

**REGIONAL WATER AUTHORITY
EXECUTIVE COMMITTEE AGENDA
February 23, 2022; 8:30 a.m.**

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 847-7589. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Executive Committee may consider any agenda item at any time during the meeting.

RWA Executive Committee Meeting
Wed, Feb 23, 2022 8:30 AM - 10:30 AM (PST)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/277385869>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 277-385-869

1. CALL TO ORDER AND ROLL CALL

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

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

3a. Authorize a Teleconference Meeting

3b. Approve the 2022 Executive Committee Meeting Schedule

3c. Approve Minutes of the January 26, 2022, Executive Committee Meeting

3d. Recommend RWA Policy Renewals to the RWA Board of Directors

Action: Approve Consent Calendar

4. AD HOC COMMITTEE UPDATES

Information: Dan York, Chair and Jim Peifer, Executive Director

5. EMPLOYEE COMPENSATION STUDY AND POSITION RECLASSIFICATIONS UPDATE

Information and Discussion: Jim Peifer, Executive Director

6. DEVELOPMENT OF FISCAL YEAR 2022-2023 BUDGET

Presentation and Discussion: Josette Reina-Luken, Financial and Administrative Services Manager

7. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY (SCGA) UPDATE

Information: Jim Peifer, Executive Director

8. LEGISLATIVE/REGULATORY UPDATE

Information: Ryan Ojakian, Legislative and Regulatory Affairs Manager

Action: Take Positions on Legislation

9. RWA MARCH 10, 2022 BOARD MEETING AGENDA

Action: Approve the RWA March 10, 2022 Board Meeting Agenda

10. EXECUTIVE DIRECTOR'S REPORT

11. DIRECTORS' COMMENTS

ADJOURNMENT

Upcoming meetings:

Regular Board Meeting: Thursday, March 10, 2022 commencing 9:00 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

Executive Committee Meeting: Wednesday, March 23, 2022 commencing 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

The RWA Board Meeting electronic packet is available on the RWA website at <https://rwah2o.org/meetings/board-meetings/> to access and print the packet.

RWA Board of Directors
2022 Chair: Dan York
2022 Vice Chair: Tony Firenzi

S. Audie Foster, General Manager, California American Water

Evan Jacobs, Operations Manager, California American Water

Ron Greenwood, Board Member, Carmichael Water District

Cathy Lee, General Manager, Carmichael Water District

Caryl Sheehan, Director, Citrus Heights Water District

Hilary Straus, General Manager, Citrus Heights Water District

Raymond Riehle, Director, Citrus Heights Water District (alternate)

Rebecca Scott, Principal Operations Specialist (alternate)

Kerri Howell, Councilmember, City of Folsom

Marcus Yasutake, Environmental/Water Resources Director, City of Folsom

William Lauritsen, Councilmember, City of Lincoln

Angela Frost, Environmental Services Manager, City of Lincoln

Bruce Houdesheldt, Councilmember, City of Roseville

Sean Bigley, Assistant Environment Utilities Director, City of Roseville

Rich Plecker, Director of Utilities, City of Roseville (alternate)

Trevor Joseph, Hydrogeologist, City of Roseville (alternate)

Pauline Roccucci, Councilmember, City of Roseville (alternate)

Jeff S. Harris, Councilmember, City of Sacramento

Brett Ewart, Senior Engineer, City of Sacramento

Michelle Carrey, Supervising Engineer, City of Sacramento (alternate)

Bill Busath, Director of Utilities, City of Sacramento (alternate)

Anne Sanger, Policy and Legislative Specialist, City of Sacramento (alternate)

Martha Guerrero, Council Member, City of West Sacramento

William Roberts, Director of Public Works and Operations, City of West Sacramento

Grace Espindola, Councilmember, City of Yuba City

Diana Langley, Public Works Director/City Manager, City of Yuba City

Ryan Saunders, Board Member, Del Paso Manor Water District

Alan Gardner, General Manager, Del Paso Manor Water District

Pat Dwyer, Director/Board President, El Dorado Irrigation District

Jim Abercrombie, General Manager, El Dorado Irrigation District

Brian Mueller, Engineering Director, El Dorado Irrigation District (alternate)

* Names highlighted in red are Executive Committee members

<i>Sophia Scherman</i> , Board Chair, Elk Grove Water District <i>Bruce Kamilos</i> , General Manager, Elk Grove Water District <i>Elliot Mulberg</i> , Director, Elk Grove Water District (alternate)
<i>Randy Marx</i> , Board Member, Fair Oaks Water District <i>Tom Gray</i> , General Manager, Fair Oaks Water District
<i>Paul Schubert</i> , General Manager, Golden State Water Company <i>Ernie Gisler</i> , Capital Program Manager, Golden State Water Company
<i>Robert Hunter</i> , Board Member, Orange Vale Water Company <i>Joe Duran</i> , General Manager, Orange Vale Water Company
<i>Robert Dugan</i> , Board Member, Placer County Water Agency <i>Tony Firenzi</i> , Director of Strategic Affairs, Placer County Water Agency, Vice Chair <i>Andy Fecko</i> , General Manager, Placer County Water Agency (alternate) <i>Mike Lee</i> , Board Member, Placer County Water Agency (alternate)
<i>Tim Maybee</i> , Director, Rancho Murieta Community Services District <i>Tom Hennig</i> , Interim General Manager, Rancho Murieta Community Services District
<i>Patrick Kennedy</i> , Supervisor, Sacramento County Water Agency <i>Kerry Schmitz</i> , Division Chief, Water Supply, Sacramento County Water Agency
<i>Dave Jones</i> , Board Member, Sacramento Suburban Water District <i>Dan York</i> , General Manager, Sacramento Suburban Water District, Chair <i>Kevin Thomas</i> , Board Member, Sacramento Suburban Water District (alternate)
<i>Dan Rich</i> , Director, San Juan Water District <i>Greg Zlotnick</i> , Water Resources and Strategic Affairs, San Juan Water District <i>Ted Costa</i> , Board President, San Juan Water District (alternate)

* Names highlighted in red are Executive Committee members

RWA ASSOCIATES	
Organization	Representatives
El Dorado County Water Agency	<i>Lori Parlin</i> , Chair <i>Ken Payne</i> , General Manager (alternate)
Placer County	<i>Ken Grehm</i> , Director Public Works and Facilities <i>Jared Deck</i> , Manager Environmental Engineering
Sacramento Municipal Utility District (SMUD)	<i>Arlen Orchard</i> , General Manage/CEO <i>Christopher Cole</i> , Strategic Account Advisor <i>Ansel Lundberg</i> , Energy Commodity Contracts Specialist
Sacramento Regional County Sanitation District (SRCSD)	<i>Christoph Dobson</i> , General Manager <i>Terrie Mitchell</i> , Manager Legislative and Regulatory Affairs <i>Jose Ramirez</i> , Policy and Planning <i>David Ocenosak</i> , Principal Engineer
Sacramento Area Flood Control Agency (SAFCA)	<i>Richard Johnson</i> , <i>Executive Director</i>

* Names highlighted in red are Executive Committee members

RWA AFFILIATE MEMBERS	
Organization	Representatives
Brown & Caldwell	<i>Paul Selsky</i> , Water Supply Planning, Vice president <i>LaSandra Edwards</i> , Civil Engineer <i>May Huang</i> , Engineer <i>David Zuber</i> , Vice President
Cosumnes CSD	<i>Steve Sims</i> , Park Superintendent
GEI Consultants	<i>John Woodling</i> , Vice President, Branch Manager <i>Chris Petersen</i> , Principal Hydrogeologist <i>Richard Shatz</i> , Principal Hydrogeologist
HDR, Inc.	<i>Jafar Faghieh</i> , Water Resources Engineer <i>Ed Winkler</i> , Client Development Lead
Sacramento Association of Realtors	<i>David Tanner</i> , Chief Executive Officer <i>Christopher Ly</i> , Chief Operations Officer
Stantec	<i>Kari Shively</i> , Vice President <i>Vanessa Nishikawa</i> , Principal Water Resources Engineer <i>Yung-Hsin Sun</i> , Principal Engineer <i>Rebecca Guo</i> , Senior Associate Water Resources Engineer <i>Kirsten Pringle</i> , Associate Public Affairs Specialist <i>Ibrahim Khadam</i> , Principal Engineer
West Yost Associates	<i>Charles Duncan</i> , President <i>Abigail Madrone</i> , Business Development Director <i>Kelye McKinney</i> , Engineering Manager I <i>Jim Mulligan</i> , Principal Engineer
Woodard & Curran (formerly RMC Water and Environment)	<i>Ali Taghavi</i> , Principal <i>Jim Graydon</i> , Senior Client Service Manager

* Names highlighted in red are Executive Committee members

AGENDA ITEM 2: PUBLIC COMMENT

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

AGENDA ITEM 3: CONSENT CALENDAR

All items listed under the Consent Calendar are considered and acted upon by one motion. Members of the Committee may request an item be removed for separate consideration. The items to be considered and approved include:

- a)** Authorize a Teleconference Meeting by Passing a Motion by a majority vote under Gov. Code, § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).
- b)** Approve the 2022 Executive Committee Meeting Schedule
- c)** Approve the minutes of the January 26, 2022 Executive Committee Meeting
- d)** Recommend RWA Policy Renewals to the RWA Board of Directors

Action: Approve Consent Calendar Items

Attachments:

- 3b. 2022 Executive Committee Meeting Schedule
- 3c. Minutes of the January 26, 2022 Executive Committee Meeting
- 3d. RWA Policies 300.4, 300.5, 500.9 and 500.17

AGENDA ITEM 3a.: Authorize a Teleconference Meeting

BACKGROUND:

In light of the Governor's declaration that a state of emergency exists due to the incidence and spread of the novel corona virus, and the pandemic caused by the resulting disease COVID-19, the Committee should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people. Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus. On Tuesday, January 4th, the United States reported a pandemic record of more than 1 million new infections according to data compiled by John Hopkins University. The omicron variant now represents nearly every COVID case sequenced by the Centers for Disease Control and Prevention.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

AGENDA ITEM 3b.: 2022 Executive Committee Meeting Schedule

The following are the meeting dates for the 2022 Executive Committee. Due to the holiday schedule, the November and December Executive Committee Meetings will be combined to the second Wednesday in December. All Executive Committee Meetings begin at 8:30 am PST and unless otherwise noted on the agenda, meetings are held at the RWA Office location at 5620 Birdcage Street, Suite 180, Citrus Heights, California 95610.

- Wednesday, January 26, 2022
- Wednesday, February 23, 2022
- Wednesday, March 23, 2022
- Wednesday, April 27, 2022
- Wednesday, May 25, 2022
- Wednesday, June 22, 2022
- Wednesday, July 27, 2022
- Wednesday, August 24, 2022
- Wednesday, September 28, 2022
- Wednesday, October 26, 2022
- November 23, 2022 - Canceled - Combined with December Meeting
- December 28, 2022 - Rescheduled to Wednesday, December 14, 2022

AGENDA ITEM 3c.: Minutes of the January 26, 2022 Executive Committee Meeting

Attachment:

January 26, 2022 Draft Minutes



**Regional Water Authority
Executive Committee Meeting
Draft Minutes
January 26, 2022**

1. CALL TO ORDER

Chair York called the meeting of the Executive Committee to order at 8:30 a.m. as a teleconference meeting. Individuals in attendance are listed below:

Executive Committee Members

S. Audie Foster, California American Water
Ron Greenwood, Carmichael Water District
Sean Bigley, City of Roseville
Brett Ewart, City of Sacramento
Bill Roberts, City of West Sacramento
Grace Espindola, City of Yuba City
Tony Firenzi, Placer County Water Agency
Kerry Schmitz, Sacramento County Water Agency
Dan York, Sacramento Suburban Water District

Staff Members

Jim Peifer, Ryan Ojakian, Rob Swartz, Ryan Ojakian, Monica Garcia, Cecilia Partridge and Andrew Ramos, legal counsel

Others in Attendance

Brian Sanders, Bob Reisig, Cathy Lee, Paul Helliker, Greg Zlotnick, Tom Hennig, Jay Boatwright, Angela Frost, Paul Schubert, Charles Duncan, Anne Sanger, Robert Dugan, William Lauritsen, Kevin Thomas and Kelye McKinney

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

None

Chair York commented that his vision for 2022 is to enhance teamwork and collaboration in the region.

3. CONSENT CALENDAR

Motion/Second/Carried (M/S/C) Mr. Foster moved, with a second by Mr. Bigley to separate the consent calendar items. S. Audie Foster, California American Water, Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Brett Ewart, City of Sacramento, Bill Roberts, City of West

Sacramento, Grace Espindola, City of Yuba City, Tony Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes.

