



**REGIONAL WATER AUTHORITY
MEETING OF THE BOARD OF DIRECTORS**

Thursday, September 11, 2025 at 9:00 a.m.

**Fair Oaks Water District
10326 Fair Oaks Blvd.,
Fair Oaks, CA 95628
(916) 967-7692**

IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION:

The Regional Water Authority currently provides in person as well as virtual public participation via the Zoom link below until further notice. 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.

Join the meeting from your computer, tablet or smartphone

Join Zoom Meeting

<https://us06web.zoom.us/j/83939679186>

or dial 1 669-444-9171

Meeting ID: 839 3967 9186

If we experience technical difficulties and the Zoom link drops and you are no longer able to connect to the Board meeting, please dial 877-654-0338 – Guest Code 198

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) 967-7692. 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.

AGENDA

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.

- 3.1** Approve the draft meeting minutes of July 10, 2025, RWA Regular Board Meeting
- 3.2** Approve no changes to RWA Policy 500.2 and CERBT Asset Allocation Strategy
- 3.3** Approve administrative revisions to several RWA Board policies

Action: Approve Consent Calendar items as presented

4. OPPORTUNITY FOR PUBLIC TO ADDRESS CLOSED SESSION MATTERS

5. CLOSED SESSION

- 5.1** Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: Executive Director
- 5.2** Closed session regarding labor negotiations (Gov. Code, § 54957.6.)
Agency Representative(s): Director Ewart
Unrepresented employee: Executive Director

6. RETURN TO OPEN SESSION - ANNOUNCEMENT OF REPORTABLE ACTION IN CLOSED SESSION

7. CONSIDER APPROVAL OF ADJUSTMENT TO EXECUTIVE DIRECTOR COMPENSATION

8. INFORMATION: WATERSHED RESILIENCE PILOT PROJECT UPDATE

Presenter: Ryan Ojakian, Manager of Government Relations

9. INFORMATION: PREVIOUSLY BANKED WATER

Presenter: Trevor Joseph, Manager of Technical Services

10. EXECUTIVE DIRECTOR'S REPORT

11. DIRECTORS' COMMENTS

ADJOURNMENT

Next RWA Board of Director's Meeting:

November 13, 2025, 9:00 a.m. at Sacramento Association of Realtors, 2003 Howe Avenue, Sacramento, CA 95821. The location is subject to change.

Next RWA Executive Committee Meeting:

September 23, 2025, 1:30 p.m. at the RWA Office, 2295 Gateway Oaks, Suite 100 Sacramento, CA 95833.

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/>.

Posted on September 5, 2025



Ashley Flores, CMC, Board Secretary

RWA Board of Directors - 2025

Chair: Brett Ewart

Vice Chair: Michael Saunders

California American Water Audie Foster, General Manager Evan Jacobs, Operations Manager
Carmichael Water District Ron Greenwood, Board Member Cathy Lee, General Manager
Citrus Heights Water District Caryl Sheehan, Director Raymond Riehle, Director (alternate) Hilary Straus, General Manager Todd Jordan, Director of Operations (alternate)
City of Folsom Barbara Leary, Councilmember Marcus Yasutake, Environmental/Water Resources Director (alternate)
City of Lincoln Whitney Eklund, Councilmember Matthew Medill, Public Works Director Chris Nelson, Environmental Services Manager (alternate)
City of Roseville Pauline Roccucci, Councilmember Sean Bigley, Director of Utilities Devin Whittington, Assistant Environmental Utilities (alternate) George Hanson, Water Utilities Manager (alternate)
City of Sacramento Lisa Kaplan, Councilmember Brett Ewart, Water Policy & Regional Planning Supervising Engineer, Chair Michelle Carrey, Supervising Engineer (alternate) Anne Sanger, Policy and Legislative Specialist (alternate)
City of West Sacramento Rebecca Scott, Director of Public Works
City of Yuba City Wade Kirchner, Councilmember Philip Marler, Public Works & Development Services Director
El Dorado Irrigation District Paul Penn, Director Jon Money, Engineering Director (Alternate)
Elk Grove Water District Tom Nelson, Board Chair Bruce Kamilos, General Manager
Fair Oaks Water District Randy Marx, Board Member Tom Gray, General Manager

* Names highlighted in red are Executive Committee members

<p>Georgetown Divide Public Utility District Michael Saunders, Board Member, Vice Chair Nicholas Schneider, General Manager Adam Brown, Operations Manager (alternate)</p>
<p>Golden State Water Company Sean Twilla, General Manager and Chief Treatment Operator Paul Schubert, General Manager – Utility Solutions Team (alternate)</p>
<p>Nevada Irrigation District Ricki Heck, Board Member Greg Jones, Assistant General Manager Jennifer Hanson, General Manager (alternate)</p>
<p>Orange Vale Water Company Robert Hunter, Board Member Chris Shepard, General Manager (alternate)</p>
<p>Placer County Water Agency Chris Wilson, Board Member Tony Firenzi, Director of Strategic Affairs Andy Fecko, General Manager, (alternate)</p>
<p>Rancho Murieta Community Services District John Merchant, Board Member Eric Houston, Director of Operations</p>
<p>Sacramento County Water Agency Patrick Kennedy, Supervisor Michael Grinstead, P.E. Principal Civil Engineer</p>
<p>Sacramento Suburban Water District Robert “Bob” Wichert, Board Member Dan York, General Manager Jay Boatwright, (alternate) Craig Locke, (alternate) Kevin Thomas, Board Member (alternate) Dave Jones, Board Member (alternate)</p>
<p>San Juan Water District Ted Costa, Board President Adam Larsen, General Manager Greg Zlotnick, Water Resources and Strategic Affairs (alternate)</p>

* Names highlighted in red are Executive Committee members

RWA ASSOCIATES

Organization:	Representatives:
El Dorado Water Agency	Lori Parlin , Chair Rebecca Guo , General Manager
Placer County	Ken Grehm , Director Public Works and Facilities Jared Deck , Manager Environmental Engineering
Sacramento Municipal Utility District	Paul Lau , General Manager/CEO Christopher Cole , Strategic Account Advisor Chad Adair , Energy Trading and Contracts Manager John Hansen , Power Contracts Specialist
Sacramento Area Sewer District	Mike Huot , Director of Policy and Planning Jose Ramirez , Senior Civil Engineer
Sacramento Area Flood Control Agency	Richard Johnson , Executive Director
Yuba Water Agency	Adam Robin , Government Relations Manager Willie Whittlesey , General Manager

RWA AFFILIATE MEMBERS

Organization:	Representatives:
Black & Veatch	David Carlson , Vice president
Brown & Caldwell	Paul Selsky , Water Supply Planning, Vice president LaSandra Edwards , Civil Engineer May Huang , Engineer David Zuber , Vice President
CDM Smith	Lauren Sullivan , Client Service Leader - Water Services Brian Heywood, PE Principal Water Resources Engineer
GEI Consultants	John Woodling , Vice President, Branch Manager Chris Petersen , Principal Hydrogeologist Richard Shatz , Principal Hydrogeologist
HDR, Inc.	Jafar Faghieh , Water Resources Engineer Ed Winkler , Client Development Lead
Sacramento Association of Realtors	Jessica Coates , Chief Executive Officer Brian DeLisi , Chief Operations Officer
Stantec	Kari Shively , Vice President Vanessa Nishikawa , Principal Water Resources Engineer
West Yost Associates	Charles Duncan , President Abigail Madrone , Business Development Director Kelye McKinney , Engineering Manager I Jim Mulligan , Principal Engineer
Wood Rogers, Inc.	Kevin Gustorf , Vice President Sean Spaeth , Senior Hydrogeologist
Woodard & Curran	Ali Taghavi , Principal Jim Graydon , Senior Client Service Manager

* Names highlighted in red are Executive Committee members

Topic: Public Comment
Type: New Business
Item For: Information/Discussion
Purpose: [Policy 200.1, Rule 11](#)

SUBMITTED BY: Ashley Flores, CMC
Board Clerk

PRESENTER: Brett Ewart, Chair

EXECUTIVE SUMMARY

This is an information item to provide an opportunity for the Regional Water Authority Board of Directors to recognize or hear from visitors that may be attending the meeting or to allow members of the public to address the Board of Directors on matters that are not on the agenda.

As noted on the agenda, 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.

STAFF RECOMMENDED ACTION

None. This item is for information only.

BACKGROUND

Public agencies are required by law to provide an opportunity for the public to address the RWA Board of Directors matters that are not on the agenda.

3.0 CONSENT CALENDAR



Topic: Meeting Minutes
Type: Consent Calendar
Item For: Action; Motion to Approve
Purpose: Policy 200.1, Rule 14

SUBMITTED BY:	Ashley Flores, CMC Board Clerk	PRESENTER:	Jim Peifer Executive Director
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EXECUTIVE SUMMARY

This is an action item for the Regional Water Authority Board of Directors to review and consider approving the draft minutes of the special and regular Regional Water Authority Board Meeting of July 10, 2025.

STAFF RECOMMENDED ACTION

A motion to approve the minutes, as presented or amended.

BACKGROUND

The draft minutes of the above referenced meetings are included with this Agenda. The minutes reflect the RWA Policy 200.1 to document actions taken at the meetings.

The Executive Director may list on the agenda a "consent calendar", which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent calendar items might include approval of minutes, financial reports and routine resolutions. Any matter may be removed from the consent calendar and placed on the regular calendar at the request of any member of the Board. The entire consent calendar may be approved by a single motion made, seconded and approved by the Board.

FINDING/CONCLUSION

Staff believes the draft of the presented Minutes correctly reflect the information shared and actions taken by the Board of Directors.

