

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

December 16, 2019 (6:30 p.m.)

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

Our Mission is to provide a safe and reliable water supply in a cost-effective manner.

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

2.1. 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

November 18, 2019

The Board is being asked to approve the Minutes from the November 18, 2019 Regular Board Meeting.

3.2. Expenditures

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

3.3. Financial Reports

The Finance & Administrative Committee recommends the Board approve the October Financial Reports and the Annual Report pursuant to CA Government Code 66013.

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

4.1 Election of Officers

4.1.1 *The Board will elect officers, President and Vice President of the Board.*

4.2 Confirmation of Committee Appointments and other Board Member Assignments

4.2.1 *The Board will consider voting to confirm appointments and assignments.*

4.2.1.1 *Executive Committee*

4.2.1.2 *RWA*

4.2.1.3 *ACWA*

4.2.1.4 *ACWA JPIA*

4.3 GM Report

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

4.4 District Engineer's Report

4.4.1 *The Contract District Engineer will provide his monthly report to the Board of Directors.*

4.4.2 *The Contract District Engineer will seek Board approval for a minor modification to the bid schedule for the Well 16 Pumping Station.*

4.5 Consider approving revision #2 to Exhibit 1 and Exhibit 2 of Resolution 2018-03, performing the annual inflation adjustment to capacity fees pursuant to Ordinance 2016-01.

4.6 Discuss the reported unauthorized use of public fire hydrants, the District policy therefor, and the staff's actions to implement the policy.

4.7 Authorize any new Board Member Assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065.

5. INFORMATION ITEMS

5.1. District Activities Reports

5.1.1. Water Operations Report

5.1.2. Conservation Report

5.2. Board Member Reports

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

5.2.2. Regional Water Authority –Gifford (primary), Shaw (through 12/16/2019)

5.2.3. Sacramento Groundwater Authority – Harris (primary), Reisig

5.2.4. LAFCO – Vacant

5.2.5. Executive Committee– Harris, Green (through 12/16/2019)

5.2.6. ACWA/JPIA – Ridilla (through 12/16/2019)

5.2.7. AD Hoc Committees

5.2.8. Other Reports

6. PUBLIC COMMENT PRIOR TO CLOSED SESSION

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

- 7.1. CONFERENCE WITH LABOR NEGOTIATORS** - (Pursuant to Government Code Section 54957.6) District Negotiators, Shaw, RLECWD Employee General Unit, Teamster Local 150 Meet and Confer regarding position description revisions.

8. RECONVENE IN OPEN SESSION

- 8.1.** Announce any reportable actions authorized in Closed Session.

9. DIRECTORS' AND GENERAL MANAGER COMMENTS

10. ADJOURNMENT

Upcoming meetings:

Executive Committee

January 6, 2020 Monday, 6:00 pm at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Regular Board Meeting

January 27, 2020, Monday, 6:30 pm at Visitor's /Depot Center, 6730 Front Street, Rio Linda, CA 95673.



**Consent Calendar
Agenda Item: 3.1**

Date: December 16, 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____ Gifford____ Reisig_____.

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

**MINUTES OF THE
NOVEMBER 18, 2019
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL

The November 18, 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, President John Ridilla, Director Chris Gifford, Director Robert Reisig and General Manager Tim Shaw were present. Director Ridilla led the pledge of allegiance.

2. PUBLIC COMMENT

Public member Stephanie Suela made a comment about a report she had made with the District staff regarding a truck pulling water from a hydrant who did not have a hydrant permit with the District. GM Shaw updated the Board on the corrective action taken for this incident.

3. CONSENT CALENDAR

3.1 Minutes

October 21, 2019

3.2 Expenditures

3.3 Financial Reports

3.4 Payroll Administration Policy Revisions

The Board is being asked to approve revisions commensurate with the transition to biweekly pay periods and alternative work schedules, e.g. 9/80s.

No public comment.

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

REGULAR CALENDAR

4. ITEMS FOR DISCUSSION AND ACTION

4.1. General Manager's Report

GM Shaw provided a written report.

No public comment.

The Board made no action on this item

4.2 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 Pumping Station Equipping and Site Design Project, Well 16 Proposition 84 RWA/DWR \$505 Grant Agreement.

No public comment on this item.

The Board made no action on this item

4.3 Consider approving the bid specifications for the Well #16 Pumping Station and authorize solicitation of bids. (entire package of bid documents is too large for copying. Documents can be viewed at the District Office, 730 L Street, Rio Linda and WWW.RLECWD.COM)

The Well 16 project design is complete and ready for the bid process. The entire bid specifications including design drawings and the above described voluminous text documents are not easily copied, distributed and posted. Accordingly, copies of the entire bid specification can be viewed at the District office, 730 L Street, Rio Linda, CA and online at www.RLECWD.COM. The normal bid process will be about 6 weeks.

Mike Vasquez will not be available for the December Board Meeting but could provide a replacement for that meeting if needed. The Board did not feel that was necessary.

It was moved by Director Harris and seconded by Director Ridilla to approve the bid specifications for the Well #16 Pumping Station and authorize solicitation of bids. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous vote of 5-0-0.

4.4 Consider approving Resolution 2019-09 to revise the fee charged for Non-Sufficient Funds (NSF) checks and establishing a fee for declined Automated Clearing House (ACH) payments.

Ordinance 2013-1 establishes (among other fees) a fee assessed to customers for Non-Sufficient Funds (NSF) on a returned check. Because the District did not offer Automated Clearing House (ACH) payment methods in 2013, there is no fee listed for Non-Sufficient Funds in an ACH payment.

Pursuant to the California Constitution and Proposition 26, there must be a reasonable relationship between the fee charged and the cost of providing the service. The fee the District charges for NSF returned checks and declined ACH payments should be equal to the charge the District receives from the Bank plus the staff time consumed in providing the notifications to the Customers and any billing software data entries required by staff in response to the NSF condition.

Our current bank, Umpqua charges approximately \$5 for each NSF returned check or NSF declined ACH transaction. The matrix of staff time equated to \$14.24.

No public comment on this item.

It was moved by Director Harris and seconded by Director Ridilla approving Resolution 2019-09 to revise the fee charged for Non-Sufficient Funds (NSF) checks and establishing a fee for declined Automated Clearing House (ACH) payments of \$20.00. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with roll call vote of 5-0-0.