3a. Authorize a Teleconference Meeting

M/S/C Mr. Foster moved, with a second by Mr. Greenwood to authorize a Teleconference meeting. S. Audie Foster, California American Water, Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Brett Ewart, City of Sacramento, Bill Roberts, City of West Sacramento, Grace Espindola, City of Yuba City, Tony Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes.

3b. Minutes of the December 13, 2021, Executive Committee meeting

M/S/C Mr. Greenwood moved, with a second by Mr. Bigley to approve the December 13, 2021 Executive Committee meeting minutes. Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Bill Roberts, City of West Sacramento, Tony Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes. S. Audie Foster, California American Water, Brett Ewart, City of Sacramento and Grace Espindola, City of Yuba City abstained.

4. STANDING AND AD HOC COMMITTEES

Chair York provided information on the 2022 standing and Ad Hoc committees.

The 3 x 3 committee was formed to facilitate a resolution for staffing the Sacramento Central Groundwater Authority (SCGA) and potential consolidation of the SGA and SCGA. The 2022 members of the 3 X 3 committee are Kerry Schmitz, Tony Firenzi and Chair York.

The 2022 members on the Ad Hoc Committee to revise RWA Policy 400.4 that prescribes how the Executive Director's annual review process is conducted are Robert Dugan, Sean Bigley, Marcus Yasutake, Brett Ewart and Caryl Sheehan. The committee will be chaired by Robert Dugan.

An Ad Hoc Committee to oversee the potential office space for additional staff to the RWA and SGA was appointed by Chair York to include Ron Greenwood, Tony Firenzi, Audie Foster, and Chair York.

Appointed to the 2022 Purchasing Ad Hoc Committee to oversee a potential joint purchasing program are Michelle Carrey, Tony Barela, Todd Eising, Rebecca Scott, and Chair York. Rebecca Scott will chair the committee.

The Water Quality Committee facilitates information sharing and related activities between RWA member agency staff. The membership consists of operators and related agency staff who engage in water treatment. Mark Severeid, City of Sacramento was appointed Chair.

The 2022 Awards Committee will include Kerry Schmitz, Paul Schubert, and Paul Selsky.

The Chair, Vice Chair and voting members of the Federal Affairs Standing Committee will remain unchanged for 2022.

5. STRATEGIC PLAN REVIEW

Mr. Peifer gave a PowerPoint presentation highlighting different objects and progress of the Strategic Plan. Mr. Peifer discussed how objectives are moving forward while others are deferred. He focused on RWA staffing, operations, financing models and reviewing policies.

There was discussion on the high priority objectives and Mr. Peifer asked for feedback on the prioritization, and progress.

6. EMPLOYEE COMPENSATION STUDY AND POSITION RECLASSIFICATIONS

RWA Policy 400.2 requires a compensation survey to be completed every five years. The 2017 compensation survey was included in the packet. It is expected that the compensation survey will take several months to complete. The objective is to recruit and retain highly qualified employees. Mr. Peifer proposed three new employee classifications to better define positions.

After discussion, the motion was amended to have the first part of the action to read "Undertake Compensation Survey with oversight and facilitation by the Executive Committee or a dedicated ad hoc committee if assigned by the RWA Chair."

M/S/C Mr. Ewart moved, with a second by Ms. Espindola amending the motion to direct Executive Director to: 1) Undertake Compensation Survey, with oversight and facilitation by the Executive Committee or a dedicated ad hoc committee if assigned by the RWA Chair; 2) develop position classifications for Government Relations Manager, Finance and Administration Manager II and Administrative Analyst; and 3) include new position classifications in the Compensation Survey. S. Audie Foster, California American Water, Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Brett Ewart, City of Sacramento, Bill Roberts, City of West Sacramento, Grace Espindola, City of Yuba City, Tony Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes.

7. LEGISLATIVE/REGULATORY UPDATE

Mr. Ojakian said the focus in the legislature this year will be addressing the drought. The policies on the table are related to turf grass and indoor water use efficiency. RWA supports bills AB 921 that is related to flood control in West Sacramento and SB 230 that is related to the establishment of a constituents of emerging concern program in the State Water Resources Control Board that are two-year bills that are moving through the legislative process. The Governor's proposed budget of \$750 million for drought resilience included \$100 million for water conservation planning and projects and \$75 million for turf replacement. The proposal includes a place holder for \$250 million, the use to be determined after wet season water supply conditions are known. AB 463 addresses work on conduits that cross over multiple properties and has been amended to address concerns over who has the final say when work is approved.

M/S/C Ms. Espindola moved, with a second by Mr. Bigley to Support SB 463 as amended and encourage legislators to engage and carry a bill forward addressing the indoor water use standard. S. Audie Foster, California American Water, Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Brett Ewart, City of Sacramento, Bill Roberts, City of West Sacramento, Grace Espindola, City of Yuba City, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes. Tony Firenzi, Placer County Water Agency did not respond to the voice vote.

8. EXECUTIVE DIRECTOR'S REPORT

RWA staff and members met with the Sacramento Bee Editorial Board discussing conservation and investing in facilities to adapt to climate change.

Ms. Talbot has been invited to speak at the International Water Loss Conference in Prague.

Mr. Peifer has been appointed Chair of the ACWA Federal Affairs Committee.

The regular RWA board meeting in July will be rescheduled to accommodate the ACWA DC Conference.

Staff is encouraging Yuba Water Agency and Nevada Irrigation District to become new RWA members.

9. DIRECTORS' COMMENTS

Mr. Foster reported that most of the California American Water staff will be returning to the office January 31st.

Mr. Bigley said that City of Roseville was able to take advantage of floodwater that was made available by the Bureau of Reclamation for them to enter recharge operations.

Mr. Ewart said the City of Sacramento is working with partner agencies to look for opportunities to move surface water. The Fairbairn Water Treatment Plant is expected to come back online soon which will provide opportunities.

Mr. Roberts reported that City of West Sacramento is looking for alternative water supplies. They are expecting to begin bringing back staff to the office the second week of February.

Ms. Espindola said that she is on several committees and is encouraged by the collaborative work within our region. The work that agencies do ties into the relationship with our drinking water and disadvantaged community members.

Chair York said that Sacramento Suburban Water District was looking into taking advantage of flood control water from the Bureau of Reclamation.

ADJOURNMENT

Chair York adjourned the meeting at 10:57 a.m.

By:

Chairperson

Attest:

Board Secretary

AGENDA ITEM 3d.: Recommend RWA Policy Renewals to the RWA Board of Directors

BACKGROUND:

RWA has several policies and procedures that require the Board to revisit at various frequencies including three and five year intervals. This item is to address RWA policies that are beyond their renewal date, but do not require any content changes. Staff will bring forth the various policies throughout the upcoming calendar year with recommended changes for the Executive Committee consideration with the goal of having completed a comprehensive review all of RWA policies.

Staff has reviewed the following policies and does not foresee any necessary changes at this time.

Attachments:

RWA Policy 300.4 - Records Inspection, Retention, Disposal, and Storage Policy

RWA Policy 300.5 - Electronic Mail Management and Retention Policy

RWA Policy 500.9 - Fixed Asset Policy

RWA Policy 500.17 - Telecommunications Allowance Policy

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Operations
Policy Title : Records Inspection, Retention, Disposal, and
Storage Policy
Policy Number : 300.4
Date Adopted : November 8, 2007
Date Amended : July 12, 2012

Records Inspection, Retention, Disposal, and Storage Policy

100.00 Purpose of the Policy

This document describes the Regional Water Authority's ("RWA") policy concerning records inspection, retention, destruction, and storage.

200.00 Inspection

200.10 Purpose and Scope

This section provides criteria for the inspection of records.

200.20 General

Public records of RWA are open to inspection during normal office hours and every person has a right to inspect these records.

200.30 Definitions

As used in this section:

- a. "Public Records" includes any writing containing information relating to the conduct of public business prepared, owned, used, or retained by RWA regardless of physical form or characteristics and which is not otherwise exempt from disclosure in accordance with applicable laws.
- b. "Writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. A

Writing does not include a compilation of writings that was not created in the normal course of business.

200.40 Exemptions

Nothing in this section requires disclosure of the following records:

- a. Preliminary drafts, notes, or intra- or inter-agency memoranda not retained by RWA in the ordinary course of business, if the public interest in withholding such records clearly outweighs the public interest in disclosure;
- b. Records pertaining to pending litigation in which RWA is a party or to claims made pursuant to Division 3.6 (Commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;
- c. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- d. Geological and geophysical data, plant production data, and similar information relating to utility systems development obtained in confidence from any person;
- e. Test questions, scoring keys, and other examination data used to administer examinations for employment;
- f. The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by RWA relative to the acquisition of property, or to prospective supply and construction contracts, until such time as the property has been acquired or the contract agreement has been obtained. The law of eminent domain will not be affected by this provision;
- g. Records exempted or prohibited from disclosure pursuant to provisions of Federal or State Law, including, but not limited to, provisions of the Evidence Code relating to privilege;
- h. Data, plans, drawings, schematics, manuals and other documents related to the security and protection of members' water supplies;
- i. Private information pertaining to any director, employee or customer of a member agency that is explicitly exempt under Government Code sections 6254 and 6254.16 or that may be exempt because of personal safety or privacy concerns under Government Code section 6255, including without limitation personal identifying information and private

data such as social security numbers, confidential personnel and financial records, and members' water use data;

- j. Other records the disclosure of which is not required by law; and
- k. Computer software developed by or for RWA for internal use and not otherwise made available to the public except by selling, leasing or licensing such software for commercial or non-commercial use. Such proprietary computer software developed by RWA may include computer mapping systems, computer programs, and computer graphics systems.

200.50 Additional Public Records

Notwithstanding the foregoing, the following are public records of RWA:

- a. Every employment contract between RWA and a public official or public employee is a public record.
- b. Documents concerning an open session item of a noticed public meeting that are provided to all or a majority of the Board or a committee less than 72 hours before that meeting.

200.60 Justification for Withholding of Records

RWA will justify withholding a record by demonstrating the record is exempt under the express provisions of Government Code section 6254 (including the records listed above in section 200.40) or by demonstrating that the public interest served by not making the record available clearly outweighs the public interest served by disclosing the record. Written notice of intent to withhold records, stating the reasons for withholding the records and an estimated time for when RWA will furnish disclosable documents, will be provided to the person requesting the record within ten days of the request for inspection (or such later date designated by RWA upon written notice) as required by Government Code sections 6253, subdivision (c) and 6255, subdivision (b).

200.70 Copies of Records

- a. A person may obtain copies of identifiable records, preferably by written request on RWA's request form, although verbal requests are acceptable. The RWA Secretary is the custodian of RWA's records and will provide the requestor with copies of all requested records unless a record is in electronic form or in a specialized format, in which case RWA will provide the most accurate copy possible within the limits of available technology and the requestor's instructions and willingness to pay the appropriate costs to retrieve and reproduce copies of such non-standard records. Nothing in this Policy or in the Public Records Act requires the District to provide copies of electronic documents in their native format

when a paper copy would provide a sufficiently accurate reproduction of the contents of the document and ensure the security and integrity of the original record. Officers, agents and employees of RWA are not required to request records in compliance with this section when acting within the course and scope of employment or when holding office. If RWA is unable to provide requested copies within ten days of the request, it will advise the requestor in writing of the date when the record will be provided.

- b. The charge for plain paper standard black and white letter or legal size photocopies will be \$0.10 per page, which reflects RWA's direct copying costs. Large format documents, maps, color copies and similar specialized documents will be charged at cost, which RWA will determine and advise the requestor of and receive approval from the requestor before copying begins. Payment for all services is required at the time copies are provided, although RWA may require a deposit as provided below in subdivision (c) before beginning copying and/or sending the job to an outside copy service. In cases when RWA sends a job to an outside service, the copy service's actual charges for the job will be passed through to the requestor. A certified copy of each requested record will require an additional payment of \$3.00. No charge will be imposed for research.
- c. The RWA Secretary may require a person who desires to obtain copies of records to deposit an amount equal to the estimated fees for copying prior to receiving the records. The portion of the deposit not required will be refunded. If the deposit is insufficient, RWA may require the requestor to pay any balance of copying charges due before any records are released.

200.80 Public Counter Records

- a. Except for related writings exempt from public disclosure, RWA Secretary will maintain a duplicate copy of the last approved Board meeting minutes and the agenda and written materials distributed to the Board for discussion or consideration at the next scheduled Board meeting. These records will be maintained at the public counter located in RWA's administrative office. Public records discussed during a public meeting but not previously available will be made available before the commencement of discussion at such meeting or as soon thereafter as practicable. Public counter records also include those documents, if any, described in subdivision (b) of Section 200.50 of this Policy.
- b. No charge will be imposed for the use or review of the records described in this section. RWA will, however, impose a copy charge if a copy of a public counter record is requested.

