

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

MAY 20, 2019 (6:30 p.m.)

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

The mission of the Rio Linda / Elverta Community Water District is to provide, in a manner responsive to District customers, a water supply that is adequate, safe, potable, (according to state and federal standards) and that meets both current and future needs.

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

3.1 Minutes

April 15, 2019

The Board is being asked to approve the Minutes from the April 15, 2019 Regular Board meeting.

3.2 Expenditures

The Finance & Administrative Committee recommends the Board approve the April Expenditures.

3.3 Financial Reports

The Finance & Administrative Committee recommends the Board approve the April Financial Reports.

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

4.1 Appreciation for Departing Directors.

- a. Resolution 2019-04, Appreciation for Brent Dills' Service.**
- b. Resolution 2019-05, Appreciation for Paul R. Green's Service.**

4.2 General Manager's Report

The General Manager Tim Shaw will provide his monthly report to the Board of Directors.

4.3 District Engineer's Report

The District's Engineer Michael Vasquez will provide his monthly report to the Board of Directors.

4.4 Consider authorizing small budget revision to fund desktop computer replacements.

4.5 Consider authorizing the method for filling the Board Member vacancies created by the resignations of Directors Brent Dills and Paul Green.

4.6 Consider authorizing submittal of a notice of withdrawal of participation in the RWA Water Efficiency Project.

4.7 Consider Resolution 2019-06, Revising the fee for Service Applications.

4.8 Election of a new Vice President for the RLECWD Board of Directors.

4.9 Consider authorizing a correction in the General Manager's compensation needed to correct an error in applying the Cost of Living Adjustment (COLA) on 12-1-2018.

4.10 Consider confirming any new Board Member assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065.

- a. Consider consolidating the two existing standing committees (Planning and Finance/Admin). The consolidated committee to have the combined scope of both parent committees. The effect of which would include dissolving the original two standing committees.**

5. INFORMATION ITEMS

5.1. DISTRICT ACTIVITY REPORT

- a. Water Operations Report**
- b. Conservation Report**

5.2. BOARD REPORTS

- a. Report any ad hoc committees dissolved by requirements in Policy 2.01.065**
- b. Regional Water Authority – Shaw**
- c. Sacramento Groundwater Authority – , Harris**
- d. LAFCO -**
- e. Planning Committee – Harris**
- f. Finance / Administrative Committee – Ridilla, Jason Green**
- g. ACWA/JPIA – Ridilla**
- h. AD Hoc Committees**
 - 1. MOU Negotiations – Harris**
- i. Other Reports**

6. PUBLIC COMMENT FOR CLOSED SESSION

7. **CLOSED SESSION** - The Board of Directors will convene to Closed Session to discuss the following item.

A. CONFERENCE WITH LABOR NEGOTIATORS - (Pursuant to Government Code Section 54957.6) District Negotiators: Harris, Shaw, and Vierra.
RLECWD Employee General Unit, Teamster Local 150: MOU renewal negotiations.

8. **RECONVENE OPEN SESSION**

8.1 REPORT OF ACTIONS TAKEN IN CLOSED SESSION.

The Board will disclose any reportable actions taken and/or directed in closed session.

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

10. **ADJOURNMENT**

Upcoming meetings:

Planning Committee

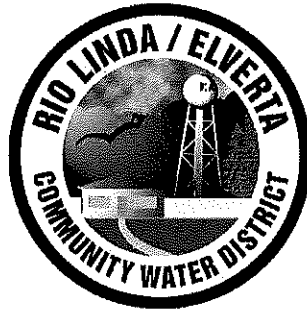
June 7, 2019, Tuesday, 2:00 pm at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Finance / Administrative Committee

June 10, 2019, Monday, 6:00 pm at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Regular Board Meeting

June 17, 2019, Monday, 6:30 pm at Visitor's /Depot Center, 6730 Front Street, Rio Linda, CA 95673.



**Consent Calendar
Agenda Item: 3.1**

Date: May 20, 2019

Subject: Minutes

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

N/A -Minutes of Board meetings are not reviewed by committees.

Current Background and Justification:

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

Conclusion:

I recommend the Board review and approve (as appropriate) the minutes of meetings provided with your Board packets.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla:_____ Harris:_____ Jason Green_____.

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

**MINUTES OF THE
APRIL 15, 2019
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL

The April 15, 2019 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. at the Visitor's Depot Center located at 6730 Front Street, Rio Linda, CA 95673. General Manager Tim Shaw took roll call of the Board of Directors. Director Harris, Director Jason Green, Director Paul Green, Director Brent Dills and President John Ridilla, and General Manager Tim Shaw were present. Director Harris led the pledge of allegiance.

2. PUBLIC COMMENT

No public comment.

3. CONSENT CALENDAR

3.1 Minutes

March 18, 2019

3.2 Expenditures -March Expenditures

3.3 Financial Reports – March Financials

Director Dills mentioned correction to the minutes for March 18, 2019 should have mention Director Paul Green voted no and remove the wording "unanimous" with the vote.

It was moved by Director Harris and seconded by Director Dills to approve the consent calendar. Directors Dills, Jason Green, Harris, Paul Green and Ridilla voted yes. The motion carried with unanimous vote of 5-0-0.

REGULAR CALENDAR

4. ITEMS FOR DISCUSSION AND ACTION

4.1 Consider RWA Withdrawal Contemplation (Rob Swartz)

The District formed an ad hoc committee, which met and began discussions by reviewing the basic underlying principles for RWA membership. Rob Swartz has been invited to have open discussion with the board and his insights into potential benefits for continuing RWA membership. Rob passed out a brochure the Board on the Water Forum Agreement that Rio Linda became a part of back in April of 2000 when it became effective. Rob began giving a quick history on the formation of RWA and SGA and a few of their goals and projects for the region. Rob spoke on how the Water Banking project has helped other Districts in dry years. The intent of the Water Bank project is to basically create opportunity of doing substitution transfer of water to create revenue for the District to help offset some of the costs for projects.

It was moved by Director Ridilla and seconded by Director Dills to table the withdrawal from RWA. Directors Dills, Jason Green, Harris, Paul Green and Ridilla voted yes. The motion carried with unanimous vote of 5-0-0.

4.1.a Consider RWA Water Bank Phase 1 Participation

The Regional Water Authority (RWA) Regional Water Reliability Plan has centered around conjunctive use since inception. The manifestation of conjunctive use is the Water Bank. A key element of the Water Bank is to secure funding from both inside (participants) and outside of the region. A form of funding would be purchasing of banked water during dry years. Additionally, there may be funding from grants and potential water purchasers outside the region to construct the infrastructure, e.g. interties and transmission lines if the District pursues this opportunity to its fruition.

The first phase is relatively low cost. The calculated RLECWD share is \$4000, with a not to exceed (contingency for if some agencies drop out) of \$4,800. Participation in phase one does not obligate the District to participate in phase two, which is expected to cost substantially more.

It was moved by Director Dills and seconded by Director Ridilla to authorize the signing of the RWA Water Bank Phase 1 agreement . Directors Dills, Jason Green, Harris, Paul Green and Ridilla voted yes. The motion carried with unanimous vote of 5-0-0.

4.2 GM Report-Tim Shaw

GM Shaw provided his written report to the Board.

No public comment.

The Board made no action on this item

4.3 District Engineer's Report – Mike Vasquez

District Engineer Mike Vasquez provided a written report to the Board of projects in the works since the last meeting of the Board. The report highlighted topics of General District Engineering, Well 16 Equipping and Site Design Project, Well 10 Hexavalent Chromium Treatment Project.

No public comment on this item.

The Board made no action on this item

4.4 Consider Capacity Fee Agreement with Twin Rivers Unified School District for new 2-inch water service at Westside Elementary School.

Twin Rivers Unified School District has requested a new 2-inch water service for Westside Elementary School.

It was moved by Director Dills and seconded by Director Harris to approve the Capacity Fee Agreement with Twin Rivers Unified School District for a new 2-inch water service at Westside Elementary School. Directors Dills, Jason Green, Harris, Paul Green and Ridilla voted yes. The motion carried with unanimous vote of 5-0-0.

4.5 Discuss Capital Improvement Projects List and the District's process for revising the list.

With the terminated, stalled projects removed, and the transition in District Engineer, it is necessary and appropriate to provide direction, prioritization, and perspective for the remaining projects on the Capital Improvement Projects List.

Director Dills recommended that this list include the means of funding as a line item for each project.

Director Ridilla directed the GM to revise the table of projects to include a status column and funding column of the outstanding projects.

4.6 Consider approving District Revised and Re-established Finance Policies

It was moved by Director Dills and seconded by Director Ridilla to approve the revised Finance Policies. Directors Dills, Jason Green, Harris, Paul Green and Ridilla voted yes. The motion carried with unanimous vote of 5-0-0.

4.6.a Consider Authorize Investing the Existing Capacity Fees in LAIF

It was moved by Director Harris and seconded by Director Ridilla to authorize the investing of the existing Capacity Fee in the LAIF. Directors Dills, Jason Green, Harris, Paul Green and Ridilla voted yes. The motion carried with unanimous vote of 5-0-0.

4.7 Consider Consolidate the District's Two Standing Committees into One Standing Committee.

The Chair and the General Manager have discussed the pros and cons of consolidating the two existing standing committees into one standing committee.

The Board discussed possibly doing some scheduling changes of the meetings to be more productive.

The Board tabled the item and directed the GM to discuss with the chair at possibly moving the Planning Meeting and/ or Financing Meeting to a day more accommodating for the committee members to meet.

4.8 Consider approving the Umpqua Bank Terms and Conditions for Services

The Board authorized at the last Board meeting March 18th the CB&T MSA, however the Umpqua document is more favorable but did not receive the Umpqua document in time to be considered at the March 18 Board Meeting.

It was moved by Director Harris and seconded by Director Green approve the execution of the Umpqua agreement. Directors Dills, Jason Green, Harris, Paul Green and Ridilla voted yes. The motion carried with unanimous vote of 5-0-0.

4.9 Consider confirming any new Board Member assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065

Director Ridilla did not assign any new committees. Director Ridilla assigned Jason Green to the Finance Committee with himself. Director Dills and Harris will remain on the Planning Committee. The vote carried with unanimous vote of 5-0-0.

5. INFORMATION ITEMS

5.1. DISTRICT ACTIVITY REPORT

- a. Water Operations Report
- b. Conservation Report

5.2. BOARD REPORTS

- a. Report any ad hoc committees dissolved by requirements in Policy 2.01.065

RWA Withdrawal Committee has been dissolved.

- b. Regional Water Authority – No meeting.
- c. Sacramento Groundwater Authority – Agenda, Executive Summary written report provided – Mr. Green stated nothing to report.
- d. LAFCO – Paul Green – Meeting was postponed, with nothing to report.
- e. Planning Committee – April Minutes provided
- f. Finance / Administrative Committee – April Minutes provided.
- g. ACWA – Green, Ridilla – No Report
- h. ACWA JPIA – Green –No Report
- i. AD Hoc Committees
 - 1. MOU Negotiations – Ongoing
 - 2. RWA Withdrawal Contemplation – Dissolved.
- j. Other Reports, e.g. Harris/Ridilla attendance at SDRMA Spring Education Day.

6. DIRECTORS' AND GENERAL MANAGER COMMENTS

Director Dills announced he will be retiring and selling his house in the District, so he will be soon resigning from the Board.

7. ADJOURNMENT

Direct Ridilla adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Timothy R. Shaw, Secretary

John Ridilla., President of the Board



Consent Calendar Agenda Item: 3.2

Date: May 20, 2019

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 2019.

Current Background and Justification:

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

Conclusion:

I recommend the Board approve the Expenditures for March 2019.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green _____.

