculated to provide the basis for the District's water supply and distribution system capacity.

The key water demand periods used for planning purposes are as follows:

- Average Day Demand: The average of total water consumption over a year. For the District, the Average Day Demand over the past ten years is 1.5 MGD.
- Maximum Day Demand: The highest daily demand in a one year period. This demand period typically occurs during hot summer weather.
- Peak Hour Demand: The average water use during the highest hour of use in the year. Peak hour demand may or may not occur on the same day of Maximum Day Demand.

The peak factors used in this Master Plan are developed further in Section 3.4.4.

3.4.2 Fire Protection, Jurisdiction and Estimated Fire Flow Criteria

This section of the Master Plan addresses the existing District water system flow capacity and provides a source capacity targets for planning future water system Planned System Maintenance projects.

The existing District water system is used by the Sacramento Metropolitan Fire Department (SMFD) for water supply during testing and when responding to a structure fire within the District. The District requirements for water supply are defined in Title 22 of the California Code of Regulations (CCR) Chapter 16 California Water Works Standards. Title 22 does not require a public water system to provide fire flow as a minimum condition of service. Fire protection requirements for building permit approvals is in the jurisdiction of the SMFD and the not the District.

The SMFD conducts periodic fire hydrant testing in the District including high demand locations such as Country Club Plaza. The SMFD has not advised the District of any deficiencies with the existing system providing a level of service consistent with SMFD expectations. Title 22, although not requiring a minimum supply for fire flow, does stipulate a minimum operating pressure of 20 pounds per square inch, including under a fire flow condition.

Review of existing SMFD records by the District identified a 3,500 gpm fire demand for the 3540 Kings Way AT&T Building and was the maximum value discovered during the review. Kennedy/Jenks review of the residential demand resulted in a range from 1,500 gpm for the

bulk of the District's neighborhoods and 2,750 gpm for the larger residential homes in the Winding Creek area of the District. Based on this research, 3,500 gpm has been used as the maximum fire flow demand that can be expected and this have been included in the minimum source capacity calculations of this Master Plan. The planned system replacement will result in a water supply and system capable of meeting or exceeding the fire flow criteria presented above.

3.4.3 Unaccounted-for Water

Unaccounted-for water is the difference between water production and the metered demand. A portion of this water may be from system leaks. Underground leaks could be located in lines, service lines, residential meter boxes, valves, and they are usually associated with excessive pressures, ground settlement, improper installation, or improper materials. According to American Water Works (AWWA) Water Audit and Leak Detection Guidebook, water losses other than leakage can generally be attributed to hydrant flushing of pipelines for O&M purposes, fire hydrant flows for fire fighting, construction practices, illegal connections, malfunctioning distribution system controls, reservoir seepage and leakage, and theft.

In a Municipal Leak Detection Program Loss Reduction document prepared for the state of California Department of Water Resources, Office of Water Conservation, it is estimated that the average unaccounted-for water in the State of California is 9.5 percent.

Currently, water usage is accounted for by metering the District's largest water users: commercial, multi-family residential, and park/landscaping accounts. Once the residential water use is metered as discussed in earlier section of this document, the District will be able to more accurately track the losses throughout the system.

For purposes of the Water Master Plan, unaccounted-for water usage has not been included in the average day water demands and per capita water usage.

3.4.4 Peaking Factors

The water system peaking factors were calculated based on the District's average historical water use from 1998 – 2007 using the provisions provided in the current edition of the Title 22 California Code of Regulations Chapter 16 California Waterworks Standards §64554 (Waterworks Standards). The Waterworks Standards prescribes methods to be used for calculating peaking factors when daily or monthly data is available. The calculated water demands are shown in Table 8. With the District reaching its build out capacity, it is anticipated that the District water demands will undergo little or no change.

Table 8: Peak Demands and Factors

Demand Period	Water Demand		Peaking Factor	Basis for Calculation
Average Day	1.50 MGD	1,042 gpm	1.0	District Records (1998 – 2007)
Maximum Month Daily Average	2.93 MGD	2,035 gpm	1.95	Maximum monthly demand from the last 10 years of supply operation divided by number of days where maximum monthly demand occurred
Maximum Day Demand	4.40 MGD	3,056 gpm	2.93	Max Month Daily Average Demand times 1.5 peaking factor
Peak Hour Demand	6.60 MGD	4,580 gpm	4.40	Estimated Max Day Demand times 1.5 peaking factor divided by 24 hours

3.5 Water Conservation

Water conservation requirements continue to change in California. Water use restrictions for dry years have been in place for water suppliers relying on surface water. The District relies solely on groundwater for supply and is not subject to surface water conservation requirements. The District Conservation regulation document provides for guidelines as follows:

- ❑ When outside watering is required, residents or businesses with odd address numbers may water only on Tuesdays, Thursdays, or Saturdays. Even numbers may water only on Wednesdays, Fridays, or Sundays. Watering on Mondays is prohibited.
- ❑ Open hoses are not permitted. Automatic shut-off nozzles are required.
- ❑ Car washing may be done only with a bucket. Rinsing may be done with a hose equipped with a shut-off nozzle.
- ❑ Washing down of sidewalks, driveways, parking lot, or other paved surfaces is prohibited.
- ❑ All swimming pools, ponds, fountains and evaporative coolers shall be equipped with recirculating pumps.

The existing policy provides for the District Board implementing, by resolution, some or all of the above conservation requirements.

Enforcement includes oral warning for the first offense, written violation notice for the second offense and citation for the third offense. Citation penalties may include a fine, a requirement for meter installation, and/or termination of water services as determined by the General Manager.

Future baseline non-conservation water use goals may approach or exceed twenty percent (20%) in the coming years as the State of California continues to take a harder look at water use sustainability, climate change and pursues an active role in local water use patterns. The District

can expect to be exempt from some requirements due to the size of the District but can expect increasing pressure to reduce water use over time. Water conservation should continue to be a key element of managing the District supply.

3.6 Reliability and Redundancy

Water system reliability and redundancy are generally defined by the California Code of Regulations, Title 22 Water System Standards to include the following:

- ❑ The system must have sufficient supply capacity to meet the Maximum Day Demand (MDD).
- ❑ A Community water systems using only groundwater shall have a minimum of two approved sources before being granted an initial permit and the system shall be capable of meeting MDD with the highest-capacity source off line.

The District currently operates 8 wells with a pumping capacity of 4,275 gpm with the largest well offline. The MDD is approximately 3,056 gpm. The District meets the minimum required water source capacity as identified above. The existing well condition and capacity is discussed further in Section 4.

The peak hour demand (PHD) exceeds the MDD and water systems can meet this daily peak usage through additional supply pumping capacity or through storage. In addition, emergency and fire protection water supplies can be provided using additional supply pumping capacity of storage. The District relies on additional supply through well capacity to meet peak hour demand. Use of peaking wells avoids the need for surface tanks and booster pumping capacity within the District. The PHD is estimated at 4,580 gpm and with the installed pumping capacity of 5,375 gpm the District meets the PHD.

Fire protection water demand ranges from a low based on typical residential criteria of 1,500 gpm to the higher commercial and multifamily fire flow of 3,500 gpm. The District supply may not be sufficient to provide fire protection supply in excess of 2,500 gpm.

Hydropneumatic tanks are designed to maintain system pressure and do not provide significant storage. A 5,000 gallon District hydropneumatic tank volume provides approximately 1,650 gallons net storage when full and there are 5 tanks for a net maximum stored volume of less than 10,000 gallons. Although five (5) wells are equipped with hydropneumatic tanks this onsite volume of water is minimal and is not considered storage. A typical minimum storage volume a similar district would be calculated as follows:

- ❑ 880,000 Gallons Peak Equalization based on 20% of the Maximum Day Demand, and
- ❑ 960,000 Gallons Fire Protection Supply based on 4,000 gpm for 4 hours, and
- ❑ 1,100,000 Gallons Emergency Supply for reliability.

The estimated minimum storage for a similar district without well capacity to exceed the MDD would be 3 million gallons.

An additional element of redundancy that improves reliability is access to alternative power supply of mechanical engine drivers to continue operating the wells during a power outage. The District maintains two backup systems as follows:

- Natural Gas Engine Drive Well Nos. 6 and 8, and
- Portable electrical generator capable of starting Well No. 2 or 4.

Based on the backup systems the District has approximately 2,700 gpm and should be able to maintain system water pressure in the event of an extended regional power outage. Additional redundancy exists in the electrical grid due to the three substation circuits serving the District. Historical power outages rarely extend to more than two (2) substations servicing the District at any given time.

3.7 Water System Standards and Design Criteria

The water system design criteria presented in this section are recommended to maintain a high level of service and to ensure adequate flow and pressure characteristics throughout the distribution system. Ongoing efforts to manage system hydraulics will help to minimize operation and maintenance activities and costs. The minimum recommended design standards for the water distribution system include the following:

- Design all piping, valves and appurtenances for a minimum pressure of 150 pounds per square inch (psi). This will allow for the system to accommodate normal operating pressures and transient surges.
- Design or select water system materials and components to meet or exceed American Water Works Association (AWWA) standards.
- Loop the distribution system to the greatest extent practical to avoid dead end pipes. Where dead ends are unavoidable, such as on some dead end streets, a minimum water main line size of 6 inches be used to reduce system residence time in the dead end line.
- The minimum distribution system pipe loop diameter should be 8-inch to help ensure that minimum fire flows to hydrants are achievable.
- Design water mains so that the velocities under average day, maximum day, and peak hour conditions are less than 3 fps, 5 fps and 7 fps, respectively. This will reduce damage to pipe linings and valves and minimize excessive head loss. Ultimately, this will help preserve the life of the pipeline and will contribute to lower maintenance costs.
- Design pipes for a target velocity under a fire flow of 10 foot per second and a maximum velocity under maximum day plus fire flow of 13 foot per second.
- Size all mains to limit head loss to three feet per 1,000 feet of length under average day conditions per AWWA recommendations. This is based on an analysis of optimum pipe sizes for lowest total cost of pipeline and pumping costs.

Table 9 summarizes additional distribution system design criteria. The pressure values presented are consistent with existing operating conditions. Friction coefficient values decline with pipe age and it is reasonable to assume that the existing system is operating at between 110 to 120 “C” value for the asbestos pipe and perhaps 90 to 110 “C” value for the steel lines. Steel lines tend to accumulate deposits and the combination of reduced inside diameter from accumulations and increased roughness results in the lower “C” value estimate.

Table 9: Water Distribution System Design Criteria

Item	Criteria
Hazen-Williams “C” factor (Friction Coefficient)	130 for all new pipes
Average water system pressure	50 psi
Minimum water system pressure under peak hour water demand conditions	40 psi
Minimum water system pressure under maximum day water demand conditions	40 psi
Minimum water system pressure under maximum day plus fire water demand conditions	20 psi
Maximum water system pressure	80 psi

Section 4: Water Supply Planning

4.1 Introduction

This section provides documentation of the water supply availability in the District, and provides recommendations for new supply.

4.2 Groundwater Supply

The District currently maintains eight (8) wells to meet all of the District water demands. The District has been pumping on average 1,680 acre-feet per year using Wells 1 and 8 as lead producers. Wells 2, 3 and 4 provide peaking demand and Wells 6 and 7 are the last wells to come on line to meet system demand.

The District is a member of the Sacramento Groundwater Authority (SGA) and Regional Water Authority (RWA) and active participant in regional and groundwater basin planning efforts. The aquifer utilized as the pumping resource by the District is identified by SGA/RWA as not being in overdraft and there are no indications that continued pumping by the District at approximately 1,680 acre-feet per year is unsustainable.

The locations of the District wells are shown in Figure 5. Table 10 below provides a summary of the estimated capacity of the District's wells based on the original installed pump design operating point and current operating observations from District staff.

Table 10: Well Production Capacity Summary

Well No.	Pumping Capacity
1	500 gpm
2	460 gpm
3	580 gpm
4	500 gpm
5 ^(a)	460 gpm
6	1,100 gpm
7	675 gpm
8	1,100 gpm
Total Capacity	5,375 gpm
Total Capacity with Redundancy ^(b)	4,275 gpm

(a) Well No. 5 is the last well to come on line.

(b) Redundancy is total system capacity with largest District well (1,100 gpm) offline.

4.3 Surface Water Supply

The District and the City of Sacramento (City) executed an agreement in 1968 establishing conditions for transfer of up to 6.8 cubic feet per second, or 2,460 acre-feet annually of the City's surface water supply to the District through the Area D water service area. This maximum delivery flow is 3,048 gpm and is equivalent to the District MDD of 3,056 gpm. The City has planned for supplying Area D with surface water through their Fairbairn Water Treatment Plant and 54-inch diameter Howe Avenue transmission main.

The District completed a Conjunctive Use Plan evaluating alternatives for developing a surface water supply and participating in groundwater wheeling with neighboring districts in September 2008. The initial findings of the evaluation are the basis for preliminary implementation cost estimates presented in Section 5 of this report.

4.3.1 Interties with Other Districts

The District is active in the water supplier community participating in the Regional Water Authority, Sacramento Groundwater Authority and Water Forum and successor activities. The District has two (2) existing interties and multiple locations for potential interties with Sacramento Suburban Water District (SSWD) and has participated in planning additional connections associated with new pipeline installations by SSWD.

4.3.1.1 Mutual Aid Agreements

The District maintains Mutual Aid Agreements with SSWD and the Carmichael Water District to provide technical and emergency support as part of providing redundancy in District resources to address unforeseen events.

4.3.1.2 Surface Water Supply Agreements

The District and the City of Sacramento executed an agreement over 40 years ago allocating City surface water supply for District use in the future. The specifics of this agreement are discussed in greater detail in the Conjunctive Use Plan.

4.4 Findings and Recommendations

The District is capable of meeting system demands for all normal operating conditions. Although the District relies solely on groundwater, indications are that the groundwater basin is not in overdraft and the continued water use at the historic extractions is a sustainable operating practice.

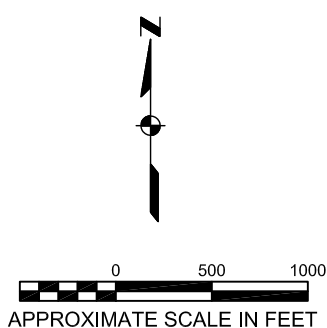
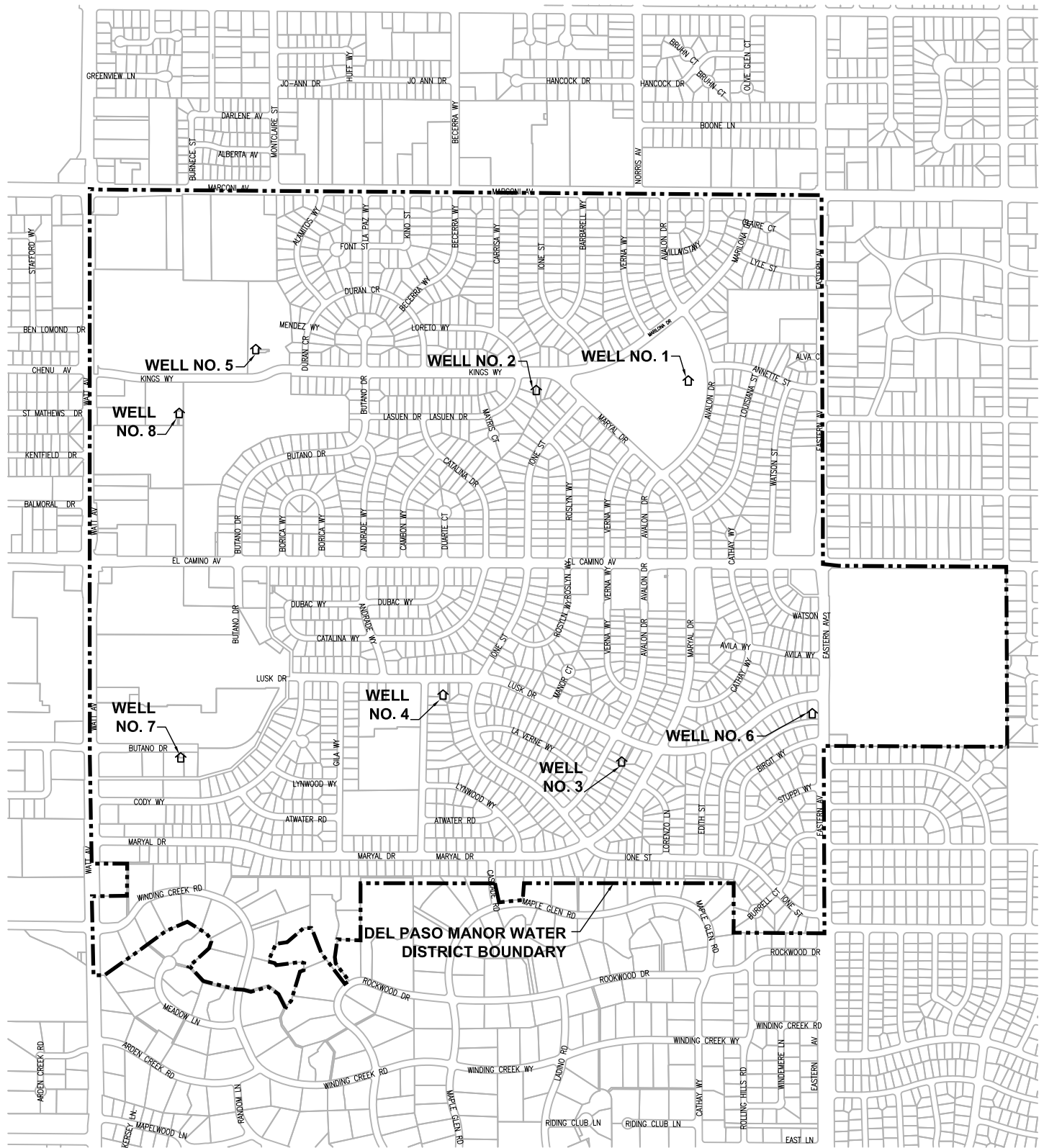
Table 11 provides a summary of the water supply availability with associated demand conditions. The water system demand criteria is discussed further in Section 3.4 and Table 8.

Table 11: Water Supply Availability

Demand Condition	Demand (gpm)	Water Availability (gpm)	Surplus or <Deficit> (gpm)
Average Day	1,042	5,375	4,333
Maximum Day ^(a)	3,056	4,275	1,219
Maximum Day Plus Fire ^(b)	6,556	5,375	<1,181>
Peak Hour	4,580	5,375	<795>

(a) Maximum Day supply assumes the single largest well offline as shown in Table 10.

(b) Maximum Day plus Fire flow demand are based on a maximum fire flow demand of 3,500 gallons per minute for a minimum for four hours.



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DEL PASO MANOR WATER DISTRICT
SACRAMENTO, CALIFORNIA
MASTER PLAN
EXISTING WELL SITES

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FIGURE 5

Section 5: Conjunctive Use

5.1 Introduction

Kennedy/Jenks has provided the District with a Conjunctive Use Plan to present recommendations for implementing a conjunctive use program, whereby the District will continue to utilize its groundwater resources and supplement with imported surface water, either through existing or new contract mechanisms to help accomplish the following objectives:

- Enhance water supply reliability and redundancy for District customers by maintaining both groundwater and surface water source supplies.
- Participate in regional management efforts to ensure the continued sustainability of the groundwater basin.

The Conjunctive Use Plan includes a discussion of the many factors that impact local and regional groundwater resources, and consideration of their potential implications on the District. The discussion includes a summary of efforts to manage historical declining groundwater elevations and migrating groundwater contamination plumes, and partnering agreements that have moved the Sacramento region towards implementation of a managed conjunctive use effort to ensure a sustainable water supply.

After the groundwater resources setting, a focused review of the District's conjunctive use considerations is provided including the following:

- Survey of potential surface water/groundwater use ratios and justification for each case.
- Comparison of several potential surface water supply alternatives to import surface water from neighboring water purveyors (including the City of Sacramento, Sacramento Suburban Water District, and Carmichael Water District).
- Alternatives for infrastructure improvements that would be required to import surface water into the District, depending on the surface water supply alternative that is selected.

5.2 Findings Summary

The following presents a list of findings presented in the Conjunctive Use Plan:

District Water Supply

1. The District desires to provide a safe and reliable drinking water supply to its customers.
2. The District's average annual water demand is approximately 1,680 acre-feet/year.
3. The District's existing source capacity is dependant on 8 groundwater wells ranging in age from 30 years to in excess of 60 years old.

Groundwater Resources

1. The sustainable yield of the aquifer, as estimated by the Water Forum is 131,000 acre-feet per year. Historical groundwater pumping in the north Sacramento groundwater basin has ranged between 80,000 to 100,000 acre-feet per year.
2. Recent conjunctive use efforts (by SSWD to import PCWA surface water and CWD's Bajamont WTP) has decreased groundwater pumping and appears to have contributed to the stabilization of regional groundwater elevations.
3. Groundwater quality is threatened by both regional groundwater contaminant plumes to the west and east of the District as well as localized historical and ongoing potential contaminating activities (PCAs).
4. The District has participated in regional efforts, including the Sacramento Groundwater Authority and Water Forums to establish measures to ensure reliable water supplies region-wide. For this reason, the District would like to participate in conjunctive use efforts and import surface water to balance groundwater pumping.
5. The District has committed to implementing Water Forum Best Management Practices for water conservation.