- c. RWA may post on its website copies of certain public counter records, archived Board and Executive Committee meeting agendas and minutes, financial data, and other key Authority documents. Requestors are encouraged to view and obtain copies of available documents by visiting RWA's website at: www.rwah2o.org.

200.90 Recording-Keeping

RWA's Finance and Administrative Services Officer will maintain a record of requests for inspection that are denied and the reasons for the denial.

300.00 Retention, Disposal and Storage

300.10 Purpose and Scope

This section provides criteria for the retention, destruction, and storage of records.

300.20 Records Retention Schedule

This is RWA's Records Retention Schedule, which was adopted by the Board of Directors by Resolution 07-04 in accordance with Government Code sections 12236 and 60201, subdivision (b)(2), and as may be amended from time to time. As provided by California law, RWA will retain, store and dispose of its records in accordance with this schedule and the requirements and procedures set forth in this policy.

R = Legally required retention period.

Until Converted = until converted to "Other Storage Medium Retention Period."

<u>Title</u>	Original Form Minimum	Other Storage Medium¹ Minimum
<u>Retention Period</u>	<u>Retention Period</u>	
<u>Administration:</u>		
Correspondence	3 years	10 years
Policy and Procedures	7 years after cancellation	10 years
Formation/accreditation	Permanent Until Converted	Permanent R

¹ Microfiche, microfilm, computer disk or other permanent record in compliance with Government Code section 60203 (a) and (b).

Oaths of office/ballots/other official materials related to election or appointment of directors and officers	Term of Office + 7 years R	10 Years
Filings with Secretary of State	Permanent Until Converted	Permanent R
Work Orders/ Time Sheets	3 years	None
Form 700 Statements of Economic Interests	7 years after filing R	None

Board of Directors:

Agendas	3 years	10 years
Meeting Notices	3 years	10 years
Staff Reports	3 years	10 years
Board meeting minutes	Permanent Until Converted	Permanent R
Ordinances and Resolutions	Permanent	Permanent R
Conflict of Interest Code	Current + 3 years R	10 years
Board policies and procedures	Current + 3 years	10 years

Committees:

Agendas	3 years	10 years
Meeting notices	3 years	10 years
Minutes	Permanent Until Converted	Permanent R
Reports	3 years	10 years

Contracts:

Agreements and contracts	7 years following end of contract R	10 years
Requests for proposal and request for qualifications	Contract Termination + 5 years	None
Responses to requests for proposal and requests for qualifications	Contract Termination + 5 years R , but only for two years for all unaccepted proposals	None

Financial:

<u>Accounts payable</u>	All categories below - Audit + 2 years	7 years
Correspondence		
A/P ledger/distribution journal		
Cash disbursements		
Payroll/stipend payments	R	
Petty cash reports		
Expense reports	R	
Invoices	R	

Purchase orders	R	
Warrants	R	
<u>Accounts Receivable</u>	All categories below - Audit + 2 years	7 years
A/R register		
Aged trial balance		
Invoices		
<u>Audit Reporting</u>	All categories below - Audit + 2 years	7 Years
Correspondence		
Reports		
State Controller's report		
Work papers		
<u>Banking</u>	All categories below - Audit + 2 years	7 years
Correspondence		
Bank confirmations		
Bank reconciliations		
Bank statements		
Canceled and voided		
checks		
Deposit slips		
Signature authorization		
<u>Financial Reporting</u>	All categories below - 2 years	7 years
Correspondence		
Reports and studies		
Charts of accounts		
Treasurer's reports		
Accountant reports		
<u>Ledgers</u>	All categories below - Audit + 2 years	7 years
Account analysis		
Balance sheets		
General ledger		
Journal entries		
<u>Annual Budgets</u>	2 years	7 years
<u>Securities</u>		
Acquisition of securities	Until sold + 4 years	10 years
Annual statements	Until sold + 4 years	10 years
Broker/ bank receipts	4 years	10 years
Periodic statements	4 years	10 years
<u>Personal Property</u>		
Inventory		
Maintenance and inspection	Current + 4 years	None

logs	4 years	None
Computer licenses and documentation	Expiration/obsolescence	None

Insurance:

Memoranda of coverage	Expiration + 5 years	10 years
Insurance policies	Expiration + 5 years	10 years
Endorsements	Expiration + 5 years	10 years
Certificates of insurance	Expiration + 5 years	10 years
Coverage opinions	Expiration + 5 years	10 years
Surety/Fidelity Bonds	Expiration + 5 years	10 years

Legal:

General correspondence	3 years	10 years
Attorney correspondence	3 years	10 years
Claims and claims records	2 years after close of claim R, but only for two years	10 Years (rejection letters, settlement agreements and releases only)
Minor's claims	2 years from age of 18 R	10 Years (rejection letters, settlement agreements and releases only)
Litigation	2 years after litigation concludes R	10 Years (judgments, settlement agreements and releases only)
Opinions	7 years	10 Years

Membership:

Membership records	7 years, Until Converted	10 Years
Program participation agreements	10 Years	10 Years
Appointment resolutions/letters	7 years Until Converted	10 Years

Personnel:

Personnel files	Termination + 5 years	10 years
Job descriptions	Current + 2 years	None
Time sheets	Current + 4 years	None
Call reports and logs	Current + 4 years	None
Employment Agreements	Expiration + 4 years R	7 Years
Job advertisements and applications	2 years	None
I-9s and employment eligibility	3 years after hire or 1 year after termination, whichever is later	None

Real Property:

Deeds and other documents related to real property interests	Permanent, Until Converted	Permanent R
--	----------------------------	--------------------

Miscellaneous:

Other records Board or Executive Director determines to be of significant and lasting historical, administrative, financial, legal or research value	Permanent, Until Converted	Permanent
Records not prepared by or received from a state or federal agency nor required to be maintained for a specified period pursuant to state or federal law	2 years	None
Other records prepared or received pursuant to state or federal law, but not expressly required to be maintained	3 years	10 years
Board meeting tape recordings	After Approval of Minutes by Board or 30 days, whichever is later R , if Authority chooses to record	None

300.30 Retention of Other Records

- a. RWA must retain the following records, regardless of any different destruction policy or schedule as to any identified record or records specified in the records retention schedule set forth in section 2.2 above:
 - i. Any record of RWA that is the subject of a pending request made under the California Public Records Act, Government Code sections 6250 through 6276.48, until RWA has either (A) complied with the request or (B) waited at least two years after the record was withheld and written notice denying the request was provided to the requestor; **R**
 - ii. Documents related to public works not accepted by RWA or to which a stop notice claim may be legally presented; **R**
 - iii. Documents related to any non-discharged Authority debt; **R**

- iv. Any document that has not yet fulfilled the administrative, fiscal, or legal purpose for which it was created or received by RWA; and **R**
 - v. Any records required to be retained due to pending litigation, until the judgment is final. **R**
- b. RWA may dispose of the following records at any time, without maintenance of a copy:
- i. Duplicates, the original or a permanent photographic record of which is on file;
 - ii. Rough drafts, notes and working papers prepared or kept by any employee or accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document;
 - iii. Shorthand notebooks, telephone messages and inter-departmental notes;
 - iv. E-mails deleted and not maintained as RWA records in accordance with the Board's adopted Electronic Mail Management and Retention Policy, or any amended or successor policy.

300.40 Records Storage

All of the records referenced in this section will be maintained at RWA's Administrative office located at 5620 Birdcage Street, Suite 180, Citrus Heights, California 95610, or such other repository that RWA may designate from time to time. All records requests should be directed to RWA's administrative office at 5620 Birdcage Street, Suite 180, Citrus Heights, California 95610.

300.50 Records Disposal

RWA's Executive Director, or his or her designee, may destroy and discard, by any permanent method that protects the confidentiality of any privileged or confidential information contained therein, any Authority record after the expiration of the applicable retention period described in the above Records Retention Schedule.

400.00 SGA Records

Generally, records of the Sacramento Groundwater Authority ("SGA") are not records of RWA. RWA and SGA are separate public agencies that have their own governing body and JPA agreements providing for their purposes, powers, activities and governance. Except for certain documents related to

shared administrative services, RWA and SGA records are used, owned and retained only by the agency for which they were originally prepared. The fact that RWA and SGA records are stored in the same space and administered by the same staff does not transform a record created for and used and maintained by one agency into a record of the other agency. As a result, neither agency has the legal right or the obligation to disclose the records of the other agency without the consent of that agency. In cases when a member of the public submits a request for public records to RWA that might include SGA records within the scope of the request, staff will consult with the Executive Director and legal counsel to determine the appropriate response and scope of production.

500.00 Policy Review

This policy shall be reviewed at least once every four years.

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type:	Operations
Policy Title:	Electronic Mail Management and Retention Policy
Policy Number:	300.5
Date Adopted:	November 8, 2007
Date Amended:	July 12, 2012

RWA Electronic Mail Management and Retention Policy

I. Purpose

The Regional Water Authority (“RWA”) provides electronic mail (“e-mail”) to its employees to facilitate the conduct of RWA business. In return for providing e-mail, RWA expects its employees to manage and protect records resulting from their e-mail communications. This policy is adopted by the Board for the purposes of stating the responsibilities of all RWA employees concerning the creation, removal, storage, and retention of e-mails.

RWA e-mail and e-mail systems are intended solely as a means of communicating information. All RWA e-mail users are forbidden from using the RWA e-mail system for the storage and maintenance of RWA records. To ensure the RWA e-mail system functions as intended, it is imperative that all RWA employees and e-mail users regularly delete e-mails from the system as provided in this policy.

This policy supplements and is intended to be carried out in concert with RWA’s Records Inspection, Retention, Disposal, and Storage Policy (“Records Policy”). While not all e-mail communications are RWA records, all e-mail communications are subject to discovery and can be used as electronic evidence in the event of litigation. Unmanaged and unidentified e-mails residing on RWA computers could create expensive and unmanageable problems in the event of litigation and pose a threat to RWA’s ability to properly and coherently document and reconstruct business and decision-making processes.

The Board makes the following findings concerning specific features of RWA’s computer network and related hardware and software that comprise the RWA e-mail system:

1. RWA performs an electronic back-up of its computer network, including the e-mail system, each week. Those back-ups are an electronic recording of the status of RWA’s computer systems at a particular moment in time and cannot accurately capture or reflect all e-mail or other activity that occurred on

RWA's computer network on a specific day. For example, a back-up does not capture items on employees' desktops or in their non-networked drives.

2. RWA maintains a particular computer system back-up for no more than two weeks, after which that back-up is completely overwritten. Such overwriting is necessary for management and security reasons and to aid the recovery of the computer system in case of a complete failure. Because the process is transitory, a back-up is not reliable and cannot constitute RWA records.
3. RWA maintains an e-mail filtering system that is intended to reduce SPAM, Phishing, viruses, and other unwanted cyber-security threats from entering RWA's network. RWA employees are responsible for reviewing summary e-mail lists from the e-mail filter to determine if valid e-mails were captured by the filter and to delete unwanted, unknown or potentially threatening e-mails. The e-mail filtering system automatically and permanently deletes filtered e-mail after a set time period.

II. Scope of Policy

E-mail communications may, in certain circumstances, be considered public records. Therefore, e-mails also may be governed by RWA's Records Policy depending on their use and disposition. In general, e-mail communications fall into three categories:

1. E-mails that document official RWA business, which include without limitation approvals for staff action initiating a business transaction, requests and replies to a request for public information, and direction to employees or consultants. Such e-mail communications generally should be transferred to a paper or electronic medium as appropriate and then filed and retained in accordance with RWA's Records Policy.
2. E-mails that provide general information, such as announcing the date and time of a meeting, responses to professional listserves in which an employee participates, and requests and for information about RWA other than for public records. Such e-mail communications are not considered RWA records that must be managed according to RWA's Records Policy and shall be promptly and routinely deleted from the RWA e-mail system as further specified in this policy. If a RWA employee believes that any e-mail of this type constitutes a RWA official record, such an e-mail or e-mail attachment should be printed or stored on an electronic storage medium, filed in the appropriate file, and retained in accordance with the RWA Records Policy.
3. Electronic documents such as personal e-mail correspondence, informal e-mail communications between RWA employees, and working notes and drafts (unless intentionally saved for an official purpose). Such documents are not RWA records and should be deleted from RWA's computer network

as soon as they are received and read, or are otherwise superseded or subject to deletion under this policy.

RWA's Finance and Administrative Services Officer shall administer this policy, with oversight and ultimate authority over the policy exercised by the Executive Director.