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

**Rio Linda Elverta Community Water District
Expenditure Report
April 2019**

Type	Date	Num	Name	Memo	Amount
Liability Check	04/01/2019	EFT	QuickBooks Payroll Service	For PP Ending 03/29/2019 Paydate 04/02/2019	2,049.96
Bill Pmt -Check	04/02/2019	EFT	WageWorks	Employee Benefits	15.78
Liability Check	04/02/2019	EFT	Internal Revenue Service	Employment Taxes	916.62
Liability Check	04/02/2019	EFT	Employment Development	Employment Taxes	183.06
Liability Check	04/04/2019	EFT	QuickBooks Payroll Service	For PP Ending 03/31/2019 Paydate 04/05/2019	16,350.76
Liability Check	04/05/2019	EFT	CalPERS	For PP Ending 03/31/2019 Paydate 04/05/2019	1,888.01
Liability Check	04/05/2019	EFT	CalPERS	For PP Ending 03/31/2019 Paydate 04/05/2019	1,764.37
Liability Check	04/05/2019	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	04/05/2019	EFT	Nationwide	Employee Benefits	1,249.99
Bill Pmt -Check	04/05/2019	EFT	Adept Solutions	Computer Maintenance	1,109.00
Bill Pmt -Check	04/05/2019	EFT	Comcast	Phone/Internet	416.49
Bill Pmt -Check	04/05/2019	EFT	Republic Services	Utilities	86.37
Liability Check	04/05/2019	EFT	Internal Revenue Service	Employment Taxes	5,535.98
Liability Check	04/05/2019	EFT	Employment Development	Employment Taxes	1,085.18
Paycheck	04/05/2019	5848	Employee	For PP Ending 03/31/2019 Paydate 04/05/2019	277.05
Check	04/05/2019	5849	Void	Void	0.00
Check	04/05/2019	5850	Void	Void	0.00
Liability Check	04/05/2019	5851	Franchise Tax Board	Employee Garnishment	374.09
Check	04/05/2019	5852	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Bill Pmt -Check	04/05/2019	5853	ACWA/JPIA	Employee Benefits	23.50
Bill Pmt -Check	04/05/2019	5854	Buckmaster Office Solutions	Office Equipment Expense	144.14
Bill Pmt -Check	04/05/2019	5855	Churchwell White	Legal	5,565.10
Bill Pmt -Check	04/05/2019	5856	Cintas Corporation	Safety	25.33
Bill Pmt -Check	04/05/2019	5857	Corix Water Products	Distribution Supplies	5,877.81
Bill Pmt -Check	04/05/2019	5858	DirectHill Pest Control	Building Maintenance	75.00
Bill Pmt -Check	04/05/2019	5859	EKI Environment & Water	Engineering - Jan/Feb 2019	10,000.00
Bill Pmt -Check	04/05/2019	5860	Elk Grove Security Systems	Security	84.00
Bill Pmt -Check	04/05/2019	5861	Henrici, Mary	Retiree Insurance	900.00
Bill Pmt -Check	04/05/2019	5862	Phelan, Michael	Retiree Insurance	3,150.00
Bill Pmt -Check	04/05/2019	5863	Quill	Office Expense	186.72
Bill Pmt -Check	04/05/2019	5864	Ramos Oil	Pump Maintenance	408.98
Bill Pmt -Check	04/05/2019	5865	Rio Linda Elverta Recreation & Park Dist	Meeting Expense	50.00
Bill Pmt -Check	04/05/2019	5866	Rio Linda Hardware and Building Supply	Shop Supplies	178.90
Bill Pmt -Check	04/05/2019	5867	Sierra Chemical Company	Chemical Supplies	2,223.62
Bill Pmt -Check	04/05/2019	5868	SMUD	Utilities	9,991.03
Bill Pmt -Check	04/05/2019	5869	Spok, Inc.	Field Communication	15.17
Bill Pmt -Check	04/05/2019	5870	Staples	Office Expense	93.72
Bill Pmt -Check	04/05/2019	5871	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	04/05/2019	5872	Wickham, Gerald	Retiree Insurance	350.70
Bill Pmt -Check	04/05/2019	5873	Churchwell White	Capital Improvement: Well 16	618.80
Bill Pmt -Check	04/05/2019	5874	EKI Environment & Water	Capital Improvement: Well 16	3,087.50
Liability Check	04/15/2019	EFT	WageWorks	Employee Benefits	71.00
Check	04/15/2019	EFT	WageWorks	Employee Benefits	128.80
Check	04/17/2019	EFT	ARCO	Transportation: Fuel	947.33



**Rio Linda Elverta Community Water District
Expenditure Report
April 2019**

Type	Date	Num	Name	Memo	Amount
Liability Check	04/18/2019	EFT	QuickBooks Payroll Service	For PP Ending 04/15/19 Pay date 04/19/19	17,847.80
Check	04/19/2019	EFT	WageWorks	Employee Benefits	7.60
Liability Check	04/19/2019	EFT	AFLAC	Employee Benefits	651.04
Liability Check	04/19/2019	EFT	CalPERS	For PP Ending 04/15/19 Pay date 04/19/19	1,721.79
Liability Check	04/19/2019	EFT	CalPERS	For PP Ending 04/15/19 Pay date 04/19/19	1,876.56
Liability Check	04/19/2019	EFT	Internal Revenue Service	Employment Taxes	6,018.70
Liability Check	04/19/2019	EFT	Employment Development	Employment Taxes	1,222.74
Liability Check	04/19/2019	EFT	Employment Development	Employment Taxes	2,100.00
Liability Check	04/19/2019	EFT	Nationwide	Employee Benefits	1,143.01
Liability Check	04/19/2019	EFT	Nationwide	Employee Benefits	25.00
Liability Check	04/19/2019	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	04/19/2019	EFT	Kaiser Permanente	Employee Benefits	342.43
Liability Check	04/19/2019	EFT	Principal	Employee Benefits	1,466.53
Liability Check	04/19/2019	EFT	Western Health Advantage	Employee Benefits	12,350.17
Bill Pmt -Check	04/19/2019	EFT	Verizon	Field Communication	382.11
Check	04/19/2019	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	45,835.00
Check	04/19/2019	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	44,869.03
Check	04/19/2019	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-Monthly Transfer	72,673.83
Check	04/19/2019	EFT	RLECWD - Operating	Transfer funds for Security Deposits paid with Credit Card	900.00
Bill Pmt -Check	04/19/2019	EFT	Bankcard Center 2911	Computer, Meetings, Postage	1,894.97
Bill Pmt -Check	04/19/2019	EFT	Bankcard Center 7806	Dues, Pumping Maintenance	314.33
Check	04/19/2019	EFT	Adept Solutions	Computer Maintenance	500.00
Paycheck	04/19/2019	5875	Employee	For PP Ending 04/15/19 Pay date 04/19/19	184.70
Liability Check	04/19/2019	5876	Teamsters Local #150	Union Dues	552.00
Check	04/19/2019	5877	Customer	Final Bill Refund	60.17
Check	04/19/2019	5878	Customer	Final Bill Refund	100.00
Bill Pmt -Check	04/19/2019	5879	American Mobile Shredding	Office Expense	25.00
Bill Pmt -Check	04/19/2019	5880	BSK Associates	Lab Fees	1,735.00
Bill Pmt -Check	04/19/2019	5881	Churchwell White	Legal	3,227.90
Bill Pmt -Check	04/19/2019	5882	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	04/19/2019	5883	EKI Environment & Water	Engineering-March 2019	5,000.00
Bill Pmt -Check	04/19/2019	5884	Johnson Controls Fire Protection	Safety	218.82
Bill Pmt -Check	04/19/2019	5885	Oreilly Automotive	Transportation: Maintenance	181.48
Bill Pmt -Check	04/19/2019	5886	PG&E	Utilities	66.63
Bill Pmt -Check	04/19/2019	5887	UniFirst Corporation	Uniforms	233.92
Bill Pmt -Check	04/19/2019	5888	WellTec Inc.	Pump Maintenance	797.35
Bill Pmt -Check	04/19/2019	5889	Placer Title Company	Capital Improvement: Well 16	400.00
Bill Pmt -Check	04/19/2019	5890	Wired and Wireless Low Voltage	Capital Improvement: Phone System	4,446.07
Check	04/30/2019	EFT	WageWorks	Employee Benefits	35.00
Total 10000 - Bank - Operating Account					326,531.29

Accrual Basis

**Rio Linda Elverta Community Water District
Expenditure Report
April 2019**

10100 · Security Deposits

Type	Date	Num	Payee	Memo	Amount
Transfer	04/20/2018	EFT	RLECWD - Operating Account	March 2019 Security Deposits Applied	1,630.00

10100 · Security Deposits

1,630.00

Type	Date	Num	Payee	Memo	Amount
Transfer	04/19/2019	EFT	RLECWD - Operating	Transfer see operating checks: Checks #5889 & 5990	4,846.07

10455 · Capital Improvement Reserve

4,846.07





**Consent Calendar
Agenda Item: 3.3**

Date: May 20, 2019

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 2019.

Current Background and Justification:

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

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

Conclusion:

I recommend the Board approve the Financial Reports for March 2019.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla:_____ Harris:_____ Jason Green_____.

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

Rio Linda Elverta Community Water District

Balance Sheet

As of April 30, 2019



ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10005 · Operating Fund 439,960.88

10010 · Operating Reserve Fund 250,000.00

Total 10000 · Operating Account 689,960.88

Surcharge 10100 · Trust/Security Deposit Account 44,362.00

10450 · Capital Improvement

10455 · Capital Improvement Fee Reserve 1,082,431.16

10460 · Vehicle Replacement Reserve 10,000.00

10465 · Cr6 Project 100,013.58

Total 10450 · Capital Improvement 1,192,444.74

10600 · LAIF GASB 45 16,355.75

Total 100 · Cash & Cash Equivalents 1,943,123.37

102 · Restricted Assets

102.1 · Restricted Capital Improvements

10700 · ZIONS Inv/Surcharge Reserve 499,800.56

Total 102.1 · Restricted Capital Improvements 499,800.56

102.2 · Restricted for Debt Service

10300 · Surcharge 1 Account 699,682.55

10325 · Community Business Bank 41,431.61

10350 · Umpqua Bank 119,550.50

10350 · Surcharge 2 Account 529,855.12

Total 102.2 · Restricted for Debt Service 1,390,519.78

Total 102 · Restricted Assets 1,890,320.34

Total Checking/Savings 3,833,443.71

Accounts Receivable 5,148.30

Other Current Assets

12000 · Water Utility Receivable 70,339.42

12200 · Accrued Revenue 150,000.00

12250 · Accrued Interest Receivable 2,558.73

15000 · Inventory Asset 95,018.40

16000 · Prepaid Expense 27,260.09

Total Other Current Assets 345,176.64

Total Current Assets 4,183,768.65

Fixed Assets

17000 · General Plant Assets 707,573.63

17100 · Water System Facilities 20,717,058.49

17300 · Intangible Assets 373,043.42

17500 · Accum Depreciation & Amort -8,702,559.39

18000 · Construction in Progress 1,250,105.87

18100 · Land 496,673.45

Total Fixed Assets 14,841,895.47

Other Assets

19000 · Deferred Outflows 347,606.00

19900 · Suspense Account 0.00

Total Other Assets 347,606.00

TOTAL ASSETS 19,373,270.12

Rio Linda Elverta Community Water District
Balance Sheet
As of April 30, 2019

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	11,492.06
Credit Cards	-376.80
Other Current Liabilities	643,786.52
Total Current Liabilities	<u>654,901.78</u>
Long Term Liabilities	
23000 · OPEB Liability	262,349.00
23500 · Lease Buy-Back	755,052.27
25000 · Surcharge 1 Loan	4,536,774.26
25050 · Surcharge 2 Loan	105,000.00
26000 · Water Rev Refunding	2,091,606.00
27000 · Community Business Bank	342,485.52
29000 · Net Pension Liability	1,033,555.00
29500 · Deferred Inflows-Pension	33,279.00
29600 · Deferred Inflows-OPEB	8,293.00
Total Long Term Liabilities	<u>9,168,394.05</u>
Total Liabilities	<u>9,823,295.83</u>
Equity	
31500 · Invested in Capital Assets, Net	7,519,910.46
32000 · Restricted for Debt Service	699,786.24
38000 · Unrestricted Equity	642,702.76
Net Income	687,574.83
Total Equity	<u>9,549,974.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>19,373,270.12</u></u>

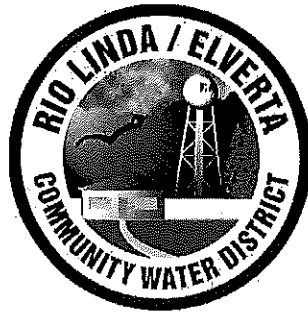
**Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
April 2019**