4.5 Consider authorizing revisions to the Operations Foreman position description and associated pay scale.

The process of updating the Operations Foreman position description and pay scale is subject to meet and confer requirements. Teamster Local 150 has responded to my request for meet and confer, which is scheduled for November 18th at noon. During the meet and confer there was not an agreement due to the proposed salary for the position.

This position is intended to be offered to a current employee as part of the Lateral Transfer-Promotion Policy. The State of California requires a designated representative when the Operations Superintendent is unavailable, and the District currently does not have an individual in that current capacity.

No public comment on this item.

It was moved by Director Ridilla and seconded by Director Harris to take no action on this item and go back to the meet and confer process with the Union. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous vote of 5-0-0.

4.6 Consider authorizing revisions to the Sick Leave Policy in the Personnel Handbook.

There is a sentence in the existing Sick Leave policy that was necessary prior to the MOU renewal. The sentence provided 8-hours of sick leave to first-day new employees to comply with the California Labor Code. The previous 48-hours of sick leave per year accrual rate did not comply with code. Now that the new MOU provides 96-hours per year of sick leave accrual, the 8-hour award of sick leave for new employees is unwarranted and unjustified. The sentence needs to be deleted.

No public comment on this item.

It was moved by Director Ridilla and seconded by Director Harris to approve the revised sick leave policy by removing the sentence providing 8-hours of sick leave to first-day new employees. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous of 5-0-0.

4.7 Consider adopting a new Alternative Work Schedule Guideline in the Personnel Handbook.

The MOU renewal negotiations process, which concluded with a new MOU in May 2019, included contemplation of alternative work schedules. Specifically, the language included in various sections of the new MOU was inserted to provide flexibility for the anticipated changes associated with alternative work schedules, including but not limited to pay dates, biweekly pay periods, etc.

The proposed new section in the Personnel Handbook, Alternative Work Schedule Guidelines is intended for clarification of infrequent, yet anticipatable circumstances commonly encountered when transitioning to enable alternative work schedules. This should not be at all controversial. The clarifications and guidelines address how observed holidays, paid leave and traditional work schedules integrate with alternative work schedules.

No public comment on this item.

It was moved by Director Harris and seconded by Director Ridilla to adopt the new Alternative Work Schedule Guideline in the Personnel Handbook. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous of 5-0-0.

4.8 Consider approving the Comprehensive Annual Financial Report (CAFR) for fiscal year 2018/2019.

The CAFR is a report that discloses data on the District's financial position and operations in a manner designed to enable the reader to gain an understanding of the District's financial activities. This report includes the independent auditor's report, management discussion, statistical data, regional economic data and compliance report. Several members of staff and management compiled the information being represented in this report and feel it fairly represents the financial position of the District.

No public comment on this item.

It was moved by Director Ridilla and seconded by Director Jason Green to approve the CAFR, and further recommend directing staff submit the CAFR to the Government Finance Officers Association (GFOA) for consideration of District recognition for its financial reporting. Directors Green, Ridilla, Reisig and Gifford voted yes. Director Harris voted no. The motion carried with vote of 4-1-0.

4.9 Authorize any new Board Member Assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065.

No public comment on this item.

President Ridilla did not make any changes.

5. INFORMATION ITEMS

5.1. DISTRICT ACTIVITY REPORT

1. Water Operations Report
2. Conservation Report

5.2. BOARD REPORTS

1. Report any ad hoc committees dissolved by requirements in Policy 2.01.065
2. Regional Water Authority –Gifford – Agenda Provided.
3. Sacramento Groundwater Authority – Harris, Reisig – No Meeting.
4. LAFCO – No Representative
5. Executive Committee – Harris, Green - Minutes provided.
6. ACWA/JPIA – Ridilla - No Report
7. Ad Hoc Committee - None
8. Other Reports, e.g

6. DIRECTORS' AND GENERAL MANAGER COMMENTS – Director Reisig asked GM Shaw if the District was receiving very many complaints about the return envelopes no longer being supplied by the District. GM Shaw response was about half a dozen a month.

Director Harris received a customer complaint letter and forwarded the letter on to GM Shaw. She inquired with GM Shaw if the customer received a response. GM Shaw responded that Kim spoke with the customer and apologized for the District's error.

7. ADJOURNMENT

Direct Ridilla adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Timothy R. Shaw, Secretary

John Ridilla, President of the Board



**Consent Calendar
Agenda Item: 3.2**

Date: December 16, 2019

Subject: Expenditures

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee recommends approval of the Expenditures for the month of October 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 October 2019.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green _____ Gifford _____ Reisig _____.