ATTACHMENTS

Attachment 1- Draft Meeting Minutes of the Regional Water Authority Board Meeting of July 10, 2025



Regional Water Authority
BUILDING ALLIANCES IN NORTHERN CALIFORNIA

RWA Board Meeting
Draft Minutes
July 10, 2025

1. CALL TO ORDER

Chair Ewart called the regular meeting of the Board of Directors to order at 9:02 a.m. the meeting location was at the Carmichael Water District, 7837 Fair Oaks Blvd., Carmichael, CA 95608. A quorum was established of 19 participating members present in person. Individuals who participated are listed below:

RWA Board Members

Audie Foster, California American Water
Ron Greenwood, Carmichael Water District
David Wheaton, Citrus Heights Water District
Barbara Leary, City of Folsom
Marcus Yasutake, City of Folsom
Chris Nelson, City of Lincoln
Pauline Roccucci, City of Roseville
Sean Bigley, City of Roseville
Geroge Hanson, City of Roseville
Brett Ewart, City of Sacramento
Lisa Kaplan, City of Sacramento – Arrived at 9:13 a.m.
Anne Sanger, City of Sacramento
Wade Kirchner, City of Yuba City
Paul Penn, El Dorado Irrigation District
Pravani Vandeyar, El Dorado Irrigation District
Jim Abecrombie, El Dorado Irrigation District
Tom Nelson, Elk Grove Water District
Bruce Kamilos, Elk Grove Water District
Randy Marx, Fair Oaks Water District
Tom Gray, Fair Oaks Water District
Nicholas Schneider, Georgetown Divide Public Utilities District
Sean Twilla, Golden State Water Company
Greg Jones, Nevada Irrigation District
Tony Firenzi, Placer County Water Agency
Eric Houston, Rancho Murieta Community Services District
Michael Grinstead, Sacramento County Water Agency
Robert Wichert, Sacramento Suburban Water District
Kevin Thomas, Sacramento Suburban Water District
Craig Locke, Sacramento Suburban Water District
Ted Costa, San Juan Water District – Exited at 10:00 a.m.
Greg Zlotnick, San Juan Water District
Paul Hellicker, San Juan Water District

RWA Associate Members

Rebecca Guo, El Dorado Water Agency; John Hanson, SMUD;

RWA Affiliate Members

Vanessa Nishikawa, Principal Water Resources Engineer, Stantec

Staff Members

Jim Peifer, Tom Hoffart, Michelle Banonis, Trevor Joseph, Raiyna Villasenor, Monica Garcia, Ashley Flores and Jennifer Buckman, Legal Counsel

Others in Attendance

Jafar Faghih, HDR; Tony Barela, SJWD; Patty Howard, RGS; Nitya Narasimhan; Carlos Urrutia

2. PUBLIC COMMENT

None

3. CONSENT CALENDAR

Director Zlotnick pulled Item 3.1 Meeting Minutes; he asked that the minutes reflect that he was in attendance.

3.2 Approve revisions to Policy 400.2 Exhibit A (Monthly Salary Schedule of RWA Positions) reflecting a cost of living adjustment of 1.8% per Section II of Policy 400.2 (Employee Compensation Policy)

3.3 Approve Task Order #4 with Khadam Consulting Inc. for an additional amount not to exceed \$108,000

3.4 Approve agreement between RWA and InCommunications for the Regional Public Outreach and Communications Program

A motion was made to approve 3.2 – 3.4 Consent Calendar as presented.

Motion/Second/Carried Director Zlotnick moved, with a second by Director Roccucci

Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; David Wheaton, Citrus Heights Water District; Marcus Yasutake, City of Folsom; Chris Nelson, City of Lincoln; Pauline Roccucci, City of Roseville; Brett Ewart, City of Sacramento; Wade Kirchner, City of Yuba City; Paul Penn, El Dorado Irrigation District; Tom Nelson, Elk Grove Water District; Randy Marx, Fair Oaks Water District; Nicholas Schneider, Georgetown Divide Public Utilities District; Sean Twilla, Golden State Water Company; Greg Jones, Nevada Irrigation District; Tony Firenzi, Placer County Water Agency; Eric Houston, Rancho Murieta Community Services District; Michael Grinstead, Sacramento County Water Agency; Robert Wichert, Sacramento Suburban Water District; and Ted Costa, San Juan Water District; voted yes. Motion passes.

Ayes	19
Noes	0
Abstained	0
Absent	4

3.1 Approve the draft meeting minutes of May 8, 2025, RWA Board Meeting

A motion was made to approve draft meeting minutes of May 8, 2025, RWA Board Meeting as presented.

Motion/Second/Carried Director Zlotnick moved, with a second by Director Schneider

Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Marcus Yasutake, City of Folsom; Chris Nelson, City of Lincoln; Pauline Roccucci, City of Roseville; Brett Ewart, City of Sacramento; Wade Kirchner, City of Yuba City; Paul Penn, El Dorado Irrigation District; Tom Nelson, Elk Grove Water District; Randy Marx, Fair Oaks Water District; Nicholas Schneider, Georgetown Divide Public Utilities District; Sean Twilla, Golden State Water Company; Greg Jones, Nevada Irrigation District; Tony Firenzi, Placer County Water Agency; Eric Houston, Rancho Murieta Community Services District; Michael Grinstead, Sacramento County Water Agency; Robert Wichert, Sacramento Suburban Water District; and Ted Costa, San Juan Water District; voted yes. David Wheaton, Citrus Heights Water District; Abstained. Motion passes.

Ayes	18
Noes	0
Abstained	1- Wheaton
Absent	2

4. INFORMATION: STRATEGIC PLAN – PANEL DISCUSSION OF THE RWA FOOTHILL WATER AGENCIES

Jim Peifer, Executive Director moderated a panel including Greg Jones, Nevada Irrigation District; Tony Firenzi, Placer County Water Agency; Michael Saunders, Georgetown Divide Public Utilities District, Jim Abercrombie, El Dorado Irrigation District to highlight and discuss unique issues and also regional similarities that affect RWA foothill water agencies to take under consideration for the update to the Strategic Plan.

No action taken.

Chair Ewart called a recess from 10:17a.m. – 10:23a.m.

5. CLASSIFICATION AND COMPENSATION STUDY

This is an action item for the Board of Directors to receive a presentation from Jim Peifer, Executive Director and Patty Howard, Regional Government Services to consider and approve two new classifications for RWA employees (Board Clerk - Project Manager and Finance Director).

A motion was made to approve (1) Accept the RGS Classification and Compensation Report; (2) Approve the job description for Board Clerk - Project Manager; (3) Approve the job description for Finance Director; and (4) Approve revised Policy 400.2, Exhibit A identifying the proposed compensation for the Board Clerk - Project Manager and Finance Director positions.

Motion/Second/Carried Director Schnieder moved, with a second by Director Leary

Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; David Wheaton, Citrus Heights Water District; Marcus Yasutake, City of Folsom; Chris Nelson, City of Lincoln; Pauline Roccucci, City of Roseville; Brett Ewart, City of Sacramento; Wade Kirchner, City of Yuba; City; Paul Penn, El Dorado Irrigation District; Tom Nelson, Elk Grove Water District; Nicholas Schneider, Georgetown Divide Public Utilities District; Sean Twilla, Golden State Water Company; Greg Jones, Nevada Irrigation District; Michael Grinstead, Sacramento County Water Agency; Robert Wichert, Sacramento Suburban Water District; voted yes by roll call.

Randy Marx, Fair Oaks Water District; Tony Firenzi, Placer County Water Agency; Eric Houston, Rancho Murieta Community Services District; and Ted Costa, San Juan Water District; voted no by roll call. Motion passes.

Roll Call Vote:	Ayes	15
	Noes	4
	Abstained	0
	Absent	2

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Peifer directed the Board to read his written report.

6. DIRECTORS' COMMENTS

Director Wheaton commented as a member of the ACWA JPIA Board of Directors on the concerns regarding coverage and cost of insurance and FEMA responsiveness affecting the bottom line for water agencies.

Director Kirchner reported that Public Works Director Ben Moody has left the City of Yuba City. They recently named Philip Marler as interim Public Works Director.

Director Abercrombie introduced Pravani Vandeyar as the new General Manager at El Dorado Irrigation District and as the new alternate for the RWA Board of Directors.

ADJOURNMENT

With no further business to come before the Board, Chair Ewart adjourned the meeting at 11:17 a.m.

By:

Attest:



Topic: Annual Review of Investment Policy 500.2 and California Employers’ Retiree Benefit Trust (CERBT) Asset Allocation Strategy
 Type: Annual Policy Review
 Item For: Consent Calendar
 Purpose: RWA Policy 500.2 and CERBT Asset Allocation Strategy

SUBMITTED BY: Tom Hoffart Finance Director	PRESENTER: Tom Hoffart Finance Director
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EXECUTIVE SUMMARY

This is a action item for the Board of Directors to review and approve the annual review of the RWA Policy 500.2 – Investment Policy and the California Employers’ Retiree Benefit Trust (CERBT) Asset Allocation Strategy. Pursuant to California Government Code 53646, the Investment Policy shall be considered at a public meeting on an annual basis.

STAFF RECOMMENDATION:

Approve no changes to RWA Policy 500.2 and CERBT Asset Allocation Strategy

BACKGROUND

The RWA Policy 500.2 – Investment Policy is in accordance with the California Government Code, so there is currently not a need to modify the existing policy. Currently, the RWA invests in the Local Agency Investment Fund (LAIF). LAIF is a local government investment pool administered by the State of California and is invested in the State’s Pooled Money Investment Account. LAIF’s investments are in accordance with the California Government Code and are liquid with one day deposits and withdrawals. LAIF’s apportionment rate as of June 30, 2025 was 4.40%, slightly down from June 30, 2024 of 4.55%. During fiscal year 2024/25, the RWA earned \$98,627 in interest from LAIF, slightly down from fiscal year 2023/24 of \$118,258.

Additionally, the RWA has funds in the CERBT that is administered by CalPERS. Funds are held in this account to pre-fund Other Post-Employment Benefits (OPEB). The RWA’s CERBT balance as of June 30, 2025 was \$1,867,863, up from \$1,603,258 as of June 30, 2024. CERBT has three asset allocation strategies that the RWA can choose to invest OPEB funds. Strategy 1 is the most aggressive and has the most risk, Strategy 2 is in the middle and Strategy 3 is the most conservative and has the least risk. The primary difference between the strategies is the asset allocation, with Strategy 1 having a higher allocation of equities and lower allocation of bonds and other assets. Annualized investment returns for the past 10 years as of June 30, 2025 are 6.90%, 5.58% and 4.49% for Strategy 1, 2 and 3, respectively. Currently, the RWA is invested in CERBT Asset Allocation Strategy 1.

Agenda Item 3.2

FINDING/CONCLUSION

The RWA Policy 500.2 – Investment Policy is in accordance with the California Government Code, so there is currently not a need to modify the existing policy and staff have no recommended changes to this policy.