Conjunctive Use Planning

1. The District does not have an established conjunctive use numerical goal.
2. In 2004, SGA staff proposed a conjunctive use allocation. The proposal was not successful in getting adopted, however it identified a possible conjunctive use goal of 300 acre-feet/year for the District.
3. Surface water may be more readily available in the winter, non-peak water demand months. Approximate average District water demand during the period between October and April is 640 acre-feet per year.
4. There are several possible groundwater banking opportunities if the District imports surface water. Opportunities include in-lieu groundwater recharge as well as aquifer storage and recovery.

Surface Water Alternatives

1. The District has access to surface water through a 1968 agreement with the City of Sacramento for up to 2,460 acre-feet per year of the City's Area "D" water.
2. There are several alternatives available to the District for importing Area "D" water into the District. Options include diverting and treating the water at the City of Sacramento and conveying the water through the City through SSWD to the District or diverting and treating the Area "D" water at Carmichael Water District and transferring the water directly from CWD to the District.

3. SSWD's north service area surface water from PCWA does not include the District in its Place of Use.
4. See Tables in Section 4 for additional detailed findings on surface water alternatives.

Interconnections

1. There are currently two recommended interconnection options for the District: construct an intertie with SSWD or CWD.
2. SSWD has built pipelines through and adjacent to the District, and as a result, an intertie would require only a metering station and short pipeline to connect to the District's distribution system.
3. An intertie with CWD would require an approximately 3,000 linear foot pipeline, metering station and pump station.
4. A permanent interconnection to SSWD would require the District to install fluoridation on its groundwater supply. A permanent interconnection with CWD would not require fluoridation.

5.3 Recommendations Summary

Following is a list of the recommendations that have been provided in the Conjunctive Use plan:

Section 2: Conjunctive Use Setting

1. The District should continue to participate in the Water Forum Successor Effort and support the agreement among the member agencies, and work cooperatively in solving the remaining water resources challenges being addressed in the Water Forum. It is also recommended that the District review and confirm it is implementing its BMP commitments, and develop a plan to complete any outstanding elements.
2. The District should continue its active role in the SGA and support the implementation of the regional management of the groundwater resources to achieve the goals defined in the Water Forum Agreement.
3. The District become more active in its role in the RWA and support the implementation of the regional management of the water resources to achieve District objectives the goals defined in the Water Forum Agreement.
4. The District should monitor and participate in the upcoming and subsequent future efforts to update the Integrated Regional Water Management Plan, and seek funding opportunities for conjunctive use and water management improvements.
5. The District should continue to participate in efforts to collectively manage and protect the North Area Groundwater basin from an overdraft condition.

6. The District should have a contingency surface water supply resource in place, and maintain mutual aid agreements with neighboring purveyors to offset lost groundwater supply resulting from contamination and other emergency conditions.
7. The District should be diligent about monitoring regional contaminant plume remediation, and work collaboratively with neighboring agencies to help ensure that the necessary measures are implemented to contain and remediate the plumes to the extent feasible. One possible avenue could be participation in the SGA's groundwater contamination task force.
8. Continue to monitor potential localized contaminating activities and implement wellhead protection measures as warranted.

Section 3: Conjunctive Use Goals

1. Establish an interim conjunctive use baseline goal of 300 acre-feet/year. Confirm goal would be in accordance with Water Forum Agreement groundwater management commitments pending future determination of conjunctive use objectives by the Water Forum Successor Effort or SGA Water Accounting Framework.
2. Any new surface water interties with neighboring water districts and infrastructure improvements should be sized to accommodate at minimum a 50/50 conjunctive use split.
3. Evaluate potential rate impacts for varying levels and sources of surface water through preparation of a rate study.
4. The District should continue to implement Water Forum Agreement demand conservation measures as warranted. Investigate means for measurable demand reduction as a component of the District's conjunctive use efforts.
5. It is recommended the District continue to explore participation in a groundwater banking program, either through the SGA efforts or a partnership with a neighboring agency.
6. Evaluate participation in local or regional groundwater banking partnerships. Monitor progress of SGA's Water Accounting Framework and proposals for a model groundwater banking program.

Section 4: Surface Water Supply Alternatives

1. The District should continue to explore opportunities to develop agreements with either the City of Sacramento and SSWD (for transmission) or CWD to import Area "D" surface water. Considerations should include the reliability of the water supply sources, required institutional arrangements and regulatory approvals, and evaluation of the annual costs of the water transfer and any capital improvement requirements.

Section 5: Surface Water Supply Infrastructure Improvements

1. For a surface water supply intertie with SSWD, provide a minimum 12-inch connection at the existing intertie stubout of SSWD's existing 24-inch pipeline near Maryal Drive and Gila Way.
2. For a surface water supply intertie with CWD, provide a 12-inch interconnection near the intersection of Eastern Avenue and Lusk Drive.
3. Interconnection locations should be finalized once the surface water alternative is selected. It is recommended that a new intertie should be constructed to connect to a new 12-inch distribution system "backbone" located within the District. Specific intertie location recommendations will be refined after completion of the draft Facilities Replacement Plan.

5.4 Direction Based on Board Review

The District Board review of the summaries above resulted in the direction to prioritize the process as follows:

- Begin Negotiations with Carmichael Water District for implementation of using surplus winter surface water treatment plant capacity at the Bajamont membrane plant. This would include resolution of the beneficial use of the 600 gpm remediated groundwater discharge to the American River at the Bajamont site as an offsetting flow allowing consideration for diversion of City of Sacramento water at the Carmichael Water District point of diversion using the existing river infiltration facilities.
- Begin Negotiations with the City of Sacramento to obtain support for the approach and to proceed with obtaining the regulatory water supply and diversion approvals needed to allow diversion of City surface water supplies at the Carmichael Water District point of diversion.
- Explore additional well construction potential within the District as a secondary water supply for Carmichael Water District to use in periods of low river flow and in the event the GenCorp/Aerojet groundwater contamination plume impacts existing Carmichael groundwater production.

The effort to bring the use of surface water to the District using this approach will be a multi-year process. The estimated costs of these alternatives are discussed in the Conjunctive Use Technical Memorandum and are opinions as to the order of magnitude of cost. Additional detail, discussions and planning are recommended as part of refining the costs as the negotiations and process moves forward.

Section 6: Facilities Replacement Planning

6.1 Introduction

All facilities wear out and need to be replaced over time. The useful period of service for equipment varies with the process, maintenance, and service conditions. For example, a submersible well pump will typically not last as long as an aboveground vertical turbine well pump. Small equipment wears out faster than larger equipment, fixed assets such as wells and tanks last longer than equipment with moving parts such as pumps.

This evaluation includes consideration of the current overall age and condition of the District's groundwater facilities, pipes, and tanks. This section provides a summary of the existing state (capacity and condition) of the District's groundwater supply production capacity and recommendations for supplementing and replacement of the supply sources. Pipeline assets are reviewed and recommendations to replace provided.

6.2 Production Capacity Considerations

The District currently relies on eight existing groundwater wells to meet water demands. In a condition with the highest capacity production well offline, it appears that the District is able to meet Maximum Day demand as required by the California Waterworks Standards, but would not be able to meet Maximum Day plus Fire demand, and would marginally not be able to meet Peak Hour demands. Because Maximum Day plus Fire is the highest demand period criteria, it is the controlling factor.

6.3 Existing Well Ages and Condition

All of the existing wells exceed a typical well useful life expectancy of 30 to 50 years. While the useful life expectancy is not a steadfast time period, it does serve as a general indicator for when one may expect to begin to see signs of wear and failure of the well. Typical signs may include pumping sand, diminished water production, casing or screen collapse, and pump and motor failure. Specific well replacement recommendations, detailed well site investigations, and other considerations are provided in the separate Draft Facilities Replacement Plan document.

Table 12: Well Age and Current Production Capacity Summary

Well No.	Year Built	Age in Years	Projected Useful Life	Remaining Useful Life	Notes
1	1946	62	30	<32>	Recent inspection and in fair condition
2	1948	60	30	<30>	No recent inspection
3	1949	59	30	<29>	No recent inspection
4	1951	57	30	<27>	No recent inspection
5	1953	55	30	<25>	Recent inspection – poor condition and now out of service
6	1956	52	30	<22>	No recent inspection
7	1956	52	30	<22>	No recent inspection
8	1977	31	30	1	Recent inspection and in good condition

The following is an assessment of Well Nos. 1 – 8. The well assessment is based on evaluation of the District’s record of pump test reports for Well Nos. 1 – 8. The oldest and newest available data for standing water level, drawdown, discharge head, and efficiency were reviewed and tabulated to capture the change in groundwater level, well’s performance by specific capacity, and impact to well motor over time.

The well pump motor horsepower required estimates presented below are based on observed well drawdown data and reflect the impact of declining groundwater tables over the last 50 years since the majority of the well pumps were installed. These estimates are for predicting stress on the electrical elements of the motor and possible impacts to reliability of equipment under increased operating loads. The estimated motor load assumes a low 70% motor/pump efficiency value associated with the older motors.

6.3.1 Well No. 1

Well No. 1, built in 1946, has a 12-inch diameter casing constructed to a total depth 500 feet. The well was initially pump tested at 1,200 gpm with a 62 feet drawdown during pumping. Well No. 1 is equipped to provide 500 gpm and is the second lead system supply well following lead well, Well No. 8.

- Recorded Static Water Level – The 1946 static water level was not recorded but first water identified at 55 feet. The driller reported 1,200 gpm at 62 feet of drawdown demonstrating a high specific capacity. Pump test report data from 1956 shows a recorded static water level of 64.60 ft and data from 2000 recorded a static water level is 118 ft below the pump discharge level. This indicates a 53.4 foot decline in the water table at this well site.

- ❑ Recorded Specific Capacity - Pump test report dated 1956 shows a recorded specific capacity of 68.10 gallons per minute per foot of drawdown (gpm/ft). Pump testing in 2000 documented a specific capacity of 42.30 gpm/ft.
- ❑ Change in Specific Capacity - Between 1956 and 2000 data, specific capacity decreased by 37.9%. Data shows a generally consistent declining trend.
- ❑ Impact to Motor/Pump - According to pump test data recorded in 1956, total HP required to pump at 500 gpm well capacity is 37.73 HP. In 2000, the total HP increased to 50.93 HP. Assuming that Well No. 1 pump has a built in service factor of 5% to a service capacity of 52.5 HP, the Well No. 1 pump exceeds the name plate horsepower but does not exceed the service capacity as of 2000.
- ❑ This well has been equipped with a variable frequency drive (VFD) for reduced flow at start up to reduce drawing sand through the wall slots. The VFD allows the well pump to match demands in the vicinity by speed up and slowing down based on system demand. This has resulted in a consistent system pressure in the northeast District area.

This well was serviced in 2007 with the casing hole bailed to total depth and video inspected. The video review showed considerable cascading metal scale and a mottled surface characteristic of generally uniform corrosion across the surface of the casing. The well casing perforations were consistent with a mills knife with visible enlargement of the slots. Increased sand production has been observed, consistent with the slot enlargement.

6.3.2 Well No. 2

Well No. 2 was constructed in 1948 with maximum pumping capacity of 460 gpm.

- ❑ Recorded Static Water Level – Well measurements in 1959 recorded a static water level of 59.80 ft below the pump discharge level. Data in 2000 documented a water table decreased by 64.70 ft and the recorded static water level was 124.50 ft below the pump discharge level. This indicates a 59.8 foot decline in the water table at this site.
- ❑ Recorded Specific Capacity - Pump test report data from 1959 documents a specific capacity of 62.70 gpm/ft while data from 2000 shows a decrease to 33.30 gpm/ft.
- ❑ Change in Specific Capacity - Between 1959 and 2000 data, specific capacity decreased by 46.9%. Data shows a generally consistent declining trend.
- ❑ Impact to Motor/Pump - According to pump test data recorded in 1959, total HP required to pump at 460 gpm well capacity is 36.07 HP. In 2000, the total HP increased to 51.64 HP. Assuming that Well No. 2 pump has a built in service factor of 5% to a service capacity of 52.5 HP, the Well No. 2 pump exceeds the name plate horsepower capacity but does not exceed the service capacity as of 2000.

6.3.3 Well No. 3

Well No. 3 was constructed in 1949 with maximum pumping capacity of 580 gpm.

- ❑ Recorded Static Water Level – Well measurements in 1956 recorded a static water level of 50.40 ft below the pump discharge level. In 2000, the water table decreased by 64.60 ft and the recorded static water level was 115 ft below the pump discharge level.
- ❑ Recorded Specific Capacity - Pump test report dated 1956 shows a recorded specific capacity of 41.50 gpm/ft. In 2000 the specific capacity had decreased to 29.70 gpm/ft.
- ❑ Change in Specific Capacity - Between 1956 and 2000 data, specific capacity decreased by 28.4%. Data shows a generally consistent declining trend.
- ❑ Impact to Motor/Pump - According to pump test data recorded in 1956, total HP required to pump at 580 gpm well capacity is 40.62 HP. In 2000, the total HP increased to 56.45 HP. Assuming that Well No. 3 pump has a built in service factor of 5% to a service capacity of 52.5 HP, the Well No. 3 pump exceeds both of the name plate horsepower and the service factor as of 2000.

6.3.4 Well No. 4

Well No. 4 was constructed in 1951 with maximum pumping capacity of 500 gpm.

- ❑ Recorded Static Water Level – Measurements in 1956 shows a recorded static water level of 57.70 ft below the pump discharge level. In pump test report dated 1999, the water table decreased by 62.30 ft and the recorded static water level is 120 ft below the pump discharge level.
- ❑ Recorded Specific Capacity - Pump test report dated 1956 shows a recorded specific capacity of 64.70 gpm/ft. In pump test report dated 1999, the specific capacity increased to 85.70 gpm/ft.
- ❑ Change in Specific Capacity - Between 1956 and 1999 data, specific capacity increased by 32.5%. Data shows a generally increasing trend.
- ❑ Impact to Motor/Pump - According to pump test data recorded in 1956, total HP required to pump at 500 gpm well capacity is 38.90 HP. In 2000, the total HP increased to 54.84 HP. Assuming that Well No. 4 pump has a built in service factor of 5% to a service capacity of 52.5 HP, the Well No. 4 pump exceeds the name plate horsepower and service factor as of 1999.

6.3.5 Well No. 5

Well No. 5 was constructed in 1953 with maximum pumping capacity of 460 gpm.

- ❑ Recorded Static Water Level – Measurements in 1961 shows a recorded static water level of 67.60 ft below the pump discharge level. In pump test report dated 1999, the

water table decreased by 47.70 ft and the recorded static water level is 115.30 ft below the pump discharge level.

- ❑ Recorded Specific Capacity – A pump test report dated 1961 shows a recorded specific capacity of 67.60 gpm/ft. In pump test report dated 1999, the specific capacity increased to 115.30 gpm/ft.
- ❑ Change in Specific Capacity - Between 1956 and 1999 data, specific capacity increased by 70.6%. Data shows a generally consistent increasing trend.
- ❑ Impact to Motor/Pump - According to pump test data recorded in 1961, total HP required to pump at 460 gpm well capacity is 34.83 HP. In 1999, the total HP increased to 38.64 HP. Assuming that Well No. 5 pump has a built in service factor of 5% to a service capacity of 52.5 HP, the Well No. 5 pump is within the name plate horsepower as of 1999.

This well was serviced in 2009 with the casing hole video inspected. The video review showed considerable cascading metal scale and a mottled surface characteristic of generally uniform corrosion across the surface of the casing. The casing corrosion appears to have completely deteriorated the casing wall in several areas and the well contractor servicing the well advised that casing collapse was a possibility during cleaning. The well casing perforations were consistent with a mills knife with visible enlargement of the slots. Increased sand production has been observed, consistent with the slot enlargement and holes in the casing.

This well pump and electrical panel also require upgrading to place it back into reliable service and the District weighed the cost of completing the service, estimated at \$60,000 to \$80,000, with the risk and return. It is recommended that the District invest in a replacement well for Well No. 5 and not proceed with rehabilitation of the existing well.

6.3.6 Well No. 6

Well No. 6 was constructed in 1956 with maximum pumping capacity of 1100 gpm.

- ❑ Recorded Static Water Level – Measurements in 1961 shows a recorded static water level of 55.60 ft below the pump discharge level. In pump test report dated 1976, the water table decreased by 21.50 ft and the recorded static water level is 77.10 ft below the pump discharge level. More recent pumping water levels were not available.
- ❑ Recorded Specific Capacity – Pump test report dated 1961 shows a recorded specific capacity of 67.80 gpm/ft. In pump test report dated 1976, the specific capacity increased to 91.20 gpm/ft. No more recent test data was available.
- ❑ Change in Specific Capacity – Between 1961 and 1976 data, specific capacity increased by 34.5%. Data shows a generally consistent increasing trend contrary to regional trends and typical well performance profiles over time.
- ❑ Impact to Motor/Pump – This well is driven by a gas engine drive and no determination as to the drive ability to meet full capacity was made.

6.3.7 Well No. 7

Well No. 7 was constructed in 1956 with maximum pumping capacity of 675 gpm.

- ❑ Recorded Static Water Level – Measurements in 1961 shows a recorded static water level of 50.50 ft below the pump discharge level. In a 1997 pump test report the water table decreased by 42.50 ft and the recorded static water level is 93 ft below the pump discharge level.
- ❑ Recorded Specific Capacity – Pump test report dated 1961 shows a recorded specific capacity of 98.70 gpm/ft. In pump test report dated 1997, the specific capacity increased to 115.90 gpm/ft.
- ❑ Change in Specific Capacity – Between 1961 and 1976 data, specific capacity increased by 17.4%. Data shows a generally consistent increasing trend contrary to regional trends and typical well performance profiles over time.
- ❑ Impact to Motor/Pump – According to pump test data recorded in 1961, total HP required to pump at 675 gpm well capacity is 49.02 HP. In 1997, the total HP increased to 56.04 HP. Assuming that Well No. 7 pump has a built in service factor of 5% to a service capacity of 52.5 HP, the Well No. 7 pump exceeds the name plate horsepower and service capacities as of 1997.

6.3.8 Well No. 8

Well No. 8 was constructed in 1977 with maximum pumping capacity of 1100 gpm. Well No. 8 is the District's lead well and was recently upgraded to include a new VFD and electrical switchgear. The existing motor was not replaced and may be at risk from heat buildup under the VFD operating conditions. An enclosure and evaporative cooler has been added around the motor to address the heat buildup at this site.

- ❑ Recorded Static Water Level – Measurements in 1980 documented a recorded static water level of 86.75 ft below the pump discharge level. In a pump test report dated 2000, the water table decreased by 27.05 ft and the recorded static water level is 113.80 ft below the pump discharge level.
- ❑ Recorded Specific Capacity – Pump test report dated 1980 shows a recorded specific capacity of 39 gpm/ft. In pump test report dated 2000, the specific capacity decreased to 24.20 gpm/ft.
- ❑ Change in Specific Capacity – Between 1980 and 2000 data, specific capacity decreased by 37.9%. Data shows a generally consistent declining trend.
- ❑ Impact to Motor/Pump – According to pump test data recorded in 1980, total HP required to pump at 1100 gpm well capacity is 101 HP exceeding the pump rated capacity of 100 HP but within the motor service factor allowance for operation at up to 5% over the rated horsepower. Additional pump test data in 1998 indicated the motor drawing 115 HP and exceeding the motor service factor. The District has been operating an additional well to maintain Well No. 8 within acceptable operating ranges but a replacement with a larger motor may be required should the existing

motor fail. If the electrical service is upgraded this site should be considered for a 125 HP motor.

6.3.9 Groundwater Summary and Recommendations

6.3.9.1 Data Availability

Changes in specific capacity are not uniformly comparable for all eight wells due to sporadic data availability. Well Nos. 1, 2, 3, 4, 7, and 8 has data available from within the first 5 years of the well construction to District's latest available test data in 2000. Pump test data for Well No. 5 is unavailable for its first 5 years of operation.

6.3.9.2 Summary

Static water level decreased as observed on all well sites; however, changes in specific capacity for each well varies in trend. Well Nos. 1, 2, 3, and 8 exhibit more than 25% percent decrease in specific capacity, with Well No. 2 exhibits the highest decrease at 47%. Well Nos. 4, 5, 6, and 7 exhibits more than 15% increase in specific capacity, with Well No. 5 exhibits the highest increase at 70%.

Decreased static water level contributes to the total pumping head required for each well. Out of the eight (8) well motors, the following were observed:

- Well motors for Well Nos. 1 – 7 were adequately sized to accommodate the well maximum pumping capacity as exhibited in each of the 7 wells' earliest available pump test report.
 - Well Nos. 5 and 6 motors remained adequate to accommodate each well's maximum pumping capacity.
 - Well Nos. 1 and 2 motors exceeded the rated motor capacity at maximum pumping, although it is still below the service capacity.
 - Well Nos. 3, 4, and 7 motors were no longer adequate to handle each well's maximum pumping capacity.

Well No. 8 was the latest well built within the District and remained as the District's lead well to date. According to its earliest documented pump test report, required power to support maximum pumping is greater than the rated capacity of the well motor but is within the service factor. The latest pump test report shows Well No. 8 motor currently operating at a maximum pumping load on the motor that is exceeding both rated and service capacities.

6.3.9.3 Recommendations

The following recommendations are provided for operations/maintenance of the wells.

1. The District has not performed a pump test report in the last eight (8) years. Considering the ages of the well facilities, a current pump test report should be performed for all eight (8) wells to correctly capture the current well conditions. SMUD no longer provides this service and the District will need to hire a contractor to conduct this testing. The testing

should document static water level, pumping water level, flow volume, power draw and include a calculation of efficiency and well yield specific capacity in gallons per minute per foot of drawdown.