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

Rio Linda Elverta Community Water District
Expenditure Report
October 2019

Type	Date	Num	Name	Memo	Amount
Liability Check	10/01/2019	EFT	QuickBooks Payroll Service	For PP Ending 09/30/2019 Paydate 10/04/2019	21,035.89
Liability Check	10/04/2019	EFT	CalPERS	For PP Ending 09/30/2019 Paydate 10/04/2019	2,144.72
Liability Check	10/04/2019	EFT	CalPERS	For PP Ending 09/30/2019 Paydate 10/04/2019	2,097.20
Liability Check	10/04/2019	EFT	Nationwide	Deferred Compensation Plan	1,369.00
Liability Check	10/04/2019	EFT	Nationwide	Deferred Compensation Plan	75.00
Bill Pmt -Check	10/04/2019	EFT	Adept Solutions	Computer Maintenance	1,333.00
Bill Pmt -Check	10/04/2019	EFT	Comcast	Phone/Internet	227.22
Bill Pmt -Check	10/04/2019	EFT	Republic Services	Utilities	87.02
Liability Check	10/04/2019	EFT	Internal Revenue Service	Employment Taxes	7,331.38
Liability Check	10/04/2019	EFT	Employment Development	Employment Taxes	1,447.76
Bill Pmt -Check	10/04/2019	EFT	Voyager Fleet Commander	Transportation Fuel	208.72
Transfer	10/04/2019	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Check	10/04/2019	6096	Franchise Tax Board	Employee Garnishment	800.10
Check	10/04/2019	6097	Customer	Final Bill Refund	88.96
Bill Pmt -Check	10/04/2019	6098	Association of California Water Agencies	Annual Dues	9,640.00
Bill Pmt -Check	10/04/2019	6099	ACWA/JPIA	General Liability Insurance Premiums 19-20	22,775.00
Bill Pmt -Check	10/04/2019	6100	ACWA/JPIA	EAP	23.50
Bill Pmt -Check	10/04/2019	6101	AMS/PS	Office Expense	27.00
Bill Pmt -Check	10/04/2019	6102	Buckmaster Office Solutions	Office Equipment Expense	111.84
Bill Pmt -Check	10/04/2019	6103	Cintas Corporation	Safety	28.55
Bill Pmt -Check	10/04/2019	6104	EKI Environment & Water	Engineering - September 2019	5,000.00
Bill Pmt -Check	10/04/2019	6105	Elk Grove Security Systems	Security	84.00
Bill Pmt -Check	10/04/2019	6106	Henrici, Mary	Retiree Insurance	900.00
Bill Pmt -Check	10/04/2019	6107	Intermedia.net, Inc.	Phone/Internet	91.51
Bill Pmt -Check	10/04/2019	6108	Kurey & Associates	Professional Services	225.00
Bill Pmt -Check	10/04/2019	6109	Phelan, Michael	Retiree Insurance	3,150.00
Bill Pmt -Check	10/04/2019	6110	Quill	Office Expense	65.99
Bill Pmt -Check	10/04/2019	6111	Rio Linda Hardware & Building Supply	Shop Supplies	1,031.88
Bill Pmt -Check	10/04/2019	6112	RW Trucking	Distribution Expense	643.05
Bill Pmt -Check	10/04/2019	6113	Sierra Chemical Company	Treatment	861.30
Bill Pmt -Check	10/04/2019	6114	SMUD	Utilities	25,215.28
Bill Pmt -Check	10/04/2019	6115	USA BlueBook	Treatment	941.57
Bill Pmt -Check	10/04/2019	6116	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	10/04/2019	6117	WellTec, Inc.	Pumping Maintenance	437.50
Liability Check	10/16/2019	EFT	WageWorks	FSA Administration Fee	71.00
Check	10/17/2019	EFT	ARCO	Transportation: Fuel	944.97
Liability Check	10/17/2019	EFT	QuickBooks Payroll Service	For PP Ending 10/15/19 Pay date 10/18/19	19,795.50
Liability Check	10/18/2019	EFT	AFLAC	Employee Paid Insurance	651.04
Liability Check	10/18/2019	EFT	CalPERS	For PP Ending 10/15/19 Pay date 10/18/19	2,189.31
Liability Check	10/18/2019	EFT	CalPERS	For PP Ending 10/15/19 Pay date 10/18/19	2,097.20
Liability Check	10/18/2019	EFT	Internal Revenue Service	Employment Taxes	7,126.98
Liability Check	10/18/2019	EFT	Employment Development	Employment Taxes	1,457.71
Liability Check	10/18/2019	EFT	Employment Development	Employment Taxes	275.67



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

Type	Date	Num	Name	Memo	Amount
Liability Check	10/18/2019	EFT	Nationwide	Deferred Compensation Plan	1,298.29
Liability Check	10/18/2019	EFT	Nationwide	Deferred Compensation Plan	75.00
Liability Check	10/18/2019	EFT	Kaiser Permanente	Health Insurance	1,051.12
Liability Check	10/18/2019	EFT	Principal	Dental & Vision Insurance	1,875.04
Liability Check	10/18/2019	EFT	Western Health Advantage	Health Insurance	12,027.17
Bill Pmt -Check	10/18/2019	EFT	Adept Solutions	Computer Maintenance	563.73
Bill Pmt -Check	10/18/2019	EFT	Verizon	Field Communication	379.04
Check	10/18/2019	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	45,001.61
Check	10/18/2019	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-Monthly Transfer	72,892.29
Check	10/18/2019	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	34,000.00
Bill Pmt -Check	10/18/2019	EFT	Umpqua Bank Credit Card	Computer, Distr Supplies, Meeting, Office, Postage, Safety, Shop	3,804.29
Liability Check	10/18/2019	1002	Teamsters Local #150	Union Dues	621.00
Check	10/18/2019	1003	Customer	Deposit Refund	887.50
Check	10/18/2019	1004	Customer	Final Bill Refund	58.75
Bill Pmt -Check	10/18/2019	1005	Central Valley Engineering & Asphalt	Contract Repairs	8,500.00
Bill Pmt -Check	10/18/2019	1006	Churchwell White	Legal Fees	685.50
Bill Pmt -Check	10/18/2019	1007	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	10/18/2019	1008	DirectHit Pest Control	Building Maintenance	75.00
Bill Pmt -Check	10/18/2019	1009	Fechter & Company CPA	Auditor Fees	10,712.00
Bill Pmt -Check	10/18/2019	1010	ICONIX Waterworks	Distribution Supplies	2,848.41
Bill Pmt -Check	10/18/2019	1011	PG&E	Utilities	34.45
Bill Pmt -Check	10/18/2019	1012	Quill	Office Expense	62.57
Bill Pmt -Check	10/18/2019	1013	Rio Linda Elverta Recreation & Park Dist	Meeting Fees	50.00
Bill Pmt -Check	10/18/2019	1014	Todd, John - Rio Linda Online	Computer Maintenance	948.00
Bill Pmt -Check	10/18/2019	1015	Sacramenty County	Permits & Fees	120.52
Bill Pmt -Check	10/18/2019	1016	Spok Inc.	Field Communication	15.28
Bill Pmt -Check	10/18/2019	1017	Unifirst Corporation	Uniforms	207.08
Bill Pmt -Check	10/18/2019	1018	Void	Void	0.00
Total 10000 - Bank - Operating Account					359,731.71

Rio Linda Elverta Community Water District
Expenditure Report
October 2019

Type	Date	Num	Payee	Memo	Amount
Transfer	10/04/2019	EFT	RLECWD	Transfer Loan Payment paid by Operating Funds	114,389.24
10375 - Surcharge Account 2					<u>114,389.24</u>





Consent Calendar Agenda Item: 3.3

Date: December 16, 2019

Subject: Financial Reports

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee recommends approval of the Districts Financial Reports for the month of October 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.