9

	<u>Annual Budget</u>	<u>Apr 19</u>	<u>Jul 18-Apr 19</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
Total 40000 · Operating Revenue	2,664,429.00	164,157.75	2,090,610.91	78.46%	573,818.09
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	32.96	394.94	98.74%	5.06
Surcharge Total 41110 · Investment Revenue	400.00	32.96	394.94	98.74%	5.06
41120 · Property Tax	70,000.00	0.00	50,561.64	72.23%	19,438.36
Total 41000 · Nonoperating Revenue	70,400.00	32.96	50,956.58	72.38%	19,443.42
Total Income	<u>2,734,829.00</u>	<u>164,190.71</u>	<u>2,141,567.49</u>	<u>78.31%</u>	<u>593,261.51</u>
Gross Income	2,734,829.00	164,190.71	2,141,567.49	78.31%	593,261.51
Expense					
60000 · Operating Expenses					
60010 · Professional Fees	165,979.00	8,063.50	124,761.43	75.17%	41,217.57
60100 · Personnel Services					
60110 · Salaries & Wages	663,114.00	53,620.33	514,422.29	77.58%	148,691.71
60150 · Employee Benefits & Expense	408,099.00	32,533.09	331,843.31	81.31%	76,255.69
Total 60100 · Personnel Services	<u>1,071,213.00</u>	<u>86,153.42</u>	<u>846,265.60</u>	<u>79.00%</u>	<u>224,947.40</u>
60200 · Administration	257,595.00	9,692.28	207,165.25	80.42%	50,429.75
64000 · Conservation	6,748.00	0.00	5,733.00	84.96%	1,015.00
65000 · Field Operations	423,809.00	15,369.75	323,794.99	76.40%	100,014.01
Total 60000 · Operating Expenses	<u>1,925,344.00</u>	<u>119,278.95</u>	<u>1,507,720.27</u>	<u>78.31%</u>	<u>417,623.73</u>
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	133,163.00	0.00	53,163.00	39.92%	80,000.00
69110 · Interest	65,726.00	0.00	33,260.30	50.60%	32,465.70
Total 69100 · Revenue Bond	<u>198,889.00</u>	<u>0.00</u>	<u>86,423.30</u>	<u>43.45%</u>	<u>112,465.70</u>
69125 · AMI Meter Loan					
69130 · Principle	46,818.00	0.00	46,818.03	100.00%	-0.03
69135 · Interest	11,696.00	0.00	11,695.89	100.00%	0.11
Total 69125 · AMI Meter Loan	<u>58,514.00</u>	<u>0.00</u>	<u>58,513.92</u>	<u>100.00%</u>	<u>0.08</u>
Total 69010 · Debt Service	<u>257,403.00</u>	<u>0.00</u>	<u>144,937.22</u>	<u>56.31%</u>	<u>112,465.78</u>
69400 · Other Non-Operating Expense	2,000.00	0.00	0.00	0.00%	2,000.00
Total 69000 · Non-Operating Expenses	<u>259,403.00</u>	<u>0.00</u>	<u>144,937.22</u>	<u>55.87%</u>	<u>114,465.78</u>
Total Expense	<u>2,184,747.00</u>	<u>119,278.95</u>	<u>1,652,657.49</u>	<u>75.65%</u>	<u>532,089.51</u>
Net Ordinary Income	<u>550,082.00</u>	<u>44,911.76</u>	<u>488,910.00</u>		
Net Income	<u>550,082.00</u>	<u>44,911.76</u>	<u>488,910.00</u>		

CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2018-2019
July 2018 through April 2019

	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	\$ 1,426,064.00	\$ 1,426,064.00	\$ 129,988.00	\$ 129,988.00	\$ (454,317.00)	\$ (454,317.00)	\$ -	\$ -
FUNDING SOURCES								
Fund Transfers								
Operating Fund Transfers In	550,000.00	458,338.00	-	-	-	-	-	-
CIP Fund Intrafund Transfers	(10,000.00)	(10,000.00)	-	-	-	-	10,000.00	10,000.00
Surcharge 2 Surplus Repayment	-	-	-	-	435,752.00	-	-	-
Contributed Funding								
Capacity Fee Revenue	-	-	40,000.00	28,124.02	-	-	-	-
Contributed Facilities (Developers)	-	-	-	-	-	-	-	-
Grant Revenue	-	-	-	-	20,000.00	-	-	-
Loan Proceeds	35,212.00	25,000.00	18,055.00	18,055.00	2,468,239.00	95,859.18	30,000.00	-
Investment Revenue	350.00	625.95	-	-	-	-	-	-
Sale of Fixed Assets	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	2,001,626.00	1,900,027.95	188,043.00	176,167.02	2,469,674.00	(358,457.82)	40,000.00	10,000.00
PROJECTS								
A - WATER SUPPLY								
A-1 - Well 10 - Cr6 Treatment	-	-	-	-	40,000.00	-	-	-
A-2 - Well 16	-	-	-	-	2,448,239.00	13,778.80	-	-
A-3 - Well 17	28,000.00	-	-	-	-	-	-	-
A-4 - Miscellaneous Pump Replacements	40,000.00	-	-	-	-	-	-	-
Total A - WATER SUPPLY	68,000.00	-	-	-	2,488,239.00	13,778.80	-	-
B - WATER DISTRIBUTION								
B-1 - System Valve Replacements	30,000.00	-	-	-	-	-	-	-
B-2 - Paving Replacements	25,000.00	-	-	-	-	-	-	-
B-3 - Service Replacements	35,000.00	29,609.50	-	-	-	-	-	-
B-4 - Large Meter Replacements	5,000.00	-	-	-	-	-	-	-
Total B - WATER DISTRIBUTION	95,000.00	29,609.50	-	-	-	-	-	-
M - GENERAL PLANT ASSETS								
M-1 - Ice Machine	2,804.00	2,803.96	-	-	-	-	-	-
M-2 - Billing Software Upgrade	25,000.00	25,000.00	18,055.00	16,835.00	-	-	-	-
M-3 - Office Furniture & Equipment	10,212.00	4,446.07	-	-	-	-	-	-
M-4 - Truck	-	-	-	-	-	-	30,000.00	-
Total M - GENERAL PLANT ASSETS	38,016.00	32,250.03	18,055.00	16,835.00	-	-	30,000.00	-
C - CONTINGENCY								
C-1 - Contingency (10% of Est A,B,M, & FO)	20,101.60	-	1,805.50	-	248,823.90	-	3,000.00	-
TOTAL BUDGETED PROJECT EXPENDITURES	221,117.60	61,859.53	19,860.50	16,835.00	2,737,062.90	13,778.80	33,000.00	-
ENDING FUND BALANCE	\$ 1,780,508.40	\$ 1,838,168.42	\$ 168,182.50	\$ 159,332.02	\$ (267,388.90)	\$ (372,236.62)	\$ 7,000.00	\$ 10,000.00



Items for Discussion and Action Agenda Item: 4.1, a and b

Date: May 20, 2019

Subject: Resolutions for of Appreciations Departing Directors

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item was not discussed at committees.

Current Background and Justification:

Directors Brent Dills and Paul Green have submitted their respective letters of resignation. Both letters delineate an effective date of May 19th.

Resolutions 2019-04 and 2019-05 are intended to express the District's appreciation for the dedicated years of service provided by Brent Dills and Paul Green. We have also prepared Certificates of Appreciation.

Conclusion:

I recommend the Board approve Resolutions 2019-04 and 2019-05.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green _____.

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

RLECWD Agenda Item Checklist

Item 4.1.a & b

Date

Initial Potential Meeting Date

5/20/19

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

Resolutions of Appreciations for Departing Directors

5/16/19

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

5/16/19

Actual Meeting Date Set for Agenda Item

5 /20/19

RESOLUTION NO. 2019-04

**A RESOLUTION IN APPRECIATION FOR OUTSTANDING PUBLIC SERVICE BY
BRENT DILLS**

WHEREAS, Brent Dills was elected to the RLECWD Board of Directors in 2012, and

WHEREAS, Brent Dills has shown exceptional leadership in service to our community through serving as Board President, Chair of the Planning Committee, member of the Finance/Admin Committee and District representative to Regional Water Authority Board of Directors, and

WHEREAS, Brent Dills has brought respect, honor and integrity to the Rio Linda Elverta Community Water District through leading by example, exhibiting the highest level of ethics and maintaining a superior moral character, and

WHEREAS, Brent Dills has volunteered numerous hours, incurred personal sacrifice and exhibited outstanding community spirit in his service, acting as an agent of change, while maintaining a demeanor that made working with him a pleasure, and

WHEREAS, Brent Dills' unwavering commitment, willingness and ability to understand and respond to the concerns of the people of Rio Linda Elverta Community Water District has made a substantial contribution to the betterment of the District;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Rio Linda/Elverta Community Water District does hereby commend Brent Dills for his legacy of dedication, enthusiasm, and outstanding public service given to the Rio Linda Elverta Community Water District for the past seven years.

APPROVED AND ADOPTED by the Board of Directors of the Rio Linda / Elverta Community Water District on this 20th day of May 2019. By the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

John Ridilla
President, Board of Directors

Timothy R. Shaw
Secretary of the Board of Directors

RESOLUTION NO. 2019-05

**A RESOLUTION IN APPRECIATION FOR OUTSTANDING PUBLIC SERVICE BY
PAUL R. GREEN Jr.**

WHEREAS, Paul Green was elected to the RLECWD Board of Directors in 2012, and

WHEREAS, Paul Green has shown exceptional leadership in service to our community through serving as Vice President of the Board, the District's representative to Sacramento County LAFCo, Sacramento Groundwater Authority, and Association of California Water Agencies, and

WHEREAS, Paul Green has brought respect, honor and integrity to the Rio Linda Elverta Community Water District through leading by example, exhibiting grace and maintaining a superior moral character, and

WHEREAS, Paul Green has volunteered numerous hours, incurred personal sacrifice and exhibited outstanding community spirit in his service, acting as an ambassador for our community, while maintaining a demeanor that made working with him a pleasure, and

WHEREAS, Paul Green's charm and ability to engage and respond to the concerns of the people of Rio Linda Elverta Community Water District, as well as our region's political leaders, have made a substantial contribution to the betterment of the District;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Rio Linda/Elverta Community Water District does hereby commend Paul Green for his legacy of dedication, enthusiasm, and outstanding public service given to the Rio Linda Elverta Community Water District for the past seven years.

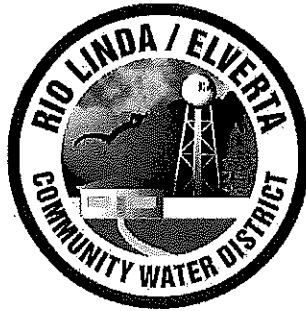
APPROVED AND ADOPTED by the Board of Directors of the Rio Linda / Elverta Community Water District on this 20th day of May 2019. By the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

John Ridilla
President, Board of Directors

Timothy R. Shaw
Secretary of the Board of Directors



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

Date: May 20, 2019

Subject: General Manager's Report

Staff Contact: Timothy R. Shaw

Recommended Committee Action:

N/A this item is not reviewed by committee.

Current Background and Justification:

The General Manager will provide a written report of District activities over the period since the last regular Board meeting. The Board may ask for clarifications and may also provide direction in consideration of the reported activities.

Conclusion:

No Board action is anticipated for this item.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

RLECWD Agenda Item Checklist

Item 4.2

Date

Initial Potential Meeting Date

5/20/19

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

GM Report

5/17/19

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

5/17/19

Actual Meeting Date Set for Agenda Item

5/20/19



Date: May 20, 2019

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: Following the request from Teamster Local 150 for a comprehensive list of all negotiated items having achieved a Tentative Agreement (T/A'd) status, which we reasonably presumed Debra Vierra could timely provide, Ms. Vierra befell a sequence of unavailability. Ms. Vierra is "Of Counsel" at Churchwell White, and Ms. Vierra's assignments are not entirely within the control of Churchwell White. Consequently, I undertook the task of compiling a summary of the T/A'd negotiated changes, which I submitted to Teamsters Local 150. The submitted summary was approved by Teamster Local 150 and the next steps were to draft a new MOU. The cycle of availability for Ms. Vierra repeated itself, and I again drafted the document for this stage in the negotiations. Ms. Vierra was able to review the Draft MOU and recommend some modifications. As of the writing of this report, we have not received a response to the draft MOU from Teamster Local 150. In addition to my time spent in a larger role for negotiations, I experienced a larger role in RWA having to vote for the District at the May 2nd Board meeting. Well 16 property was finally recorded. We received the new Ford F-150. We're working on a preliminary budget doing everything appropriate while acknowledging the inappropriateness of adopting a budget at this stage of labor negotiations. The Directors' resignations necessitated notifications, and request for refunds for the ACWA spring conference and hotel payments already paid.

