

RIO LINDA / ELVERTA COMMUNITY WATER DISTRICT REGULAR MEETING OF THE BOARD OF DIRECTORS

May 21, 2018 (6:30 p.m.)

Visitor's / Depot Center
6730 Front Street
Rio Linda, CA 95673

AGENDA

The Board may discuss and take action on any item listed on this agenda, including items listed as information items. The Board may also listen to the other items that do not appear on this agenda, but the Board will not discuss or take action on those items, except for items determined by the Board pursuant to state law to be of an emergency or urgent nature requiring immediate action. The Board may address any item(s) in any order as approved by the Board.

The public will be given the opportunity to directly address the Board on each listed item during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or any majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection at the District office at 730 L Street, Rio Linda, CA 95673. 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 District office at (916) 991-1000. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

1. **CALL TO ORDER, ROLL CALL and PLEDGE OF ALLEGIANCE**
2. **PUBLIC COMMENT**

Members of the public are invited to speak to the Board regarding items within the subject matter jurisdiction of the District that are not on the agenda or items on the consent agenda. Each speaker may address the Board once under Public Comment for a limit of 2 minutes. (Policy Manual § 2.01.160).

3. **CONSENT CALENDAR**

Action items: Approve Consent Calendar Items

- Pg. 1 3.1 Minutes**
April 16, 2018
The Board is being asked to approve the Minutes from the April 16, 2018 Regular Board meeting.
- Pg. 4 3.2 Expenditures**
The Finance & Administrative Committee recommends the Board approve the April Expenditures.
- Pg. 7 3.3 Financial Reports**
The Finance & Administrative Committee recommends the Board approve the April Financial Reports.

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

- Pg. 10 **4.1 GM Report**
The General Manager Tim Shaw will provide his monthly report to the Board of Directors.
- Pg. 14 **4.2 District Engineer's Report**
The District's Engineer Jim Carson will provide his monthly report to the Board of Directors.
- Pg. 17 **4.2.a Consider adopting Resolution 2018-05 to certify updates to the District Service Area Boundary Map required by Sacramento County Elections Office.**
- Pg. 24 **4.3 Consider commitment to funding membership in RiverArc for fiscal year 2018/2019, approximately \$104,167, and discuss negotiations with Elverta Specific Plan developers regarding prefunding development costs including RiverArc membership costs.**
- Pg. 30 **4.4 Consider repealing/rescinding Resolution 2018-04, adopted 2-26-2018, which revised the charges for lien and subsequent lien release to address the charges imposed by California SB-2.**
- Pg. 33 **4.5 Discuss the next steps required to acquire the property for the Well #16 project and consider directing General Manager and Legal Counsel on negotiating an agreement with the property owner required to obtain a signed irrevocable offer of dedication.**
- Pg. 40 **4.6 Consider approval of Resolution No. 2018-06 Calling the 2018 General Election.**
- Pg. 43 **4.7 Review and Discuss the CPS HR Compensation Study**
- Pg. 45 **4.8 Consider adopting the fiscal year 2018/2019 Proposed Budget and setting the date for Public Hearing date for adopting the fiscal year 2018/2019 Final Budget.**
- Pg. 52 **4.9 Consider authoring the selection process for filling the current vacancy for the Conservation Coordinator/Customer Service Tech 1 position.**
- Pg. 59 **4.10 Conduct voting for one candidate from each category to the Independent Special District Representative Consolidated Redevelopment Agency Oversight Board (RDAOB).**
- Pg. 66 **4.11 Consider suspending the Facilities/Office Ad Hoc Committee (Green, Harris).**
 4.11.a Oral report from Directors Green and/or Harris regarding the April 17th meeting with Twin Rivers Unified School District.

 4.11.b Discuss the preliminary status whereby the District is merely exploring options for acquiring a new office facility in the future, when/if our service area expands from large-scale new residential development.

 4.11.c Generally discuss the process for negotiations and property acquisition the District will need to undertake in the future, when we've gone beyond the current preliminary/exploratory phase.

 4.11.d Discuss the process for addressing any scenario where the Board may disagree with the Board Chair's exercise of authority to create an ad hoc committee and define that committee's scope and duration.

5. INFORMATION ITEMS

5.1. DISTRICT ACTIVITY REPORT

- a. Water Operations Report
- b. Conservation Report

5.2. BOARD REPORTS

- a. Regional Water Authority – Henrici
- b. Sacramento Groundwater Authority – Green, Harris
- c. LAFCO - Green
- d. Planning Committee – Brent, Harris
- e. Finance / Administrative Committee – Ridilla, Henrici
- f. AD Hoc Committees –
 - 1. Employee Neg. - Dills, Harris
 - 2. Water Supply Development – Harris, Green
- g. ACWA and ACWA JPIA Spring Conference - Green

6. DIRECTORS' AND GENERAL MANAGER COMMENTS

7. ADJOURNMENT

Upcoming meetings:

Planning Committee

June 1, 2018, Friday, 2:00 pm at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Finance / Administrative Committee

June 11, 2018, Monday, 6:30 pm at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Regular Board Meeting

June 18, 2018, Monday, 6:30 pm at Visitor's /Depot Center, 6730 Front Street, Rio Linda, CA 95673.



**Consent Calendar
Agenda Item: 3.1**

Date: May 21, 2018

Subject: Minutes

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Board of Directors approve the Regular Meeting minutes from April 16, 2018 meeting.

Current Background and Justification:

These minutes are to be reviewed and approved by the Board of Directors.

Conclusion:

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

**MINUTES OF THE
APRIL 16, 2018
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL and PLEDGE OF ALLEGIANCE

The April 16, 2018 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. at the Depot/Visitor Center located at 6730 Front Street, Rio Linda, CA. General Manager Tim Shaw took roll call of the Board of Directors. Director Dills, Director Harris, Director Green, Director Henrici, Director Ridilla and General Manager Tim Shaw were present. Director Dills led the pledge of allegiance.

2. PUBLIC COMMENT

No public comment.

3.3 CONSENT CALENDAR

3.1 Minutes

March 19, 2018

3.2 Expenditures

3.3 Financial Reports

It was moved by Director Henrici and seconded by Director Dills to approve the Consent Calendar. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

4.1 General Manager's Report

General Manager Tim Shaw provided the Board a written report of special events and meetings attended since the last Board meeting.

The Board made no action on this item

4.2 District Engineer's Report

District Engineer, Jim Carson provided the Board of Directors a written report of current projects since the last Board meeting. Mr. Carson provided the Board with updates on MSA Contract and Task Orders and Well 16 Contract for Design Services.

The Board made no action on this item

4.3 Consider approving a Professional Services Agreement with Affinity Engineering for the design of the Well #16 ground water pumping station

The well for the Well #16 project was designed and constructed to produce drinking water with the lowest feasible concentration of hexavalent chromium. To complete the project, the groundwater pumping

station needs to be designed so that the District may use that design to formally solicit bids for constructing the pumping facilities and all necessary appurtenances to tie Well #16 into the District's drinking water distribution system.

Funding for this agreement will be through the Opus Bank municipal financing authorized by the Board at the 2-26-2018 meeting.

General Manager Shaw informed the Board that he was presenting the scope of work for Affinity Engineering, but after this item was presented to committee and to the full Board he recently learned the District does not currently own the site for Well #16.

District Engineer, Jim Carson gave the circumstances surrounding the acquiring Well #16 with change of management.

It was moved by Director Dills and seconded by Director Ridilla to pull the item from the agenda. Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4.4 Consider approving the Professional Services Agreement with Adept Solutions for Information Technology (IT) support services.

Adept solutions submitted a proposal for IT support services on April 11th. The proposal meets the existing and foreseeable needs of the District.

The proposal stipulates an onboarding process, which is needed to correct existing deficiencies in the District's technology infrastructure and address unnecessary risks/liabilities. The onboarding process will cost \$1,408. Subsequently, the monthly service charge will be \$864 (\$10,368 annually).

It was moved by Director Dills and seconded by Director Ridilla to approve the Professional Service Agreement with Adept Solutions. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4.5 Consider approving the guidance language from the Board to the General Manager for his appointment as an alternate voting member for the Regional Water Authority.

The General Manager (GM) has been appointed as an alternate voting member for the Regional Water Authority (RWA) with the following direction:

- GM can only vote on RWA action items if the primary delegate (elected RLECWD Board Member is unavailable to attend the RWA meeting.
- Where the primary delegate has a known schedule incompatibility, the GM is directed to provide the RLECWD Board with as much RWA relevant issue information as practical to enable the RLECWD Board to give direction to the GM as appropriate.

If the circumstances are such that the primary delegate's absence was not anticipated, and/or the GM has not been given direction by the RLECWD Board on RWA items that may result in costs and other obligations for the RLECWD ratepayers, the GM is directed to abstain from the RWA vote.

It was moved by Director Dills and seconded by Director Ridilla to approve the guidance language for the appointed GM as an alternate voting member for RWA. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4.6 Consider authorizing augmentation to the District's policy on required use of District e-mail domain to stipulate courtesy copy of all text messages to a District Public Records e-mail address.

Revised district email policy.

2.01.090 Email Accounts (added 12/6/2010) In order for the public to contact the Board of Directors each Director must establish an email account through the District's server. It is required that all Directors use their District email addresses instead of personal private email accounts for District business. An email account will be assigned to Board members as they take office.

Director correspondence on matters of District business which are conducted using text messaging are to be copied (e.g. using the multiply recipients feature in text messaging) to the following District e-mail address: PRA@RLECWD.COM. This e-mail account will not be routinely monitored but will be reviewed by appropriate staff if the District receives a Public Records on Private Accounts request. Directors are thereby enabled to delete their text messages on their personal devices after copying the text to the email address stipulated above. The settings of this e-mail account will be such that messages greater than one year old, will be deleted to conserve resources. Director written correspondence regarding District business on social media, e.g. Facebook Private Messaging, Twitter, Instagram etc., are prohibited due to the impracticality of compliance with Public Records on Private Accounts requests when using such correspondence methods.

It was moved by Director Dills and seconded by Director Ridilla to approve the amended 2.01.090 Email Accounts policy. Henrici, Dills, Green, Ridilla and Harris voted yes. The motion carried with a unanimous vote of 5-0-0.

4.7 Discuss the need for a policy to require the enrollment of customers in the District's paperless billing program as a prerequisite to District payment of the customer's convenience fees associated with paying by credit/debit card.

The District pays the convenience fees associated with customers payments via credit/debit cards. Approximately 1,200 accounts each cycle pay their RLECWD bills with credit/debit cards costing the District \$1.85 per customer.

The district spends about \$1.50 per customer per cycle for envelopes, postage and processing of bills/payments. If we require enrollment in paperless billing as a condition to the District's continued payment of convenience fees, the cost savings on envelopes, paper, and postage would offset the convenience fees, along with other tangible benefits of paperless billing and more automated payments.

The Board gave direction to the General Manager to research additional options for credit/debit card payment methods to include third-party payment processors.

4.8 Appointment of representative and alternate representative to Sacramento Ground Authority (SGA).

SGA has notified the District to nominate representatives to their Board and the required forms need to be submitted by May 1, 2018.

It was moved by Director Dills and seconded by Director Ridilla to nominate Director Green and Director Harris as the alternate for SGA's Board. Henrici, Dills, Harris and Ridilla voted yes. Director Green abstained. The motion carried with a vote of 4-0-1.

4.9 Consider directing the use or standardized Professional Services Agreement templates (large scope and small scope) for use in contracting with services providers.

It was moved by Director Harris and seconded by Director Ridilla to approve the use of a large scope and small scope standardized Professional Services Agreement. Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

9. **INFORMATION ITEMS**

9.1. **DISTRICT ACTIVITY REPORT**

- a. Water Operations Report – Written report provided.
- b. Conservation Report – Written report provided.

9.2. **BOARD REPORTS**

- a. Regional Water Authority – No meeting.
- b. Sacramento Groundwater Authority – Agenda and Executive Report provided.
- c. LAFCO – No report.
- d. Planning Committee – April minutes provided.
- e. Finance / Administrative Committee – April minutes provided.
- f. AD Hoc Committees-
 - 1. Office Building – No meeting.
 - 2. Employee Neg. - No meeting.
 - 3. Water Supply Development – No meeting.
- g. Other Reports – Pending and Completed Items Report

9. **DIRECTORS' AND GENERAL MANAGER COMMENTS**

10. **ADJOURNMENT**

President Harris adjourned the meeting at 8:04 p.m.

Respectfully submitted,

Timothy R. Shaw, Secretary

Mary Harris, President of the Board



**Consent Calendar
Agenda Item: 3.2**

Date: May 21, 2018

Subject: Expenditures

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance and Administrative Committee recommends approval of the Expenditures for the month of April 2018.

Current Background and Justification:

These expenditures have been completed since the last regular meeting of the Board of Directors.

Conclusion:

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

**Rio Linda Elverta Community Water District
Operating Account GL 10000 Expenditure Report
April 2018**

Type	Date	Num	Name	Memo	Amount
Liability Check	04/04/2018	EFT	QuickBooks Payroll Service	For PP Ending 03/31/2018 Paydate 04/05/2018	17,562.46
Liability Check	04/05/2018	EFT	CalPERS	For PP Ending 03/31/2018 Paydate 04/05/2018	1,662.69
Liability Check	04/05/2018	EFT	CalPERS	For PP Ending 03/31/2018 Paydate 04/05/2018	1,760.92
Liability Check	04/05/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	04/05/2018	EFT	Nationwide	Employee Benefits	995.06
Liability Check	04/05/2018	EFT	Internal Revenue Service	Employment Taxes	5,944.50
Liability Check	04/05/2018	EFT	Employment Development	Employment Taxes	1,241.08
Bill Pmt -Check	04/05/2018	EFT	Comcast	Phone/Internet	413.93
Bill Pmt -Check	04/05/2018	EFT	Republic Services	Utilities	86.12
Bill Pmt -Check	04/05/2018	EFT	Sprint	Field Communication	346.40
Check	04/05/2018	5345	Employee	For PP Ending 03/31/2018 Paydate 04/05/2018	92.35
Check	04/05/2018	5346	Franchise Tax Board	Employee Garnishment	331.03
Check	04/05/2018	5347	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Check	04/05/2018	5348	Customer	Customer Final Bill Refund	21.98
Check	04/05/2018	5349	Customer	Customer Final Bill Refund	21.03
Check	04/05/2018	5350	Customer	Customer Final Bill Refund	29.55
Check	04/05/2018	5351	Customer	Toilet Rebate	75.00
Bill Pmt -Check	04/05/2018	5352	ACWA/JPIA	Property Insurance 2018/19	5,329.00
Bill Pmt -Check	04/05/2018	5353	ACWA/JPIA	Employee Benefits	21.15
Bill Pmt -Check	04/05/2018	5354	Bullet Information Technology	Computer Maintenance	490.00
Bill Pmt -Check	04/05/2018	5355	California Rural Water Association	Annual Dues	1,240.00
Bill Pmt -Check	04/05/2018	5356	Elk Grove Security Systems	Security	84.00
Bill Pmt -Check	04/05/2018	5357	Ferguson Enterprises	Field IT-Annual Software/Equip Maint	9,385.37
Bill Pmt -Check	04/05/2018	5358	Mitch's Certified Classes	Backflow	1,100.00
Bill Pmt -Check	04/05/2018	5359	O'Reilly Automotive	Shop Supplies	43.09
Bill Pmt -Check	04/05/2018	5360	Phelan, Michael	Retiree Insurance: Lifetime	3,150.00
Bill Pmt -Check	04/05/2018	5361	Quill Corporation	Office Expense	215.62
Bill Pmt -Check	04/05/2018	5362	Rio Linda Elverta Recreation & Park Dist	Meeting Expense	50.00
Bill Pmt -Check	04/05/2018	5363	Rio Linda Hardware and Building Supply	Shop Supplies	309.11
Bill Pmt -Check	04/05/2018	5364	Sierra Chemical Company	Chemical Expense	644.12
Bill Pmt -Check	04/05/2018	5365	SMUD	Utilities	10,842.15
Bill Pmt -Check	04/05/2018	5366	UniFirst Corp	Uniforms	199.50
Bill Pmt -Check	04/05/2018	5367	Vanguard Cleaning Systems	Janitorial	195.00
Liability Check	04/17/2018	EFT	AFLAC	Employee Benefits	584.98
Liability Check	04/19/2018	EFT	QuickBooks Payroll Service	For PP Ending 04/15/18 Pay date 04/20/18	16,071.51
Liability Check	04/20/2018	EFT	CalPERS	For PP Ending 04/15/18 Pay date 04/20/18	1,563.90
Liability Check	04/20/2018	EFT	CalPERS	For PP Ending 04/15/18 Pay date 04/20/18	1,656.10
Liability Check	04/20/2018	EFT	Internal Revenue Service	Employment Taxes	5,524.36
Liability Check	04/20/2018	EFT	Employment Development	Employment Taxes	1,120.44
Liability Check	04/20/2018	EFT	Nationwide	Employee Benefits	1,236.91
Liability Check	04/20/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	04/20/2018	EFT	Western Health Advantage	Employee Benefits	11,406.71
Check	04/20/2018	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	50,000.00
Check	04/20/2018	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	44,871.50
Check	04/20/2018	EFT	RLECWD - Operating	Transfer funds for Security Deposits paid with Credit Card	1,300.00
Check	04/20/2018	EFT	RLECWD - Capital Improvement	Transfer Capacity Fees to Capital Improvement	14,062.01

Río Linda Elverta Community Water District
Operating Account GL 10000 Expenditure Report
 April 2018

Type	Date	Num	Name	Memo	Amount
Check	04/20/2018	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-Monthly Transfer	36,367.65
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 2911	Computer,Meetings, Postage	410.04
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 4506	Fuel	309.63
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 6669	Fuel	105.46
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 7806	Shop Supplies, Backflow Testing	660.02
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 8200	Fuel	135.51
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 8900	Fuel	183.17
Bill Pmt -Check	04/20/2018	EFT	Verizon	Field IT	260.54
Check	04/20/2018	5368	Employee	For PP Ending 04/15/18 Pay date 04/20/18	92.35
Liability Check	04/20/2018	5369	Teamsters Local #150	Union Dues	560.00
Check	04/20/2018	5370	Customer	Toilet Rebate	150.00
Bill Pmt -Check	04/20/2018	5371	Affinity Engineering	Engineering: February & March Services	20,794.00
Bill Pmt -Check	04/20/2018	5372	Bullet Information Technology Solutions	Computer Maintenance	420.00
Bill Pmt -Check	04/20/2018	5373	Churchwell White	Legal - March Services	3,047.10
Bill Pmt -Check	04/20/2018	5374	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	04/20/2018	5375	DirectHit Pest Control	Building Maintenance	75.00
Bill Pmt -Check	04/20/2018	5376	Oreilly Automotive	Transportation Expense	25.01
Bill Pmt -Check	04/20/2018	5377	PG&E	Utilities	101.41
Bill Pmt -Check	04/20/2018	5378	Sierra Chemical Company	Chemical Supplies	811.80
Bill Pmt -Check	04/20/2018	5379	SimplexGrinnell	Safety	218.82
Bill Pmt -Check	04/20/2018	5379	Spok, Inc.	Field Communication	15.17
Bill Pmt -Check	04/20/2018	5381	Churchwell White	Capital Improvement - Well 10	590.00
Liability Check	04/25/2018	EFT	Dental and Vision Ins.com	Employee Benefits	1,961.10
Liability Check	04/27/2018	EFT	Employment Development	Employment Taxes	1,832.23

Total 10000 - Bank - Operating Account

299,836.39

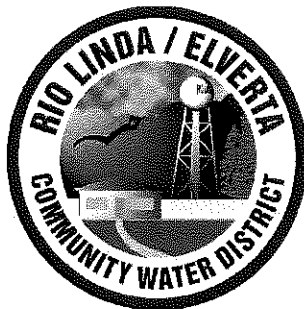
Accrual Basis

**Rio Linda Elverta Community Water District
Other Accounts Expenditure Report
April 2018**

Type	Date	Num	Payee	Memo	Amount
Transfer	04/20/2018	EFT	RLECWD - Operating Account	March 2018 Security Deposits Applied	2,100.00
10100 - Security Deposits					<u>2,100.00</u>

Type	Date	Num	Payee	Memo	Amount
Transfer	04/20/2018	EFT	RLECWD - Operating	Transfer see operating checks: Churchwell White Check #5381	590.00
10465 - Capital Improvement Cr6 Project					<u>590.00</u>

* Note - Cost of Issuance



**Consent Calendar
Agenda Item: 3.3**

Date: May 21, 2018

Subject: Financial Reports

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance and Administrative Committee recommends approval of the Districts Financial Reports for the month of April 2018.

Current Background and Justification:

The financial reports are for the District's balance sheet, profit and loss, and capital improvements year to date.