Recently signed laws now put even greater emphasis in transparency and documentation of the relationship between the District's costs and the fees charged for the services provided. As such, the financial report includes an annual statement summarizing the collection, spending and investment performance (Local Agency Investment Fund or LAIF) for capacity fees pursuant to Government Code 66013.

Conclusion:

I recommend the Board approve the Financial Reports for October 2019. I further recommend the board accept the Annual Report pursuant to Government Code 66013.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____
Ridilla: _____ Harris: _____ Jason Green _____ Gifford _____ Reisig _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Rio Linda Elverta Community Water District
Balance Sheet
 As of October 31, 2019



ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10005 · Operating Fund-CB&Trust 126,103.46

10020 · Operating Fund-Umpqua 553,658.31

Total 10000 · Operating Account 679,761.77

10475 · Capital Improvement

10480 · General 1,596,634.71

10485 · Vehicle Replacement Reserve 15,000.00

Total 10450 · Capital Improvement 1,611,634.71

Total 100 · Cash & Cash Equivalents 2,291,396.48

102 · Restricted Assets

102.1 · Restricted Capital Improvements

10700 · ZIONS Inv/Surcharge Reserve 507,807.92

Total 102.1 · Restricted Capital Improvements 507,807.92

102.2 · Restricted for Debt Service

10300 · Surcharge 1 Account 731,929.04

10325 · Community Business Bank 5,818.96

10350 · Umpqua Bank Debt Service 106,300.38

10380 · Surcharge 2 Account 198,604.42

10385 · OpusBank Checking 3,200,026.28

Total 102.2 · Restricted for Debt Service 4,242,679.08

102.4 · Restricted Other Purposes

10600 · LAIF Account 205,495.39

10650 · Operating Reserve Fund 301,001.84

Total 102.4 · Restricted Other Purposes 506,497.23

Total 102 · Restricted Assets 5,256,984.23

Total Checking/Savings 7,548,380.71

Accounts Receivable 0.00

Other Current Assets

12000 · Water Utility Receivable 95,706.86

12200 · Accrued Revenue 150,000.00

12250 · Accrued Interest Receivable 2,616.28

15000 · Inventory Asset 56,276.61

16000 · Prepaid Expense 79,525.28

Total Other Current Assets 384,125.03

Total Current Assets 7,932,505.74

Fixed Assets

17000 · General Plant Assets 727,153.00

17100 · Water System Facilities 20,760,310.67

17300 · Intangible Assets 373,043.42

17500 · Accum Depreciation & Amort -9,282,773.19

18000 · Construction in Progress 1,313,099.20

18100 · Land 576,673.45

Total Fixed Assets 14,467,506.55

Other Assets

19000 · Deferred Outflows 262,764.00

19900 · Suspense Account 0.00

Total Other Assets 262,764.00

TOTAL ASSETS 22,662,776.29

Rio Linda Elverta Community Water District
Balance Sheet
 As of October 31, 2019

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	39,134.24
Credit Cards	60.00
Other Current Liabilities	568,036.37
Total Current Liabilities	607,230.61
Long Term Liabilities	
23000 · OPEB Liability	211,573.00
23500 · Lease Buy-Back	705,797.27
25000 · Surcharge 1 Loan	4,189,831.90
25050 · Surcharge 2 Loan	3,210,040.16
26000 · Water Rev Refunding	1,952,591.00
27000 · Community Business Bank	294,204.88
29000 · Net Pension Liability	987,630.00
29500 · Deferred Inflows-Pension	5,192.00
29600 · Deferred Inflows-OPEB	26,811.00
Total Long Term Liabilities	11,583,671.21
Total Liabilities	12,190,901.82
Equity	
31500 · Invested in Capital Assets, Net	7,681,067.46
32000 · Restricted for Debt Service	702,232.24
38000 · Unrestricted Equity	1,674,622.00
Net Income	413,952.77
Total Equity	10,471,874.47
TOTAL LIABILITIES & EQUITY	22,662,776.29

Accrual Basis

Rio Linda Elverta Community Water District
 Operating Profit & Loss Budget Performance
 As of October 31, 2019

	<u>Annual Budget</u>	<u>Oct 19</u>	<u>Jul 19-Oct 19</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
Total 40000 · Operating Revenue	2,714,575.00	158,322.79	878,952.17	32.38%	1,835,622.83
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	255.47	1,200.57	300.14%	-800.57
Surcharge Total 41110 · Investment Revenue	400.00	255.47	1,200.57	300.14%	-800.57
41120 · Property Tax	81,856.00	0.00	2,117.03	2.59%	79,738.97
Total 41000 · Nonoperating Revenue	82,256.00	255.47	3,317.60	4.03%	78,938.40
Total Income	2,796,831.00	158,578.26	882,269.77	31.55%	1,914,561.23
Gross Income	2,796,831.00	158,578.26	882,269.77	31.55%	1,914,561.23
Expense					
60000 · Operating Expenses					
60010 · Professional Fees	170,731.00	19,348.20	31,878.04	18.67%	138,852.96
60100 · Personnel Services					
60110 · Salaries & Wages	711,238.00	59,368.00	206,384.30	29.02%	504,853.70
60150 · Employee Benefits & Expense	456,863.00	32,538.41	130,376.38	28.54%	326,486.62
Total 60100 · Personnel Services	1,168,101.00	91,906.41	336,760.68	28.83%	831,340.32
60200 · Administration	224,313.00	17,865.93	88,825.76	39.60%	135,487.24
64000 · Conservation	300.00	0.00	0.00	0.00%	300.00
65000 · Field Operations	492,200.00	38,216.59	169,347.92	34.41%	322,852.08
Total 60000 · Operating Expenses	2,055,645.00	167,337.13	626,812.40	30.49%	1,428,832.60
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	139,015.00	0.00	0.00	0.00%	139,015.00
69110 · Interest	61,717.00	0.00	0.00	0.00%	61,717.00
Total 69100 · Revenue Bond	200,732.00	0.00	0.00	0.00%	200,732.00
69125 · AMI Meter Loan					
69130 · Principle	48,281.00	0.00	23,954.67	49.62%	24,326.33
69135 · Interest	10,233.00	0.00	5,302.29	51.82%	4,930.71
Total 69125 · AMI Meter Loan	58,514.00	0.00	29,256.96	50.00%	29,257.04
Total 69010 · Debt Service	259,246.00	0.00	29,256.96	11.29%	229,989.04
69400 · Other Non-Operating Expense	2,000.00	0.00	-3.14	-0.16%	2,003.14
Total 69000 · Non-Operating Expenses	261,246.00	0.00	29,253.82	11.20%	231,992.18
Total Expense	2,316,891.00	167,337.13	656,066.22	28.32%	1,660,824.78
Net Ordinary Income	479,940.00	-8,758.87	226,203.55		
Net Income	479,940.00	-8,758.87	226,203.55		

