



REGULAR BOARD MEETING

AUGUST 15, 2023



**STOCKTON
EAST WATER
DISTRICT**

PROVIDING SERVICE SINCE 1948
www.sewd.net

DIRECTORS

Richard Atkins
President
Division 1

Andrew Watkins
Division 2

Alvin Cortopassi
Division 3

Melvin Panizza
Division 4

Paul Sanguinetti
Division 5

Loralee McGaughey
Division 6

Thomas McGurk
Vice President
Division 7

STAFF

Justin M. Hopkins
General Manager

Juan M. Vega
Assistant General Manager

LEGAL COUNSEL

Jeanne M. Zolezzi
General Counsel

Phone 209-948-0333
Fax 209-948-0423

E-mail sewd@sewd.net

6767 East Main Street
Stockton, CA 95215

Post Office Box 5157
Stockton, CA 95205

MEETING NOTICE

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE STOCKTON EAST WATER DISTRICT WILL BE HELD AT 12:30 P.M., TUESDAY, AUGUST 15, 2023 AT THE DISTRICT OFFICE, 6767 EAST MAIN STREET STOCKTON, CALIFORNIA 95215

Assistance for the Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please contact Administrative Staff at (209) 948-0333 at least 48-hours in advance for assistance so the necessary arrangements can be made.

FOR CONTINUED CONVENIENCE STOCKTON EAST WATER DISTRICT BOARD MEETINGS WILL BE AVAILABLE BY TELECONFERENCE:

Please call (425) 436-6336/Access Code: 866228# to be connected to the Regular Board Meeting, to begin at 12:30 p.m. Agendas and minutes are located on our website at www.sewd.net.

AGENDA

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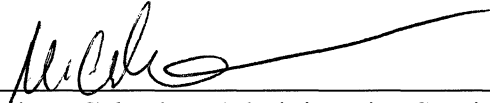
A.	Pledge of Allegiance (Director McGaughey) & Roll Call	
B.	Consent Calendar (None)	
C.	Public Comment (Non-Agenda Items)	
D.	Scheduled Presentations and Agenda Items	
	1. Minutes 08/08/23 Regular Meeting	01
	2. Warrants	
	a. Fund 70 – Administration Fund	05
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	a. Tom Allen Temporary Recharge Project Notice of Exemption	27
	4. Stockton East Water District Policy Manual – Purchasing Policy No. 6035	31
E.	Committee Reports	
	1. Eastern San Joaquin Groundwater Authority Board Meeting, 08/09/23	51

E.	Committee Reports – <i>continued</i>	
	2. San Joaquin County & Delta Water Quality Coalition Steering Committee Meeting, 08/14/23	53
F.	Report of the General Manager	
	1. Water Supply Report as of 08/08/23	55
	2. Information Items	
	a. Material Included, but bound Separately from Agenda Packet:	
	1. ACWA Region 4 Tour, 8:30 a.m., 10/04/23	
	2. Biden-Harris Administration Makes Nearly \$200 Million Available for Drought and Climate Resiliency Projects As Part Of Investing In America Agenda, U.S. Bureau of Reclamation, 08/07/23	
	3. Report on General Manager Activities	
	a. Stockton East Water District Activities Update	
G.	Director Reports	
	1. Congressman Josh Harder – Summer Open House, 08/08/23	57
H.	Communications	
I.	Agenda Planning/Upcoming Events	
	1. San Joaquin Flood Control & Water Conservation District Advisory Water Commission Meeting, 1:00 p.m., 08/16/23	
J.	Closed Session	
	1. CONFERENCE WITH LEGAL COUNSEL - Existing Litigation California Sportfishing Protection Alliance vs. Stockton East Water District, et al. – Government Code 54956.9 (a)	
	2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Potential exposure to litigation – Government Code Section 54956.9 – two cases	
K.	Adjournment	

Certification of Posting

I hereby certify that on August 10, 2023 I posted a copy of the foregoing agenda in the outside display case at the District Office, 6767 East Main Street, Stockton, California, said time being at least 72 hours in advance of the meeting of the Board of Directors of the Stockton East Water District (Government Code Section 54954.2).

Executed at Stockton, California on August 10, 2023.



Morgiana Celestine, Administrative Service Manager
Stockton East Water District

Any materials related to items on this agenda distributed to the Board of Directors of Stockton East Water District less than 72 hours before the public meeting are available for public inspection at the District's office located at the following address: 6767 East Main Street, Stockton, CA 95215. Upon request, these materials may be available in an alternative format to persons with disabilities.

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THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF STOCKTON EAST WATER DISTRICT WAS HELD AT THE DISTRICT OFFICE
6767 EAST MAIN STREET, STOCKTON, CA
ON TUESDAY, AUGUST 8, 2023 AT 12:30 P.M.

A. PLEDGE OF ALLEGIANCE AND ROLL CALL

President Atkins called the regular meeting to order at 12:30 p.m., and Director McGurk led the Pledge of Allegiance.

Present at roll call at the District were Directors Atkins, Cortopassi, McGurk, Panizza, Sanguinetti and Watkins. Also present were Manager Hopkins, Assistant Manager Vega, Finance Director Ram, District Engineer Evensen, Administrative Services Manager Celestine, Administrative Assistant Wood, Legal Counsel Zolezzi and Consultant Barkett. Director McGaughey was absent.

B. CONSENT CALENDAR (None)

C. PUBLIC COMMENT

D. SCHEDULED PRESENTATIONS AND AGENDA ITEMS

1. Minutes 08/01/23

A motion was moved and seconded to approve the August 1, 2023 Regular Board Meeting Minutes, as presented.

Roll Call:

Ayes: Atkins, Cortopassi, McGurk, Panizza, Sanguinetti, Watkins

Nays: None

Abstain: None

Absent: McGaughey

2. Warrants – California Public Employees’ Retirement System

A motion was moved and seconded to approve the August 8, 2023 Warrants, as presented.

Roll Call:

Ayes: Atkins, Cortopassi, McGurk, Panizza, Sanguinetti, Watkins

Nays: None

Abstain: None

Absent: McGaughey

3. Greater Stockton Chamber of Commerce – Ag Hall of Fame Nomination Request

Manager Hopkins presented the Board with the Greater Stockton Chamber of Commerce Ag Hall of Fame Nomination Request. Manager Hopkins reported the District is a member of the Greater Stockton Chamber of Commerce therefore the Board has an opportunity to submit nominations on behalf of the District.

There was a consensus of the Board to abstain from submitting a nomination.

4. Association of California Water Agencies – Candidate Statements for Board Officers’ Election for President & Vice President for the 2024-25 Term

Manager Hopkins presented the Board with the Association of California Water Agencies (ACWA) Candidate Statements for Board Officers' Election for President & Vice President for the 2024-25 Term. The candidates recently participated in a Q&A session. Manager Hopkins stated Ernesto Avila had a clear understanding of water related issues.

A motion was moved and seconded to approve the nomination of Cathy Green as ACWA President and Ernesto A. Avila as ACWA Vice President.

Roll Call:

Ayes: Atkins, Cortopassi, McGurk, Panizza, Sanguinetti, Watkins

Nayes: None

Abstain: None

Absent: McGaughey

E. COMMITTEE REPORTS

F. REPORT OF GENERAL MANAGER

1. Water Supply Report as of 08/01/23

Manager Hopkins provided a handout of the Water Supply Report for information only that included storage, release, and production data collected from various sources as of midnight last night.

There is 211,497 AF in storage at New Hogan Reservoir. Current releases are set at 202 cfs. There is 2,010,099 AF in storage at New Melones Reservoir. Current releases are set at 2,439 cfs. Current release at Goodwin Dam to Stanislaus River are set at 1,500 cfs and release to all water users are set at 3,077 cfs. There are 14 irrigators on New Hogan, 6 irrigators on New Melones, and 3 irrigators out of District. The water treatment plant is currently processing 50 mgd. The City of Stockton is currently processing 18 mgd.

2. Information Items:

Manager Hopkins noted items: F2a-1 and F2a-2

3. Report on General Manager Activities

a. CVP Water Association – Executive and Financial Affairs Committee Meeting, 08/04/23

Finance Director Ram attended the CVP Water Association Executive and Financial Affairs Committee Meeting on August 4th. Finance Director Ram reported Richard Welsh, Principal Deputy Regional Director of Bureau of Reclamation's California-Great Basin Region is retiring in November. The USBR has hired Justin Cobb as Manager of the Executive Department and Julia Caleta from U.S. Marine Corps as the new Branch Manager for Program Integration. Finance Director Ram reported Robert Ford presented information on future costs and potential rate impacts. The repayment periods are up to 30 years per useful life, however the region allows up to 50 years. The Association will be looking into the policy further and reporting back to the committee with more information.

b. Stockton East Water District Activities Update

Manager Hopkins provided the Board with an ACWA Fall Conference preliminary agenda. Manager Hopkins queried the Board if they would like to attend the fall conference. Manager Hopkins reported staff has previously experienced difficulty with reserving hotel rooms due to availability issues. To circumvent that from happening again, staff will be registering attendees early.

Manager Hopkins presented the Board with a few pictures highlighting the start of the Hosie Low-Water Crossing Project. Staff is preparing the south bank for installation of the bladder dam and the bypass pump and piping. The bypass pump is expected to be operational by August 9th so irrigators down Mormon Slough can receive water again.

Manager Hopkins reported staff has completed the first phase on the Tom Allen property recharge project which reestablishes the former recharge pond from the Farmington Dam Pilot Project studies. The second phase includes developing a third acre recharge facility also on the Tom Allen property. The current flow measurement is one-foot per day of infiltration.

G. DIRECTOR REPORTS

1. Stockton East Water District Election Costs Meeting – Supervisor Ding & Stockton East Water District, 08/02/23

President Atkins and Manager Hopkins met with Supervisor Ding to discuss the 2022 election costs. The election costs and candidate statement costs were provided to Supervisor Ding. Supervisor Ding was surprised to see such high costs being invoiced. Supervisor Ding will take this information to discuss in an election-related committee. Director Panizza inquired if there were other county staff present at the meeting. President Atkins responded no, there were no other staff in attendance.

H. COMMUNICATIONS

1. State Water Resources Control Board Order WR 2023-0038-EXEC Letter

Manager Hopkins provided the Board with a letter from the State Water Resources Control Board. Manager Hopkins reported the District was a party of a petition that contended the annual water rights fees in FY 2014-15. The letter states the petition was denied.

I. AGENDA PLANNING/UPCOMING EVENTS

1. Congressman Josh Harder – Summer Open House, 4:00 p.m., 08/08/23

Manager Hopkins reported Josh Harder is hosting an Open House at his Stockton office on August 8th. Manager Hopkins stated he has 6 tickets available for any board members who are interested in attending the event.