Conclusion:

These financials are to be presented to the Board of Directors in order to inform them of the District's current financial condition.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Rio Linda Elverta Community Water District
Balance Sheet
 As of April 30, 2018



ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10005 · Operating Fund 368,909.91

10010 · Operating Reserve Fund 250,000.00

Total 10000 · Operating Account 618,909.91

10100 · Trust/Security Deposit Account 42,752.00

10450 · Capital Improvement

10455 · Capital Improvement Fee Reserve 540,648.53

10460 · Vehicle Replacement Reserve 0.00

10465 · Cr6 Project 21,135.22

Total 10450 · Capital Improvement 561,783.75

10600 · LAIF GASB 45 15,992.96

Total 100 · Cash & Cash Equivalents 1,239,438.62

102 · Restricted Assets

102.1 · Restricted Capital Improvements

10700 · ZIONS Inv/Surcharge Reserve 490,045.48

Total 102.1 · Restricted Capital Improvements 490,045.48

102.2 · Restricted for Debt Service

10300 · Surcharge 1 Account 636,155.73

10325 · Community Business Bank 92,985.66

10350 · Umpqua Bank 120,161.91

10350 · Surcharge 2 Account 363,375.34

Total 102.2 · Restricted for Debt Service 1,212,678.64

Total 102 · Restricted Assets 1,702,724.12

Total Checking/Savings 2,942,162.74

Accounts Receivable 7,925.76

Other Current Assets

12000 · Water Utility Receivable 50,559.41

12200 · Accrued Revenue 192,500.00

12250 · Accrued Interest Receivable 2,462.50

15000 · Inventory Asset 132,606.59

16000 · Prepaid Expense 36,318.36

Total Other Current Assets 414,446.86

Total Current Assets 3,364,535.36

Fixed Assets

17000 · General Plant Assets 606,506.95

17100 · Water System Facilities 20,577,899.79

17300 · Intangible Assets 373,043.42

17500 · Accum Depreciation & Amort -8,241,347.85

18000 · Construction in Progress 595,995.98

18100 · Land 496,673.45

Total Fixed Assets 14,408,771.74

Other Assets

19000 · Deferred Outflows 297,772.00

19900 · Suspense Account -95.81

Total Other Assets 297,676.19

TOTAL ASSETS 18,070,983.29

Accrual Basis

Rio Linda Elverta Community Water District

Balance Sheet
As of April 30, 2018

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	43,860.61
Credit Cards	1,725.93
Other Current Liabilities	687,558.31

Total Current Liabilities 733,144.85

Long Term Liabilities

23000 · OPEB Liability	22,453.00
23500 · Lease Buy-Back	804,307.27
25000 · Surcharge 1 Loan	4,706,951.66
25050 · Surcharge 2 Loan	99,140.82
26000 · Water Rev Refunding	2,224,769.00
27000 · Community Business Bank	389,303.55
29000 · Net Pension Liability	902,961.00
29500 · Deferred Inflows-Pension	40,436.00

Total Long Term Liabilities 9,190,322.30

Total Liabilities 9,923,467.15

Equity

31500 · Invested in Capital Assets, Net	6,698,923.46
32000 · Restricted for Debt Service	699,786.24
38000 · Unrestricted Equity	819,658.26
Net Income	-70,851.82

Total Equity 8,147,516.14

TOTAL LIABILITIES & EQUITY 18,070,983.29

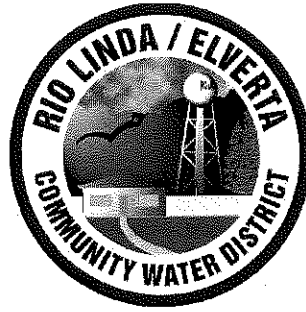
Rio Linda Elverta Community Water District
Profit & Loss Budget Performance
April 2018

9

	Annual Budget	Apr 18	Jul 17- Apr 18	% of Annual Budget	YTD Annual Budget Balance
Ordinary Income/Expense					
Income					
40000 · Operating Revenue	2,615,811.00	165,643.11	2,033,842.96	77.75%	581,968.04
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	92.57	409.80	102.45%	-9.80
Total 41110 · Investment Revenue	400.00	92.57	409.80	102.45%	-9.80
41120 · Taxes and Assessments	70,000.00	0.00	49,953.45	71.36%	20,046.55
41140 · Other Non-Operating Revenue	2,000.00	0.00	0.00	0.00%	2,000.00
Total 41000 · Non-Operating Revenue	72,400.00	92.57	50,363.25	69.56%	22,036.75
Total Income	2,688,211.00	165,735.68	2,084,206.21	77.53%	604,004.79
Gross Income	2,688,211.00	165,735.68	2,084,206.21	77.53%	604,004.79
Expense					
60000 · Operating Expenses					
60010 · Officers, Auditor & Legal Fees	112,383.00	3,136.10	71,135.88	63.30%	41,247.12
60110 · Salaries & Wages	643,156.00	49,186.30	502,066.23	78.06%	141,089.77
60150 · Employee Benefits & Expense	372,167.00	28,978.36	304,410.43	81.79%	67,756.57
60200 · Office Operations	343,576.00	33,242.63	260,057.78	75.69%	83,518.22
65000 · Field Operations	408,753.00	9,976.36	243,949.42	59.68%	164,803.58
Total 60000 · Operating Expenses	1,880,035.00	124,519.75	1,381,619.74	73.49%	498,415.26
69000 · Non-Operating Expenses					
69110 · Revenue Bond					
69105 · Principle	129,077.00	0.00	51,077.00	39.57%	78,000.00
69110 · Interest	69,617.00	0.00	35,190.00	50.55%	34,427.00
69120 · Admin Fees	0.00	0.00	0.00	0.00%	0.00
Total 69110 · Revenue Bond	198,694.00	0.00	86,267.00	43.42%	112,427.00
69125 · AMI Meter Loan					
69130 · Principle	45,400.00	0.00	45,399.73	100.00%	0.27
69135 · Interest	13,114.00	0.00	13,114.19	100.00%	-0.19
Total 69150 · Revenue Bond	58,514.00	0.00	58,513.92	100.00%	0.08
69400 · Other Non-Operating Expense	2,000.00	0.00	0.00	0.00%	2,000.00
Total 69000 · Non-Operating Expenses	259,208.00	0.00	144,780.92	55.86%	114,427.08
Total Expense	2,139,243.00	124,519.75	1,526,400.66	71.35%	612,842.34
Net Ordinary Income	548,968.00	41,215.93	557,805.55		
Net Income	548,968.00	41,215.93	557,805.55		

CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2017-2018
July 2017 through April 2018

	GENERAL		CONNECTIONS		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
BEGINNING FUND BALANCE	\$ 1,080,092.00	\$ 1,080,092.00	\$ 62,680.00	\$ 62,680.00	\$ (23,521.00)	\$ (23,521.00)	\$ 32,771.00	\$ 32,771.00
FUNDING SOURCES								
Fund Transfers								
Operating Fund Transfers In	600,000.00	500,000.00	-	-	-	-	-	-
CIP Fund Intrafund Transfers	(18,629.00)	(18,626.02)	-	-	-	-	18,629.00	18,626.02
Surcharge 2 Rate	-	-	-	-	218,230.00	157,233.53	-	-
Contributed Funding								
Capacity Fee Revenue	-	-	25,000.00	58,169.87	-	-	-	-
Contributed Facilities (Developers)	-	-	-	-	-	-	-	-
Grant Revenue	-	-	-	-	-	-	-	-
Loan Proceeds-OPUS Bank 3-1-18	-	-	-	-	146,105.00	99,140.82	-	-
Investment Revenue	350.00	164.59	-	-	20.00	21.72	-	-
Sale of Fixed Assets	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	1,661,813.00	1,561,630.57	87,680.00	120,849.87	340,834.00	232,875.07	51,400.00	51,397.02
PROJECTS								
A - WATER SUPPLY								
A-1 - River Arc	-	-	62,500.00	62,500.00	-	-	-	-
A-2 - El Dorado County Water & Power	14,442.00	14,441.63	-	-	-	-	-	-
A-3 - Well 2A - Cr6 Treatment	-	-	-	-	-	-	-	-
A-4 - Well 10 - Cr6 Treatment	-	-	-	-	81,220.00	76,808.60	-	-
A-5 - Well 15 - Cr6 Treatment	-	-	-	-	81,000.00	80,886.79	-	-
A-6 - Well 16	-	-	-	-	562,665.00	509,818.90	-	-
A-7 - Well 17	-	-	-	-	57,885.00	16,885.00	-	-
A-8 - Miscellaneous Pump Replacements	40,000.00	16,679.68	-	-	-	-	-	-
A-9 - Master Plan	26,000.00	5,635.00	-	-	-	-	-	-
A-10 - Well 9 Rehab	53,000.00	38,788.82	-	-	-	-	-	-
Total A - WATER SUPPLY	133,442.00	75,545.13	62,500.00	62,500.00	782,770.00	684,399.29	-	-
B - WATER DISTRIBUTION								
B-1 - System Valve Replacements	35,000.00	26,784.55	-	-	-	-	-	-
B-2 - Paving Replacements	30,000.00	25,200.00	-	-	-	-	-	-
B-3 - Service Replacements	30,000.00	11,797.90	-	-	-	-	-	-
B-4 - Large Meter Replacements	5,000.00	-	-	-	-	-	-	-
B-5 - Small Meter Replacements	60,000.00	50,561.70	-	-	-	-	-	-
Total B - WATER DISTRIBUTION	160,000.00	114,344.15	-	-	-	-	-	-
M - GENERAL PLANT ASSETS								
M-1 - Computer Server	7,805.00	7,804.58	-	-	-	-	-	-
M-2 - Trucks (2)	-	-	-	-	-	-	51,400.00	51,397.02
M-3 - Office & Shop Roof	38,201.00	38,201.00	-	-	-	-	-	-
Total M - GENERAL PLANT ASSETS	46,006.00	46,005.58	-	-	-	-	51,400.00	51,397.02
FO - PROJECTS FUNDED BY OTHERS								
TOTAL FO - PROJECTS FUNDED BY OTHERS	-	-	-	-	-	-	-	-
C - CONTINGENCY								
C-1 - Contingency (10% of Est A,B,M, & FO)	29,344.20	-	6,250.00	-	78,277.00	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	368,792.20	235,894.86	68,750.00	62,500.00	861,047.00	684,399.29	51,400.00	51,397.02
ENDING FUND BALANCE	\$ 1,293,020.80	\$ 1,325,735.71	\$ 18,930.00	\$ 58,349.87	\$ (520,213.00)	\$ (451,524.22)	\$ -	\$ -



**Items for Discussion and Action
Agenda Item: 4.1**

Date: May 21, 2018
Subject: General Manager's Report
Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

There is no committee recommendation on this item.

Current Background and Justification:

The General Manager will report to the Board of Directors on meetings attended and an update on projects since the last meeting of the Board.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.1

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/
Goal/Strategic Planning issues or state of emergency

General Manager's Report

05/18/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

N/A

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18



Date: May 21, 2018

Subject: General Manager Report

Staff Contact: Timothy R. Shaw, General Manager

For the given month, I participated in the following reoccurring meetings and special events: It has been a busy and productive month. Some of the activities were anticipated and planned. Other demands for resources were unexpected and astonishingly disruptive. Staff executed 4 professional services agreements (Affinity, Bartle Wells, Adept Solutions and BHI). There was a fair amount of paper pushing involved, but with strong support from Renita and Deborah, we finally crossed the finish line. Likewise, I enjoyed the professional satisfaction of working with Deborah and Director Henrici to craft a Proposed Budget for your consideration. In getting to where we are in the budget process, I want to publicly thank the Directors Ridilla and Henrici for their help and support. I truly recognize and appreciate everyone's help and cooperation. Director Henrici went a step above and beyond to help me one on one, which helps us all and helps the community we serve.

1. On April 17th, Directors Harris, Green and I (Facilities Ad Hoc) met with Twin Rivers Unified School District (TRUSD) representatives to explore options for a new RLECWD office facility. The meeting revealed that although TRUSD has already completed its prescribed process for designating property to be surplus, TRUSD considered, but did not designate the ball field at 7th and M Street to be surplus. TRUSD suggested several other options, including portions of the abandoned elementary school property which were declared to be surplus.
2. On April 19th Pat and I met with the Rite Aid/Starbucks developer to discuss water supply needs and corresponding capacity fees. Pat and I made some logical recommendations, which the developer appreciated and implemented.
3. On April 20th President Harris and I participated in a joint district tour with the Parks District and Assemblyman McCarty's staff. The tour was coordinated by CSDA. I feel that the endeavor was beneficial to all parties involved.
4. On April 23rd District Engineer, Legal Counsel and I met with Elverta Specific Plan (ESP) Developers to engage in focused discussions on the funding for RLECWD infrastructure for their ESP project. A particular focus was the need for advanced funding to allow continued participation in RiverArc. ESP developers expressed a sentiment that the District had already provided a degree of concurrence to support deferring a portion of the RLECWD capacity

fee. Legal Counsel responded to indicate that was never her understanding. Both sides agreed to continued discussion, although the developers expressed a desire to work exclusively with the District Engineer. I countered with my assertion that I must be part of those discussions. Subsequently, a meeting was scheduled for May 15th with GM, District Engineer and Legal Counsel, although I pushed for an earlier meeting due to the gravity and potential consequences, ESP developers would not agree to meet any earlier.

5. April 24th, I met with ESP developers and RiverArc consultants to inform ESP of the scope, schedule and benefits of RiverArc. ESP developers challenged RiverArc consultants on their schedule, alleging that surface water facilities could not be brought on line by 2025. RiverArc consultants provided a recent example (Davis-Woodland Project) to support the RiverArc schedule. I encouraged the attendees to be mindful that the political and regulatory environment is not the same as it ever was. The 5-year drought emergency and corresponding acceleration of a political agenda to make conservation a permanent way of life for all Californians translates to an infeasibility for continued development on ground water only. The Sustainable Groundwater Management Act and groundwater budgets therein will heavily influence the way moving forward, including timelines for projects which embrace the ideals of sustainable resource management, e.g. conjunctive use This contrasts the likely impediments for projects which do not support the current political/environmental idealism.
6. On April 25th Directors Harris, Green and I attended the Salute to Democracy breakfast with CA Senator Nielson. It was a delicious breakfast (thanks for inviting me Director Green) and a good networking opportunity. I enjoyed meeting Senator Nielson and hearing his views on what is and is not good for California.
7. On April 26th I met with a small-scale infill project developer to discuss a project on Elmwood Avenue. The concepts discussed inspired me to place an item on the May 4th Planning Committee agenda, which forwarded the item onto the 5-21-2018 Board agenda. Unfortunately, I have reached the limit of my resources and must postpone the item to a future Board meeting. The postponement should not have a detrimental impact on the proposed infill project.
8. May 1st, the District Engineer and I participated in a meeting with Inductive Automation to continue our pursuit of solutions to the Tesco historical data compatibility issue. The solution through Inductive Automation looks promising.
9. May 2nd I attended the monthly meeting of RiverArc members. The healthy discussion continues to focus on strategic solutions to the rapidly evolving political climate regarding the need for better resource management and regional solutions. Complex problems require comprehensive solutions. We also discussed our observations that the development community seems to be reluctant to embrace the changes already in place.
10. May 3rd, Director Henrici and I attended the monthly meeting for Regional Water Authority. To avoid redundancy, I will assume Director Henrici will report on the content of this meeting.

11. May 3rd (afternoon) Renita, Kim and I participated via webinar in a meeting with our billing software company to explore the benefits and needs for updating our software. The existing version is quite old (1997). The software company is and will continue to support the old software, but the old software has limited functionality and limited expandability. It is likely that we will need to purchase new billing software if/when the District goes beyond 5,000 customers.
12. May 14th I met with CalPERS representatives telephonically to discuss our entitlement to PERS programs designed to reduce the unfunded liability associated with our retiree medical obligations. I learned a lot about the continuously expanding requirements for auditing and reporting public agencies must perform for their Other Post Employment Benefits (OPEB).
13. May 14th (afternoon) I engaged in a scheduled telephone call with Bartle Wells Associates (BWA) to begin the process for the fire facilities rates addendum. BWA requested data on the number and size of private fire facilities and the number of fire hydrants in our service area. The information was provided to BWA by the next day, May 15th.
14. May 15th District Engineer, Legal Counsel and I met with ESP developers to continue our discussions on the need for advanced funding agreement(s) and funding of RLECWD infrastructure in general. The ESP developers contrive that RLECWD cannot achieve surface water for another 20-years, therefore the funding for such can and should be deferred for 20-years. Legal Counsel and I endeavored to encourage the developers to understand the inherent risks associated with a public agency spending money now in faith that the promised funding will materialize in 20-years.
15. May 16th, I met with the Rio Linda Elverta Parks and Recreation District GM to help that agency achieve its CSDA Transparency Certification.

Other initiatives in progress are:

I participated in a number of phone calls throughout the month with CPS HR personnel to finalize the Compensation Study. We finally crossed the finish line with a good product.

The first of our strategic planning meeting with BHI are scheduled for May 21st.

The offboarding of the prior IT support service consultant is complete. The onboarding of the new IT consultant is nearly complete. Adept solutions is hear, the backup and virus protection software is installed, but there are a few miscellaneous items needed for full deployment.



**Items for Discussion and Action
Agenda Item: 4.2**

Date: May 21, 2018
Subject: District Engineer's Report
Staff Contact: James Carson, District Engineer

Recommended Committee Action:

There is no committee recommendation on this item.

Current Background and Justification:

The District Engineer will report on the progress of projects since the last meeting of the Board.

Conclusion:

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: ___ Green: ___ Ridilla: ___ Henrici: ___ Harris: ___
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.2

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/
Goal/Strategic Planning issues or state of emergency

District Engineer's Report

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

05/17/18

Committee Review of Item and Staff Work

N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

N/A

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18

TECHNICAL MEMORANDUM

To: Tim Shaw – General Manager
 From: Jim Carson – District Engineer (Affinity Engineering)
 Subject: District Engineering Staff Report – May 2018
 Date: May 17, 2018

This Technical Memorandum (TM) updates the Board of Directors on Rio Linda/Elverta Community Water District (District) engineering related activities since last month’s engineering report and does not include items that may be discussed in the General Manager’s report.

1. MSA Contract and Task Orders

The following are the Approved Task Orders for Affinity.

Affinity Engineering Approved Task Order List

Task Order	Project Name	Budget (\$)	Approval Date
2018-001	Cr6 Treatment Evaluation	9,000	4/25/18
2018-002	District Boundary Map	2,610	4/25/18
2018-003	Northborough MSR Update	15,000	5/9/18

2. Hexavalent Chromium (Cr6) Treatment Evaluation

The District has been researching currently available treatment system derivatives that are feasible to meet treatment issues for water quality and site dimensions at Well 10. As of the date of this report, we have not confirmed the feasibility of any of the treatment derivatives, and we have not eliminated any of the treatment derivatives from our preliminary list of options.

3. District Election Map

Because of the upcoming election in November, Sacramento County Voter Registration and Elections Office contacted the District and requested that they confirm their election map is accurate.

The District evaluated the different boundary maps as well as met with Don Lockhart from LAFCo. These maps included Sacramento County’s election and tax rate area maps as well as the District’s internal boundary map. It was determined that Sacramento County’s election map properly shows the District’s boundaries based on review of the information that is available to the

District. A letter stating this finding will be provided to the Sacramento County Voter Registration and Elections Office based on the Board's approval and resolution of the District Boundary Map.

4. Northborough Development Annexation

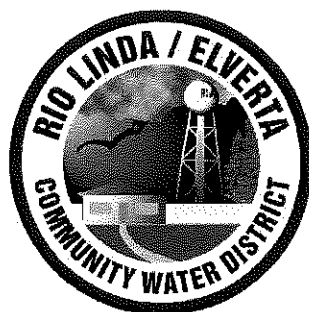
The District met with LAFCo last week to discuss what is required to annex the Northborough Development into the District. A project plan and schedule is being developed that identifies all the requirements needed for the annexation.

5. Integrated Regional Water Management Plan (IRWMP) – Project Update

At the request from Regional Water Authority Staff, the project included in the IRWMP project by the District was updated. The update included new schedules, costs, and project descriptions that are being considered for grants.

6. Rite Aid Starbucks Development

The Development's offsite pipeline drawings have been reviewed and approved. The Developer needs to pay the remaining District fees then the plans can be signed. After the plans are signed, the offsite water main installations will be scheduled for construction by the Developer.



Items for Discussion and Action

Agenda Item: 4.2.a

Date: May 21, 2018

Subject: Consider adopting Resolution 2018-05 to certify updates to the District Service Area Boundary Map required by Sacramento County Elections Office.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Planning Committee discussed the item be presented and brought before the full Board at the May 21, 2018 meeting.

Current Background and Justification:

The February 20th notice from the Sacramento County Registrar of Voters includes a requirement that we submit an updated service area boundary map to enable consolidation of our Board Member election in November with the County's general election. Consolidation with the general election is the most cost-effective means of complying with our statutory obligation.

The specifications of the boundary map are such that the Elections Officer may determine which parcels (residents of such parcels) are eligible to vote for RLECWD Board of Directors. Both RLECWD and the Registrar of Voters wish to preclude a scenario involving a contested election, wherein a claim is made that ineligible voter(s) were erroneously allowed to vote. Such a dispute could preclude the Registrar from certifying our election but would not excuse the District from completing an election or paying the cost of the disputed elections.

A hardcopy of a map meeting the Registrars needs, with the required resolution, would be exceptionally large, making such a map inconvenient to handle and expensive to reproduce. Accordingly, practicality dictates a digital version to allow the viewer to manipulate the perspective, i.e. zoom in and out to determine which parcels can vote in our elections.

Although these biannual notices from the Sacramento County Registrar of Voters typically include the requirement to submit updated maps, staff was unable to determine when or if RLECWD had submitted any updates for the past several general election cycles. Accordingly, the District Engineer

has prepared a map to reflect the current boundary, which is effectively all modification to the boundary since the enabling act in 1948. The District Engineer coordinated with Sacramento County Geographical Information System (GIS) and Sacramento County LAFCo to confirm the accuracy of the updated map. Additionally, staff has prepared Resolution 2018-05 to appropriately depict the District's formal adoption of the updated service area boundary map

Conclusion:

The recommended action to approve Resolution 2018-05 is the necessary and appropriate action. I further recommend that the District modify our typical form of Resolution of Annexation to stipulate that the District Engineer is directed to update the service area boundary map upon receipt of Notice of Completion from the State Board of Equalization associated with annexations. Resolution 2018-05 has some language intended to be consistent with the future language of the District's Resolutions of Annexation.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.2.a

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/
Goal/Strategic Planning issues or state of emergency

Consider adopting Resolution 2018-05 to certify updates to the District Services Area
Boundary Map required by Sacramento County Elections Office

05/18/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other
Water or special districts, District Engineer, Legal Counsel then laying out business cases,
pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

05/04/18

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc
Committees, to prepare board recommendations

Formal Legal Counsel Review

05/17/18

Legal Counsel should have enough time to review all potential legal matters
for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18

RESOLUTION NO. 2018-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIO LINDA/ ELVERTA
COMMUNITY WATER DISTRICT ADOPTING THE UPDATED DISTRICT
SERVICE AREA BOUNDARY MAP**

WHEREAS, the Sacramento County Registrar of Voters provided a notice to the Rio Linda Elverta Community Water District (“District”) on February 20, 2018, that requires the District to submit an updated map depicting the District’s service area boundary; and

WHEREAS, the specifications for the required boundary map are such that the map must allow the Sacramento County Registrar of Voters, who serves as the District’s Elections Officer, to determine which parcels are inside the District’s boundary and which parcels are outside. Accordingly, the hardcopy of the updated service area boundary map, attached as Exhibit A to this resolution, is a representation of the actual map, which exists in digital format to allow for adjusting perspective (zooming) to view streets and parcels; and

WHEREAS, the District’s Engineer has been engaged to update our existing service area boundary map to accurately reflect all annexations and other service area modification since the District was formed on November 7, 1948 as required under the February 20, 2018 notice; and

WHEREAS, the District Engineer has coordinated with the Sacramento County Geographic Information System (GIS) mapping personnel and Sacramento County Local Agency Formation Commission (LAFCo) personnel to derive and confirm the updated District Service Area Boundary Map.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Rio Linda/Elverta Community Water District as follows:

- The updated Rio Linda Elverta Community Water District Service Area Boundary Map is hereby adopted.
- The adopted map includes both the hard copy attached as Exhibit A and the digital version needed by the Sacramento County Registrar of Voters and for other regulatory purposes, e.g. municipal services reviews (MSRs).
- The District Engineer is hereby directed to continue to update the service area boundary map upon notice of completed annexations from the State Board of Equalization. Such updates to the service area boundary map are to be brought back to the Board for adoption as appropriate.