The RWA is currently invested in CERBT Asset Allocation Strategy 1. Strategy 1 is the most aggressive and has the most risk of the three strategies. The CERBT projects that Strategy 1 will have the highest long-term expected rate of return and the highest volatility. Over the past 10 years, Strategy 1 has outperformed the other strategies, however, past performance is not an indicator of future results.

Staff recommends the approval of the RWA Policy 500.2 – Investment Policy and CERBT Asset Allocation Strategy 1 with no changes.

ATTACHMENTS

Attachment 1 – RWA Policy 500.2

Attachment 2 – RWA June 2025 LAIF Statement

Attachment 3 – RWA CERBT Account Update Summary as of June 30, 2025

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Fiscal Management
Policy Title : Investment Policy
Policy Number : 500.2
Date Adopted : March 9, 2006
Date Amended : November 8, 2012
May 12, 2022 (reviewed by staff)

REGIONAL WATER AUTHORITY INVESTMENT POLICY

1.0 Purpose

The purpose of this Investment Policy (Policy) is to establish cash management and investment guidelines for the Treasurer, who is responsible for investing and safeguarding the Regional Water Authority's (RWA) surplus funds. Each transaction and the entire portfolio must comply with California Government Code (the "Code") Sections 53600 through 53610 (Investment of Surplus), Sections 53630 through 53686 (Deposit of Funds), and this Policy.

2.0 Scope

This Policy applies to all surplus financial funds of RWA that may be invested because they are not needed for immediate payment of expenses. These funds are accounted for in RWA's audited annual financial report and include:

1. Enterprise Funds
2. Trust and Agency Funds
3. Any new fund created by the legislative body, unless specifically exempted.

Except for cash in certain restricted and special funds, RWA will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. In addition, the costs of managing the investment portfolio, including but not limited to the costs of investment management, custody of assets, managing and accounting for banking, and oversight controls, will be charged to investment earnings based upon actual hours of labor devoted to managing each of the funds.

3.0 General Objectives

In accordance with the Code, the primary objectives, in priority order, of investment activities will be safety, liquidity, and yield:

1. Safety. Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. Each investment transaction will be entered into with consideration for the quality of the issuer and of the underlying security and collateral.

2. Liquidity. The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Liquidity will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands whenever feasible. A portion or the entire portfolio also may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. Yield. The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

4.0 Standards of Care

1. Prudent Investor Standard. In accordance with Section 53600.3, the RWA Board and Treasurer are trustees and fiduciaries subject to the "Prudent Investor Standard." The Prudent Investor Standard requires the Board and Treasurer, when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing the RWA's funds, to act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the RWA, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the RWA. This standard will be applied in all investment decisions, including those related to hedging interest rate risks associated with debt financing. This standard will be applied in all investment decisions.

2. Ethics and Conflicts of Interest. The Treasurer and any other officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Such officers and employees will disclose to the Board of Directors any material interests in financial institutions with which they conduct business. They will further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Affected officers and employees will

refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of RWA. All such officers and employees are prohibited from accepting honoraria, gifts and from financial dealers and financial institutions.

3. Delegation of Authority. Under Section 53607 of the Code, authority to manage RWA's investment portfolio is expressly delegated to the Board of Directors, which may delegate its authority to the Treasurer. In accordance with Section 53607, the Board hereby delegates its responsibility for the operation of the investment program to the Treasurer, who will act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Policy.

5.0 Safekeeping and Custody

1. Authorized Financial Dealers and Institutions. The Treasurer will maintain a list of financial institutions authorized to provide investment services and a list of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include primary dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

RWA will only deposit funds in a depository that is established and operated in accordance with applicable federal and state laws and regulations.

All financial institutions and broker/dealers who desire to become qualified to conduct investment transactions for RWA must supply the following to the Treasurer as requested:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Trading resolution
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification signed by an authorized officer that he or she has read and understood and that the institution agrees to comply with this Policy.

The Treasurer will conduct an annual review of the financial condition and registration of qualified financial institutions and broker/dealers. A current audited financial statement is required to be on file for each financial institution and broker/dealer in or through which RWA invests. No broker, dealer, or securities firm will be eligible to provide services to RWA within 24 months of making a campaign contribution to any RWA Board member, if the

contribution exceeds the limits contained in Rule G-37 of the Municipal Securities Rulemaking Board.

2. Delivery vs. Payment. Where applicable, all trades will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

6.0 Suitable and Authorized Investments

The Treasurer is authorized to make investments in accordance with the general categories and limitations established by Sections 53601, 53601.6, 53601.8, 53635, 53635.2, 53638 and 53684 of the Code. Authorized investments also will include investment into the Local Agency Investment Fund ("LAIF") in accordance with Section 16429.1 of the Code. See Appendix A, which summarizes the categories of permitted investments.

1. U.S. Government, Agencies, State and Local Government Sponsored Enterprises

- a. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- b. Registered state warrants or treasury notes or bonds of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- c. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
- d. Bonds, notes, warrants, or other evidences of indebtedness of a local agency within California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency or authority of the local agency; provided, however, that any bond or certificate of participation investments in member agencies require prior Board approval.
- e. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- f. These investments have a maximum maturity of five years.

2. Bankers Acceptance Notes

- a. Investments in prime bankers' acceptances may not exceed 40 percent of the portfolio in effect on the date of purchase of any such investment.
- b. No more than 30 percent of this category of investments may be invested in any one commercial bank's acceptances.
- c. The maximum maturity shall be limited to 180 days.

3. Commercial Paper

- a. Only commercial paper of prime quality of the highest ranking or of the highest letter and numerical rating, at the time of purchase, as provided by Moody's Investors Services or Standard & Poor's Corporation may be purchased.
- b. Investments in commercial paper shall not exceed 25 percent of the portfolio in effect on the date of purchase of any such investment.
- c. Each investment shall not exceed 270 days maturity.
- d. No more than 10 percent of the outstanding commercial paper of an issuing corporation may be purchased.
- e. The issuer is either: (1) organized and operating in the United States as a general corporation and has total assets in excess of \$500 million. If the entity has debt other than commercial paper, it is rated "A", "A-2" or higher by a nationally recognized rating agency; or (2) is organized within the United States as a special purpose corporation, trust or limited liability company. Has program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit or surety bond. Has commercial paper that is rated "A-1", "A+" or higher by a nationally recognized rating agency.

4. Negotiable Certificates of Deposit

- a. A negotiable certificate of deposit must be issued by a nationally or state-chartered bank, a state or federal savings and loan association or savings bank, a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank and be rated "A" or better by at least one nationally recognized rating agency.
- b. Investments in negotiable certificates of deposit may not exceed 30 percent of the total portfolio in effect on the date of purchase of any such investment.

- c. The investment will not exceed the total of the net worth of any depository savings and loan association, except that investments up to a total of \$500,000 may be made to a savings and loan association without regard to the net worth of that depository, if such investments are insured or secured as required by law..
- d. The investment shall not exceed the shareholders' equity of any depository bank. For the purpose of this constraint, shareholders' equity shall be deemed to include capital notes and debentures.
- e. The RWA Board and the Treasurer or other official of the RWA having legal custody of the moneys are prohibited from investing RWA funds, or funds in the custody of the RWA, in negotiable certificates of deposit issued by a state or federal credit union if a member of the RWA's Board, or a person with investment decision making authority at the RWA also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- f. The maximum maturity is limited to five years.

5. Medium-term notes

- a. Investment in medium-term notes are limited to corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
- b. Purchases of medium-term notes will be limited to a maximum maturity of five years.
- c. Purchases of medium-term notes may not exceed 30 percent of the portfolio.
- d. Notes eligible for investment shall be rated in a rating category of at least "A" or its equivalent or better by a nationally recognized rating service.

6. Shares of Beneficial Interest (Money Market Funds)

- a. Investment in shares of beneficial interest issued by eligible diversified management companies that invest in securities that comply with Section 53601 and 53635 of the Code or are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940.
- b. These eligible companies must meet the following criteria:
 - i. Attain the highest ranking of the highest letter and numerical rating provided by not less than two nationally recognized rating agencies
 - ii. Retain an investment adviser registered or exempt from registration with the Securities and Exchange Commission

with not less than five years' experience managing money market funds with assets under management in excess of \$500 million.

- c. The purchase price of the shares will not include any commission that the companies may charge and will not exceed 20 percent of the portfolio.
- d. No more than 10 percent of portfolio may be invested in one mutual fund.

7. Collateralized Bank Deposits

- a. Maximum maturity is limited to five years.
- b. Collateralization must be consistent with the requirements of Sections 53651 through 53652 of the Code.

8. Time Deposits

- a. For purposes of this Policy, collateralized time deposits will be considered investments.
- b. The financial institution used must have been in existence for at least five years.
- c. The financial institution must have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities.
- d. Eligibility for deposits will be limited to those financial institutions that have a branch in the State of California and maintain a rating equivalent to Thompson BankWatch Service of "B" or better.
- e. Credit requirements may be waived for a \$100,000 time deposit that is federally insured.
- f. The deposit will not exceed the shareholders' equity of any depository bank. For the purpose of this constraint, shareholders' equity will be deemed to include capital notes and debentures.
- g. The deposit will not exceed the total of the net worth of any depository savings and loan association, except that deposits not exceeding a total of \$500,000 may be made to a savings and loan association without regard to the net worth of that depository, if such deposits are insured or secured as required by law.
- h. Deposits must be insured up to the FDIC's current limit. For uninsured deposits, the financial institution will maintain in the collateral pool securities having a market value of at least 10 percent in excess of the total amount deposited. RWA, at its discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. RWA shall have a signed agreement with any depository accepting RWA

funds. Promissory notes secured by real estate mortgages or deeds of trust are not acceptable as collateral.

- i. When other factors are equal, appropriate consideration will be given to a financial institution that either individually or as a member of a syndicate bids on or makes a substantial investment in the RWA's securities, contributes service to the RWA, and offers significant assistance to the RWA, so as to provide for distribution of total deposits among eligible financial institutions.
- j. Purchased time deposits will be limited to a maximum maturity of five years.

9. Local Agency Investment Fund

- a. Deposits for the purpose of investment in the Local Agency Investment Fund of the State of California may be made up to the maximum amount permitted by State Treasury policy.