2. Eastern San Joaquin Groundwater Authority Steering Committee Meeting, 8:30 a.m., 08/09/23

This meeting was cancelled

3. Eastern San Joaquin Groundwater Authority Board Meeting, 10:30 a.m., 08/09/23

4. Stockton Area Water Suppliers (SAWS) Meeting, 1:00 p.m., 08/11/23

Manager Hopkins reported this meeting was cancelled.

J. REPORT OF THE COUNSEL

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Potential exposure to litigation – Government Code Section 54956.9 – one case

President Atkins adjourned the meeting to closed session at 12:59 p.m. The regular meeting reconvened at 1:06 p.m., with no reportable action.

K. ADJOURNMENT

President Atkins adjourned the meeting at 1:07 p.m.

Respectfully submitted,

Justin M. Hopkins
Secretary of the Board

hmw

DRAFT

**STOCKTON EAST WATER DISTRICT
INVOICES FOR BOARD PACKAGE
AUGUST 15, 2023**

Vendor name	Account #	Description	Amount	Invoice No.
		ADMIN FUND 70		
1 AT&T Messaging	10-5141-0	Aug 2023 Ag call-in voicemail services	14.84	8761490809
2 CA Public Employees Retirement Systems	10-5049-0	GASB 68 reporting services fee	700.00	100000017250338
3 CA State Water Resources Control Board	10-5103-0	Water Treatment T3 Certificate-C.Adams	90.00	C.AdamsT3
4 A T.E.M Electrical Engineering	10-5116-0	Progress billing for prof services for eng. designs-MCC	9,180.00	2303b-02
5 Accruent LLC	10-5143-0	Support renewal final bill, closed account	2,553.58	INVUS1140
6 Action Asap Delivery Service	10-5126-0	July 2023 courier services	680.00	92127
7 ACWA Joint Powers Insurance Authority	10-5128-0	Property insurance for SEWD 07/01/23-06/30/24	86,189.97	0010433
8 ACWA Joint Powers Insurance Authority	10-1710-0	Property insurance for SEWD 07/01/23-06/30/24	28,625.13	0010433
9 ACWA/JPIA (Health Benefits)	10-5062-0	September 2023 medical, dental, vision, & life insurance-DJR	9,030.97	0700341
10 ACWA/JPIA (Health Benefits)	10-5047-0	September 2023 medical, dental, vision, & life insurance-Admin	14,444.50	0700341
11 ACWA/JPIA (Health Benefits)	10-5050-0	September 2023 medical, dental, vision, & life insurance-RET Admin	2,824.12	0700341
12 ADT Security Services	10-5141-0	08/17/23-09/17/23 Alarm monitoring services for Admin Bldg	50.66	1007285335
13 Cerida Investment Corp.	10-5141-0	Answering service from 08/01/23-08/28/23	110.00	112-86548
14 Control Point Engineering Inc.	10-5146-0	Ops building & LLPS PLC & SCADA-labor Feb/Mar 2023	140,360.00	SEWD-23006/23007

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AUGUST 15, 2023**

Vendor name	Account #	Description	Amount	Invoice No.
		ADMIN FUND 70		
15 ControlPoint Engineering Inc.	10-5147-0	Copperopolis Trash Rack PLC and SCADA Integration-labor March 2023	30,400.00	SEWD-23008
16 ControlPoint Engineering Inc.	10-5147-0	McAllen Spill Site PLC & SCADA Integration prj 2224	17,440.00	SEWD-23009
17 Environmental Safety Training Professionals	10-5103-0	Asbestos training	1,910.00	37758
18 Environmental Systems Research Institute, Inc	10-5143-0	ArcGIS annual renewal 10/01/23-09/30/24	2,475.00	94533473
19 Fishbio	10-5174-0	May/June 2023 Consulting Calaveras RST monitoring	27,011.16	4402/4417
20 Fishbio	10-5174-0	May/June 2023 Consulting Calaveras O.mykiss life history	21,559.56	4418/4401
21 Fishbio	10-5174-0	May/June 2023 Consulting Calaveras HCP	19,936.93	4400/4406
22 Fishbio	10-5174-0	June 2023 Consulting Bellota Fish Ladder	900.00	4405
23 Fishbio	10-5174-0	May 2023 Compliance monitoring	797.49	4419
24 J. Milano Company, Inc.	10-5133-0	Diamond plate for 75th Anniversary Project 2023-16-Tax only	25.70	614687A
25 Jan-Pro of the Greater Bay Area	10-5154-0	August 2023 monthly janitorial services-Admin	390.00	19167-Admin
26 Justin Hopkins	10-5103-0	Reimbursement for Civil Engineering license biennial renewal	180.00	Reimb Eng Lic 2023
27 Kristin V. Coon	10-5131-0	Water Conservation Education September 2023	16,416.66	2023-09
28 Quadient Leasing USA Inc./MailFinance	10-5126-0	Rental Charges Neopost Machine 08/29/23-11/28/23	577.15	N10049138
29 Quill Corporation	10-5125-0	Office supplies ordered on 07/06/23-07/26/23	801.65	33702339/53/57/98/83
30 Red Wing Shoe Store	10-5101-0	2023 Safety shoe allowance for G. Martinez	240.87	20230713014569
31 Red Wing Shoe Store	10-5101-0	2023 Safety shoe allowance for G. DeMattos	240.60	20230629014569
32 Red Wing Shoe Store	10-5101-0	2023 Safety shoe allowance for C. Adams	231.61	20230727014569
33 Robert Half Finance & Accounting	10-5044-0	Temporary labor for week end 07/21/23-08/04/23	4,109.93	62333722/6558/6542
34 San Joaquin County Ag Commissioner	10-5133-0	Sponsorship with the 2023 SJC AgVenture Program	1,000.00	2023 AgVenture
35 San Joaquin County Farm Bureau Federation	10-5133-0	SJC Annual Summer's Bounty fundraiser silent auction	80.00	Summer Bounty '23
36 Smart & Final	10-5125-0	Board room supplies ordered on 07/14/23	396.69	4031407230020
37 Standard Insurance Co.	10-5047-0	September 2023 long term insurance-Admin	373.53	September 2023
38 Telcion Communications Group	10-5146-0	Fiber testing to cameras, radio antennas prj 2217	1,920.00	37812
39 The Record	10-5133-0	Public Notice Ordinance No. 13 & Ordinance No. 49 Amendment	384.00	5674944
40 Underground Service Alert	10-5105-0	Annual fees for Underground service alert membership 2023	300.00	2023171529
41 UniFirst First Aid Corp	10-5101-0	OSHA Confined Space Training July 2023	800.00	A650447
42 US Bank-Amazon	10-5101-0	Finger guards for first aid kits	11.64	Cahoon8501-072423b
43 US Bank-Amazon	10-5125-0	Display port to HDMI cables (Qty 3)	40.38	Cahoon8501-072423d
44 US Bank-Dollar General	10-5127-0	Meeting expense on 07/10/23	30.85	Cahoon8501-072423e
45 US Bank-Amazon	10-5124-0	Paper shredder for Admin/Battery for Electricians HP Laptop	273.68	Cahoon8501-072423fi

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Vendor name	Account #	Description	Amount	Invoice No.
		ADMIN FUND 70		
46 US Bank-Amazon	10-5125-0	Accordion File folder for AP filings	18.30	Cahoon8501-072423g
47 US Bank-Dollar General	10-5127-0	Meeting expense on 06/21/23	41.60	Celestin3887-072423a
48 US Bank Corporate Payment Systems	10-2299-0	Wellness grant-Jamba Juice	281.11	Celestin3887-072423b
49 US Bank Corporate Payment Systems	10-5127-0	Meeting expense on 06/21/23-07/18/23	1,287.36	Celestin3887-072423bbimo
50 US Bank-BRP Boxshop	10-5125-0	Office supplies ordered on 06/28/23	70.44	Celestin3887-072423d
51 US Bank-Amazon	10-5141-0	iPhone case/Waterproof phone case	134.54	Celestin3887-072423ch
52 US Bank-California Special District Association	10-5103-0	2023 Board Secretary/Clerk Conference 11/06/23-11/08/23 Wood	625.00	Celestin3887-072423g
53 US Bank-Amazon	10-5125-0	2023 Daily planner	10.72	Celestin3887-072423j
54 US Bank-Clearinghouse	10-5101-0	Queries for DOT drivers (Qty 20)	25.00	Celestin3887-072423k
55 US Bank-Amazon	10-5133-0	Now hiring bumper magnets	51.48	Donis5937-072423a
56 US Bank-California Special District Association	10-5103-0	2023 Annual CSDA conference 08/28/23-08/31/23-Atkins	725.00	Hopkins7237-072423ae
57 US Bank-Hyatt Everline Resort & Spa	10-5104-0	Parking for CSDA Leadership summit	25.00	Hopkins7237-072423c
58 US Bank-California Special District Association	10-5103-0	2023 Annual CSDA conference 08/28/23-08/31/23-Watkins	725.00	Hopkins7237-072423bg
59 US Bank-Amazon	10-5125-0	Wall map frames	57.10	Hopkins7237-072423h
60 US Bank-California Special District Association	10-5103-0	2023 Annual CSDA conference 08/28/23-08/31/23-Hopkins	50.00	Hopkins7237-072423f
61 US Bank Corporate Payment Systems	10-5127-0	Meeting expense on 06/30/23-07/10/23	352.20	Hopkins7237-072423ijk
62 US Bank-Amazon	10-5125-0	Office supplies ordered on 06/28/23 & 07/03/23	57.17	Ram8035-072423ad
63 US Bank-FreeConferenceCall.com	10-5141-0	Virtual phone 06/29/23-07/28/23	9.00	Ram8035-072423b
64 US Bank-Zoom	10-5141-0	Standard Pro Zoom account 07/04/23-08/03/23	106.00	Ram8035-072423c
65 US Bank-Amazon	10-5124-0	Display port to DVI cables	17.20	Ram8035-072423e
66 US Bank-Amazon	10-5125-0	Office supplies ordered on 07/12/23	47.76	Ram8035-072423f
67 US Bank-FedEx	10-5126-0	Adjustment to shipping of TOC Analyzer for Maintenance	14.26	Ram8035-072423i
68 US Bank-PayPal-Irishsetter	10-5101-0	2023 Safety shoe allowance for A.Riojas	202.02	Riojas0385-072423b
69 US Bank Corporate Payment Systems	10-5104-0	Meeting expense on 06/22/23	38.00	Vega2302-072423a
70 US Bank-HP.com	10-5124-0	Webcam monitor	328.24	Vega2302-072423b
71 US Bank Corporate Payment Systems	10-5127-0	Meeting expense on 06/27/23	438.51	Vega2302-072423c
72 Verizon Wireless Multi-line account	10-5141-0	Wireless charges from 06/26/23-07/25/23	2,208.92	9940532387
73 Verve Networks	10-5140-0	After hours service to Fortigate firewall firmware update	123.75	27183
74 Wille Electric Supply Co, Inc.	10-5146-0	Pull rope/Conduit fittings to run fiber to Extraction Well 1 for SCADA	206.72	S2153434.003/002
		ADMIN FUND 70 TOTAL	\$454,386.25	