APPROVED AND ADOPTED by the Board of Directors of the Rio Linda / Elverta Community Water District on this 21st day of May 2018. By the following vote:

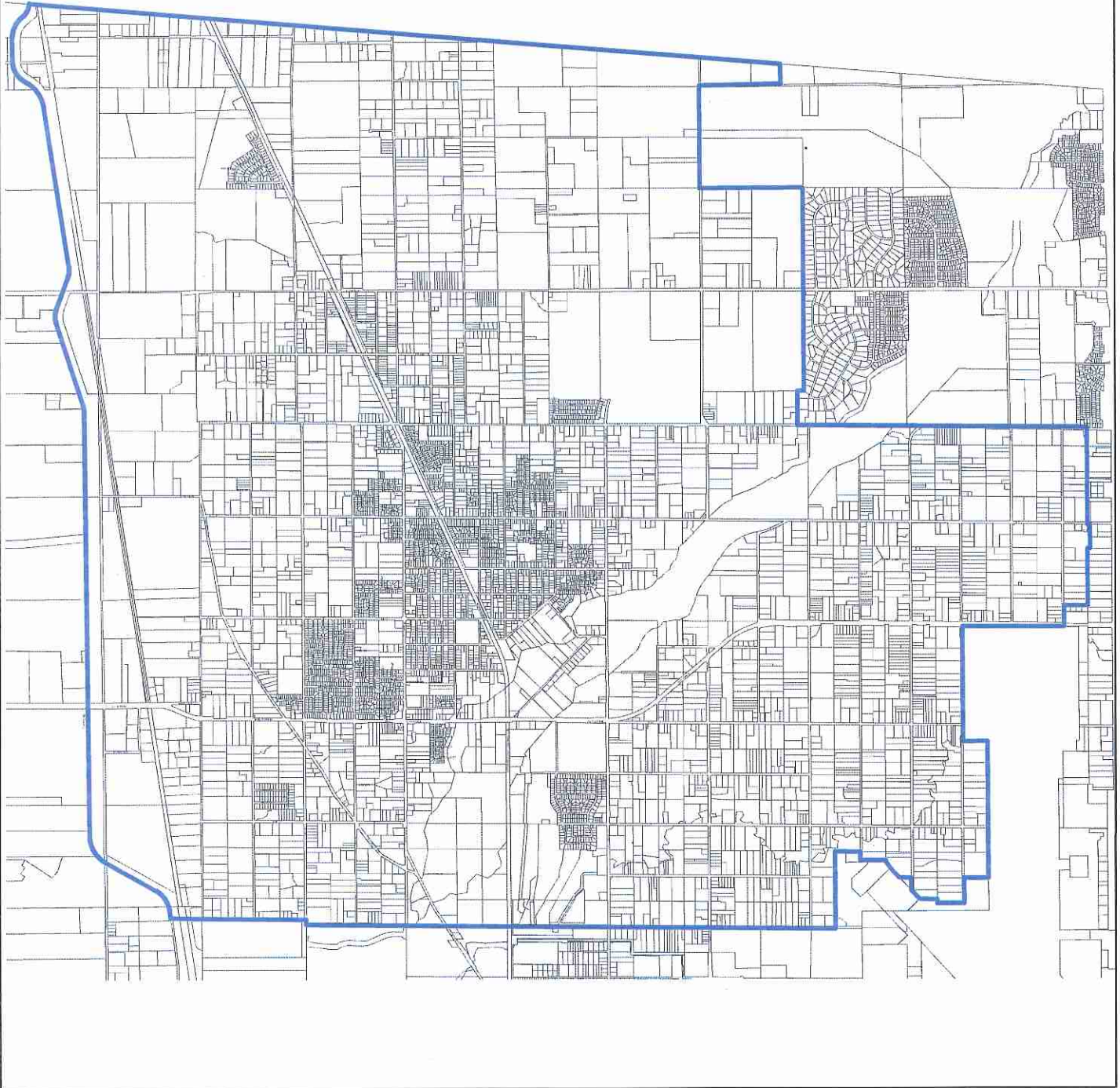
AYES:
NAYS:
ABSENT:
ABSTAIN:



ATTEST:

Mary R. Harris
President, Board of Directors

Timothy R. Shaw
Secretary of the Board of Directors

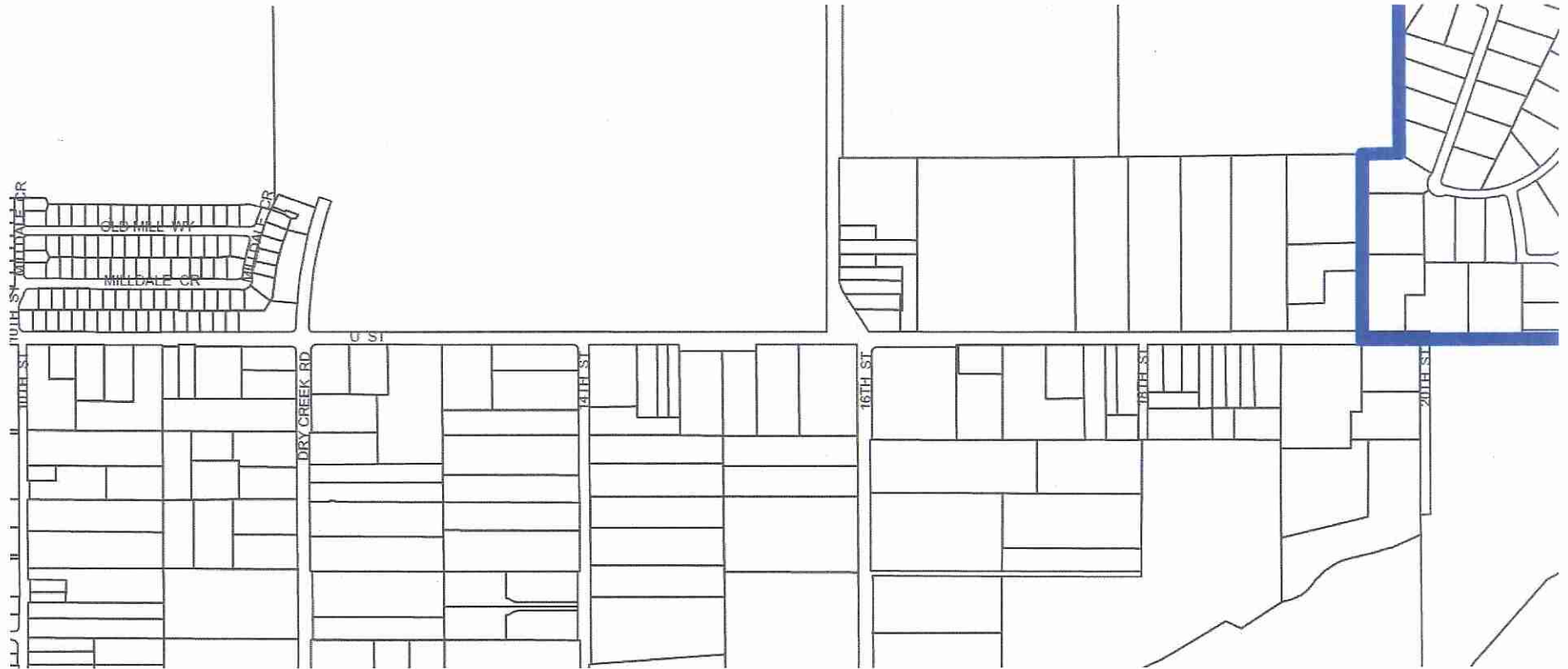
DRAFT



 <p>Rio Linda / Elverta Community Water District 730 L Street Rio Linda, CA 95673</p>	<p>Exhibit A</p>	<p>MAY 2018</p>
	<p>RLECWD SERVICE AREA BOUNDARY MAP UPDATED MAY 21, 2018</p>	 <p>AFFINITY ENGINEERING</p>

Item 4.2.a

Excerpt of Service Area Boundary Map zoomed to 300% to show streets and parcels



BEFORE THE BOARD OF SUPERVISORS OF THE COUNTY OF SACRAMENTO
STATE OF CALIFORNIA

-000-

In the Matter of the Organization
and incorporation of

RIO LINDA COUNTY WATER DISTRICT.

} RESOLUTION NO. 8134 "A"

-000-

RESOLUTION CANVASSING VOTE AND DECLARING
DISTRICT TO BE ORGANIZED

WHEREAS, a petition for the incorporation of RIO LINDA COUNTY WATER DISTRICT was filed with the County Clerk of Sacramento County on or about the 18 day of May, 1948, and said County Clerk did report and certify to this Board that said petition was filed by the registered voters within the boundaries of the proposed district, equal in number to at least ten per centum of the number of votes cast in said proposed county water district for the office of Governor of this State in the last general election, prior to the presenting of said petition, and did further certify that the number of qualified electors required to make said petition sufficient had executed the same and that the same was in due form; and

WHEREAS said matter was regularly set down for hearing before this Board for Monday the 15th day of September, 1948, and said matter was regularly continued to the 15th day of September, 1948, by the Board for final hearing and final determination, and upon said day was heard and this board did then adopt its resolution and order calling an election and did therein fix and

establish an election precinct hereinafter referred to and did call an election upon the matter of the organization of said district to be held upon the 9th day of November, 1948; and

WHEREAS it appears that a notice of election pursuant to said Resolution No. 6015 and to the County Water District Act of 1915 as amended (Deering Act 9124), has been duly and regularly published in THE ADVERTISER for the time and in the manner required by law; and

WHEREAS, it appears to this Board that an election was held upon said 9th day of November, 1948, in the manner prescribed by said resolution and by law and the election officers appointed to act in said election precinct at the polling place thereof have conducted said election in the manner and form provided for by law and have counted the ballots and reported thereon to this Board; and

WHEREAS this board did canvass the returns within four days after such election as required by law, to-wit: on the 10th day of November, 1948; and,

WHEREAS it appears to this Board that said election and canvass have been in all respects regularly conducted in accordance with law; and

WHEREAS all of the territory of said proposed district is in unincorporated territory of and within the County of Sacramento;

NOW, THEREFORE, BE IT RESOLVED that this Board do and it does hereby canvass said returns and does find and determine that the total votes cast at the polling place provided within said election precinct and the votes cast for and against said proposition were and are as follows:

The total votes polled was 346, and the total number of votes cast in favor of incorporation of RIO LINDA COUNTY WATER DISTRICT was 190 and the total number of votes cast against the incorporation of RIO LINDA COUNTY WATER DISTRICT was 55, and there

being one void ballot.

BE IT FURTHER RESOLVED that this Board do and it does hereby find that a majority of all the votes cast at said election was in favor of Organizing the RIO LINDA COUNTY WATER DISTRICT under the County Water District Act of 1915 and acts amendatory thereof (being Deering Act 9124), and

BE IT FURTHER RESOLVED that this Board do and it does hereby find and declare RIO LINDA COUNTY WATER DISTRICT to be duly organized and that the territory inclosed within the proposed boundaries is duly organized under the said name of RIO LINDA COUNTY WATER DISTRICT; that the boundaries of said district are as follows:

Commencing at the intersection of the center line of Q Street and 10th Street, as shown on Map entitled Rio Linda Subdivision No. 2, recorded in the office of the County Recorder of Sacramento County in book of maps No. 14, page 47, filed September 27, 1913; thence south along said center line of 10th Street to its intersection with the center line of Oak Lane; thence southwesterly along said center line of Oak Lane 278.3 feet; thence S 42°52'E 1205.22 feet; thence S 64°35'30"W 88.57 feet; thence S 53°20'W 278.23 feet; thence N. 88°55'W 371.06 feet; thence N 76°54'W 117.58 feet; thence S 60°51½"W 222.20 feet; thence S 77°22'W 897.71 feet; thence S 83°04½"W 93.12 feet; thence S 29°34½"W 88.70 feet; thence S 13° 43½'W 780.05 feet; thence S 40°46'W 164.14 feet to the easterly right of way line of the Northern Electric Co.; thence southwesterly across said right of way 129.5 feet more or less to the westerly right of way line of said Northern Electric Co.; thence S 59°53'W 64.67 feet; thence S 57°00'W 250.00 feet; thence S 53°10'W 314.32 feet; thence S 73°41'W 254.63 feet; thence

S 86°49'1"W 297.27 feet; thence S 56°13'W 187.47 feet; thence S 19°29'W 332.14 feet to the center line of I Street; thence west along said center line to its intersection with the center line of Second Street as shown on map entitled Rio Linda Subdivision No. 3 and filed in Book of Maps No. 14, page 52 in the office of said County Recorder on December 22, 1913; thence north along said center line to its intersection with the center line of L Street; thence east along said center line to its intersection with the center line of Third Street; thence north along said center line to its intersection with the center line of O Street; thence east along said center line to its intersection with the center line of Fourth Street, said center line being the east line of Section 7; thence north along said center line to its intersection with the center line of J Street; thence east along said center line to the point of beginning.

BE IT FURTHER RESOLVED that the County Clerk of Sacramento County be, and he is hereby authorized and directed to cause forthwith to be filed with the Secretary of State of the State of California, and to be recorded in the office of the County Recorder of Sacramento County each a certificate stating that such a proposition was adopted and that said district has been organized.

AYES: SUPERVISORS Fred J. Bennett, C. A. Champlin, T. L. Conrad, Frank R. Elmer and James R. Garlick.

NOES: None

BY ORDER OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SACRAMENTO,

~~RECEIVED~~

NOV 10 1916

C. C. LARUE, Clerk

C. C. LARUE,
County Clerk and Ex-Officio Clerk of the
Board of Supervisors of the County of
Sacramento, State of California

Deputy



Items for Discussion and Action

Agenda Item: 4.3

Date: May 21, 2018

Subject: Consider commitment to funding membership in RiverArc for fiscal year 2018/2019, approximately \$104,167, and discuss negotiations with Elverta Specific Plan developers regarding prefunding development costs including RiverArc membership costs.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item was not brought before a committee because the e-mail from RiverArc was received too late for inclusion in the May 14th Finance/Admin agenda, and the subject matter was such that the item obviously required forwarding to the May 21st Board meeting agenda.

I recommend the Board authorize a response to RiverArc to indicate the District's willingness to continue membership and commitment to funding. However, our ability to fund membership is subject to our successful negotiation with the large-scale residential development representatives to secure advanced funding of development cost including RiverArc. If we are successful in our negotiations with developers in the limited time remaining prior to the beginning of the next fiscal year, the District will commit to funding RiverArc membership for FY 2018/2019.

Current Background and Justification:

The Board has previously been provided with staff reports detailing the relative merits for regional efforts toward inclusion of surface water and conjunctive use vs. pursuit of same as a stand-alone agency. Those principles remain germane to this decision, i.e. the District's potential for success is greater via a regional strategy. If we are to pursue surface water as a stand-alone agency, we will still need developer advanced funding or wait until enough building permits are pulled (capacity fees are paid) to fund each phase of the transition to surface water. The pay-as-you-go approach tends to dramatically slow the pace of development.

The District has planned and implemented elements toward a transition to inclusion of surface water in its Water Master Plan, Capacity Fee Program, Municipal Service Reviews, and efforts to produce an

advanced funding agreement with the Elverta Specific Plan Developers. Efforts to achieve the advanced funding agreement have spanned almost a year. The current impediments to an agreement with the developers include the developers' desire to pay something less than the full capacity fee at building permit. There are additional challenges in the preliminary funding strategies being offered by the developers, but they generally revolve around a deferred payment of the full RLECWD capacity fee.

The developers contend that their project may be financially infeasible without some sort of RLECWD capacity fee deferral, which may be factual. However, agreement to the developers' requests entails an inherent assumption of risks on the District's part. The District would be required to continue to implement its existing plans for infrastructure, including inclusion of treated surface water. We could potentially expend up to approximately \$50 million in environmental reviews, planning and designing surface water facilities, all in good faith that the remaining funding, which we allowed to be deferred now, will eventually materialize in approximately 20-years. Consequently, allowing the District to eventually construct the needed facilities. If something, anything obviates the eventual payment of the deferred RLECWD capacity fee component, we will endure the consequences of spending substantial resources on benefits which cannot be harvested.

Conclusion

The immediate steps are to respond to the RiverArc request for funding commitment. If RiverArc needs a yes or no by May 31st, I strongly recommend no, but with explanation.

If the District wishes to continue to explore advanced funding options with the ESP developers, the board needs to convey such to staff and begin a systematic approach toward evaluating the risks and options. I recommend the District consider low-level engagement with a municipal financing consultant. The ESP developers have engaged a municipal financing consultant to contemplate funding of other forms of required infrastructure improvements, forms the developers have prioritized, e.g. major roads and sewage collection/treatment. That consultant is tasked with prioritizing the developers' interests.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.3

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/
Goal/Strategic Planning issues or state of emergency

Consider commitment to funding membership in RiverArc for fiscal year 2018/2019,
approximately \$104,167, and discuss negotiations with Elverta Specific Plan
developers regarding prefunding development costs including RiverArc membership costs.

05/18/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other
Water or special districts, District Engineer, Legal Counsel then laying out business cases,
pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc
Committees, to prepare board recommendations

Formal Legal Counsel Review

04/23/18

Legal Counsel should have enough time to review all potential legal matters
for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18

May 18, 2018

Mr. Tim Shaw, General Manager
Rio Linda Elverta Community Water District
730 L Street
Rio Linda, CA 95673

Subject: Response to your Request Regarding Funding for the RiverArc Project

Dear Tim:

On behalf of the Elverta Specific Plan Owners Group (ESPOG), we want to thank you for meeting with members of our team on May 15th to continue the discussions regarding water service and infrastructure improvements necessary to serve future development within the Elverta Specific Plan (ESP). This letter shall respond to your specific request regarding advanced funding for the Rio Linda-Elverta Community Water Districts' (District) continued participation in the RiverArc project.

As you are aware, we have been working closely with the District over the past several years, and appreciate all of the efforts by staff and the Board to work in a partnership with ESPOG. Through our funding support to update the Water Master Plan and Water Connection Fee for the entire District, ESPOG has been a willing and active partner. Given the extraordinary length of the planning process for ESP, we hope that this partnership will eventually result in our ability to provide much needed public improvements and new housing in Elverta.

The request from the District is that we consider entering into an advanced funding agreement to provide a source of funds for its continued participation in the RiverArc project. Without going into detail, RiverArc is a proposal to provide a regionally serving surface water supply to several water agencies/district, including Rio Linda/Elverta.

From what we understand, as a 1/6th member, the District's funding portion for FY 2018/2019 is \$104,167. At the May 15th meeting, you requested that we provide an answer to the District in advance of your May 21st Board meeting as to whether we would be willing to fund the \$104,167, assumedly commit to funding the District's participation in RiverArc in the future, and set forth an Advanced Funding Agreement to reimburse ESPOG members for such funds against future connection fees.

At this point, we cannot agree to fund the continued participation in RiverArc under such short notice without full evaluation of all surface water supply options and discussion with all members of ESPOG. Such evaluation will likely take 60 to 90 days.

While ESPOG is not adverse to participating in the RiverArc effort, nor are we against supporting the District and providing some level of assistance, we believe that there are other



Mr. Tim Shaw
May 18, 2018
Page 2

surface water supply options which should be explored before committing to a large capital outlay. While RiverArc may be a good option, all other avenues need to be evaluated first.

Additionally, ESPOG would need to consider and compare RiverArc with other surface water opportunities in relation to the timing and need for such supplies, beyond the groundwater program for Phase 1 development of the ESP.

Our next ESPOG meeting is on May 22nd, at which time we will discuss your request. We will also discuss the RiverArc project and other surface water supplies, as well as the timing for such in relation to the development of Phase 1. Given the challenges facing the home building industry, both now and from the 2008 recession, as well as the changes in financial underwriting for land development; ESPOG must be very conservative in making broad financial commitments without careful assessment of all alternatives.

Thank you for your understanding. We look forward to continuing our work with the District, and to hopefully making ESP a reality in the future.

Respectfully,


The RCH Group

Jeffrey M. Pemstein
Owners Representative

C: Jim Carson, Affinity Engineering
Barbara Brenner, Churchwell-White
Rob Smith, RCH Group
Ken Giberson, McKay & Soms
ESPOG Members
File



Balancing Water Reliability

2018/19 RiverArc Project Budget

Item Number	Description	Project Budget Amount
1	On-Call Engineering Services	\$400,000
2	Environmental Coordination	\$25,000
3	CalSim Modeling	\$100,000
4	Project Administration and Coordination	\$50,000
5	Specialty Consultants	\$50,000
	Total	\$625,000



2018/19 RiverArc Project Budget Description

Item No.1 – On-Call Engineering Services (\$400,000.00)

This item is for funding the On-Call Engineering Services Contract with West Yost Associates. In general, the Fiscal Year 2018/19 On-Call Engineering work includes Project Implementation and Project Promotion and Strategy as indicated below:

- Project Implementation
 - Phase 1 conceptual design, including final scope/project definition, refined costs, cost allocation, and schedule development. Conceptual design will identify regional pipeline connections and use of existing infrastructure to connect American and Sacramento River water sources (will involve outreach to other potential regional stakeholders, i.e. Sac Suburban).
 - Detailed focus on Phase 1 funding opportunities (low interest loans, legislative-angle, grants)
 - Develop Phase 1 funding plan, including evaluation of opportunities through public-private partnerships, participation from the development community, connection fees, etc.
 - Further develop Business Plan, including evaluation of Governance options
 - Finalize agreement with Natomas Mutual for use and O&M of existing intakes, including detailed intake improvements/new capital projects to utilize Natomas Mutual intake capacity for RiverArc
 - Project Partners to begin drafting water lease/sale agreements (in discussions with Bureau and/or SWRCB)
- Project Promotion and Strategy
 - Continue to engage with assigned Bureau PM to further quantify CVP benefits, as needed
 - Identify other potential catalysts, including potential funding partners (i.e. Delta exporters, state-wide projects involving negotiation potential, legislative opportunities, regional water bank)

Agenda Item 3

- Update environmental groups including Water Forum, Friends of the River, and Save the American River, on Project and present quantification of benefits,
- Engage with RWA to evaluate synergies between RiverArc Project and projects identified in Regional Reliability Master Plan
- Continue to engage Project Partner policy representatives and begin discussions with elected officials, as appropriate and as mutually agreed upon

Item No. 2 – Environmental Coordination (\$25,000)

Under this item ICF International will be retained to continue to provide environmental guidance and input to the RiverArc Partners, West Yost Associates and other interested potential partners and regulatory agencies as the project is developed and more precisely defined. The goal of this item is to develop sufficient information and detail to ultimately prepare an environmental impact report for the RiverArc Project and determine the necessary permitting requirements.

Item No. 3 – CalSim Modeling (\$100,000)

This item is for performing limited, as needed, CalSim Modeling to support the RiverArc Project. The CalSim Model is a water resources planning model, jointly developed by the California Department of Water Resources (DWR) and the Mid-Pacific Region of the U.S. Bureau of Reclamation (Reclamation), to simulate operations of the State Water Project (SWP) and the Central Valley Project (CVP) and much of the water resources infrastructure in the Central Valley of California and the Sacramento-San Joaquin Delta region. It will be used to evaluate local and statewide water supply management benefits associated with the RiverArc Project.

Item No. 4 – Project Administration and Coordination (\$50,000.00)

This item is for the administrative costs for the project. This includes items such as scheduling meetings, billing partners and monitoring financial status, preparing and reviewing agendas, preparing and monitoring annual budgets and overall communication and coordination of the project with RiverArc Partners, consultants, the development community and other interested parties.

Item No. 5 – Specialty Consultants (\$50,000.00)

This item is a set aside for hiring any specialty consultants that may be required to conduct the work. This may include specialty consulting during discussions with the Natomas Central Mutual Water Company. The agreement with Natomas states that the RiverArc Partners must pay for any specialty consultants that they may need to hire to come to an agreement for the transfer water and for the use of the intake screens and pumping station on the Sacramento River.

Tim Shaw

From: BRIAN MARTIN <bcmartin1@sbcglobal.net>
Sent: Monday, May 7, 2018 4:38 PM
To: Tim Shaw
Cc: Tony Firenzi
Subject: RiverArc Project and Rio Linda Elverta Community Water District (RLECWD)
Attachments: Final 2018-19 RIVERARC PROJECT BUDGET.docx; Final RiverArc 2018-19 Budget Description.docx

Good afternoon Tim,

As you are aware, there has been much discussion about the RiverArc FY 2018/19 budget. The RiverArc Partners have decided that the FY 2018/19 Budget will be \$625,000. I am attaching a copy of the proposed budget and budget description for your reference. This means that the six partners will each share one sixth of the proposed budget or \$104,667 each. There has also been discussions that RLECWD may possibly not participate in the coming year due to financial constraints. Should this be the direction that RLECWD takes RLECWD will need to inform the other parties through a written notice of proposed withdrawal per (Section 15 of the RiverArc MOA - shown below). To accomplish this prior to the end of the current fiscal year RLECWD will need to provide the written notice of withdrawal to the RiverArc Partners by May 31, 2018.