Accrual Basis

Rio Linda Elverta Community Water District
CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2019-20
 As of October 31, 2019

	GENERAL		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
BEGINNING FUND BALANCE	\$ 1,903,391.00	\$ 1,903,391.00	\$ (29,592.00)	\$ (29,592.00)	\$ 10,000.00	\$ 10,000.00
FUNDING SOURCES						
Fund Transfers						
Operating Fund Transfers In	409,940.00	136,000.00	-	-	-	-
CIP Fund Intrafund Transfers	(5,000.00)	(5,000.00)	-	-	5,000.00	5,000.00
Surcharge 2 Surplus Repayment	-	-	110,201.00	-	-	-
Contributed Funding						
Contributed Facilities (Developers)	-	-	-	-	-	-
Grant Revenue	-	-	516,500.00	-	-	-
Loan Proceeds	-	-	2,033,500.00	-	-	-
Investment Revenue	350.00	1,592.01	-	-	-	-
Sale of Fixed Assets	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	2,308,681.00	2,035,983.01	2,630,609.00	(29,592.00)	15,000.00	15,000.00
PROJECTS						
A - WATER SUPPLY						
A-1 - Well XX - Cr6 Treatment/Design	-	-	50,000.00	-	-	-
A-2 - Well 16	-	-	2,500,000.00	-	-	-
A-3 - Miscellaneous Pump Replacements	40,000.00	-	-	-	-	-
Total A - WATER SUPPLY	40,000.00	-	2,550,000.00	-	-	-
B - WATER DISTRIBUTION						
B-1 - Service Replacements	30,000.00	-	-	-	-	-
B-2 - Large Meter Replacements	5,000.00	-	-	-	-	-
Total B - WATER DISTRIBUTION	35,000.00	-	-	-	-	-
C - CONTINGENCY						
C-1 - Contingency (10% of Est A,B,& M)	7,500.00	-	255,000.00	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	82,500.00	-	2,805,000.00	-	-	-
ENDING FUND BALANCE	\$ 2,226,181.00	\$ 2,035,983.01	\$ (174,391.00)	\$ (29,592.00)	\$ 15,000.00	\$ 15,000.00

RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT
ANNUAL COMPLIANCE REPORT FOR REQUIREMENTS OF
GOVERNMENT CODE SECTION 66013
Fiscal Year Ending June 30, 2019

10

Government Code Section 66013(c)(d). For each separate account, the District shall, within one-hundred eight (180) days of the close of the fiscal year, make available to the public the following information:

1. A description of the charges deposited in the fund.
Capacity Fees: The purpose of the fees is for the cost of current and future water infrastructure.
2. The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund.
3. The amount of charges collected in that fiscal year.
4. An identification of all of the following:
 - a. Each public improvement on which charges were expended and the amount of the expenditure for each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used.
Billing Software Project: Funded by credit line overage available from another District project.
 - b. Each public improvement on which charges were expended that was completed during that fiscal year.
Billing Software Project Completed
 - c. Each public improvement that is anticipated to be undertaken in the following fiscal year.
None anticipated in 2019-20
5. A description of each interfund transfer or loan made from the capital facilities fund. The information provided, in the case of an interfund transfer, shall identify the public improvements on which the transferred moneys are, or will be, expended. The information, in the case of an interfund loan, shall include the date on which the loan will be repaid, and the rate of interest that the fund will receive on the loan.
None

RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT
 ANNUAL COMPLIANCE REPORT FOR REQUIRMENTS OF
 GOVERNMENT CODE SECTION 66013
 Fiscal Year Ending June 30, 2019

Water Capacity Fees and Charges

Statement of Revenues, Expenditures and Changes in Fund Balances

BEGINNING FUND BALANCE July 1, 2018	\$ 126,806.46
FUNDING SOURCES	
Capacity Fee Revenue	51,704.90
Contributed Facilities (Developers)	26,488.64
Interest	0.00
Transfers In from Other Funds	16,835.00
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	221,835.00
LESS PROJECT COSTS	
Project: Billing Software-100% Complete	16,835.00
Transfers Out to Other Funds	0.00
TOTAL PROJECT EXPENDITURES	16,835.00
ENDING FUND BALANCE June 30, 2019	<u>\$ 205,000.00</u>

Definitions

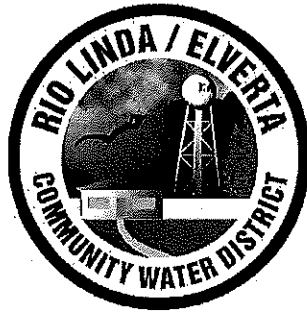
“Water connection” means the connection of a structure or project to a public water system, as defined in subdivision (f) of Section 116275 of the Health and Safety Code.

“Capacity charge” means a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged, including supply or capacity contracts for rights or entitlements, real property interests, and entitlements and other rights of the local agency involving capital expense relating to its use of existing or new public facilities. A “capacity charge” does not include a commodity charge.

“Local agency” means a local agency as defined in Section 66000.

“Fee” means a fee for the physical facilities necessary to make a water connection or sewer connection, including, but not limited to, meters, meter boxes, and pipelines from the structure or project to a water distribution line or sewer main, and that does not exceed the estimated reasonable cost of labor and materials for installation of those facilities.

“Public facilities” means public facilities as defined in Section 66000.



Items for Discussion and Action
Agenda Item: 4.1

Date: December 16, 2019
Subject: Election of Officers
Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

N/A committees do not review this item.

Current Background and Justification:

It is the District's policy for the Board to elect a Board President and Vice-President annually at the December regular meeting. The Board will take nominations and vote for the offices of President and Vice-President of the Board of Directors. These offices typically remain in effect until December the following year unless impacted by vacancy or further, subsequent action by the Board.

This item is necessary in order to carry on the business of the District.