2. Well motor load at Well No. 8 exceeding the service factor could result in excessive motor heating and failure during peak usage periods. Calibrating the system wells to increase system pressure during peak periods will result in Well No. 8 operating within the normal power draw operating range.
 - ❑ Continue running an extra well to meet District’s daily water demand to keep Well No. 8 operating within acceptable motor loads.
 - ❑ Replace existing motor and install a larger motor.
3. Well Nos. 3, 4, and 7 motors have reached the same condition with static water levels decreasing.
 - ❑ Monitor well motor load and output and track specific capacity against current measured well yield. The current specific capacity of each well is presented below and is based on the most recent pump efficiency testing where static water level, well drawdown and pump discharge flow and pressure were measured.

	Well No. 1	Well No. 2	Well No. 3	Well No. 4	Well No. 5	Well No. 6	Well No. 7	Well No. 8
Baseline Specific Capacity	60	60	40	60	65	68	100	40

Units are in gallons per minute per foot of water level drawdown in the well and indicate well capacity. Higher numbers reflect higher capacity.

Well cleaning and swabbing may be warranted if the structural condition of the well is suitable. An aquifer pump test is recommended following any well rehabilitation and should include the following steps:

1. Allow well to recover for 24 hours minimum prior to starting test
2. Measure static water level
3. Pump well for 24 hours, measure pumping rate at start of test
4. Measure well pumping rate at end of 24 hours
5. Measure pumping water level at end of 24 hour test

6.4 Groundwater Well Replacement Program

It is recommended that the District implement a program to replace its entire groundwater supply to continue to ensure a reliable drinking water supply. Construction of five (5) new wells at 1,500 gpm each will provide the District with 7,500 gpm of pumping capacity to meet system demands and fire flow. Select existing District wells could be placed in standby operation as redundant water supply sources. The remaining wells would be demolished in accordance with California Department of Water Resources standards.

6.4.1 Replacement Groundwater Supply

Due to the relatively high aquifer yield potential of a new well, it is expected that the District will be able to achieve a 1,500 gpm per well capacity. Through discussion with District staff, there are four (4) preliminary locations selected for future well sites as shown on Figure 6. A typical new well site layout is as shown on Figure 7.

6.5 Pipeline Replacement Planning

The District buried assets are also reaching the upper end of the typical lifecycle with the steel pipe in the northeastern District are most at risk of increasing failure. The balance of the District residential service area is asbestos cement (AC) pipe located in backyards. Although the backyard pipe is protected from traffic loads and other utility construction, AC is subject to damage and failure from tree root loading. Mature trees can either crush the pipe or pull it out of the ground if the tree falls over. Based on the existing age and condition it is reasonable to expect that the District will see increasing leaks and pipe failures over the next 15 years at which point significant replacement will need to be implemented. This forecast is consistent with the observations made by SSWD and one of the drivers behind their pipe replacement program.

A second consideration as to when to begin the pipe replacement program is that the District system is comprised of a well looped 6-inch diameter network. This system includes multiple small water supply wells that are integrated in the distribution system made up of small pipe diameter networks. Increasing well capacity and planning for a possible surface water single point of entry to the system will required a larger backbone distribution system. A computerized hydraulic model was developed to test the proposed water system and wells for meeting peak demands and fire flow requirements. The results of the hydraulic modeling are included in the appendix under separate cover.

This larger diameter system is proposed as 8-inch and 12-inch pipelines forming a single main loop tying into the existing 6-inch system to maintain service through existing residential connections. This approach will allow for relocation over several years of the distribution system from the back lot to the front public right of way consistent with District policy for new pipelines. Ultimately, the water services will be converted from back lot to front yard and meters installed. As discussed later in this Master Plan, meter setters could be installed at the time the pipes are replaced and actual meters installed system wide at one time. Conversion to a metered rate would occur at one time for residential customers and delay the capital outlay for the meters.

Meters are an additional driver as to timing for the pipeline replacement. Installation of meters in the backyards will require radio read meter or access by District staff to read the meters. The meters will ultimately end up in the front yards as the pipeline replacement is completed. We

have developed the replacement plan using the 2030 metering deadline as the completion date for full abandonment of back lot pipelines. This assumption provides a conservative approach to the planning impacts of both metering and pipeline replacement.

6.6 Corporation Yard and Office Building

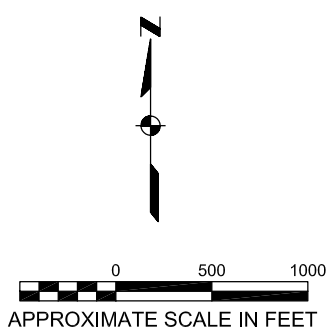
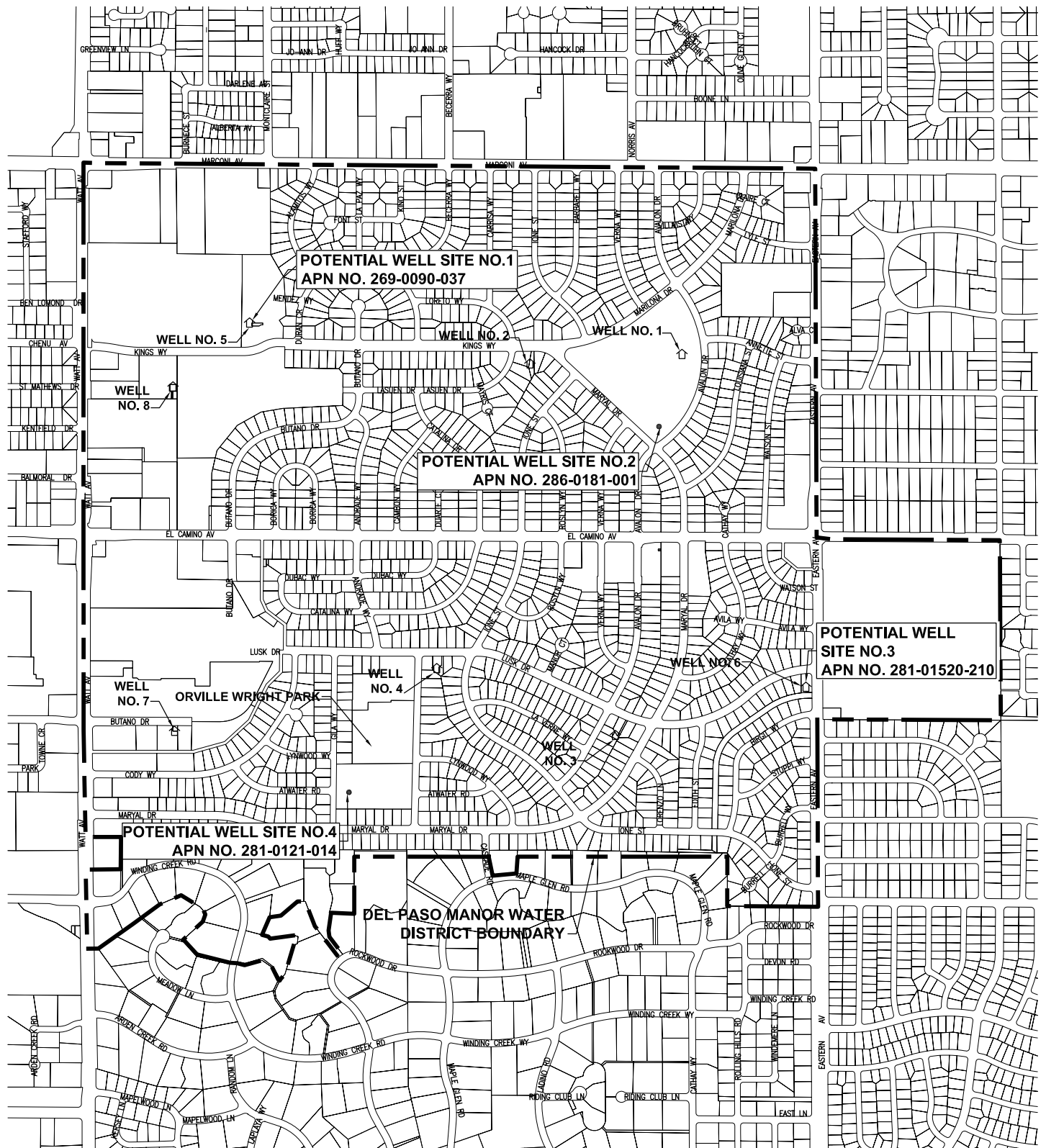
The existing District office building and corporation yard is located on a residential lot on the east side of the District. The site also includes Well No. 6. Future District staffing and maintenance efforts for meters will require additional work space and a possible expansion of the District's building. Unfortunately the existing site is too small to accommodate a new well, possible CWD joint conjunctive use pump station and the expanded Office and Corporation Yard.

The District should monitor properties for sale and consider purchasing a new site for a joint use or single use facility. The options for joint use and single use facility are generally as follows:

- New Office and Corporation Yard site with existing site used for replacement Well No. 6 and CWD joint conjunctive use pump station.
- New site for replacement Well No. 6 and CWD joint conjunctive use pump station and new site for Office and Corporation Yard. New Office/Corporation Yard site could also provide property for a replacement well.

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Kennedy/Jenks Consultants

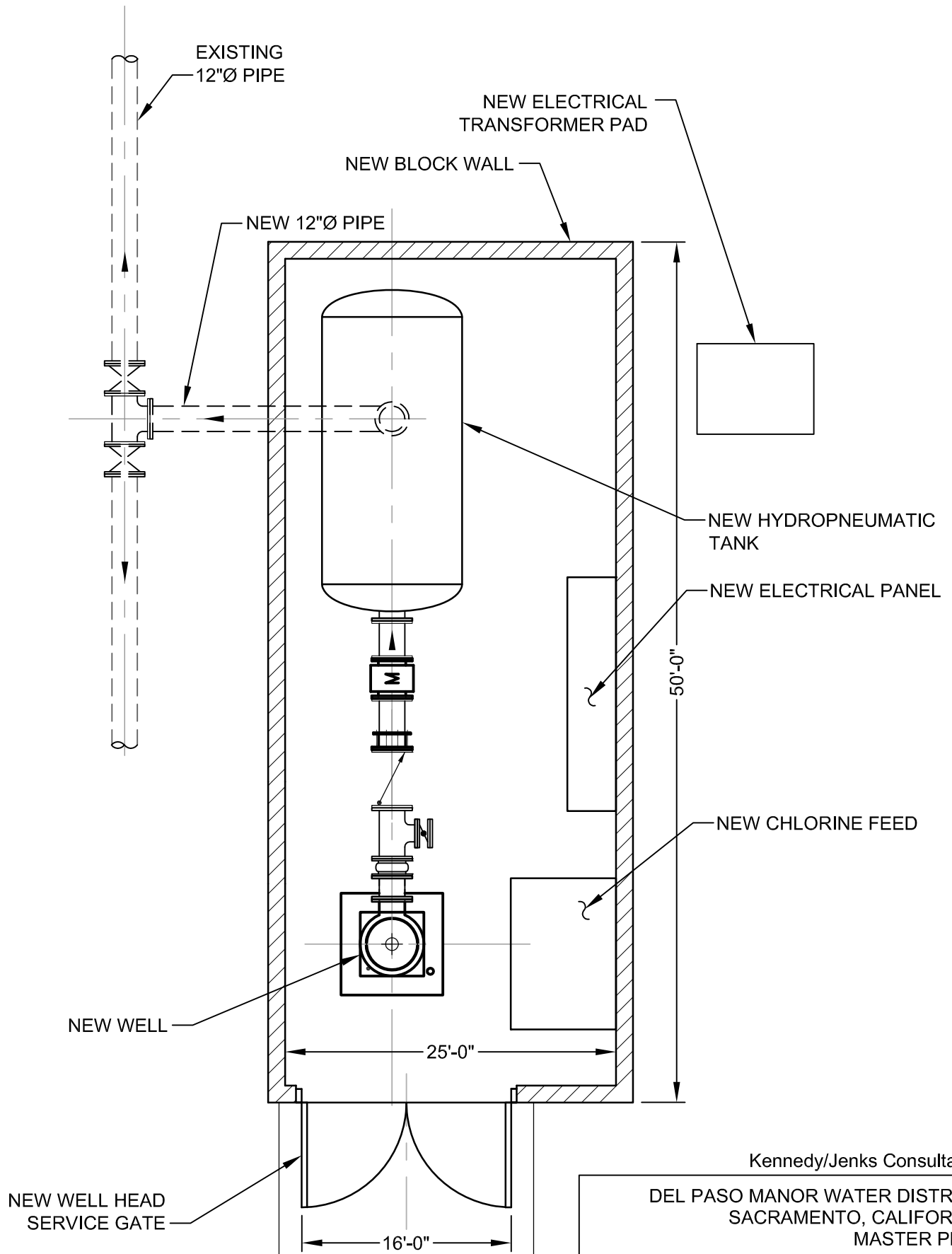
DEL PASO MANOR WATER DISTRICT
SACRAMENTO, CALIFORNIA
MASTER PLAN

FUTURE WELL SITES

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JUNE 2009

FIGURE 6

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Kennedy/Jenks Consultants
DEL PASO MANOR WATER DISTRICT
SACRAMENTO, CALIFORNIA
MASTER PLAN

TYPICAL NEW WELL SITE LAYOUT

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FIGURE 7

Section 7: Facilities Management Planning

7.1 Introduction

This section discusses the organization of the District, operation and maintenance responsibilities, and general practices of the District and provides a general management plan.

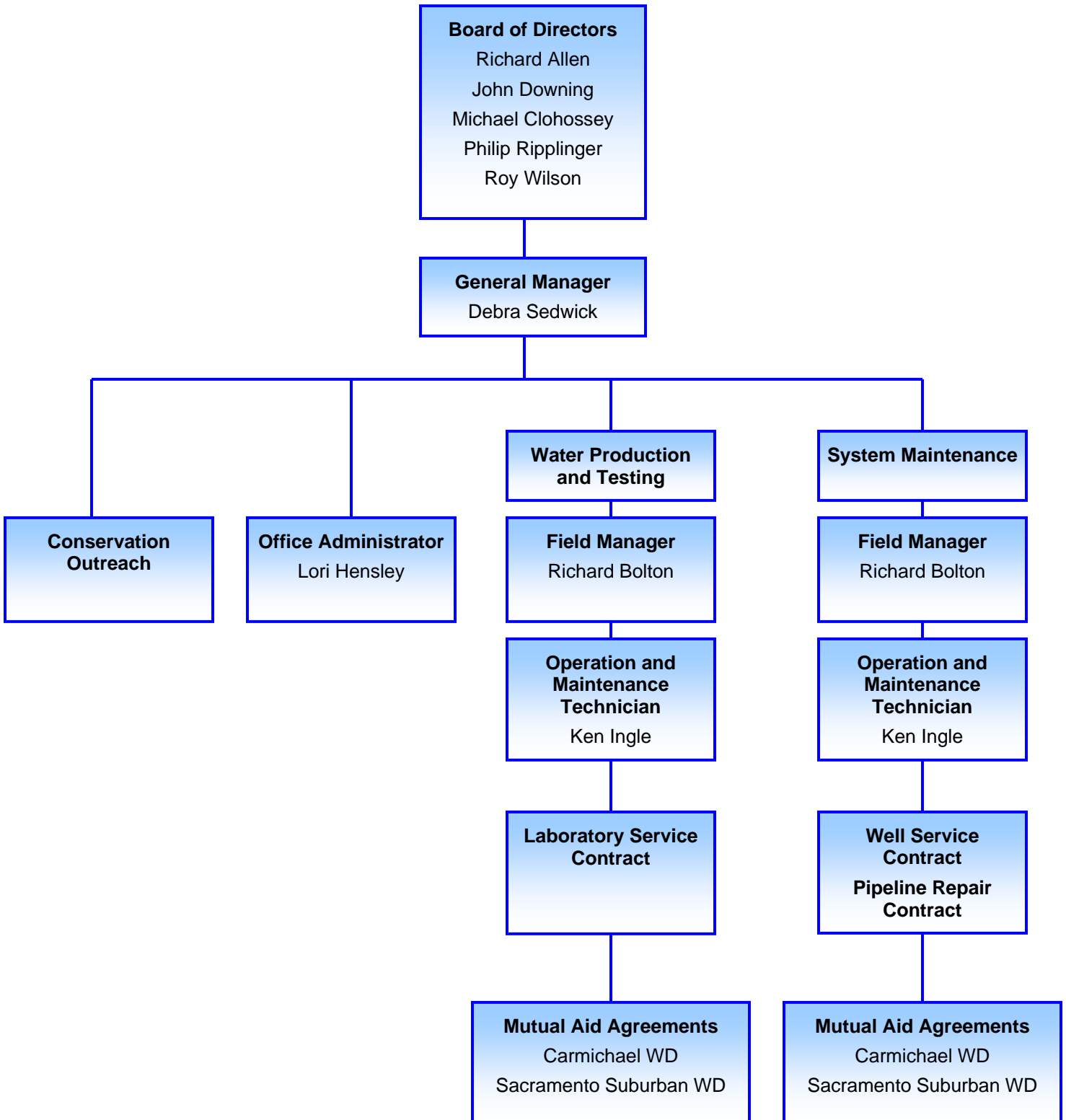
7.2 District Organizational Structure

Del Paso Manor Water District is a public agency governed by an elected five member Board of Directors. The Board is elected at large within the District service area. The District is a small water agency with a service area of approximately 1 square mile and under 3000 customers providing less than 3000 acre feet of water annually. As such the District does not meet the definition of an Urban Water Supplier under the California Water Code Section 10617, exempting it from many of the water resource management legislation of the State of California. The minimum agency size threshold helps to avoid placing a disproportionate cost for meeting planning, conservation and management activities on small agencies.

The District performs four principle activities including management and administration; water production and testing; system maintenance; and conservation outreach. The District currently employs four (4) individuals.

Figure 8 reflects the current Organization Chart.

Figure 8: District Current Organizational Chart



7.2.1 Management and Administration Activities

The management and administration activities are provided by the General Manager and Office Administrator providing the labor effort needed to keep the District operating including customer service (billing and collection), processing accounts payable, District business accounting, Board support, administrative support, as well as answering the telephones, preparing and filing regulatory compliance reports and maintaining customer outreach. Project/staff management also participate and represent the District customer interests in regional planning through the Water Forum, Regional Water Authority, Sacramento Groundwater Authority, and Sacramento Area Water Works Association. The staff also maintains outreach and provides community service through activities with the Del Paso Manor Homeowners Association and San Juan School District.

The key positions of the General Manager and Office Administrator are discussed below:

- General Manager – This person is responsible for all aspects of the District operation and is the key liaison between the elected Board and the District staff. The General Manager is responsible for implementing Board actions and policies and for providing outreach to the community as a visible representative of the organization. The General Manager is responsible for the daily operational decisions and is responsible for regulatory compliance monitoring, capital projects management, labor negotiations, and maintaining the people and resources needed to continue providing safe and reliable services on a daily basis. The General Manager is responsible for development of the annual budget alternatives following the direction of the Board of Directors.
- Office Administrator – This person is responsible for the administration of District accounts, payroll and purchasing processing and acts as the primary customer service representative. In addition, supports all the activities of the General Manager and employees of the District including, support of Administrative activities, document reproduction, emergency dispatch, and public outreach.

7.2.2 Water Production and Testing

The water production and testing staff provides for the groundwater pumping and testing of the District's water supply. District facilities include all District wells, well pumps and system interties with Sacramento Suburban Water District. State Certification as a Water Distribution Operator, Water Treatment Operator, and specialized training is required for the lead responsibilities of these activities for the District.

The existing District staff positions conducting these activities are as follows:

- Field Manager – This person is responsible for maintaining adequate water pressure in the system under all demand conditions and monitoring and maintaining water quality and testing demonstrating compliance with the Drinking Water Standards. This person is responsible for maintaining the mechanical aspects of equipment ranging from small chemical feed pumps through multiphase variable frequency drive pumps providing thousands of gallons per minute of supply. This person maintains District production and operations reports and plans and schedules maintenance

activities. This person is also responsible for emergency response planning and coordination of those activities needed to maintain a safe and reliable water supply.

- Operations and Maintenance Field Technician – This person supports all activities of the Field Manager and must be familiar with all production facilities, operation practices and procedures.

These people are responsible for preventative maintenance for all mechanical, electrical, chemical feed and control systems within the District. They also conduct the distribution system-flushing program, valve exercising, system monitoring and compliance with the California Department of Public Health (CDPH) water quality testing programs under the District Water Supply Permit.

The staff activities support the following four areas: maintenance, water quality, chemicals, and control.

Maintenance

Maintenance includes the electrical and electrical control system, chemical storage and feed equipment, and mechanical equipment, such as pump maintenance.

Electrical and electrical control system maintenance includes cleaning contacts; tightening connections; measuring voltage and amperage loads; and replacing starters, relays, circuit breakers and fuses.

Chemical feed equipment maintenance includes cleaning the pump Internals and solution lines; replacing diaphragms; and checking valves, chemical solution lines and injection point devices.

Mechanical equipment maintenance includes oil and filter changes; charging system check and replacement; efficiencies testing; bearing replacement; cleaning of Y strainers and diaphragms; and speed, travel and pressure adjustment for control valves.

Water Quality

Water quality is broken out into the following sub-categories: Distribution water quality testing, groundwater testing, flushing program, and water quality calls.

- Distribution water quality testing includes sampling at the wells and within the system for chlorine residual, coliform bacteria and periodic sampling for lead and copper at various locations in the District.
- Groundwater testing includes sampling for constituents and contaminants such as VOC, IOC, Gross Alpha, SOC, Gen. Mineral, Physical, Nitrate, Nitrite, Phase 2/5, Perchlorate, and MTBE, as well as other regulated and unregulated parameters required by law and as directed by CDPH.
- Flushing program includes flushing dead-end mains to reduce sedimentation and taste and odor complaints. This effort includes valve exercising and inspection as opportunities allow.