III. E-mail Retention and Removal

Any e-mail communication containing information that documents RWA business must be saved as a paper or electronic document in accordance with the RWA Records Policy. Responsibility for complying with this policy is imposed on each RWA employee. If an employee has any question or concern about retaining an e-mail or attachment or other issues of compliance with this policy, he or she should discuss the issue with the Finance and Administrative Services Officer. If deemed necessary, the Finance and Administrative Services Officer may consult with the Executive Director and legal counsel about any e-mail retention or removal issue.

Employees shall not retain e-mails in their electronic inboxes, sent folder, deleted items folder or any other folder within the RWA e-mail system for more than 60 days from the date the e-mail is received or sent. E-mails that are deemed RWA records under this policy or otherwise have continuing business value to RWA or one of its employees or officers must be stored on an employee's desktop or in another off-network location, or stored on an appropriate paper or electronic medium as prescribed by the RWA Records Policy. General information and personal e-mails and other non-RWA records are required to be permanently deleted from each employee's electronic e-mail boxes. General information and personal e-mails and non-records should be permanently deleted from each employee's e-mail boxes as soon as possible after receipt or transmission, but in no case any later than the following received or sent date: (1) general information e-mails – 60 days; and (2) personal e-mails – 30 days. Each RWA employee is required to review and appropriately delete his or her saved e-mail messages at least once each week. In addition, RWA employees and officers should not keep any RWA-related documents or e-mails generated or stored on home or other non-RWA computers.

When appropriate, e-mail messages should be filed with other RWA records concerning the same subject matter or program to ensure that such e-mails are preserved, stored and disposed of in the same manner as like records. If an e-mail does not relate obviously or directly to an existing RWA subject file or program, an employee should either request that a new records retention category be created or file the e-mail with correspondence.

These rules also apply to any attachments to e-mails, which should be handled in the same manner as described above.

It is the responsibility of each RWA employee to comply with this policy and to manage their e-mails in accordance with it. All employee use of e-mail, including personal use,

is subject to RWA's E-Mail/Internet/Computer Use policies provided in the Employee Handbook, as such policies may be amended or restated from time to time. In accordance with those E-Mail/Internet/Computer Use policies, RWA reserves the right at any time to review employees' e-mail boxes and to purge any e-mails retained there in violation of this policy. RWA also may institute an automatic e-mail deletion protocol if deemed appropriate.

IV. Violation of Policy

While the Board recognizes that occasional lapses in the use and management of e-mail occur in the press of business, a failure to adhere to this policy also could have serious legal and financial consequences for RWA. Therefore, violations of this policy will be reviewed on a case-by-case basis. In appropriate cases, as determined by the Executive Director or the Board, a violation may result in disciplinary action against an employee, up to and including discharge.

REGIONAL WATER AUTHORITY

POLICIES AND PROCEDURES MANUAL

Policy Type : Fiscal Management
Policy Title : Fixed Asset Policy
Policy Number : 500.9
Date Adopted : September 11, 2008
Date Amended : May 17, 2012

The purpose of this policy is to establish guidance in identifying, capitalizing, depreciating and accounting for the Regional Water Authority's fixed assets.

A fixed asset is an asset owned by the Authority that 1) is acquired for use in the Authority's operations; 2) possesses physical substance; 3) is long-term in nature (i.e., useful life exceeds 1 year); and 4) is subject to depreciation.

Fixed Asset Categories

Fixed assets shall be segregated into the following categories:

- A. Office furniture and fixtures.
- B. Office equipment which includes but is not limited to computer systems, software, copiers, printers and telephones.
- C. Building and Leasehold improvements.

Capitalization Thresholds

Fixed assets are owned and shared equally with the Sacramento Groundwater Authority as defined in Policy 100.2 "Administrative and Management Services Agreement" unless purchased for exclusive use by the purchasing entity. Fixed assets are eligible for capitalization if they have an estimated useful life of at least one year following the date of acquisition and have a dollar value greater than \$2,500 for each entity. Such criteria shall be applied to individual assets and not to groups of similar assets.

Valuation of Fixed Assets

The value assigned to fixed assets shall be based upon principles promulgated by the Governmental Accounting Standards Board and/or Generally Accepted Accounting Principles. The asset capitalization value is determined as follows:

Purchased Fixed Assets

The capitalized value of purchased fixed assets shall be determined using the purchase price of the asset.

If the purchase price of an asset is not available or cannot be reasonably determined, an estimated cost may be utilized based upon the best available information.

Donated Fixed Assets

The capitalized value of donated assets shall be determined using the fair market value at the time of donation. If the fair market value of the asset is not available or cannot be reasonably determined, an estimated cost may be determined using the best available information.

Capitalizable Costs

Costs eligible for capitalization under this policy are:

- Purchase price
- Sales tax
- Freight and handling charges
- Insurance costs while in transit
- Assembling and installation charges
- Professional fees of engineers, inspectors, attorneys, consultants, etc., associated with the asset
- Discounts or rebates shall be accounted for as a reduction to the purchase price
- One-time costs necessary to accommodate the equipment in its new location

Capitalization of Costs Subsequent to Acquisition

Additional costs incurred after a fixed asset is placed in use shall be accounted for as follows:

Additions

An “Addition” is defined as expenditure that either significantly extends the useful life or productivity of the existing fixed asset or creates a new fixed asset. All “Additions” to existing fixed assets should be capitalized as long as the asset meets the capitalization threshold above.

Improvements and Replacements

“Improvements and Replacements” are defined as expenditures that involve substituting a similar fixed asset, or portion thereof, for an existing one. All “Improvements and Replacements” to existing fixed assets should be capitalized as long as the asset meets the criteria of the capitalization threshold for additions above. If the existing asset’s book value is determinable, then the existing asset should be removed from the books at the time the replacement is recorded. If the existing asset is not separately identifiable, then the replacement should still be capitalized as the existing asset’s book value is assumed to be negligible.

Repairs and Maintenance

“Repairs and Maintenance” costs are defined as expenditures that involve maintaining the asset in good or ordinary repair. All “Repairs and Maintenance” costs should be expensed in the period incurred.

Depreciation of Fixed Assets

Fixed assets shall be depreciated on a straight-line basis beginning the first day of the month following acquisition. Depreciation shall approximate the useful life of the assets.

Guidelines for asset depreciation lives will be:

Office furniture and equipment	5 years
Computer software costs	3 years
Leasehold improvements	Life of the lease
Building Costs	30 years
Field Equipment	3 to 10 years

Physical Inventory of Fixed Assets

A physical inventory of fixed assets shall be performed annually.

The results of the physical inventory shall be reconciled with the Authority’s asset inventory system. Differences will be reported, along with explanations, to the Board of Directors.

Disposal of Fixed Assets

Fixed assets that have become obsolete shall be disposed in accordance with the Authority’s Policy 300.3 “Disposal of Surplus Property.”

Policy Review

This policy shall be reviewed at least every five years.

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type	:	Fiscal Management
Policy Title	:	Telecommunications Allowance Policy
Policy number	:	500.17
Date Adopted	:	September 12, 2019
Date Amended	:	

Purpose of the Policy

Regional Water Authority (RWA) employees may need to use a cell phone to conduct RWA or SGA business. The purpose of this policy is to establish the RWA's requirements for issuing cellular phones, and allowances for cellular phone usage.

General

If the RWA requires an employee to be generally accessible via cellular telephone to conduct RWA or SGA related business, or a cell phone is needed to conduct RWA or SGA business, the RWA shall provide either:

- An RWA-issued cellular phone and service plan
- A telecommunication allowance

The Executive Director shall determine if an employee needs to be generally accessible or needs cell phone service to conduct RWA or SGA business.

The Executive Director shall have the discretion to provide an allowance to employees or to authorize the purchase of an RWA cell phone and service plan.

The RWA may publish the cellular telephone number to designated individuals and organizations with whom the employee normally conducts RWA-related business.

The California Public Records applies to all information concerning RWA's activities, whether that information is stored on a cellular telephone owned by RWA under an RWA Cell Phone and Service Plan or on one owned by an employee personally for which the employee receives an allowance from RWA under this policy. (See *City of San Jose v. Superior Court* (2017) 2 Cal.5th 608.)

RWA Cell Phone and Service Plan

Should the Executive Director authorize an RWA Cell Phone and Service Plan, the RWA will purchase a phone and service plan. RWA pays for the cell phone up to an amount determined by the Executive Director, based on RWA's reasonable business needs, up to \$680. The amount authorized by the Executive Director includes all phone accessories. The employee can opt for a more expensive phone, but is responsible for paying any amount in excess of the amount the Executive Director authorizes. The RWA pays the monthly service fees for this plan. Replacement cell phones may be needed based on factors such as cell phone obsolescence, or job requirements. The Executive Director shall make the determination if a replacement phone is necessary and, if it is necessary, may authorize a replacement.

Upon employment separation, the employee must turn in the RWA cell phone, or at the Executive Director's discretion, the employee may purchase the phone in accordance with the RWA policy regarding surplus property disposal. The employee shall be entitled to keep the cell phone number.

Allowances

The employee can opt to maintain a personal cell phone for which the RWA will reimburse \$50 monthly for usage. With this option, the employee is responsible for maintaining the data line and the RWA takes no responsibility for it. To obtain reimbursement, the employee need only demonstrate he or she is paying for their own personal cellular voice and data plan.

Upon approval of the telecommunications allowance, the employee shall provide and maintain a personal cellular telephone and service that is available to conduct RWA-related business. The employee's personal cellular telephone is subject to inspection by RWA, and potentially others, because, as discussed above, the California Public Records Act applies to all information related to RWA's activities, including any such information that is stored on an employee's personal cellular telephone.

Allowance amounts are considered income subject to State of California and Federal income tax requirements and shall be reported as such by RWA.

Policy Review and Inflation Adjustments

This policy will be reviewed by the Executive Committee at least every three years, or as necessary. The Executive Director will adjust the amount that RWA will pay for a telephone under an RWA Cell Phone and Service Plan, and the monthly usage allowance for employees' use of their own telephones, consistent with market rates for cellular telephones and cellular voice and data plans, as part of RWA's annual budgeting.

AGENDA ITEM 4: STANDING AND AD HOC COMMITTEE UPDATE

BACKGROUND:

Chair York will be discussing potential a process to revise [RWA Policy 200.3, Procedures for Selection of the Executive Committee](#). Chair York will be announcing an ad hoc committee at the March RWA Board meeting to revise the policy.

A brief update on the work of Ad Hoc and Standing Committees will occur at the Executive Committee meeting.

Ad Hoc Committees:

- 3x3 Committee – (D. York, T. Firenzi, K. Schmitz)
- Revisions to [RWA Policy 400.4 Ad Hoc Committee](#) – (R. Dugan (Chair), D. York, B. Ewart, C. Sheehan, M. Yasutake)
- Employee Compensation Survey Oversight Ad Hoc Committee – (to be discussed)
- Space Planning Ad Hoc Committee – (R. Greenwood, T. Firenzi, D. York (Chair), S. Bigley.)
- Purchasing Ad Hoc Committee – (R. Scott (Chair), D. York, B. Smith, M. Carrey, T. Barela, T. Eising)
- Awards Committee – (to be appointed)

Standing Committees

- Federal Affairs
- Water Quality

Information and Discussion: Dan York, Chair and Jim Peifer, Executive Director

AGENDA ITEM 5: EMPLOYEE COMPENSATION STUDY AND POSITION RECLASSIFICATIONS UPDATE

BACKGROUND:

RWA Policy 400.2, Employee Compensation Policy, states:

The Executive Committee will generally conduct a compensation survey at least every five years to ensure that the total compensation offered by the Authority (salaries, wages, and benefits) is consistent with this Policy; provided, however that a compensation survey may be commissioned at any time if directed by the Executive Committee or if recommended by the Executive Director and approved by the Executive Committee. The Executive Committee may also use its discretion to waive or vary the five-year commitment.

Staff has prepared a draft solicitation for consulting services for the Executive Committee's consideration.

Information and Discussion: Jim Peifer, Executive Director

Attachment:

Draft solicitation for consulting services

REQUEST FOR PROPOSAL

The Regional Water Authority (RWA) is requesting proposals from qualified firms and/or individuals to conduct a compensation study and make recommendations to update job class specifications for its nine regular full-time positions.

To be considered, seven copies of the proposal must be received by the principal contact listed below by **3:00 p.m. on March 16, 2022**. Late submissions will not be considered.

The RWA reserves the right to modify the anticipated timeline set forth in this RFP. The RWA reserves the right to reject any and all proposals, cancel all or part of this RFP, and waive any minor irregularities and to request additional information from proposing firms. This request for proposals does not obligate the RWA to award a contract. There is no expressed or implied obligation for the RWA to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

BACKGROUND

The RWA was formed in 2001 as a joint powers authority (public agency) that serves and represents the interests of 20 water providers and associated agencies in the greater Sacramento, Placer, El Dorado, Sutter and Yolo County region. The RWA's primary mission is to help its members protect and enhance the reliability, affordability, and quality of water resources to over two million people in the greater Sacramento, Placer, El Dorado, and Yolo County region. RWA activities include supporting and implementing the objectives of the Sacramento Area Water Forum Agreement; developing and implementing an Integrated Regional Water Management Plan; saving rate-payer dollars by pooling resources and securing grant funding; providing a forum for regional policy development and collaboration; and protecting surface water and groundwater rights to assure reliable future supplies.