7.0 Reporting

1. Required Periodic Reports. The Treasurer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the members of the RWA Board of Directors and Executive Director to ascertain whether investment activities during the reporting period have conformed to this Policy. The report shall be provided to the Board of Directors and the Executive Director. If applicable, the investment report will include the following:

- Listing of individual securities held at the end of the reporting period by investment category.
- Average life and final maturity of all investments listed
- Coupon, discount, or earnings rate
- Par value, amortized book value and market value
- Percentage of portfolio represented by the investment category

2. LAIF Reporting. If the surplus funds are solely invested in the Local Agency Investment Fund (LAIF), the monthly LAIF statement shall be sufficient for reporting purposes.

8.0 Policy Considerations

1. Amendments. This Policy will be reviewed by the Treasurer on an annual basis. Any changes to this Policy recommended by the Treasurer must be approved by the Executive Committee and Board of Directors, after review and comment by the individual(s) charged with maintaining internal controls.

2. Administration. The Treasurer may at any time further restrict the securities approved for investment as deemed prudent. From time to time, the established portfolio limitations may be exceeded due to irregular cash flows or in certain economic conditions. In such cases, the Treasurer will inform the Executive Committee and Executive Director and take action consistent with the prudent investor standard to ensure that no category of investments exceeds the statutory limitations provided in the Code.

3. Performance Review. The Treasurer will conduct an annual appraisal of RWA's investment portfolio to evaluate its effectiveness and conformance with this Policy. To the extent necessary or appropriate, the Treasurer will make recommendations to the Executive Committee concerning the improvement and/or restructuring of the portfolio.

4. Existing Investments. Any investment held by RWA at the time this Policy is first adopted or revised to conform to changes in law or this Policy will not be sold because of a failure to conform to this Policy, unless the Treasurer deems sale of the investment to be prudent or required by law.

5. Conflict With Statute. In the event that any provision of this Policy conflicts with the Code or any other applicable state or federal statute, the provisions of any such statute will govern.

APPENDIX A

PERMITTED INVESTMENT INSTRUMENTS PER GOVERNMENT CODE (AS OF JANUARY 1, 2012) ¹

Investment Type	Maximum Maturity	Maximum Specified % of Portfolio	Minimum Quality Requirement
Local Agency Bonds	5 years	100	None
U.S. Treasury Obligations	5 years	100	None
State Obligations—CA And Others	5 years	100	None
CA Local Agency Obligations	5 years	100	None
U.S Agency Obligations	5 years	100	None
Bankers' Acceptances	180 days	40%	None
Commercial Paper—Select Agencies	270 days	25% of the agency's money	"A-1" if the issuer has issued long-term debt it must be rated "A" without regard to modifiers
Commercial Paper—Other Agencies	270 days	40% of the agency's money	"A-1" if the issuer has issued long-term debt it must be rated "A" without regard to modifiers
Negotiable Certificates of Deposit and CD Placement Service	5 years	30%	None
Medium-Term Notes	5 years	30%	"A" Rating
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple
Collateralized Bank Deposits	5 years	100	None
Bank/Time Deposits	5 years	100	None
County Pooled Investment Funds	N/A	100	None
Joint Powers Authority Pool	N/A	100	Multiple
Local Agency Investment Fund (LAIF)	N/A	100	None

¹ See Article 6 of the Policy for a more complete description of each permitted investment and related limitations.

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

August 04, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

REGIONAL WATER AUTHORITY

FINANCE MANAGER
 2295 GATEWAY OAKS DRIVE
 SACRAMENTO, CA 95833

[Tran Type Definitions](#)

Account Number: 90-34-019

June 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/20/2025	6/18/2025	RW	1774847	1735432	THOMAS HOFFART	-250,000.00
6/30/2025	6/27/2025	RD	1775175	1735768	THOMAS HOFFART	100,000.00

Account Summary

Total Deposit:	100,000.00	Beginning Balance:	1,829,142.60
Total Withdrawal:	-250,000.00	Ending Balance:	1,679,142.60

CERBT Account Update Summary

Regional Water Authority

as of June 30, 2025

OPEB Valuation Report Summary

OPEB Actuarial Valuation Report by MacLeod Watts, Inc.	
Valuation Date	6/30/2023
Measurement Date	6/30/2023
Total OPEB Liability (TOL)	\$1,473,213
Valuation Assets	\$1,446,371
Net OPEB Liability (NOL)	\$26,842
Funded Status	98%
Actuarially Determined Contribution (ADC)	\$147,357
CERBT Asset Allocation Strategy	Strategy 1
Discount Rate	6.10%

CERBT Account Summary

As of June 30, 2025	Strategy 1
Initial contribution (06/08/2009)	\$425,984
Additional contributions	\$608,165
Disbursements	(\$425,362)
CERBT expenses	(\$15,539)
Investment earnings	\$1,274,616
Total assets	\$1,867,863
Annualized net rate of return* (06/08/2009-06/30/2025 = 16.06 years)	8.46%

**Net rate of return is unaudited and includes rounding variances.*

Cash Flow Summary by Fiscal Year

Fiscal Year	Contributions	Disbursements	Cumulative Investment Gains (Losses)	Cumulative Fees	Cumulative Ending Assets
2006-07	\$0	\$0	\$0	\$0	\$0
2007-08	\$0	\$0	\$0	\$0	\$0
2008-09	\$425,984	\$0	(\$339)	(\$21)	\$425,624
2009-10	\$32,600	(\$17,747)	\$65,991	(\$503)	\$506,326
2010-11	\$18,088	(\$21,960)	\$191,459	(\$1,251)	\$627,174
2011-12	\$19,136	(\$25,604)	\$191,880	(\$1,974)	\$620,402
2012-13	\$38,236	(\$26,437)	\$264,500	(\$3,000)	\$703,796
2013-14	\$40,299	(\$27,042)	\$395,983	(\$4,076)	\$847,461
2014-15	\$29,114	(\$27,664)	\$395,279	(\$4,939)	\$847,343
2015-16	\$31,505	(\$29,027)	\$404,774	(\$5,641)	\$858,615
2016-17	\$59,349	(\$27,576)	\$495,213	(\$6,403)	\$980,065
2017-18	\$56,415	(\$25,354)	\$573,419	(\$7,281)	\$1,088,453
2018-19	\$58,425	(\$29,264)	\$644,898	(\$8,235)	\$1,188,139
2019-20	\$56,504	(\$44,258)	\$690,625	(\$9,294)	\$1,245,053
2020-21	\$18,690	(\$39,137)	\$1,036,367	(\$10,517)	\$1,569,125
2021-22	\$33,515	(\$39,960)	\$825,486	(\$11,841)	\$1,350,474
2022-23	\$51,874	(\$44,331)	\$914,417	(\$13,013)	\$1,445,777
2023-24	\$0	\$0	\$1,073,171	(\$14,285)	\$1,603,258
as of 6/30/2025	\$64,415	\$0	\$1,274,616	(\$15,539)	\$1,867,863

CERBT/CEPPT Investment Returns

Periods ended June 30, 2025

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	\$22,009,428,766	3.17%	7.00%	12.35%	12.35%	9.92%	7.97%	6.90%	5.68%
Benchmark		3.13%	6.87%	11.97%	11.97%	9.65%	7.73%	6.57%	5.30%
CERBT Strategy 2 (Inception October 1, 2011)	\$2,262,897,488	2.86%	5.36%	10.62%	10.62%	7.45%	5.37%	5.58%	6.54%
Benchmark		2.82%	5.28%	10.33%	10.33%	7.26%	5.19%	5.31%	6.29%
CERBT Strategy 3 (Inception January 1, 2012)	\$917,124,660	2.59%	4.11%	9.31%	9.31%	5.70%	3.67%	4.49%	5.01%
Benchmark		2.56%	4.04%	9.08%	9.08%	5.54%	3.54%	4.28%	4.76%
CERBT Total	\$25,189,450,914								
CEPPT Strategy 1 (Inception October 1, 2019)	\$235,449,236	2.60%	5.51%	10.72%	10.72%	8.22%	5.60%	-	5.44%
Benchmark		2.57%	5.47%	10.56%	10.56%	8.06%	5.42%	-	5.32%
CEPPT Strategy 2 (Inception January 1, 2020)	\$77,118,114	2.11%	3.66%	8.88%	8.88%	5.78%	2.63%	-	2.89%
Benchmark		2.09%	3.62%	8.68%	8.68%	5.68%	2.50%	-	2.77%
CEPPT Total	\$312,567,350								

CERBT Portfolios

Portfolios	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Expected Return	6.4%	6.1%	5.8%
Standard Deviation	11.5%	9.5%	8.1%

CERBT Portfolio Details

Asset Classification	Benchmark	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Global Equity	MSCI All Country World Index IMI (Net)	49% ±5%	34% ±5%	23% ±5%
Fixed Income	Bloomberg Long Liability Index	23% ±5%	41% ±5%	51% ±5%
Real Estate Investment Trusts (REITs)	FTSE EPRA/NAREIT Developed Index (Net)	20% ±5%	17% ±5%	14% ±5%
Treasury Inflation Protected Securities (TIPS)	Bloomberg US TIPS Index, Series L	5% ±3%	5% ±3%	9% ±3%
Commodities	S&P GSCI Total Return Index	3% ±3%	3% ±3%	3% ±3%
Cash	91-Day Treasury Bill	- +2%	- +2%	- +2%

Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
 - Combines administrative, custodial, and investment fees
 - Separate trust funds
 - Self-funded, not-for-profit
 - Fee is applied daily to assets under management
 - 8.5 basis points - CERBT
 - 25 basis points - CEPPT

Financial Reporting

- CERBT provides audited and compliant GASB 75 report in a Schedule of Changes in Fiduciary Net Position (FNP)
 - Published in January each year

CERBT FNP Fiscal Year	Availability
2021-22	Available at https://www.calpers.ca.gov/cerbt
2022-23	
2023-24	

Questions?