- Water quality calls – includes investigating water quality issues reported by customers.

Chemicals

Activities include ordering, receiving, loading and delivery of sodium hypochlorite to all sites; operation of feed systems; testing, training and emergency response planning.

Control System and Testing

The water system has a single chart recorder that monitors water pressure. The recorder is manually read. System alarms and automated emergency contact and reporting are not currently part of the District capabilities.

7.2.3 System Maintenance

The activities for system maintenance include all buried infrastructure providing transmission and distribution for delivery of water throughout the District. These activities include the inspection of all new construction, replacement and repair of water mains, fire hydrants, water services, meters, and valves. In addition, these people are responsible for inspection of all potential cross-connections and to administer the corrections on those cross-connections.

This activity includes responding to Underground Service Alerts calls for locating the buried water facilities, and maintaining the District water system maps.

The System Maintenance activities the following key Roles:

- Field Manager – This person is responsible for assignments of resources, project scheduling, training, inventory, equipment fleet and maintaining the corporation yard. This person is also responsible for the District record drawing files, contractor submittal review and comments, construction inspection support, and inspection records. In addition, this position coordinates plan checking, fire flow analysis requests and responds to requests for information by developers regarding the District facilities and physical connection requirements.
- Operations and Maintenance Field Technician – This person supports the activities of the Field Manager.

7.2.4 Conservation Outreach

The District maintains a part-time water conservation outreach person who travels the District during high water use periods contacting customers where water waste appears to be occurring. This person is responsible for informing the customer of the importance of avoiding water waste, of District water conservation policies currently in force and consequences for continued water waste.

7.3 Future Water District Organizational Structure and Management Plan

The District staffing provides for assignment of multiple activities to the four full-time employees and one part-time employee for conservation outreach duties. This approach has worked well for several years and will continue to work well; however, the following changes will impact the District staffing:

- District will be undertaking an increased Planned System Maintenance program for system wide replacement of the aging infrastructure resulting in a need for additional resources. This effort could result in an additional workload as follows:
 - 2010 – 2014: Up to 1/8 time senior manager requirement for managing PSM Program development, funding investigations, Proposition 218 rate considerations, and managing project design, bidding, construction, and startup.
 - 2014 to 2018: Up to 1/2 time senior manager requirement for managing PSM Program development, funding investigations, 218 rate considerations, and managing project design, bidding, construction, and startup.
 - 2018 to 2022 up to 1/2 time senior manager requirement for managing PSM Program development, funding investigations, Proposition 218 rate considerations, and managing project design, bidding, construction, and startup.
 - 2022 to 2026 up to 3/4 time senior manager requirement for managing PSM Program development, funding investigations, Proposition 218 rate considerations, and managing project design, bidding, construction, and startup.
 - 2026 to 2030 up to 1/8 time senior manager requirement for managing PSM Program development, funding investigations, Proposition 218 rate considerations, and managing project design, bidding, construction, and startup.
- Modernization to add computerized Supervisory Control and Data Acquisition (SCADA) would not require additional manpower but would require training for the Water Production Field Position in the system operation and in operator control programming. No additional staff recommended however a training budget should be considered.
- Changes in State laws may reach to the small water system providers and require additional labor effort for the following items:
 - Water Conservation BMPs – The District is not required based on its size to under take many of the BMPs. However, if a voluntary implementation of some or all of the BMPs is undertaken, there will need to be additional staffing. It is recommended that a 1/8 to 1/4 time person could manage this activity.
 - Certifications – Additional training and maintenance of Distribution Certifications need to be tracked and maintained. No additional staff is recommend, however a training budget should be considered.

- Chemical Feed System – Fluoridation may become a requirement should the District choose to practice Conjunctive Use. Subsequently, there will be additional operation and maintenance work load related with the fluoridation program. This work will require daily inspection and maintenance at each well adding up to 2 hours per week per site. This could result in between 1/4 and 1/2 time additional field staff.
- Changing Groundwater Quality – If the groundwater quality declines and treatment is required, the District will need to add a Grade 2 Water Treatment Plant Operator. It is recommended for this scenario that the District considers adding a new position and separating production from distribution field work.
- Meter Reading, Calibration, Maintenance, and Monthly Commodity Billing – This will result in a 1/2 time person associated with the meters and a part-time office administrator assistant to process monthly billing using the meter data. Use of auto/reading meters may reduce the meter reading work load, however a minimum number of re-reads, manual reads, and field checks are typically required as part of the normal billing quality control and in response to customer inquiries.

These changes may result in some reorganization and the need for additional staffing as reflected in the possible future organization chart shown in Figure 9 and Figure 10. Figure 9 reflects adding resources with no change to the existing organizational structure. Figure 10 reflects a revised structure adding and Assistant General Manager and maintaining the existing structure below the new manager role.

Figure 9: Proposed District Organizational Chart – Approach 1

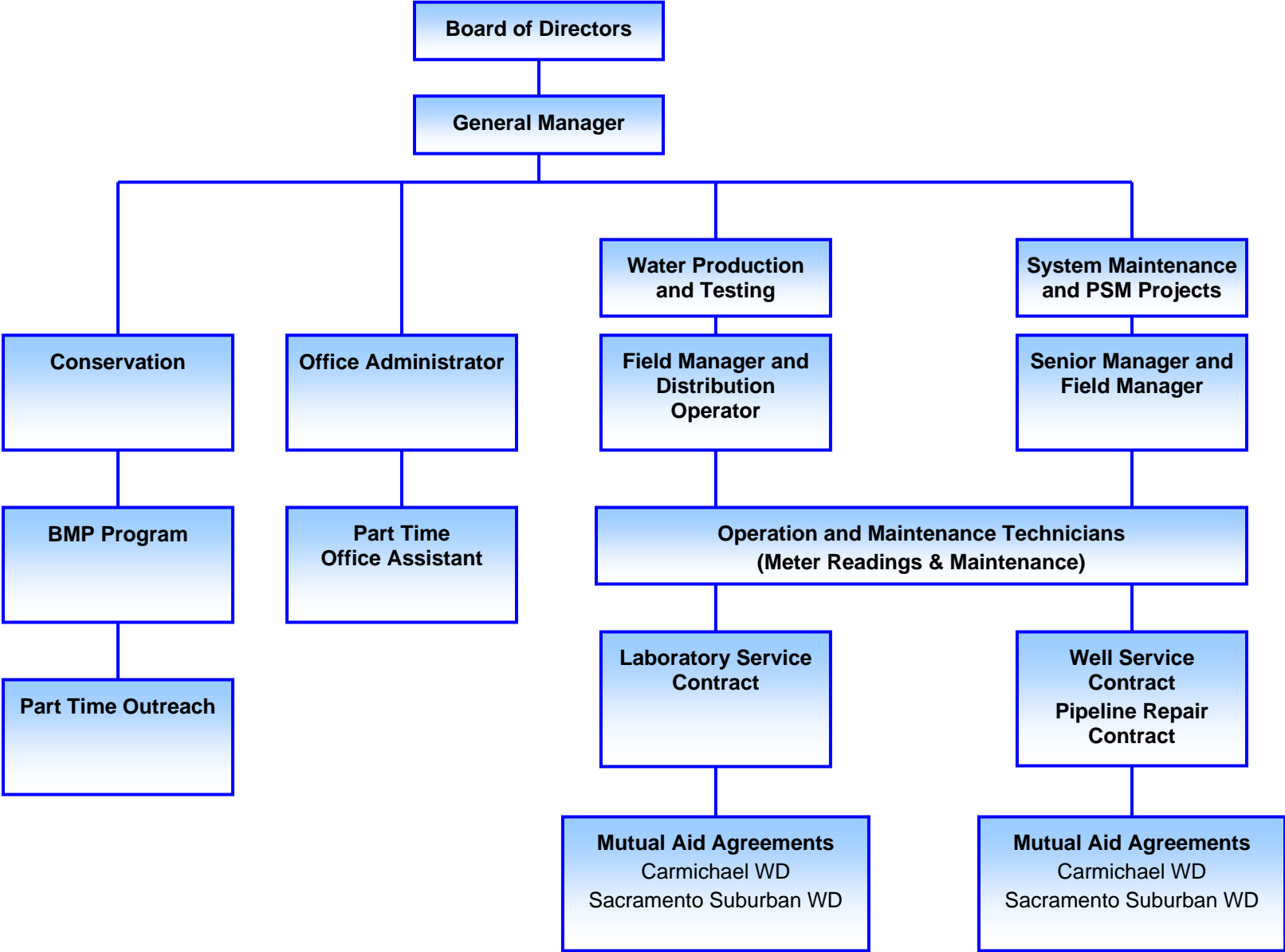
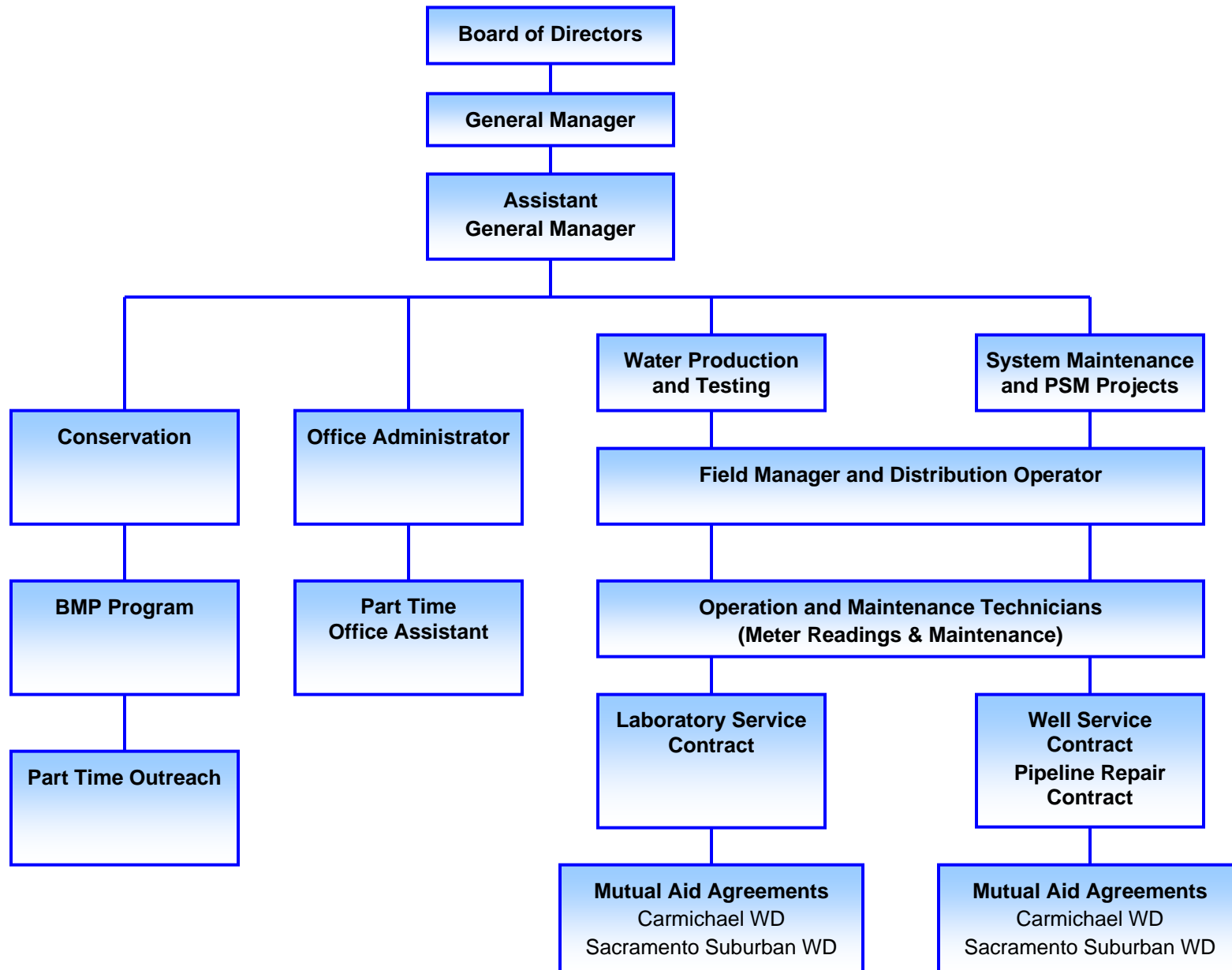


Figure 10: Proposed District Organizational Chart – Approach 2



Section 8: Meter Retrofit Planning

8.1 Introduction and Background

This Water Conservation and Meter Retrofit Plan reviews existing Del Paso Manor Water District (District) commitments for metering the District water system and frames the existing ongoing changes is local and state programs to encourage and enforce metering and billing using a metered rate.

The Metering Plan Technical Memorandum includes review of the following documents and are provided in Appendix 2:

- Assembly Bill No. 2572 Water Meters; Water Code Section 10617; Draft Water Forum Agreement – Water Conservation Element, 14 May 2009
- Del Paso Manor Water District (DPMWD) Water Forum Agreement and DPMWD Water Conservation Plan, January 2000 Appendix J
- Memorandum of Understanding Regarding Urban Water Conservation in California, California Urban Water Conservation Council, 10 December 2008
- California Urban Water Conservation Council – Best Management Practices (BMPs), 10 December 2008
- California Urban Water Conservation Council – BMP Cost-Effectiveness Workshop, June 2009
- Assembly Bill No. 1420 (AB 1420) Water Demand Management Measures: Water Management Grant or Loan Funds; AB 1420 Frequently Asked Questions; AB 1420 Self-Certification Statement Forms; Public Workshop Notes, AB 1420 Compliance/Eligibility Requirements, June 2009

The District is a signatory to the Water Forum Memorandum of Understanding (MOU), a member of the Regional Water Authority and participating in ongoing discussions with the Water Forum regarding updating the January 2000 MOU. This effort is part of an ongoing commitment to responsible management of the District and regional solutions to water supply planning.

8.2 Water Metering Commitments

Presented below is a summary of existing water metering commitments, current draft updated commitments and current state laws relating to water metering.

Existing Water Forum Best Management Practice 4 (BMP 4) Residential Meter Retrofit

The District Water Forum Purveyor Specific Water Conservation Plan (Appendix B) Best Management Practice 4 (BMP 4) Residential Meter Retrofit provides for the following commitment.

“It is recognized that Del Paso Manor Water District is a relatively smaller water purveyor currently relying totally on groundwater and will not realize immediate water supply benefits from participating in the Water Forum Agreement. Therefore until such time as Del Paso Manor Water District needs discretionary approvals for new or expanded surface water supplies, an active voluntary meter retrofit with incentives is acceptable. Nothing in the Water Forum Agreement prevents purveyors from deciding to undertake a more rapid meter retrofit program.

“At such time as Del Paso Manor Water District needs discretionary approvals for new or expanded surface water supplies it agrees to annually retrofit at least 3.3% - 5% of the total number of unmetered residential connections and read and bill as set for the in Appendix D of the Water Forum Agreement.

“If in the future Del Paso Manor Water District receives benefits from another agency’s conjunctive use program, it agrees to discuss its meter retrofit program with the Water Forum Successor Effort.”

The District has 1692 (1611 single family and 81 duplex housing) services that are unmetered. The existing commitment is to install 56 to 85 meters per year as part of pursuing a discretionary approval for new or expanded surface water supplies. It is reasonable to assume that this commitment will be triggered by the following surface water supplies actions if undertaken by the District:

- Proceeding with City of Sacramento surface water deliveries whether directly, or through Sacramento Suburban Water District.
- Proceeding with a Point of Diversion effort for City of Sacramento surface water to be treated and wheeled through Carmichael Water District.
- Proceeding with a joint District and Carmichael Water District conjunctive use project for beneficial use of the remediated groundwater discharging at the Bajamont Water Treatment Plant.

The annual cost of installing 85 residential meters in 2009 construction dollars is approximately \$100,000. This assumes retrofit to the existing pipelines using a service tap, corporation stop, 1-inch copper service, curb stop, meter box, meter, customer service shutoff valve and limited customer service retrofit. The District would be fully metered by 2030 if it proceeded at a rate of 5% (85) meters per year starting in 2010.

Assembly Bill 2572 and Water Forum Successor Effort

AB 2572 established requirements for Urban Water Suppliers to be fully metered by the year 2025 and begin billing all metered services within one seasonal year of having installed a water meter. An Urban Water Supplier under the California Water Code Section 10617 is any supplier serving more than 3,000 customers, or supplying more than 3,000 acre-feet per year of water. The District does not fall under the definition of an Urban Water Supplier and is therefore AB 2572 does not pertain to the District.

The Water Forum successor effort is negotiating an update Water Conservation Element and released a draft Water Conservation Element 14 May 2009 (Appendix A) that includes that same working as the original agreement (see above) for the District commitment to 3.3% - 5% triggered by the need for discretionary approvals for new or expanded surface water.

Assembly Bill 1420, California Urban Water Conservation Council Best Management Practices

The Water Forum draft update process is embracing the California Urban Water Conservation Council (CUWCC) Memorandum of Understanding (Appendix C) and the 10 December 2008 Best Management Practices while maintaining flexibility for unmetered members such as the District. Specifically, there is a Pre-Determined Deferral for Meter-Based BMPs that accepts the January 2000 Appendix J (Appendix B) schedule. As stated above, Water Forum Appendix J does not require the District to meter until a discretionary surface water approval is needed.

The CUWCC MOU provides advantages to local larger water purveyors in preparing Urban Water Management Plans. The District does not exceed the minimum size threshold requiring an Urban Water Management Plan. Although alignment with the CUWCC approach and goals are recommended, the District should refrain from committing to accelerating meter installation until the distribution system replacement approach and timing is fully determined.

AB 1420 further tightens water conservation accountability to state grant and bond funding opportunities for Urban Water Suppliers. AB 1420 does not appear to change the California Water Code Section 10617 definition of an Urban Water Supplier and therefore the District does not meet the minimum size threshold to require compliance with AB 1420. This is important because AB 1420 ties back to the CUWCC BMPs and metering.

At this time, based on the evaluation above, it appears that the District is under no obligation to proceed with installation of water meters until such time as a surface water need is acted upon. The District Master Plan is providing recommendations on system-wide pipeline replacement from the back lot line to the street and metering the system in a phased approach at that time. This approach is discussed further in the following sections, but, appears consistent with existing meter installation obligation commitments.

8.3 Current Meter Retrofit Status

The District is partially metered with 95 metered accounts as show in Table 13. There are six (6) accounts that are non-residential that are currently on a flat rate as shown in Table 14 and are assumed to not be metered. There are also four (4) stand-by fire protection accounts that are not metered and are billed at as-needed basis. No residential water meters have been installed in the District.

Table 13: Water Meter Accounts Summary

Type	No. of Accounts
Multi-Family	11
Commercial	64
Institutional	5
Irrigation	15
TOTAL	95

Table 14: Commercial Flat Rate Accounts

Account No.	Customer	Service Size
50004	Eastern Mini Market	1"
50005	SI Investment Trust	8" FP, (5) 1", 2"
50038	Phuong Ngo	5/8"
50055	Sam Co Systems	1", 6" FP
50070	Ben Davis Enterprises	1½"
50112	Eastern Manor Care Home	1", 4" FP

8.4 Meter Installation Options

The District has adopted a policy to proceed with relocation of the water mains from the backyards to the street frontage at such time as the pipelines have reached the end of their useful life. Concurrent with the need to address the aging pipelines is the desire to proceed with installing water meters. The Master Plan provides a Planned System Maintenance program for both replacing the pipes, retrofitting water services during pipe replacements, and installing meters.

The District has expressed targeting a 2025 completion year for all meter installation. The District can choose from the following installation approaches:

1. Annual meter installation of approximately 113 meters per year starting in 2010. This would result in installing meters to existing backyard services and the later relocation of

meters with the planned pipeline system replacement. The estimated annual cost would be approximately \$135,000. Under this option the meters would be installed as the work proceeded and there would be a phased conversion from flat rate to a metered rate on an annual schedule.

2. Installation of meters concurrent with the Planned System Maintenance pipeline replacement projects starting in 2010 and continuing through 2025. Installation of meter setters would proceed concurrently with pipe replacement and all meters are installed in 2025. Meters would be installed at one time and the entire District residential customer group converted to a metered rate at one time. The cost of metering will be reduced from approximately \$1,200 per meter installation to approximately \$700 per installation. This represents a savings of 47% or \$1,200,000 over preceding with the installation of meters annually and in backyards.

8.5 Findings and Recommendations

The findings of this review are that the District has the option to postpone installing meters until such time as the law changes or there is a need for surface water use within the District. The District would face an annual cost of approximately \$100,000 for installing 5% (85) of the total unmetered per year at that time and this would require 20 years to complete should a surface water use be needed.

The District could proceed with installation of meters in advance of the pipeline at a cost of approximately \$135,000 per year and be complete by 2025. This approach would require relocating meters to the front yards when the pipelines are relocated from the backyard easements to the public right of way.

The District could proceed with installing meters as they replace the pipelines at a cost savings of approximately 47% or \$1,200,000 over the life of the projects.

It is recommended that the District proceed with the concurrent pipeline and meter replacement/retrofit program. Installation of meters as an annual element of the pipeline replacement plan could be reconsidered as the pipeline projects are completed.