RWA has nine full-time staff positions (one newly added position vacant at this time). A salary survey was last completed in 2017.

PRINCIPAL CONTACT

The firm's principal contact with the RWA will be:

Dan York, Chair
c/o Josette Reina-Luken, Finance and Administrative Services Manager
5620 Birdcage Street, Ste 180,
Citrus Heights, California, 95610
Voice: (916) 967-7692
Fax: (916) 967-7322
Email: josette@rwah2o.org

SCOPE OF WORK

RWA is seeking a highly qualified and experienced individual or firm to design, conduct, and implement a comprehensive compensation study for nine full-time regular positions including three potential new classifications. The consultant will update the job descriptions of the nine designated positions including three new classifications by examining existing job descriptions, conducting employee interviews, and providing recommended modifications to satisfy ADA and other pertinent laws, personnel rules and regulations. The consultant will perform a market salary survey of similar California based positions using appropriate public agency and/or comparable association-type entities; and the consultant will provide an internal classification relationship analysis.

This assignment will result in updated job specifications and recommended salary ranges for all positions.

PROPOSAL FORMAT

In order to qualify for consideration, proposals must address all of the following points:

- A summary of the firm's experience with similar projects, limited to those within the past five years completed by the staff proposed for this project. This section should include client name and phone number, and year completed.

- A statement of qualifications for each staff member that would be assigned to the project including identification of the project manager.
- A proposed work plan and time schedule describing sequential tasks proposed for the Study. The work plan should include time estimates for each significant segment of the work to be performed and a description of the expected assistance from RWA.
- A section discussing the cost for the study, identifying costs for each task included in the work plan, as well as a total project amount. Costs should include direct, out-of-pocket expenses such as travel, long distance telephone, photocopying, postage and office support.

EVALUATION OF PROPOSALS

Proposals submitted will be considered by a selection committee consisting of the RWA staff and representatives of member agencies.

During the evaluation process, RWA reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the selection committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

AWARD OF CONTRACT

RWA's selection of a firm is planned to be completed by April 6, 2022.

AGENDA ITEM 6: DEVELOPMENT OF RWA FISCAL YEAR 2022-2023 BUDGET

BACKGROUND:

Staff is beginning preparation of the 2022-2023 RWA budget (FY2023 budget). The purpose of this item is to provide an overview of the budget development process. This process includes requesting updated retail connections from all RWA members to calculate the annual dues, reviewing RWA's budget policies, discussing any significant changes in budgeted revenues or expenditures, and outlining the budget schedule. A brief status of the current FY2022 budget is summarized below for context.

Fiscal Year 2022 started off in an overall higher net and cash position than the prior year as noted on the Fiscal Year 2021 audit. This was due to multiple advances in subscription programs that have yet to be expended. Although these amounts appear to increase RWA's cash balance, much of these funds are restricted and may only be used for their designated purposes. In RWA's core program, there were savings in the amount of \$81,689 mostly due to reduced operational costs resulting from the pandemic. However, when combined with WEP's year ending program balance, the overall result is a slight surplus of \$33,670 – a 1.78% increase. Recall that the Board approved a reduced transfer to the WEP program from 40% to 20% and this is the net result.

At mid-year for Fiscal Year 2022, we are over in revenues and under in expenses. However, the mid-year income statement is not inclusive of all revenue and expense items that will be applied by June 30, 2022. Timing of revenues and expenses can skew these numbers.

One of the larger expenses that will appear in the next RWA income statement will be the CalPERS Unfunded Actuarial Liability (UAL). Based on the attached CalPERS UAL statement, the projected balance for RWA (after RWA's February 2022 payment) is \$146,217. RWA's future UAL payment would be reduced by less than \$200 when divided over a four-year period in accordance with RWA Policy 500.15. Staff recommends keeping the current payment of \$36,700 in the FY2023 budget.

During the adoption of the FY2022 budget in May 2021, there was a forecast of RWA member dues increasing approximately 3% in FY2023 and FY2024. There has been significant inflation since the adoption of the budget, and it is uncertain how that may affect dues. Staff will prepare and present the draft budget at the April Executive Committee meeting for a potential recommendation for approval by the RWA Board at the scheduled May Board meeting.

Presentation and Discussion: Josette Reina-Luken, Finance and Administrative Services Manager

Attachments:

Fiscal Year 2022-2023 Budget PowerPoint Presentation
PERS Unfunded Liability Statement



Regional Water Authority
BUILDING ALLIANCES IN NORTHERN CALIFORNIA



Regional Water Authority

Fiscal Year 2022-23 Budget

February 23, 2022



Overview

- Fiscal Year 2022 Mid-Year Budget Status and Outlook
- Budget Policies
- Budget Assumptions
- Budget Schedule



Fiscal Year 2022 Mid-Year Budget Status and Outlook

- FY2022 Core Program slightly better than FY2021
- FY2022 Cash balance is higher due to Restricted Funds
- Mid-Year Budget is over on revenues and under in expenses (timing issue)
- New Grant - 2021 Urban Drought Grant
- Remote Office Postponed – Budget Savings
- SGA New Hire Recruitment in Spring – For RWA, Lower Salary Exp and Revenue Reimbursement
- Any savings from FY2022 Budget will roll over to FY2023 Budget

Budget Policies

- Administrative and Management Service Agreement Policy 100.2:
 - SGA shares 50% in common office/admin costs
 - SGA fully reimburses 100% SGA Only Costs
- Compensation Policy 400.2: salaries within range plus COLA and merit

Administrative 5.7 FTEs for RWA (**out of 9 FTEs**):

- 50% - Executive Director, Manager of Technical Services, FASM, and Exec. Assistant (**2 FTE**)
- 80% - Project Research Assistant (**.8 FTE**)
- 90% - Legislative & Reg. Affairs Manager (**.9 FTE**)
- 100% - Strategic Affairs and WEP Managers (**2 FTE**)*

** subscription based funded positions*



Budget Policies

- RWA Policy 500.1 (Financial Designation/Reserve Policy) – Framework for operating fund and other additional commitments (“designation”):
 1. Operating fund – 4 to 6 months
 2. Membership Dues Stabilization –15%
 3. Subscription Program Stabilization –10%
 4. Powerhouse Science Center –\$175k remaining
 5. Other Funds – sponsorships, special projects, office move, etc.

Remaining cash after operating expenses and designations is non-designated cash balance
- RWA Policy 500.15 (Defined Benefit Pension Plan Funding Policy) – commits to pay down over a 4-year period.



Budget Assumptions

- Revenues and Expenses:
 - ✓ Dues calculated based on new structure
 - ✓ Forecasted 3% Dues Increase in FY2023
 - ✓ Use 3% CPI for Office Expense, 4% for staff COLA, and 5% on Professional Fees
 - ✓ Budget assumes no changes in membership
- Budget Goal:
 - ✓ Balanced Budget by member dues increase use of budget savings from prior years
 - ✓ Actual budget results may not be achieved

Budget Assumptions

- Subscription programs support RWA core costs
 - ✓ Approving budget does not approve subscription-based programs
 - ✓ For FY2023, WEP Manager Staff and Office Expense reimbursed up to 20% from Core Dues
 - ✓ Strategic Affairs Manager is 100% subscription paid
- PERS and OPEB:
 - ✓ Staff pays the full 7% employee share of their pension contributions
 - ✓ SGA pays its own PERS
 - ✓ Due to evaluation date, staff recommends continuing current level of funding (\$36,700)
 - ✓ Waiting on OPEB Actuarial Report

Budget Schedule

Date	Action
March - April	Work on budget numbers including Subscription Programs
April 27, 2022	Draft budget to the EC
May 12, 2022	Draft budget to RWA Board for possible adoption
May 25, 2022	Budget back to EC if not adopted
June Special Board Meeting	Budget to RWA Board for adoption



Questions and Discussion



California Public Employees' Retirement System

Actuarial Office

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

February 9, 2022

CalPERS ID: 6065061198
Employer Name: REGIONAL WATER AUTHORITY
Rate Plan: MISCELLANEOUS PLAN [1719]

Re: Lump Sum Payment to reduce the Unfunded Accrued Liability

Dear Requestor:

As requested, information on the fiscal year 2022-23 employer contribution requirement following your lump sum payment is shown below.

If you are aware of others interested in this information (e.g., payroll staff, county court employees, port districts), please inform them.

The information is based on the most recent annual valuation and assumes payment by *February 21, 2022* and no further contractual or financing changes taking effect before June 30, 2022. The Unfunded Accrued Liability (UAL) will be reduced or eliminated by a lump sum payment in the amount of **\$36,700**. The payment will be applied to the Assumption Change 06/30/2017 base(s).

There will be no change to your FY 2021-22 contributions.

Valuation as of June 30, 2020	Pre-Payment	Post-Payment
Projected 6/30/2022 Total Unfunded Liability ¹	\$183,780	
Payment on February 21, 2022	\$36,700	
Revised 6/30/2022 Total Unfunded Liability¹		\$146,217
FY 2022-23 Employer Contributions		
Base Total Normal Cost for Formula	17.24%	17.24%
Surcharges for Class 1 Benefit		
a) PRSA 50%	0.74%	0.74%
Phase out of Normal Cost Difference	<u>0.00%</u>	<u>0.00%</u>
Plan's Total Normal Cost	17.98%	17.98%
Formula's Expected Employee Contribution Rate	<u>6.92%</u>	<u>6.92%</u>
Employer Normal Cost Rate	11.06%	11.06%
Payment on Assumption Change 06/30/2017	\$2,860	\$89
Payment on all other bases	<u>\$7,233</u>	<u>\$7,233</u>
Employer Unfunded Liability Payment	\$10,093	\$7,322

The attached schedule of the plan's amortization bases includes the additional discretionary payment(s) listed above.

¹Calculated amounts were projected from June 30, 2021 to June 30, 2022 based on a discount rate of 6.80% which will be used in the June 30, 2021 valuation, rather than the 7.00% used in the June 30, 2020 valuation.

	Fiscal Year
Required Employer Contribution	2022-23
Employer Normal Cost Rate	11.06%
<i>Plus</i>	
Required Payment on Amortization Bases	
<i>Paid either as</i>	
1) Monthly Payment	\$610.17
<i>Or</i>	
2) Annual Prepayment Option*	\$7,078
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i></p>	

To initiate this payment, the enclosed Lump Sum Payment Request must be completed and returned to the CalPERS Fiscal Services Division with payment by Electronic Funds Transfer (EFT) or wire transfer by February 21, 2022. A copy should be sent to us.

If you have questions, please call 888 CalPERS (or 888-225-7377).



MAY SHUANG YU, ASA, MAAA
Senior Pension Actuary, CalPERS

AGENDA ITEM 7: SACRAMENTO CENTRAL GROUNDWATER AUTHORITY (SCGA) UPDATE

BACKGROUND:

The purpose of this item is to provide updates to the Executive Committee on developments regarding the RWA providing staffing services to the Sacramento Central Groundwater Authority.

At the Sacramento Groundwater Authority's February 10th board meeting, the SGA Board voted to "Direct Staff to Proceed to Phase 2 of the Process Roadmap to Develop a Governance Proposal for Sacramento Groundwater Authority – Sacramento Central Groundwater Authority Consolidation."

Information: Jim Peifer, Executive Director

Attachment:

Process Roadmap

Decision-Making Roadmap:

SCGA, SGA, and RWA Shared Operations

01/19/22

Discussion Topics and Phases for Decision-Making

The recommended approach anticipates boards' decisions to proceed to subsequent phases and finalizing the whole package in Phase 4.