15. Withdrawal of a Party. Any Party may withdraw from this Agreement effective upon thirty (30) day's written notice to all other Parties. The withdrawing Party and the Administering Agency, on behalf of the remaining Parties, shall execute an amendment to this Agreement memorializing the withdrawal. A withdrawing Party shall be responsible for its share of financial obligations incurred under this Agreement and the adopted Budget prior to the effective date of the withdrawal. If any surplus Funds remain at the end of the Fiscal Year in which the withdrawing Party withdrew and which are in excess of any budget commitment existing as of the effective date of the withdrawal, such funds will be returned to the withdrawing Party in proportion to the contribution made by the withdrawing Party.

Should Rio Linda decide to remain in the RiverArc Partner group you will need to provide written budget commitment to the RiverArc FY 2018/19 Budget by May 31, 2018.

If RLECWD decides to withdraw from the partnership PCWA will prepare an amendment to the MOA Agreement memorializing the withdrawal. This Amendment will be between PCWA and RECWD on behalf of the remaining partners.

If you have any questions please feel free to contact me.

Brian C. Martin, Consultant
(916) 910-8481

bcmartin1@sbcglobal.net



Items for Discussion and Action

Agenda Item: 4.4

Date: May 21, 2018

Subject: Consider repealing/rescinding Resolution 2018-04, adopted 2-26-2018, which revised the charges for lien and subsequent lien release to address the charges imposed by California SB-2.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance and Administrative Committee had recommended to amend Exhibit 1 of 2018-04 with updated fee amount that was presented to the Finance Committee. Upon additional analysis including Ordinance 2013-01 and the weighting in Resolution 2018-04 recitals for California SB-2, **I instead recommend rescinding/repealing Resolution No. 2018-04**. I apologize to the Finance Committee for the incomplete staff work on my part and any confusion caused.

Current Background and Justification:

The original premise for adopting Resolution 2018-04 in February was to update the fees for recording and releasing liens associated with delinquent accounts. The update of fees was in large part due to the January implementation of California SB-2, which dramatically increased the charges imposed by the County Records Office for recording and releasing liens. Accordingly, the recitals in Resolution 2018-04 focused on the California SB-2 charges. Subsequently, staff confirmed that the District is exempt from the SB-2 charges and further exempt from recording fees in place prior to SB-2. We remain subject to County imposed lien release charges and the charge for notary service required to file a lien release. Although the Board adopted Resolution 2018-04, staff did not impose the increased charges while we were vetting the suspected exemption.

In the long term, the District is interested in more practical means for updating fees which must be updated from time to time by action of the Board. These cost recovery fees need to keep up with rising costs, e.g. inflation in staff and materials costs associated with the specific function for which the fee was created. Repealing an original ordinance and replacing with an updated ordinance, then waiting

the prescribed 30-days to update fees seems to be an impractical means. Conversely, the adoption of a Resolution which incorporates an updateable Exhibit is a better tool for the job. Then need for transition of means remains intact.

Unfortunately, the language in Resolution 2018-04 recitals is so slanted toward the SB-2 basis for the fee, that simply updating the Exhibit is overtly misleading. In hind sight, we should have placed the justification specifics for the increase in the body of the Exhibit to the Resolution and not in recitals.

The net effect entailing opposing influences of a decrease in cost for eliminating SB-2 fees and exemption of recording fees altogether counteracts the increase in costs to the District for staff and materials. The result is a zero-change effect. The current costs amount to the same charge as originally imposed in Ordinance 2013-01, which is \$75 per cycle (recording and subsequently releasing a lien). The nexus for the currently recommended charge is included with your board package documents.

Conclusion

Repealing Resolution 2018-04, which was never imposed, will result in appropriate cost recovery. It is the necessary step for this circumstance. In the long term, I continue to recommend implementation of cost recovery fee adjustments via more practical means, e.g. Resolutions with Exhibits that can be modified from time to time through Board action.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:_____ Green:_____ Ridilla:_____ Henrici:_____ Harris:_____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.4

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/Goal/Strategic Planning issues or state of emergency

Consider repealing/rescinding Resolution 2018-04, adopted 2-26-2018, which revised charge for lien and subsequent lien release to address the charges imposed by California SB-2.

05/18/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

05/14/18

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

05/17/18

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18

Nexus for Fee Charged by RLECWD for Lien/Lien Release Cycle 5-21-2018

Item Description	Approx. Cost
Employment costs for Document Preparation per cycle (45-minutes)	\$27
Employment costs for Document Approval per cycle (15-minutes)	\$18
Notary charge for lien release	\$15
Sacramento County charge for lien release	\$8
Miscellaneous office supplies: postage, fuel, envelopes, form modifications, etc.	\$7
Total Cost per Cycle	\$75



Items for Discussion and Action

Agenda Item: 4.5

Date: May 21, 2018

Subject: Discuss the next steps required to acquire the property for the Well #16 project and consider directing General Manager and Legal Counsel on negotiating an agreement with the property owner required to obtain a signed irrevocable offer of dedication.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Planning Committee committee recommends the completion of paperwork for Well #16 be presented to the full Board on May 21, 2018 Regular Meeting. The information provided in the Current Background section below modifies that recommendation.

I now recommend the Board direct staff (GM and Legal Counsel) to draft a "Property Donation Agreement", which may be considered by the Board at the next available meeting.

Current Background and Justification:

Subsequent to the May 4th Planning Committee meeting, an Elverta Specific Plan developer representative notified the District that the irrevocable offer of dedication for the Well #16 property will not be signed until a "Property Donation Agreement" is fully executed. The Property Donation Agreement is described in the Term Sheet Agreement signed by the District GM in April 2017.

The April 2017 Term Sheet Agreement generally stipulates conditions which the property donator requests in consideration of the donation. These conditions include prohibition of a reservoir on the site, the District paying all costs associated with the transfer of ownership (e.g. lot line adjustment, appraisal etc.), and the adherence to stipulated architectural/aesthetics standards.

Eventually, hopefully soon, the Board will need the Resolution prepared by Legal Counsel for review at the May 4th Planning Committee. There are no currently known impediments that would reasonably preclude execution of a Property Donation Agreement, which should lead to a signed irrevocable offer of dedication for the Well #16 property.

Conclusion

The Board should direct staff to promptly draft a Property Donation Agreement. I've already conferred with Legal Counsel regarding the need for such. The Board should further direct staff to coordinate with the donator to achieve concurrence. Preferably, staff could obtain the required developer's signature on the agreement prior to bringing the agreement to the next available Board meeting.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.5

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/
Goal/Strategic Planning issues or state of emergency

Discuss the next steps required to acquire the property for the Well #16 project and consider directing General Manager and Legal Counsel on negotiating an agreement with the property owner required to obtain a signed irrevocable offer of dedication.

05/18/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

05/04/18

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

04/23/18
05/18/18

Formal Legal Counsel Review

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18

RESOLUTION NO. ____ - ____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIO LINDA/ ELVERTA
COMMUNITY WATER DISTRICT ACCEPTING AN IRREVOCABLE OFFER OF
DEDICATION OF WELL 16 SITE**

WHEREAS, Elverta Associates, LLC, a California limited liability corporation, owns an approximately 1.11 acre well site located in Sacramento County, commonly known as Well 16 site ("Property") which is more fully described in the Irrevocable Offer of Dedication and Grant Deed ("Offer of Dedication and Deed"), attached as Exhibit A; and

WHEREAS, California Government Code 27281 requires the legislative body of the Rio Linda Elverta Community Water District ("District") to authorize acceptance of an irrevocable offer of dedication by execution of a certificate of acceptance; and

WHEREAS, the District has reviewed the Offer of Dedication and Deed and determined it is satisfactory and ready for acceptance; and

WHEREAS, the District desires to accept the Offer of Dedication and Deed in order to confirm the use of the of the Property as a well site.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Rio Linda/Elverta Community Water District as follows:

1. The Board of Directors hereby finds and determines that the recitals above are true and correct and are hereby incorporated into this Resolution as though fully set forth herein.
2. The Board of Directors accepts Elverta Associates, LLC's Irrevocable Offer of Dedication and Grant Deed, attached as Exhibit A hereto, and incorporated by this reference.
3. The Board of Directors hereby authorizes the General Manager to execute the Certificate of Acceptance attached to the Irrevocable Offer of Dedication and Grant Deed on behalf of the Rio Linda/Elverta Community Water District.
4. Upon General Manager's execution of the Certificate of Acceptance, the Board of Directors directs the General Manager to cause recordation of this Resolution, the Irrevocable Offer of Dedication and Grant Deed, and any such other documents and instruments as may be necessary or convenient to accept the Irrevocable Offer and Grant Deed, with the Office of the Clerk-Recorder of the County of Sacramento.

APPROVED AND ADOPTED by the Board of Directors of the Rio Linda / Elverta Community Water District on this ____ day of ____ 2018. By the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Mary R. Harris
President, Board of Directors

Timothy R. Shaw
Secretary of the Board of Directors

DRAFT

*Recording requested by and when recorded
return to:*

Rio Linda Elverta Community Water District
730 L Street
Rio Linda, CA 95673

Exempt from recording fees (Gov. Code §§ 6103, 27383)

Space above this line for recorder's use only

IRREVOCABLE OFFER OF DEDICATION AND GRANT DEED

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Elverta Associates, LLC ("Grantor") does hereby make an irrevocable offer of dedication and grants to the Rio Linda Elverta Community Water District, a California county water district ("District"), that certain real property situated in said District as more particularly described on EXHIBIT A attached hereto and incorporated herein by the reference (the "Property") together with all improvements thereon.

This Offer of Dedication shall be irrevocable and shall be binding on the Grantor, its heirs, executors, administrators, successors and assigns.

Executed this ___ day of _____, 20__

GRANTOR:

By: _____

Name: _____

Title: _____

CERTIFICATE OF ACCEPTANCE

This is to certify that the Rio Linda Elverta Community Water District, a California county water district, hereby accepts the Property as defined in the Irrevocable Offer of Dedication and Grant Deed to which this Certificate of Acceptance is attached. This acceptance is made pursuant to the authority conferred by Resolution No. _____ of the Board of Directors adopted on _____, 2018, and the Grantee consents to the recordation of the Irrevocable Offer of Dedication and Grant Deed to which this Certificate of Acceptance is attached by its duly authorized officer.

By: _____
Timothy R. Shaw, Secretary of the Board of Directors

Date: _____

EXHIBIT "A"
DESCRIPTION OF
WELL SITE

A portion of that real property situated in the County of Sacramento, State of California, being a portion of Section 16, Township 10 North, Range 5 East, Mount Diablo Meridian and being a portion of the Lands of Elverta Associates, LLC a California Limited Liability Company as described in that certain Grant Deed recorded November 4, 2004, in Book 20041104, at Page 2355, Official Records of Sacramento County, described as follows:

Beginning at a point from which the southeast corner of said real property as described in that certain Grant Deed recorded November 4, 2004, in Book 20041104, at Page 2355, Official Records of Sacramento County bears the following three (3) courses:

1. South 00°05'59" West a distance of 5.05 feet;
2. South 89°53'57" East a distance of 445.17 feet;
3. South 89°54'28" East a distance of 1320.47 feet;

Thence from said **True Point of Beginning** North 89°56'42" West a distance of 364.76 feet; thence North 00°05'55" East a distance of 133.32 feet; thence South 89°42'00" East a distance of 364.76 feet; thence South 00°05'59" West a distance of 132.04 feet; to the Point of Beginning

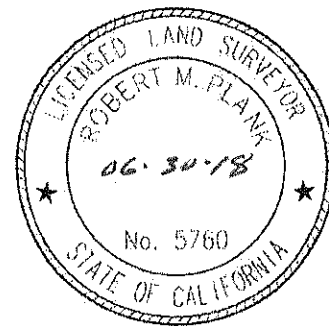
Containing 1.11 acres, more or less.

This legal description was prepared by me or under my supervision pursuant to Section 8729 (2) of the Professional Land Surveyors Act

Robert M. Plank

Robert M. Plank, PLS 5760

License Expiration Date: 06-30-2018



Date: 04/24/18

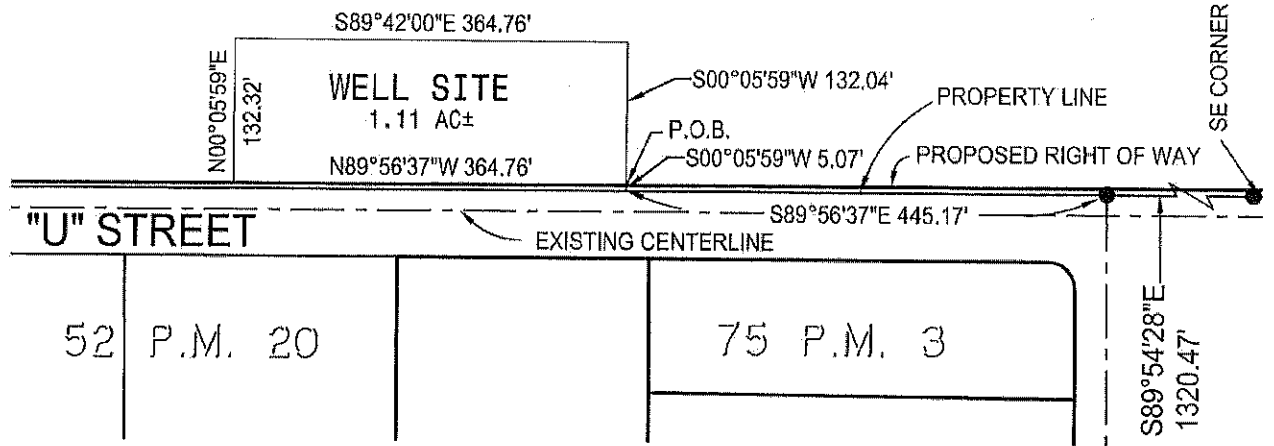
Description prepared by:

MACKAY & SOMPS CIVIL ENGINEERS, INC.

1552 Eureka Road, Suite 100, Roseville, CA 95661

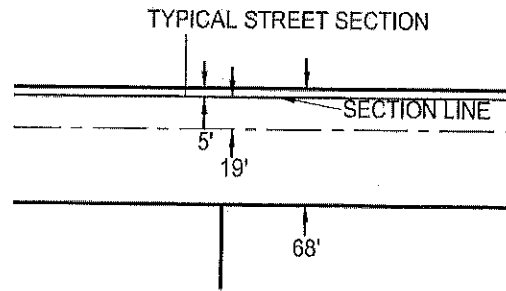
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LANDS OF
ELVERTA ASSOCIATES, LLC
200441104 O.R. 2355



LEGEND

- P.O.B. POINT OF BEGINNING
- FOUND
- P.M. PARCEL MAP
- O.R. OFFICIAL RECORDS OF SACRAMENTO COUNTY



SHEET 1 OF 1



EXHIBIT "A-1"
WELL SITE
ELVERTA ASSOCIATES, LLC
SECTION 21, T. 10 N. R. 5 E., M.D.M.
COUNTY OF SACRAMENTO STATE OF CALIFORNIA

MACKAY & SOMPS
ENGINEERS PLANNERS SURVEYORS
1652 Eureka Road, Suite 100, Roseville, CA 95661 (916) 773-1189

DWK	1" = 160'	04/19/2018	7483.100
DRAWN BY	SCALE	DATE	JOB NO.

IF A DISCREPANCY EXISTS BETWEEN THIS EXHIBIT AND THE ASSOCIATED DESCRIPTION, THE DESCRIPTION HOLDS. THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY.

California All-Purpose Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
)
County of _____)

On _____, before me _____, a Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

(Signature)

(Seal)

TERM SHEET
Well 16 Site Purchase

This Term Sheet ("Term Sheet") is entered on April __, 2017 ("Effective Date") by and between Rio Linda/Elverta Community Water District (the "District") and **Elverta Associates, LLC** (the "Owner") (each a "Party" and collectively the "Parties").

This Term Sheet sets forth the principal terms and conditions of the proposed acquisition of a well site, located on a one-acre parcel within that real property located at **202-0170-024** (the "Property"). The Parties will use good faith efforts to enter into a mutually acceptable Property Donation Agreement ("PDA") for the well site, in accordance with the following terms:

- 1.) Donated Property:
 - a. The property will be donated by the Owner to the District
 - b. The District will pay for an appraisal of the property to determine the fair market value (FMV) of the contribution.
- 2.) Term: The Term Sheet will remain in effect and expire concurrently with the Right of Entry Agreement executed between the Parties.
- 3.) Testing:
 - a. The Parties have entered into a Right of Entry Agreement on April __, 2017 for the purpose of groundwater testing by District.
 - b. District will pay for the construction of a test well on the Property. The test well will only be constructed to test the capacity and quality of groundwater. The District will restore the Property, at the District's cost and expense, if the District elects to not pursue developing the well site. The test well will not remain onsite if the District does not acquire the well site.
 - c. District agrees to share the results of the test well with the owner.
- 4.) Visual Appearance/Aesthetics: District will construct the above grade facility generally based on the drawing shown in Exhibit "A".
- 5.) Landscaping: District agrees to install and maintain the landscaping on the well site's frontage adjacent to "U" St.
- 6.) Restrictions: District agrees to not construct a reservoir on the property site. This restriction does not apply to a backwash tank that may be required if the groundwater quality requires treatment.
- 7.) Due Diligence: District will perform all due diligence relating to the Property reasonably necessary to enter into a PDA. Owner will fully cooperate with District's examination of the Property, and provide all

TERM SHEET

Well 16 Site Purchase

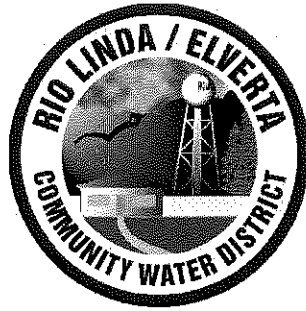
documents and information reasonably requested by District. Owner will provide District with a copy of any environmental review, environmental assessments (ESA Phase 1 or Phase 2) or other testing of the Property conducted in the past 15 years.

- 8.) PDA: The PDA will contain customary representations, warranties, conditions, and covenants for a transaction of this type.
- 9.) Expenses: District will pay for a lot line adjustment and land surveys to establish the one-acre well site. District will also pay for the appraisal. Otherwise, each Party will pay its own costs and expenses in connection with the property donation.
- 10.) Exclusivity: In consideration of the District time and resources dedicated to its due diligence of the Property, Owner will cease all discussions, if any, with other potential buyers and will not provide to any potential purchaser any information with respect to, or solicit, consider or accept any competing offers for the Property, until after expiration of the Term.

IN WITNESS WHEREOF, the Parties hereto have executed this Term Sheet on the date first written above.

By: Ralph Felix
 Ralph Felix, General Manager
 Rio Linda/Elverta Community Water District

ELVERTA ASSOCIATES
 By: Michael B. Earl
 Property Owner Michael B. Earl, Manager



Items for Discussion and Action
Agenda Item: 4.6

Date: May 21, 2018

Subject: Consider approval of Resolution No. 2018-06 Calling the 2018 General Election

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item did not need to be reviewed committee this is a routine matter which recurs every two years. I recommend the Board approve Resolution 2018-06.

Current Background and Justification:

The February 20, 2018 notice from the Sacramento County Registrar of Voters requires that the RLECWD approve the subject Resolution to enable the RLECWD Board Member election to be consolidated with the County's general election. This evolution recurs every two years the cost of consolidating the District's election is favorable compared to the costs of independently conducting the elections.

Conclusion

The Registrar requires RLECWD to complete this action by June 6, 2018.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.6

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/Goal/Strategic Planning issues or state of emergency

Consider approval of Resolution No. 2018-06 Calling the 2018 General Election

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

05/16/18

Committee Review of Item and Staff Work

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

N/A

Formal Legal Counsel Review

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

N/A

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18

RESOLUTION 2018-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT
CALLING THE 2018 GENERAL DISTRICT ELECTION**

WHEREAS, an election will be held within the Rio Linda / Elverta Community Water District on November 6, 2018 for the purpose of electing three (2) directors, each for four (4) year terms; and

WHEREAS, a statewide general election will be held within the County of Sacramento on the same day; and

WHEREAS, Election Code § 10403 requires each jurisdiction to file with the Board of Supervisors of the county, and a copy with the Registrar of Voters, a resolution requesting consolidation with a statewide election.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Rio Linda / Elverta Community Water District as follows:

1. District requests the Board of Supervisors of Sacramento County to consolidate the regularly scheduled General District Election with the statewide election to be held on November 6, 2018. The Election notice shall be combined with all other Special Districts for publication purposes and the consolidated election will be held and conducted in the manner prescribed in the Election code section 10418.
2. The candidates for Director at said election are to paid at the Voter Registrar & Elections Office for the publication of the candidate's statement, pursuant to Election Code §13307.
3. The limitation on the number of words that a candidate may be used in his or her candidate's statement shall be 200 words.
4. The District hereby agrees to reimburse the Registrar of Voters for actual costs accrued, such costs to be calculated by the method set forth in the County's current Election Cost Allocation Procedures.

APPROVED AND ADOPTED by the Board of Directors of the Rio Linda / Elverta Community Water District on this 21nd day of May 2018. By the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Mary Harris
President, Board of Directors

Timothy R. Shaw
Secretary of the Board of Directors



Items for Discussion and Action
Agenda Item: 4.7

Date: May 21, 2018

Subject: Review and Discuss the CPS HR Compensation Study

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Planning Committee reviewed and recommended the study be presented to the full Board on May 21, 2018 Regular Meeting. During the Finance and Administrative meeting there was some discussion of the CPS study and it was recommended that the GM provide the full Board an executive summary of the compensation study.

Current Background and Justification:

The District engaged the consultant to perform the study in the fall of 2017. The compensation study is now complete and has been distributed to staff and all Directors. The study is quite comprehensive and will likely inspire questions and healthy dialog, which should take place at a Board meeting to allow all Directors to benefit from the Q&A.

Conclusion:

There is no Board action required for this item. It reasonably follows that this study will factor into MOU renewal negotiations later this calendar year. Sometime starting in July, it would be appropriate for the Chair to appoint a Negotiations Ad Hoc Committee and/or for the Board to initiate items on the agenda in closed session to provide direction to the Board's negotiator.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____
Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.7

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/
Goal/Strategic Planning issues or state of emergency

Review and Discuss the CPS HR Compensation Study

05/ /18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

05/04/18

Review by appropriate Finance/Administration, Projects/Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

N/A

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18





Items for Discussion and Action Agenda Item: 4.8

Date: May 21, 2018

Subject: Consider adopting the fiscal year 2018/2019 Proposed Budget and setting the date for Public Hearing date for adopting the fiscal year 2018/2019 Final Budget.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance and Administrative Committee reviewed the Proposed Budget and recommended some items be explained in greater detail and brought to the full Board on May 21, 2018 Regular Meeting.

Current Background and Justification:

Existing District policy stipulates that a Proposed Budget be adopted by the Board by June of each year. The proposed vs. final status is necessary and appropriate to allow for the closed out of the current fiscal year accounting after June 30th, yet still allow for spending to provide for District operations while waiting for the Final Budget to be adopted early in the next fiscal year.

The Proposed Budget presented is moderately conservative. The Proposed Budget likely under estimates revenue to a slight degree because the budget assumes the revenue projected by the most recent rates study. History has shown the actual revenue slightly exceeds the projected revenue. Additionally, the Proposed Budget slightly over estimates employment cost. The employee pay assumes all employee will receive a step increase (4%). Many employees are not eligible for step increases due to having reached the top step in their current positions.