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**STOCKTON EAST WATER DISTRICT
INVOICES FOR BOARD PACKAGE
AUGUST 15, 2023**

Vendor name	Account #	Description	Amount	Invoice No.
		WATER SUPPLY FUND 71		
75 ACWA/JPIA (Health Benefits)	10-5047-0	September 2023 medical, dental, vision, & life insurance-NM	18,158.27	0700341
76 ACWA/JPIA (Health Benefits)	10-5050-0	September 2023 medical, dental, vision, & life insurance-RET WS	5,220.78	0700341
77 ACWA/JPIA (Health Benefits)	10-5056-0	September 2023 medical, dental, vision, & life insurance-NH	10,637.15	0700341
78 Delta Cable & Supply, Inc.	10-5213-0	Slings & shackles to remove trash rack at Duck Creek	817.70	48483
79 Gridless Power Corporation	10-5202-0	3 Year cameral license for Gridless Security camera for WS	490.70	2023-08-01-SEWD1
80 HDS White Cap Construction Supply	10-5205-0	Bulk bags for Hosie Crossing Replacement prj 2319	2,403.12	10018440000
81 HDS White Cap Construction Supply	10-5205-0	Tie wire for rebar for Hosie Crossing Replacement prj 2319	380.95	10018439413
82 Kjeldsen, Sinnock & Neudeck Inc.	10-5217-0	Rock Creek flood damage review and assessment report March 2023	14,621.75	35269
83 Kjeldsen, Sinnock & Neudeck Inc.	10-5217-0	Rock Creek flood damages FEMA support April/May 2023	14,006.90	35513/35466
84 Pace Supply Corp.	10-5213-0	Foot Valves for Duck Creek trash rack (2)	211.73	058756775
85 PG&E 0530302291-6	10-5213-0	Electricity 06/30/23-07/31/23 Birdcage trash rack	805.95	05303022916-08/01/23
86 PG&E 6722855250-07	10-5202-0	Electricity 06/26/23-07/25/23 Mosher Slough Headworks	20.06	67228552500-07/26/23

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Vendor name	Account #	Description	Amount	Invoice No.
		WATER SUPPLY FUND 71		
87 Salazar Transportation Inc	10-5213-0	Haul Unit 29 for Treatment Plant to Lower Farmington Canal	472.00	40239
88 San Joaquin County Sheriff Dept.	10-5213-0	June 2023 Temp workers-Hwy 4 Farmington Dam weed abatement	620.00	41498
89 San Joaquin County Sheriff Dept.	10-5213-0	June 2023 Temp workers-Hwy 4 at Canal weed abatement	1,240.00	41493/41492
90 San Joaquin County Sheriff Dept.	10-5213-0	June 2023 Temp workers-Hwy 4 at Duck Creek weed abatement	620.00	41497
91 Sierra Hydrographics	10-5213-0	Monthly flow measurements at Tunnel Outlet thru 07/10/23	832.00	2310
92 Standard Insurance Co.	10-5047-0	September 2023 long term insurance-NM	247.69	September 2023
93 Standard Insurance Co.	10-5056-0	September 2023 long term insurance-NH	135.92	September 2023
94 UniFirst Corporation	10-5213-0	Weekly laundry service 06/29/23 & 07/20/23	188.58	2360001314/236000968
95 United Rentals North America Inc	10-5213-0	Rental of variable reach forklift for Duck Creek	1,748.07	222044058-001
		WATER SUPPLY FUND 71 TOTAL	\$73,879.32	

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**STOCKTON EAST WATER DISTRICT
INVOICES FOR BOARD PACKAGE
AUGUST 15, 2023**

Vendor name	Account #	Description	Amount	Invoice No.
96 Kjeldsen, Sinnock & Neudeck Inc.	10-5180-0	FISH SCREEN IMPROVEMENT FUND 89 Prof Services for the Fish Screen Improv Proj April 2023	21,813.10	35471
		FISH SCREEN IMPROVEMENT FUND 89 TOTAL	\$21,813.10	

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**STOCKTON EAST WATER DISTRICT
INVOICES FOR BOARD PACKAGE
AUGUST 15, 2023**

Vendor name	Account #	Description	Amount	Invoice No.
		VEHICLE FUND 91		
97 AutoZone Stores Inc.	10-5182-0	Diesel exhaust fluid for stock	68.92	4036494573
98 AutoZone Stores Inc.	10-5182-0	Filters for Units 79, 66, and 80	70.81	4036459351/4036494519
99 Big Valley Ford	10-5182-0	Windshield wash jet and hoses for Unit 65	64.69	598512
100 Morgan Tire of Sacramento, Inc	10-5182-0	Flat Repair on Unit 29	89.47	40005548
101 Sonsray Machinery/Case Power & Equipment	10-5182-0	Gas Strut for door on Unit 41	54.96	PSO088629-1
102 US Bank-Amazon	10-5182-0	Water resistant document holders for District vehicles (Qty 3)	63.87	Cahoon8501-072423a
103 US Bank-Monty's Car Wash	10-5182-0	Carwash Unit 76	10.00	Hopkins7237-072423d
104 US Bank-PayPal-ADEPT	10-5182-0	Solenoid for Unit 58	252.40	Riojas0385-072423c
105 US Bank-Amazon	10-5182-0	Refresh charger for Unit 63	1,237.07	Riojas0385-072423d
		VEHICLE FUND 91 TOTAL	\$1,912.19	

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**STOCKTON EAST WATER DISTRICT
INVOICES FOR BOARD PACKAGE
AUGUST 15, 2023**

Vendor name	Account #	Description	Amount	Invoice No.
		MUNICIPAL & INDUSTRIAL FUND 94		
106 ACWA/JPIA (Health Benefits)	10-5047-0	September 2023 medical, dental, vision, & life insurance-M&I	66,717.91	0700341
107 ACWA/JPIA (Health Benefits)	10-5050-0	September 2023 medical, dental, vision, & life insurance-RET M&I	9,136.57	0700341
108 California Welding Supply Co.	10-5307-0	Nitrogen for TOC analyzer	47.95	871056
109 Capital Rubber Co., Ltd.	10-5343-0	Replacement air hose for Maintenance shop	43.59	5159839
110 Charlie's Day & Nite, Inc.	10-5344-0	Falcon keys for stock	21.26	519444
111 Fastenal Company	10-5343-0	Hammer drill, reciprocal saw, impact driver, and tool kit	729.40	CAGO11379
112 FGL Environmental	10-5308-0	Colliform bacti monitoring sampled on 06/29/23-07/15/23	1,010.00	338521A-339405A
113 GEI Consultants, Inc.	10-5323-0	Prof services for Aquifer Storage/Recovery study 5/27/23-6/30/23	29,545.00	3134012
114 Grainger, Inc.	10-5343-0	Pallet Jack	677.66	9776507221
115 Grainger, Inc.	10-5321-0	Power cords for Redundant UPSs in Ops Basement Server Room	364.73	9776507213
116 Grainger, Inc.	10-5307-0	Buffer Solution pH 8.00	46.35	9774520713
117 Grainger, Inc.	10-5344-0	Sanding hand pads (10)	25.97	9774074745
118 Holt of CA	10-5328-0	Rental of Roller 60-69" - CS44 for Extension of corp yard	1,707.84	ER7205791010
119 Jan-Pro of the Greater Bay Area	10-5326-0	August 2023 monthly janitorial services-Ops	403.00	19167-Ops

**STOCKTON EAST WATER DISTRICT
INVOICES FOR BOARD PACKAGE
AUGUST 15, 2023**

Vendor name	Account #	Description	Amount	Invoice No.
		MUNICIPAL & INDUSTRIAL FUND 94		
120 MSC Industrial Supply Co.	10-5344-0	Pumice hand soap (4)	219.70	57628907
121 Pacific South West Irrigation Corp.	10-5321-0	Pipe fittings for South Overflow Pond Infiltration Trench Project	3,394.31	255026
122 PG&E 0908023195-5	10-5302-0	Electricity 06/21/23-07/20/23 WTP East Side Feeder	15,397.11	09080231955-07/24/23
123 PG&E 2544904013-5	10-5302-0	Electricity 06/21/23-07/20/23 TP HS @6749 E Main	153,285.82	25449040135-07/24/23
124 Rexel USA Inc	10-5321-0	Control transformers for VFDs in Low Lift Pump Station (3)	864.02	S136979826.001/.002
125 San Joaquin County Sheriff Dept.	10-5324-0	June 2023 Temp workers-Main plant weed abatement	2,480.00	41491-41496
126 SJC Animal Services	10-5321-0	Dog license renewal (Max)	10.00	45145
127 Standard Insurance Co.	10-5047-0	September 2023 long term insurance-M&I	1,403.99	September 2023
128 Stockton Scavengers/Waste Management	10-5304-0	Aug 2023 garbage service @6767 East Main St	952.36	0070847-0051-2
129 Stockton Scavengers/Waste Management	10-5324-0	20 yard bin and dump fees for period 07/01/23-07/31/23	387.07	0070582-0051-5
130 Stockton Windustrial Co.	10-5321-0	Aluminum sheet to build shade structure on Filter Deck	1,549.94	363303 02
131 Stockton Windustrial Co.	10-5321-0	Pipe & fittings for maintenance on SA-5 pH Meter	756.75	363617 02/363617 01
132 Telstar Instruments, Inc.	10-5325-0	Replaced drip leg filters and repaired inlet capsule injector	10,651.36	117500
133 UniFirst Corporation	10-5342-0	Weekly laundry service 07/20/23 & 06/29/23	536.70	2360001314/236000968
134 United Rentals North America Inc	10-5323-0	Rental of variable reach forklift for High Service prj 2307	1,019.60	222047390-001
135 US Bank-Amazon	10-5321-0	Filters for Ice Machine	74.29	Cahoon8501-072423c
136 US Bank-Harbor Freight	10-5326-0	Paint brushes and rollers for Admin	34.80	Higares1333-072423c
137 US Bank-Harbor Freight	10-5343-0	Air hoses & accessories for air compressor-Unit 74/vehicle Storage	250.77	Higares1333-072423d
138 US Bank-Harbor Freight	10-5326-0	Paint brushes for Admin	28.32	Riojas0385-072423a
139 US Bank-The Home Depot	10-5324-0	Pipe fittings & hose bibs for TP irrigation system	127.17	Mendez5476-072423a
140 USA Blue Book	10-5307-0	Buffer solutions for lab	408.17	INV00085950/00082539
141 Valley Landscaping & Maintenance Inc	10-5325-0	WTP landscaping services for July 2023	2,450.00	84899
142 Valley Springs Feed & Pet Supply	10-5321-0	WTP security supplies ordered on 07/24/23	124.06	0145
143 Wille Electric Supply Co, Inc.	10-5343-0	Electrical tools for new electricians	541.64	S2155209.001
		MUNICIPAL & INDUSTRIAL FUND 94 TOTAL	\$307,425.18	