Phone: (916) 795-8454



Email: CERBT4U@calpers.ca.gov



Website: <https://www.calpers.ca.gov/CERBT>



Topic: Approve Administrative Revisions to RWA Board Policies
Type: New Business
Item For: Consent Calendar
Purpose: RWA Policies 300.2, 300.4, 400.1, 500.6, 500.7 and 500.8

SUBMITTED BY:	Tom Hoffart Finance Director	PRESENTER:	Tom Hoffart Finance Director
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EXECUTIVE SUMMARY

This is an action item for the Board of Directors to consider approval of revisions to Policy 300.2 (Professional Services Selection and Contracting), Policy 300.4 (Records Inspection, Retention, Disposal, and Storage), Policy 400.1 (Injury and Illness Prevention Program), Policy 500.6 (Check Signing Authority), Policy 500.7 (Journal Entry Approval) and Policy 500.8 (Purchasing Card). At the July 10, 2025 RWA Board Meeting, the Board of Directors approved new job classifications for Board Clerk/Project Manager and Finance Director. These policy revisions are necessary for alignment with the new position classifications.

STAFF RECOMMENDED ACTION

Approval of administrative revisions to RWA policies:

- Policy 300.2 (Professional Services Selection and Contracting);
- Policy 300.4 (Records Inspection, Retention, Disposal, and Storage);
- Policy 400.1 (Injury and Illness Prevention Program);
- Policy 500.6 (Check Signing Authority);
- Policy 500.7 (Journal Entry Approval); and
- Policy 500.8 (Purchasing Card) to the Board of Directors

BACKGROUND

At the July 10, 2025, RWA Board Meeting, the Board of Directors approved new job classifications for Board Clerk/Project Manager and Finance Director. These policy revisions are necessary for alignment with the new position classifications.

For Policy 500.8 (Purchasing Card), the Finance Director and Board Clerk/Project Manager were added as authorized purchasing card users. The Finance Director’s purchasing limits reflect the same limits as the Finance and Administrative Services Manager, and the Board Clerk/Project Manager’s limits reflect the same limits as the Associate Project Manager.

All other revisions to policies reflect a job title change from the Finance and Administrative Services Manager to the Finance Director.

ATTACHMENTS

Attachment 1- Policy 300.2 (Professional Services Selection and Contracting) redline version

Attachment 2- Policy 300.4 (Records Inspection, Retention, Disposal, and Storage) redline version

Attachment 3- Policy 400.1 (Injury and Illness Prevention Program) redline version

Attachment 4- Policy 500.6 (Check Signing Authority) redline version

Attachment 5- Policy 500.7 (Journal Entry Approval) redline version

Attachment 6- Policy 500.8 (Purchasing Card) redline version

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Operations
Policy Title : Professional Services Selection and Contracting Policy
Policy Number : 300.2
Date Adopted : September 24, 2003
Date Amended : March 8, 2012
March 13, 2014
March 26, 2014
May 15, 2014
January 23, 2019
May 16, 2024
September 11, 2025

PROFESSIONAL SERVICES SELECTION AND CONTRACTING POLICY

The procurement of consulting and professional services for the Regional Water Authority will be on the basis of documented competence and qualifications for the types of services to be performed, and at a fair, competitive and reasonable price.

For the purposes of this policy, the term “consulting and professional services” means any specialized services performed by firms or persons who are qualified, by education, experience, licenses or certification in a particular field. Types of services may include, but are not limited to: engineering, information technology, financial, public relations, legal, and human resources.

I. General Procedures

Generally, consulting and professional services with costs that are limited to within the Executive Director’s contracting authority will be obtained pursuant to a selection process determined by the Executive Director. Consulting and professional services that would cost more than the Executive Director’s contracting authority will generally be obtained through a competitive process by issuance of a Request for Proposals or a Request for Qualifications, as determined by the Executive Director, and a contract for such services will be subject to: (1) approval of the Executive Committee, and (2) for a contract for services that would cost more than \$150,000, approval of the Board of Directors.

The Executive Director will recommend to the Executive Committee and, where applicable, the Board of Directors, selection based on documented competence and qualifications for the types of services to be performed, and at a fair, competitive and reasonable price, and not based solely on the lowest-cost proposal submitted.

With each recommendation for a contract exceeding the Executive Director's contracting authority, the Executive Director will provide to the Executive Committee and, where applicable, the Board of Directors, a written description of the selection process. The description will include: (1) a copy of the solicitation; (2) a list of firms invited; (3) a description of the method used to identify the invited firms and the selection criteria used; (4) a summary and ranking of each proposal received, including the proposed fees and costs, and scope of work to be performed; and (5) a list of the members of the selection committee.

II. Procedures for Specific Situations

A. Recurring Work

1. If RWA contracts with a consultant for work of a recurring nature to be performed over two or more years (e.g., auditing, accounting, communications or technical writing services), the Executive Director will determine the total estimated cost of the work over the life of the contract and, based on that cost estimate, will follow the applicable contracting procedure in Part I of this Policy when making the contract.
2. Other than requesting annual appropriations in the budget for funding work under a recurring contract, the Executive Director will not be required to request additional approvals from the Executive Committee or the Board in the second and following years.
3. Recurring contracts will generally not have a term longer than five years, however, contracts may have an indefinite term with validation every 5 years by the Executive Committee. If, upon review, the Executive Director believes that it would be beneficial to RWA to extend a recurring contract for an additional term, the Executive Director will prepare a report to the Executive Committee or Board, as appropriate, justifying the extension and requesting such approval from the appropriate body.

B. Extended or Successive Contracts

1. If a consultant is working under an approved contract for specified work, the amount of the contract for the same or related work can be increased above the approved amount without further Board or Executive Committee approval if the increase is within the authorized amount for consulting services provided in the current year's budget, provided that a subsequent increase in the contract amount does not exceed the Executive Director's contracting authority.
2. For contracts originally in the amount of less than the Executive Director's contracting authority, the Executive Director may waive this policy up to the amount of twice the amount of the Executive Director's contracting authority, provided that the waiver involves the extension of an existing contract or execution of a successive contract with the same consultant and subject to the availability of funds.

3. A waiver will be effective only upon a written determination by the Executive Director that: (a) the consultant satisfactorily performed the previous stage of a project, has acquired extensive background and working knowledge of the work to be performed, and is a highly-recognized or only authority in the field or area of work to be performed; (b) it would be more cost- and time-efficient for RWA to enter into the extended or successive contract than to issue a solicitation for a new contract; and (c) the need for a higher contract amount and increased work was not foreseeable at the time that the original contract was executed. The Executive Director will report the contract extension to the Executive Committee at its next meeting.
4. The Executive Director will report on expenditures of the budgeted amount to the Board or Executive Committee, as appropriate.
5. Any proposal to increase the amount of a consultant's contract above the amount authorized in an annual budget will be subject to Board or Executive Committee approval in accordance with the procedures in Part I.

C. Subscription Programs

1. Once a consultant contract for a subscription program has been authorized by the executive committee or Board in accordance with the Part I general procedures, the committee established by the project agreement will have the authority to approve an increase in the amount of a consultant contract for project-related work.
2. The increased contract amount will not become effective until the Executive Director determines and certifies that the increase will not affect or become a debt, liability or obligation of non-participating RWA members. The Executive Director will report the project committee's decision to the Board or Executive Committee, as appropriate.

D. Multi-party procurement of Goods or Services

RWA may periodically wish to procure goods or services under an agreement with other public agencies or other organizations. RWA participation in such procurements is subject to the requirements of this policy.

1. The dollar amounts of RWA's share of a procurement shall be used to evaluate compliance with the approval authorities in Section I and requirements in Section I and II.B. above.
2. Other conditions of the policy may be waived only if the procurement complies with the policies and procedures of another agency adopted according to applicable law.

III. Alternate Selection Process

Regardless of the amount or of any other limitations provided in this policy, the Executive Committee may at any time approve an alternate selection process in cases where a consulting firm has satisfactorily performed the previous stage of a project, has acquired extensive background and working knowledge of the work to be performed, is a highly-recognized authority in the field or area of work to be performed or is the only-known available highly-recognized authority, and the alternative process is in the best interests of RWA.

V. Conflict of Interest

In the event the Executive Director has a conflict of interest in selection and contracting, the Executive Committee will require the Manager of Technical Services or Finance ~~Director and Administrative Services Manager~~ to participate in place of the Executive Director, and report directly to the Executive Committee on the matter. In the event no qualified employee can participate, the Executive Committee will manage the matter directly.

VI. Policy Review

This Policy shall be reviewed at least once every five years.

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
November 14, 2024
September 11, 2025

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

It is RWA's goal and intent to fully comply with the California Public Records Act (CPRA) California Government Code section 79200 et seq. RWA directs all employees, officers and agents of RWA to fully comply with the CPRA.

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. Employees are directed to ensure the protection of the record and must supervise any inspection to ensure records are not damaged or lost.

200.30 Definitions

All Definitions are the same as the CPRA, which is incorporated into this policy.

200.40 Exemptions

All Exemptions are the same as the CPRA, which is incorporated into this policy.

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.

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 79200 et seq. (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 in a manner that is compliant with the CPRA.

200.70 Copies of Records

- A. Copies will be provided in compliance with the CPRA and federal copyright laws.
- 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 Executive Director 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 shall post on its website copies of 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 ~~Director and Administrative Services Manager~~ 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

RWA's Records Retention Schedules are separate documents, and the most recent approved versions are incorporated into this policy.

The Records Retention Schedules shall be reviewed and updated every two years to fully comply with changes in law or business practices.

The Records Retention Schedules include the following documents / files:

- How to Use Retention Schedules
- Retention Legend

- Agency-Wide (used by all Departments)
- Administrative (Executive Director, Board Secretary)
- Finance, Payroll
- Human Resources, Risk Management
- Information Technology
- Regional Water Efficiency Program
- Technical Services
- Government Relations
- Strategic Affairs

300.40 Records Storage

All of the records referenced in this section will be maintained at RWA's Administrative office located at 2295 Gateway Oaks Drive, Suite 100, Sacramento, California 95833, or such other repository that RWA may designate from time to time. All records requests should be directed to RWA's Executive Director at 2295 Gateway Oaks Drive, Suite 100, Sacramento, California 95833.

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

Procedure:

- A. The department head completes and signs a "Request for Destruction of Obsolete Records," listing the date and description of each document to be destroyed. The department head submits the form to the Executive Director.
- B. The Records Coordinator checks the description of the documents listed on the submitted form to confirm that each record listed is:
 - 1) not required to be permanently retained, or
 - 2) has been retained for the legally required period of time.
- C. The Records Coordinator reviews the form, and if appropriate the Records Coordinator oversees the destruction of the documents, indicates the method of destruction on the form, signs the form and then files the completed and approved form.

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.