1. On April 17th, Tesco was here to complete the corrections necessary to restore functionality to our SCADA historian!!!
2. On April 18th, I had a lunch meeting with Jim Carson. A solid working relationship with Jim is valuable in understanding context of the Elverta Specific Plan entitlements, past and future.
3. On April 22nd, I participated in a meeting with several regional water agencies to discuss the Bureau of Reclamation efforts for voluntary agreements with the objective of reducing demands by water purveyors for the American River Basin.
4. On April 25th, I met with Rob Swartz at the RWA offices to clarify statements he made at the April 15th RLECWD Board meeting regarding the viability for conjunctive use to create sufficient new capacity for Elverta Specific Plan. These clarifications were discussed at the May 3rd Planning Committee. In short, conjunctive use is not the solution to new capacity for Elverta Specific Plan. Conjunctive use can help, but it wont get us all the way to the

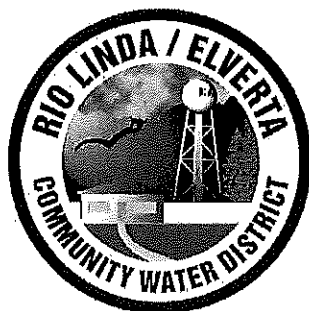
objective. Perhaps even more impactful facts were illuminated in the process of evaluating conjunctive use for Elverta Specific Plan entitlements.

5. On April 25th (afternoon) , I met with Adept Solutions to continue discussions on needs for backing up SCADA files and structure.
6. On April 29th , I met with Gordian to discuss procurement of services via the National Joint Powers Purchasing Agreement.
7. On April 30th Robin Flint of ACWA JPIA was here to perform annual training and present RLECWD with a rather large rebate check, a reward for continued years without having a claim.
8. On May 2nd , I attended the RWA Board meeting, details provided in a separate report.
9. On May 14th Umpqua Bank reps met with staff to review the District's banking and billing routines and plan the next steps and schedule for transitioning from California Bank and Trust to Umpqua.

Other initiatives in progress are:

We've had several productivity disruptions due to the spontaneous dysfunction of our older desktop computers. We have an item on this agenda to address this problem.

We've been working on the transition to a new digital office phone system. The wiring and porting of numbers has been completed, the next step is the actual installation of phones and go-live on May 22nd.



Items for Discussion and Action

Agenda Item: 4.3

Date: May 20, 2019

Subject: District Engineer's Report

Staff Contact: Mike Vasquez, District Engineer

Recommended Committee Action:

N/A this item is not discussed at committees.

Current Background and Justification:

The District Engineer will provide a written report to the Board of Directors on engineering activities since the previous monthly meeting. The Board may ask for clarifications and may also provide direction in response to the report.

Conclusion:

There is no Board action anticipated for this item.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

RLECWD Agenda Item Checklist

Item 4.3

Date

Initial Potential Meeting Date

5/20/19

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

5/16/19

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

5/16/19

Actual Meeting Date Set for Agenda Item

5/20/19

16 May 2019

DISTRICT ENGINEER'S REPORT

To: Tim Shaw, General Manager, Rio Linda / Elverta Community Water District

From: Mike Vasquez, PE, PLS, Principal (EKI), District Engineer (RL/ECWD)

Subject: **District Engineer's Report for the 20 May 2019 Board of Directors Meeting (EKI Project No. B800130.00)**

The District Engineer is pleased to submit this brief update of duties and tasks performed for the period of 12 April 2019 to 16 May 2019:

1. General District Engineering:

- Prepared a District Engineer's Report for and attended the District Board of Directors Meeting on 4/15/2019.
- Prepared a District Engineer's Report for and attended the District Planning Committee Meeting on 5/3/2019.
- Attended an Integrated Regional Water Management Plan Planning Forum conducted by the Regional Water Authority on 4/22/2019. The purpose of my attendance was to introduce myself and get acquainted for future meetings.
- Had several phone calls with the General Manager regarding the Elverta Specific Plan Water Supply Assessment (SB-610). Reviewed historical documents to become familiar with the current ESP WSA status.
- Had several conversations with the General Manager, Affinity Engineering, and a consulting electrical/instrumentation engineer regarding the District's SCADA Historian program. Over the next 30 days, the District Engineer will lead preparation of a Standard Operating Procedure (SOP) document for sorting and filtering functions of the SCADA Historian program in an effort to efficiently obtain reporting for selective periods and parameters of interest.
- Updated the District's Capital Improvement Project list based upon direction received from the Planning Committee.

2. Well 16 Pumping Station Equipping and Site Design Project:

- Well 16 design consultant Domenichelli & Associates submitted the Basis of Design Report as the first deliverable for the project. A meeting is scheduled with the consultant on 5/22/2019 to discuss our comments based on our review. The consultant will begin work on the next deliverable (60% design) after the 5/22/2019 meeting.

Formerly known as Eiler & Kallinowski, Inc.

- Coordinated with Crystal Williams, Vice President and Portfolio Manager with Opus Bank and provided an update on the Well 16 Project.

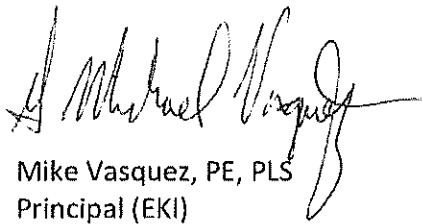
3. Well 10 Hexavalent Chromium Treatment Project:

- Coordinated with the Regional Water Authority about revising the Well 10 funding agreement (Proposition 84 Grant from the Department of Water Resources) to repurpose the funding for use on the Well 16 project.
- Prepared a draft revision to the funding agreement. This revision will be reviewed and discussed with the General Manager and will be submitted to the Regional Water Authority by 5/24/2019.

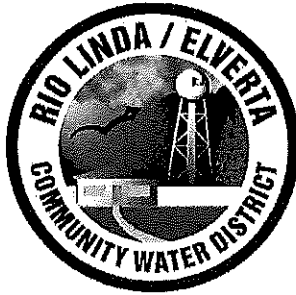
Please contact me directly at the office (916) 905-2388, cell phone (530) 682-9597, or email at mvasquez@ekiconsult.com with any questions or require additional information.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



Mike Vasquez, PE, PLS
Principal (EKI)
District Engineer (RL/ECWD)



Items for Discussion and Action
Agenda Item: 4.4

Date: May 20, 2019

Subject: Small Budget Revision to Fund Desktop Computer Replacements

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance and Admin Committee recommends approval of this item.

Current Background and Justification:

There are two desktop computers in the office which are 7-years old. There are two more desktop computers which are 5-years old. One of the older computers failed to come back on-line following a routine maintenance evolution. When the IT support respondent recommended a replacement part, I reviewed the age and original cost for these units.

The older computers were purchased for approximately \$500 each in 2012. The other two old units were purchased in 2014 for approximately \$300 each. In short, these computers are old and were not very good when they were purchased.

I estimate, through research of good pricing and quality features, the District could replace all four of these units for approximately \$5,000 total.

The most appropriate source of funding is the revenue received from the auction of District surplus assets (two old vehicles and two old printers), which totals approximately \$5,300. By policy, the revenue from the surplus assets is allocated to the operating fund. Because there is no line item in the current budget for replacing desktop computers, Board action is required to allocate the surplus asset revenue for the purchase of replacement computers

Conclusion:

I recommend the Board authorize a small budget revision to fund overdue replacements of four desktop computers using the proceeds for the auction of surplus district assets.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green _____.

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

RLECWD Agenda Item Checklist

Item 4.4

Date

Initial Potential Meeting Date

5/20/19

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

Small Budget Revision to Fund Desktop Computer Replacements

5/10/19

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

5/13/19

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

5/16/19

Actual Meeting Date Set for Agenda Item

5 /20/19



Items for Discussion and Action Agenda Item: 4.5

Date: May 20, 2019

Subject: Authorize Method of Filling Board Member Vacancies

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Planning Committee recommends the Board authorize filling both vacancies simultaneously, via the appointment method, i.e. no special election.

Current Background and Justification:

Brent Dills and Paul Green resigned as Board Members of the RLECWD Board of Directors. Both Directors' letters of resignation delineate an effective date of May 19, 2019.

California Government Code §1780 stipulates requirements for filling Board Member Vacancies and the Sacramento County Elections Office publishes a guide, including sample forms, to assist Boards in complying/documenting the proper execution of the process. Relevant excerpts and forms from this guide are included with your Board packets. I've pre-filled some of the information assuming the Board intends to consider applications and interview interested persons at the June 18th regular Board meeting.

The key elements of the requirements of Government Code 1780 are the method of filling the vacancy, i.e. appointment or special election, and the timing for performing the process. For example, the Board has 60-days from the effective date of vacancy to fill the position by appointment OR call for a special election. If the Board elects to fill the vacancy by appointment, and fails to comply with the stipulated time limits, the Sacramento County Board of Supervisors is empowered to fill the vacancy.

If the Board chooses to fill the vacancy by special election, another set of timing restriction applies. The prescribed dates for election and the minimum number of days prior to the election stipulated correlate to a special election no sooner than November 2019. In this scenario, the District pays the cost for the special election, and due to timing restrictions, the elected new Board Member would then serve for only 12-months before the November 2020 general election.

Conclusion:

I recommend the Board take action to select the appointment method for filling the vacancy created by the resignation of Directors Brent Dills and Paul Green, and further direct staff to perform all necessary public postings and notices to the Sacramento County Elections Office. Further, the Board should stipulate the date it wishes to interview applicants for the appointment.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green _____.

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

RLECWD Agenda Item Checklist

Item 4.5

Date

Initial Potential Meeting Date

5/20/19

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

Authorize Method of Filling Board Member Vacancies

4/30/19

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

5/03/19

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

5/17/19

Actual Meeting Date Set for Agenda Item

5/20/19



**RIO LINDA/ELVERTA
COMMUNITY
WATER DISTRICT**

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

NOTICE OF VACANCIES

Interested persons are hereby notified that pursuant to Government Code 1780 there are (2) two vacancies on the

Rio Linda Elverta Community Water District

Board of Directors

The positions to be filled are each a 4-year term
Ending December 2020.

Applications are available at the
Rio Linda Elverta Community Water District Office
located at:

730 L Street
Rio Linda, CA 95673

Phone: (916) 991-1000

Website: www.RLECWD.Com

Applications are due by: 4:00 P.M. on June 18, 2019

This district has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever is later, to fill the vacancy by appointment or call a special election.

Gov Code § 1780

Pursuant to Government Code 1780, this notice will be posted for 15 days in 3 or more conspicuous locations in the district from January 26, 2019 to February 11, 2019.

APPLICATION FOR APPOINTMENT TO A SPECIAL DISTRICT VACANCY

Instructions

If you are interested in serving on a special district Board of Directors, please complete this application and return it to: RLECWD Office 730 L Street, Rio Linda CA

Date Due: June 18, 2019

You will be advised by the district board if your appointment is confirmed. Thank you for your interest.

DISTRICT: Rio Linda Elverta Community Water District DATE: _____

NAME: _____ AGE (optional): _____

RESIDENCE ADDRESS: _____

BUSINESS OR MAILING ADDRESS: _____

PHONE (DAYTIME): _____ PHONE (EVENING): _____

EDUCATION			
Institution	Major	Degree	Year

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To

STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

CERTIFICATION:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Signature

Date

VACANCIES ON SPECIAL DISTRICT BOARDS

Action Required by the Governing Board

The district shall notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The remaining district board members have 60 days immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy

1. By appointment, or
2. By calling a special election

Government Code §1780

Appointments to Fill Vacancies

If the Board decides to appoint someone to fill the vacancy, the board first must post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the appointment is made. ***(See Attachments C & D for sample notice and application to serve on a board)***

The Board must notify the county elections of the appointment no later than 15 days after the appointment is made.

The person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. If the term of office is due to expire following the next general district election and that election is scheduled 130 or more days after the date the county elections official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor.