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STOCKTON EAST WATER DISTRICT
PAYROLL EXPENSES AUGUST 15, 2023

Vendor name	Description	Amount
	ADMIN FUND 70	
1 SEWD Fund 01-General Fund	Payroll Date - 06/09/23	32,382.92
	Payroll Date - 06/23/23	34,619.89
	ADMIN FUND 70 PAYROLL TOTAL	\$ 67,002.81
	WATER SUPPLY FUND 71	
2 SEWD Fund 01-General Fund	Payroll Date - 06/09/23	33,907.41
	Payroll Date - 06/23/23	33,328.35
	WATER SUPPLY FUND 71 PAYROLL TOTAL	\$ 67,235.76
	MUNICIPAL & INDUSTRIAL FUND 94	
3 SEWD Fund 01-General Fund	Payroll Date - 06/09/23	119,724.03
	Payroll Date - 06/23/23	119,708.12
	MUNICIPAL & INDUSTRIAL FUND 94 PAYROLL TOTAL	\$ 239,432.15
	TOTAL FOR RBM 08/15/23	\$ 373,670.72

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**STOCKTON EAST WATER DISTRICT
INVOICES AND PAYROLL FOR BOARD PACKAGE
AUGUST 15, 2023**

Fund Number	Fund Summary	AP Amount	Payroll Amount
Fund 70	Administration Fund	454,386.25	67,002.81
Fund 71	Water Supply Fund	73,879.32	67,235.76
Fund 89	Fish Screen Improvement Fund	21,813.10	
Fund 91	Vehicle Fund	1,912.19	
Fund 94	Municipal & Industrial Fund	307,425.18	239,432.15
	TOTAL FUND SUMMARY	\$859,416.04	\$373,670.72

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Short Names/Acronym List

ACH	Aluminum Chlorohydrate
ACWA	Association of California Water Agencies
Admin	Administration
Ads	Advertisement
AF	Acre Feet
AG	Agriculture
AR	Accounts Receivable
AWP	Alternative Work Program
CEQA	California Environmental Quality Act
Chgs	Charges
CM	Construction Management
COP	Certificate of Participation
CSDA	California Special District Authority
CSJWCD	Central San Joaquin Water Conservation District
CVPWA	Central Valley Project Water Association
CWS	California Water Services Company
DB	Distribution Box
DBCP	Dibromochloropropane
DDTS	Direct Distance Telephone Service
DL	Direct Line
EDB	Ethylene Dibromide
Educ	Education
ESA	Endangered Species Act
FCC	Federal Communications Commission
FCCU	Financial Center Credit Union
FOIA	Freedom of Information Act
FWPS	Finished Water Pump Station
GM	General Manager
HCP	Habitat Conservation Plan
HP	Hewlett Packard
HVAC	Heating, Ventilating Airconditioning
LD	Long Distance
LFC	Lower Farmington Canal
LT2	Long Term 2 -Enhanced Surface Water Treatment Rule
M&O	Maintenance & Operations
MCC	Master Control Center
MIB	Methylisoborneol
Misc.	Miscellaneous
mtg	Meeting
NH-	New Hogan
NM	New Melones
NH3-N	Ammonia
NMCF	New Melones Conveyance Facility
NWRP	New Water Reservoir Project
OBA	Oxygen Breathing Apparatus
PACL	Poly Aluminum Chloride
PM	Preventive Maintenance
Prof	Professional
PSM	Process Safety Management
PVC	Polyvinyl Chloride
RMP	Risk Management Plan
SCADA	Supervisory Control And Data Acquisition
SCBA	Self Contained Breathing Apparatus
SEWD	Stockton East Water District
SWRCB	State Water Resources Control Board
St	Street
T5	Water Treatment Operator Certificate Grade 5
Tel	Telephone
THM	Trihalomethane
TO	Task Order
TP	Treatment Plant
UFC	Upper Farmington Canal
UPS	Uninterrupted Power Supply
VAMP	Vernalis Adaptive Management Plan
VFD	Variable Frequency Drive
WMP	Water Management Plan
WQMS	Water Quality Monitoring System
WS	Water Supply
WSEP	Water Supply Enhancement Project
WTP	Water Treatment Plant

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Vehicles	
Unit 36 2004 Chevy Pickup 2500hd Silverado	Pickup Truck
Unit 37-2004 Jeep Grand Cherokee Laredo	Automobile
Unit 47 2008 Chevy Pickup Silverado 2500 4x4	Pickup Truck
Unit 49 2009 Ford Edge AWD - Ltd	Automobile
Unit 55 2010 Ford F150 Pickup	Pickup Truck
Unit 57 2011 Ford F150 Pickup Long Bed	Pickup Truck
Unit 64 2015 Ford F250 S-Duty 4wd	Pickup Truck
Unit 65 2015 Ford F250 S-Duty 4wd	Pickup Truck
Unit 66 2015 Ford F250 S-Duty 4wd	Pickup Truck
Unit 67 2015 Ford F250 S-Duty 4wd	Pickup Truck
Unit 69 2015 Ford F150 4x4 Supercrew Pickup	Pickup Truck
Unit 74 2019 Ford F250 S-Duty 4wd	Pickup Truck
Unit 75 2019 Ford F250 S-Duty 4wd	Pickup Truck
Unit 76 2020 Ford Escape	Automobile
Unit 79 2022 Ford F150	Pickup Truck
Unit 80 2022 Ford F150	Pickup Truck
Unit 81 2022 Ram 1500	Pickup Truck
Unit 82 2023 Toyota Tacoma	Pickup Truck
Unit 83 2023 Toyota Tacoma	Pickup Truck
Light equipment	
Genie GS 1930 Scissor Lift	Lift
Unit 70 2016 Cat Forklift	Forklift
Unit 58 2014 Polaris Ranger EV- Maintenance	Utility Vehicle
Unit 59 2014 Polaris Ranger EV- Maintenance	Utility Vehicle
Unit 60 2014 Polaris Ranger EV- Operations	Utility Vehicle
Unit 61 2014 Polaris Ranger EV- Water Supply	Utility Vehicle
Unit 62 2014 Polaris Ranger EV- Water Supply	Utility Vehicle
Unit 63 2014 Polaris Ranger EV- Operations	Utility Vehicle
Heavy equipment	
Mower-walker	Tractor
Unit 16 2003 Ford 450 -- diesel	Heavy Truck
Unit 26 1990 International Dump Truck	Heavy Truck
Unit 29 Caterpillar Backhoe	Heavy Equip.
Unit 31 1998 Freightliner Boom Truck 15 ton	Heavy Truck
Unit 38 John Deere 6420 Tractor	Tractor
Unit 41 Case Tractor 570mxt Turbo	Tractor
Unit 45 2008 Ford F650 Flatbed Truck (diesel)	Heavy Truck
Unit 48 2008 Chevy Kodiak C4500 (diesel)	Heavy Truck
Unit 52 Kubota Tractor	Tractor
Unit 53 2011 Kenworth T300 Dump Truck (dsl)	Heavy Truck
Unit 56 2010 Ford F450 Truck	Heavy Truck
Unit 73 2018 Caterpillar Backhoe	Heavy Equip.
Unit 77 2022 CAT Long Reach Excavator	Heavy Equip.
Accessories	
Dive Boat	Accessory
Boat Trailer	Trailer
Allis-Chalmers Disc	Accessory
Pak Flail Mower (orange)	Accessory
Alamo Articulate Mower Attachment	Accessory
Landpride RCR2596 Rotary Mower	Accessory
Unit 30 Big Tex Equipment Trailer /25,900gvwr	Trailer
Unit 34 2000 Cartaway Tank Trailer /6000gvw	Trailer
Unit 43 2007 Wells Cargo Trailer Model TW122	Trailer
Unit 44 1996 Genie Lift TZ-34/20 Knuckleboom	Trailer
Unit 50 6 Diesel Pump	Trailer
Unit 51 12 Diesel Pump	Trailer
Unit 68 2015 Welding Trailer	Trailer
Unit 71 2017 Utility Landscaping Trailer	Trailer
Unit 72 2002 Utility Trailer	Trailer
Unit 73 2002 Utility Trailer	Trailer
Unit 78 Utility Trailer	Trailer

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Memorandum

To: Board of Directors
From: Justin M. Hopkins, General Manager
Juan M. Vega, Assistant General Manager
Darrel Evensen, District Engineer
Gianna O'Day, Associate Engineer
Date: August 15, 2023
Re: Tom Allen Temporary Groundwater Recharge Project NOE 30-Day
Circulation

Background

A Notice of Exemption for CEQA was filed June 15th, 2023 for the Tom Allen Temporary Recharge Project. The project includes diverting water from Potter Creek or Peters Pipeline to a portion of Tom Allen's property for groundwater recharge. The project is exempt under Governor's Executive Order N-7-22.

Summary

During the 30-day circulation, no comments were received.

Recommendation

Staff recommends the Board adopt the Notice of Exemption for the Tom Allen Temporary Recharge Project.

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State of California - Department of Fish and Wildlife
2023 ENVIRONMENTAL DOCUMENT FILING FEE
CASH RECEIPT
 DFW 753.5a (REV. 01/01/23) Previously DFG 753.5a

Agenda Item: D-3a
 Date: 08/15/23

RECEIPT NUMBER: 39-06152023-183
STATE CLEARINGHOUSE NUMBER (If applicable)

SEE INSTRUCTIONS ON REVERSE. TYPE OR PRINT CLEARLY.