Conclusion:

Review and discuss the submitted Proposed Budget and accompanying additional line item explanations. Then, adopt the Proposed Budget. If the Board is comfortable at this time, the Board may additionally schedule the date for the public hearing for adoption of the Final Budget for FY 2018/2019. The likely appropriate date would be August 20, 2018.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.8

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/ Goal/Strategic Planning issues or state of emergency

Consider adopting the fiscal year 2018/2019 Proposed Budget and setting the date for Public Hearing date for adopting the fiscal year 2018/2019 Final Budget.

05/16/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

05/14/18

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

N/A

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18

Agenda Item 4.8 Adopting Proposed Budget for Fiscal Year (FY) 2018-2019
Line Item Supporting Information

Proposed Operating Budget

40100 Water Service Rates

Increase of \$55,108. The budgeting process uses the rate study projections. Experience has shown these rate study projections to be conservative (actual revenue tends to be higher than projected revenue). However, it is more fiscally responsible to budget per projections then adjust if the actual comes in higher. See page 1 of 6 in the proposed budget.

40450 Grant Revenue-Operating

Decrease of \$9,350. Reflects the expiration of the Regional Water Authority: Outdoor Water Efficiency Grant and removing the prior year budgeted amount of \$10,000. See page 1 of 6 in the proposed budget.

60012 Officer's, Auditors & Legal Fees: Auditor Fees

Decrease of \$2,882. GASB 45 has transitioned into GASB 75 for Other Post Employment Benefit (OPEB). The new requirement stipulates bi-annual audits and annual reporting. We're performing our GASB 75 bi-annual audit in FY 2017-18, not in FY 2018-19. See page 2 of 6 in the proposed budget.

60015 Officer's, Auditors & Legal Fees: Meetings & Conferences

Decrease of \$2,000. Board meeting costs are decreased compare to previous FY because we expect less special meetings. In calendar year 2017, there were several special meetings and ad hoc committee meetings associated with GM vacancies. See page 2 of 6 in the proposed budget.

60100 Wages and Benefits: Salaries and Wages

Increase of \$22,258. The proposed budgeted amount reflects existing General Manager (GM) Employment Agreements compared to what was budgeted last year for partial year with full-time GM, partial year with a contract GM and partial year with "interim GM". To compare apples to apples, it requires adding up all the forms of GM cost prior to June 30, 2018 then comparing that to full year of full time GM.

The Staff Regular Wages does not contemplate an across the board pay increase but instead assumes an extension of the same cost of living adjustments and step increases provided for in the current union MOU. See page 2 of 6 in the proposed budget.

60153 Employee Benefits and Expenses: Group Insurance

Increase of \$60,491. The budgeted amount reflects a substantial change to budget methodology. The previous method used the amount spent in the previous FY as the starting point for projecting. If an employee (e.g. a single employee) changes status, e.g. gets married or has a child, and the previous cost budgeted was less than the MOU provides, we have an unfunded operating expense, which must be paid to preclude breach of contract issues.

The new method in the proposed budget uses the maximum per employee obligated under the MOU as the projected cost. Some employees don't currently use the maximum due to their age or family status. See page 2 of 6 in the proposed budget.

60213 Building Expenses: Maintenance

Decrease of \$2,500. The previous FY budget had a one-time cost budgeted to fix the roof. See page 3 of 6 in the proposed budget.

60230 Office Expenses

Decrease of \$4,000. The proposed budget uses actual expenses last fiscal year as a basis. See page 3 of 6 in the proposed budget.

65031 Pumping: Maintenance

Increase of \$3,500. Due to inherent variability from year to year, we incorporate known operating costs year to year. See page 4 of 6 in the proposed budget.

65032 Pumping: Electricity and Fuel

Decrease of \$7,000. Reflect the estimated costs including SMUD electricity and PG&E Natural gas. Conservation typically can decrease power for pumping costs. See page 4 of 6 in the proposed budget.

66002 Transmission & Distribution: Meter Maintenance

Increase of \$16,747. Increase reflects estimated meter replacements. The Districts meters are older, the older they get, the larger the number that require replacements. See page 4 of 6 in the proposed budget.

Total Operating Revenue and Operating Expenses

Total Operating Revenue increased \$45,758 from prior FY. Total Operating Expenses increased \$110,517 from prior FY. The net deficit of \$64,759 indicates an unsustainable trend. The District will eventually need another rate adjustment, which we will need regardless when we start treating drinking water for Hexavalent Chromium. See bottom of pages 1 and 4 in the proposed budget.

Proposed Capital Budget**FUNDING SOURCES: CIP Fund Intrafund Transfers from General to Vehicle Replacement**

Budgeted \$10,000. The Finance Committee's feedback prior to this proposed budget was no vehicle replacement in FY 2018-19 thereby pushing the vehicle replacement to FY 2019-20. The amount reallocates money in this year's budget for the purchase next year, otherwise the full funding with need to come out of the FY 2019-20 budget. See page 6 of 6 in the proposed budget.

B · WATER DISTRIBUTION: B-4 · Large Meter Replacements

Budgeted \$5,000. The budgeted item always has a set amount of \$5,000 regardless of whether the District uses it or not. See page 6 of 6 in the proposed budget.

M · GENERAL PLANT ASSETS: M-1 · Ice Machine

Budgeted \$3,500. The item is requested for OSHA best practices. We need to provide cool water to our employees working in the heat. The District saves money in the long-term by purchasing an ice machine verses buying ice retail. See page 6 of 6 in the proposed budget.

**PROPOSED OPERATING BUDGET
2018-19**

Agenda Item 4.8

			2017-2018 ACTUAL JULY 17-MAR 18	2017-2018 BUDGET	2018-2019 BUDGET	DIFFERENCE	EXPLANATION
REVENUE							
40000 OPERATING REVENUE							
40100 Water Service Rates							
	40101	Basic Service Charge	1,252,191.00	1,827,443.00	1,863,992.00	36,549.00	Ordinance 2016-02 Increase; Water Rate Study Table 2.1
	40102	Usage Charge	492,561.00	618,628.00	637,187.00	18,559.00	Ordinance 2016-02 Increase; Water Rate Study Table 2.1
	40105	Backflow Charge	20,772.00	24,140.00	24,140.00	0.00	483 billable backflow devices @8.33 each
	40206	Fire Protection/Hydrant Meter	9,911.00	10,600.00	10,600.00	0.00	
		Total Water Service Rates	1,775,435.00	2,480,811.00	2,535,919.00	55,108.00	
40200 Water Services							
	40201	Service App/New Location Fee	11,100.00	15,000.00	15,000.00	0.00	
	40202	Late Payment Fee	17,790.00	26,000.00	26,000.00	0.00	
	40203	Disconnect Tag Fee/NSF Fees	42,895.00	54,000.00	54,000.00	0.00	
	40204	Termination/Reconnection	7,440.00	7,000.00	7,000.00	0.00	
	40209	Other Account Service Charges	760.00	2,000.00	2,000.00	0.00	
		Total Water Services	79,985.00	104,000.00	104,000.00	0.00	
40300 Field Water Service Fees							
	40301	Plan Check/Inspections/FireFlow	2,415.00	4,000.00	4,000.00	0.00	
	40302	Service Install/Modification	5,091.00	10,000.00	10,000.00	0.00	
	40303	Other Field Service Fees	570.00	3,000.00	3,000.00	0.00	
		Total Field Water Service Fees	8,076.00	17,000.00	17,000.00	0.00	
		40400 Other Operating Revenue	4,479.00	4,000.00	4,000.00	0.00	
		40450 Grant Revenue-Operating	225.00	10,000.00	650.00	(9,350.00)	Decrease to adjust expired Regional Water Authority: Outdoor Water Efficiency Grant - \$10,000; 50% Reimbursement for Toilet & Washing Machine Rebates
		TOTAL OPERATING REVENUE	1,868,200.00	2,615,811.00	2,661,569.00	45,758.00	
41000 NON-OPERATING REVENUES							
	41110	Investment Revenue	317.00	400.00	400.00	0.00	
	41120	Property Taxes & Assessments	49,954.00	70,000.00	70,000.00	0.00	
	41140	Other Non-Operating Revenue	0.00	2,000.00	2,000.00	0.00	
		TOTAL NON-OPERATING REVENUE	50,271.00	72,400.00	72,400.00	0.00	
		TOTAL REVENUE	\$1,918,471.00	\$2,688,211.00	\$2,733,969.00	45,758.00	

49

PROPOSED OPERATING BUDGET

2018-19

		2017-2018 ACTUAL JULY 17-MAR 18	2017-2018 BUDGET	2018-2019 BUDGET	DIFFERENCE	EXPLANATION
OPERATING EXPENSE						
60010 OFFICERS, AUDITOR & LEGAL FEES						
60011	General Counsel fees-Legal	\$42,036.00	\$70,000.00	\$70,000.00	\$0.00	
60012	Auditor Fees	10,113.00	13,613.00	10,731.00	(2,882.00)	Decrease to adjust for GASB 75 (replaced GASB 45) non full acturial year; includes 2.5% increase annual financial audit
60014	Board of Director-Meeting Fees	12,650.00	18,770.00	16,770.00	(2,000.00)	Decreased to adjust for reduced BOD fees
60015	Meetings & Conferences	3,202.00	10,000.00	10,000.00	0.00	
	Total Officers, Auditor & Legal Fees	68,001.00	112,383.00	107,501.00	(4,882.00)	
60100 WAGES AND BENEFITS						
60100 Salaries & Wages						
60111	Salary - General Manager	65,815.00	97,126.00	109,664.00	12,538.00	Increase reflects current GM Salary
60112	Staff Regular Wages	344,690.00	494,912.00	525,000.00	30,088.00	Increase to project known costs
60113	Contract Extra Help	25,368.00	25,368.00	5,000.00	(20,368.00)	Decreased to adjust for projected costs
60114	Staff Standby Pay	12,900.00	18,250.00	18,250.00	0.00	
60115	Staff Overtime Pay	4,107.00	7,500.00	7,500.00	0.00	
	Total Salaries & Wages	452,880.00	643,156.00	665,414.00	22,258.00	
60150 Employee Benefits and Expenses						
60151	PERS Retirement	97,139.00	130,172.00	136,642.00	6,470.00	Increase to adjust for projected costs; includes decreased cost adj for PEPRA Employees see GL 60160
60152	Workers Compensation	9,038.00	13,400.00	14,937.00	1,537.00	Actual Annual Contribution Change
60153	Group Insurance	108,114.00	142,849.00	203,340.00	60,491.00	Increased using employee allowance and GM per MOU/Contract amounts
60154	Retirees Insurance	15,981.00	22,110.00	22,110.00	0.00	
60155	Staff Training	2,848.00	3,500.00	3,500.00	0.00	
60156	Management Training	0.00	1,500.00	1,500.00	0.00	
60157	Uniforms	2,833.00	4,500.00	3,950.00	(550.00)	Decreased to adjust for projected costs
60158	Payroll Taxes	37,665.00	51,254.00	53,400.00	2,146.00	Increased to adjust for projected costs
60159	Payroll Services	429.00	550.00	550.00	0.00	
60160	457 Employer Contribution	1,385.00	2,332.00	8,765.00	6,433.00	Increased to reflect GM Contract & PEPRA Employees
	Total Employee Benefits and Expenses	275,432.00	372,167.00	448,694.00	76,527.00	
	TOTAL WAGES AND BENEFITS	\$728,312.00	\$1,015,323.00	\$1,114,108.00	\$98,785.00	

**PROPOSED OPERATING BUDGET
2018-19**

Agenda Item 4.8

		2017-2018 ACTUAL JULY 17-MAR 18	2017-2018 BUDGET	2018-2019 BUDGET	DIFFERENCE	EXPLANATION
60200 OFFICE OPERATIONS						
60205	Bank and Merchant Fees	\$19,436.00	\$21,500.00	\$26,000.00	\$4,500.00	Increase to adjust for projected costs
60210	Building Expenses					
60211	Office Utilities	4,642.00	6,000.00	6,000.00	0.00	
60212	Janitorial	1,755.00	2,340.00	2,340.00	0.00	
60213	Maintenance	6,526.00	7,500.00	5,000.00	(2,500.00)	Decreased to adjust for projected costs
60214	Security	252.00	400.00	400.00	0.00	
	Total Building Expenses	13,175.00	16,240.00	13,740.00	(2,500.00)	
60220	Computer & Equipment Maint.					
60221	Computer Systems	14,572.00	22,500.00	20,000.00	(2,500.00)	Decreased using 2017-18 actual expenses & new IT contract
60222	Office Equipment	3,654.00	4,868.00	4,868.00	0.00	
	Total Computer & Equipment Maint.	18,226.00	27,368.00	24,868.00	(2,500.00)	
60230	Office Expense	5,000.00	11,000.00	7,000.00	(4,000.00)	Decreased using 2017-18 actual expenses
60240	Postage and Delivery	13,676.00	19,000.00	19,000.00	0.00	
60250	Printing	2,502.00	5,500.00	4,000.00	(1,500.00)	Decreased using 2017-18 actual expenses
60260	Publishing	904.00	1,000.00	1,300.00	300.00	Increased using 2017-18 actual expenses
60270	Telephone & Internet	3,819.00	5,500.00	5,500.00	0.00	
60400	Conservation					
60401	Community Outreach	223.00	3,500.00	3,500.00	0.00	
60402	Contract Services (CUWCC)	0.00	2,688.00	2,742.00	54.00	Increase includes 2% annual dues increase
60403	Regional Conservation Program	5,048.00	5,048.00	5,300.00	252.00	Increase includes 5% annual dues increase
60404	Toilet Replacement Program	450.00	1,000.00	1,000.00	0.00	
60405	Washing Machine Rebates	0.00	300.00	300.00	0.00	
60406	Other Conservation Programs	0.00	10,000.00	0.00	(10,000.00)	Reduced to reflect expired Water Efficiency Grant
	Total Conservation	5,721.00	22,536.00	12,842.00	(9,694.00)	
60420	Engineering Services	40,994.00	70,000.00	70,000.00	0.00	Reflects new contract \$5K monthly plus task orders
60430	Insurance					
60431	General Liability	16,700.00	20,885.00	22,997.00	2,112.00	Increase to reflect actual premium October 17/18
60432	Property	5,157.00	6,876.00	5,329.00	(1,547.00)	Decrease to reflect actual premium April 18/19
	Total Insurance	21,857.00	27,761.00	28,326.00	565.00	
60500	Water Memberships					
60501	SAWWA	206.00	500.00	225.00	(275.00)	Decreased to reflect membership type
60502	Regional Water Authority	9,319.00	9,319.00	9,785.00	466.00	Increase includes 5% annual dues increase
60503	SGA	25,346.00	25,346.00	27,374.00	2,028.00	Increase includes 8% annual dues increase
60504	ACWA	8,480.00	8,480.00	8,904.00	424.00	Increase includes 5% annual dues increase
60505	CSDA	6,358.00	6,358.00	6,676.00	318.00	Increase includes 5% annual dues increase
60506	AWWA	0.00	420.00	420.00	0.00	Increase to change to a Utility membership
60507	CRWA	0.00	1,203.00	1,263.00	60.00	Increase includes 5% annual dues increase
	Total Water Memberships	49,709.00	51,626.00	54,647.00	3,021.00	
60550	Permits & Fees	29,748.00	40,000.00	40,000.00	0.00	
60555	Subscriptions & Licensing	1,508.00	2,120.00	2,120.00	0.00	
60560	Elections	0.00	0.00	9,000.00	9,000.00	Increased for Election Year
60565	Uncollectable Accounts	0.00	2,000.00	2,000.00	0.00	
60570	Other Operating Expenditures	540.00	20,425.00	20,425.00	0.00	Includes \$20K for Strategic Planning
	TOTAL OFFICE OPERATIONS	\$226,815.00	\$343,576.00	\$340,768.00	(\$2,808.00)	

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PROPOSED OPERATING BUDGET

2018-19

		2017-2018 ACTUAL JULY 17-MAR 18	2017-2018 BUDGET	2018-2019 BUDGET	DIFFERENCE	EXPLANATION
65000 FIELD OPERATIONS						
65005	Backflow Testing	\$440.00	\$3,000.00	\$3,000.00	\$0.00	
65010	Chemicals and Supplies	12,515.00	15,000.00	15,000.00	0.00	
65015	Construction Equipment Maintenance	3,083.00	5,000.00	5,000.00	0.00	Increased to adjust for projected cost; Backhoe Service
65020	Field Communication	3,221.00	4,500.00	4,500.00	0.00	
65023	Field IT	16,640.00	19,000.00	22,175.00	3,175.00	Increased to adjust for projected costs; Verizon, SEMS, Tesco, Inductive Automation, & Ferguson Waterworks
65025	Laboratory Services					
65026	Coliform Test and non-customer	2,775.00	4,000.00	4,000.00	0.00	
65027	Physical and Chemical Tests	9,689.00	19,000.00	19,000.00	0.00	
65028	Lab Supplies	460.00	500.00	500.00	0.00	
	Total Laboratory Services	12,924.00	23,500.00	23,500.00	0.00	
65030	Pumping					
65031	Maintenance	20,327.00	21,500.00	25,000.00	3,500.00	Increased to adjust for projected costs
65032	Electricity and Fuel	123,219.00	187,000.00	180,000.00	(7,000.00)	Reduced to reflect estimated costs
	Total Pumping	143,546.00	208,500.00	205,000.00	(3,500.00)	
65040	Safety Equipment	951.00	3,000.00	5,000.00	2,000.00	Increased to project road sign replacements
65045	Shop Supplies	3,392.00	5,000.00	5,000.00	0.00	
66000	Transmission & Distribution					
66001	Distribution Supplies	22,609.00	37,000.00	37,000.00	0.00	
66002	Meter Maintenance	414.00	43,253.00	60,000.00	16,747.00	Increased to project estimated meter replacements
66003	Tank Maintenance	750.00	3,000.00	3,000.00	0.00	
66004	Contract Repairs	2,359.00	21,000.00	21,000.00	0.00	
	Total Transmission & Distribution	26,132.00	104,253.00	121,000.00	16,747.00	
67000	Transportation					
67001	Fuel	9,093.00	12,000.00	13,000.00	1,000.00	Increase reflects higher fuel costs
67002	Maintenance	2,036.00	6,000.00	6,000.00	0.00	
	Total Transportation	11,129.00	18,000.00	19,000.00	1,000.00	
TOTAL FIELD OPERATIONS		\$233,973.00	\$408,753.00	\$428,175.00	\$19,422.00	
TOTAL OPERATING EXPENSES		\$1,257,101.00	\$1,880,035.00	\$1,990,552.00	\$110,517.00	

PROPOSED OPERATING BUDGET

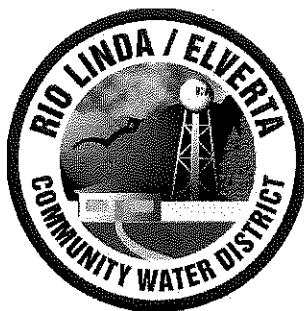
2018-19

		2017-2018 ACTUAL JULY 17-MAR 18	2017-2018 BUDGET	2018-2019 BUDGET	DIFFERENCE	EXPLANATION
NON OPERATING EXPENSES						
69100	Revenue Bond 2015					
69105	Revenue Bond 2015-Principle	51,077.00	129,077.00	133,163.00	4,086.00	Per Loan Payment Schedule
69120	Interest	35,190.00	69,617.00	65,726.00	(3,891.00)	Per Loan Payment Schedule
	Total Revenue Bond 2015	86,267.00	198,694.00	198,889.00	195.00	
69125	AMI Meter Loan					
69130	Principle	45,400.00	45,400.00	46,818.00	1,418.00	Per Loan Payment Schedule
69135	Interest	13,114.00	13,114.00	11,696.00	(1,418.00)	Per Loan Payment Schedule
	Total AMI Meter Loan	58,514.00	58,514.00	58,514.00	0.00	
69400	Other Non Operating Expense	0.00	2,000.00	2,000.00	0.00	
	Contingencies	0.00	0.00	0.00	0.00	
TOTAL NON OPERATING EXPENSES		\$144,781.00	\$259,208.00	\$259,403.00	\$195.00	
TOTAL EXPENSE		\$1,401,882.00	\$2,139,243.00	\$2,249,955.00	\$110,712.00	
NET INCOME (Income-Expense)		\$516,589.00	\$548,968.00	\$484,014.00	-\$64,954.00	
OPERATING FUND BALANCE						
	Operating Account Balance June 30		\$564,750.00	\$513,718.00		
	Net Revenue		\$548,968.00	\$484,014.00		
	Transfer to Capital Improvement Funds		(600,000.00)	(600,000.00)	0.00	
	Estimated Operating Fund Balance June 30		\$513,718.00	\$397,732.00	\$0.00	
SURCHARGE 1 FUND BALANCE						
	Surcharge 1 Fund Balance June 30		\$429,526.00	\$497,603.00		
43010	Surcharge Revenue		523,374.00	523,374.00	0.00	
41110	Investment Revenue		8,000.00	8,000.00	0.00	Decreased using 2016-17 actual revenue
69155	SRF Principle		(333,902.00)	(342,540.00)	(8,638.00)	Per Loan Payment Schedule
69160	SRF Interest		(127,453.00)	(118,814.00)	8,639.00	Per Loan Payment Schedule
69220	SRF Administration		(1,942.00)	(1,942.00)	0.00	Fidelity Investment Advisor Fees
	Estimated Surcharge 1 Fund Balance June 30		\$497,603.00	\$565,681.00	\$1.00	
SURCHARGE 2 FUND BALANCE						
	Surcharge 2 Fund Balance June 30		\$181,437.00	\$399,686.60		
	S2R Surcharge 2 Revenue		218,229.60	439,019.00	220,789.40	Increased per Rate Study Table 2.1
41110	Investment Revenue		20.00	20.00	0.00	
	Surplus Revenue Reimbursement		0.00	(435,752.00)	(435,752.00)	Per Loan Payment Schedule
69180	Principle		0.00	(195,000.00)	(195,000.00)	Per Loan Payment Schedule
69185	Interest		0.00	(136,038.00)	(136,038.00)	Per Loan Payment Schedule
	Estimated Surcharge 2 Fund Balance June 30		\$399,686.60	\$71,935.60	(\$546,000.60)	

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**PROPOSED CAPITAL BUDGET
2018-19**

	GENERAL	CONNECTIONS	CHROMIUM MITIGATION & NEW WELLS	VEHICLE REPLACEMENT	TOTAL
ESTIMATED BEGINNING BALANCE	1,426,219.00	58,350.00	(399,523.00)	0.00	1,085,046.00
FUNDING SOURCES					
Fund Transfers	0.00	0.00	0.00	0.00	0.00
Operating Fund Transfers In	480,000.00	0.00	0.00	0.00	480,000.00
CIP Fund Intrafund Transfers	(10,000.00)	0.00	0.00	10,000.00	0.00
Surcharge 2 Surplus Repayment	0.00	0.00	435,752.00	0.00	435,752.00
Contributed Funding	0.00	0.00	0.00	0.00	0.00
Capacity Fee Revenue	0.00	40,000.00	0.00	0.00	40,000.00
Contributed Facilities (Developers)	0.00	0.00	0.00	0.00	0.00
Grant Revenue	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	2,488,239.00	0.00	2,488,239.00
Investment Revenue	350.00	0.00	0.00	0.00	350.00
Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	1,896,569.00	98,350.00	2,524,468.00	10,000.00	4,529,387.00
PROJECTS					
A · WATER SUPPLY					
A-1 · Well 10 - Cr6 Treatment	0.00	0.00	40,000.00	0.00	40,000.00
A-2 · Well 16	0.00	0.00	2,448,239.00	0.00	2,448,239.00
A-3 · Well 17: Monitoring Well Destruction	25,000.00	0.00	0.00	0.00	25,000.00
A-4 · Miscellaneous Pump Replacements	40,000.00	0.00	0.00	0.00	40,000.00
Total A · WATER SUPPLY	65,000.00	0.00	2,488,239.00	0.00	2,553,239.00
B · WATER DISTRIBUTION					
B-1 · System Valve Replacements	35,000.00	0.00	0.00	0.00	35,000.00
B-2 · Paving Replacements	25,000.00	0.00	0.00	0.00	25,000.00
B-3 · Service Replacements	30,000.00	0.00	0.00	0.00	30,000.00
B-4 · Large Meter Replacements	5,000.00	0.00	0.00	0.00	5,000.00
Total B · WATER DISTRIBUTION	95,000.00	0.00	0.00	0.00	95,000.00
M · GENERAL PLANT ASSETS					
M-1 · Ice Machine	3,500.00	0.00	0.00	0.00	3,500.00
M-2 · Billing Software Upgrade	25,000.00	25,000.00	0.00	0.00	50,000.00
Total M · GENERAL PLANT ASSETS	28,500.00	25,000.00	0.00	0.00	53,500.00
C · CONTINGENCY					
C-1 · Contingency (10% of Est A,B,M)	18,850.00	2,500.00	248,824.00	0.00	270,174.00
TOTAL BUDGETED PROJECT EXPENDITURES	207,350.00	27,500.00	2,737,063.00	0.00	2,971,913.00
ESTIMATED ENDING BALANCE	1,689,219.00	70,850.00	(212,595.00)	10,000.00	1,557,474.00



Items for Discussion and Action

Agenda Item: 4.9

Date: May 21, 2018

Subject: Consider filling the current vacancy for the Conservation Coordinator/Customer Service Tech 1 position.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance and Administrative Committee reviewed the updated job description and recommends approval for filling the position by the full Board on the May 21, 2018 Regular Meeting.