Conclusion:

I recommend the Board nominate and fill these positions. Upon completion of the process, the newly elected President immediately assumes the duties and responsibilities of President.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green: _____ Gifford: _____ Reisig: _____

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

RLECWD Agenda Item Checklist

Item 4.1

Date

Initial Potential Meeting Date

11/16/19

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

Election of Officers

N/A

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 Executive 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

12/11/19

Actual Meeting Date Set for Agenda Item

12/10/19



Items for Discussion and Action
Agenda Item: 4.2

Date: December 16, 2019

Subject: Committee Appointments and Board Assignments

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

N/A committees do not review this item.

Current Background and Justification:

District Policy requires that the President, in coordination with the other Board Members, assigns participation for standing committees, ad hoc committees and various membership agencies. Then the Board must approve these assignments for, among other things, conformance with director compensation statutes/policies.

The currently established standing committees is; *Executive Committee*.

The current membership agency assignments, which are subject to Board assignment are RWA, ACWA, and ACWA-JPIA. Note: additional assignments, e.g. SGA and LAFCo, entail a District nomination and subsequent confirmation process by another agency. These assignments also entail minimum duration. However, such assignments are not due for renewal at this time.

Failure to appoint and approve the appointment to the Executive Committee may result in the need for cancelation of the January 6, 2020 regular meeting of the Executive Committee.

Conclusion:

I recommend the newly elected President nominate Board Member assignments for 2020, and I further recommend the Board vote to confirm such assignments as required.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla: _____ Harris: _____ Jason Green: _____ Gifford: _____ Reisig: _____

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

RLECWD Agenda Item Checklist

Item 4.2

Date

Initial Potential Meeting Date

11/16/19

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

Committee Appointments and Board Assignments

N/A

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 Executive 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

12/11/19

Actual Meeting Date Set for Agenda Item

12/16/19



Items for Discussion and Action
Agenda Item: 4.3

Date: December 16, 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 _____ Gifford _____ Reisig _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.3

Date

Initial Potential Meeting Date

11/16/19

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

GM Report

12/11/19

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 Executive 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

12/11/19

Actual Meeting Date Set for Agenda Item

12/11/19



Date: December 16, 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:. The meet and confer process for the proposed revisions to the Operator Foreman position description and the ongoing personnel matter combined to demand resources/time. Both issues entail working with the Union, including seeking mutually agreeable dates/times and waiting for responses. When such limitations are then integrated into a monthly Board agenda cycle, progress can be disproportionate to the efforts exerted.

1. On Nov 18th I met with Teamster Local 150 to discuss several minor policy revisions and the proposed revisions to the Operator Foreman position description. We reached agreement on the policy revisions. We're continuing to work on agreement for the position description.
2. On Nov 19th I and 5 other agency GMs met to review the responses to the collaboration study RFP. We agreed on which of the submittals merited progressing to the next phase, interviewing.
3. Nov 25th Pat Goyet and I visited a customer who had reported that his backflow prevention assembly began leaking immediately following the annual testing of the device performed by RLECWD staff. Upon inspection and face to face interaction with the customer, we all agreed the device had been leaking for some time, the leak rate is infinitesimally small, and will likely reduce further as minerals build back up. The relatively sudden change in flow patterns inherent to annual testing can dislodge scale and buildup.
4. November 28th and 29th were observed holidays.
5. On December 3rd, I had another meet and confer session with Teamsters Local 150 regarding the proposed position description changes for Operator Foreman. Teamsters also requested to discuss the need to create a position description for Customer Service Tech II. The position title exists in the MOU and there is an associated pay scale, but no position description exists. I have had preliminary dialog with the employee most motivated to see progress on this issue Customer Service Tech II.
6. On December 9th, I participated in a series of phone and email communications with the RWA Executive Director and Legal Counsel. The email correspondences were all titled Attorney-Client Privilege, so transparency is limited. I can share that it's not anything

RLECWD has done or not done. I can also say that I intentionally skipped the meeting of RWA agency GMs held on December 10.

7. On December 10th, we hosted the Well 16 Pumping Station mandatory pre-bid meeting. Approximately 30 general contractors and sub-contractors attended. I posted a photo of the event on the District's Facebook page. A product of the pre-bid meeting process was the need to reconsider the bid schedule as it relates to the late January Board meeting (27th instead of 20th).

The District received the requested refund of health insurance premiums the District paid on behalf of Gerald Wickham, RIP.

The holidays and all that the season brings is upon us. The District has experienced its share of communicable illnesses, which sometimes follows holiday routines (lack thereof). The holidays also remind us to be thankful and cherish the good in life.

Happy holidays to all!



**Items for Discussion and Action
Agenda Item: 4.4**

Date: December 16, 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___ Gifford___ Reisig___
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.4

Date

Initial Potential Meeting Date

12/16/19

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

12/11/19

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 Executive 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

12/11/19

Actual Meeting Date Set for Agenda Item

12/16/19

10 December 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 16 December 2019 Board of Directors Meeting (EKI Project No. B80130.00)**

The District Engineer is pleased to submit this brief update of duties and tasks performed for the period of 15 November 2019 to 10 December 2019:

1. General District Engineering:

- Development Plan Review:
 - Electric Avenue Development – Provided comments to the Operations Superintendent on 11/15/2019 for issuance to the developer. The development plan proposes to install 905 feet of 8" water main and 7 new water meters for a proposed 7 residential lot development on the east side of Electric Avenue between Cypress Street and Elverta Road.
- Capital Improvement Project (CIP) List:
 - Met with the Operations Superintendent on 12/10/2019 to discuss pipeline projects to be recommended for replacement. Developed pipeline replacement alternatives to be discussed at the next Executive Committee Meeting.
- Large Meter Accuracy Checks at Groundwater Pumping Stations:
 - Met with the Operations Superintendent on 12/10/2019 to develop meter testing alternatives to be performed at Wells 15, 2A, and 12 during non-peak usage months during the winter.

2. Well 16 Pump Station Construction Project:

- Pursuant to the direction received from the Board of Directors at the November 2019 meeting, the project was publicly advertised for construction bid on 11/20/2019.
- Tracked and addressed prospective contractor questions.
- With the presence and support of the General Manager and Operations Superintendent, conducted a mandatory pre-bid conference on 12/10/2019 in which 24 contractors, subcontractors, and equipment suppliers attended. The conference included review of bid requirements, work scope overview, and schedule, as well as a site visit. Fifteen prime contractor candidates signed in as present for the conference.