LEAD AGENCY STOCKTON EAST WATER DISTRICT	LEAD AGENCY EMAIL	DATE 06/15/2023
COUNTY/STATE AGENCY OF FILING SAN JOAQUIN	DOCUMENT NUMBER 39-06152023-183	

PROJECT TITLE
 TOM ALLEN TEMPORARY GROUNDWATER RECHARGE

PROJECT APPLICANT NAME STOCKTON EAST WATER DISTRICT	PROJECT APPLICANT EMAIL	PHONE NUMBER (209) 479-4410
PROJECT APPLICANT ADDRESS 6767 E MAIN ST	CITY STOCKTON	STATE CA
		ZIP CODE 95215

PROJECT APPLICANT (Check appropriate box)

Local Public Agency School District Other Special District State Agency Private Entity

CHECK APPLICABLE FEES:

<input type="checkbox"/> Environmental Impact Report (EIR)	\$3,839.25	\$ _____
<input type="checkbox"/> Mitigated/Negative Declaration (MND)(ND)	\$2,764.00	\$ _____
<input type="checkbox"/> Certified Regulatory Program (CRP) document - payment due directly to CDFW	\$1,305.25	\$ _____
<input checked="" type="checkbox"/> Exempt from fee		
<input checked="" type="checkbox"/> Notice of Exemption (attach)		
<input type="checkbox"/> CDFW No Effect Determination (attach)		
<input type="checkbox"/> Fee previously paid (attach previously issued cash receipt copy)		
<input type="checkbox"/> Water Right Application or Petition Fee (State Water Resources Control Board only)	\$850.00	\$ _____
<input checked="" type="checkbox"/> County documentary handling fee		\$50.00
<input type="checkbox"/> Other		\$ _____
PAYMENT METHOD:		\$50.00
<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Credit <input type="checkbox"/> Check <input type="checkbox"/> Other	TOTAL RECEIVED	\$ _____

SIGNATURE X	AGENCY OF FILING PRINTED NAME AND TITLE Rosa Arceo ,Deputy
--------------------	---





State of California - Department of Fish and Wildlife
2023 ENVIRONMENTAL DOCUMENT FILING FEE
CASH RECEIPT
 DFW 753.5a (REV. 01/01/23) Previously DFG 753.5a

NOTICE

Each project applicant shall remit to the county clerk the environmental filing fee before or at the time of filing a Notice of Determination (Pub. Resources Code, § 21152; Fish & G. Code, § 711.4, subdivision (d); Cal. Code Regs., tit. 14, § 753.5). Without the appropriate fee, statutory or categorical exemption, or a valid No Effect Determination issued by the California Department of Fish and Wildlife (CDFW), the Notice of Determination is not operative, vested, or final, and shall not be accepted by the county clerk.

COUNTY DOCUMENTARY HANDLING FEE

The county clerk may charge a documentary handling fee of fifty dollars (\$50) per filing in addition to the environmental filing fee (Fish & G. Code, § 711.4, subd. (e); Cal. Code Regs., tit. 14, § 753.5, subd. (g)(1)). A county board of supervisors shall have the authority to increase or decrease the fee or charge, that is otherwise authorized to be levied by another provision of law, in the amount reasonably necessary to recover the cost of providing any product or service or the cost of enforcing any regulation for which the fee or charge is levied (Gov. Code, § 54985, subd. (a)).

COLLECTION PROCEDURES FOR COUNTY GOVERNMENTS

Filing Notice of Determination (NOD):

- Collect environmental filing fee or copy of previously issued cash receipt. *(Do not collect fee if project applicant presents a No Effect Determination signed by CDFW. An additional fee is required for each separate environmental document. An addendum is not considered a separate environmental document. Checks should be made payable to the county.)*
- Issue cash receipt to project applicant.
- Attach copy of cash receipt and, if applicable, previously issued cash receipt, to NOD.
- Mail filing fees for **CRP** document to CDFW prior to filing the NOD or equivalent final approval (Cal. Code Regs. Tit. 14, § 753.5 (b)(5)). The CRP should request receipt from CDFW to show proof of payment for filing the NOD or equivalent approval. Please mail payment to address below made attention to the Cash Receipts Unit of the Accounting Services Branch.

If the project applicant presents a **No Effect Determination** signed by CDFW, also:

- Attach No Effect Determination to NOD *(no environmental filing fee is due).*

Filing Notice of Exemption (NOE) *(Statutorily or categorically exempt project (Cal. Code Regs., tit. 14, §§ 15260-15285, 15300-15333))*

- Issue cash receipt to project applicant.
- Attach copy of cash receipt to NOE *(no environmental filing fee is due).*

Within 30 days after the end of each month in which the environmental filing fees are collected, each county shall summarize and record the amount collected on the monthly State of California Form No. CA25 (TC31) and remit the amount collected to the State Treasurer. Identify the remittance on Form No. CA25 as "Environmental Document Filing Fees" per Fish and Game Code section 711.4.

The county clerk shall mail the following documents to CDFW on a monthly basis:

- ✓ A photocopy of the monthly State of California Form No. CA25 (TC31)
- ✓ CDFW/ASB copies of all cash receipts (including all voided receipts)
- ✓ A copy of all CDFW No Effect Determinations filed in lieu of fee payment
- ✓ A copy of all NODs filed with the county during the preceding month
- ✓ A list of the name, address and telephone number of all project applicants for which an NOD has been filed. If this information is contained on the cash receipt filed with CDFW under California Code of Regulations, title 14, section 753.5, subdivision (e)(6), no additional information is required.

DOCUMENT RETENTION

The county shall retain two copies of the cash receipt (for lead agency and county clerk) and a copy of all documents described above for at least 12 months.

RECEIPT NUMBER

- # The first two digits automatically populate by making the appropriate selection in the County/State Agency of Filing drop down menu.
- # The next eight digits automatically populate when a date is entered.
- # The last three digits correspond with the sequential order of issuance for each calendar year. For example, the first receipt number issued on January 1 should end in 001. If a county issued 252 receipts for the year ending on December 31, the last receipt number should end in 252. CDFW recommends that counties and state agencies 1) save a local copy of this form, and 2) track receipt numbers on a spreadsheet tabbed by month to ensure accuracy.

DO NOT COMBINE THE ENVIRONMENTAL FEES WITH THE STATE SHARE OF FISH AND WILDLIFE FEES.

Mail to:

California Department of Fish and Wildlife
 Accounting Services Branch
 P.O. Box 944209
 Sacramento, California 94244-2090

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: San Joaquin

From: (Public Agency): Stockton East Water District
6767 E Main St.
Stockton CA 95215
(Address)

Project Title: Tom Allen Temporary Groundwater Recharge

Project Applicant: Stockton East Water District

Project Location - Specific:

The North East corner of parcel 105-210-320. 37°58'45.67"N, 121° 3'58.53"W

Project Location - City: Linden Project Location - County: San Joaquin

Description of Nature, Purpose and Beneficiaries of Project:

The purpose of this project is to divert water from potter creek to a portion of a 50 acre parcel in order to percolate surface water for groundwater recharge.

Name of Public Agency Approving Project: Stockton East Water District

Name of Person or Agency Carrying Out Project: Stockton East Water District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
Categorical Exemption. State type and section number:
Statutory Exemptions. State code number: N-7-22

Reasons why project is exempt:

Project is exempt under Governor's Executive Order N-7-22.

Lead Agency
Contact Person: Darrel Evensen Area Code/Telephone/Extension: 2094794410

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: [Signature] Date: 6-14-23 Title: General Manager

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code. Date Received for filing at OPR:
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Filed Doc #: 39-06152023-183
06/15/2023 03:13:49 PM
Steve J. Bestolarides
San Joaquin County Clerk

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STOCKTON EAST WATER DISTRICT Purchasing Policy Manual

No. 6035

ADOPTED: August 25, 2015
REVISED: August 15, 2023

Contents

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A. Purpose

The Stockton East Water District Purchasing Policy (this “Policy”) establishes policies and procedures for acquiring services and materials, equipment and supplies (referred to collectively as “materials”), and for public works projects for the Stockton East Water District (the “District”) pursuant to Government Code Section 54201 et seq.

California Government Code Section 54202: requires every local agency to adopt policies and procedures including bidding regulations, governing purchases of supplies, materials and equipment shall be in accordance with said duly adopted policies and procedures.

California Government Code Section 54204: requires that if the local agency is other than a city or county, policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.

This Policy establishes the Board of Directors’ (the “Board”) approved policies with respect to the procurement of services and materials and for public works projects, including expenditure authorization and limits, competitive proposal and bidding requirements, and general procurement procedures. All purchases of services or materials and public works projects to be paid for by the

STOCKTON EAST WATER DISTRICT

Purchasing Policy Manual

District must adhere to the authority level and dollar limits of this Policy as set forth in Section I, except provided by specific terms and exceptions set forth in this Policy.

B. General Procurement Procedures

1. Delegation of Purchasing Authority

- a.) By adoption of this Policy, the Board is authorizing the General Manager or his/her designated representatives to exercise certain duties and responsibilities that are essential for the day-to-day operation of the District.
- b.) The General Manager may delegate the procurement of services and materials and the provision of public works projects to those staff members given specific authority, consistent with the terms of this Policy.
- c.) Delegation of purchasing authority may be through the authorized use of purchasing cards, purchase orders, check requests, or other written authorization. All such purchases will be made in conformity with the policies and procedures prescribed within this Policy.
- d.) The Board-established procurement limits and contract signatory authority are listed in Section I of this policy. These limits are applicable on a per-expenditure/per-contract basis, not on an aggregated basis, for unrelated activities.
- e.) In the event of an extended absence of the General Manager, the Assistant General Manager can assume the same authority as the General Manager, succeeding the General Manager in descending order.

2. Unauthorized Purchasing is Prohibited and Subject to Penalties

Anyone making purchases outside this Policy and without General Manager or Board authorization, will be subject to disciplinary action and/or termination as outlined in the District Employee Handbook.

3. Purchase Amounts Include Taxes and Shipping

Purchase amounts include taxes and the cost of shipping, freight fees, and any other charges billed by the supplier or contractor within the authorized limits in this Policy.

4. Online Purchases and Utilization of Electronic Signatures

The District may use electronic commerce whenever reasonable or cost-effective. The District may accept electronic signatures and records for District procurement.

STOCKTON EAST WATER DISTRICT

Purchasing Policy Manual

5. Requisitions for Purchasing Materials and Services

District staff who require materials or services to carry out the defined duties of their positions shall submit Requisitions, in advance, for purchases in accordance with this Policy. The Finance Department will generate a Purchase Order (PO) from the Requisition.

6. Check Requests

A check request can be used for certain limited materials or services without a PO. Check requests may be used to request payment for Non-Discretionary Purchases, such as services rendered, subscriptions, membership dues, workshop/seminar/conference registrations, expense reimbursements, and use of facilities. Check requests are subject to the authorization limits established in Section I.

7. Purchasing Cards

Authorized District staff may be assigned District issued credit cards (Cal Card) to make miscellaneous purchases within the limits of Section I. Credit card purchases are subject to the terms and conditions of the District Cardholder Acceptance Agreement. Services may not be purchased with credit cards due to lack of insurance and indemnification language associated with these purchases. District staff using credit cards are subject to the terms of this Policy and all related credit card usage terms or amendments. A credit card should not be used if a Purchase Order or other procurement method would be appropriate.

8. References and Financial Responsibility Before Awarding Contracts

Before awarding any Contract, the District will verify the references and financial responsibility of the contracting parties. After award, all Contracts shall be executed on behalf of the District by the appropriate authorized signatory indicated in Section I. No Contract will be awarded if funds are not available to make payment upon delivery or completion, or by payment schedule, unless authorized and approved by the Board.