Section 9: Planned System Maintenance

9.1 Introduction

Kennedy/Jenks has discussed with the District a Facilities Replacement Plan, which includes the evaluation of District water demands and condition assessment of production and distribution facilities. The District currently practices a sufficient day-to-day maintenance practices. Assets are identified as generally in a good working condition but are currently at or exceeding their useful lives. It is reasonably assumed that replacements of production and distribution facilities are necessary by the end of 2030. The system-wide District assets replacements will be executed as Planned System Maintenance (PSM) projects. The PSM projects will be executed through five (5) phases of four (4) year durations.

In addition to production and distribution facilities, the District acknowledged the necessity to modernize the District facilities to bring the District to a standard industry practices, this includes work associated with upgrading electrical facilities at all existing production facilities, installation of computerized supervisory control and data acquisition (SCADA) system, and building new District office and corporation yard. The PSM will also include efforts to meet all residential meters installation by 2025.

Elements of the PSM can be categorized into the following:

1. Production facilities
2. Buried infrastructures
3. Modernization of operation and maintenance
4. Programmatic element, i.e. metering.

9.2 Planning and Phasing Recommendations

Scope of PSM projects outlined in this section reflects revisions made according to inputs and discussions with District staff. Work associated in the PSM planning for each phase is generally grouped into two different types of efforts:

1. Baseline efforts are triggered by aging production facilities. Systematically, existing production facilities will be abandoned and replaced along associated installation of a typically 12" diameter backbone piping that connects through the District's quadrants. Priorities are placed first on hydraulically critical regions of the District and age second.
2. Optional efforts address the District's goal to achieve full residential meter installation by 2025. The distribution facilities replacement includes mainly pipelines with diameters smaller than 12".

The PSM Summary and Phasing are as presented in the following subsections:

9.2.1 Summary of PSM

An approach for planning a PSM project is shown in Table 15 below. Conditions for each individual project will most likely vary, however, it is recommended for the District to research or complete the following activities in the process of decision making.

Table 15: Typical Construction Projects Preparation

Year	Activities
1	Planning, Right of Way, Funding, Preliminary Design
2	Funding, CEQA, Design
3	Funding, Bidding, Construction
4	Construction, Facilities Start-Up

Summary of cost with related phases and components for the PSM project is provided with description of work for each phase as shown in Table 16 and Table 17.

Table 16: Planned System Maintenance Project Description

Project	Description of Work
1A	Demolish (E) Well No. 5; Construct (N) Well No. 5.
1B	Electrical upgrade for Well Nos. 1–8; Demolish (E) Well No. 7.
1C	Install (N) 2,610 LF of 12" pipelines and appurtenances; Retrofit 46 water service connections to front yards and install meter setters.
1D	Intertie with Carmichael Water District: (N) 3,000 LF of 12" intertie pipelines and appurtenances, meter station, and booster pump station.
2A	Demolish (E) Well No. 1; Construct (N) Well No. 1 and new pump station building; Demolish (E) Well No. 6.
2B	Construct/Purchase (N) 3,600 SF District Office.
2C	Install (N) 5,200 LF of 12" pipeline and appurtenances; Retrofit 96 water service connections to front yards and install meter setters.
2D	Install (N) 900 LF of 12" pipeline, (N) 17,230 LF of 8" pipeline, (N) 300 LF of 6" pipelines and appurtenances; Retrofit 341 water service connections to front yards and install meter setters.
3A	Construct (N) Well No. 6.
3B	Install (N) 4,900 LF of 12" pipeline and appurtenances; Retrofit 84 water service connections to front yards and install meter setters.
3C	Install (N) 14,040 LF of 8" pipeline, (N) 1350 LF of 6" pipelines and appurtenances; Retrofit 262 water service connections to front yards and install meter setters.
4A	Demolish (E) Well No. 2; Demolish (E) Well No. 3; Demolish (E) Well No. 4; Construct (N) Well near Country Club Plaza area.
4B	Install (N) 6,880 LF of 12" pipeline, (N) 35,500 LF of 8" pipeline, (N) 1,550 LF of 6" pipelines and appurtenances; Retrofit 407 water service connections to front yards and install meter setters.
4C	Install (N) 4,500 LF of 12" pipeline, (N) 20,000 LF of 8" pipeline, (N) 100 LF of 6" pipelines and appurtenances; Retrofit 381 water service connections to front yards and install meter setters; Retrofit existing 75 water service at front yards and install meter setters.
4D	Install 1,692 water meters.
5A	Demolish (E) Well No. 8; Construct (N) Well at an undetermined site
5B	Install (N) 4,500 LF of 12" pipelines and appurtenances.

Table 17: Planned System Maintenance Summary of Cost by Phase

Phase	Period	Project	Baseline / Optional	Wells	Pipelines	Pipelines (Meter Installation)	Facilities	Conjunctive Use	Total Cost
1	2010-2014	1A	Baseline	\$1,617,000	-	-	-	-	\$1,617,000
		1B	Baseline	\$451,000	-	-	-	-	\$451,000
		1C	Baseline	-	\$453,000	-	-	-	\$453,000
		1D	Baseline	-	-	-	-	\$831,000	\$831,000
2	2014-2018	2A	Baseline	\$1,925,000	-	-	-	-	\$1,925,000
		2B	Baseline	-	-	-	\$1,700,000	-	\$1,700,000
		2C	Baseline	-	\$956,000	-	-	-	\$956,000
		2D	Optional	-	-	\$1,147,000	-	-	\$1,147,000
3	2018-2022	3A	Baseline	\$1,562,000	-	-	-	-	\$1,562,000
		3B	Baseline	-	\$878,000	-	-	-	\$878,000
		3C	Optional	-	-	\$2,185,000	-	-	\$2,185,000
4	2022-2026	4A	Baseline	\$1,756,000	-	-	-	-	\$1,756,000
		4B	Baseline	-	\$5,154,000	-	-	-	\$5,154,000
		4C	Optional	-	-	\$3,401,000	-	-	\$3,401,000
		4D	Optional	-	-	\$1,880,000	-	-	\$1,880,000
5	2026-2030	5A	Baseline	\$1,744,000	-	-	-	-	\$1,744,000
		5B	Optional	-	\$617,000	-	-	-	\$617,000

9.2.2 PSM Phase 1: 2010-2014

Phase 1 is scheduled for 2010 – 2014. The District has expressed the need for addressing priority improvements on facilities that requires immediate attention. In this case, replacement of Well No. 5 and electrical facilities upgrade for Well Nos. 1 – 8. District's Well No. 5 operation has reprioritized to be called last due in the well operation lineup. A downhole well video inspection was performed in February 2009 validates that Well No. 5 replacement is imminent. The well feeds AT&T demands, the District's single largest commercial user. Electrical facilities upgrade for Well Nos. 1 – 8 are necessary to bring the facilities to current industry and safety standards. Backbone pipeline installed in association with new Well No. 5 hydraulically connects north westerly portion of the District with the north easterly portion of the District. An intertie with Carmichael Water District is included in this Phase to address the implementation of Conjunctive Use as discussed in Section 5 of this Master Plan. The work for PSM Phase 1 is as shown on Figure 11. Discussion and summary of cost for PSM Phase 1 is included in Section 9.3.

Recommended baseline work includes the following:

Production Facilities

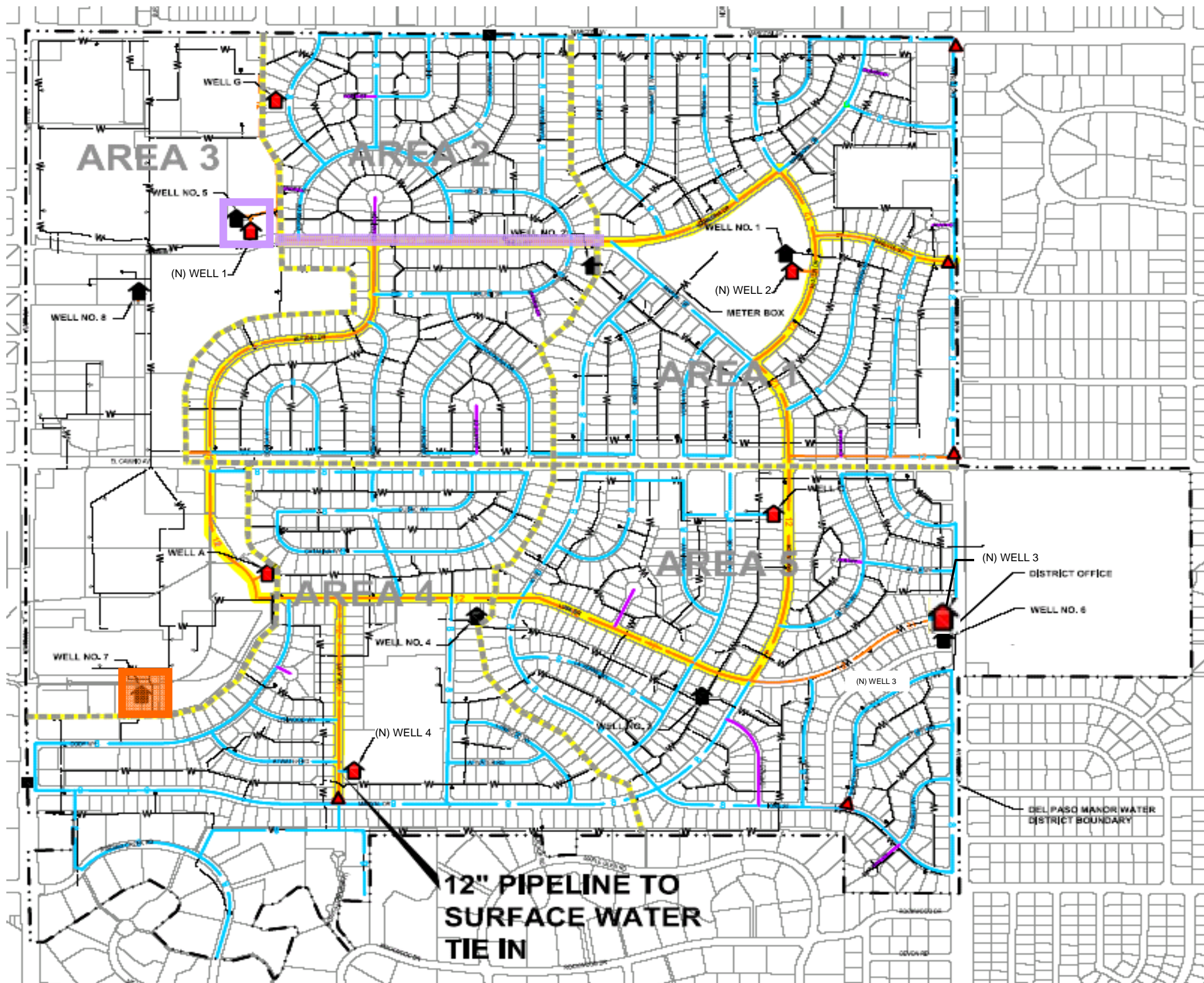
1. Demolish (E) Well No. 5
2. Construct (N) Well No. 5
3. Upgrade electrical facilities Well Nos. 1–8
4. SCADA installation
5. Demolish (E) Well No. 7

Distribution Facilities

1. Install (N) 2,610 LF of 12" pipeline and appurtenances
2. Retrofit 46 water service connections to front yard and install meter setters

Conjunctive Use

1. Intertie with Carmichael Water District: Install (N) 3,000 LF of 12" pipeline and appurtenances, meter station, and booster pump station



—— BASELINE, NEW
 —— BASELINE, DEMO
 —— OPTIONAL

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 SACRAMENTO, CALIFORNIA
 MASTER PLAN

WATER SYSTEM PSM 2010-2014

9.2.3 PSM Phase 2: 2014-2018

Phase 2 is scheduled for 2014-2018. The District's Well No. 1 is the District's oldest lead well. The District's Well No. 6 is the only natural gas fueled engine located inside a vault to the rear of District office building. Demolition of Well No. 6 will concurrently take place with moving the District office to a new location. Extension of the backbone pipeline installed in association with new Well No. 1 hydraulically connects north easterly portion of the District with the south easterly portion of the District. The optional efforts related to installation of new distribution facilities begin to take place on this phase. The work for PSM Phase 2 is as shown on Figure 12. Discussion and summary of cost for PSM Phase 2 is included in Section 9.3.

Recommended baseline work includes the following:

Production Facilities

1. Demolish (E) Well No. 1
2. Construct (N) Well No. 1
3. Demolish (E) Well No. 6

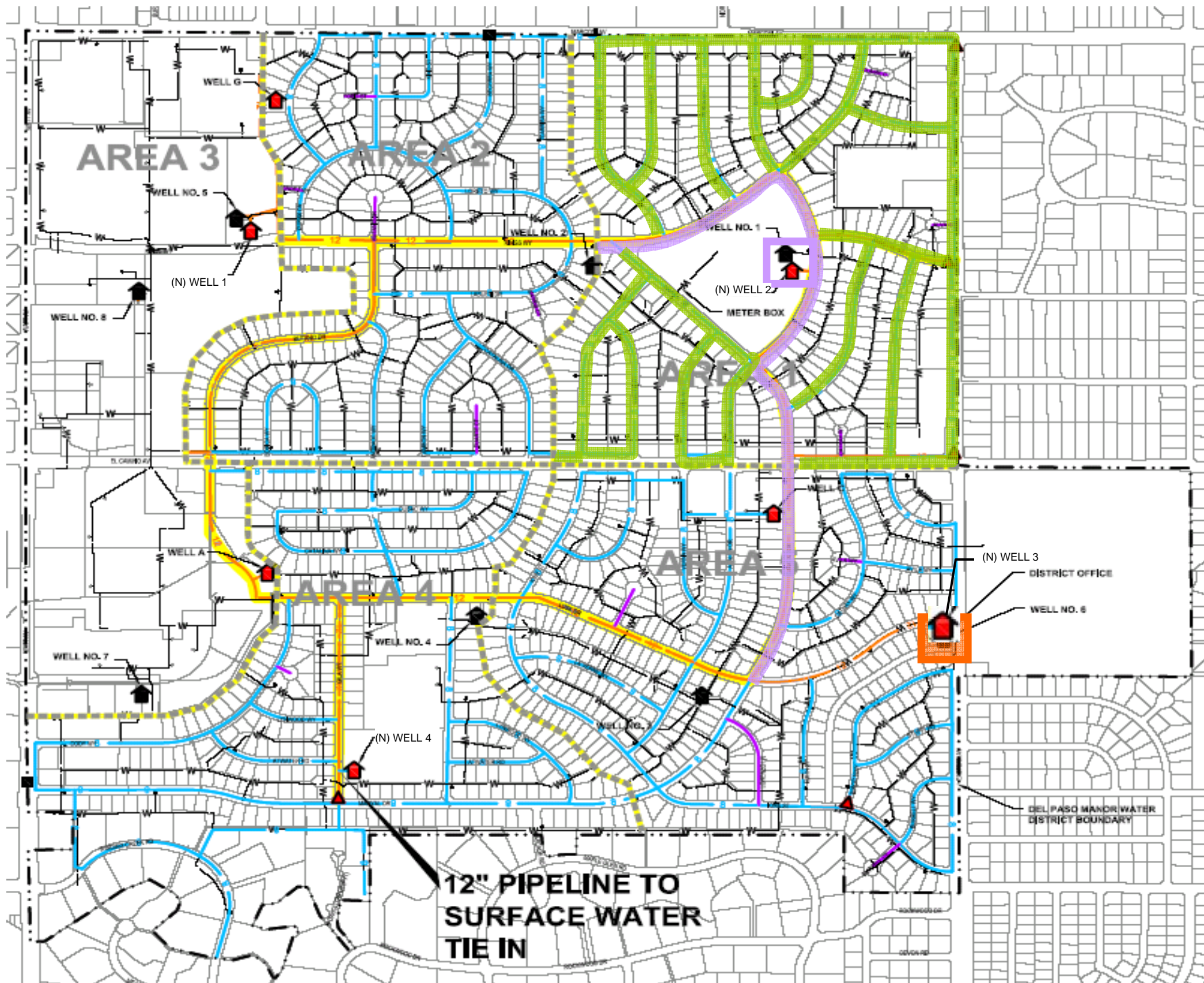
Distribution Facilities

1. Install (N) 5,200 LF of 12" pipeline and appurtenances
2. Retrofit 96 water service connections to front yards
3. Construct/Purchase (N) 3,600 SF District Office

Recommended optional work, driven by meter installation includes the following:

Distribution Facilities

1. Install (N) 900 LF of 12" pipeline, (N) 17,230 LF of 8" pipeline, (N) 300 LF of 6" pipelines and appurtenances
2. Retrofit 341 water service connections to front yards



—— BASELINE, NEW
 —— BASELINE, DEMO
 —— OPTIONAL

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MASTER PLAN

WATER SYSTEM PSM 2014-2018

K/J 0870017.00
APRIL 2009
FIGURE 12

9.2.4 PSM Phase 3: 2018-2022

Phase 3 is scheduled for 2018-2022. The production facilities replacement continues with construction of new Well No. 6. The extension of the backbone pipeline installed in association with new Well No. 6 hydraulically connects south easterly portion of the District with the south westerly portion of the District. The work for PSM Phase 3 is as shown on Figure 13. Discussion and summary of cost for PSM Phase 3 is included in Section 9.3.

Recommended baseline work includes the following:

Production Facilities

1. Construct (N) Well No. 6

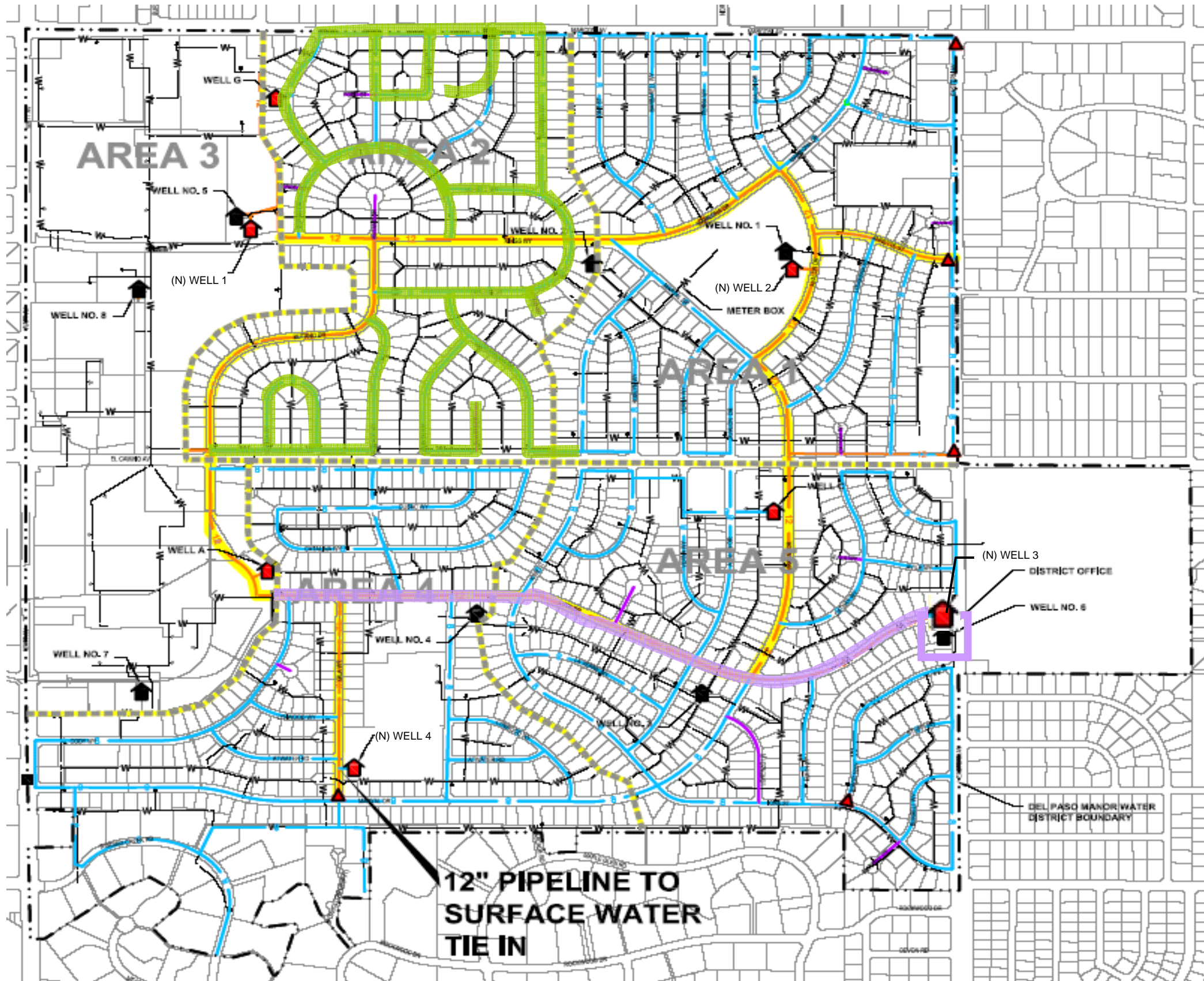
Distribution Facilities

1. Install (N) 4,900 LF of 12" pipeline and appurtenances
2. Retrofit 84 water service connections to front yards

Recommended optional work, driven by meter installation includes the following:

Distribution Facilities

1. Install (N) 14,040 LF of 8" pipeline, (N) 1350 LF of 6" pipelines and appurtenances
2. Retrofit 262 water service connections to front yards



— BASELINE, NEW

— BASELINE, DEMO

— OPTIONAL

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SACRAMENTO, CALIFORNIA
MASTER PLAN

WATER SYSTEM PSM 2018-2022

K/J 0870017.00
APRIL 2009
FIGURE 13

9.2.5 PSM Phase 4: 2022-2026

Phase 4 is scheduled for 2022-2026. The production facilities replacement continues with demolition of Well Nos. 2, 3, and 4 and construction of a new well at a site near the Country Club commercial area. The extension of the backbone pipeline installed in association with the new well hydraulically connects south westerly portion of the District with the north westerly portion of the District. Non backbone pipelines are included in the baseline to help meeting deadline for meter installation. Work for PSM Phase 4 is as shown on Figure 14. Discussion and summary of cost for PSM Phase 4 is included in Section 9.3.