Phase 1

Assessment: issues and questions

Vision for ideal organization

Decision-making timeline

Phase 2

Governance structures and options

- Representation
- Voting
- Public Involvement

Criteria for evaluating options

Phase 3

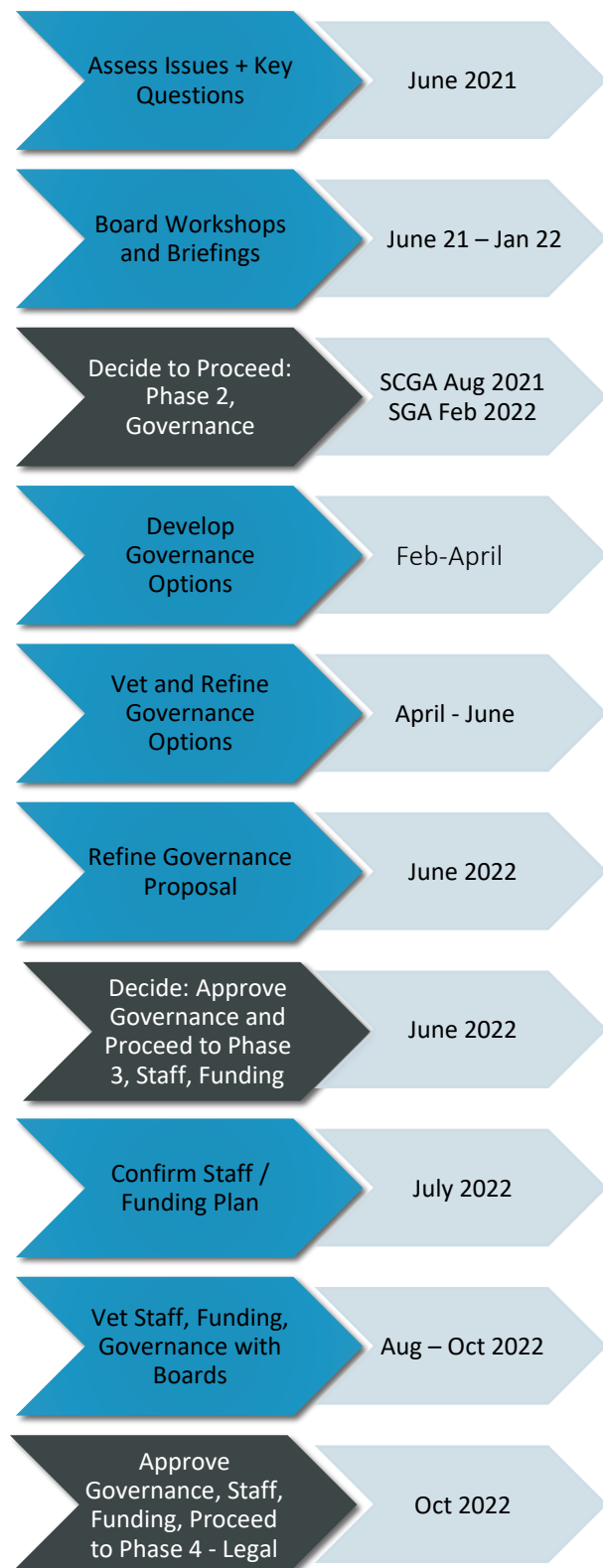
Staffing, funding, cost structure

Package governance, staffing, funding

Phase 4

Legal structure and documentation

Approval process



AGENDA ITEM 8: LEGISLATIVE/REGULATORY UPDATE

BACKGROUND:

Bills began being introduced on January 3rd, at the time of this writing there have been approximately 1,200 bills introduced in 2022. The bill introduction deadline is February 18th, and it is expected that the total number of bills introduced in 2022 will fall somewhere between 2,500 and 3,000. RWA staff have begun reviewing the bills that have come into print and have brought several bills to Advocacy in advance of this Executive Committee meeting. Staff are suggesting that the Executive Committee take a position on the following bills:

AB 1724 (Stone D- Scotts Valley) - Requiring microfiltration on washing machines - **Support**

AB 1817 (Ting D- San Francisco) - Prohibiting PFAS in textiles - **Support**

AB 1906 (Stone D- Scotts Valley) - Refining reimbursement for voluntary private property stream restoration - **Support**

AB 1939 (Luz Rivas D- Arleta) - Requiring climate change education in grades 1-6 and 9-12 - **Support**

SB 901 (Pan D- Sacramento) - Update flood control management and requirements in West Sacramento - **Support**

There will be a bill related to the indoor standard carried by Senator Hertzberg.

The budget process has begun, the Legislative Analyst Office (LAO) has put out a report on the \$750 million in drought response in the Governor's January budget. Senate budget committee held a hearing on that item. The Assembly hearing will occur in March.

The State has begun the process of developing guidelines for regional climate adaptation funding that was part of the 2021-2022 state budget. Comments on the guidelines are being accepted until March 10th.

Information: Ryan Ojakian, Legislative and Regulatory Affairs Manager

Action: Take Positions on Legislation

AGENDA ITEM 9: RWA MARCH 10, 2022 BOARD MEETING AGENDA

Action: Approve the RWA March 10, 2022 Board Meeting Agenda

Attachment:

Draft Agenda for RWA March 10, 2022 Board of Directors Meeting

REGIONAL WATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, March 10, 2022; 9:00 a.m.

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 847-7589. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Board of Directors may consider any agenda item at any time during the meeting

RWA Board Meeting
Thu, Mar 10, 2022 9:00 AM - 11:00 AM (PST)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/624730557>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 624-730-557

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.
- 3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Board Members may request an item be removed for separate consideration.
 - a. Authorize a Teleconference Meeting
 - b. Approve the minutes of January 13, 2022 Board meeting
 - c. Approve Revised RWA Board Meeting Schedule
 - d. Approve Renewal of RWA Policies 300.4, 300.5, 500.9 and 500.17

Action: Approve Consent Calendar

- 4. CHAIR'S VISION FOR 2022**
Information: Dan York, Chair
- 5. RESOLUTIONS SUPPORTING PAM TOBIN CANDIDATE NOMINATION FOR THE CALIFORNIA WATER INSURANCE FUND BOARD**
Discussion: Jim Peifer, Executive Director
Action: Adopt Resolutions No. 2022-01 and 2022-02 supporting the candidate nomination of Pam Tobin for the California Water Insurance Fund Board

6. REVISIONS TO RWA POLICY 200.3 (PROCEDURES FOR THE SELECTION OF THE EXECUTIVE COMMITTEE)

Discussion: Dan York, Chair

Action: Chair to Appoint an Ad Hoc Committee to Propose Revisions to Policy 200.3

7. DEVELOPMENT OF FISCAL YEAR 2022 – 2023 BUDGET

Presentation and Discussion: Josette Reina-Luken, Finance and Administrative Services Manager

8. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY (SCGA) UPDATE

Information: Jim Peifer, Executive Director

9. DROUGHT CONDITIONS UPDATE

Information: Michelle Banonis, Manager of Strategic Affairs and Amy Talbot, Water Use Efficiency Program Manager

10. RE-INITIATION OF CONSULTATION ON THE COORDINATED LONG-TERM OPERATION OF THE CVP AND SWP

Information: Michelle Banonis, Manager of Strategic Affairs

11. LEGISLATIVE/REGULATORY UPDATE

Information: Ryan Ojakian, Legislative and Regulatory Affairs Manager

12. EXECUTIVE DIRECTOR'S REPORT

13. DIRECTORS' COMMENTS

ADJOURNMENT

Next RWA Board of Director's Meeting:

May 12, 2022, 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights, the location is subject to change depending on the COVID-19 emergency.

Next RWA Executive Committee Meeting:

March 23, 2022, 8:30 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights, the location is subject to change depending on the COVID-19 emergency.

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

AGENDA ITEM 10: EXECUTIVE DIRECTOR'S REPORT

FEBRUARY 23, 2022

TO: RWA EXECUTIVE COMMITTEE

FROM: JIM PEIFER

RE: EXECUTIVE DIRECTOR'S REPORT

a. Communication and Outreach – The RWA has been interviewed for a number of print and media stories lately. Links to articles can be found here:

- KCRA interview on the Water Bank
[Groundwater 'bank' can store twice as much water as Folsom Lake \(kcra.com\)](http://kcra.com)
- ABC 10 interview on the Water Bank
[California going underground to explore water storage potential | abc10.com](http://abc10.com)
- KCRA interview on the North American Subbasin Groundwater Sustainability Plan
[NorCal agencies approve plan to reduce climate change risks to water supply \(kcra.com\)](http://kcra.com)
- NPR interview on Weather Whiplash and water management
[Climate change whiplash could mean more flooding, water-management challenges in California - capradio.org](http://capradio.org)

The Sacramento Bee Editorial Board recently published an editorial supporting the Water Bank: [Support this Sacramento water strategy during CA droughts | The Sacramento Bee \(sacbee.com\)](http://sacbee.com) A copy of the editorial has been included in the packet.

- b. Water Bank Update** – The RWA sent a letter for Continued Funding Assistance Letter to Bureau of Reclamation under WIIN provisions. Congresswoman Doris Matsui sent a letter supporting the funding request. Both letters are attached.
- c. Hydrologic Conditions** – Ms. Banonis prepared a memo for the RWA Board members that discusses the current hydrologic conditions. A copy is attached
- d. ECOS** – The Environmental Council of Sacramento (ECOS) sent a letter to the several water agencies seeking cooperation and support for a Turf Replacement Study (see attachment).
- e. Sacramento Grand Jury** – The Sacramento Grand Jury would like the RWA to make a presentation to the Grand Jury. Mr. Peifer will be presenting on February 24th. A copy of the questions that the Grand Jury would like addressed is attached.

Attachments

1. Sacramento Bee Opinion Article “If the Sierra Snowbank Vanishes as Feared...”

2. Request to Bureau of Reclamation for continued funding assistance with the Sacramento Regional Water Bank Project
3. Letter of Support from the Office of Doris Matsui
4. Hydrologic Conditions and Considerations for Water Year 2022
5. ECOS Letter re: Sacramento Area Turf Replacement Study
6. Grand Jury questions

OPINION

If the Sierra snowpack vanishes as feared, California will need ideas like this for water

BY THE SACRAMENTO BEE EDITORIAL BOARD
opinion@sacbee.com

Sacramento — which once only had to worry about seasonal floods — now worries each year about delivering water to its citizens in a hotter and drier California.

But there is a way for Sacramento to capture rain and snow, and for the broader region to keep surface reservoirs like Folsom and Oroville lakes nearly full. This same technique could help Sacramento capture enough water to share with neighboring areas in dry years, as well as to store it when we need it most.

It's called groundwater banking. The need for it will only become more urgent as the Sierra snowpack starts to disappear.

According to a recent study by researchers at the Lawrence Berkeley National Laboratory, snowpack in the Sierra Nevada mountains will become increasingly scarce, leading to decades-long stretches without snowfall by the 2050s.

Through groundwater banking, providers can divert water into an underground aquifer that is less dependent on seasonal rainfall and can be stored until it is needed.

State and local experts say major funding is needed for this strategy to take root in Sacramento. The Sacramento Regional Water Authority, a joint powers authority representing nearly two dozen local water providers, is seeking funding to capture rainfall and surface water that is currently lost from the Sierra snowpack and surface water reservoirs. It's a promising plan that deserves consideration from lawmakers as California enters a future shaped by worsening climate change.

Sacramento would be following in the footsteps of others, such as the San Joaquin Valley and San Antonio, Texas, which is the largest city in the U.S. that relies solely on groundwater aquifers for its municipal supply.

An infusion of nearly \$300 million could allow the regional water authority to rehabilitate and install new well systems and also solve some of California's most persistent climate-related challenges.

Roseville is already delivering some bankable water to a small-scale groundwater banking system. Upgraded infrastructure would be able to increase the input from many of the other 20 water purveyors who are part of the regional authority, and help ameliorate snowpack changes impacting our region's supply.

Banking into these aquifers would better capture water runoff from rain and snow that typically ends up in the sea, and withdraw the water when needed, mitigating environmental damage and the strain on consumers when conservation is needed. Capturing the spring melt could stave off the all-but-certain future of more drought-filled summers.

Experts say no solution will completely solve California's worsening water woes. But the Sacramento Regional Water Authority, in coalition with the Sacramento Water Forum, could use groundwater banking to maximize the American River watershed and boost the ecological health of the Sacramento Valley and beyond, aiding more of California's waterways.

Sacramento's groundwater aquifers could be ideal for this strategy since the groundwater aquifers underneath Sacramento are in better condition than many others in the state.

California should maintain its conservation efforts, but conservation alone is not a realistic solution. Infrastructure investments for strategies like groundwater banking can strengthen the connections between water systems and help distribute more water in wet periods while allowing the use of groundwater during dry periods. It is a worthwhile expense to help maintain the flexibility to move between surface water reservoirs like Folsom Lake and underground basins that can hold twice as much to alleviate runoff losses.

Supporting our water districts will not only allow the residents of the Sacramento Valley to withstand future droughts, but also benefit water users throughout the state.