9. Contracts are Required for Any Services and Public Works Projects over \$1,000

Contracts for Non-Professional Services, Professional Services and Public Works shall be executed when the cost exceeds \$1,000 (except for an Emergency as defined in this policy).

STOCKTON EAST WATER DISTRICT

Purchasing Policy Manual

10. Authorization of Multi-Year Contracts in the District's Best Interest

Multiple-Year Contracts are allowed when they are in the best interest of the District as determined by the General Manager. The dollar value of a Multiple Year Contract shall be the total contract value, including optional renewal periods. Once initially approved, any contract renewal may be authorized by the General Manager, regardless of dollar amount, if the pre-priced option is consistent with the terms of the initial Contract.

11. Non-Discretionary Purchases

Non-Discretionary Purchases do not require Board approval for payment, including those over the General Manager limit. Initial software license agreements and cloud-based services are subject to the purchase limits in Section I. Purchase Orders are not required for Non-Discretionary Purchases.

12. Non-Professional Services Procurement

The District requires a competitive bid or selection process for purchasing non-professional services and materials, and for Public Works projects. For non-professional services and materials estimated to cost \$5,000 or less, District staff may request a quote or proposal from one qualified Consultant or Vendor. District staff will request a minimum of three quotes or proposals for non-professional services when the contract amount is expected to cost between \$5,001 and \$75,000. For a non-professional service contract expected to cost more than \$75,000, the District will initiate an RFP or RFQ. All quotes, bids and proposals must be in writing. Email is acceptable as well. RFP, RFQ, and Invitation to Bid submissions must comply with all terms of the solicitation or any related laws. Submissions that fail to comply may be disqualified.

13. Exceptions to Competitive Solicitations

- a.) Sole Source Purchases.
- b.) Single Source Purchases.
- c.) Emergency expenditures.
- d.) Supplies, materials, or equipment procured through a Cooperative Purchasing program with federal, state, county, or other public agencies.
- e.) Purchases made after a reasonable attempt to obtain competitive bids and no additional suppliers/providers/contractors/Consultants can be located.
- f.) The District receives no response from suppliers/providers/contractors/Consultants to a competitive bid.
- g.) No other satisfactory bids/proposals are received.

STOCKTON EAST WATER DISTRICT

Purchasing Policy Manual

- h.) Except for purchases greater than \$75,000 and requiring Board authorization, the General Manager or Assistant General Manager may decide whether a purchase meets the criteria above to be exempt from competitive solicitation.

14. Public Works Contracts

Contracts for Public Works projects shall comply with all requirements for Public Works contracts under State law, including rules for:

- a.) Listing subcontractors.
- b.) Posting payment bonds equal to but, no less than 100 percent of the total contract amount (for all Public Works contracts over \$25,000).
- c.) Paying prevailing wages, for all contracts for Public Works exceeding \$1,000, or as otherwise required by law.

Unless the General Manager and legal counsel approve a waiver, the District requires performance bonds for all Public Works Contracts equal to, but no less than 100 percent of the total contract amounts. Public Works Contracts let by an Invitation to Bid will be awarded to the lowest responsive, responsible bidder as allowed by State law and the District's standard Public Works contract documents.

15. Professional Services Procurement

Professional Services Contracts must meet the terms of California Government Code §4525 et seq., and §53060, based on proof of competence and qualifications for the types of services to be performed at fair and reasonable prices, as determined by the District.

- a.) For Professional Services estimated to cost \$25,000 or less, District staff may request a proposal from one qualified Consultant.
- b.) District staff will request three proposals for Professional Services when the contract amount is expected to cost between \$25,001 and \$75,000.
- c.) For a Professional Services Contract expected to cost more than \$75,000, the District will initiate an RFP.

The following criteria shall apply as exceptions to the competitive solicitation requirements as indicated for Professional Services where such requirements would otherwise apply:

- a.) In the case of sole or single source procurements of Professional Services, only one proposal from a qualified firm is required.

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16. Nonresponsive or Unqualified Bid or Response

In response to any Invitation to Bid, RFQ, or RFP, the District may reject any unqualified bid or other response that is incomplete, irregular, amplified, unqualified, conditional, or otherwise not in compliance with the solicitation documents in all material respects and in accordance with law. The District may waive any informality, irregularity, immaterial defects, or technicalities in any bids or other responses received; and/or cancel an invitation for bids or RFP/RFQ, or reject all bids or responses for any other reason, which indicates the cancellation or rejection of all bids or responses is in the District's best interest and in accordance with law. Rejection of all bids, responses, or cancellation of competitive solicitations, including determinations to re-bid or re-solicit is subject to the same authority level required to award a Contract in Section I, and as required by law. In the case of RFPs and RFQs, the General Manager and the Board reserve the right to award Contracts based upon the best interests of the District, as determined by the District.

17. Change Orders for Goods and Services, Excluding Construction Projects

The District may issue Change Orders as required by changes in the specifications or conditions of a project, services performed, or materials issued. Change Orders or amendments that extend the expiration date of the original or Board approved contract by no more than 12 months, but do not affect the total contract price, can be approved subject to the contract signing authority indicated in Section I. The General Manager or his/her designee may issue Change Orders up to 10 percent over the original PO without further approvals if the original purchase amount was \$10,000 or less. For any Change Order request over the original PO by more than 10 percent or the \$1,000 limit, by the requesting department will complete a revised Purchase Order Requisition (approved at the levels in Section I).

- a.) For Contracts and Amendments up to \$75,000:
 - i.) Change Orders can be approved by the total appropriate authorization levels as outlined in Section I up to a total Contract amount of \$75,000 without Board approval.
 - ii.) Board approval is required for a Change Order if the proposed Change Order would cause the total Contract amount to exceed \$75,000.

- b.) For Contracts and Amendments over \$75,000
 - i.) Board approval is required for Change Order requests which increase the contract amount, unless sufficient contract contingency was previously

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approved by the Board. A Change Order above the Change Order limits set forth in this policy may be authorized by the General Manager or Assistant General Manager prior to Board approval if:

- 1.) A delay in Change Order authorization could result in a negative financial impact to the District.
- 2.) A delay in Change Order authorization could result in damage to or impairment of the operations of a District facility.
- 3.) An Emergency exists which requires immediate work/services. The Board shall be notified by the General Manager of any Change Order above the General Manager's authorized limit at the next Board meeting.

18. Personal Financial Interest in District Contract

Board members and District staff, spouses, or dependent children shall not be financially interested in any contract made by them in their official capacity. (Government Code Section 1090).

Board Members and District staff, spouses, or dependent children shall not participate in any way to influence a governmental decision in which they have a financial interest. (Government Code Section 87100). All District employees, other than Administrative Personnel not under Designated Positions in the District's Conflict of Interest Code, authorized under this Policy to make purchases or enter into agreements on behalf of the District will complete a Statement of Economic Interests (Form 700) and comply with the District's Conflict of Interest Code. Confidential or proprietary information must be handled with due care and proper consideration of ethical and legal ramifications and governmental regulations. Purchasing activities must be performed in accordance with all applicable laws and this policy. Employees/individuals who violate the standards set forth in this Section are subject to disciplinary action consistent with District Personnel and Salary Policy.

This District makes purchases as a California Water District, as such, the District is not required by State law to competitively bid any purchases, unless otherwise stated in this policy.

The District may:

1. Enter into non-bid contracts for Public Works.
2. Purchase materials, services, and supplies.
3. Contract for design-build work.

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Purchasing Policy Manual

4. Job-order contracting.
5. Enter into Cooperative Purchasing contracts to plan, build, and maintain Public Works.
6. Undertake any other form of contract found to be in the District's lawful best interest.

19. Maintenance of this Policy

The General Manager and assigned representatives, working with the District's legal counsel, will maintain and propose revisions to this policy as needed. All changes to this policy shall require the approval of the Board of Directors. In all cases, the District shall implement this policy in a manner that is consistent with Federal, State, or local regulations.

C. Bid Requirements and Process

1. General.

All procurements for services and construction shall employ competitive bidding whenever practicable. All amounts in this section shall be considered to be before (excluding) sales tax. All procurements of \$75,000.00 and over will adhere to the sealed bidding process. The General Manager or AGM may grant exceptions to the competitive process for emergency conditions, supply limitation, or other circumstances with justification for such waiver being documented with the acquisition.

Bids shall be awarded to the responsive, responsible, and qualified bidder who submits the lowest bid. In determining the lowest "qualified" bidder, the following elements shall be considered:

- a.) The products offered provide the quality, fitness, and capacity for the required usage.
- b.) The bidder has the ability, capacity, and skill to perform the contract satisfactorily and within the time required.
- c.) The bidder's experience(s) regarding past purchases by the District or other public agencies demonstrates the reliability of the bidder to perform the contract.

Under no circumstances, regardless of the type of bidding, may competitive bids be revealed to other vendors until the bid period is closed and no more bids may be accepted or changed.

When a bid is recommended to be awarded to anyone other than the low bidder, written

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justification is required. The written statement, signed by the appropriate Supervisor, Manager, Director, AGM, or GM shall be attached to the purchase requisition or Board report.

When bids are required, every effort should be made to request bids from as many vendors as possible in order to promote competition in the best interest of the District. When the requestor is unable to meet the minimum of three documented bids, the requestor must document the requests that were sent and why the vendor(s) declined to submit a bid. This documentation should be more comprehensive depending on the amount of the request.

2. Bid Requirements Table (amounts excluding sales tax)

Bid Type	Supplies/Standard Inventory	Contracted Services	Other Capital Purchases
Informal Quotes	Up to \$5,000	Up to \$10,000	N/A
Written Quotes	Over \$5,000	\$10,001-\$50,000	Up to \$50,000
Written Bid (RFP)	N/A	Over \$50,000	\$50,001-\$75,000
Formal Bid	N/A		Over \$750,000

3. Quote, proposal and bid solicitation methods.

- a.) *Informal quotes.* For qualifying purchases (see subsection 2., Bid Requirements Table), quotes may be obtained through an informal process (e.g. web browsing or phone calls) and documentation of the bids is recommended but not required. Although bid documents are not required, a requisition and purchase order may be issued to document the purchase if the staff member making the purchase wishes to do so. In the event a purchase order is not issued, the accounts payable process will require that the invoice be signed by an authorized signor before payment is released.
- b.) *Written quotes.* For purchases qualifying for written quotes (see subsection 2., Bid Requirements Table), a minimum of three written quotes are required. The quotes must be documented and retained on file by the manager of the requesting department. The request for quotes must be made in a consistent manner for all vendors meaning that all vendors must receive the same information regarding specifications and requirements of the product or service. The request must also be transmitted to the vendors in a consistent manner (e.g. mail, email).