SGA follows the same Records Retention Policies as RWA.

500.00 Policy Review

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

REGIONAL WATER AUTHORITY
PERSONNEL RULES – POLICY 400.1 APPENDIX I

Policy Type: Employment
Policy Title: Injury and Illness Prevention Program
Policy Number: 400.1 Appendix I
Date Adopted: January 23, 2019
Date Amended: September 11, 2025

Responsibility

The Injury/Illness Prevention Program (IIPP) administrator, Finance ~~Director & Administrative Services Manager~~ (Program Administrator) has the authority and responsibility for implementing the provisions of this program for the Regional Water Authority.

Management:

1. Responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP;
2. Make a copy of the IIPP available to their employees; and
3. Provide the necessary leadership and resources to administer an effective program.

Supervisors:

1. Responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP;
2. Know the program and provide the necessary leadership to insure its success;
3. Provide employees with necessary training; and
4. Be a good example.

Employees:

1. Know the program and give it your total support;
2. Learn the hazards of your trade, and practice safe behavior; and
3. Help fellow employees to prevent accidents.

Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all workers. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All workers are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

1. Informing workers of the provisions of our IIPP;
 2. Recognizing workers who perform safe and healthful work practices;
 3. Providing training to workers whose safety performance is deficient; and
 4. Disciplining workers for failure to comply with safe and healthful work practices
-

Communication

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and encourages employees to inform management of workplace hazards without fear of reprisal. The system consists of one or more of the following checked items:

(Check All Applicable Methods):

- New worker orientation including a discussion of safety and health policies and procedures.
- Regular review of our IIPP.
- Workplace safety and health training programs.
- Safety meetings scheduled as follows: Quarterly
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted or distributed safety information.

A system for workers to anonymously inform management about workplace hazards.

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed.

Periodic inspections are performed according to the following schedule:

1. Quarterly;
2. When we initially established our IIPP;
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
4. When new, previously unidentified hazards are recognized;
5. When occupational injuries and illnesses occur;
6. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
7. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of a hazard assessment checklist and any other effective methods to identify and evaluate workplace hazards. (Note: Sample hazard assessment checklists are attached.)

Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible;
2. Interviewing injured workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the cause(s) of the accident/exposure;
5. Taking corrective action to prevent the accident/exposure from recurring; and

6. Recording the findings and corrective actions taken.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected in accordance with the following:

1. When identified through accident/exposure investigations, hazard assessments, or hazard reports;
2. When an imminent hazard exists which cannot immediately be abated without endangering worker(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
3. Actions planned, actions taken, and date the hazard is abated shall be documented on the appropriate forms (see the attached Hazard Assessment and Correction form and Hazard Correction Log).

Training and Instruction

Training is a fundamental part of any job or task. It is particularly important that employees are trained to perform their job and work safely. In general, the Cal/OSHA Injury and Illness Prevention Program (IIPP) requires training to instruct employees in general safe work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment. It also requires training be provided to supervisors to ensure they are familiar with the hazards to which employees under their control may be exposed.

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the IIPP is first established;
2. To all workers given new job assignments for which training has not been previously provided;
3. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
4. Whenever the employer is made aware of a new or previously unrecognized hazard;

REGIONAL WATER AUTHORITY
PERSONNEL RULES – POLICY 400.1 APPENDIX I

5. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
6. To all workers with respect to hazards specific to each worker's job assignment.

Workplace safety and health training practices for all industries include, but are not limited to the following:

1. Explanation of the employer's IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries;
2. The use of appropriate clothing, including gloves, footwear, and personal protective equipment;
3. Information about chemical hazards to which workers could be exposed and other hazard communication program information;
4. Availability of toilet, hand-washing and drinking water facilities; and
5. Provisions for medical services and first aid including emergency procedures.

Recordkeeping

We have taken the following steps to implement and maintain our IIPP:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and

EXCEPTION – Our organization has fewer than ten employees and maintains inspection records only until the hazard is corrected.

2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. We also include the records relating to worker training provided by a construction industry occupational safety and health training program approved by Cal/OSHA. Records or documentation in accordance with our records and retention policy.

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Fiscal Management
Policy Title : Check Signing Authority Policy
Policy Number : 500.6
Date Adopted : March 13, 2008
Date Amended : March 11, 2010
July 10, 2014
March 12, 2022
September 11, 2025

CHECK SIGNING AUTHORITY POLICY

Only persons authorized by the Board of Directors may sign checks or transfer funds from or between depositories. The following persons are authorized to sign checks or transfer funds of RWA:

- RWA Chair
- RWA Vice Chair
- Executive Director
- Finance ~~Director and Administrative Services Manager~~
- Manager of Technical Services

I. General Fund Account

A. For amounts up to \$15,000, **one** of the following signatures is required:

- Executive Director
- Finance ~~Director and Administrative Services Manager~~
- Manager of Technical Services

B. For amounts over \$15,000, the following signatures are required:

- The RWA Board Chair, or RWA Vice-Chair, and **one** of the following:
- Executive Director
- Manager of Technical Services
- Finance ~~Director and Administrative Services Manager~~

C. For grant/incentive reimbursement checks payable to participants up to \$30,000, one of the following signatures is required:

- Executive Director
- Finance ~~Director and Administrative Services Manager~~
- Manager of Technical Services

D. For grant/incentive reimbursement checks payable to participants over \$30,000, the following two signatures are required:

The RWA Board Chair or RWA Vice Chair, and **one** from the following:

- Executive Director
- Manager of Technical Services
- Finance ~~Director and Administrative Services Manager~~

E. Payroll and CalPERS standard pension and health benefit electronic payments do not require signatures and can exceed the \$15,000 limit per payment. These electronic payments require approval by the Executive Director evidenced by his signature on supporting documentation.

F. The Executive Director should sign checks under the \$15,000 limit or \$30,000 for grant/incentive reimbursement limit, and cosign checks above these limits whenever feasible. In rare instances, when the Executive Director is unavailable to sign and a check is needed, upon verbal or written approval from the Executive Director the Manager of Technical Services or the Finance ~~Director and Administrative Services Manager~~ may be authorized to sign a check. This approval should be documented by the Executive Director's signature on the supporting invoice/receipt as soon as practical.

G. The Executive Director receives a reimbursement check for miscellaneous expenses approximately once per month. The RWA Chair reviews and approves the expense reimbursement form prior to a reimbursement check being processed. The Finance ~~Director and Administrative Services Manager~~, or the RWA Chair, is authorized to sign this check.

H. A person otherwise authorized by this Policy to sign checks on behalf of RWA is prohibited from signing any check on which he/she or their agency is the payee.

II. Investment Account(s)

A. For amounts up to \$15,000, except transfers between the General Fund Account and LAIF Account as provided in Part III, the following **two** signatures are required:

- Executive Director
- Finance ~~Director and Administrative Services Manager~~

B. For amounts over \$15,000, except transfers between the General Fund Account and LAIF Account as provided in Part III, the following **two** signatures are required:

- RWA Board Chair
- Executive Director

- C. In the event the Chair is unavailable or is prohibited from signing, the Vice Chair is authorized to sign.

III. Transfer of Funds

- A. Transfer of funds in either direction between General Fund and LAIF accounts can be executed using electronic or phone procedures by either of the following individuals:
- Executive Director
 - Finance ~~Director and Administrative Services Manager~~
- B. All transfers of funds between accounts shall be reviewed by the Executive Director and approval for such transfers evidenced by the Executive Director's signature on the documentation for the transfer.

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Fiscal Management
Policy Title : Journal Entry Approval Policy
Policy Number : 500.7
Date Adopted : -March 13, 2008
Date Amended : September 13, 2012
May 12, 2016
May 12, 2022
September 11, 2025

JOURNAL ENTRY APPROVAL POLICY

Journal entries record accounting information into the accounting system general ledger that are not typically processed through the cash receipts or cash disbursement cycle. Journal entries can be classified as recurring and non-recurring. Recurring journal entries are typically routine in nature and can be repeated daily, weekly, monthly, quarterly, or annually. Non-recurring journal entries are typically entries that record one-time transactions, correct mistakes into the accounting records or are considered a high-risk potential.

Responsibility for RWA's day-to-day accounting records, including journal entry processing, support, and posting, is a function of the Finance ~~Director~~ Administrative Services Manager. This policy defines when additional approval is required for processing journal entries. All journal entries, recurring or non-recurring, shall be supported by appropriate supporting documentation maintained with the accounting records.

1. Recurring Journal Entries

- a. These journal entries would not require explicit approval by the Executive Director.
 - i. Automatically reversing journal entries that reverse a previous months' journal entry, which activity typically occurs in July of a new fiscal year.
 - ii. Recording the monthly amount of cash used or received by the Water Efficiency Program.
 - iii. Record quarterly LAIF interest earnings or other investment earnings.
 - iv. Recording the administrative costs allocation to the subscription based projects, including SGA. (Note:- the allocation calculation is subject to approval by the Executive Director.)

- v. Annual depreciation and amortization of fixed assets.
- vi. Payroll and benefits related journal entries. (Note: the actual payroll register is approved by the Executive Director.)
- vii. Reclassification of accounting information to conform to the presentation of the audited financial statements (e.g. reclassifying grants receivable from ordinary receivables for financial statement reporting purposes; reclassifying SGA receivable from ordinary receivables to related party account receivables, etc.).
- viii. Year-end journal entries which adjust cash basis accounting records to accrual based records (i.e. accrual of income or expenses)

The Executive Director will review all recurring journal entries made by the Finance ~~Director and Administrative Services Manager~~ as part of the monthly closing procedures. This review is complete by the Executive Director's initials on the monthly reconciliation report noting any comments.

2. Non-recurring Journal Entries:

- a. These journal entries would require explicit approval by the Executive Director as part of the acceptance of the annual audit reconciliation and Annual Financial Statement:
 - i. Journal entries which correct errors in posting to accounts
 - ii. Journal entries which reflect transfers of cash between bank and investment accounts
 - iii. Journal entries related to calculating grants and incentives receivable and the related income
 - iv. Journal entries related to grants payable to member agencies
 - v. Journal entries related to subscription program advances
 - vi. Journal entries for fixed asset disposal and/or write offs
 - vii. Recording of non-cash transactions.
 - viii. Recording pension plan accrual, and the related deferred inflows and deferred outflows in compliance with GASB 68

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Fiscal Management
Policy Title : Purchasing Card Policy
Policy Number : 500.8
Date Adopted : September 11, 2008
Date Amended : January 10, 2013
May 12, 2016
May 12, 2022
September 11, 2025

Purpose of the Policy

The purpose of this policy is to establish the Regional Water Authority's (RWA) requirements for procuring materials and trade services on credit through the use of purchasing cards.