Recommended baseline work includes the following:

Production Facilities

1. Demolish (E) Well No. 2
2. Demolish (E) Well No. 3
3. Demolish (E) Well No. 4
4. Construct (N) Well at Country Club site

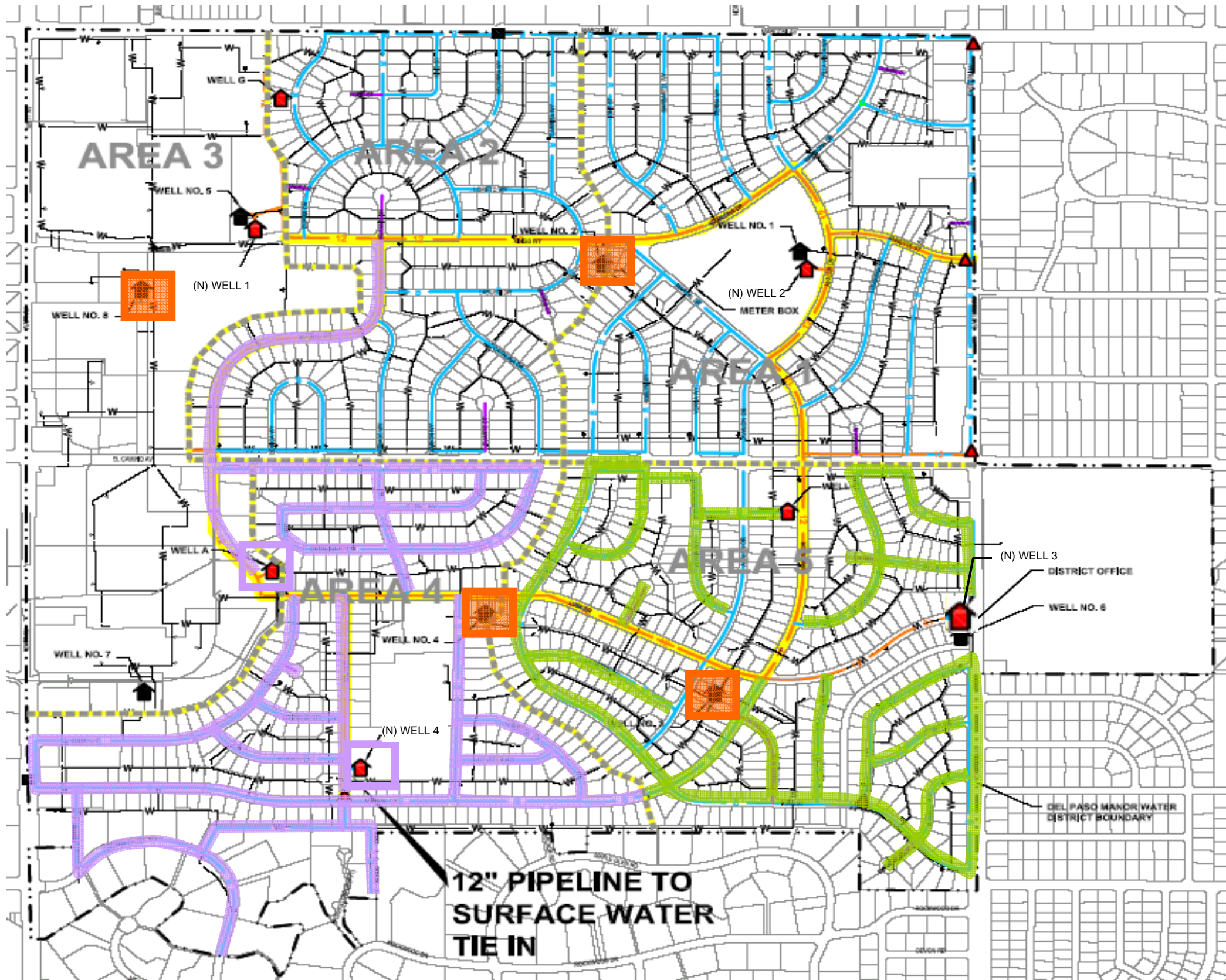
Distribution Facilities

1. Install (N) 6,880 LF of 12" pipeline, (N) 35,500 LF of 8" pipeline, (N) 1,550 LF of 6" pipelines and appurtenances
2. Retrofit 407 water service connections to front yards

Recommended optional work, driven by meter installation includes the following:

Distribution Facilities

1. Install (N) 4,500 LF of 12" pipeline, (N) 20,000 LF of 8" pipeline, (N) 100 LF of 6" pipelines and appurtenances
2. Retrofit 381 water service connections to front yards
3. Retrofit existing 75 water service at front yards
4. Install 1692 water meters



—— BASELINE, NEW
 —— BASELINE, DEMO
 —— OPTIONAL

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MASTER PLAN

WATER SYSTEM PSM 2022-2026

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APRIL 2009
FIGURE 14

9.2.6 PSM Phase 5: 2026-2030

Phase 5 is scheduled for 2026-2030. The production facilities replacement finishes with demolition of Well 8 and construction of a new well at a site that is not yet determined. At this time, all the backbone pipeline has been installed to accommodate full capacity of the District's new wells. A distribution facility replacement for a segment in the commercial area is included as optional work. The work for PSM Phase 5 is as shown on Figure 15. Discussion and summary of cost for PSM Phase 5 is included in Section 9.3.

Recommended baseline work includes the following:

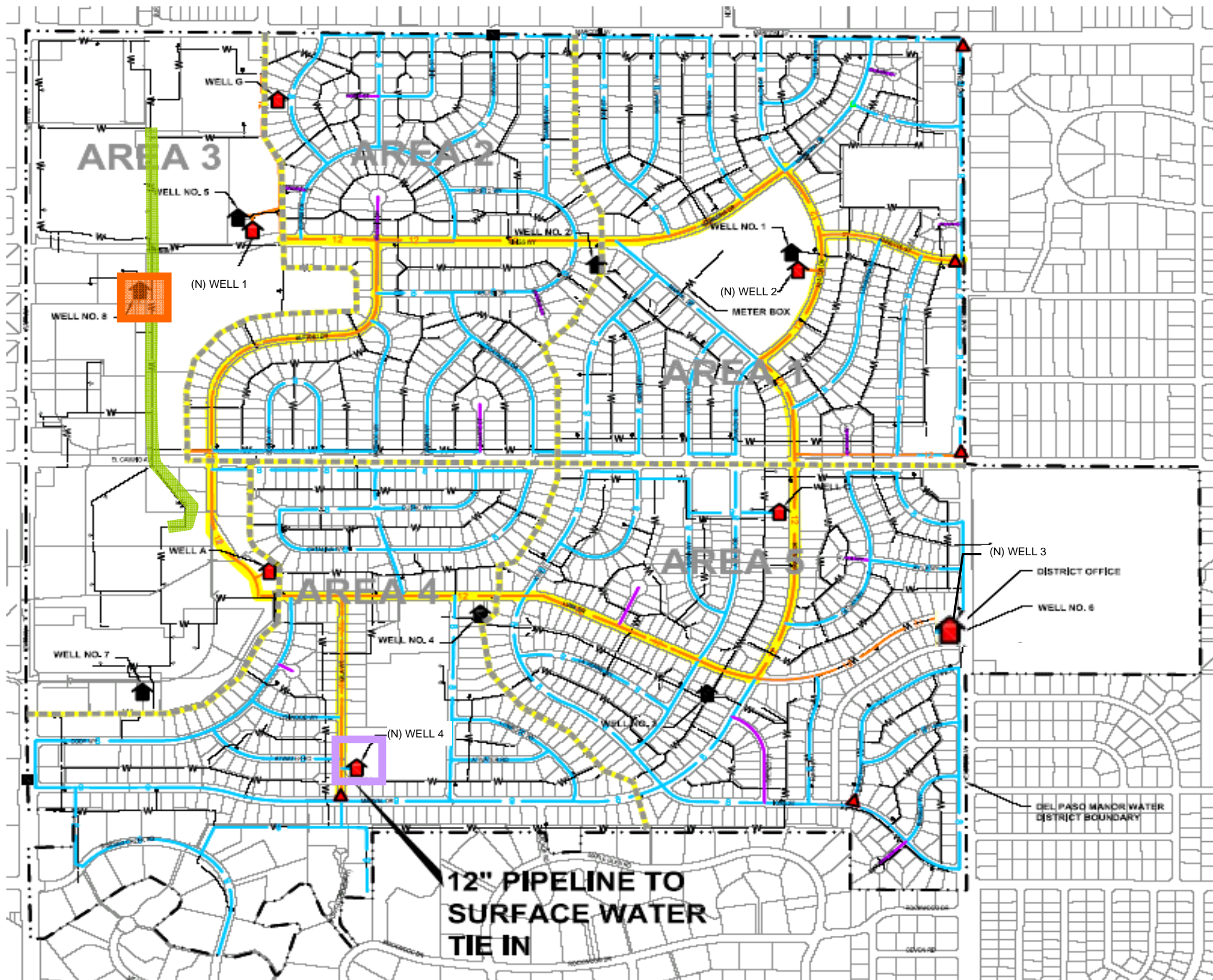
Production Facilities

1. Demolish (E) Well 8
2. Construct (N) Well at a site to be determined

Recommended optional work includes the following:

Distribution Facilities

1. Install (N) 4,500 LF of 12" pipelines and appurtenances



— BASELINE, NEW
 — BASELINE, DEMO
 — OPTIONAL

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SACRAMENTO, CALIFORNIA
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WATER SYSTEM PSM 2026-2030

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FIGURE 15

9.3 Cost Estimate

The cost estimates were prepared using prior construction bids, current materials pricing, estimating guides, and engineering judgment. The costs are opinion of probable cost and reflect a conceptual level of accuracy. The estimates include a 25 percent contingency for unforeseen conditions, a 10 percent cost for engineering, administrative, and legal costs, a 1 percent cost for environmental review. In this case, it is assumed that District's Planned System Maintenance projects qualify for CEQA Categorical Exemption. Opinions of cost are in current 2009 dollars and are based on Engineering News Records for West Coast Cities - San Francisco Index of 9757.

The estimated new well construction costs include new well drilling and associated improvements, such as site work, mechanical, electrical and instrumentation. The estimated new pipeline cost is per lineal foot of trench installed. The appurtenances include blow-off assembly, fire hydrants, connection to existing distribution system, and abandonment of existing pipeline. Land costs for new wells are included at an estimated \$250,000 per site and may vary based on actual sites.

Total cost for PSM Phases 1 – 5 in current 2009 is approximately \$28.3 M. The Cost Summary is shown by phase, schedule, and baseline and optional costs. Optional costs reflect costs of distribution pipelines that are driven by District wide completion of service retrofits and meter setters installation for all residential meters installed by 2025. Cost estimate is prepared to reflect options of completing meter installation as an optional effort in phase 4 (2022-2026). The breakdown of cost estimate by individual projects is also included as example of potential staging completion of each PSM phase.

A cost impact calculation was prepared assuming a 4 ½ percent interest rate over 30 years allocated by estimated water use. The estimate provides a monthly residential service cost associated with each PSM phase.

Del Paso Manor Water District
 Planned System Maintenance
 2010-2030
 Meter Installation by 2025
 Cost Summary

PSM Phase	Scheduled	Baseline	Optional	Total
1	2010 - 2014	\$4,393,400	\$0	\$4,393,400
2	2014 - 2018	\$4,928,200	\$1,147,000	\$6,075,200
3	2018 - 2022	\$2,439,400	\$2,184,800	\$4,624,200
4	2022 - 2026	\$6,910,100	\$5,628,300	\$12,538,400
5	2026 - 2030	\$1,744,300	\$617,400	\$2,361,700
Estimated Cost				<u>\$ 29,992,900</u>

Rounded to: \$ 29,993,000.00

Del Paso Manor Water District
 Planned System Maintenance
 Phase 1- Summary
 2010-2014

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Demolish (E) Well 5	1	LS	\$ 50,000.00	\$ 50,000.00
Construct (N) Well 5	1	LS	\$ 1,100,000.00	\$ 1,100,000.00
(N) Block Wall	140	LF	\$ 104.00	\$ 14,560.00
Well Electrical Upgrade/SCADA	1	LS	\$ 250,000.00	\$ 250,000.00
Demolish (E) Well 7	1	LS	\$ 75,000.00	\$ 75,000.00
PIPELINES				
12" Piping	2610	LF	\$ 87.22	\$ 227,640.00
8" Piping		LF	\$ -	\$ -
6" Piping		LF	\$ -	\$ -
Appurtenances ^{a)}	1	LS	\$ 20,000.00	\$ 20,000.00
a) Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	46	EA	\$ 1,700.00	\$ 78,200.00
Service Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -
CONJUNCTIVE USE				
Carmichael WD Intertie				
Pipeline and System Intertie	1	EA	\$ 360,624.00	\$ 360,624.00
Booster Pump Station	1	EA	\$ 237,600.00	\$ 237,600.00
Additional Environmental	1	LS	\$ 250,000.00	\$ 250,000.00
Land/Right of Way				
Well 5	1	LS	\$ 250,000.00	\$ 250,000.00
CWD Intertie	1	LS	\$ 250,000.00	\$ 250,000.00
Subtotal				\$ 3,163,624.00
Contingencies			25%	\$ 790,906.00
Subtotal				\$ 3,954,530.00
Engineering, Admin, and Legal			10%	\$ 395,453.00
Subtotal				\$ 4,349,983.00
Environmental (Categorical Exemption)			1%	\$ 43,499.83
Estimated Cost				\$ 4,393,482.83

Rounded to:	\$ 4,393,400.00
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Economic Impacts	
Outlay 2014	\$ 4,393,400.00
Annual Cost Factor 30 years @ 4.5% (0.0614)	\$ 269,754.76
Cost per Acre Foot Water/Year	\$ 160.57
Cost per Single Family ResidentialMonth	\$ 7.28

Del Paso Manor Water District
Planned System Maintenance
Phase 1
2010-2014
Project 1A

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Demolish (E) Well 5	1	LS	\$ 50,000.00	\$ 50,000.00
Construct (N) Well 5	1	LS	\$ 1,100,000.00	\$ 1,100,000.00
(N) Block Wall	140	LF	\$ 104.00	\$ 14,560.00

Subtotal				\$ 1,164,560.00
Contingencies			25%	\$ 291,140.00
Subtotal				\$ 1,455,700.00
Engineering, Admin, and Legal			10%	\$ 145,570.00
Subtotal				\$ 1,601,270.00
Environmental (Categorical Exemption)			1%	\$ 16,012.70
Estimated Cost				\$ 1,617,282.70

Rounded to:	\$ 1,617,000.00
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Del Paso Manor Water District
 Planned System Maintenance
 Phase 1
 2010-2014
Project 1B

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Well Electrical Upgrade/SCADA	1	LS	\$ 250,000.00	\$ 250,000.00
Demolish (E) Well 7	1	LS	\$ 75,000.00	\$ 75,000.00

Subtotal				\$ 325,000.00
Contingencies			25%	\$ 81,250.00
Subtotal				\$ 406,250.00
Engineering, Admin, and Legal			10%	\$ 40,625.00
Subtotal				\$ 446,875.00
Environmental (Categorical Exemption)			1%	\$ 4,468.75
Estimated Cost				\$ 451,343.75

Rounded to:	\$ 451,000.00
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Del Paso Manor Water District
 Planned System Maintenance
 Phase 1
 2010-2014
Project 1C

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
PIPELINES				
12" Piping	2610	LF	\$ 87.22	\$ 227,640.00
8" Piping		LF	\$ -	\$ -
6" Piping		LF	\$ -	\$ -
Appurtenances ^a	1	LS	\$ 20,000.00	\$ 20,000.00
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	46	EA	\$ 1,700.00	\$ 78,200.00
Service Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -

Subtotal				\$ 325,840.00
Contingencies			25%	\$ 81,460.00
Subtotal				\$ 407,300.00
Engineering, Admin, and Legal			10%	\$ 40,730.00
Subtotal				\$ 448,030.00
Environmental (Categorical Exemption)			1%	\$ 4,480.30
Estimated Cost				\$ 452,510.30

Rounded to:	\$ 453,000.00
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Del Paso Manor Water District
 Planned System Maintenance
 Phase 1
 2010-2014
Project 1D

Project Element	Quantity	Unit	Unit Cost	Extension
CONJUNCTIVE USE				
Carmichael WD Intertie				
Pipeline and System Intertie	1	EA	\$ 360,624.00	\$ 360,624.00
Booster Pump Station	1	EA	\$ 237,600.00	\$ 237,600.00
Additional Environmental	1	LS	\$ 250,000.00	\$ 250,000.00

Subtotal				\$ 848,224.00
Contingencies			25%	\$ 212,056.00
Subtotal				\$ 1,060,280.00
Engineering, Admin, and Legal			10%	\$ 106,028.00
Subtotal				\$ 1,166,308.00
Environmental (Categorical Exemption)			1%	\$ 11,663.08
Estimated Cost				\$ 1,177,971.08

Rounded to:	\$ 1,178,000.00
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Del Paso Manor Water District
Planned System Maintenance
Phase 2 - Summary
2014-2018

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Demolish (E) Well 1	1	LS	\$ 90,000.00	\$ 90,000.00
Construct (N) Well 1 (N) Pump Station Building	1	LS	\$ 1,100,000.00	\$ 1,100,000.00
Demolish (E) Well 6	1	LS	\$ 90,000.00	\$ 90,000.00
PIPELINES				
12" Piping	5200	LF	\$ 87.46	\$ 454,800.00
8" Piping		LF	\$ -	\$ -
6" Piping		LF	\$ -	\$ -
Appurtenances ^{a)}	1	LS	\$ 70,350.83	\$ 70,350.83
a) Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	96	EA	\$ 1,700.00	\$ 163,482.01
Service Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -
NEW DISTRICT OFFICE				
Building Acquisition	3600	SF	\$ 250.00	\$ 900,000.00
Tenant Improvement	3600	SF	\$ 90.00	\$ 324,000.00
Land/Right of Way Well 1	1	LS	\$ 250,000.00	\$ 250,000.00
METER INSTALLATION EFFORT				
PIPELINES				
12" Piping	900	LF	\$ 88.00	\$ 79,200.00
8" Piping	17230	LF	\$ 57.90	\$ 57.90
6" Piping	300	LF	\$ 46.00	\$ 46.00
Appurtenances	1	LS	\$ 167,249.17	\$ 167,249.17
a) Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	341	EA	\$ 1,700.00	\$ 579,417.99
Service Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -
Subtotal				\$ 4,374,603.90
Contingencies			25%	\$ 1,093,650.98
Subtotal				\$ 5,468,254.88
Engineering, Admin, and Legal			10%	\$ 546,825.49
Subtotal				\$ 6,015,080.37
Environmental (Categorical Exemption)			1%	\$ 60,150.80
Estimated Cost				\$ 6,075,231.17

Rounded to:	\$ 6,075,200.00
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Economic Impacts	
Outlay 2014	\$ 6,075,200.00
Annual Cost Factor 30 years @ 4.5% (0.0614)	\$ 373,017.28
Cost per Acre Foot Water/Year	\$ 222.03
Cost per Single Family ResidentialMonth	\$ 10.07

Del Paso Manor Water District
 Planned System Maintenance
 Phase 2
 2014-2018
Project 2A

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Demolish (E) Well 1	1	LS	\$ 90,000.00	\$ 90,000.00
Construct (N) Well 1 (N) Pump Station Building	1	LS	\$ 1,100,000.00	\$ 1,100,000.00
Demolish (E) Well 6	1	LS	\$ 106,000.00	\$ 106,000.00
	1	LS	\$ 90,000.00	\$ 90,000.00

Subtotal		\$ 1,386,000.00
Contingencies	25%	<u>\$ 346,500.00</u>
Subtotal		\$ 1,732,500.00
Engineering, Admin, and Legal	10%	<u>\$ 173,250.00</u>
Subtotal		\$ 1,905,750.00
Environmental (Categorical Exemption)	1%	<u>\$ 19,057.50</u>
Estimated Cost		<u>\$ 1,924,807.50</u>

Rounded to:	\$ 1,925,000.00
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Del Paso Manor Water District
 Planned System Maintenance
 Phase 2
 2014-2018
Project 2B

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
NEW DISTRICT OFFICE				
Building Acquisition	3600	SF	\$ 250.00	\$ 900,000.00
Tenant Improvement	3600	SF	\$ 90.00	\$ 324,000.00

Subtotal				\$ 1,224,000.00
Contingencies			25%	\$ 306,000.00
Subtotal				\$ 1,530,000.00
Engineering, Admin, and Legal			10%	\$ 153,000.00
Subtotal				\$ 1,683,000.00
Environmental (Categorical Exemption)			1%	\$ 16,830.00
Estimated Cost				\$ 1,699,830.00

Rounded to:	\$ 1,700,000.00
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Del Paso Manor Water District
 Planned System Maintenance
 Phase 2
 2014-2018
Project 2C