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- c.) *Written bids (RFP or IFB).* For purchases falling into this category (see subsection 2., Bid Requirements Table), bids/proposals shall be solicited from a minimum of three vendors. A Request for Proposal (RFP) or Invitation for Bids (IFB) must be used to document the specifications and requirements of the product or service. The bids must be received from the vendors in written form and retained on file by the manager of the requesting department.

All bids are confidential until the deadline for bid submission or bid changes has elapsed. Under an RFP, proposers must meet specific requirements set forth by the District. Among others, they must show independence, experience, firm capacity, and certain level of insurance coverage.

- d.) *Formal bids. (sealed bids).* California Public Contract Code (PCC) sets forth strict standards for public works contracts. Public works is defined as the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

In compliance with PCC, for construction capital improvement projects related purchases greater than \$75,000.00, a Formal Bid (RFP/Sealed Bid) process is required and contracts shall be awarded in a manner most beneficial to the District. The District shall strive to obtain the best value in awarding contracts, service agreements, and purchase agreements. The following are the steps of the Formal Bid process:

- 1.) *Call for bids.* The GM, or his/her designee, is authorized to create a prequalified bidders list. The bidders may be prequalified on an annual basis or on a project specific basis. Notice inviting sealed bids shall be distributed to prequalified bidders or other interested parties as may be deemed beneficial by the GM, or his/her designee. If there are no prequalified bidders or if the prequalified bidders list is inadequate, a notice inviting bids may be published once in a newspaper that serves the District.
- 2.) *Form of call for bids.* The invitation for bids shall contain:
 - a.) A statement as to where the plans and specifications may be obtained.
 - b.) A general description of the scope.

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- c.) A statement that the District will receive sealed bids.
 - d.) A statement that the contract(s) for the CIP will be awarded to the lowest responsive, responsible bidder or bidders, but that any or all bids may be rejected.
 - e.) A statement of the time and place for opening the bids.
 - f.) Any such other information as may be required by the District or by law.
- 3.) *Submission of bids.* Bids shall be submitted on forms supplied by the District and under sealed cover. Each bid shall be accompanied by cash, a certified or cashier's check, or bond secured from a surety company satisfactory to the District in the amount indicated within the bid documents, made payable to Stockton East Water District, as bid security.
- Bidders must certify that they are following the California Prevailing Wage Law requirements. If the bid is accepted, the bidder shall execute the contract within the time provided in the contract documents and shall furnish the necessary certificates of insurance and bonds required by the contract documents.
- 4.) *Opening of bids.* Bids shall be publicly opened at the time and place specified in the invitation for bids. A minimum of two members of District staff must be present at all sealed bid openings.
- 5.) *Bid evaluation and acceptance.* Acceptance of any bid shall be by action of the Board. The Board reserves the right to waive any irregularity to reject any or all bids, to re-advertise, or to proceed with the CIP or any part of it using District staff.
- 6.) *Bid award.* Contracts shall be awarded to the lowest responsive and responsible bidder which will be deemed the best value to the District.
- 7.) *Relief of bidders.* A bidder shall not be relieved of its bid unless by consent of the District upon a showing by the bidder to the satisfaction of the District that:
- a.) A mistake was made.
 - b.) The bidder gave the District written notice within five business days after the opening of bids of the mistake, specifying in the notice in detail how the

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mistake occurred.

- c.) The mistake made the bid materially different than the bidder intended it to be and the mistake was made in filling out the bid and not due to error in judgment or carelessness in inspecting the site of the work or in reading the plans or specifications.
- d.) A bidder who claims a mistake or forfeits its bid security shall be prohibited from participating in further bidding on the project on which the mistake was claimed or security forfeited.

D. Procurement

No law obligates the District to use a competitive bidding procedure. Bids or proposals may be solicited directly from vendors or consulting firms.

For the purpose of securing competitive bids or proposals, the District shall publish on its website for a minimum of two weeks in advance of receiving bids or proposals, a Request for Bid (RFB) or Request for Proposal (RFP). The RFB or RFP shall include information stating the work to be done and equipment, materials or supplies to be furnished, the place where and the time by when sealed, written bids or proposals must be submitted, and where and when bids will be publicly opened. A bid or proposal will not be accepted after the published deadline for submission.

1. Sole Source Purchases

Procurement where: (1) there is a compelling reason for only one source, a preferred brand, like material, etc., to be procured; or (2) the commodity is unique, including, but not limited to, acquisition of data processing, telecommunications, and word processing equipment, goods, and services; or (3) the purchase of a specific brand name, make, or model is necessary to match existing District equipment or facilitate effective maintenance and support; or (4) when it is in the best interest of the District to extend or renew a Contract from a previous contract period, based on satisfactory service, reasonable prices, avoidance of start-up costs and interruptions to District business, or good business practices.

2. Routine Purchases

A Purchase Order is required for all purchased items. Blanket Purchase Orders may be used for all routine items (i.e. chemicals, household items, office supplies, general maintenance & construction items, minor maintenance/repairs, auto & repair parts, etc.) that fall within the

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current fiscal year line item budget. Authorized Managers are responsible for ensuring that all routine purchases remain within budget or receive the approval of the General Manager.

Purchase Orders must be used for small items such as office equipment, auto parts, repair parts, and other miscellaneous items costing less than \$5,000. Authorized Managers are authorized to purchase directly from vendors that provide the best prices, discounts, delivery options and convenience, etc., but should attempt to purchase from local suppliers.

Purchase Requisitions must be used for individual items costing more than \$5,000, District staff shall solicit at least three (3) competitive quotations from vendors by telephone, electronic communication, or mail, or shall make a competitive comparison of internet pricing, prior to processing a Purchase Requisition. The AGM is authorized to approve Purchase Requisitions up to \$50,000. Purchase Requisitions of more than \$50,000 must be approved by the GM. All Purchase Requisitions must be approved prior to purchasing the item.

The District shall purchase items or services from the supplier providing the lowest prices and having an acceptable delivery date. Notwithstanding the foregoing, the District may, with the approval of the General Manager, purchase from a supplier other than the supplier providing the lowest price if taking the lowest price compromises quality of product or service and support.

The District shall document such price comparisons in writing and retain said written documentation for a minimum period of three (3) years after the date of purchase.

Authorized Managers are responsible for reviewing invoices in a timely manner and validating purchases by signature. Receipts are required for all purchases, including employee reimbursements. Packing slips are required for all shipped purchases.

3. Capital Purchases

All capital purchases must be included in the adopted current fiscal year's budget. The District's purchasing goal is to secure all materials, supplies, equipment and other items necessary for operation of the District at the most reasonable cost. Purchases of single items including vehicles and equipment, items purchased in aggregate for a single project or contracted project work may be made on the open market without calling for bids. The following procedure must be followed:

- a.) Authorized managers must obtain at least three (3) quotes from qualified

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vendors or suppliers. If the quote is obtained through the California Department of General Services (DGS) three quotes are not required. These prices and services have been pre-qualified as the lowest responsible bidder by the state.

- b.) The three (3) quotes or DGS quote will be submitted to the General Manager for approval or disapproval.
- c.) Purchases over \$75,001 require Board approval.

The President of the Board or authorized designee shall execute contracts for expenditures including construction work and construction materials involving an expenditure of \$75,001 or more for the purchase of equipment, materials, or supplies to be furnished, sold, or leased to the District.

The President of the Board or authorized designee shall execute contracts for construction work and materials to the responsible bidder who gives the security the Board requires and submits the lowest responsive bid or else reject all bids. Notwithstanding the foregoing, the Board of Directors may award the contract to other than the low bidder upon recommendation of the General Manager if such action is deemed to be in the best interest of the District by a majority vote of the Board of Directors. Vehicles will be purchased through the Department of General Services, unless they can be acquired less expensively otherwise. This section shall not apply to professional services or insurance services.

E. Professional Services

Prior to execution, all Professional Services Contracts or Agreements will be reviewed by District's legal counsel to minimize District liability, unless the Contract or Agreement is based on standard recommended language.

All professional services must be included in the adopted current fiscal year's budget or have received approval from the Board to obtain proposals from consultants. No law obligates the District to utilize a competitive bidding procedure. The following are used as general guidance. The Board may waive these guidelines as required.

Consultant Services \$75,000 or less

- 1.) Prepare Scope of Work.
- 2.) General Manager selects the consultant(s) based on qualifications

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Consultant Services over \$75,000

- 1.) Prepare Scope of Work.
- 2.) General Manager must approve the Scope of Work except in preparation for litigation, other situations requiring confidentiality, or selection of a particular consultant. The consultant may be selected through the process described below.
- 3.) Publish or send a RFP to qualified consultants with the approved Scope of Work and a date for the submittal of Proposals.
- 4.) Tabulate proposal costs and evaluate the qualifications of each consultant based on their ability to perform the work required.
- 5.) Submit the results to the General Manager for approval.
- 6.) Submit for Board approval and authorization to accept the proposal.
- 7.) After Board approval, the General Manager or authorized designee signs the proposal agreement and the Project Manager sends out a notice to proceed to the successful consultant.

F. Contract Services

Prior to execution, all Contract Services or Agreements will be reviewed by District's legal counsel to minimize District liability, unless the Contract or Agreement is based on standard recommended language.

All contract services must be included in the adopted current fiscal year's budget or have received approval from the Board to obtain proposals. No law obligates the District to utilize a competitive bidding procedure. Other than professional service contracts, the following procedures shall be followed for contracts:

Contract Services \$75,000 or less:

- 1.) Prepare Scope of Work and submit to General Manager for approval.
- 2.) Obtain bids and submit to General Manager for approval.
- 3.) Notify Contractor to proceed with the work.

Contract Services Over \$75,000:

1. Prepare plans, specifications, estimates, and/ or Scope of Work and submit to the General Manager for approval.
2. Publish or send RFB to qualified bidders with a bid opening date.

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3. Receive bids and prepare summary of bids along with recommendations to General Manager for approval.
4. Submit for Board approval and authorization to sign contract along with bid bonds as required.
5. After Board approval, the General Manager signs the contract and the Project Manager sends out a Notice to Proceed, if required.

In compliance with Senate Bill 854, all construction and maintenance projects over \$1,000 will only use registered contractors and subcontractors. Each project will be filed (using form PWC-100) through the Department of Industrial Relations (DIR) and the contractor's DIR registration will be confirmed. All District bid invitations and bid documents will include the recommended language from the new registration process.

G. Emergencies

In case of an emergency, the General Manager or the Assistant General Manager, in the absence of the General Manager, may authorize expenditures greater than \$75,000 in excess of the total current fiscal year budget, but within available reserve funding and shall seek Board approval of the appropriate budget amendment at the following regular meeting. "Emergency" shall include, but not be limited to, breakdown of equipment, such as pumps and treatment equipment, that is critical to delivery of services. Emergency shall also include cleanup costs.