Definitions

Purchasing Card means the merchant purchase authorization card issued and administered by the State Department of General Services under the CAL-Card program. No other type of purchasing card will be authorized for RWA purchases.

Cardholder means the following RWA employees: the Executive Director, the Finance ~~Director and Administrative Services Manager~~, the Manager of Technical Services, the Manager of Strategic Affairs, staff within the Principal, Senior, ~~and Associate~~, and Board Clerk Project Manager series and the Executive Assistant.

Authorized Purposes

RWA Purchasing Cards are provided solely for the purpose of obtaining authorized Authority goods and services. No other uses of RWA Purchasing Cards are permitted. The RWA's Executive Director (or his or her designee) will have oversight of the Purchasing Card program for the RWA.

A Purchasing Card may not be used for personal transactions. Any employee who uses or authorizes the use of the RWA Purchasing Card for unauthorized purposes will be required to immediately reimburse the RWA for the purchase and will be subject to disciplinary action up to and including termination. If the employee cannot repay the unauthorized amount immediately and the RWA is required to use the "VISA Waiver of Liability," the employee will still be required to pay the RWA in full for the purchase.

Authorized Users and Purchasing Limits

The following RWA employees are authorized Purchasing Card holders, and may make purchases within the dollar limits specified:

<u>Authorized User</u>	<u>Purchasing Limits</u>
Executive Director	\$10,000 per transaction; \$10,000 per month
<u>Finance Director</u>	<u>\$5,000 per transaction; \$5,000 per month</u>
Finance and Administrative Services Manager	\$5,000 per transaction; \$5,000 per month
Manager of Technical Services	\$5,000 per transaction; \$5,000 per month
Manager of Strategic Affairs	\$5,000 per transaction; \$5,000 per month
Principal and Senior Project Managers	\$5,000 per transaction; \$5,000 per month
Associate Project Manager	\$2,500 per transaction; \$2,500 per month
<u>Board Clerk/Project Manager</u>	<u>\$2,500 per transaction; \$2,500 per month</u>
Executive Assistant	\$1,500 per transaction; \$2,500 per month

Purchasing Card holders are required to: (1) follow all current Authority purchasing procedures and policies when placing orders; (2) document the receipt of goods or services; (3) receive monthly statements from U.S. Bank, review invoices on the statement, attach receipts, shipping orders and other required documentation; and (4) review the statement of account before forwarding them to the Executive Director each month. If any charges are in dispute, card holder must comply with any RWA or CAL-Card procedures to facilitate processing the dispute.

If a Purchasing Card is lost or stolen, the Purchasing Card holder must report the lost or stolen card to the Executive Director immediately.

Transaction and monthly amounts may be exceeded only with prior written approval of a specific purchase by the Executive Director but may not exceed the Executive Director limits.

Areas of Responsibilities

The Executive Director has overall responsibility for the Purchasing Card program within the RWA, will ensure that this policy is followed at all times and will provide for training to all Purchasing Card holders as necessary. The Executive Director has the authority to issue cards at his or her discretion.

Reporting

A detailed listing of all transactions made by the Executive Director will be provided to the RWA Chair to review, consider and approve each month for monthly statements above \$500 balance. The Executive Director will review, consider, and approve all staff transactions monthly.

Policy Review

This policy will be reviewed by the Executive Committee at least every two years.

Agenda Items #4-6

Closed Session Material TBD



Topic: Consider Approval of Adjustment to Executive Director’s Compensation
Type: New Business
Item For: Action
Purpose: Policy 400.2

SUBMITTED BY:	Brett Ewart Chair	PRESENTER:	Brett Ewart Chair
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EXECUTIVE SUMMARY

This is an action item for the Board of Directors to consider approving an adjustment to the Executive Director’s compensation as recommended by the Executive Committee. The Board may decide to provide the Executive Director with an increase in compensation. The proposed increase must be approved in the open session of a regular board meeting and the Board Chair shall state the proposed increase at the start of this item. If the Board approves the Executive Committee’s recommendation for an increase in the Executive Director’s compensation for 2025-2026, the increase may take effect without a written amendment to or restatement of the Executive Director’s employment agreement as provided in Section 6.1 of the current agreement signed in 2022.

RECOMMENDED ACTION

Approve an adjustment to Executive Director compensation as proposed by the Executive Committee.



Topic: Watershed Resilience Pilot Project Update
Type: Old Business
Item For: Information
Purpose: Strategic Plan Objective A (Support the securing of funding and assist in resourcing projects and programs that are regional priorities.)

SUBMITTED BY: Jim Peifer
Executive Director

PRESENTER: Ryan Ojakian, Manager of
Government Relations
Jim Peifer, Executive Director

EXECUTIVE SUMMARY

This is an information item to brief the Board of Directors on the Watershed Resilience Pilot Project activities.

BACKGROUND

Staff and consultants continue to work on the Watershed Resilience Pilot Project, which is being funded by a grant from the Department of Water Resources. Most recently, the consultants have been focused on setting up technical tools for analysis and developing a framework for prioritizing the strategies to adapt to climate change. The Board of Directors will receive a presentation on the recent activities.



Topic: Previously Banked Water
Type: Old Business
Item For: Information
Purpose: Strategic Plan Objective A (Support the securing of funding and assist in resourcing projects and programs that are regional priorities)

SUBMITTED BY:	Jim Peifer Executive Director	PRESENTER:	Trevor Joseph, Manager of Technical Services
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EXECUTIVE SUMMARY

This is an Information item to brief the Board of Directors on a recent Water Bank activity which quantifies “Previously Banked Water”.

BACKGROUND

Over the past year, RWA staff and consultants have analyzed the amount of water that has been stored within the North American Subbasin and South American Subbasin through conjunctive use efforts. The Manager of Technical Services will be presenting on the results.

Topic: Executive Director’s Report
Type: New Business
Item For: Information
Purpose: General

SUBMITTED BY: Jim Peifer
Executive Director

PRESENTER: Jim Peifer
Executive Director

EXECUTIVE SUMMARY

This is an information item for the Executive Director to provide a briefing on important activities, reports, communications, advocacy, and other updates.

STAFF RECOMMENDED ACTION

None. This item is for information/discussion only.

BACKGROUND

This agenda item is a standing item to provide an opportunity for the Executive Director to report to the Board of Directors on important activities, reports, communications, advocacy, and other updates.

OUTREACH & ADVOCACY

Capital Caucus Foundation – Mr. Ojakian and Mr. Peifer recently met with Nick Mirman, Executive Director of the recently formed [Capital Caucus Foundation](#) (CCF) to discuss the RWA’s potential support and participation in the CCF. The CCF is requesting a \$10,000 annual contribution. Participation in the CCF would provide the opportunity to help the RWA to shape the region’s policy priorities. Please see the attachment (attachment 1) for addition information.

General Manager/Utility Director Quarterly Workshop – This quarter our meeting is sponsored by and held at SSWD. We will be discussing Employee Retention Strategies, Water Rates, and Asset Management Strategies & Condition Assessment. Ashley will be sending out a survey to share with the group, please respond to her by September 23rd. To RSVP and for more information please contact Ashley Flores, aflores@rwh2o.org – **September 30th 11:30- 1:30 p.m. at SSWD (Marconi) Lunch will be provided.**

RWA Coffee & Conversation was held on August 28; the guest speaker was Paul Gosselin, Deputy Director for Sustainable Groundwater Management at DWR. Hosted by RWA’s Trevor Joseph, the session explored how SGMA implementation is evolving, DWR’s current priorities, and how local and state agencies can partner to advance sustainable groundwater management. You can find a recording [here](#).

Public Policy Institute of California (PPIC) – American River Case Study

In July, RWA staff briefed the PPIC on the Water Accounting System. The briefing aimed to demonstrate the system’s value as a model for statewide adoption and influence PPIC’s thinking and future publications on water accounting, particularly regarding in-lieu recharge.

RWA is coordinating interest among member agencies in supporting the Public Policy Institute of California’s (PPIC) *Accounting for California’s Water* initiative. The project will develop a roadmap for modernizing the state’s water accounting systems to improve how water availability and use are tracked for environmental flows, water rights administration, groundwater accounting, and water markets. At least six agencies have expressed strong interest so far, and RWA will facilitate sponsorship through a special program.

PROGRAM UPDATES

Legislation

The Legislature reconvened on August 18 for the final stretch of the 2025 session, and RWA is currently tracking approximately 100 bills. The Governor has until October 12, 2025, to sign or veto legislation passed this session. One of the major unresolved issues is the state budget. While the Legislature passed and the Governor signed a budget package on June 27, outstanding items—including an extension of cap-and-trade, potential shortfalls tied to federal funding, and policy trailer bills—are expected to prompt further action. For more information about legislation that could impact water utilities, contact Ryan Ojakian at rojakian@rwah2o.org

Healthy Rivers and Landscapes Program

The State Water Board is accepting public comments on the July 2025 revised draft updates to the San Francisco Bay/Sacramento–San Joaquin Delta Water Quality Control Plan. A public hearing will begin September 24 and continue September 25 at the Joe Serna Jr. CalEPA Building and via videoconference. RWA issued a media statement on July 24 in support of the updates and is part of a statewide coalition supporting the Healthy Rivers and Landscapes Program.

Sacramento Regional Water Bank

The Monthly Program Committee Meeting will occur on September 17 from 11:00 a.m. – 1:00 p.m. lunch will be provided.

Water Efficiency Program

Water Efficiency Program Manager Amy Talbot moderated a plenary session at the Alliance for Water Efficiency’s national symposium in Chicago on August 8. The session explored preliminary data from the largest Residential End Uses of Water study to date and the 50L Home Pilot. Attendees joined an interactive discussion with experts to examine trends in residential water use and implications for future planning.