Current Background and Justification:

At the 2-26-2018 meeting, the Board reviewed the proposed changes to the Conservation Coordinator/Customer Service Tech 1 position and directed their negotiator to engage in meet and confer with Teamsters Local 150. The Union notified the negotiator of their approval of the proposed changes on April 16th. The proposed position description (in redline and clean versions) is included in your Board package.

The changes to the position description effectively makes the Water Use Efficiency Practitioner Certification desirable instead of mandatory. The changes further provide a pay incentive if the employee obtains such certification.

Conclusion:

The Board should take action to authorize the selection process to fill the vacant Conservation Coordinator/Customer Service Tech 1 position and authorize a conditional employment offer to the most qualified candidate derived through the selection process.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.9

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/
Goal/Strategic Planning issues or state of emergency

Consider filling the current vacancy for the Conservation Coordinator/Customer Service Tech 1 position.

05/11/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

05/14/18

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

N/A

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18

CONSERVATION COORDINATOR/CUSTOMER SERVICE TECH 1

General Statement of Duties

Organizes and directs the District's conservation program. Assists Customer Service Tech 1 when needed.

Supervision Received

Works under the general direction of the General Manager who reviews work for effectiveness in conformance to established policy.

Supervision Exercised

Supervision ordinarily is not a responsibility of this class, may supervise part-time or temporary staff as assigned.

Essential Duties and Responsibilities

- Organizes and conducts the District conservation program pursuant to generally accepted standards; carries out water audits on site; calculates water budgets for customers; assists customers in development of irrigation practices.
- Develops and maintains a procedure manual for conservation department operations.
- Performs the duties of Customer Service Tech 1 as needed and related duties as required.
- Maintains the District website.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Completes reports required by local, State and Federal Agencies.
- Performs public relations work regarding water conservation including attending public meetings, fairs and school functions.
- Tracks rebate program usage.
- Tracks complaint calls
- Assists Manager with Conservation budget.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
- Receives and stamps incoming mail, reviews mail with the General Manager and distributes as directed; processes outgoing mail.
- Maintains District filing system and filing indices and District DVD library.
- Develops and maintains office forms and procedures.
- Answers central telephone system and mobile communication system.

- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons. Other admin work as needed or required.
- Serves as cashier including receipting of utility payments and various other payments, and posting monies to appropriate accounts.

Peripheral Duties

As needed or as directed, composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Serves on various employees, regional association, or other committees as assigned.

Desired Minimum Qualifications

Education and Experience:

Possession of certification as a Water ~~Conservation-Use Efficiency~~ Practitioner from the American Water Works Association (or equivalent) is desirable. or the Possession of, or ability to obtain Water Use Efficiency Practitioner certification within one year of employment will result in additional base pay compensation; possession of a valid California Driver's License.

Necessary Knowledge, Skills and Abilities:

Knowledge of water conservation practices and landscape irrigation auditing; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion without supervision; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers. Ability to interact with public by giving presentations and demonstrations to large groups of people.

Special Requirements

- Must have a valid driver's license.
- Must be bondable.
- Must pass a drug screening test.
- Must pass pre-employment physical.

Tools and Equipment Used

Personal computer, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, ~~fax-machine~~ and mail processing equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if

the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

General

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CONSERVATION COORDINATOR/CUSTOMER SERVICE TECH 1

General Statement of Duties

Organizes and directs the District's conservation program. Assists Customer Service Tech 1 when needed.

Supervision Received

Works under the general direction of the General Manager who reviews work for effectiveness in conformance to established policy.

Supervision Exercised

Supervision ordinarily is not a responsibility of this class, may supervise part-time or temporary staff as assigned.

Essential Duties and Responsibilities

- Organizes and conducts the District conservation program pursuant to generally accepted standards; carries out water audits on site; calculates water budgets for customers; assists customers in development of irrigation practices.
- Develops and maintains a procedure manual for conservation department operations.
- Performs the duties of Customer Service Tech 1 as needed and related duties as required.
- Maintains the District website.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Completes reports required by local, State and Federal Agencies.
- Performs public relations work regarding water conservation including attending public meetings, fairs and school functions.
- Tracks rebate program usage.
- Tracks complaint calls
- Assists Manager with Conservation budget.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
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Serves on various employees, regional association, or other committees as assigned.

Desired Minimum Qualifications

Education and Experience:

Possession of certification as a Water Use Efficiency Practitioner from the American Water Works Association (or equivalent) is desirable. Possession of, or ability to obtain Water Use Efficiency Practitioner certification will result in additional base pay compensation; possession of a valid California Driver's License.

Necessary Knowledge, Skills and Abilities:

Knowledge of water conservation practices and landscape irrigation auditing; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion without supervision; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers. Ability to interact with public by giving presentations and demonstrations to large groups of people.

Special Requirements

Must have a valid driver's license.

Must be bondable.

Must pass a drug screening test.

Must pass pre-employment physical.

Tools and Equipment Used

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the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

General

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



Items for Discussion and Action
Agenda Item: 4.10

Date: May 21, 2018

Subject: Consider voting for one candidate from each category to the Independent Special District Representative Consolidated Redevelopment Agency Oversight Board (RDAOB)

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The item did not need committee review but to be presented to the full Board on May 21, 2018 Regular Meeting.

Current Background and Justification:

LAFCo is requesting by majority vote of the governing board from all of its members of our Independent Special District to select a representative and alternate for the Consolidated Redevelopment Oversight Board in Sacramento County. The District must respond to this request by May 25, 2018 by 3:30 pm.

Conclusion:

The Board is being asked if they would like to select a candidate from each category on the attached ballot.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.10

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/
Goal/Strategic Planning issues or state of emergency

Consider voting for one candidate from each category to the Independent Special District
Representative Consolidated Redevelopment Agency Oversight Board (RDAOB)

05/18/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other
Water or special districts, District Engineer, Legal Counsel then laying out business cases,
pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc
Committees, to prepare board recommendations

Formal Legal Counsel Review

N/A

Legal Counsel should have enough time to review all potential legal matters
for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939
www.saclafco.org

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DATE: April 20, 2018

TO: Board of Directors of Independent Special Districts

RE: **SELECTION PROCEDURE FOR SPECIAL DISTRICT REPRESENTATION
TO THE CONSOLIDATED REDEVELOPMENT OVERSIGHT BOARD FOR
SACRAMENTO COUNTY**

I am writing to open the selection process for the Independent Special Districts' representative and alternate for the Consolidated Redevelopment Oversight Board in Sacramento County.
Please respond by 3:30 PM, May 25, 2018.

On July 1, 2018, the 400+ redevelopment agency (RDA) oversight boards across the state will be consolidated into just one oversight board per county. In Sacramento County, there are various RDA oversight boards, which will be consolidated into one board per state Health & Safety Code § 34179(j). At the direction of the Commission, I am conducting the Redevelopment Agency Oversight Board (RDAOB) selection process pursuant to GC 56332. The selection process is open to all members of the Independent Special District Selection Committee, in the same manner as the process for selecting special district representation on the Commission.

Your Board is invited to vote for a Primary representative. There is also one Alternative representative nominated. The ballot is attached, including the respective candidates statements of qualifications. ***Please respond by 3:30 PM, May 25, 2018.***

To be valid, the ballot must be acted upon by a majority vote of the governing board of your Independent Special District in an official meeting of that board and certified by the Secretary or Clerk of the Board. Any ballot received by the Executive Officer after the specified time and date shall not be valid. The candidate who receives the most votes will be determined the winner outright. In the event of a tie, there will be a run-off election held in the same format as the initial election. The Executive Officer will announce the results of the election within seven days of the close of balloting.

If you have questions regarding the election procedure, please do not hesitate to contact me at (916) 874- 6458.

Sincerely,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION


Donald J. Lockhart, AICP
Executive Officer

Attachment: Ballot w/ Candidates Statement of Qualifications





Sacramento

Ballot

Independent Special District Representative Consolidated
Redevelopment Agency Oversight Board (RDAOB)
Please select one candidate from each category

RDAOB Representative - Please Vote for ONE Candidate Below

Paula Hansen

Southgate Recreation & Park District

Terri R. Leimbach

Cordova Recreation & Park District

Amanda Thomas

Sacramento Metropolitan Fire District

RDAOB Alternate Representative - Please Vote for ONE Candidate Below

Jeff Frye

Sacramento Metropolitan Fire District

Ballot must be received by LAFCo no later than
3:30 pm on Friday May 25, 2018

Special Districts must return the ballots to LAFCo by the date specified above. Any ballot received after the specified date shall not be valid. The candidate who receives the most votes will determine the winner outright. The LAFCo Executive Officer will announce the results of the election within seven days of the specified date. If you have any questions, please call Sacramento LAFCo at (916)874-6458

Name of Special District

Date of Meeting

Signature of Secretary or Clerk of the Board

E-Mail Address

Please feel free to:

Scan and E-mail the ballot back to Diane Thorpe, at diane.thorpe@saclafco.org

Fax to (916)854-9097

Or mail it to:

LAFCo
1112 "I" Street, Suite 100
Sacramento CA 95814

Paula Hansen
Administration Manager

Southgate Recreation & Park District

6000 Orange Avenue
 Sacramento, CA 95823
 Tel: 916-428-1171 ext. 12
 Fax: 916-428-7334
 Email: PHansen@SouthgateRecAndPark.net

Paula Hansen is the Administration Manager for Southgate Recreation & Park District, an independent special district in Sacramento, CA. She has 23 years' experience in local government administration and management with expertise in the areas of finance, accounting, budgets, and human resources. Southgate Recreation & Park District serves over 124,000 residents in the south Sacramento community. It is one of 33, out of 2,610 independent special districts in California, to be recognized as a District of Distinction by the Special District Leadership Foundation since 2012.

Ms. Hansen's accomplishments in finance and accounting include

- Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for 10 years (1 of 2 park districts and 41 special districts, out of 2,160 special districts in California)
- GFOA Distinguished Budget Presentation Award for 12 years (1 of 2 park districts and 41 special districts, out of 2,160 special districts in California)
- Management and direction of financial, budget and accounting operations
- Preparation of financial reports and balanced budgets for 24 funds
- Development of Capital Improvement Plans (CIP)
- Oversight of debt issuances for capital development and refinance
- Directing formation and administration of Mello-Roos Community Facilities Districts and Landscaping and Lighting assessment districts
- Development of financial policies and procedures

Accomplishments and Affiliations

California Special Districts Association (CSDA) Audit Committee (2013-present)
 CSDA Fiscal Committee (2013-present)
 CSDA Expert Feedback Teams: Human Resources & Personnel, Governance, and Revenue
 Government Finance Officers Association (GFOA)
 California Park and Recreation Society (CPRS)
 Girl Scouts volunteer
 Venturing Crew (Boy Scouts) volunteer

Work History

Southgate Recreation & Park District, Sacramento CA	1994-present
Grant Thornton LLP, Stockton, CA	1993-1994
State of California Board of Equalization, Sacramento, CA	1992-1993

Education and Credentials

Bachelor of Science-Business Administration, California State University, Sacramento 1992
 Special District Administrator Certification, Special District Leadership Foundation 2018

Terri Leimbach
9108 Plumgrove Way
Sacramento, CA 95826
916-363-8563

STATEMENT OF QUALIFICATIONS

EXPERIENCE

- 2005 – 2016 Fulton-El Camino Recreation & Park District, Superintendent of Administration responsible for all financial reporting to the Board of Directors, all accounting functions, human resources, and office management (Retired)
- 2010 – 2016 CAPRI, California Association of Parks and Recreation Indemnity, Elected Member of the Board of Directors responsible for financial oversight of risk pool and policies relating to covered losses of the member park districts (Retired)
- 2014 – Present Cordova Recreation & Park District, Elected Member of the Board of Directors responsible for financial oversight and District policies, serving on the finance and personnel committee and policy committee for three years and Chair of the Board in 2017

COMMUNITY ACTIVITIES

- 2014 – Present Rosemont Community Association, member
- 2016 – Present AARP, volunteer tax preparer certified by the IRS to prepare tax returns for seniors and low income community members
- 2018 Appointed to the Cordova Community Planning Advisory Council, Board member
- 2004 – 2013 Unitarian Universalist Community Church, Treasurer

EDUCATION AND CERTIFICATIONS

- Master's Degree (MSM), Eastern Nazarene College
- Bachelor of Arts (German), Emmanuel College
- Special District Leadership and Management Certification, Special District Institute

Amanda Thomas

Chief Financial Officer
Sacramento Metropolitan Fire District

Experience

Chief Financial Officer

Sacramento Metropolitan Fire District, Sacramento, CA

April 2015 – present

Direct financial operations and planning activities for the District, including overseeing the development and management of the District's \$200 million operating budget.

Report financial results and present financial projections and other analyses to District Board of Directors, executive and management staff, labor organizations, and external stakeholders.

Lead a professional staff performing duties including accounting, budgeting, economic development, financial reporting, grants management, payroll, and program administration.

Represent the District on Oversight Boards for former Redevelopment Agency Successor Agencies for the County of Sacramento and the City of Rancho Cordova.

Deputy Director, Airport Finance and Administration

Sacramento County Department of Airports, Sacramento, CA

September 2008 – April 2015

Directed the financial, business, marketing, and administrative functions for a system of four airports, including Sacramento International Airport, with a total annual operating budget of \$200 million.

Led the transition to a cloud-based budgeting and financial reporting software, resulting in improved financial reporting and increased engagement of department managers.

Working with an outside consultant, developed a financial model to produce financial forecasts based on a range of future air traffic scenarios and presented this information to department stakeholders.

Served on the strategic planning steering committee, identifying a new vision, mission and key success measures, and culminating in a detailed business plan and robust internal communication plan to inform and engage employees.

Led the financing plan for the airport's \$1 billion "Big Build" terminal development program, including three separate bond issuances and successful funding applications to the federal government for both grants and passenger facility charges.

Business Services Manager

Sacramento County Department of Airports, Sacramento, CA

March 2006 – September 2008

Managed the financial planning and contracting activities of the County Airport System, including annual budget, airline rates and charges, capital finance, long term financial planning, financial analysis, and professional services contracts.

Developed and implemented a new airline rate structure and cost accounting methodology that strictly adhered to federal policy and successfully avoided formal challenge despite strong airline opposition.

Associate Director

Leigh Fisher Associates, Burlingame, CA

January 2004 – March 2006

Managed financial and management consulting engagements for some of the busiest U.S. airports, including Atlanta and Los Angeles.

Led the management and organization line of business and served as deputy business unit leader for business and finance, responsible for staff planning, utilization, training, and recruitment.

Senior Consultant, Associate, Analyst Associate

Leigh Fisher Associates, San Mateo, CA

July 1999 – January 2004

Managed consulting projects totaling over \$700,000 in annual fee volume, including compensation studies, operational reviews, and financial feasibility studies.

Developed and utilized detailed financial models to support feasibility studies in connection with the issuance of airport revenue bonds, the calculation of airline rates and charges, and general financial and strategic business planning purposes.

Education

B.A., Economics

Stanford University, Stanford, CA

1999

Phi Beta Kappa

SUMMARY

- An accomplished performer with 10+ years of progressive responsibility in real estate and business development.
- Solid reputation for building strong relationships with customers, stakeholders and coworkers.
- Experience in a wide variety of administrative functions:
 - Business Development
 - Agreement Administration
 - Project Management
 - Negotiations
 - Market Research/Analytics
 - Budgeting & Allocation
 - Economic Development
 - Planning
 - Community Relations

PROFESSIONAL EXPERIENCES

Sacramento Metropolitan Fire District – Mather, CA

Economic Development Manager

2016 to Present

- Plans, organizes and directs the economic development activities of the District including: land use planning, real estate acquisition and disposition, leases, intergovernmental affairs, tax sharing agreements and property tax forecasting.
- Participates in and has major responsibilities for the development and implementation of the District's strategic and long-range planning efforts, goals and objectives, budgeting, and programs consistent with the District mission statement and level of service.
- Researches property tax and other current or potential revenue streams and matches sources to District goals; determines and implements strategies for generating funding to support District goals.

Sacramento County Department of Airports – Sacramento, CA

Senior Airport Economic Development Specialist - Finance & Administration (formerly Commercial Strategy)

2012 to 2016

- Coordinates and performs a wide variety of tasks related to real estate development at Sacramento County-operated airports including marketing, land use planning, negotiations, entitlements, permitting and construction.

Key Accomplishments:

- Serves as the project manager and client's central point of contact for the development of a hotel at Sacramento International.
- Serves as the project manager and client's central point of contact for the development of EVA Air's Flight Training Academy at Mather Airport.
- Coordinated transfer of ownership of Mather Airport from United States Air Force to County of Sacramento.

Interim Airport Manager – Mather Airport

December 2011 to March 2012

- Manages, supervises, and coordinates the activities and operations of Mather Airport and coordinates assigned activities with other sections, departments, outside agencies and the general public.

Senior Airport Economic Development Specialist – Properties & Business Development

2010 to 2012

- Performs property and tenant management activities including the negotiation of airport leases and agreements, development of rates and charges schedules, development of lease documents and monitoring the implementation of lease terms.
- Conducts research, statistical analyses, and economic feasibility studies relating to existing and new airport services, including airline passenger, air freight, on-airport facility and business development and airport ground transportation services.

Key Accomplishments:

- Acted as liaison between airport management, the design team and the airlines to design and build airline leased space for the \$1 billion Terminal Modernization Program dubbed Big Build at Sacramento International Airport.
- Served as Aeromexico's central point of contact as a new entrant into the Sacramento market.
- Negotiated and established scheduled ground transportation service to Napa and South Lake Tahoe.

Airport Economic Development Specialist – Properties & Business Development

2008 to 2010

- Carried out projects, studies, or other work involving property management and lease administration.

Key Accomplishments:

- Managed all airline, rental car, ground transportation and parking agreements at Sacramento International.

Sacramento County Assessor's Office – Sacramento, CA

Associate Real Property Appraiser – Commercial South

2007 to 2008

- Performs a wide variety of responsible and complicated assessment and appraisal duties to determine the fair value of, and assess taxes on, improved and unimproved properties. Real properties include, but are not limited to agricultural, marine, residential, commercial, industrial, multi-use, unique and specialized properties and open space lands.

Key Accomplishments:

- Served as a liaison between software developers and end users in the development and implementation of a new work flow system at the Assessor's Office.

Real Property Appraiser I/II – Residential North

2004 to 2007

- Performs a wide variety of responsible and complicated assessment and appraisal duties to determine the fair value of, and assess taxes on, improved and unimproved properties.

Twelve Bridges Golf Club – Lincoln, CA

Food & Beverage Manager

1998 to 2000

- Responsible for coordinating all phases of restaurant, group meeting/banquet functions and beverage service held at the golf course.

Key Accomplishments:

- Co-directed food service portion of 1998-2000 LPGA Longs Drug Challenge
- Co-designed and managed Micros computer system
- Created and conducted all customer service training for staff

PROFESSIONAL ASSOCIATIONS & LICENSES

- California Real Estate Broker License # 01809281
- CCIM Institute – Candidate
- Certified Property Tax Appraiser License # 9519 (Expired)

EDUCATION

- B.A., Psychology; California State University Sacramento, 2001



TODD HARMS
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

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April 30, 2018

Board of Directors of Independent Special Districts:

I am writing to request your support for my candidacy to serve as the Independent Special District Representative on the Consolidated Redevelopment Agency Oversight Board (RDAOB) for Sacramento County, as described in the selection procedure distributed by LAFCo on April 20, 2018.

As the current special district representative on the existing RDAOBs for Sacramento County and the City of Rancho Cordova and, prior to its dissolution, the RDAOB for the City of Citrus Heights, I am uniquely qualified to serve on the consolidated RDAOB. I understand that my role on the consolidated RDAOB would be to represent all independent special districts within the County, with fiduciary responsibilities to both the holders of legally enforceable debt of the former redevelopment agencies and to the taxing entities that will benefit from the winding down of the agencies. My actions on the existing RDAOBs have always been consistent with those responsibilities.

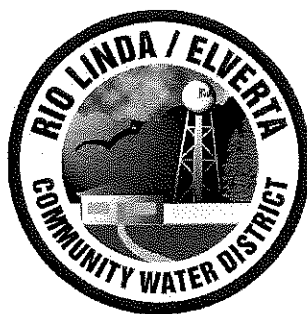
Residual property tax revenue made available through the wind down of former redevelopment agencies is an important source of funding for the essential services provided by many independent special districts. It is important that those services be well-represented on the consolidated RDAOB for Sacramento County, and it would be my honor to continue to represent those interests.

Should you have any questions about my candidacy, I can be reached at 916-859-4520 or thomas.amanda@metrofire.ca.gov.

Thank you for your time and for your service to the community.

Sincerely,

Amanda Thomas
Chief Financial Officer



Items for Discussion and Action

Agenda Item: 4.11

Date: May 21, 2018

Subject: Consider suspending the Facilities/Office Ad Hoc Committee (Green, Harris)

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The item was not reviewed by committee. The need for this item evolved from the April 17th RLECWD Facilities Ad Hoc Committee meeting with Twin Rivers School District, and the subsequent community reaction to rumors and social media posts, which tended to convey inaccurate information.

I recommend the Board take action to dissolve the RLECWD Ad Hoc Committee and review the process and mechanisms for property acquisition by public agencies.

Current Background and Justification:

The Board President formed the Facilities Ad Hoc committee to explore options for a future RLECWD office. This exploration does not include the authority to acquire property. The authority does not include selection nor elimination of options to consider.

Nevertheless, the actions and dialog conducted thus far in the option exploration phase, within the scope of responsibility provided to an ad hoc committee, suggests the need to step back and recalibrate.