Government Code §1780 (d)(1)

Elections to Fill Vacancies

In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

The election shall be held on the next established election date that is 130 or more days after the date the district board calls the election

Government Code §1780 (e)(1)

A regular election as defined by Elections Code §1000 is:

- (a) The second Tuesday of April in each even-numbered year.
- (b) The first Tuesday after the first Monday in March of each odd-numbered year.
- (c) The first Tuesday after the first Monday in June of each year.
- (d) The first Tuesday after the first Monday in November of each year.

If the District Board Fails to Act

If the vacancy is not filled by the district board by either making an appointment or calling a special election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the following shall occur.

Within the next 90 days, the City Council of the city in which the district is wholly located, or if the district is not wholly located within a city, the Board of Supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may fill the vacancy by appointment or may order the district to call an election to fill the vacancy.

The election shall be held on the next established election date (see previous list) that is 130 or more days after the date the city council or board of supervisors calls the election.

Government Code §1780(b)(f)

If the District Board Lacks a Quorum to Act Within 60

If the number of remaining members of the district board falls below a quorum, at the request of the district secretary, or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

Again, the council or board may either appoint immediately to fill the vacancy, or may call an election to fill the vacancy.

The election shall be held on the next established election (see previous list) that is 130 or more days after the date the district board calls the election.

The board of supervisors or the city council shall only fill enough vacancies to provide the board with a quorum.

Government Code §1780(h)

If the City Council or Board of Supervisors Fails to Act

If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, no action has been taken by any governing body to fill the vacancy by appointment or by calling for a special election, the district must call an election to fill the vacancy.

The election shall be held on the next established election (see previous list) that is 130 or more days after the date the district board calls the election.

Government Code §1780(c)

Term of Office

A person appointed to fill a vacancy shall hold office only until the next general district election that is scheduled 130 or more days after the date the county elections official is notified of the vacancy and thereafter until the person elected at that election to fill the vacancy has been qualified to fill the vacancy for the remainder of the unexpired term.

Government Code §1780(d)(3)

A person elected at an election to fill the vacancy shall hold office for the remainder of the unexpired term.

Government Code §1780(d)(2)

A person elected at a regular board member election or appointed in-lieu of election takes office at noon on the first Friday in December following his or her election in November and shall serve for four years.

Elections Code §10554, 10507

OTHER DISTRICTS NOT COVERED BY GOV. CODE §1780

Government Code §1781 specifically exempts certain districts from its provisions to fill vacancies in §1780. The Education Code governs school districts and the other districts not covered by Government Code §1780 are detailed below.

Municipal Utility Districts organized pursuant to Division 6 (commencing with Section 11501) of the Public Utilities Code follow §11865 in the Public Utility Code to fill vacancies on their board.

The remaining board members may fill the vacancy by appointment until the next district general election that is scheduled 90 or more days after the effective date of the vacancy.

The appointment shall be made within a period of 60 days immediately subsequent to the effective date of such vacancy. A notice of such vacancy shall be posted in three or more conspicuous places in the district at least 15 days before the appointment is made.

In lieu of making an appointment, the remaining members of the board may within 60 days of the vacancy call a special election to fill the vacancy. The person elected at such special



Items for Discussion and Action Agenda Item: 4.6

Date: May 20, 2019

Subject: Authorize Notice of Withdrawal from RWA Water Efficiency Project

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Planning Committee recommended the Board authorize submittal of the notice to withdraw the District's participation in the RWA Water Efficiency Project.

Current Background and Justification:

In September 2015, at the peak of the recent drought emergency, the RLECWD Board authorized participation in the RWA Regional Water Efficiency Project. At the time, the benefits for the District's participation included a means for compliance with the California Urban Water Conservation Council MOU. The MOU has since been terminated and the value to the District has been correspondingly reduced.

The current configuration of the District as an exclusively groundwater agency makes the District's ability to justify the annual cost for project participation more challenging than other water agencies with surface water contracts, wherein it is typical to have multiple contracts with escalating costs in dry years. Additionally, as has been discussed in other contexts, the state is moving away from the carrot method of motivating conservation (e.g. eligibility for grants and low interest loans) to the stick form of motivation (e.g. SB 606 fines for failing to meet minimum water efficiency objectives).

The annual District cost (cost share of participation) in this project is over \$5,000. The method of withdrawal and terms therefor are included in section 10 (bottom of Page 3) of the subject agreement). The first step is to provide a 90-day withdrawal notice.

Conclusion:

I recommend the Board authorize a written withdrawal notice to RWA, in accordance with Section 10 of the RWA Water Efficiency Project Agreement.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla:_____ Harris:_____ Jason Green_____.

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

RLECWD Agenda Item Checklist

Item 4.6

Date

Initial Potential Meeting Date

5/20/19

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

Authorize Notice of Withdrawal from RWA Water Efficiency Project

4/30/19

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

5/03/19

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

5/17/19

Actual Meeting Date Set for Agenda Item

5/20/19



Items for Discussion and Action Agenda Item: 4.7

Date: May 20, 2019

Subject: Approve Resolution 2019-06, Revising Service Application Fee

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance / Admin Committee recommends the Board approve the revision to the Service Application Fee.

Current Background and Justification:

The Finance / Admin Committee have been reviewing and discussing this item over the past several monthly meetings. The cognizance of the evolved mismatch between the Service Application Fee amount and the reasonable relationship to the cost of executing the process emerged from the billing software upgrade.

The Board adopted the current Service Application Fee in 2013 in Ordinance 2013-01, prior to the District's conversion to AMI meters. In 2013, it would have been necessary for most customer initiation of service evolutions to have a staff member dispatched to the customer's property to read the meter. Additionally, my review of staff reports and supporting documents shows an insufficient level of detail in 2013 to make an adjustment based on the simple obviation of the field staff participation component.

The data obtained thus far in studying the cost of providing this service indicates an average of less than 20-minutes per service application. So far, none of the evolutions studied included the need for field staff to manually obtain the meter reading. The meter readings have all been obtained through the Neptune AMI system. Based on the total employment cost for Customer Service Technicians spending up to 30-minutes per service application, and further assuming that a supervisor spends an average of 2-minutes per service application supervising the Customer Service Tech, the service application fee should be reduced from the current fee of \$50 to a Fee of \$25. The \$25 fee would also account for an occasional evolution where field personnel need to manually read the meter, facility costs (energy and equipment) as well as near-term anticipated increases in total employment costs.

The relevant statute, Calif. Constitution Article XIII D, Section 6 is included with your Board packets.

The current budgeted for revenue from the Service Activation Fee is \$15,000 per year. When the Service Activation Fee is decreased from \$50 to \$25, the budget revenue line item will be lowered to \$7,500 per year

Conclusion:

I recommend the Board approve Resolution 2019-06, decreasing the service application fee from \$50 to \$25 to comply with the requirements of California Constitution, Article XIII D, Section 6.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green _____.

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

RLECWD Agenda Item Checklist

Item 4.7

Date

Initial Potential Meeting Date5/20/19

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

Approve Resolution 2019-06, Revising Service Application Fee

5/10/19**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 Work5/13/19

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

Formal Legal Counsel Review5/16/19

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

GM Review5/17/19**Actual Meeting Date Set for Agenda Item**5/20/19

RESOLUTION NO. 2019-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIO LINDA/ ELVERTA
COMMUNITY WATER DISTRICT TO AMEND EXHIBIT 5 SERVICE FEES AND
CHARGES OF ORDINANCE 2013-01**

WHEREAS, pursuant to California Constitution, Article XIII D the Rio Linda Elverta Community Water District Board of Director approved Ordinance 2013-01 on October 21, 2013, and

WHEREAS, Exhibit 5 of Ordinance 2013-01, Service Fees and Charges includes a fee for District processing of Service Applications, and

WHEREAS, the reasonable relationship between the District's cost of processing Service Applications and the fee established in Exhibit 5 of Ordinance 2013-01 has changed due to a decrease in the average staff time expended per Service Application processed, and

WHEREAS, an internal study of the current time and cost expended for each Service Application has been completed, which supports the decrease in the fee amount.

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

1. The Service Application Fee detailed in Exhibit 5 of Ordinance 2013-01 shall be decreased from the current fee of \$50. The new fee shall be \$25 per service application for existing meters.

2. Because the fee adjustment is a decrease, the effective date of the change will be May 21, 2019.

APPROVED AND ADOPTED by the Board of Directors of the Rio Linda / Elverta Community Water District on this 20th day of May 2019. By the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

John Ridilla
President, Board of Directors

Timothy R. Shaw
Secretary of the Board of Directors

EXHIBIT 5

SERVICE FEES AND CHARGES

The water service charges identified in §4.31.210(B) of the Water System Regulations shall be modified as follows:

<u>Description of Fee or Charge</u>	<u>Code Section</u>	<u>Fee or Charge Rate</u>
Service Application – Existing Connection	§4.07.710	\$50.00 per location up to two meters when requested at the same time by the same customer; \$10.00 each additional meter.
Service Application – New Service Installation Required	§4.07.710 §4.07.015	\$100.00 per location with \$30.00 credited toward Service Application, if Service is initiated within 180 Days. Commercial, Industrial and Residential projects over Four (4) units will be charged on a Time & Material Basis.
Service Turn-off/Turn-on by District due to violation of Policy or Nonpayment during regular billing cycle Turn-off Notice Tag	§4.07.810 §4.31.220 (C) §4.31.250 §4.31.285	\$40.00 \$40.00
Customer Requested Temporary Turn-off/Turn-on	§4.07.840	\$40.00 (\$20.00 each), One-time Fee waiver for Installation of Gate Valve
Turn-off & Turn-on for Meter Tampering	§4.07.830	\$100.00
Removal of Meter & Reinstall due to Tampering	§4.07.830	\$200.00

Rio Linda Elverta Community Water District
Cost per Service Application
 July 2018 through April 2019

	Customer Service Tech		Hourly Rate	
	Hours	Jul '18 - Apr 19	Hours	Jul '18 - Apr 19
Employee Wages, Taxes and Adjustments				
Gross Pay				
Total Gross Pay	1,737.00	40,726.44	1,737.00	23.4464
Employer Taxes and Contributions				
Medicare Company		602.40		0.3468
Social Security Company		2,575.76		1.4829
CA - Unemployment Company		203.00		0.1169
457(b) Employer Contribution		1,221.72		0.7034
Dental Insurance (company paid)		1,058.64		0.6095
Health Ins WH (company paid)		9,819.92		5.6534
PERS PEPRA ER Rate		2,759.43		1.5886
Vision Insurance (company paid)		185.36		0.1067
Workers Compensation		187.54		0.1080
CA - Employment Training Tax		7.00		0.0040
Total Employer Taxes and Contributions		<u><u>\$ 18,620.77</u></u>		<u><u>\$ 34.17</u></u>
Hourly Staff Time to Process Applications				0.5000
Total Employee Cost per Application				\$17.08
Approximate Cost for Supervisor			\$	2.00
Approximate Cost for Facilities			\$	5.00
Total			\$	24.08

Agenda Item 4.7

Service Application Tracker

Account	Date	Start	End	explain	miled out	create	close old	input	what type			1 send	final	sent	sent	
		Time	Time						App	time	acct					acct
#####	4/3	9:46	9:52	0:06	mailed in			x	x							
#####	4/5	13:30	13:51	0:21	mailed in	x	x	x	x	x	x					
#####	4/9	2:55	3:25	0:30								x	x		x	
#####	4/9	2:40	3:13	0:33	walk in	x	x	x	x		x					
#####	4/16	12:50	13:13	0:23		x	x					x	x	x	x	
9002/3	4/22	9:20	9:43	0:23	escrow ck	x	x	x				x	x	x	x	
#####	5/6	2:04	2:15	0:11	walk in			x	x	x	x					
#####	5/6	2:37	2:47	0:10								x				
2300/1	5/6	2:47	3:02	0:15	walk in	x	x	x	x	x	x					
#####	5/8	1:14	1:23	0:09												x
#####	5/8	1:26	1:34	0:08								x				
7001/2	5/10	1:50	2:10	0:20	mailed in	x	x	x	x	x	x		x		x	
9000/1	5/10	2:22	2:41	0:19	mailed in	x	x	x	x	x	x		x		x	
8202/3	5/10	2:46	3:12	0:26	mailed in	x	x	x	x	x	x		x	x	x	
Sara's																
#####	5/1	2:36	2:44	0:08		x	x						x		x	
#####	5/2	7:21	7:27	0:06		x	x								x	
#####	5/2	7:41	7:49	0:08		x	x						x		x	
#####	5/3	9:37	9:41	0:04											x	
#####	5/3	1:03	1:11	0:08	escrow ck	x	x					x	x		x	
#####	5/6	1:19	1:31	0:12				x	x	x	x					
#####	5/6	2:35	2:42	0:07		x	x						x		x	
#####	5/7	12:37	12:58	0:21	mailed in	x	x	x	x	x	x		x		x	
#####	5/13	9:17	9:39	0:22	walkedin	x	x	x	x	x	x		x			

* CALIFORNIA CONSTITUTION - CONS

ARTICLE XIII D [ASSESSMENT AND PROPERTY-RELATED FEE REFORM] [SECTION 1 - SEC. 6] (Article 13D added Nov. 5, 1996, by Prop. 218. Initiative measure.)