3. Well 16 Proposition 84 RWA/DWR \$505K Grant Agreement:

- Pursuant to an email received from RWA on 12/4/2019, the processing of the funding agreement is "about ¾ of the way through the approval process". RWA continues to

Tim Shaw, General Manager, RL/ECWD
District Engineer's Report
10 December 2019
Page 2 of 2



assure District staff that funding is approved and that the delay in receiving the agreement is due to DWR staff being very busy.

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.

A handwritten signature in black ink, appearing to read 'Mike Vasquez', written over a faint, larger version of the signature.

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



Items for Discussion and Action
Agenda Item: 4.4.2

Date: December 16, 2019
Subject: Minor Revision to Well 16 Pumping Station Bid Schedule
Staff Contact: Mike Vasquez, District Engineer

Recommended Committee Action:

N/A this item was not discussed at committees.

Current Background and Justification:

The District Engineer will request that the Board authorized a minor change in the bid schedule for the Well 16 Pumping Station bid. This change is appropriate for the scheduled date of the January 2020 regular Board meeting due to the holiday on January 20, 2017.

Conclusion:

I recommend the Board authorize extending the due date for bid submittal by one (1) week.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

RLECWD Agenda Item Checklist

Item 4.4.2

Date

Initial Potential Meeting Date

12/16/19

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

Minor Revision to Well 16 Pumping Station Bid Schedule

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.

12/11/19

Committee Review of Item and Staff Work

N/A

Review by appropriate Executive or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

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

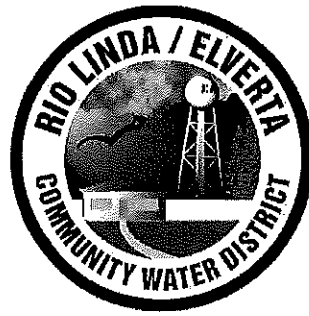
N/A JTB

GM Review

12/11/19

Actual Meeting Date Set for Agenda Item

12/16/19



**Items for Discussion and Action
Agenda Item: 4.5**

Date: December 16, 2019

Subject: Consider Annual Capacity Fee Adjustments

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee reviewed the documentation and recommends the Board approve, the annual adjustment to RLECWD capacity fees pursuant to Ordinance 2016-01.

Current Background and Justification:

Ordinance 2016-01 stipulates an annual adjustment for the RLECWD capacity fees be implemented on January 1st each year. In order to adjust the capacity fees, as delineated in the Ordinance, the Board needs to review the construction cost index report provided by the Contract District Engineer at the December Board meeting.

Conclusion:

I recommend the Board Revision #2 to Exhibit 1 and Exhibit 2 of Resolution 2018-03, authorizing a 2.8% increase to the District's capacity fees.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: ___ Green: ___ Ridilla: ___ Henrici: ___ Harris: ___

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

RLECWD Agenda Item Checklist

Item 4.5

Date

Initial Potential Meeting Date

12/16/19

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

Consider Annual Capacity Fee Adjustments

11/26/19

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

12/3/19

Review by appropriate Executive or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

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

Dec 2018
N/A nf

GM Review

12/11/19

Actual Meeting Date Set for Agenda Item

12/16/19

EXHIBIT 1

WATER SERVICE CAPACITY FEES

The provisions of Exhibit 1 of Ordinance No. 2016-01 are hereby amended and superseded by the following:

Water Service Capacity Fees

METER SIZE (IN INCHES)	DEVELOPER FEE
5/8	N/A*
3/4	N/A*
1	\$14,556.93
1 1/2	\$29,113.87
2	\$46,582.42
3	\$101,898.57
4	\$183,416.97
6	\$407,594.25
8	\$698,733.02
Greater than 8 inches	The fees shall reflect the actual costs of providing service capacity, and shall be approved through an agreement with the Board of Directors

*Uniform Fire Code requires higher capacity so no less than 1" will be installed.

The above fees shall be charged based on the meter size installed at the service location in accordance with § 4.07.012 (2) of the Water Systems Regulations. In the event an existing service is upsized, the applicant shall pay the difference between the current rate for the existing meter size and the appropriate rate charged for the new meter size.

All Water Service Capacity Fees shall be paid prior to plan approval by the General Manager. Provided, however, commercial or industrial projects and residential projects or subdivisions involving more than four (4) units may be phased in accordance with an agreement approved by the Board of Directors. Water service will not be turned on prior to the receipt of the fees and the fee charged shall be that which is in effect at the time of receipt of payment by District.

The fees in this "EXHIBIT 1" shall increase annually based on the change in Engineering News Record ("ENR") magazine Construction Cost Index ("CCI") for California each January 1, beginning January 1, 2017.

EXHIBIT 2

FIRE PROTECTION FACILITIES FEES

The provisions of Exhibit 2 of Ordinance No. 2016-01 are hereby amended and superseded by the following:

Fire Protection Capacity Fees

PRIVATE FIRE HYDRANTS	SPRINKLER SYSTEM LINES
6 INCH (minimum) - \$18,790.08	1 inch (minimum) - \$670.80
8 INCH - \$32,211.57	1½ inch - \$1,342.70
10 INCH - \$51,001.65	2 inch - \$2,147.21
12 INCH - \$67,107.44	3 inch - \$4,697.81
GREATER THAN 12 INCH – The fees shall be relative to the charges above and increase in proportion to the size of the pipe. The fee shall be approved through an agreement with the Board of Directors.	4 inch - \$8,455.15
Penalty for Unauthorized Use	6 inch - \$18,790.08
of Fire Lines	8 inch - \$32,211.57
Use of fire lines for purposes other than fire suppression, system testing or system repair shall constitute unauthorized use. Such unauthorized use shall be subject to a \$105.00 fee. Any subsequent violations shall be subject to a \$165.00 Fee and the water shall be turned-off until brought into compliance.	Greater than 8 inch – The fees shall be relative to the charges above and increase in proportion to the size of the pipe. The fee shall be approved through an agreement with the Board of Directors.
Fire Protection Facilities Flat Rate Charge	\$4.12 Bi-monthly for 1.5-inch service. \$10.00 per diameter inch for 2-inch and above service diameters – Bi-monthly

The fees above shall be for dedicated fire service only. No other use is allowed on these water lines. In the event the private fire protection facilities are used for other purposes, the normal "Water Service Capacity" fee shall apply. Applicants shall be required to install meters and/or detector check valves and backflow devices to the satisfaction of the General Manager on all fire protection facilities. Minimum pipe sizes as indicated above shall be enforced.