FINANCIALS

Unaudited RWA financial reports including income statement and quarterly balance through June 30, 2025 are attached (attachment 2)

SAVE THE DATE

RWA & Friends Gathering: Join us on Thursday, September 25, from 4–6 p.m. at Loomis Basin Brewing Company (3277 Swetzer Rd, Loomis, CA). This casual meetup will celebrate recent leadership appointments, including Adam Larsen as General Manager of San Juan Water District, Pravani Vandeyar as General Manager of El Dorado Irrigation District, and Rebecca Scott as Director of Public Works, Operations and Maintenance for the City of West Sacramento. No-host bar.

ACWA Fall Conference Join us at the ACWA Fall Conference in San Diego, December 2-4. Stay tuned for more details!

Annual Holiday Social: Thursday, December 11, 2025, at 5:00 pm on the Delta King, 1000 Front Street, Sacramento, CA. Start thinking about your nominations for the annual RWA awards, including Water Statesperson of the Year, Distinguished Service, and Regional Water Management awards.

ATTACHMENTS

Attachment 1- Capital Caucus Advisory Council Factsheet

Attachment 2- Financials



Capital Caucus Advisory Council

Partnering to Advance the Sacramento Region

The Capital Caucus is a bipartisan coalition of legislators and regional leaders united around one mission: putting the Sacramento region first. We are focused on the priorities that will drive investment, jobs, and long-term prosperity: flood control, water resilience, infrastructure modernization, healthcare access, and climate leadership.

To strengthen this mission, we are launching the *Capital Caucus Advisory Council*—a unique opportunity for community leaders to have a seat at the table.

Advisory Council Overview

Annual Commitment: \$10,000

Format: Quarterly convenings with Capital Caucus Foundation

Participants: Regional government agencies, nonprofits, and civic organizations

Purpose:

- Create a direct dialogue between the region's decision-makers and the Foundation.
- Identify local issues and shape potential state-level responses.
- Build partnerships across sectors to advance shared regional priorities.
- Ensure the voices of community leaders are integrated into the policy ecosystem.

Benefits of Participation

- **Direct Access:** Quarterly, small-group strategy sessions with the Capital Caucus Foundation.
- **Regional Impact:** Collaborate with the Foundation and help develop the policy agenda around the issues that matter most to our region.
- **Collaboration:** Work alongside peer organizations to advance shared goals.
- **Visibility:** Be recognized as a leader and partner in driving Sacramento's future.

Why Join?

The Sacramento region deserves more than symbolic recognition, it deserves action. The Advisory Council is your chance to help shape that action. Together, we can turn local priorities into statewide commitments and ensure our region remains a destination for investment, innovation, and opportunity.

Join us in building a stronger Capital Region.

Contact: Nick Mirman, CM Public Affairs nick@cmpublicaffairs.com

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

August 04, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

REGIONAL WATER AUTHORITY

FINANCE MANAGER
 2295 GATEWAY OAKS DRIVE
 SACRAMENTO, CA 95833

[Tran Type Definitions](#)

Account Number: 90-34-019

June 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/20/2025	6/18/2025	RW	1774847	1735432	THOMAS HOFFART	-250,000.00
6/30/2025	6/27/2025	RD	1775175	1735768	THOMAS HOFFART	100,000.00

Account Summary

Total Deposit:	100,000.00	Beginning Balance:	1,829,142.60
Total Withdrawal:	-250,000.00	Ending Balance:	1,679,142.60



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$1,682,431.13	\$1,603,258.31
Contribution	64,415.00	64,415.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	121,321.96	201,444.85
Administrative Expenses	(117.50)	(551.57)
Investment Expense	(187.16)	(703.16)
Other	0.00	0.00
Ending Balance	<u>\$1,867,863.43</u>	<u>\$1,867,863.43</u>
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$1,867,863.43	\$1,867,863.43

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	70,638.447	70,638.447
Unit Purchases from Contributions	2,667.543	2,667.543
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	<u>73,305.990</u>	<u>73,305.990</u>
Period Beginning Unit Value	23.817498	22.696679
Period Ending Unit Value	25.480364	25.480364

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 06/30/2025

Regional Water Authority

Entity #: SKB0-6065061198



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
05/09/2025	Contribution	\$64,415.00	\$24.147686	2,667.543	1000000525397 48	

Client Contact:
CERBT4U@CalPERS.ca.gov



Per California Government Code 6505.5 (e), RWA reports the following unaudited information:

For the period ending June 30, 2025

Cash in checking account:	\$	752,912
LAIF balance:	\$	1,679,143

For the period of April 1, 2025 to June 30, 2025

Total cash receipts for the period:	\$	5,016,053
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Total cash disbursements for the period:	\$	6,545,572
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REGIONAL WATER AUTHORITY

Income Statement

Year-to-Date Variance, June 2025 - 3 months back, Consolidated by account

	12 Months Ended June 30, 2025	12 Months Ended June 30, 2025 Budget	Variance Fav/<Unf>	% Var
REVENUES				
Core Revenues				
Annual Assessments	1,151,964.00	1,145,183.00	6,781.00	0.6 %
Affiliate Members Annual	8,000.00	7,200.00	800.00	11.1 %
Associate Membership Annual	74,922.00	74,922.00	0.00	
SGA Service Agreement Fees	195,703.75	0.00	195,703.75	
Miscellaneous Revenue	3,023.45	7,000.00	(3,976.55)	-56.8 %
Interest on S/T Investments	79,332.88	80,000.00	(667.12)	-0.8 %
TOTAL Core Revenues	1,512,946.08	1,314,305.00	198,641.08	15.1 %
Grant and Program Revenues				
Program Revenues	1,440,406.00	0.00	1,440,406.00	
Miscellaneous Revenue	40.00	0.00	40.00	
State Revenues	11,602,363.32	0.00	11,602,363.32	
WEP Revenues	571,732.30	0.00	571,732.30	
TOTAL Grant and Program Revenues	13,614,541.62	0.00	13,614,541.62	
TOTAL REVENUES	15,127,487.70	1,314,305.00	13,813,182.70	1051.0 %
Adjustments				
Fees Adjustments	(5,281.00)	0.00	(5,281.00)	
TOTAL Adjustments	(5,281.00)	0.00	(5,281.00)	
TOTAL REVENUE	15,122,206.70	1,314,305.00	13,807,901.70	1050.6 %
GROSS PROFIT	15,122,206.70	1,314,305.00	13,807,901.70	1050.6 %
OPERATING EXPENDITURES				
Staff Expenses				
General Salaries	1,557,595.96	1,631,312.00	73,716.04	4.5 %
Benefits/Taxes	650,536.45	741,160.00	90,623.55	12.2 %
Payroll Clearing	(3,260.14)	0.00	3,260.14	
Travel / Meals	36,242.19	45,000.00	8,757.81	19.5 %
Professional Development	3,887.88	14,000.00	10,112.12	72.2 %
TOTAL Staff Expenses	2,245,002.34	2,431,472.00	186,469.66	7.7 %
Office Expenses				
Rent & Utilities	81,026.00	75,000.00	(6,026.00)	-8.0 %
Insurance	73,467.29	52,000.00	(21,467.29)	-41.3 %

	<i>12 Months Ended June 30, 2025</i>	<i>12 Months Ended June 30, 2025 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Office Maintenance	2,130.73	2,200.00	69.27	3.1 %
Telephone	2,785.00	10,000.00	7,215.00	72.2 %
Dues and Subscription	49,769.86	30,000.00	(19,769.86)	-65.9 %
Printing & Supplies	8,835.76	25,000.00	16,164.24	64.7 %
Postage	2,902.29	4,200.00	1,297.71	30.9 %
Meetings	11,152.89	6,000.00	(5,152.89)	-85.9 %
Events	9,754.77	24,000.00	14,245.23	59.4 %
Computer Equipment/Support	48,723.27	44,000.00	(4,723.27)	-10.7 %
TOTAL Office Expenses	290,547.86	272,400.00	(18,147.86)	-6.7 %
Professional Fees				
ADP / Banking Charges	3,995.52	3,600.00	(395.52)	-11.0 %
Audit Fees	32,900.00	35,000.00	2,100.00	6.0 %
Legal Fees	66,025.92	90,000.00	23,974.08	26.6 %
GASB 68 reporting fee	770.00	0.00	(770.00)	
Consulting Expenses - General	197,949.42	309,000.00	111,050.58	35.9 %
Powerhouse Science Center Payments	25,000.00	25,000.00	0.00	0.0 %
TOTAL Professional Fees	326,640.86	462,600.00	135,959.14	29.4 %
SGA and Program Admin Exp Reimbursement				
SGA Service Agreement Fee	(629,871.83)	(944,478.00)	(314,606.17)	-33.3 %
Water Efficiency Program Fee	0.00	(271,804.00)	(271,804.00)	-100.0 %
Strategic Affairs Program Fee	0.00	(310,585.00)	(310,585.00)	-100.0 %
Other Programs Fee	0.00	(209,402.00)	(209,402.00)	-100.0 %
TOTAL SGA and Program Admin Exp Reimbursen	(629,871.83)	(1,736,269.00)	(1,106,397.17)	-63.7 %
Grant and Program Expenses				
Grant Expenses - Direct and PT	13,016,319.22	0.00	(13,016,319.22)	
Program Expenses - Direct	635,137.02	0.00	(635,137.02)	
TOTAL Grant and Program Expenses	13,651,456.24	0.00	(13,651,456.24)	
TOTAL OPERATING EXPENDITURES	15,883,775.47	1,430,203.00	(14,453,572.47)	-1010.6 %
OPERATING INCOME (LOSS)	(761,568.77)	(115,898.00)	(645,670.77)	-557.1 %
NET OPERATING INCOME (LOSS)	(761,568.77)	(115,898.00)	(645,670.77)	-557.1 %
NET INCOME (LOSS) NET OF PROGRAM	(761,568.77)	(115,898.00)	(645,670.77)	-557.1 %



Topic: Board Directors' Comments
Type: New Business
Item For: Information
Purpose: Routine

SUBMITTED BY:	Jim Peifer Executive Director	PRESENTER:	Jim Peifer Executive Director
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EXECUTIVE SUMMARY

This is an information item to provide an opportunity for the Regional Water Authority Board of Directors to report on any updates from their agency, comments, request future agenda items, recommendations, and questions.

STAFF RECOMMENDED ACTION

None. This item is for information only.

BACKGROUND

This agenda item is a standing item to provide an opportunity to report on any updates from their agency, comments, request future agenda items, recommendations, and questions.