Regional Water Authority
Building Alliances in Northern California

5620 Birdcage Street
Suite 180
Citrus Heights, CA 95610

Tel: (916) 967-7692
Fax: (916) 967-7322
www.rwah2o.org

January 24, 2022



Dan York, Chair
Tony Firenzi, Vice
Chair

Mr. Ernest Conant
Regional Director
Bureau of Reclamation California—Great Basin
2800 Cottage Way
Sacramento, CA 95825-1898

Dear Regional Director Conant,

Members

California American Water
Carmichael Water District
Citrus Heights Water District
Del Paso Manor Water
District
El Dorado Irrigation District
Elk Grove Water District
Fair Oaks Water District
Folsom, City of
Golden State Water
Company
Lincoln, City of
Orange Vale Water Company
Placer County Water Agency
Rancho Murieta Community
Services District
Roseville, City of
Sacramento, City of
Sacramento County Water
Agency
Sacramento Suburban Water
District
San Juan Water District
West Sacramento, City of
Yuba City, City of

Associates

County of Placer
El Dorado County Water
Agency
Sacramento Area Flood
Control Agency
Sacramento Municipal Utility
District
Sacramento Regional County
Sanitation District

On behalf of the Sacramento Regional Water Authority (RWA), representing the interests of our two dozen water agencies and associate members, we write to request continued funding assistance of the Sacramento Regional Groundwater Bank (Bank) as Reclamation develops its priorities to address storage projects assistance provided as part of the Infrastructure Investment and Jobs Act (IIJA). Specifically, RWA requests that Reclamation distributes \$30 million in support of the Bank so we can continue to make important progress on this innovative storage facility. Once completed, the Bank will allow our region to reduce demands on surface water supplies, enhancing our shared goal of improving water supply reliability for natural resources and municipal, industrial, and agricultural needs.

Currently, RWA is implementing several initiatives with the direct support provided by Reclamation under the Water Infrastructure Improvements for the Nation Act (WIIN). The WIIN assistance has been central to our region's ability to move expeditiously on this important project that enjoys broad support from the stakeholder community. As part of our next steps, RWA intends to implement projects including construction of improved connections between water systems, installation of new groundwater wells, and steps to improve the region's resiliency through enhanced conjunctive use. The federal assistance appropriated as part of IIJA was explicitly provided to support projects like the Bank and we are hopeful that Reclamation will commit the requested assistance as part of its obligation to distribute IIJA storage funding in a manner that will address multiple storage solutions to alleviate the adverse impacts from climate change.

RWA is a Joint Powers Authority whose members include cities, water and irrigation districts, mutual water companies, investor-owned water utilities and community services districts. One of RWA's greatest strengths is the diversity of its membership united for collective action. The Regional Water Authority is recognized as a leader for its integrated and collaborative approach in assisting its members' effective management of the region's water resources in support of a sustainable environment, healthy communities, a vibrant economy, and water supply reliability and resilience under future climate conditions.

Again, we look forward to working with you on this important project. If you have any questions or would like additional information, please call me at (916) 847-7589.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James Peifer', is written over a horizontal line.

James Peifer
Executive Director

Congress of the United States
House of Representatives
Washington, DC 20515-0506

February 15, 2022

The Honorable Camille Touton
Commissioner of Reclamation
U.S. Department of the Interior
1849 C Street, NW
Washington, DC 20240

Dear Commissioner Touton,

I write to express my support for the Sacramento Regional Water Bank (Water Bank), which is seeking \$30 million through the Bureau of Reclamation's water storage funding authorized through the recent Infrastructure Investment and Jobs Act.

The Water Bank, managed by the Sacramento Region Water Authority, is an innovative groundwater storage program that will improve regional water supply reliability in the near-term and into the future. This project, which could be fully operational in the next few years, has a potential storage capacity of 1.8 million-acre feet.

The Sacramento region's unique setting—at the confluence of the Sacramento and American rivers near Folsom Reservoir and overlying the North American and South American groundwater subbasins—is ideal for the Water Bank's development allowing groundwater to be stored in wet years. When groundwater is used as a local source in dry years, surface water is available to support flows for fish and other sensitive species in the lower American River and Sacramento-San Joaquin Delta, among other beneficial uses.

The Water Bank is both environmentally friendly and prepares for the effects of extreme climate change that the Sacramento region is already experiencing. In the past two months, the region reported a historic high of 17.5 feet of snow in December followed by the second driest January on record. To prepare for these increasingly volatile weather patterns, the Federal government must support innovative methods to efficiently capture water as it becomes available.

To date, the Water Bank has already been awarded \$870,000 in WIIN Act funding which has allowed the American River region to move forward with an agreement with Reclamation aimed toward completion of environmental and technical studies which would allow the bank to further expand its water supply capabilities. This supportive partnership with Reclamation will not only help the region's water resources needs, but also provide flexibility in Reclamation CVP operations.

Facing record droughts, the Sacramento Water Bank provides a sustainable, long-term water resource. I look forward to working with you on this essential project. Please do not hesitate to reach out to my office should you have any questions.

Sincerely,



DORIS MATSUI
Member of Congress

Hydrologic Conditions and Considerations for Water Year 2022

Date: February 9, 2022
To: Regional Water Authority Board of Directors
From: Michelle Banonis, Manager of Strategic Affairs

Key Take-Aways

- Record rainfall events in the early part of the water year, which began on October 1st, have been helpful in the American River Basin, but the lack of precipitation in January and no measurable precipitation being predicted through February is causing uncertainty.
- The Central Valley Project is operated as an integrated system. While the American River hydrology currently looks promising, the rest of the State and Federal water supply system is under stress which may put increased pressure on the American River system.
- RWA member agencies are encouraged to continue implementing water use efficiency and conservation programs until greater certainty regarding water supply conditions is known.

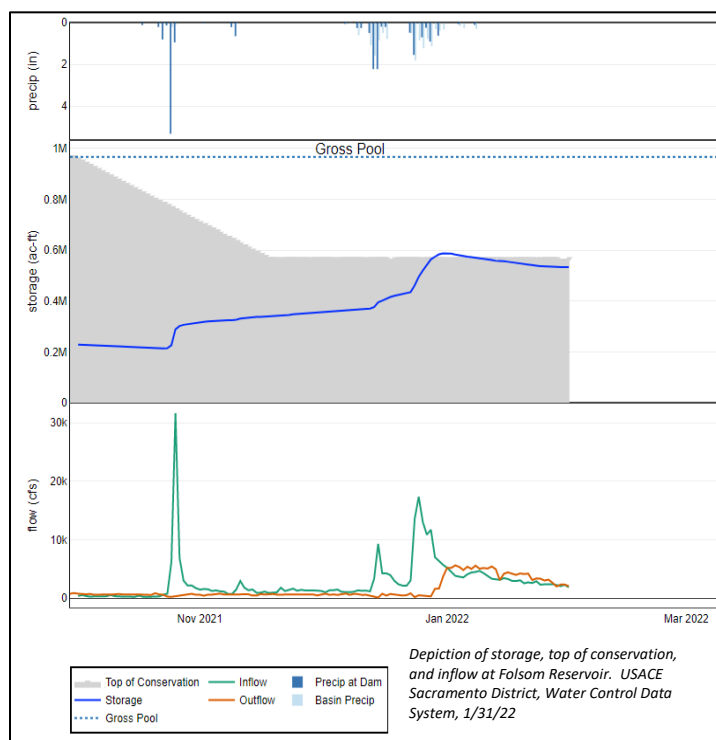
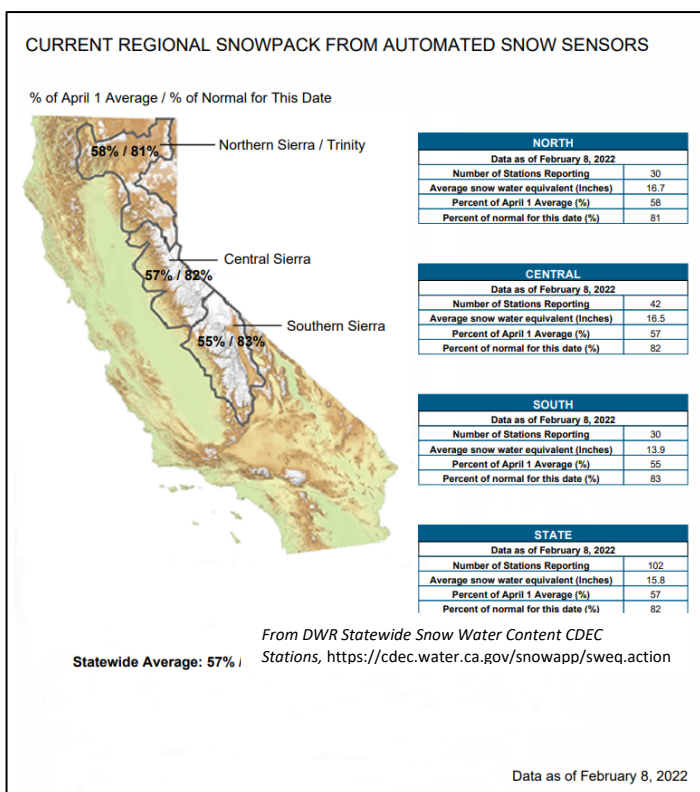
Background

Water Year (WY) 2021 resulted in a second straight year of extreme weather conditions related to drought and increased temperatures. Early runoff forecasts by the Department of Water Resources (DWR) were over-estimated and anticipated considerably more melting snowpack showing up in streams and storage reservoirs than actually materialized. As the second driest two-year period on record, this resulted in some of the hottest temperatures ever recorded in the Sacramento metropolitan region. Despite regionally coordinated efforts with the Bureau of Reclamation (Reclamation) for the management of Folsom Reservoir storage levels, temperatures in the Lower American River spiked, creating challenging environmental conditions for fish. The Governor issued a drought proclamation in May for the Sacramento-San Joaquin Delta which encouraged conservation and shifting to groundwater, where feasible.

The American River region worked diligently to alleviate drought impacts in 2021. RWA and its members encouraged drought response actions by passing resolutions to request water conservation and shifting to groundwater. Actions by member agencies resulted in a 26 percent water savings in November 2021 as compared with November 2020. Many water providers also shifted to groundwater where appropriate, resulting in 34 percent more groundwater use compared with prior years.

Current Conditions

WY 2022 has proven highly variable. In late October 2021, California received record-setting rainfall due to a strong atmospheric river – resulting in nearly 10 inches of precipitation in a single day in the upper watershed. This event resulted in significant inflows into Folsom Reservoir and increased water storage by nearly 100 thousand acre-feet (TAF). Additional record rain and snow in December 2021 further added to Folsom Reservoir storage. As of February 8, 2022, snowpack in the Northern Sierra was 81 percent of normal and snowpack in the Central Sierra was 82 percent of normal. Local February 1 snow surveys reported 108 percent of average snowpack in the American River watershed. Dry conditions in January and a dry February forecast, however, have resulted in uncertain water supply conditions.



There was so much inflow to Folsom Reservoir from precipitation events, in fact, that storage levels began to encroach beyond the requirements for conservation, or flood protection, set by the U.S. Army Corps of Engineers (Corps) via the Folsom Water Control Manual. Starting on December 28, 2021, Reclamation began making flood control releases from Folsom Dam in order to maintain flood control conservation space. Those releases were tapered from highs of 5,000 cubic feet-per-second (cfs) back down to 2,000 cfs as storage began to move below the required conservation space.

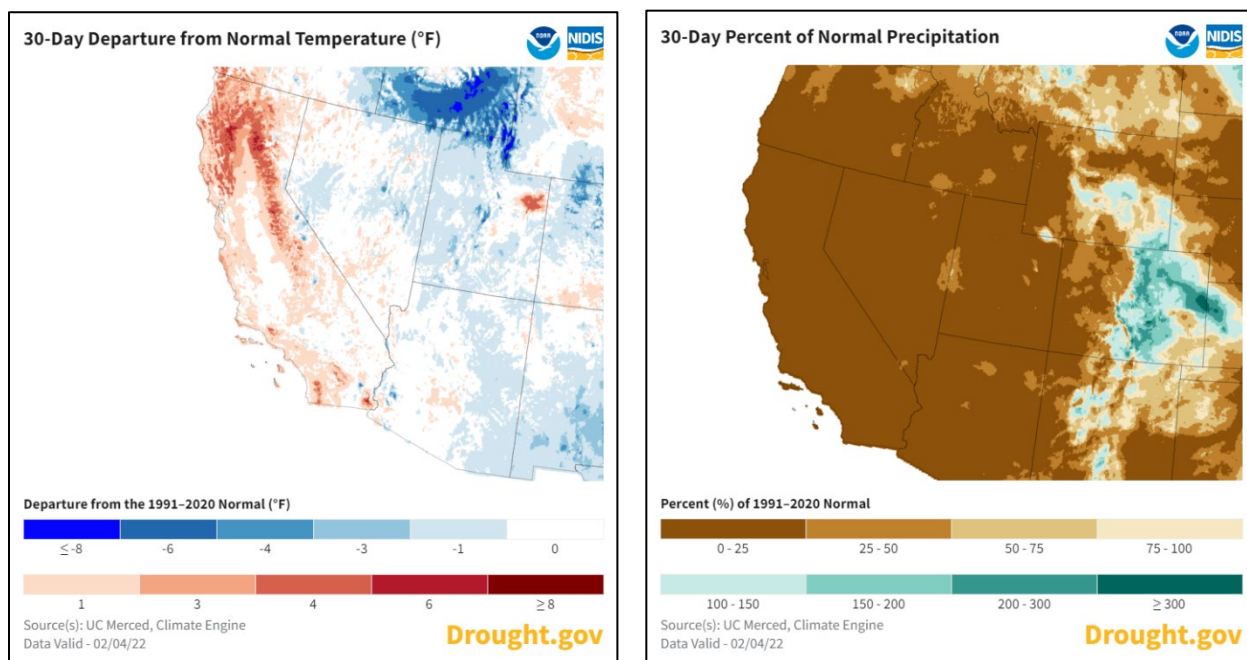
Uncertainties

Despite the improved conditions at Folsom Reservoir and the prospect of

greater snowpack compared to last year, there are many uncertainties that need to be considered.