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
PIPELINES				
12" Piping	5200	LF	\$ 87.46	\$ 454,800.00
8" Piping		LF	\$ -	\$ -
6" Piping		LF	\$ -	\$ -
Appurtenances ^a	1	LS	\$ 70,350.83	\$ 70,350.83
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	96	EA	\$ 1,700.00	\$ 163,482.01
Service Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -

Subtotal		\$ 688,632.84
Contingencies	25%	\$ 172,158.21
Subtotal		\$ 860,791.05
Engineering, Admin, and Legal	10%	\$ 86,079.10
Subtotal		\$ 946,870.15
Environmental (Categorical Exemption)	1%	\$ 9,468.70
Estimated Cost		<u>\$ 956,338.86</u>

Rounded to:	\$ 956,000.00
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Del Paso Manor Water District
 Planned System Maintenance
 Phase 2
 2014-2018
Project 2D

Project Element	Quantity	Unit	Unit Cost	Extension
METER INSTALLATION EFFORT				
PIPELINES				
12" Piping	900	LF	\$ 88.00	\$ 79,200.00
8" Piping	17230	LF	\$ 57.90	\$ 57.90
6" Piping	300	LF	\$ 46.00	\$ 46.00
Appurtenances ^a	1	LS	\$ 167,249.17	\$ 167,249.17
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	341	EA	\$ 1,700.00	\$ 579,417.99
Service Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -

Subtotal		\$ 825,971.06
Contingencies	25%	<u>\$ 206,492.77</u>
Subtotal		\$ 1,032,463.83
Engineering, Admin, and Legal	10%	<u>\$ 103,246.38</u>
Subtotal		\$ 1,135,710.21
Environmental (Categorical Exemption)	1%	<u>\$ 11,357.10</u>
Estimated Cost		<u><u>\$ 1,147,067.32</u></u>

Rounded to:	\$ 1,147,000.00
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Del Paso Manor Water District
Planned System Maintenance
Phase 3 - Summary
2018-2022

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Construct (N) Well 6	1	LS	\$ 1,100,000.00	\$ 1,100,000.00
(N) Block Wall	140	LF	\$ 104.00	\$ 14,560.00
Landscape	1	LS	\$ 10,000.00	\$ 10,000.00
PIPELINES				
12" Piping	4900	LF	\$ 85.96	\$ 421,200.00
8" Piping	0	LF	\$ -	\$ -
6" Piping	0	LF	\$ -	\$ -
Appurtenances ^a	1	LS	\$ 68,763.43	\$ 68,763.43
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	84	EA	\$ 1,700.00	\$ 142,049.29
Services Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -
METER INSTALLATION EFFORT				
PIPELINES				
12" Piping	0	LF	\$ -	\$ -
8" Piping	14040	LF	\$ 57.88	\$ 812,640.00
6" Piping	1350	LF	\$ 43.33	\$ 58,500.00
Appurtenances ^a	1	LS	\$ 125,636.57	\$ 125,636.57
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
AC Pipe Removal	1300	LF	\$ 34.00	\$ 44,200.00
Trenchless Installation	1300	LF	\$ 66.25	\$ 86,125.00
SERVICES				
Service Retrofit to Front Yard	262	EA	\$ 1,700.00	\$ 446,150.71
Services Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -
Subtotal				\$ 3,329,825.00
Contingencies			25%	\$ 832,456.25
Subtotal				\$ 4,162,281.25
Engineering, Admin, and Legal			10%	\$ 416,228.13
Subtotal				\$ 4,578,509.38
Environmental (Categorical Exemption)			1%	\$ 45,785.09
Estimated Cost				\$ 4,624,294.47

Rounded to:	\$ 4,624,200.00
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Economic Impacts	
Outlay 2014	\$ 4,624,200.00
Annual Cost Factor 30 years @ 4.5% (0.0614)	\$ 283,925.88
Cost per Acre Foot Water/Year	\$ 169.00
Cost per Single Family Residential Month	\$ 7.66

Del Paso Manor Water District
 Planned System Maintenance
 Phase 3
 2018-2022
Project 3A

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Construct (N) Well 6	1	LS	\$ 1,100,000.00	\$ 1,100,000.00
(N) Block Wall	140	LF	\$ 104.00	\$ 14,560.00
Landscape	1	LS	\$ 10,000.00	\$ 10,000.00
Subtotal				\$ 1,124,560.00
Contingencies			25%	\$ 281,140.00
Subtotal				\$ 1,405,700.00
Engineering, Admin, and Legal			10%	\$ 140,570.00
Subtotal				\$ 1,546,270.00
Environmental (Categorical Exemption)			1%	\$ 15,462.70
Estimated Cost				\$ 1,561,732.70

Rounded to:	\$ 1,562,000.00
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Del Paso Manor Water District
Planned System Maintenance
Phase 3
2018-2022
Project 3B

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
PIPELINES				
12" Piping	4900	LF	\$ 85.96	\$ 421,200.00
8" Piping	0	LF	-	-
6" Piping	0	LF	-	-
Appurtenances ^{a)}	1	LS	\$ 68,763.43	\$ 68,763.43
a) Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	84	EA	\$ 1,700.00	\$ 142,049.29
Services Existing Front Yard	0	EA	\$ 1,200.00	-
Meters	0	EA	\$ 800.00	-

Subtotal		\$ 632,012.72
Contingencies	25%	\$ 158,003.18
Subtotal		\$ 790,015.89
Engineering, Admin, and Legal	10%	\$ 79,001.59
Subtotal		\$ 869,017.48
Environmental (Categorical Exemption)	1%	\$ 8,690.17
Estimated Cost		\$ 877,707.66

Rounded to:	\$ 878,000.00
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Del Paso Manor Water District
Planned System Maintenance
Phase 3
2018-2022
Project 3C

Project Element	Quantity	Unit	Unit Cost	Extension
METER INSTALLATION EFFORT				
PIPELINES				
12" Piping	0	LF	\$ -	\$ -
8" Piping	14040	LF	\$ 57.88	\$ 812,640.00
6" Piping	1350	LF	\$ 43.33	\$ 58,500.00
Appurtenances ^a	1	LS	\$ 125,636.57	\$ 125,636.57
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
AC Pipe Removal	1300	LF	\$ 34.00	\$ 44,200.00
Trenchless Installation	1300	LF	\$ 66.25	\$ 86,125.00
SERVICES				
Service Retrofit to Front Yard	262.441597	EA	\$ 1,700.00	\$ 446,150.71
Services Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -

Subtotal				\$ 1,573,252.28
Contingencies			25%	\$ 393,313.07
Subtotal				\$ 1,966,565.36
Engineering, Admin, and Legal			10%	\$ 196,656.54
Subtotal				\$ 2,163,221.89
Environmental (Categorical Exemption)			1%	\$ 21,632.22
Estimated Cost				\$ 2,184,854.11

Rounded to:	\$ 2,185,000.00
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Del Paso Manor Water District
Planned System Maintenance
Phase 4 - Summary
2022-2026

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Demolish/Abandon (E) Well 2	1	LS	\$ 50,000.00	\$ 50,000.00
Demolish/Abandon (E) Well 3	1	LS	\$ 50,000.00	\$ 50,000.00
Demolish/Abandon (E) Well 4	1	LS	\$ 50,000.00	\$ 50,000.00
Construct (N) Well near Country Club	1	LS	\$ 1,100,000.00	\$ 1,100,000.00
(N) Block Wall	140	LF	\$ 104.00	\$ 14,560.00
PIPELINES				
12" Piping	6880	LF	\$ 86.44	\$ 594,720.00
8" Piping	35500	LF	\$ 56.81	\$ 2,016,800.00
6" Piping	1550	LF	\$ 43.55	\$ 67,500.00
Appurtenances ^a	1	LS	\$ 340,310.17	\$ 340,310.17
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	407	EA	\$ 1,700.00	\$ 691,900.00
Services Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -
METER INSTALLATION EFFORT				
PIPELINES				
12" Piping	4500	LF	\$ 87.20	\$ 392,400.00
8" Piping	20000	LF	\$ 56.96	\$ 1,139,200.00
6" Piping	100	LF	\$ 48.00	\$ 4,800.00
Appurtenances ^a	1	LS	\$ 175,089.83	\$ 175,089.83
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	381	EA	\$ 1,700.00	\$ 647,700.00
Services Existing Front Yard	75	EA	\$ 1,200.00	\$ 90,000.00
Meters	1692	EA	\$ 800.00	\$ 1,353,600.00
Land/Right of Way				
Well 4	1	LS	\$ 250,000.00	\$ 250,000.00
Subtotal				\$ 9,028,580.00
Contingencies			25%	\$ 2,257,145.00
Subtotal				\$ 11,285,725.00
Engineering, Admin, and Legal			10%	\$ 1,128,572.50
Subtotal				\$ 12,414,297.50
Environmental (Categorical Exemption)			1%	\$ 124,142.98
Estimated Cost				\$ 12,538,440.48

Rounded to: \$ 12,538,400.00

Economic Impacts	
Outlay 2014	\$ 12,538,400.00
Annual Cost Factor 30 years @ 4.5% (0.0614)	\$ 769,857.76
Cost per Acre Foot Water/Year	\$ 458.25
Cost per Single Family Residential Month	\$ 20.77

Del Paso Manor Water District
 Planned System Maintenance
 Phase 4
 2022-2026
Project 4A

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Demolish/Abandon (E) Well 2	1	LS	\$ 50,000.00	\$ 50,000.00
Demolish/Abandon (E) Well 3	1	LS	\$ 50,000.00	\$ 50,000.00
Demolish/Abandon (E) Well 4	1	LS	\$ 50,000.00	\$ 50,000.00
Construct (N) Well near Country Club	1	LS	\$ 1,100,000.00	\$ 1,100,000.00
(N) Block Wall	140	LF	\$ 104.00	\$ 14,560.00
Subtotal				\$ 1,264,560.00
Contingencies				25% \$ 316,140.00
Subtotal				<u>\$ 1,580,700.00</u>
Engineering, Admin, and Legal				10% \$ 158,070.00
Subtotal				<u>\$ 1,738,770.00</u>
Environmental (Categorical Exemption)				1% \$ 17,387.70
Estimated Cost				<u><u>\$ 1,756,157.70</u></u>

Rounded to:	\$ 1,756,000.00
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Del Paso Manor Water District
Planned System Maintenance
Phase 4
2022-2026
Project 4B

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
12" Piping	6880	LF	\$ 86.44	\$ 594,720.00
8" Piping	35500	LF	\$ 56.81	\$ 2,016,800.00
6" Piping	1550	LF	\$ 43.55	\$ 67,500.00
Appurtenances ^a	1	LS	\$ 340,310.17	\$ 340,310.17
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	407	EA	\$ 1,700.00	\$ 691,900.00
Services Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -
Subtotal				\$ 3,711,230.17
Contingencies				25% \$ 927,807.54
Subtotal				\$ 4,639,037.71
Engineering, Admin, and Legal				10% \$ 463,903.77
Subtotal				\$ 5,102,941.48
Environmental (Categorical Exemption)				1% \$ 51,029.41
Estimated Cost				\$ 5,153,970.90

Rounded to: \$ 5,154,000.00

Del Paso Manor Water District
Planned System Maintenance
Phase 4
2022-2026
Project 4C

Project Element	Quantity	Unit	Unit Cost	Extension
METER INSTALLATION EFFORT				
PIPELINES				
12" Piping	4500	LF	\$ 87.20	\$ 392,400.00
8" Piping	20000	LF	\$ 56.96	\$ 1,139,200.00
6" Piping	100	LF	\$ 48.00	\$ 4,800.00
Appurtenances ^a	1	LS	\$ 175,089.83	\$ 175,089.83
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	381	EA	\$ 1,700.00	\$ 647,700.00
Services Existing Front Yard	75	EA	\$ 1,200.00	\$ 90,000.00
Subtotal				\$ 2,449,189.83
Contingencies				25% \$ 612,297.46
Subtotal				<u>\$ 3,061,487.29</u>
Engineering, Admin, and Legal				10% \$ 306,148.73
Subtotal				<u>\$ 3,367,636.02</u>
Environmental (Categorical Exemption)				1% \$ 33,676.36
Estimated Cost				<u><u>\$ 3,401,312.38</u></u>

Rounded to: \$ 3,401,000.00

Del Paso Manor Water District
 Planned System Maintenance
 Phase 4
 2022-2026
Project 4D

Project Element	Quantity	Unit	Unit Cost	Extension
METER INSTALLATION EFFORT				
SERVICES				
Meters	1692	EA	\$ 800.00	\$ 1,353,600.00
Subtotal				\$ 1,353,600.00
Contingencies				25% \$ 338,400.00
Subtotal				<u>\$ 1,692,000.00</u>
Engineering, Admin, and Legal				10% \$ 169,200.00
Subtotal				<u>\$ 1,861,200.00</u>
Environmental (Categorical Exemption)				1% \$ 18,612.00
Estimated Cost				<u><u>\$ 1,879,812.00</u></u>

Rounded to:	\$ 1,880,000.00
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Del Paso Manor Water District
Planned System Maintenance
Phase 5 Summary
2026-2030

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Demolish (E) Well 8	1	LS	\$ 50,000.00	\$ 50,000.00
(N) Well at an undetermined site	1	LS	\$ 1,100,000.00	\$ 1,100,000.00
(N) Pump Station Building	1	LS	\$ 106,000.00	\$ 106,000.00
PIPELINES				
12" Piping	0	LF	\$ -	\$ -
8" Piping	0	LF	\$ -	\$ -
6" Piping	0	LF	\$ -	\$ -
Appurtenances ^a	0	LS	\$ -	\$ -
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				
SERVICES				
Service Retrofit to Front Yard	0	EA	\$ 1,700.00	\$ -
Service Existing Front Yard	0	EA	\$ 1,200.00	\$ -
Meters	0	EA	\$ 800.00	\$ -
METER INSTALLATION EFFORT				
PIPELINES				
12" Piping	4500	LF	\$ 84.00	\$ 378,000.00
Appurtenances ^a	1	LS	\$ 66,600.00	\$ 66,600.00
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				

Subtotal		\$ 1,700,600.00
Contingencies	25%	\$ 425,150.00
Subtotal		\$ 2,125,750.00
Engineering, Admin, and Legal	10%	\$ 212,575.00
Subtotal		\$ 2,338,325.00
Environmental (Categorical Exemption)	1%	\$ 23,383.25
Estimated Cost		<u>\$ 2,361,708.25</u>

Rounded to:	\$ 2,361,700.00
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Economic Impacts	
Outlay 2014	\$ 2,361,700.00
Annual Cost Factor 30 years @ 4.5% (0.0614)	\$ 145,008.38
Cost per Acre Foot Water/Year	\$ 86.31
Cost per Single Family Residential Month	\$ 3.91

Del Paso Manor Water District
 Planned System Maintenance
 Phase 5
 2026-2030
Project 5A

Project Element	Quantity	Unit	Unit Cost	Extension
BASELINE EFFORT				
WELLS				
Demolish (E) Well 8	1	LS	\$ 50,000.00	\$ 50,000.00
(N) Well at an undetermined site	1	LS	\$ 1,100,000.00	\$ 1,100,000.00
(N) Pump Station Building	1	LS	\$ 106,000.00	\$ 106,000.00

Subtotal				\$ 1,256,000.00
Contingencies			25%	\$ 314,000.00
Subtotal				<u>\$ 1,570,000.00</u>
Engineering, Admin, and Legal			10%	<u>\$ 157,000.00</u>
Subtotal				<u>\$ 1,727,000.00</u>
Environmental (Categorical Exemption)			1%	<u>\$ 17,270.00</u>
Estimated Cost				<u><u>\$ 1,744,270.00</u></u>

Rounded to:	\$ 1,744,000.00
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Del Paso Manor Water District
 Planned System Maintenance
 Phase 5
 2026-2030
Project 5B

Project Element	Quantity	Unit	Unit Cost	Extension
METER INSTALLATION EFFORT				
PIPELINES				
12" Piping	4500	LF	\$ 84.00	\$ 378,000.00
Appurtenances ^a	1	LS	\$ 66,600.00	\$ 66,600.00
a Appurtenances include valves, fire hydrants, blow off assemblies and fittings				

Subtotal				\$ 444,600.00
Contingencies			25%	\$ 111,150.00
Subtotal				\$ 555,750.00
Engineering, Admin, and Legal			10%	\$ 55,575.00
Subtotal				\$ 611,325.00
Environmental (Categorical Exemption)			1%	\$ 6,113.25
Estimated Cost				<u>\$ 617,438.25</u>

Rounded to:	\$ 617,000.00
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Senate Bill No. 552
CHAPTER 245

An act to add Part 2.56 (commencing with Section 10609.50) to Division 6 of the Water Code, relating to water.

[Approved by Governor September 23, 2021. Filed with Secretary
of State September 23, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

SB 552, Hertzberg. Drought planning: small water suppliers: nontransient noncommunity water systems.

Existing law declares that small water suppliers and rural communities are often not covered by established water shortage requirements, and that the state should provide guidance to improve drought planning for small water suppliers and rural communities. Existing law required the Department of Water Resources, in consultation with the State Water Resources Control Board and other relevant state and local agencies and stakeholders, to use available data to identify, no later than January 1, 2020, small water suppliers and rural communities that may be at risk of drought and water shortage vulnerability. To implement this directive, the department formed a stakeholder advisory group, the County Drought Advisory Group. Existing law required the department, in consultation with the state board, to propose to the Governor and the Legislature, by January 1, 2020, recommendations and guidance relating to the development and implementation of countywide drought and water shortage contingency plans to address the planning needs of small water suppliers and rural communities, as provided.

This bill would require small water suppliers, as defined, serving 1,000 to 2,999 service connections, inclusive, and nontransient noncommunity water systems that are schools, no later than July 1, 2023, to develop and maintain an abridged Water Shortage Contingency Plan that includes specified drought-planning elements. The bill would require a small water supplier serving fewer than 1,000 service connections to add drought planning elements to its emergency notification or response plan and submit the plan to the state board. The bill would require these water systems to report annually specified water supply condition information to the state board through the state board's Electronic Annual Reporting System or other reporting tool, as directed by the state board. The bill would require small water suppliers and nontransient noncommunity water systems that are schools to implement, subject to funding availability, specified drought resiliency measures, including, among others, having at least one backup source of water supply and metering each service connection. The bill would exempt from these provisions small water suppliers, or small water suppliers integrated into larger water systems, that voluntarily choose to instead comply with specified existing law relating to urban water management plans.

This bill would require a county to establish a standing county drought and water shortage task force to facilitate drought and water shortage preparedness for state small water systems and domestic wells within the county's jurisdiction, as provided. The bill would authorize a county, in lieu of establishing a standing task force, to establish an alternative process that facilitates drought and water shortage preparedness for state small water systems and domestic wells within the county's jurisdiction, as provided. The bill would provide that a county that establishes a drought task force on or before January 1, 2022, shall be deemed in compliance with these requirements as long as the task force continues to exist. The bill would require a county to develop a plan that includes potential drought and water shortage risk and proposed interim and long-term solutions, as provided. Because the bill would impose additional duties on counties, the bill would impose a state-mandated local program.

This bill would require the department to take specified actions to support implementation of the recommendations from the County Drought Advisory Group. The bill would require the department to establish a standing interagency drought and water shortage task force to, among other things, facilitate proactive planning and coordination, both for predrought planning and post drought emergency response, which shall consist of various representatives, including representatives from local governments. Because the bill would impose additional duties on local governments, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Digest Key

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

Bill Text

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Part 2.56 (commencing with Section 10609.50) is added to Division 6 of the Water Code, to read:

PART 2.56. Drought Planning for Small Water Suppliers, State Small Water Systems, and Domestic Well Communities

CHAPTER 1. General Provisions

10609.50.

The Legislature finds and declares all of the following:

(a) Droughts are predicted to become more frequent, longer, and more severe as climate change progresses, putting drinking water supplies at risk of running dry or becoming contaminated.

(b) As demonstrated by the most recent drought from 2012 to 2016, inclusive, (2012–16 drought) drought conditions disproportionately impact low-income, small, and rural communities, as demonstrated by all of the following:

(1) (A) Rural communities are more likely to rely solely on groundwater from small water suppliers or domestic wells.

(B) Domestic wells tend to be shallower and are susceptible to running dry when groundwater is over pumped.

(2) (A) The 2012–16 drought negatively impacted over 480,000 people relying on drought-impacted public water systems.

(B) Seventy-six percent of impacted public water systems were small, serving 1,000 service connections or fewer and concentrated in the southern San Joaquin Valley.

(c) There are currently varying levels of water contingency planning and coverage across counties for small water suppliers and self-supplied communities, leaving hundreds of thousands of people at risk of going without water to meet their basic household and drinking water needs during the next drought.

(d) If another drought occurs that is as severe as the 2012–16 drought, more than 4,500 domestic wells in the San Joaquin Valley may be impacted. The cost to mitigate this damage could be more than one hundred fifteen million dollars (\$115,000,000).

(e) No one should go without running water during a drought. California can take basic steps to implement more proactive drought planning that would benefit the communities most at risk, and by doing so help prevent catastrophic impacts on drinking water for the communities most vulnerable to the impacts of climate change.

10609.51.

For purposes of this part, the following definitions apply:

(a) "Community water system" has the same meaning as defined in Section 116275 of the Health and Safety Code.

(b) "County Drought Advisory Group" means the group created by the department to implement Chapter 10 (commencing with Section 10609.40) of Part 2.55.

(c) "Department" means the Department of Water Resources.

(d) "Domestic well" has the same meaning as defined in Section 116681 of the Health and Safety Code.

(e) "Fund expenditure plan" means the fund expenditure plan established in Section 116768 of the Health and Safety Code.