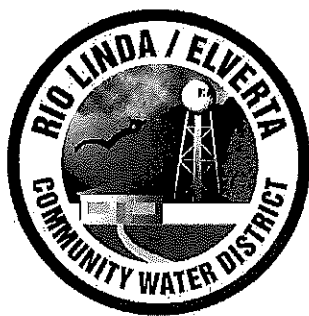
SEC. 6. Property Related Fees and Charges. (a) Procedures for New or Increased Fees and Charges. An agency shall follow the procedures pursuant to this section in imposing or increasing any fee or charge as defined pursuant to this article, including, but not limited to, the following:

(1) The parcels upon which a fee or charge is proposed for imposition shall be identified. The amount of the fee or charge proposed to be imposed upon each parcel shall be calculated. The agency shall provide written notice by mail of the proposed fee or charge to the record owner of each identified parcel upon which the fee or charge is proposed for imposition, the amount of the fee or charge proposed to be imposed upon each, the basis upon which the amount of the proposed fee or charge was calculated, the reason for the fee or charge, together with the date, time, and location of a public hearing on the proposed fee or charge.

(2) The agency shall conduct a public hearing upon the proposed fee or charge not less than 45 days after mailing the notice of the proposed fee or charge to the record owners of each identified parcel upon which the fee or charge is proposed for imposition. At the public hearing, the agency shall consider all protests against the proposed fee or charge. If written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels, the agency shall not impose the fee or charge.

(b) Requirements for Existing, New or Increased Fees and Charges. A fee or charge shall not be extended, imposed, or increased by any agency unless it meets all of the following requirements:

- (1) Revenues derived from the fee or charge shall not exceed the funds required to provide the property related service.
- (2) Revenues derived from the fee or charge shall not be used for any purpose other than that for which the fee or charge was imposed.
- (3) The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.
- (4) No fee or charge may be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question. Fees or charges based on potential or future use of a service are not permitted. Standby charges, whether characterized as charges or assessments, shall be classified as assessments and shall not be imposed without compliance with Section 4.



**Items for Discussion and Action
Agenda Item: 4.8**

Date: May 20, 2019

Subject: Election of a new Vice President for the RLECWD Board of Directors

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item was not discussed at committee.

Current Background and Justification:

With the resignation of Paul Green, it is necessary and appropriate to elect a new Board Vice President.

Conclusion:

I recommend the Chair request nominations for the position of Board Vice President, then entertain a motion and vote as appropriate.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

RLECWD Agenda Item Checklist

Item 4.8

Date

Initial Potential Meeting Date

5/20/19

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

Election of a new Vice President for the RLECWD Board of Directors

5/16/19

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

5/17/19

Actual Meeting Date Set for Agenda Item

5/20/19



Items for Discussion and Action Agenda Item: 4.9

Date: May 20, 2019

Subject: Correct Error in GM's Cost of Living Adjustment from 12-1-2018.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Planning Committee recommends the Board approve the correction to the General Manager's compensation caused by the error in applying the 12-1-2018 Cost of Living Adjustment.

Current Background and Justification:

Review of documents associated with COLA and similar adjustments in other contracts (MOU, Legal Counsel engagement) has resulted in tangible evaluation of the extent of compliance / non-compliance with stated, specific methodologies. For example: some contracts stipulate a specific date and provide reference to the Consumer Price Index (CPI). Other contracts/documents provide additional specifications, e.g. CPI published by the Bureau of Labor Statistics, for all Western Cities.

The General Manager's Employment Agreement stipulates the annual adjustment is based on CPI published by Bureau of Labor Statistics, for all Western Cities, and further restricts the adjustment, not to exceed 3.0%. The stipulated CPI was 3.5% for Oct 2018, so the appropriate adjustment was 3.0% (not to exceed criteria). Unfortunately, the adjustment performed by the payroll administrator was 2.5%.

The cumulative amount of underpayment from December 1, 2018 to May 1, 2019 is \$ 225.31 (\$45.06 per month for five months).

Technically, no board action is required to comply with an agreement. The Board has already approved the current GM Employment Agreement, in open session, at their 10/15/2018 meeting. An abundance of caution and the spirit of transparency motivate my recommended Board actions, with concurrence from the Planning Committee.

Conclusion:

I recommend the Board approve a lump sum payment taxable payment to the General Manager equivalent to the shortfall in compensation for each pay period from 12-1-2018 to present (point at which the pay rate was corrected by the payroll administrator). The approximate amount of underpayment is less than \$300.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green _____.
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.9

Date

Initial Potential Meeting Date

5/20/19

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

Correct Error in GM's Cost of Living Adjustment from 12-1-2018

4/30/19

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

5/3/19

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

Formal Legal Counsel Review

N/A

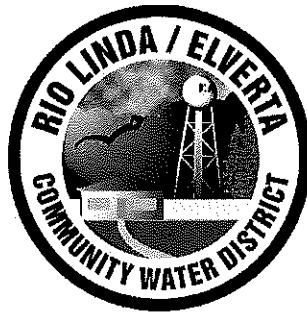
Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review

5/17/19

Actual Meeting Date Set for Agenda Item

5/20/19



**Items for Discussion and Action
Agenda Item: 4.10**

Date: May 20, 2019

Subject: Consider confirming any new Board Member assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

N/A

Current Background and Justification:

District Policy and other relevant statutes require that the Board approve any Board Member assignments for committees and other formal assignments.

Conclusion:

I recommend the Board consider approving any specific nominations for assignments as may be deemed necessary and appropriate.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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



Items for Discussion and Action

Agenda Item: 4.10a

Date: May 20, 2019

Subject: Considering Authorizing Consolidation of the Planning and Finance/Admin Committee into One Standing Committee.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance / Admin Committee recommends the Board authorize consolidation of the Planning and Finance/Admin Committee, and further recommends this new, consolidated, standing committee meet on the first Monday or Tuesday of each month.

Current Background and Justification:

The current governance needs of the District enables consideration of a single standing committee that can discuss all aspects within the general purview of the District.

The recent resignation of Directors and the impact on combined availability among Directors emphasized and accelerates the need to consider consolidation.

Staff is corresponding with the Rio Linda Elverta Recreation and Parks District and Sacramento Metro Fire to explore the feasibility of changing meeting facility reservation adjustments.

Conclusion:

I recommend the Board approve the consolidation of the existing two standing committees. The consolidated standing committee to have the combined scope of the original Planning and Finance/Admin Committees.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green _____.

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

RLECWD Agenda Item Checklist

Item 4.10.a

Date

Initial Potential Meeting Date

5/20/19

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

Considering Authorizing Consolidation of the Planning and Finance/Admin Committee into One Standing Committee

5/10/19

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

5/13/19

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

5/17/19

Actual Meeting Date Set for Agenda Item

5/20/19



**Information Items
Agenda Item: 5.1**

Date: May 20, 2019

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. 2019

REPORT OF DISTRICT OPERATIONS

SOURCE WATER DATA

39

Water Production (Million Gallons)

January	February	March	April	May	June	Year To Date
35.3	31.1	35.1	46.3			
35,329,525	31,146,049	35,054,556	46,348,893			
July	August	Sept.	Oct.	Nov.	Dec.	
						147.80

		Monthly Total		
Gallons = Multiply M.G. by:	1,000,000	46,348,893	Gallons	147,879,023
Cubic Feet = Divide gallons by:	7.48	6,196,376	Cubic Feet	19,769,923
Hundred Cu Ft. = Divide cu. ft. by:	100	61,964	Hundred Cubic Feet	197,699
Acre Ft. = Divide gallons by:	325,829	142.25	Acre Ft.	454

DISTRIBUTION SYSTEM DATA

Water Quality Complaints						Complaints Total (Low Psi Complaints)						Year To Date
January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	
2 (1)	1 (1)	2 (2)	0									
												5

New Services

New Construction	0	0
Existing Homes	0	0
Paid prior to increase. (2 not installed)	0	0
Total of Service Connections to Date ----->		4637

Distribution System Failures/Repairs

Deterioration April 1 thru 30	2	6
Damaged April 1 thru 30	1	2

Bacteriological Sampling

Routine Bacteriological Samples (Distribution System)	20	62
Raw Water Bacteriological Samples (at Wells)	0	12

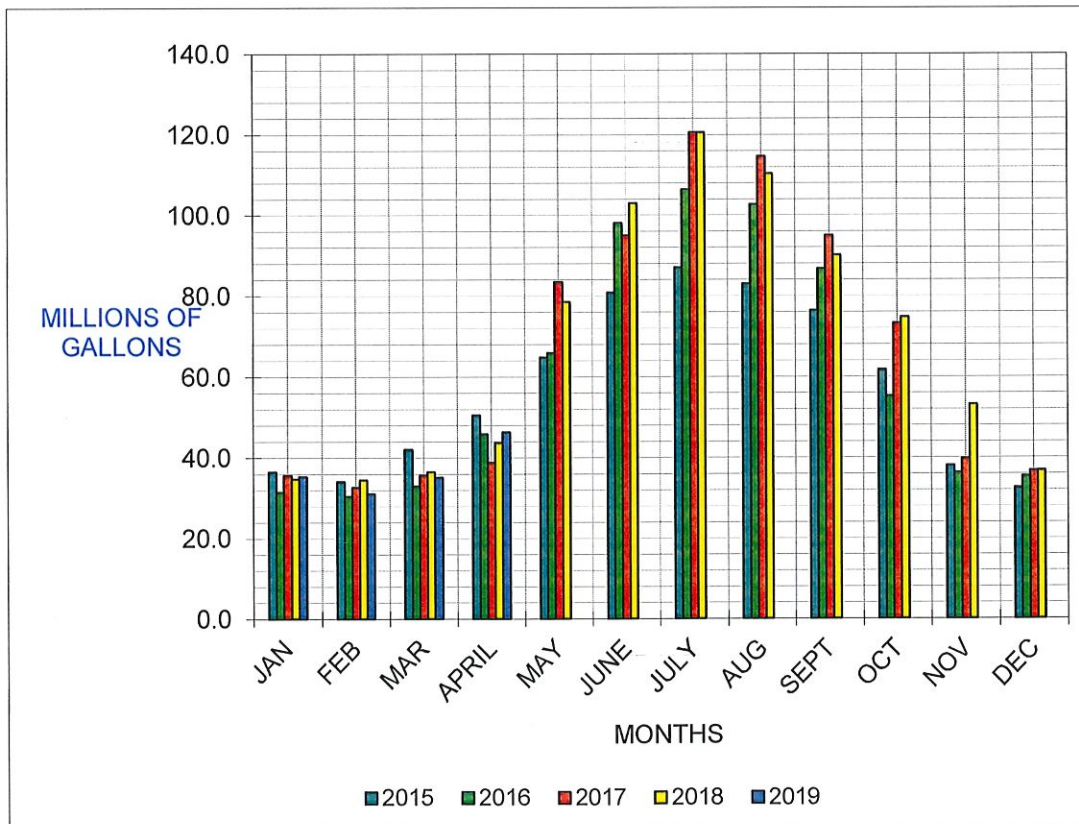
April 1, 2019 - April 30, 2019

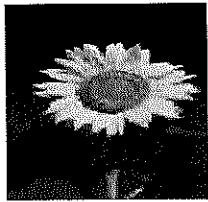
3 - Distribution leaks repaired by District staff, 0 - by Contractor or with contractor assistance.		
Work Orders Issued - 26	Work Orders Completed - 27	USA's Issued - 86
Flow Test - 2	Change Out Meter - 3	
Get Current Read - 1	Flow Test - 1	
Line Leak - 1	Get Current Read - 1	
Possible Leak - 8	Possible Leak - 9	
New Service Quote - 1	Re-Read Meter - 1	
Tag Property - 5	New Service Quote - 1	
Turn Off Service - 4	Tag Property - 5	
Turn On Service - 4	Turn Off Service - 2	
	Turn On Service - 4	