H. Definitions

Administrative Personnel – District administrative employees authorized by the General Manager to purchase miscellaneous items, food and travel in support of District functions; includes Administrative Clerk, Administrative Assistant, Administrative Services Manager and any other administrative position as authorized by the General Manager.

AGM – Assistant General Manager of the Stockton East Water District.

Amendment – A written change or addition to a legal document which, when properly executed, has the same legal validity of the original document.

Bids - A formal process for soliciting sealed bids from qualified prospective suppliers or Public

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Works contractors. Typically involves a formal bid opening, and the awarding of a Contract to a responsive and responsible supplier or contractor based on price and other specified factors, and as otherwise required by law.

Blanket Purchase Orders - Used for payment to the same supplier/contractor/Consultant multiple times, or for ongoing monthly purchases/expenses.

Board – The Board of Directors of Stockton East Water District.

Change Order – A written Amendment modifying the terms of an existing Contract or Purchase Order.

Consultant – An individual, firm, or entity that provides or offers to provide Professional Services to the District.

Contingency - A predetermined amount or percentage of a Contract held for changes in a project.

Contract – Written agreement authorizing a contractor, Consultant, supplier, or service provider to provide materials or services or Public Works, in accordance with the material requirements, conditions or scope of work stated in the Contract.

Cooperative Purchasing – Participation with other agencies in cooperative purchasing arrangements and programs to leverage the benefits of volume purchases, delivery, and supply chain advantages, best practices, and the reduction of administrative time and expenses.

District – Stockton East Water District.

Emergency – A situation in which unforeseen circumstances present an immediate risk of harm or hazard to the public health, safety, and welfare, or to the District property, or threaten serious interruption of District operation.

Finance Department – The District employees assigned the duties of identifying vendors, obtaining competitive bids, issuing and processing Purchase Order Requisitions, maintaining office inventory, and assisting the General Manager in the application of Policy procedures within the District.

General Manager – General Manager of the District or the person appointed by the Board to act in the capacity of the General Manager and authorized to administer this Policy on his/her behalf.

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GM – General Manager of the Stockton East Water District.

Multiple Year Contract - A Contract for the purchase of services or materials, or for Public Works for a multiple year term or that may contain provisions to extend performance by exercising optional renewal periods. A Multiple Year Contract does not obligate the District beyond the initial award period and shall not provide for a cancellation payment to the contractor if options are not exercised.

Non-Discretionary Purchases – Payments to utilities and national, state, or local agencies that relate to routine obligations and expenses essential to the District's ability to provide service to customers and that have been approved in fiscal year operating or capital budgets, and for the purposes of this policy, shall also include expenses previously approved by the Board, which would require significant advanced planning to change service providers, such as software license agreement renewal/ cloud-based services renewal, insurance providers, and healthcare providers.

Non-Professional Services – Services other than Professional Services, including supply and maintenance services.

Procurement - The purchase or lease of materials, supplies, equipment or services, or Public Works.

Professional Services – Any type of special service or advice in financial, economic, accounting, engineering, legal or administrative matters by persons specially trained and experienced and competent to perform the special services required. (California Government Code § 53060.) Such services include but are not limited to architectural; engineering; environmental; financial; land surveying; construction management; audits; training services; legal services; preparation of planning or studies; technology application development; and personnel, job classification and benefit studies.

Public Works – As defined by California Public Contract Code Section 22002, public projects include construction, reconstruction, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility. Maintenance work is not considered a public project for purposes of this definition.

Purchasing Card - A form of charge card that allows materials and services to be purchased without using a Purchase Order. The District participates in the credit card program, currently Cal

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Card, and Home Depot credit card programs.

Purchase Order (PO) – An authorization, under a standardized form in which the party designated as the “provider” is to provide materials and/or services for which the District agrees to pay.

Request for Proposal (RFP) - A solicitation used for the procurement of Professional Services and Non-Professional Services. Prospective suppliers or Consultants submit requested information and are evaluated/awarded based on pre-established criteria.

Request for Quotes (RFQ) - A solicitation used for procurement of supplies, materials, or equipment. Quotes are evaluated/awarded based primarily on cost/price.

Requisition (REQ) - The procedural method by which departments may request a PO for the purchase of materials, supplies, or equipment. Requisitions are entered into the District's Enterprise Resource Planning system application.

Single Source Purchase - Procurement where: (1) there is a compelling reason for only one source, a preferred brand, like material, etc., to be procured; or (2) the commodity is unique, including, but not limited to, acquisition of data processing, telecommunications, and word processing equipment, goods and services; or (3) the purchase of a specific brand name, make or model is necessary to match existing District equipment or facilitate effective maintenance and support; or (4) when it is in the best interest of the District to extend or renew a Contract from a previous contract period, based on satisfactory service, reasonable prices, avoidance of start-up costs, avoidance of interruptions to District business, or good business practices.

Sole Source Purchase - Procurement where only one viable source exists. This is usually due to legal restrictions of patent rights, a proprietary process, warranty issues, original equipment, copyrights, etc.

Work Order – Request and approval for services or performances of specific tasks to be completed and placed against a pre-established contract. Vendors may also use the terms “task order” and “statement of work”. For District purposes, these items will be treated as “work orders”. (These typically apply to on call or as needed contracts or Blanket Purchase Orders).

**STOCKTON EAST WATER DISTRICT
Purchasing Policy Manual**

I. Procurement Limits and Contract Signature Authority

Procurement Limits and Contract Signature Authority		
Title	Expenditures	Contract Signature
Board	\$75,001+	\$75,001+
General Manager	Up to \$75,000	Up to \$75,000
Assistant General Manager	Up to \$50,000	None
Managers	Up to \$10,000	None
Supervisors	Up to \$5,000	None
Procurement Specialist	Up to \$1,000	None

DRAFT



Board of Directors Meeting

AGENDA

Wednesday August 9th, 2022

10:30 a.m. – 12:00 p.m.

San Joaquin County Robert J. Cabral Agricultural Center
2101 E. Earhart Avenue, Stockton, CA 95206

- I. **Call to Order/Pledge of Allegiance & Safety Announcement/Roll Call**
- II. **Scheduled Items -**
 - A. Discussion / Action Items:
 1. Approval of the June 14th 2023 Meeting Minutes - [Page 3](#)
 2. GWA Adopt Cost Allocation Table 2 and Authorize Invoicing to GSAs - [Page 5](#)
 3. Approval of the 2023-2024 Budget for the Eastern San Joaquin Groundwater Authority Grant Fund 21452 - [Page 6](#)
 4. Communication and Engagement Plan Status and Initial Draft Deliverable - [Page 8](#)
 5. Ad Hoc TAC Activity and Assignments for FY 2023-24 - [Page 59](#)
- III. **Staff/DWR Reports**
 - A. Staff Reports
 1. Plan for Grand Jury Response
 2. Status of Mokelumne Integrated Conjunctive Use Project to Perfect Mokelumne River Water Rights
 - B. DWR Report
- IV. **Directors' Comments and Project Status Reports**
- V. **Public Comment (items not on the agenda)**
- VI. **Future Agenda Items**
 - A. American Rescue Plan Act (ARPA) Memorandum of Understanding and GWA Budget Amendment and Appropriation.
 - B. Grand Jury Response
- VII. **Adjournment**

EASTERN SAN JOAQUIN GROUNDWATER AUTHORITY

Board of Directors Meeting

AGENDA

(Continued)

Next Meeting

Wednesday, September 13th, 2023

10:30 a.m. – 12:00 p.m.

San Joaquin County Robert J. Cabral Agricultural Center

Action may be taken on any item

Agendas and Minutes may also be found at <http://www.ESJGroundwater.org>

Note: If you need disability-related modification or accommodation in order to participate in this meeting, please contact San Joaquin County Public Works Water Resources Staff at (209) 468-3089 at least 48 hours prior to the start of the meeting.

SAN JOAQUIN COUNTY AND DELTA
WATER QUALITY COALITION
STEERING COMMITTEE MEETING

Monday, August 14, 2023
9:00 am to 10:00 am

Zoom Meeting Only

<https://us02web.zoom.us/j/85222562166?pwd=d0ZDWfJNcHN3dngzR0pqUGIBMmR3Zz09>

Meeting ID: 852 2256 2166

Passcode: 742391

Phone: 1-669-900-9128

AGENDA

1. **Call to Order** 9:00am (Michael Wackman)
Roll Call/Introduction of Guests
Acceptance of Agenda
2. **Approval of Minutes**
3. **Financial Report** (Michael Wackman)
 - a. Coalition Financials
4. **Membership** (Ruth Mulrooney)
 - a. Update on Membership
5. **Program Manager's Report** (MLJ-LLC) –
 - a. Program Report
6. **WDR Implementation** (Michael Wackman)
 - a. Duck Creek Grower Meeting
7. **Old Business**
 - a. Delta Regional Monitoring Program
 - b. CV Salts
 - a. Management Zone Implementation
8. **New Business** –
9. **Public Comments** (Limited to 3 minutes per speaker)

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Weekly Water Report	As of: August 8, 2023	As of: August 15, 2023
New Hogan (NHG) TOC	317,100	AF
Storage:	211,496	AF
Net Storage Change:	-2,981	AF
Inflow:	27	CFS
Release:	202	CFS
New Melones (NML) Allocation	75,000	AF
Storage:	2,035,948*	AF
Net Storage change:	-17,376	AF
Inflow:	1312*	CFS
Release:	2125*	CFS
Source: CDEC Daily Reports		

Goodwin Diversion (GDW)		
Inflow (Tulloch Dam):	3,134	CFS
Release to Stanislaus River (S-98):	1,500	CFS
Release to OID (JT Main):	892	CFS
Release to SSJID (SO Main):	360	CFS
Release to SEWD:	<u>325</u>	CFS
Total Release	3,077	CFS
Source: Tri-Dam Operations Daily Report		
Farmington Dam (FRM)		
Diverted to SEWD:	145	CFS
Diverted to CSJWCD:	145	CFS

Surface Water Used		
Irrigators on New Hogan:	14	
Irrigators on New Melones:	6	
Out-Of-District Irrigators:	3	
DJWWTP Production:	50	MGD
North Stockton:	13	MGD
South Stockton:	9	MGD
Cal Water:	27	MGD
City of Stockton DWSP Production:	18	MGD

District Ground Water Extraction		
74-01	0	GPM
74-02	0	GPM
North	0	GPM
South	0	GPM
Extraction Well # 1	<u>0</u>	<u>GPM</u>
Total Well Water Extraction	0	GPM
Total Ground Water Production	0	MGD

Note: All other flow data reported here is preliminary, as of 10:30 a.m. on 08/08/23.

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Representative
Josh Harder

SUMMER OPEN HOUSE

***Please Join Congressman
Harder for an Open House
at his Stockton office.***

**August 8th | 4pm-6pm
1776 W. March Ln, Suite 360
Stockton, CA 95207**

RSVP Here



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