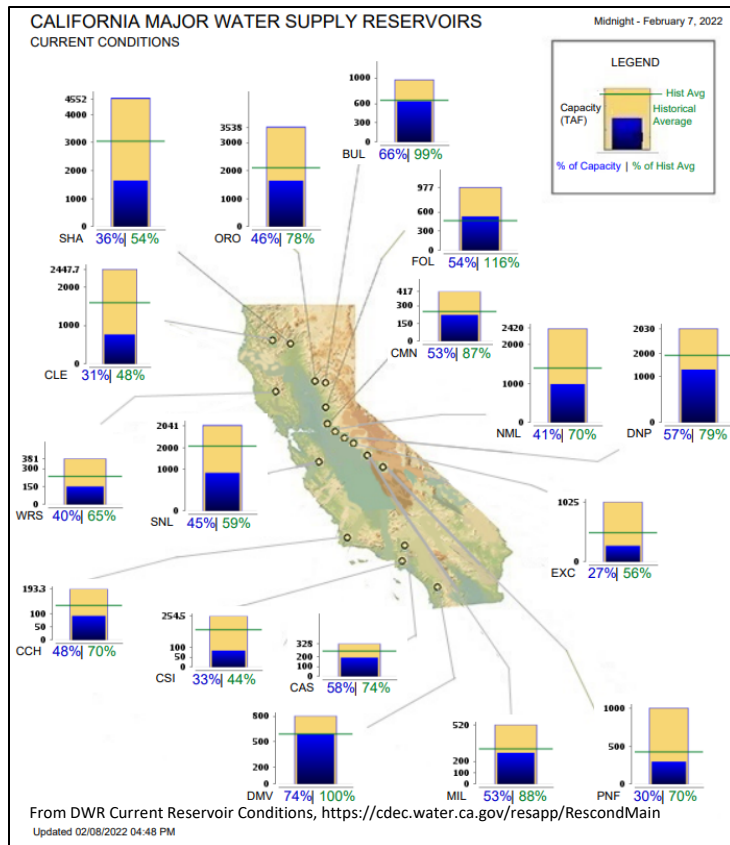
For example, throughout this spring, Reclamation and the Corps will need to be cautious in the event that a warmer storm could emerge, causing snowpack to melt quickly and creating a massive inflow to Folsom Reservoir, possibly creating flood conditions downstream.

In WY 2021, DWR's forecasts predicted significantly more runoff than actually showed up in rivers and reservoirs. In fact, the April forecast predicted more runoff than actually materialized, with much of the snowmelt being absorbed by extremely dry soils or being sublimated due to windy conditions. By May, the snowpack was functionally gone, which was two months earlier than the average end of the snowpack season. While this water year is unlikely to be as severe since soil under the snowpack is currently saturated, continued dry conditions could result in above normal losses again. DWR's January 1, 2022 Water Supply Index (WSI) forecast for the Sacramento and San Joaquin was moved up to a "Below Normal," classification due in large part to increased precipitation late in 2021. However, this classification may change. DWR has acknowledged that California's climate is changing at such a rate that prior historical relationships between temperature, precipitation, and runoff are now more difficult to predict and that historical observations are increasingly more challenging to rely upon.¹



Creating further uncertainty is the overall lack of any measurable precipitation since the October and December rain and snow events. Current temperatures are also 3 – 6 degrees warmer in the Sierras than the 30-day average, which will further reduce any residual snowpack and may cause increased melting earlier than usual. Continued dry conditions may lead to reduced inflow projections for Folsom.

¹ Water Year 2021: An Extreme Year. DWR. September 2021. https://water.ca.gov/-/media/DWR-Website/Web-Pages/Water-Basics/Drought/Files/Publications-And-Reports/091521-Water-Year-2021-broch_v2.pdf



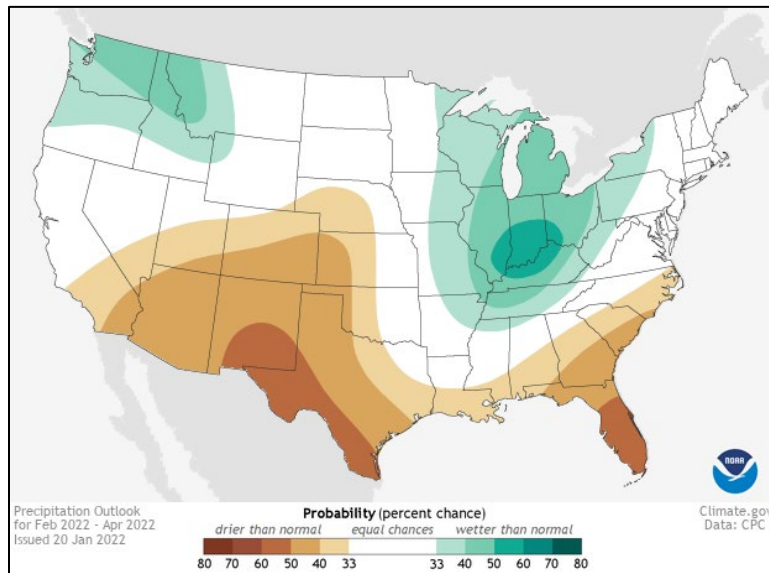
Policy Landscape

While Folsom Reservoir, until recently, was evacuating flood storage space and upstream snowpack looks encouraging, not all of the rest of the state's water supply looks as promising. Of significant note, Shasta Reservoir is at 54 percent of historical average. Reclamation anticipates that WY 2022 will result in another challenging year for the management of the reservoir. Shasta is needed to maintain a significant cold water pool for Winter-Run Chinook Salmon, a federally-listed endangered species, from May through October. To maintain this important cold water pool, releases from Shasta Reservoir may be limited and additional demands may be placed on Folsom Reservoir. Further, while the SWP allocation is only at 15 percent, conditions at Oroville are not

contributing to those allocations, which are primarily due to higher storage south of the Delta in San Luis Reservoir.

Reclamation and the Sacramento Water Forum executed a Memorandum of Understanding in early 2021 that, among other things, creates an end-of-year planning minimum of 300 TAF of Folsom Reservoir storage in most years. Reclamation has been collaborative this past year to try and keep storage above this minimum, but due to extreme consecutive dry years this was not attainable. Additionally, the Central Valley Project (CVP) is operated functionally as an entire system and each individual reservoir may be operated for out of basin needs and requirements. Reclamation has multiple needs to meet, such as water supply demands, environmental mandates, and water rights requirements. In-Delta or other upstream requirements could put additional pressure on Folsom Reservoir.

Reclamation is anticipated to release the initial determination of whether WY 2022 is a Shasta Critical Year for settlement contracts on or before February 15, 2022, and sometime thereafter, initial CVP allocations will be released. Given the unusual hydrology and storage differences between Shasta and Folsom, it is unclear if the American River basin will be scaled back to the same extent as other north-of-Delta CVP contractors or if another methodology would be used.



Conclusion

Warmer than average temperatures this year, a lack of precipitation since December, and an unclear likelihood of any additional forthcoming precipitation, could reduce existing snowpack and resultant inflow. While WY 2022 has started off considerably better than WY 2021 for the American River, there is still significant uncertainty around the accuracy of forecasting due to recent, large shifts in climactic conditions. On a statewide scale, not all reservoirs are appearing to fare particularly well.

If Folsom Reservoir and upstream conditions remain favorable and snow melt materializes into favorable storage conditions in Folsom, this could mean that added pressure may be put on the American River to meet broader CVP obligations. RWA member agencies should continue to remain vigilant and monitor conditions as they change. CVP contractors should discuss allocation methodologies with Reclamation and be fully informed on how American River allocations affect and are affected by the overall CVP system. Finally, water providers should continue to err on the side of caution and continue water use efficiency actions until it is clear that the region's water supplies are safeguarded.



ECOS

ENVIRONMENTAL
♦ COUNCIL ♦
OF SACRAMENTO

Post Office Box 1526 | Sacramento, CA 95812-1526

February 14, 2022

Subject: Sacramento Area Turf Replacement Study

To: Sacramento Area RWA Water Agencies

The Environmental Council of Sacramento's Water Committee has begun a project to calculate the potential water savings from conversion of ornamental grasses (turf) to drought-tolerant landscaping in the American River water purveyor area (i.e. Regional Water Authority member agencies). We are interested in your input and participation in this study. This letter describes the study plan. For more information or to participate, please contact Katrina Harrison, PE, ECOS Water Committee member and Project Manager, at kandchf@gmail.com or (408) 644-9108.

The Water Committee has met with representatives of the Department of Water Resources (DWR) to share methodologies and inquire about data sources. DWR staff has been helpful but has suggested relying on publicly available datasets. Therefore, Water Committee plans to calculate the area of current ornamental grasses using 2019 or 2020 publicly available fine scale (~1 foot pixel size wherever possible) aerial and infrared imagery. Aerial images include National Agriculture Imagery Program (NAIP), Bing imagery, Planet, and NearMap.

This imagery dataset will be analyzed using the machine learning, or neural net, algorithms of the software program eCognition to determine turf grass area. Land classifications will be digitized in several sample areas, and the computer model will be trained using those areas including calculating the Normalized Difference Vegetation Index (NDVI) as well as a Tree Grass Difference Index. The aerial imagery processing will be validated manually to develop a calculation of the accuracy and estimated error bounds of the analysis.

Following calculation of the area of turf grass, ECOS Water Committee members plan to use California Native Plant Society information on the evapotranspiration and density of different plant palettes - lawn versus drought-tolerant landscaping - to determine the difference in water use. This difference will be multiplied by the area to determine potential water savings.

We appreciate any insight or methodology suggestions you may have. We would like to share our draft results with study participants and will make the final product available to the Water Forum for its consideration in the ongoing Water Forum 2 discussions. If you have an interest in participating, please contact Katrina Harrison at kandchf@gmail.com or Ted Rauh at tnrauh@att.net. We would appreciate hearing from you before the end of February so that your input can be included in the study.

Thank you,

KH
Katrina Harrison, PE
Project Manager

TR
Ted Rauh
Chair, Water Committee

CC:
Jessica Law, Executive Director, Water Forum
Jim Peifer, Executive Director, Regional Water Authority

From: Tapia-Bouthillier, Erendira <TapiaE@saccourt.ca.gov>

Sent: Wednesday, February 16, 2022 3:26 PM

To: Jim Peifer <jpeifer@rwah2o.ORG>

Cc: Hanson, Deanna <HansonD@saccourt.ca.gov>

Subject: Topic Questions

Good Afternoon Mr. Peifer,

Please find below the topic questions that I just received from the Grand Jury. Please let me know if you have any questions. Thank you!

1. What Federal funds do you anticipate receiving from the recently enacted program for infrastructure improvements?
2. What can be done for improvement of DPMWD infrastructure and other small water districts facing uncertain financial futures?
3. Has a comparison been done among the water rates in Sacramento County?
4. What role does the SRWA have with:
 - Supporting mergers between Water Districts
 - Addressing potential water contamination that crosses water district boundaries?
 - Assisting small water districts in applying for Federal and State grants, loans, etc;
 - addressing the aging infrastructure across water districts....is there an economy of scale to combine similar efforts by different water districts to address this problem? Taking more of a regional approach.
 - Assisting with installation of water meters? Assisting water districts in complying with state and federal water quality standards/requirements?
5. What is SRWA's stance on fluoridation?
6. What is SRWA's relationship with LAFCo? with the State Water Resource Department?

Thank you and have a great day!

Endy Tapia-Bouthillier
Operations Supervisor
Office of the Jury
Commissioner Grand Jury
Coordinator
(916) 874-8208

AGENDA ITEM 11: DIRECTORS' COMMENTS