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

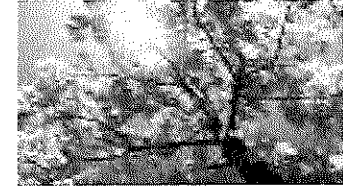
2015 \ 2019

Water Production in Million Gallons						SSWD Water Purchases					
Month	2015	2016	2017	2018	2019	Avg.	2015	2016	2017	2018	2019
JAN	36.5	31.5	35.6	34.8	35.3	34.7	0.0	0.0	0.0	0.0	0.0
FEB	34.1	30.5	32.7	34.5	31.1	32.6	0.0	0.0	0.0	0.0	0.0
MAR	42.0	33.0	35.6	36.5	35.1	36.4	0.0	0.0	0.0	0.0	0.0
APRIL	50.5	45.8	38.8	43.7	46.3	45.0	0.0	0.0	0.0	0.0	0.0
MAY	64.8	65.9	83.4	78.5		73.2	0.0	0.0	0.0	0.0	
JUNE	80.8	98.0	94.9	102.9		94.2	0.0	0.0	0.0	0.0	
JULY	87.0	106.4	120.5	120.5		108.6	0.0	0.0	0.0	0.0	
AUG	83.0	102.6	114.6	110.3		102.6	0.0	0.0	0.0	0.0	
SEPT	76.4	86.7	94.9	90.1		87.0	0.0	0.0	0.0	0.0	
OCT	61.7	55.2	73.2	74.7		66.2	0.0	0.0	0.0	0.0	
NOV	38.0	36.3	39.7	53.1		41.8	0.0	0.0	0.0	0.0	
DEC	32.5	35.4	36.7	36.8		35.4	0.0	0.0	0.0	0.0	
TOTAL	687.3	727.3	800.6	816.4	147.8	757.9	0.0	0.0	0.0	0.0	0.0



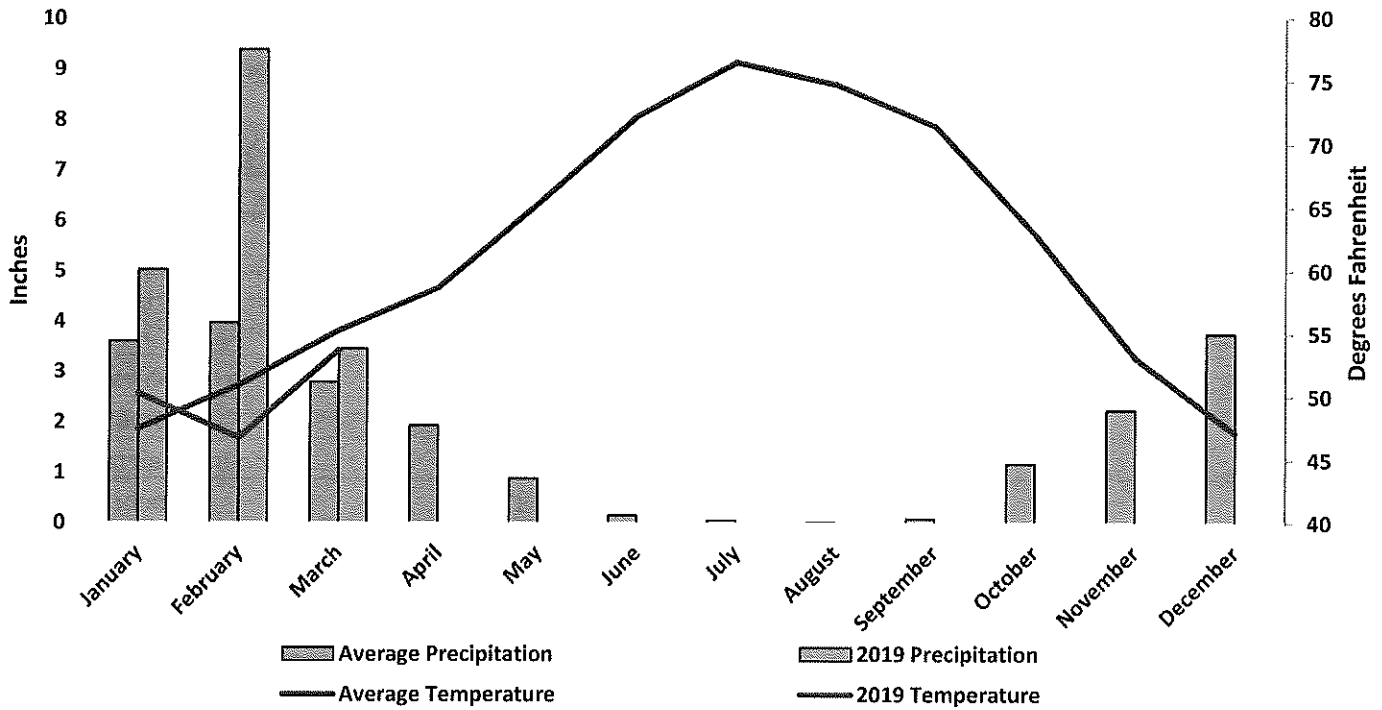


Conservation Report *April 2019*



Supplies (kits):	Shower heads (0) Kitchen Aerators (0) Bathroom Aerators (0) Shower Timer (0) Nozzle (0) Toilet Tabs (3) Moisture Meters (0) Water Bottles (0) Toilet Tummy (0) Retro-Fit Kits (1) Welcome Kits (1) Kids Kit (1)
Water Waste (calls, emails, letter, leaks detected/fixed):	0 water waste call 5 contacts about possible leaks using the AMI system - 0 were called, 1 were mailed, 4 were email 1 Conservation kits given and 0 additional dye tablets 4 were confirmed resolved as of 4/30/19
Water Schedule:	Given to customer with all violation letters and new applications
Surveys:	0
Rebates:	Toilets: 0 Washing Machines: 0
Workshops, Webinar, Meetings:	RLECWD Online Training via CA Bank and Trust (4/1/19)
Fines:	NONE
Other Tasks:	<ul style="list-style-type: none">● Assisted with payments and new customers● Printed stamps● Closed accounts and final billed customers● Created/completed work orders● Scanned and uploaded documents into UMS● Mailed out application requests to new owners● Entered ACH Forms into UMS● Created a Service Application Request Spreadsheet● Updated Meter Leak Detection Instructions● Updated and revised the Leak Letters send to customers
Grant Updates:	<ul style="list-style-type: none">● None

Precipitation and Temperature, Average (1998-2018) and 2019



Water Agency	2019 Residential Gallons Per Capita Per Day (R-GPCD)											
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
California American Water	61	59	57									
Carmichael Water District	84	80	82									
Citrus Heights Water District	76	72	75									
City of Davis	47	54	58									
City of Folsom	82	69	73									
City of Lincoln	72	61	54									
City of Roseville	62	62	52									
City of Sacramento	53	62	70									
City of West Sacramento	73	58	60									
City of Woodland	48	51	41									
City of Yuba City	68	67	69									
El Dorado Irrigation District	92	85	87									
Elk Grove Water District	52	55	56									
Fair Oaks Water District	75	69	74									
Golden State Water Company	79	73	76									
Orange Vale Water Company	80	79	82									
Placer County Water Agency	67	62	79									
Rancho Murieta CSD	83	79	64									
Rio Linda/Elverta CWD	75	73	72									
Sacramento County Water Agency	78	73	77									
Sacramento Suburban WD	63	52	52									
San Juan Water District	NR	NR	NR									
Sacramento Regional Average	65	65	67									

NR=Not Reported, San Juan Water District's production and R-GPCD are estimated using 2017 data for regional consistency.



**Information Items
Agenda Item: 5.2**

Date: May 20, 2019

Subject: Board Reports

Staff Contact: Timothy R. Shaw, General Manager

2. BOARD REPORTS

- a. Announce ad hoc committee(s) dissolved by requirements in Policy 2.01.065
- b. Regional Water Authority – Shaw
- c. Sacramento Groundwater Authority – Harris
- d. LAFCO –
- e. Planning Committee – Harris
- f. Finance / Administrative Committee – Ridilla, Jason Green
- g. ACWA –
- h. ACWA/JPIA –Ridilla
- i. Ad Hoc Committee's
 1. MOU Negotiations – Harris
- j. Other Reports

Report from May 2, 2019 RWA Board Meeting

I attended the 5-2-2019 Regional Water Authority (RWA) meeting. Due to Director Dills unavailability, I was the voting representative from RLECWD at the RWA meeting. The agenda from this meeting is included with your Board packets.

There were two substantive items on the 5-2-2019 RWA agenda. Item 9 was to consider awarding a \$367,000 task order for consulting work on the Water Bank Phase 1 Project. RLECWS is a paying participant for the Water Bank Phase 1 Project. Item 12 was a closes session regarding the selection of a new Executive Director.

The RWA Legal Counsel advised the Board that because of the participation of two Board Members via teleconference from Washington DC, the RWA Board votes needed to be roll call vote unless they vote was unanimous. This tended to translate into peer pressure to vote with the crowd or we'd all stay longer. For item 9, having reviewed all the related materials, and because I was not elected by voters to represent the ratepayers and taxpayers of Rio Linda and Elverta, I was not comfortable with an under-discussed, impactful item sliding through like approving the minutes of a previous meeting.

If approved, Item 9 would award a contract extension to an existing consultant without a competitive submittal process, e.g. RFQ. The RWA policies further empower the Executive Committee; a subset, non-quorum governance body, to authorize the Alternative Selection Method, which waives the otherwise \$50,000 limit for awarding contracts without a competitive submittal process. The Executive Committee had already acted to authorize bypassing the competitive bidding process, so the only thing left for the full RWA Board to do is authorize the \$367,000 Task Order.

Before item 9 was voted upon, I asked for two confirmations:

1. I asked the Interim Executive Director to confirm that the Alternative Selection Method criteria had been met to enable waiving the competitive process. The existing consultant had already been engaged by RWA/SGA for similar work, so that selection process would have vetted the firm's qualifications. I specifically asked Rob Swartz to confirm that the Executive Committee found that otherwise bringing another consultant up to speed on the water bank issues for our region was believed to be significantly more costly to the RWA member agency ratepayers/taxpayers. Rob confirmed.
2. I asked RWA Legal Counsel to confirm that the relevant statute, Government Code 4526, was addressed. Legal Counsel essentially side-stepped the question, i.e. he answered another question, not the question I asked. Regardless I was only asking him for the record, I had already reviewed to statute and believe RWA is on solid ground with Gov't Code 4526. I just wanted the opinion of the Officer responsible to confirm.

Agenda Item 5.2b

Having been satisfied that the record of due deliberation has been established, I voted in favor of the \$367,000 Task Order award (roll-call vote was obviated).

Item 12 was closed session, which precludes me from reporting.