Conclusion:

As a Board and as an agency, RLECWD is nowhere near the stage where we are ready to negotiate for property acquisition. If we were at such status, a significant impediment would be the absence of funding to acquire a new office facility and/or property therefor.

The RLECWD current policies for forming and dissolving committees is including in your Board package documents. The policy provides that ad hoc committees are dissolved when the committee submits their final report. There are no provisions in the policy for dissolving an ad hoc if/when the ad

hoc refuses or is otherwise unable to submit a final report. Accordingly, the Board should also review this policy and determine if additional methodology and/or clarification should be added.

Despite the absence of coverage in the current policy for other ways to dissolve an ad hoc committee, there should be no argument that the Board may take action to dissolve any committee, ad hoc or standing.

Conclusion

In consideration of all relevant facts and circumstances, the most appropriate action for now is to dissolve the Facilities Ad Hoc Committee. Additional actions the Board may consider includes the need to clarify the ad hoc committee dissolution process in the District's policies. The Board may also wish to clarify who is and is not authorized to speak and act on behalf of the District.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:____Green:____Ridilla:____Henrici:____Harris:_____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.11

Date

Initial Potential Meeting Date

05/21/18

Circle High/Medium/Low priority of Item and Identify if in line with Mission/
Goal/Strategic Planning issues or state of emergency

Consider suspending the Facilities/Office Ad Hoc Committee (Green, Harris)

05/18/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other
Water or special districts, District Engineer, Legal Counsel then laying out business cases,
pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc
Committees, to prepare board recommendations

Formal Legal Counsel Review

N/A

Legal Counsel should have enough time to review all potential legal matters
for correctness and legality

GM Review

05/18/18

Actual Meeting Date Set for Agenda Item

05/21/18

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RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT

P. O. BOX 400 730 L STREET
RIO LINDA, CALIFORNIA 95673
Phone: 916-991-1000

May 2, 2018

Mr. Don Flesch
The Rio Linda Elverta News
PO Box 419
Rio Linda, CA 95673

Mr. Flesch:

I am the General Manager for Rio Linda Elverta Community Water District (RLECWD). I would like to clarify some inaccurate/misleading information currently being circulated throughout our community. The misinformation implies that RLECWD Board of Directors has formally proposed to construct a new office facility at 7th and M Street, the current site of a ball field. I've even seen a petition seeking to oppose such in a local business establishment.

RLECWD has NOT proposed to construct a new office facility at the ball field at 7th and M Street. The only thing that has been done is the RLECWD Board Chair has established an ad hoc committee to explore the options for a new RLECWD office facility. The RLECWD Facilities Ad Hoc Committee requested and attended a meeting with the Twin Rivers Unified School District on April 17, 2018. At this meeting, TRUSD representatives advised RLECWD attendees that the TRUSD Board has NOT declared the ball field to be surplus property. More pointedly, the TRUSD undertook the process to declare some Rio Linda property to be surplus, but TRUSD did NOT declare the ball field to be surplus out of consideration for community preferences and objectives.

Both RLECWD and TRUSD are public agencies. Accordingly, both agencies must conduct business in a deliberate, transparent and prescribed manor. Both agencies hold their responsibility to conduct their business in the harsh light of day very seriously. Public participation in the process is paramount. RLECWD has a five-member elected Board. It takes at least three affirmative votes to take action. No action can be considered unless the item is properly noticed on a publicly posted agenda for at least 72-hours in advance of a meeting.

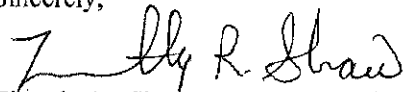
With the information provided at the April 17th meeting with TRUSD representatives, RLECWD is nowhere close to identifying a site to consider for a new office. The next step for RLECWD is to have the Facilities Ad Hoc Committee report their findings at the next RLECWD Board meeting (May 21st) and seek direction. Regardless, the ball field site is not available.

Board of Directors

Mary Harris Mary Henrici Brent Dills Paul Green John Ridilla

On a personal note, I really do enjoy the aspect of my job which places me in such accountable, accessible relationships with the community served. For me, it's representative democracy in its purest form. Accordingly, I welcome the opportunity to engage the public and to offer up any clarification they may seek.

Sincerely,



Timothy R. Shaw
General Manager
Rio Linda / Elverta Community Water District
(916) 991-8891

Board of Directors

Mary Harris Mary Henrici Brent Dills Paul Green John Ridilla

Relevant Excerpts from Existing RLECWD Policy Manual

2.01.060 Duties of President and Vice President. (See Ca Water Code §30578) The President shall preside at all meetings of the Board and act as Chairperson of the Board, shall appoint all committee members as specified in section 2.01.080, shall sign all contracts on behalf of the District, and shall perform all other duties necessary or incidental to his/her office as authorized or imposed by the Board. In the absence of the President or because of the President's inability to act, the Vice President shall take his/her place and perform the duties of the President.

2.01.065 Committees and Other Assignments. The Board President shall appoint such standing and/or ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The President of the Board shall make all appointments of Directors to ad hoc and standing Committees. In addition, the President of the Board may designate Board members to represent the Board as needed.

- (a) The duties of a standing committee shall be determined at the time of appointment. Standing committees shall only be dissolved by majority vote of the Board.
- (b) The duties of an ad hoc committee shall be determined at the time of appointment and the committee shall be considered dissolved when its final report has been made.
- (c) If the Board President or the Board has created a standing committee, then the members of such committee shall be appointed for the year no later than the Boards regular meeting in January.
- (d) All meetings of standing committees shall conform to all open meeting laws (e.g., Ralph M. Brown Act) that pertain to regular meetings of the Board.



Information Items
Agenda Item: 5.1

Date: May 21, 2018

Subject: District Reports

Staff Contact: Timothy R. Shaw, General Manager

1. DISTRICT ACTIVITY REPORT

- a. Operations Report
- b. Conservation Report

RIO LINDA/ELVERTA C.W.D. 2018

REPORT OF DISTRICT OPERATIONS

SOURCE WATER DATA

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Water Production (Million Gallons)

January	February	March	April	May	June	Year To Date
34.8	34.5	36.5	43.7			
34,761,308	34,533,300	36,538,945	43,675,247			
July	August	Sept.	Oct.	Nov.	Dec.	
						149.50

		Monthly Total		
Gallons = Multiply M.G. by:	1,000,000	43,675,247	Gallons	149,508,300
Cubic Feet = Divide gallons by:	7.48	5,838,937	Cubic Feet	19,987,807
Hundred Cu Ft. = Divide cu. ft. by:	100	58,389	Hundred Cubic Feet	199,878
Acre Ft. = Divide gallons by:	325,829	134.04	Acre Ft.	459

DISTRIBUTION SYSTEM DATA

Water Quality Complaints		Complaints Total (Low Psi Complaints)					Year To Date
January	February	March	April	May	June		
1	1	1	3 (3)				
July	August	Sept.	Oct.	Nov.	Dec.		
						6	

New Services

New Construction	1	3
Existing Homes	0	0
Paid prior to increase. (2 not installed)	0	0
Total of Service Connections to Date ----->		4634

Distribution System Failures

Deterioration April 1 thru 30	3	6
Damaged April 1 thru 30	0	1

Bacteriological Sampling

Routine	16	68
Raw Water Well Samples	0	12

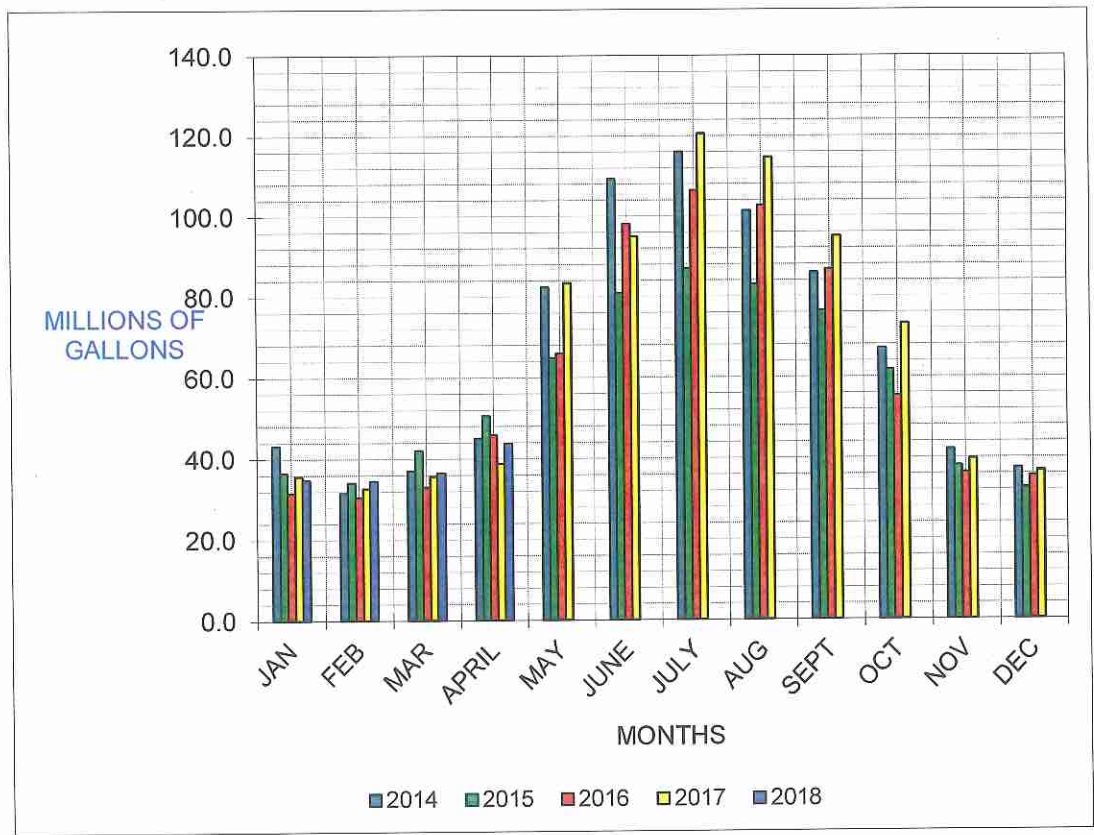
April 1, 2018 - April 30, 2018

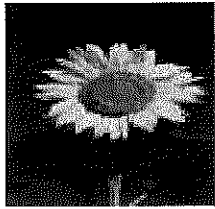
3 - Distribution leaks repaired by District staff, 0 - by Contractor or with contractor assistance.		
Work Orders Issued - 36	Work Orders Completed - 35	USA's Issued - 69
Backflow Test - 4	Backflow Test - 3	
Conservation - 2	Conservation - 2	
Flow Test - 1	Flow Test - 1	
Get Current Read - 6	Get Current Read - 6	
Install New Service - 1	Install New Service - 1	
Other Work - 2	Line Leak - 2	
Possible Leak - 9	Other Work - 2	
Pressure Complaint - 3	Possible Leak - 8	
Tag Property - 2	Pressure Complaint - 3	
Turn Off Service - 1	Tag Property - 2	
Turn On Service - 4	Turn Off Service - 1	
Usage Complaint - 1	Turn On Service - 4	
	Usage Complaint - 1	

RIO LINDA/ELVERTA C.W.D. WATER PRODUCTION

2014 \ 2018

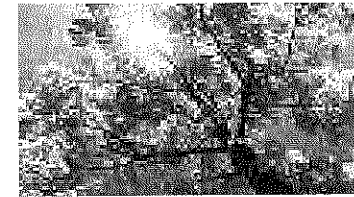
Month	Water Production in Million Gallons						SSWD Water Purchases				
	2014	2015	2016	2017	2018	Avg.	2014	2015	2016	2017	2018
JAN	43.2	36.5	31.5	35.6	34.8	36.3	0.0	0.0	0.0	0.0	0.0
FEB	31.6	34.1	30.5	32.7	34.5	32.7	0.0	0.0	0.0	0.0	0.0
MAR	37.0	42.0	33.0	35.6	36.5	36.8	0.0	0.0	0.0	0.0	0.0
APRIL	45.0	50.5	45.8	38.8	43.7	44.8	0.0	0.0	0.0	0.0	0.0
MAY	82.4	64.8	65.9	83.4		74.1	0.0	0.0	0.0	0.0	
JUNE	109.2	80.8	98.0	94.9		95.7	2.8	0.0	0.0	0.0	
JULY	116.0	87.0	106.4	120.5		107.5	0.0	0.0	0.0	0.0	
AUG	101.3	83.0	102.6	114.6		100.4	0.0	0.0	0.0	0.0	
SEPT	85.9	76.4	86.7	94.9		86.0	0.0	0.0	0.0	0.0	
OCT	67.0	61.7	55.2	73.2		64.3	0.0	0.0	0.0	0.0	
NOV	42.0	38.0	36.3	39.7		39.0	0.0	0.0	0.0	0.0	
DEC	37.4	32.5	35.4	36.7		35.5	0.0	0.0	0.0	0.0	
TOTAL	798.0	687.3	727.3	800.6	149.5	753.3	2.8	0.0	0.0	0.0	0.0





Conservation Report

April 2018



Supplies (kits):	Shower heads (3), Kitchen Aerators (2) Bathroom Aerators (3) Nozzle (0) Hose Timer (0) Shower Timer (0) Dish Scrapper (0)
Water Waste (calls, emails, letter, leaks detected/fixd):	2 Water Waste Complaints 0 Leak Follow-up calls 0 Leak Letters
Water Schedule:	
Surveys:	0
Rebates:	Toilets: 2 Washing Machines: 0
Workshops, Webinars, Meetings:	None
Fines:	NONE
Other Tasks:	
Grant Updates:	N/A



Information Items
Agenda Item: 5.2

Date: May 21, 2018

Subject: Board Reports

Staff Contact: Timothy R. Shaw, General Manager

2. BOARD REPORTS

- a. Regional Water Authority – Henrici
- b. Sacramento Groundwater Authority – Green, Harris
- c. LAFCO – Green
- d. Planning Committee – Dills, Harris
- e. Finance / Administrative Committee – Ridilla, Henrici
- f. Ad Hoc Committee's
 1. Employee Neg. - Dills, Harris
 2. Water Supply Development – Harris, Green
- g. ACWA and ACWA JPIA Spring Conference - Green
- h. Completed and Pending Items

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

Thursday, May 3, 2018, 9:00 a.m.

5620 Birdcage Street, Suite 110
Citrus Heights, CA 95610
(916) 967-7692

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. CONSENT CALENDAR**
 - a. Information: Final minutes of the February 21, 2018 and March 21, 2018 Executive Committee meetings and draft minutes from the April 25, 2018 Executive Committee meeting.
 - b. Draft minutes from the March 8, 2018 RWA regular board meeting
Action: Approve the Consent Calendar Item
- 4. METER REPLACEMENT CONSORTIUM MOU**

Information Presentation: John Woodling, Executive Director and Hilary Straus, General Manager, Citrus Heights Water District
Action: Approve the Meter Replacement Consortium MOU
- 5. WATER EFFICIENCY UPDATE**

Information Presentation: Amy Talbot, Senior Project Manager
- 6. REGIONAL WATER PLANNING UPDATE**

Information Presentation: Rob Swartz, Manager of Technical Services and Rebecca Guo, Stantec.
- 7. EXECUTIVE DIRECTOR'S REPORT**
- 8. DIRECTORS' COMMENTS**

ADJOURNMENT

Upcoming meetings:

Next Executive Committee Meetings – Wednesday, May 23, 2018 and June 27, 2018, 8:30 a.m. at the RWA office.

Next RWA Board of Directors' Meeting – Thursday, July 12, 2018, 9:00 a.m., at the RWA Office.

MAY 3, 2018

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TO: REGIONAL WATER AUTHORITY BOARD OF DIRECTORS

FROM: JOHN WOODLING

RE: EXECUTIVE DIRECTOR'S REPORT

- a. Grants Update** – RWA staff is currently managing five grant awards totaling \$30.3 million (see enclosed table). Over the past quarter, nearly \$2.3 million in grant reimbursements have been received. This brings the total reimbursement to date from these five grants to \$19.3 million.
- b. Legislative and Regulatory Update** – RWA staff will update the RWA Full Board on legislative and regulatory issues (see written update below) and present the most recent Lobbyist Subscription Program bill packet and position recommendations.

RWA staff and contract lobbyists remain actively engaged on newly introduced legislation and priority two-year bills, including:

- **Long-Term Urban Water Use Efficiency Legislation: AB 1668 and SB 606**

RWA has actively engaged on the development of these and other related bills over the past two years, including through sponsorship of legislation in 2017. RWA has an “Oppose Unless Amended” position on AB 1668 and SB 606.

In early April, AB 1668 and SB 606 were amended to address a number of long-standing issues, including the addition of requirements that state agencies adopt variances to account for unique local conditions. RWA continues to advocate for additional amendments to ensure that these bills protect the region's investments in reliable water supplies, have requirements that are technically and economically feasible for RWA member agencies to implement, and define state agency oversight and enforcement roles in a manner that respects local control.

- **Water Tax: SB 623 and Budget Trailer Bill**

SB 623 and a separate but related budget trailer bill would impose a per-connection tax on every public water system customer ranging from 95 cents to \$10 per month based on connection size. Consistent with the RWA Board of Director's adopted policy principles in opposition to a water tax, RWA has an “Oppose Unless Amended” position on both of these measures.

RWA and other water suppliers have actively opposed the proposed water tax, including in recent Assembly and Senate Budget Subcommittee hearings where the proposed “Safe and Affordable Drinking Water Fund” budget trailer bills were heard. Both

subcommittees held the bills, meaning they will be taken up for potential advancement later in the legislative session. RWA will remain opposed to these measures unless the proposed water tax is removed.

Regulatory Update

RWA Advocacy Program staff have monitored and recently engaged on the following regulatory activities of the State Water Resources Control Board:

- **Draft Permanent Prohibitions on Waste and Unreasonable Uses of Water**

The SWRCB released revisions to the proposed Permanent Prohibitions on Waste and Unreasonable Use of Water regulations on January 31. RWA staff prepared and submitted comments in response to the revised regulations on February 12 that emphasized the effectiveness of locally-driven approaches to advancing water use efficiency and provided specific comments on the revised prohibitions.

The SWRCB was scheduled to consider adoption of the revised regulations on February 20. On the day of the adoption hearing, however, Chair Felicia Marcus indicated that additional changes related to certain recycled water provisions would require an additional comment period and the Board delayed their action. Since the delay of the adoption hearing, SWRCB staff have also been reported to be expanding the regulatory package resolution's discussion of if and how the SWRCB's use of their waste and unreasonable use authorities to prohibit these categories of use impacts water rights. As of April 16, the SWRCB has not circulated an updated draft of the regulations for public comment or announced a rescheduled adoption hearing.

- **AB 401 Recommendations for a Statewide Low-Income Water Rate Assistance Program**

AB 401 (2015) requires the SWRCB to develop recommendations for a Statewide Low-Income Water Rate Assistance Program for submittal to the Legislature. On April 4, SWRCB staff held an all-day symposium that featured speakers on affordability programs outside of California, existing food and energy rate affordability programs within California, and a panel discussion titled, "AB 401 and the Path Forward." SWRCB Member Joaquin Esquivel announced that the AB 401 recommendations would be finalized and submitted to the Legislature by the end of 2018. Additional stakeholder workshops on the development of the recommendations are expected to be announced in the coming months.

- c. **RWA Outreach** – RWA staff convened a meeting of water agencies, stormwater managers, flood control agencies, academics, NGOs, Water Forum staff and others on April 24, 2018 to discuss opportunities for groundwater recharge in the South American and Cosumnes groundwater subbasins. Mr. Woodling will chair the meeting of the ACWA Groundwater Committee on May 8th and moderate a panel on the future of IRWM on May 9th at conference. Mr. Woodling has agreed to represent ACWA Region 4 on the selection panel for ACWA's next executive director. Mr. Woodling will be a speaker at

the Groundwater Resources Association's GSA Summit on June 6, 2018 and at *An Uncommon Dialogue* on managing groundwater quality under SGMA hosted by Stanford University's Water in the West Program on June 11, 2018.

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- d. **RWA Update** – Staff and RWA's public relations consultant have produced the second of what will be an ongoing quarterly update of activities (available at rwah2o.org/). The document is designed to be suitable for distribution to member agency boards of directors.

- e. **Powerhouse Science Center Update** – The Powerhouse Science Center will hold its groundbreaking ceremony on May 31, 2018 from 10:00 a.m. to noon at 400 Jibboom Street in Sacramento.

**MINUTES OF THE
APRIL 16, 2018
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL and PLEDGE OF ALLEGIANCE

The April 16, 2018 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. at the Depot/Visitor Center located at 6730 Front Street, Rio Linda, CA. General Manager Tim Shaw took roll call of the Board of Directors. Director Dills, Director Harris, Director Green, Director Henrici, Director Ridilla and General Manager Tim Shaw were present. Director Dills led the pledge of allegiance.

2. PUBLIC COMMENT

No public comment.

3.3 CONSENT CALENDAR

3.1 Minutes

March 19, 2018

3.2 Expenditures

3.3 Financial Reports

It was moved by Director Henrici and seconded by Director Dills to approve the Consent Calendar. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

4.1 General Manager's Report

General Manager Tim Shaw provided the Board a written report of special events and meetings attended since the last Board meeting.

The Board made no action on this item

4.2 District Engineer's Report

District Engineer, Jim Carson provided the Board of Directors a written report of current projects since the last Board meeting. Mr. Carson provided the Board with updates on MSA Contract and Task Orders and Well 16 Contract for Design Services.

The Board made no action on this item

4.3 Consider approving a Professional Services Agreement with Affinity Engineering for the design of the Well #16 ground water pumping station

The well for the Well #16 project was designed and constructed to produce drinking water with the lowest feasible concentration of hexavalent chromium. To complete the project, the groundwater pumping

station needs to be designed so that the District may use that design to formally solicit bids for constructing the pumping facilities and all necessary appurtenances to tie Well #16 into the District's drinking water distribution system.

Funding for this agreement will be through the Opus Bank municipal financing authorized by the Board at the 2-26-2018 meeting.

General Manager Shaw informed the Board that he was presenting the scope of work for Affinity Engineering, but after this item was presented to committee and to the full Board he recently learned the District does not currently own the site for Well #16.

District Engineer, Jim Carson gave the circumstances surrounding the acquiring Well #16 with change of management.

It was moved by Director Dills and seconded by Director Ridilla to pull the item from the agenda. Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4.4 Consider approving the Professional Services Agreement with Adept Solutions for Information Technology (IT) support services.

Adept solutions submitted a proposal for IT support services on April 11th. The proposal meets the existing and foreseeable needs of the District.

The proposal stipulates an onboarding process, which is needed to correct existing deficiencies in the District's technology infrastructure and address unnecessary risks/liabilities. The onboarding process will cost \$1,408. Subsequently, the monthly service charge will be \$864 (\$10,368 annually).

It was moved by Director Dills and seconded by Director Ridilla to approve the Professional Service Agreement with Adept Solutions. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4.5 Consider approving the guidance language from the Board to the General Manager for his appointment as an alternate voting member for the Regional Water Authority.

The General Manager (GM) has been appointed as an alternate voting member for the Regional Water Authority (RWA) with the following direction:

- GM can only vote on RWA action items if the primary delegate (elected RLECWD Board Member is unavailable to attend the RWA meeting.
- Where the primary delegate has a known schedule incompatibility, the GM is directed to provide the RLECWD Board with as much RWA relevant issue information as practical to enable the RLECWD Board to give direction to the GM as appropriate.

If the circumstances are such that the primary delegate's absence was not anticipated, and/or the GM has not been given direction by the RLECWD Board on RWA items that may result in costs and other obligations for the RLECWD ratepayers, the GM is directed to abstain from the RWA vote.