(f) "Groundwater sustainability agency" has the same meaning as defined in Section 10721.

(g) "Nontransient noncommunity water system" has the same meaning as defined in Section 116275 of the Health and Safety Code.

(h) "Public water system" has the same meaning as defined in Section 116275 of the Health and Safety Code.

(i) "Risk vulnerability tool" means the tool created by the department to implement Chapter 10 (commencing with Section 10609.40) of Part 2.55.

(j) "Rural community" means a community with fewer than 15 service connections, or regularly serving less than 25 individuals daily at least 60 days out of the year.

(k) "Small water supplier" means a community water system serving 15 to 2,999 service connections, inclusive, and that provides less than 3,000 acre-feet of water annually.

(l) "State board" means the State Water Resources Control Board.

(m) "State small water system" has the same meaning as defined in Section 116275 of the Health and Safety Code.

CHAPTER 2. Small Water Suppliers and Nontransient Noncommunity Water Systems

10609.60.

(a) No later than July 1, 2023, and updated every five years thereafter, a small water supplier serving 1,000 to 2,999 service connections, inclusive, and a nontransient noncommunity water system that is a school shall each develop and maintain, onsite, an abridged Water Shortage Contingency Plan (WSCP) that includes, at a minimum, all of the following drought-planning elements:

(1) Drought-planning contacts, including all of the following:

(A) At least one contact at the water system for water shortage planning and response and the development of the plan.

(B) Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, including, but not limited to, local community-based organizations that work with the population in and around areas served by the water system, contractors for drilling wells, vended water suppliers, and emergency shower vendors.

(C) State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.

(D) Regional water planning groups or mutual aid networks, to the extent they exist.

(2) Triggering mechanisms and levels for action, including both of the following:

(A) Standard water shortage levels corresponding to progressive ranges based on the water supply conditions. Water shortage levels shall also apply to catastrophic

interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, a fire, and other potential emergency events.

(B) Water shortage mitigation, response, customer communications, enforcement, and relief actions that align with the water shortage levels required by subparagraph (A).

(b) A small water supplier serving 1,000 to 2,999 service connections, inclusive, and a nontransient noncommunity water system that is a school shall each make the abridged Water Shortage Contingency Plan available on their individual internet websites, if any. A small water supplier serving 1,000 to 2,999 service connections, inclusive, or a nontransient noncommunity water system that is a school that does not have an internet website shall make the abridged Water Shortage Contingency Plan available to persons upon request. The abridged Water Shortage Contingency Plan shall be provided to the state board's Division of Drinking Water for inspection upon demand.

(c) A small water supplier serving fewer than 1,000 service connections shall add drought planning elements, including, but not limited to, those listed in paragraph (1) of subdivision (a) and subparagraph (A) of paragraph (2) of subdivision (a), to its emergency notification or response plan and submit the plan to the state board. The plan shall be updated every five years, or when significant changes occur.

(d) No later than December 31, 2022, the department and the state board shall create an abridged Water Shortage Contingency Plan template for small water suppliers serving 1,000 to 2,999 service connections, inclusive, and nontransient noncommunity water systems that are schools to facilitate implementation of this section.

(e) To the extent that funding is made available, the state board shall offer technical assistance to small water suppliers serving fewer than 1,000 service connections and nontransient noncommunity water systems that are schools to improve drought and water shortage resiliency, including requirements related to the emergency notification or response plan.

10609.61.

A small water supplier and a nontransient noncommunity water system that is a school shall each report annually water supply condition information to the state board through the state board's Electronic Annual Reporting (eAR) System or other reporting tool, as directed by the state board. Water supply condition information includes, but is not limited to, both of the following:

(a) An inventory and assessment of each water supply source, including its available status and if any further investments or treatment are required for its utilization, any lead time required for its utilization, and its delivery parameters such as flow rate and total volume available.

(b) The reporting year's total water demand volume for each month, and average and peak flowrate demand for each month and annually.

10609.62.

Small water suppliers and nontransient noncommunity water systems that are schools shall implement, subject to funding availability, all of the following drought resiliency measures:

(a) No later than January 1, 2023, implement monitoring systems sufficient to detect production well groundwater levels.

(b) Beginning no later than January 1, 2023, maintain membership in the California Water/Wastewater Agency Response Network (CalWARN) or similar mutual aid organization.

(c) No later than January 1, 2024, to ensure continuous operations during power failures, provide adequate backup electrical supply.

(d) No later than January 1, 2027, have at least one backup source of water supply, or a water system intertie, that meets current water quality requirements and is sufficient to meet average daily demand.

(e) No later than January 1, 2032, meter each service connection and monitor for water loss due to leakages.

(f) No later than January 1, 2032, have source system capacity, treatment system capacity if necessary, and distribution system capacity to meet fire flow requirements.

10609.63.

This chapter does not apply to small water suppliers, or small water suppliers integrated into larger water systems, that voluntarily choose to instead comply with Chapter 3 (commencing with Section 10620) of Part 2.6.

CHAPTER 3. State Small Water Systems Serving 5 to 14 Service Connections, Inclusive, and Domestic Wells

10609.70.

(a) (1) A county shall establish a standing county drought and water shortage task force to facilitate drought and water shortage preparedness for state small water systems and domestic wells within the county's jurisdiction, and shall invite representatives from the state and other local governments, including groundwater sustainability agencies, and community-based organizations, local water suppliers, and local residents, to participate in the task force.

(2) In lieu of the task force required by paragraph (1), a county may establish an alternative process that facilitates drought and water shortage preparedness for state small water systems and domestic wells within the county's jurisdiction. The alternative process shall provide opportunities for coordinating and communicating with the state and other local governments, community-based organizations, local water suppliers, and local residents on a regular basis and during drought or water shortage emergencies.

(3) A county that establishes a drought task force on or before January 1, 2022, shall be deemed in compliance with this subdivision as long as the task force continues to exist.

(b) A county shall develop a plan that includes potential drought and water shortage risk and proposed interim and long-term solutions for state small water systems and domestic wells within the county's jurisdiction. The plan may be a stand-alone document or may be included as an element in an existing county plan, such as a local hazard mitigation plan, emergency operations plan, climate action plan, or general plan. A county shall consult with its drought task force or alternative coordinating process as established by this section in developing its plan. A county shall consider, at a minimum, all of the following in its plan:

(1) Consolidations for existing water systems and domestic wells.

(2) Domestic well drinking water mitigation programs.

(3) Provision of emergency and interim drinking water solutions.

(4) An analysis of the steps necessary to implement the plan.

(5) An analysis of local, state, and federal funding sources available to implement the plan.

(c) The state board shall work with counties, groundwater sustainability agencies, technical assistance providers, nonprofit organizations, community-based organizations, and the public to address state small water system and domestic well community drought and emergency water shortage resiliency needs, including both of the following:

(1) Proactive communication to domestic well communities before a drought occurs, such as information on local bottled water and water tank providers.

(2) Funding for installation of basic drought and emergency water shortage resiliency infrastructure, such as well monitoring devices.

CHAPTER 4. State Agency Implementation

10609.80.

(a) The department shall take both of the following actions to support implementation of the recommendations of its County Drought Advisory Group:

(1) Maintain, in partnership with the state board and other relevant state agencies, the risk vulnerability tool developed as part of the County Drought Advisory Group process and continue to refine existing data and gather new data for the tool, including, but not limited to, data on all of the following:

(A) Small water suppliers and nontransient noncommunity water systems serving a school.

(B) State small water systems and rural communities.

(C) Domestic wells and other self-supplied residents.

(2) Update the risk vulnerability tool for small water suppliers and rural communities periodically, by doing all of the following:

(A) Revise the indicators and construction of the scoring as more data becomes readily available.

(B) Make existing and new data publicly available on the California Open Data internet web portal.

(C) In consultation with other relevant state agencies, identify deficits in data quality and availability and develop recommendations to address these gaps.

(b) (1) The department, in collaboration with the state board and relevant state agencies, shall establish a standing interagency drought and water shortage task force to facilitate proactive state planning and coordination, both for predrought planning and postdrought emergency response, to develop strategies to enhance collaboration between various fields, and to consider all types of water users.

(2) The interagency drought and water shortage task force shall include representatives from local governments, community-based organizations, nonprofit technical assistance providers, the public, and experts in land use planning, water resiliency, and water infrastructure.

SEC. 2.

If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

ITEM #8.F

Board Approval for Two Directors to Attend the California Water Rights and Regulations Webinar Hosted By Halfmoon Education

DEL PASO MANOR WATER DISTRICT

BOARD MEETING

DATE: October 02, 2023

AGENDA ITEM NO. 8.F

SUBJECT: Board Approval for Two Directors to Attend the California Water Rights and Regulations Webinar Hosted By Halfmoon Education

STAFF CONTACT:

Adam Coyan, General Manager

BACKGROUND:

HalfMoon Education Inc. is offering a live webinar on October 25, 2023 from 7:30am to 4:00pm about California Water Rights and Regulations and two of DPMWD directors would like to attend.

According to Board policy number 3125 (Training, Education and Conferences) encourages Members of the Board of Directors to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is to improve District operation. Directors shall not attend conference or training events at District expense when it is apparent that there is no significant benefit to the District.

Policy 3125.2.2 requires all seminars, workshops, courses, professional organization meetings, and conferences to be approved by the Board of Directors prior to the District incurring any reimbursable costs.

The cost for the webinar is \$319 for an individual and \$289 for two or more registrants from the same company to attend.

RECOMMENDATION:

Approve/authorize Director Matteoli & Director Pratt attending the California Water Rights and Regulations webinar offered by HalfMoon Education Inc.

ATTACHMENTS:

Webinar Brochure

ENVIRONMENTAL IMPACT:

This item is not a project under Section 21065 of the California Public Resources Code, as it could not have any direct or indirect impact on the environment.

FINANCIAL IMPACT:

The financial impact for the District will be the cost referenced above for attending the webinar.

Agenda

Understanding California Surface Water and Groundwater Rights

J. Buckman
H. Jacobson

- Ownership of California surface and groundwater
- Public waters, private rights and prior appropriation
- Regulation of surface water rights
- Obtaining surface water rights
- Application and permitting process
- Amending surface water rights
- Current issues in surface water rights
- Regulation of groundwater rights
- Obtaining groundwater rights
- Current issues in groundwater rights

Water Right Due Diligence and Regulatory Compliance

T. Hicks

- Ground-truthing individual water rights and differentiating “paper water” with “wet water”
- Substantiating historical diversion and/or pumping rates and determining reasonable and beneficial consumptive use on an acre-foot basis by crop type and geography
- Evaluating on-site use of pesticides, fertilizers, or other chemicals that trigger state or federal water quality standards
- Regulatory jurisdictions and related permits and annual filings for the SWRCB, RWQCB, CDFW, and/or other county agencies
- Title and other real property due diligence
- Water transfers and the “No Injury Rule”
- Working with experts

Managing Finite Water Resources

K. Peer

- Historic usage and current trends
- Maintaining water quality and quantity
- State and regional water quality regulation
- Regional water management and planning
- Planning for climate resilience
- Watershed planning

Colorado River Agreement

J. Neuwerth

- Overview on the Colorado River System
- Recent conditions
- Impact of the Lower Basin Plan
- What’s on the horizon

Sackett II

A. Baker

- What is at stake with wetland definition (CWA 404)
- History with CWA wetland definition
- California Porter-Cologne v. CWA*
- Impact of Sackett wetland definition on permitting process in California

Ethical Issues in Water Use and Regulation

M. Emrick

- Representing clients with potentially conflicting water rights
- Ethical use of water
- Water ethics in state and federal matters

California Water Rights and Regulations

Live, Interactive Webinar - Wednesday, October 25, 2023

NON-PROFIT
U.S. POSTAGE PAID
EAU CLAIRE, WI
PERMIT NO. 2016

HalfMoon Education Inc.
PO Box 278
Altoona, WI 54720-0278



Learning Objectives

You'll be able to:

Explore the interaction of public waters, private water rights and the doctrine of prior appropriation in California.

Conduct water right due diligence and comply with regulatory processes.

Manage finite water resources and plan for climate resilience.

Explore the Lower Basin Plan for the Colorado River System.

Discuss Sackett II and other issues involving the Clean Water Act.

Explore water ethics in state and federal matters.



HalfMoon Education Live Webinars

California Water Rights and Regulations

Live, Interactive Webinar - Wednesday, October 25, 2023



Understand the basic principles of groundwater and surface water ownership in California

Discuss water rights compliance and regulatory due diligence

Manage finite water resources and competing uses

Explore developments in the management of the Colorado River System

Discuss recent issues regarding the Clean Water Act

Continuing Education Credits

Attorneys

7.0 MCLE Hours
(Including 1.0 Ethics Hour)

Floodplain Managers

7.0 ASFPM CECs

Certified Planners

CM | 7

Engineers

7.0-Hour
Learning Opportunity



Webinar Information

Log into Webinar

7:30 - 8:00 am PDT

Break

11:30 am - 12:00 pm PDT

Morning Session

8:00 - 11:30 am PDT

Afternoon Session

12:00 - 4:00 pm PDT

Tuition

\$319 for individual registration.

\$289 for two or more registrants from the same company at the same time.

Included with your registration: PDF seminar manual.

How to Register

- Visit us online at www.halfmoonseminars.org
- Call customer service at 715-835-5900

Webinars are presented via GoToWebinar. Instructions and login information will be provided in an email sent close to the date of the webinar. For more information, please visit our FAQ section of our website, or visit www.gotowebinar.com.

Cancellations: Cancel at least 48 hours before the start of the webinar, and receive a full tuition refund, minus a \$39 service charge for each registrant. Cancellations within 48 hours will receive a credit toward another webinar or the self-study package. You may also authorize another person to take your place.

Credit Information

This webinar is open to the public and is designed to qualify for 7.0 MCLE hours for attorneys licensed in California. HalfMoon Education is an approved Multiple Activity Provider for attorneys in California; MAP status renewal is currently pending.

This Association of State Floodplain Managers has approved this course for 7.0 CECs for floodplain managers.

HalfMoon Education is an approved CM Provider with the American Planning Association. This course is registered for CM | 7 for Certified Planners.

This event offers a 7.0-hour learning opportunity to engineers and geologists licensed in California.

Attendance will be monitored, and attendance certificates will be available after the webinar for those who attend the entire course and score a minimum 80% on the quiz that follows the course (multiple attempts allowed).

On-Demand Credits

The preceding credit information only applies to the live presentation. This course in an on-demand format may not be eligible for the same credits as the live presentation; please consult your licensing board(s) to ensure that a structured, asynchronous learning format is appropriate. The following pre-approvals may be available for the on-demand format upon request: 7.0 ASFPM CECs

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Faculty

Jennifer Buckman, attorney with Bartkiewicz, Kronick, and Shanahan, has more than 20 years of experience representing public agencies and private clients on water and land use issues involving the federal and state Endangered Species Acts, federal reclamation and other water supply laws, and the California Environmental Quality Act and the National Environmental Policy Act. She also has extensive administrative law experience and has negotiated complex matters, such as the San Joaquin River Restoration settlement agreement and its implementing legislation, with regulatory agencies such as the United States Bureau of Reclamation, State Water Resources Control Board, U.S. Fish and Wildlife Service, and California Department of Fish and Wildlife. Before joining Bartkiewicz, Kronick and Shanahan, Ms. Buckman served as the in-house General Counsel for Friant Water Authority, a joint powers agency that delivers water to over one million acres of highly productive irrigated farm land on the east side of the southern San Joaquin Valley. Prior to joining Friant, she was in private practice for 16 years, where she represented clients in matters concerning a host of environmental and public law issues.

Holly Jacobson, attorney with Bartkiewicz, Kronick, and Shanahan, is a firm shareholder, and her practice includes serving as trial counsel in cases involving complex surface water right disputes, groundwater adjudications, writs of mandate, and the California Environmental Quality Act (CEQA). She counsels public and private clients regarding various regulations, participates in proceedings before the State Water Resources Control Board, and provides general advice to agencies and businesses. Prior to joining the firm, Ms. Jacobson served as counsel to individuals and businesses in general litigation on a wide range of disputes in state and federal courts. She also represented clients facing significant OSHA violations and advised clients on California's cannabis laws. She received her undergraduate degree in Environmental Studies with a minor in Biology from CSU Sacramento and her J.D. degree from the University of Oregon.

Tom Hicks, at Tom Hicks Law, is a California water law, real property, and conservation attorney who represents a variety of public interest organizations, landowners, and others on select public policy, transactional, administrative, regulatory, and litigation matters. Before law school Mr. Hicks was an energy and water policy analyst at the Natural Heritage Institute and the founder and executive director of the Headwaters Institute. He has interned at the San Francisco Office of the City Attorney, California State Water Resources Control Board, and American Rivers. Mr. Hicks founded and chaired the inaugural California Water Law Symposium sponsored by leading northern California law schools and is a Board member. He is the author of the Water Education Foundation's *2020 Layperson's Guide to Water Rights Law*, recognized as the most thorough explanation of California water rights law available to non-lawyers. Mr. Hicks is a former whitewater raft guide, kayaker, and Colorado Outward Bound School instructor. He holds a JD degree from the University of San Francisco School of Law and a BA degree from the University of Vermont.

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Recordings of this webinar are available for purchase. See details online for more information and please refer to specific state licensing rules or certification requirements to determine if this learning method is eligible for continuing education credit.

Kristin Peer, attorney with Bartkiewicz, Kronick, and Shanahan, has 15 years of legal and policy experience in the environmental field with particular expertise in water law and policy. Most recently, prior to joining BKS, Ms. Peer worked for the California Environmental Protection Agency (CalEPA). She was appointed by Governor Newsom to the role of Deputy Secretary and Special Counsel for Water Policy, where she provided legal and policy advice to the Governor's Office, CalEPA's Secretary, and CalEPA Boards, Departments and Office, on California's most pressing water challenges. In that role, Ms. Peer regularly advised on issues related to water rights, water quality, drought response and planning, Sustainable Groundwater Management Act implementation, wildfire resilience and recovery and managed high-stakes litigation on behalf of the Agency. Before her time as Deputy Secretary, Ms. Peer was appointed by Governor Jerry Brown to be the Assistant General Counsel at CalEPA, where Ms. Peer served as a legal advisor to the Agency on water-related matters. During that time, Ms. Peer also advised CalEPA on personnel actions, responding to Public Records Act requests, Bagley-Keene issues, Administrative Procedures Act requirements, compliance with Fair Political Practices Act requirements and evaluated new and proposed legislation for applicability to CalEPA. Ms. Peer was also a litigator with the California Department of Justice, Office of the Attorney General in the Natural Resources Law Section, where she defended and prosecuted complex environmental litigation matters for state agency clients. Her clients included the State Water Resources Control Board, the Central Valley Regional Water Quality Control Board, the California Natural Resources Agency, the California Department of Food and Agriculture, the California Air Resources Board, the California Department of Forestry and Fire Protection and others.

Jessica Neuwerth is an environmental scientist with the Colorado River Board of California and has been with the Board since August 2014. She is a recent graduate of the University of Wyoming with degrees in Biology and Environmental and Natural Resources. Ms. Neuwerth is involved with many of the environmental programs and activities critical to the Board, with emphasis on the Glen Canyon Dam Adaptive Management Program and the Lower Colorado River Multi-Species Conservation Program.

Aaron Baker is an attorney in private practice with Tom Hicks Law. He graduated from UC Hastings where he focused on issues of water law and policy, public lands, and administrative law. After chairing the 2008 California Water Law Symposium, Mr. Baker went on to work in the water group at Brownstein Hyatt Farber Schreck in Santa Barbara. Mr. Baker eventually returned to the North Bay, where he founded a tech startup while continuing to represent clients on a variety of matters. In 2014, Mr. Baker joined Hicks Law specializing in water-related matters. Mr. Baker now also works as a legal contractor for several law firms and has a solo practice focusing on water and real property-related matters.

Matthew Emrick, with the Law Offices of Matthew Emrick, has over 30 years experience in water rights, land use, business/real estate litigation and environmental matters. He practices throughout California. He earned his juris doctorate degree from the University of California School of Law, San Francisco in 1990. Mr. Emrick is admitted in both State and Federal Courts in California including the First, Third and Fifth District Courts of Appeals as well as the United States Northern and Eastern District Courts. Mr. Emrick has also practiced before the Ninth Circuit Court of Appeal. Mr. Emrick has represented numerous public agencies and private parties over the years on water rights matters, including water districts and cities. This experience includes water rights litigation, water rights due diligence and verification, water rights valuations, and practice before the State Water Resources Control Board. Mr. Emrick is a frequent lecturer on water and property rights law. He has appeared on radio programs including KZYX in Mendocino County.

ITEM #9.A

Field Report on Current and Upcoming Projects



DEL PASO MANOR WATER DISTRICT REGULAR BOARD MEETING FIELD REPORT

MEETING DATE: October 02, 2023

AGENDA ITEM 9.A:

Leaks: We had 1 mainline leak, 0 service line leak on our side, and 2 service line leak on the customer's side

Complaints: We had 0 water quality concern

Water Waste: We had 5 water waste reports

Field Work:

1. 30 USA's marked in October
2. TCR samples for September were absent
3. 5 more curb stops have been located bringing the total to 480
4. To date a total of 25 fire hydrants have been painted
 - a. Please contact the office if you would like to get on the schedule to have yours painted
5. To date a total of 130 road markers for fire Hydrants have been placed

Current and Upcoming Projects:

1. We have one more non working meter to replace.
2. Landscaping maintenance around our hydrants.
3. Mainline valve measurements on going project.

**FIELD STAFF RESPONSIBLE FOR REPORT: Mike Jenner, Field Manager
10/02/2023**