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

Thursday, May 2, 2019

9:00 a.m. Pacific Daylight Savings Time

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

Teleconference location: 1901 Pennsylvania Ave. NW, Suite 700, Washington, D.C., 20006
(Teleconference location will be open to the public during the teleconference)

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. Minutes from the March 14, 2019 RWA regular board meeting
Action: Approve March 14, 2019 RWA Board meeting minutes
- 4. EXECUTIVE COMMITTEE REPORT AND RECOMMENDATIONS**
 - a. Information: Final minutes of the February 27, 2019 and March 27, 2019 Executive Committee meetings.
- 5. ADMINISTRATIVE AND MANAGEMENT SERVICES AGREEMENT WITH SACRAMENTO GROUNDWATER AUTHORITY UPDATE**
Action: Approve amended RWA Policy 100.2
- 6. RWA BOARD MEETING SCHEDULE**
Action: Approve amended RWA Policy 200.1
Action: Approve Resolution 2019-08 setting the time and place of regular meetings of the Board of Directors for the remainder of 2019
- 7. UPDATE ON PROPOSED VOLUNTARY AGREEMENT TO THE BAY-DELTA WATER QUALITY CONTROL PLAN**
Information Update: Andy Fecko, Director of Strategic Affairs, Placer County Water Agency
- 8. RWA STRATEGIC PLAN UPDATE**
Information and Discussion: Rob Swartz, Interim Executive Director

9. SACRAMENTO REGIONAL WATER BANK, PHASE 1 – MODEL DEVELOPMENT

Action: Authorize the Interim Executive Director to execute Task Orders with Woodard & Curran to begin work on model development to support analysis of the proposed Sacramento Regional Water Bank

10. EXECUTIVE DIRECTOR'S REPORT

11. DIRECTORS' COMMENTS

12. CLOSED SESSION UNDER GOVERNMENT CODE SECTIONS

54954.5(e) AND 54957(b)(1). PUBLIC EMPLOYEE APPOINTMENT

Title: Executive Director

ADJOURNMENT

Upcoming meetings:

Next Executive Committee Meetings – Wednesday, May 22, 2019, 8:30 a.m. at the RWA office and June 26, 2019, 8:30 a.m. at the RWA office

Next RWA Board of Directors' Meetings – Thursday, June 13, 2019 10:30 a.m. at the RWA office and July 11, 2019, 9:00 a.m., at the RWA office

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

GOVERNMENT CODE - GOV**TITLE 1. GENERAL [100 - 7914]**

(Title 1 enacted by Stats. 1943, Ch. 134.)

DIVISION 5. PUBLIC WORK AND PUBLIC PURCHASES [4000 - 4563]

(Division 5 enacted by Stats. 1943, Ch. 134.)

CHAPTER 10. Contracts with Private Architects, Engineering, Land Surveying, and Construction Project Management Firms [4525 - 4529.5]

(Heading of Chapter 10 amended by Stats. 1987, Ch. 698, Sec. 1.)

4525.

For purposes of this chapter, the following terms have the following meaning:

- (a) "Firm" means any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture, landscape architecture, engineering, environmental services, land surveying, or construction project management.
- (b) "State agency head" means the secretary, administrator, or head of a department, agency, or bureau of the State of California authorized to contract for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services.
- (c) "Local agency head" means the secretary, administrator, or head of a department, agency, or bureau of any city, county, city and county, whether general law or chartered, or any district which is authorized to contract for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services.
- (d) "Architectural, landscape architectural, engineering, environmental, and land surveying services" includes those professional services of an architectural, landscape architectural, engineering, environmental, or land surveying nature as well as incidental services that members of these professions and those in their employ may logically or justifiably perform.
- (e) "Construction project management" means those services provided by a licensed architect, registered engineer, or licensed general contractor which meet the requirements of Section 4529.5 for management and supervision of work performed on state construction projects.
- (f) "Environmental services" means those services performed in connection with project development and permit processing in order to comply with federal and state environmental laws. "Environmental services" also includes the processing and awarding of claims pursuant to Chapter 6.75 (commencing with Section 25299.10) of Division 20 of the Health and Safety Code.

(Amended by Stats. 1993, Ch. 432, Sec. 1. Effective September 24, 1993.)

4526.

Notwithstanding any other provision of law, selection by a state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. In order to implement this method of selection, state agency heads contracting for private architectural, landscape architectural, professional engineering, environmental, land surveying, and construction project management services shall adopt by regulation, and local agency heads contracting for private architectural, landscape architectural, professional engineering, environmental, land surveying, and construction project management services may adopt by ordinance, procedures that assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to

be performed and at fair and reasonable prices to the public agencies. Furthermore, these procedures shall assure maximum participation of small business firms, as defined by the Director of General Services pursuant to Section 14837.

In addition, these procedures shall specifically prohibit practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration, and shall specifically prohibit government agency employees from participating in the selection process when those employees have a relationship with a person or business entity seeking a contract under this section which would subject those employees to the prohibition of Section 87100.

(Amended by Stats. 1991, Ch. 314, Sec. 2.)

May 3, 2019

RLECWD Planning and Project Committee Meeting

47

Meeting was opened at 2:04 pm by Director Dills

Public Comment: None

Present: RLECWD members present were G.M. Tim Shaw, Directors Mary Harris and Brent Dills. Pat Goyet Operations Superintendent was present and Laura Zuckerman who represents an owner's group of ESP replacing Rob Smith attended as well.

Also Present: Mike Vasquez the District Engineer was available for planning, status reports, questions and answers.

1) Status update on the agreement with the Elverta Specific Plan owners to fund the District's processing costs:

The committee reviewed and discussed the agreement status. This issue had stalled for months and things have changed regarding the membership of the owners group. The owners group would still like to begin building on groundwater but the District needs to take a longer term look at this including the provision and use of surface water.

Committee met Laura. She discussed transportation cost issues that they need to work out with Sacramento County. We discussed resuming discussions soon with legal present to factor in in the new groundwater management understanding of Pf-8. Has ESPOG began to help identify other sources of surface water? No.

2) Report for follow up discussion with Rob Swartz on limitation and extent for conjunctive use in achieving additional capacity to serve new development:

Discussed conjunctive use and it's not being the answer to our new capacity needs.

3) Capital Improvement Plan status:

Mike Vasquez updated the committee. Will continue to speak about CIP, funding, priorities, etc. in future meetings with input from the engineer and operations superintendent, staff and the committee. Discussed projects and prioritized them and ranked them. The discussion included the operations manager.

4) Discuss methods for filling the anticipated Board Member vacancies (plural):

Item will be put on the agenda for May 20th meeting. Letters of resignation will be dated May 19th.

5) Discuss the merits of withdrawal from the RWA Water Efficiency Project participation agreement.

Discussion took place. Committee agrees with staff analysis and recommend the district withdraw from this agreement at the next board meeting.

6) General status report from District Engineer:

General update. Many items were discussed. Forward items to the board.

7) Discuss the error in cost of living adjustment for the General Manager: where the adjustment in December 2018 was 0.5% less than actual Consumer Price Index stipulated in the employment agreement.

No action is required. But committee recommends the board approve this change.

Next Planning Committee meeting is Friday, June 7th, 2019

Director Dills adjourned the meeting at 3:06 pm.

Finance and Administrative Committee Meeting Minutes

May 13, 2019

Committee Chair John Ridilla opened the meeting at 6:30 PM.

Attendees: Director Jason Green, Director John Ridilla and District General Manager Mr. Tim Shaw were present. No members of the public were present.

Meeting was called to order at 6:30 PM.

Public Comment. There was no public comment.

Agenda Items

1. Review and discuss the Expenditures of the District for the month of April 2019.

- EKI Invoice for Jan / Feb were late. Not sure if the 5k in April was for March for April.
- Committee Recommendation: Recommend approval to the full Board of Directors.

2. Review and discuss Financial Reports of the District for the month of April 2019.

- General discussion on Capitol Budget. Well 17 and monitoring wells have been destroyed. Property has been returned to its original state in accordance with the agreement between the District and the property owner.
- Committee Recommendation: Recommend approval to the full Board of Directors.

3. Preliminary 2019-2020 Budget

- General discussion on delaying the final budget until the revised MOU is completed. Numbers in yellow were based on 2018-2019 budget, expect revisions.
- Revised Tag shut off fee, reduced revenue.
- Medical insurance is based on max amount possible, midyear reductions will occur if under run.
- Remaining Bank – Merchant fee's are bank fee's.
- Question on billing return envelopes.
- Movement of Valve and paving replacements to operating expense from Capital.
- General discussion on SCADA options, select option 2.

Committee Recommendation: Information only, general discussion during the full board meeting.

4. Status Report on the Service Application Fee

- General discussion on input into the service application fee.

Committee Recommendation: : Recommend approval to the full Board of Directors.

5. Funding for replacement desktops

- General discussion on computer replacements, should be done every 4 to 5 years.

Committee Recommendation: Recommend approval to the full Board of Directors.

6. Appointments to RWA/ SGA, LAFCO/ ACWA and ACWA-JPIA

- General discussion on delay until replacement board members are found.

Committee Recommendation: Recommend for general discussion at full Board Meeting.

7. Attorney General Opinion Letter on Water District Board Member Compensation.

- - General discussion on AG letter.

Committee Recommendation: Include in full board packet.

8. Other items.

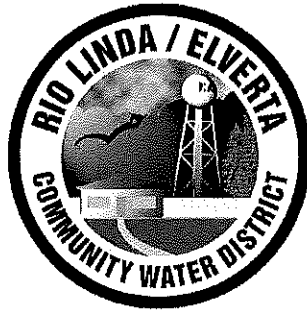
- General resolution to thank Mr. Dills and Mr. Green.
- Future Finance and Admin meeting changed time to 6:00PM. Continue to explore logistics and process for combining the Finance/Admin and the Planning standing committees into one committee.

The meeting was adjourned at 7: 40 PM



**PENDING AND COMPLETED ITEMS
5-20-2019 BOARD OF DIRECTORS MEETING**

1. **Credit/Debit Card Convenience Fees:** We're still on track for discontinuing District paid convenience fees on June 1st. **Pending**
2. **Destruction of Well #17 project wells** The destruction of the Well #17 production well and the monitoring wells has been completed. **Complete**
3. **Letter to Tesco for Disappointing Service:** The letter to Tesco has been obviated by Tesco and Inductive Automation finally resolving the dysfunction with our historian report and SCADA database **Complete**
4. **Strategic Planning:** I have started writing the content requested by the consultant, but the process is a start and stop evolution with all of the other demands for my attention, e.g. negotiations, personnel, contract administration meeting attendance etc.. **Pending**
5. **General Unit MOU renewal:** The Draft MOU was submitted to Teamster Local 150 on May 10th, we expected a response prior to the deadline for this report, but we have not received one. **Pending**
6. **Disposition of the District assets recently declared as surplus by the Board:** The most recent surplus asset being auctioned is a broken diesel generator, the high bid so far is more than \$500. **Pending**
7. **Evaluating the Relative Merits of Withdrawing from membership in RWA** The April 15th RLECWD was to "table the matter". Evaluation is complete for now **Complete**
8. **Update the District's Capital Improvement Projects List.** The Planning Committee, in coordination with the District Engineer and GM are processing revisions to the CIP projects list. Recently, The May 3rd Planning activity included recommending priorities for the projects. **Pending**
9. **The Well #16 parcel** dedication and acceptance was recorded with the Sacramento County Recorder's Office. **Complete**
10. **New Office Phone System:** The vendor is scheduled to complete the installation and activation of the new digital office phone system on May 22nd. **Pending**
11. **Filling Board Member vacancies and replacing assignments on various organizations;** The method for filling the vacancies is on this agenda. The items for replacing assignments (e.g. RWA, SGA, ACWA etc) was on the May 13th Finance / Admin Committee agenda, but the Chair directed the item be postponed (not placed on the May 20th Board agenda) until the Board Member vacancies have been filled. **Pending**



Agenda Item: 6

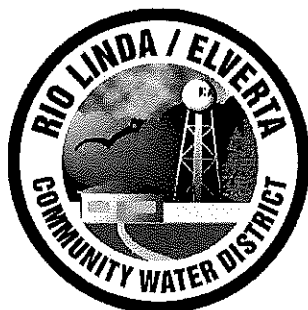
Date: May 20, 2019

Subject: Public Comment for Closed Session

Staff Contact: Timothy R. Shaw, General Manager

6. PUBLIC COMMENT FOR CLOSED SESSION

Public comment for closed session items only. The public is invited to comment on any item listed on the closed session agenda. Each speaker is limited to 2 minutes.



Agenda Item: 7

Date: May 20, 2019

Subject: Closed Session

Staff Contact: Timothy R. Shaw, General Manager

7. **CLOSED SESSION** - The Board of Directors will convene to Closed Session to discuss the following item.

A. CONFERENCE WITH LABOR NEGOTIATORS - (Pursuant to Government Code Section 54957.6 District Negotiators: Mary Harris, Tim Shaw, and Debra Vierra. RLECWD Employee General Unit, Teamster Local 150: MOU renewal negotiations.



**Reconvene Open Session
Agenda Item: 8**

Date: May 20, 2019

Subject: Report of Action Taken in Closed Session

Staff Contact: Timothy R. Shaw, General Manager

8.1 Report of Action Taken in Closed Session

The Board will disclose any reportable actions taken and/or directed in closed session.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green _____.

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