It was moved by Director Dills and seconded by Director Ridilla to approve the guidance language for the appointed GM as an alternate voting member for RWA. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4.6 Consider authorizing augmentation to the District's policy on required use of District e-mail domain to stipulate courtesy copy of all text messages to a District Public Records e-mail address.

Revised district email policy.

2.01.090 Email Accounts (added 12/6/2010) In order for the public to contact the Board of Directors each Director must establish an email account through the District's server. It is required that all Directors use their District email addresses instead of personal private email accounts for District business. An email account will be assigned to Board members as they take office.

Director correspondence on matters of District business which are conducted using text messaging are to be copied (e.g. using the multiply recipients feature in text messaging) to the following District e-mail address: PRA@RLECWD.COM. This e-mail account will not be routinely monitored but will be reviewed by appropriate staff if the District receives a Public Records on Private Accounts request. Directors are thereby enabled to delete their text messages on their personal devices after copying the text to the email address stipulated above. The settings of this e-mail account will be such that messages greater than one year old, will be deleted to conserve resources. Director written correspondence regarding District business on social media, e.g. Facebook Private Messaging, Twitter, Instagram etc., are prohibited due to the impracticality of compliance with Public Records on Private Accounts requests when using such correspondence methods.

It was moved by Director Dills and seconded by Director Ridilla to approve the amended 2.01.090 Email Accounts policy. Henrici, Dills, Green, Ridilla and Harris voted yes. The motion carried with a unanimous vote of 5-0-0.

4.7 Discuss the need for a policy to require the enrollment of customers in the District's paperless billing program as a prerequisite to District payment of the customer's convenience fees associated with paying by credit/debit card.

The District pays the convenience fees associated with customers payments via credit/debit cards. Approximately 1,200 accounts each cycle pay their RLECWD bills with credit/debit cards costing the District \$1.85 per customer.

The district spends about \$1.50 per customer per cycle for envelopes, postage and processing of bills/payments. If we require enrollment in paperless billing as a condition to the District's continued payment of convenience fees, the cost savings on envelopes, paper, and postage would offset the convenience fees, along with other tangible benefits of paperless billing and more automated payments.

The Board gave direction to the General Manager to research additional options for credit/debit card payment methods to include third-party payment processors.

4.8 Appointment of representative and alternate representative to Sacramento Ground Authority (SGA).

SGA has notified the District to nominate representatives to their Board and the required forms need to be submitted by May 1, 2018.

It was moved by Director Dills and seconded by Director Ridilla to nominate Director Green and Director Harris as the alternate for SGA's Board. Henrici, Dills, Harris and Ridilla voted yes. Director Green abstained. The motion carried with a vote of 4-0-1.

4.9 Consider directing the use or standardized Professional Services Agreement templates (large scope and small scope) for use in contracting with services providers.

It was moved by Director Harris and seconded by Director Ridilla to approve the use of a large scope and small scope standardized Professional Services Agreement. Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

9. INFORMATION ITEMS

9.1. DISTRICT ACTIVITY REPORT

- a. Water Operations Report – Written report provided.
- b. Conservation Report – Written report provided.

9.2. BOARD REPORTS

- a. Regional Water Authority – No meeting.
- b. Sacramento Groundwater Authority – Agenda and Executive Report provided.
- c. LAFCO – No report.
- d. Planning Committee – April minutes provided.
- e. Finance / Administrative Committee – April minutes provided.
- f. AD Hoc Committees-
 - 1. Office Building – No meeting.
 - 2. Employee Neg. - No meeting.
 - 3. Water Supply Development – No meeting.
- g. Other Reports – Pending and Completed Items Report

9. DIRECTORS' AND GENERAL MANAGER COMMENTS

10. ADJOURNMENT

President Harris adjourned the meeting at 8:04 p.m.

Respectfully submitted,

Timothy R. Shaw, Secretary

Mary Harris, President of the Board

May 4, 2018

RLECWD Planning and Project Committee Meeting

Meeting was opened at 2:00 pm by Director Dills

Public Comment: No public present.

RLECWD members present were G.M. Tim Shaw, Operations Supervisor Pat Goyet, District Engineer Jim Carson and Director Brent Dills

- 1) Discuss the need and appropriateness of a policy to address infill projects within district service area boundaries.

Pat Goyet discussed infill projects, the history of similar projects and the community benefits of having developers connect to the existing water infrastructure rather than drill wells for stand alone systems. This will be presented to the full board for policy adoption.

- 2) Discuss next steps in acquiring property for the Well #16 project.

The transfer of ownership paperwork is now in order and this will be presented to the full board.

- 3) Discuss the recently completed Compensation Study submitted by CPS HR.

This compensation study look like what we were expecting and needed for employee bargaining unit negotiation and strategic planning purposes and will be presented to the board.

- 4) Report from District Engineer on items anticipated for Board action at the May 21st regular board meeting.

There are discrepancies between the LAFCO maps and district boundaries. This is an election issue that matters because of a proper notice issue. This will be presented to the board and requires action.

Director Dills adjourned the meeting at 2:15.

Rio Linda/Elverta Community Water District
Finance and Administrative Committee Meeting Minutes

May 14 2018

Attendees: Director Mary Henrici, Director John Ridilla and General Manager Tim Shaw were present.

Meeting was called to order by Director Henrici at 6:35 PM.

Public Comment. There was none.

Agenda Items

1. Review and discuss expenditures of the District for the month of April 2018.

There were no comments on the expenditures. All items were in order.

The committee recommends approval to the full Board of Directors.

2. Review and discuss Financial Reports of the District for the month of April 2018.

Director Ridilla asked about large meter replacements being performed this year. GM Shaw noted that none are being replaced this year. It was noted that the chromium 6 loan proceeds used to date are now shown on the capital projects report.

The committee recommends approval of the financial reports to the full Board of Directors.

3. Review and Discuss the proposed FY 2018-19 Operating and Capital improvement Budgets.

General Manager Shaw provided the committee with the budgets. Several items were discussed including wages, meter replacement and capital projects. The committee asked that a word document accompany the budget to explain items that have significant changes from the prior year values. The GM said he would provide such a document.

Director Henrici asked that the Capital Budget Surcharge 2 restoration plan be provided to the full Board for approval during the budget process.

The committee recommends the proposed budgets go forward to the full Board of Directors for approval.

4. Discuss filling of Conservation Coordinator/Customer Service Tech 1 position.

Director Ridilla brought up the idea of the Conservation Coordinator also serving as a grant writer. Director Henrici felt that hiring a professional consultant may be a better idea. GM Shaw noted that the job description would need to be changed again through the union meet and confer process if the Board wanted to add grant writing to the job description.

After discussion the committee recommends the Board approve filling the Conservation Coordinator/Customer Service Tech 1 with the current job description as soon as possible.

5. Status report on options for payment of the District's service charges.

GM Shaw noted that he is talking to CUSI, Blue Fin and other agencies to see what 3rd party vendor for credit card payments would work best for the District.

There is no committee recommendation for this item at this time.

6. Review and Discuss Resolution 2018-04 Exhibit 1 revision.

The Exhibit revision corrects the amount that the District pays for recording documents.

The committee recommends the Board approve the revised Resolution 2018-04 exhibit 1.

Directors' and General Manager comments not on the agenda.

The CPS total compensation report was briefly discussed. Due to the large amount of data included in the report, the committee asked that the General Manager provide an executive summary to the full Board as one was not provided by CPS. GM Shaw said he will provide an Executive Summary to the full Board.

Meeting adjourned at 7:45 p.m.



Sacramento

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
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www.saclafco.org

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DATE: May 3, 2018
TO: Affected Agencies
RE: **Proposed/Final FY 2018-19 Budget**

The Sacramento Local Agency Formation Commission is required to adopt a Proposed Budget by May and a Final Budget by June of each year. Pursuant to statute, LAFCo's net cost is funded by cities, the County of Sacramento, and independent special districts. Affected agencies are billed after July of each year.

The enclosed Proposed Budget for FY 2018-19 was presented to and approved by the Commission on May 2, 2017. It is forwarded to you for notification, and to provide information to assist in your agency budgeting. LAFCo will conduct a public hearing on the Final Budget on June 6, 2018 at 5:30 P.M., in the Board of Supervisors' Chambers, located at 700 H Street, Sacramento. You are welcome to attend this hearing to address your concerns or send any written comments you may have to me at 1112 I Street, Suite 100, Sacramento, California, 95814, prior to May 30, 2017.

The attached Proposed Budget is unchanged from FY 2017-18. Total contributions from other affected agencies will be \$718,500. LAFCo's contribution from the cities, county, and special districts will be \$239,500 for each 1/3 category. However, each affected agency's annual assessment could vary each year. Each affected agency's annual assessment is based on information from the State Controller's Office.

The assessment calculation uses a percentage of the agencies total revenue compared to the total revenue for a given category. The assessment is calculated annually and verified by the Auditor-Controller Office.

Please do not hesitate to call me at (916) 874-6458 to discuss any comments or concerns. Thank you for your attention to this matter.

Very truly yours,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

Donald J. Lockhart, AICP
Executive Officer

Attch.

W:\Lafco\Budget FY18_19\Letter to affected agencies re Budget 2018.doc

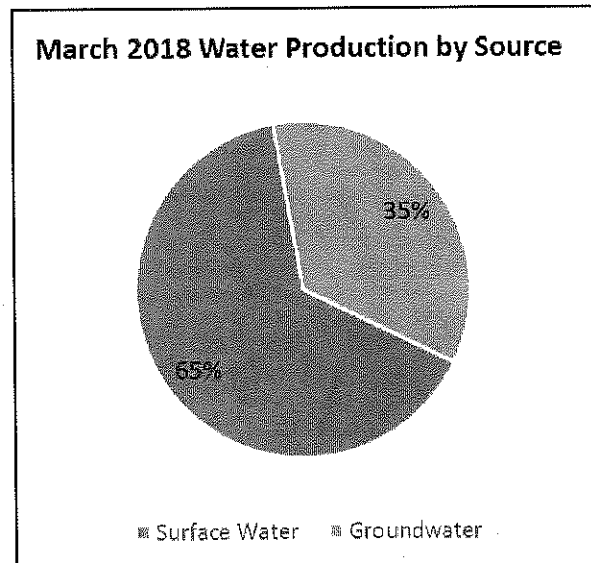
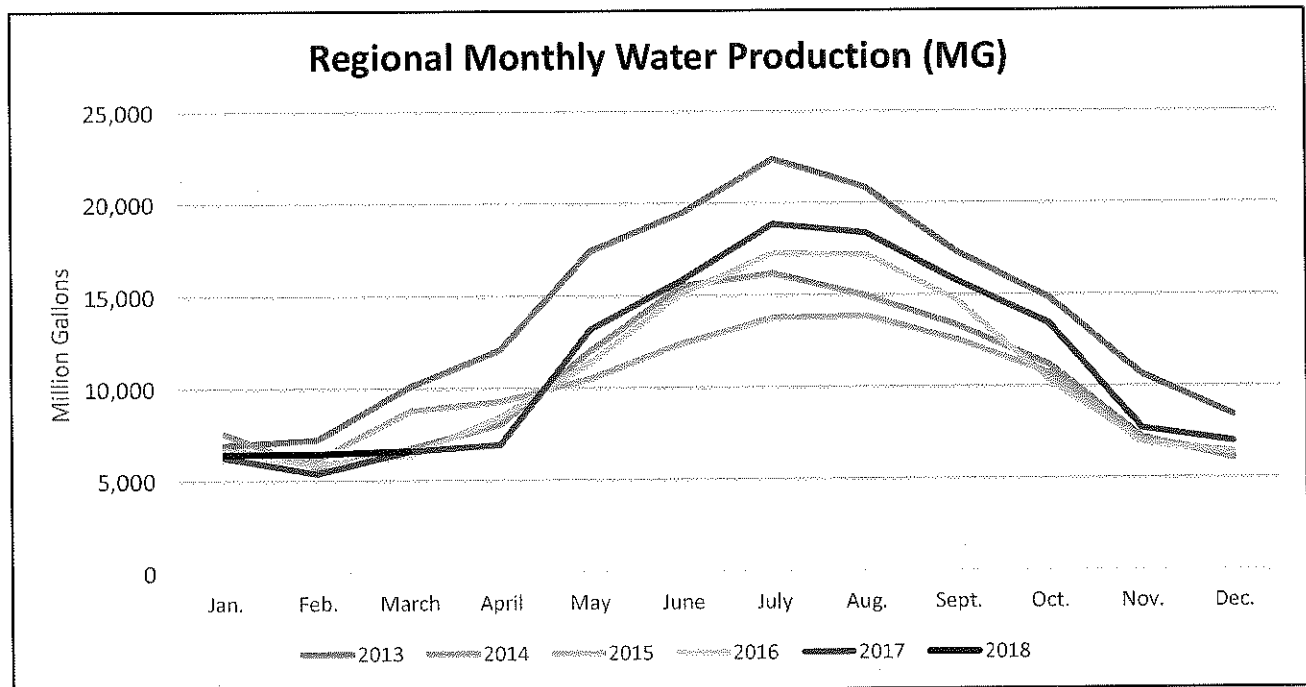
Sacramento Local Agency Formation Commission **ATTACHMENT A**

Proposed Budget FY 2018-19 (May 2018)

Base Budget with Projects

Acct	Description	Change		
		Final Budget 17-18	Proposed Budget 18-19	Increase/(Decrease) \$
Salary and Benefit Accounts				
1000	Total Salaries & Benefits	460,000	346,174	(113,826)
1005	Secretary Part time/intern	37,000	27,000	(10,000)
1124	Commission Reimbursement	9,000	9,000	0
1240	Worker's Comp	500	1,474	974
1250	Unemployment	0	0	0
Total 1000's Account		506,500	383,648	(122,852)
Service and Supply Accounts				
2005	Advertising-public notice, meetings, etc.	7,500	7,500	0
2022	Periodicals, Books, Subs	2,500	2,750	250
2029	Business & Conf Expenses	14,000	15,400	1,400
2035	Education/Training	4,200	4,620	420
2039	Employee Transportation	200	400	200
2051	Liability Insurance for Commission	7,000	7,700	700
2061	Membership CaLAFCo Dues	11,500	13,225	1,725
2076	Office Supplies	8,000	8,000	0
2081	Postage	5,000	5,000	0
2275	Rents/Leases Equipment-Copier	24,000	26,400	2,400
2505	Accounting/Audit Feeds	9,500	10,000	500
2531	Legal-General	60,000	60,000	0
2591	Other Professional Services	65,000	97,500	32,500
2591	Misc Billable Project	180,000	180,000	0
2910	County Wide IT Services	1,650	1,815	165
2911	System Dev Sve Web & Desktop Support	20,000	22,000	2,000
2912	System Dev Sup Maintenance	500	550	50
2916	WAN Wide Area Network	4,500	4,950	450
2921	Printing Services/Duplication	2,250	2,475	225
2923	GS Messenger Services	3,900	4,290	390
2926	GS Stores	1,000	1,100	100
2934	P/W Charges	7,400	8,140	740
2943	Lease Facility Charges	61,500	67,650	6,150
2987	Telephone	3,500	3,850	350
2990	GS Other Dept Svc	500	550	50
2995	County Allocated Costs	5,500	3,888	(1,612)
Total 2000's Account		510,600	559,753	49,153
7900	Contingency Base	15,220	15,220	0
7901	Contingency Surplus	0	0	0
General Purpose Reserve		0	0	0
Total Contingency		15,220	15,220	0
Total Appropriations and Contingency		1,032,320	958,621	(73,699)
Less: Project Revenue-Variou		15,000	15,000	0
Revenue Reimbursement-Projects		180,000	180,000	0
Interest Earnings		2,500	2,500	0
Fund Balance/Carryover		116,320	42,621	(73,699)
Reserve or Fund Balance Betterment-Adjustment		0	0	0
Assessments from Contributing Agencies		718,500	718,500	0
Total Funding		1,032,320	958,621	(73,699)
YTD				
Estimated Surplus/Shortfall		0	0	0

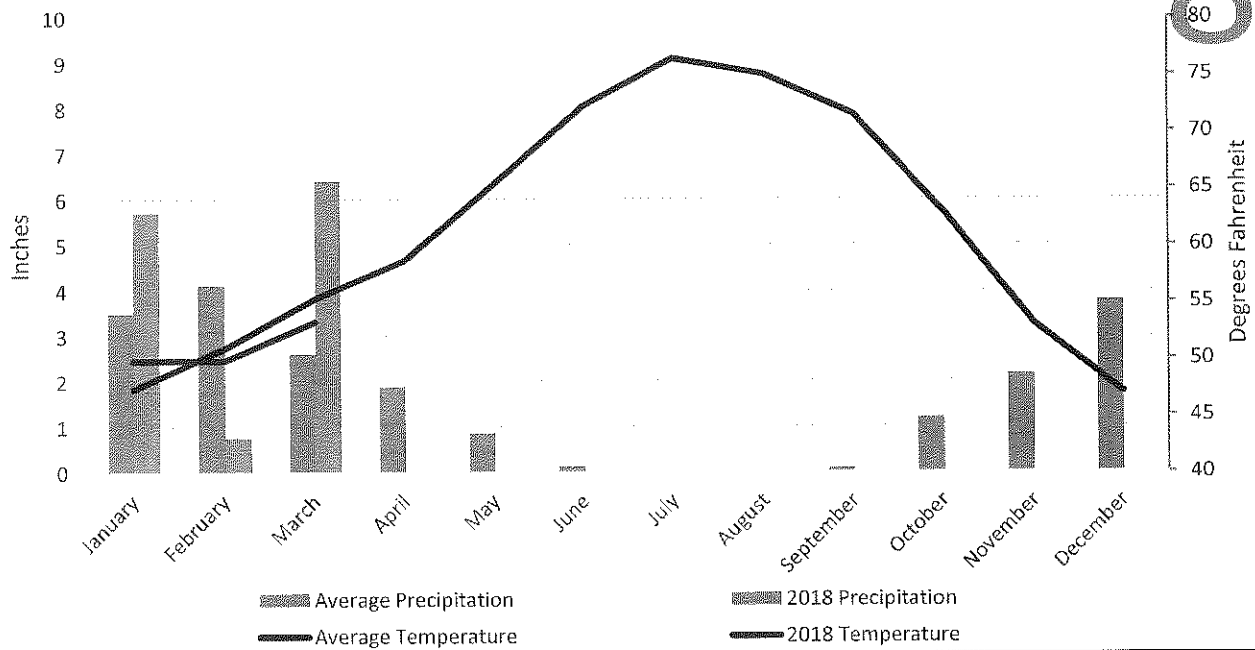
Regional Monthly Water Production (Million Gallons)												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
2018	6,461	6,468	6,632									
2017	6,285	5,407	6,620	6,943	13,232	15,858	18,870	18,398	15,765	13,454	7,710	6,998
2016	6,154	5,900	6,354	8,435	11,413	15,136	17,257	17,190	14,696	10,357	6,910	6,407
2015	6,714	6,179	8,781	9,282	10,536	12,419	13,789	13,866	12,560	10,759	7,131	6,217
2014	7,528	5,724	6,741	8,034	12,069	15,536	16,196	14,996	13,357	11,201	7,201	6,090
2013	6,953	7,232	10,094	12,105	17,472	19,483	22,413	20,855	17,311	14,848	10,649	8,430



Monthly Water Production by Source (MG)							
	Jan.	Feb.	Mar.	Apr.	May	June	July
SW	3,793	4,331	4,282				
GW	2,667	2,137	2,349				
Total	6,461	6,468	6,632				
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
SW							12,407
GW							7,154
Total							19,561

SW=surface water
 GW=groundwater

Precipitation and Temperature, Average (1998-2017) and 2018



Water Agency	2018 Residential Gallons Per Capita Per Day (R-GPCD)											
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
California American Water	62	65	65									
Carmichael Water District	85	97	87									
Citrus Heights Water District	77	85	79									
City of Davis	59	68	61									
City of Folsom	80	94	86									
City of Lincoln	61	75	57									
City of Roseville	54	61	54									
City of Sacramento	62	65	66									
City of West Sacramento	70	79	58									
City of Woodland	55	62	48									
City of Yuba City	69	81	75									
El Dorado Irrigation District	97	93	99									
Elk Grove Water District	58	62	59									
Fair Oaks Water District	75	94	81									
Golden State Water Company	84	90	88									
Orange Vale Water Company	79	93	83									
Placer County Water Agency	68	71	63									
Rancho Murieta CSD	102	104	77									
Rio Linda/Elverta CWD	91	102	74									
Sacramento County Water Agency	80	89	78									
Sacramento Suburban WD	66	69	68									
San Juan Water District	91	136	102									
Sacramento Regional Average	69	75	70									



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**PENDING AND COMPLETED ITEMS
5-21-2018 BOARD OF DIRECTORS MEETING**

1. **Land Acquisitions for District Facilities and Well sites:**
We met with TRUSD, documentation of such is covered in other documents and other agenda items
Pending
2. **North Precinct Project** The District Engineer has made progress on the items required by LAFCo to complete the MSR update in support of the eventual annexation. **Pending**
3. **Credit/Debit Card Convenience Fees:** The Finance Committee and subsequent Board meeting provided direction to staff for additional an additional option needed for thorough consideration. Unfortunately, other demands for resources have limited my ability to vet and refine the options into a completed staff report worthy of the Board's consideration. **Pending**
4. **The Way We've Always Done it:** We've made substantial progress. For example; the May Finance Committee was much less stressful and much more productive than past meetings. I've learned a lot and I feel that I'm picking up the cultural norms to operate on the appropriate frequency. **Pending** (and there will always be room for improvement).
5. **Developer Advance Funding to Address RiverArc Membership Costs:** The developers responded today that they cannot agree to advance funding of the RiverArc membership costs at this time. The developer counter proposal is to work with the District to identify other means of procuring surface water facilities. **Complete, but without the desired outcome.**
6. **Lien Recording/Releasing fees:** The final analysis, which entailed competing influences (increased costs and decreased cost) allow the District to accurately update the fee by repealing Resolution 2018-04, which is on this agenda for your consideration. **Pending**
7. **Letter to Tesco for Disappointing Service:** I have not written the letter, but the District Engineer and I met with Inductive Automation and a solution to the issue continues to be possible. **Pending**
8. **Professional Services Agreement with Affinity Engineering for the design of the Well #16:** This was postponed by the Board until we have acquired the property. The limiting path for property acquisition is a Property Donation Agreement, which is on this agenda for discussion and directions. **Pending**

9. **Professional Services Agreement with Adept Solutions for Information Technology (IT) support services:** All parties have signed the contract effective 4-18-18. **Completed.**
10. **Professional Services Agreement with Bartle Wells for Fire Services Rate Study.** All parties have signed and the contract has been executed effective 3-19-18. **Completed.**
11. **Approve guidance language for the Board to the GM as a voting member of RWA.** The language approved by the Board has been added to the District's policy manual. **Completed.**
12. **Amend District Email Policy on required use of District e-mail domain to stipulate courtesy copy of all text messages to a District Public Records e-mail address.** The language approved by the Board has been updated in the District's policy manual. **Completed.**
13. **Appoint representatives to SGA.** A letter was sent to Cecilia Partridge, with RWA, on 5-1-18 with the Boards approval to appoint for the term of 2018-22 Director Green as the representative and Director Harris as the alternant along with Ms. Harris's bio for the Board of Supervisors agenda August 11, 2018. **Completed.**
14. **Standardized Professional Services Agreement Form(large scope and small scope).** **Completed**