Installation of Fire Protection Facilities shall be in accordance with Chapter 4.21 of the Water System Regulations as amended by **Resolution No. 2002-01-01**.

10 December 2019

TECHNICAL MEMORANDUM

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

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

**Subject: 2020 Connection Fee Adjustment
(EKI Project No. B80130.00)**

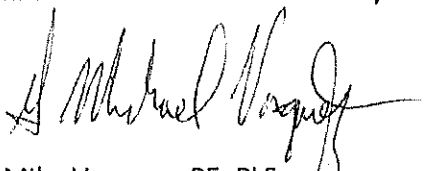
Pursuant to Ordinance No. 2016-01, it is recommended that the Rio Linda/Elverta Community Water District ("District") adjust connection fees by +2.8% in January 2020. The ordinance states: *"The fees in this "EXHIBIT 2" shall increase annually based on the change in Engineering News-Record ("ENR") magazine CCI for California each January 1, beginning January 1, 2017."*

The adjustment percentage was calculated using ENR's Construction Cost Indexes ("CCI"). Ordinance No. 2016-01 uses *"California"* for reference data, and the only two California cities listed in the ENR index are San Francisco and Los Angeles.

The average yearly CCI change from January 2019 to December 2019 was +5.4% for San Francisco and +0.2% for Los Angeles. These two yearly change CCI's were taken from ENR's Cost Indexes by Cities for December 2019. The average of the two is +2.8% and is the recommended connection fee adjustment.

Very truly yours,

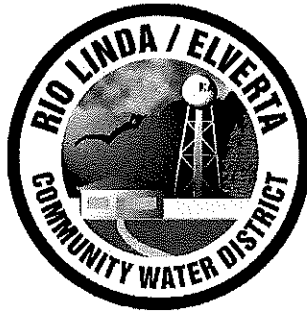
EKI ENVIRONMENT & WATER, INC.



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

\$14,160.44	\$14,556.93
\$28,320.89	\$29,113.87
\$45,313.64	\$46,582.42
\$99,123.12	\$101,898.57
\$178,421.18	\$183,416.97
\$396,492.46	\$407,594.25
\$679,701.38	\$698,733.02

	\$18,278.29	\$18,790.08
	\$31,334.21	\$32,211.57
	\$49,612.50	\$51,001.65
	\$65,279.61	\$67,107.44
	\$652.53	\$670.80
	\$1,306.13	\$1,342.70
	\$2,088.73	\$2,147.21
	\$4,569.85	\$4,697.81
	\$8,224.85	\$8,455.15
	\$18,278.29	\$18,790.08
	\$31,334.21	\$32,211.57



Items for Discussion and Action

Agenda Item: 4.6

Date: December 16, 2019

Subject: Discussion of the Reported Unauthorized Use of Public Fire Hydrants

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item was not on the December Executive Committee agenda. This item was directed to be placed on the December 16th Board agenda by the Board President.

Current Background and Justification:

On or about November 14th, staff received a report of possible unauthorized use of a public fire hydrant. A construction company was observed repeatedly filling a water truck (typically used for environmental dust control during construction activities). The report included photographs which were texted to the GM.

Staff immediately contacted the construction company, who entirely cooperated. The construction company concluded that the unauthorized hydrant use was consequent to an insufficiently trained new employee, who falsely concluded that a RLECWD permit was not applicable if the construction company wasn't using a RLECWD rented meter. Staff advised the company owner that a fine for unauthorized use would be assessed as well as the cost for the water used to date. The company owner fully understood and accepted the consequences.

On November 15th staff prepared and submitted an invoice pursuant to Ordinance 2013-01. At the November 18th Board meeting (public comment calendar, i.e. the item was not on the agenda) the alleged consequences, including the approximate cost for the water consumed, were somewhat exaggerated by the public member addressing the Board.

The documents associated with this item are intended to demonstrate:

1. The District has had an appropriate policy in place to address such matters since at least 2013 (six years).
2. Staff performed swiftly and in complete compliance with the District's adopted policy.
3. The reasonable feedback from the Board Members in response to staff's execution of the established policy could include acknowledgment of good performance.

Conclusion:

No Board action is necessary. However, I recommend the Board acknowledge the good performance by staff. Further, I recommend the Board commend the construction company owner for cooperation, contrition and willingness to make things right.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

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

RLECWD Agenda Item Checklist

Item 4.6

Date

Initial Potential Meeting Date

12/16/19

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

Discussion of the Reported Unauthorized Use of Public Fire Hydrants

N/A

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 Executive 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

12/11/19

Actual Meeting Date Set for Agenda Item

12/16/19

ms

EXHIBIT 3

WATER HYDRANT USE FEES

Use of water from District hydrants as provided under §4.21.140 of the Water System Regulations shall be in accordance with the following fees and charges:

Hydrant Use Fees	
Hydrant Permit Fee.....	\$100.00
Hydrant Meter Monthly Use	\$40.00 per month with a one (1) month minimum
Hydrant Water Use Charge.....	\$1.00 per 100 cubic feet
Hydrant Meter Refundable Deposit.....	\$1,000.00
Unauthorized Hydrant Use.....	\$200.00 per day, plus estimated water use charge

The fee provisions of §4.07.320 of the Water System Regulations are hereby repealed and superceded.

The General Manager may waive the use of a hydrant meter upon hydrant permit application if it is determined that the use of water is estimated to be less than 1000 cubic feet and the time period for use does not extend beyond fourteen (14) days. A District hydrant meter is also not required for governmental agencies billed on an annual, or other periodic, basis as approved by the General Manager. The General Manager may also waive the Hydrant Meter Deposit for nonprofit and governmental organizations using the meter for a period of less than five (5) days. Any organization receiving a deposit waiver shall sign a statement indicating that they will pay for the repair or replacement of any damaged or lost meters. All other charges shall be applicable.

ORDINANCE 2016-02 EXHIBIT 1

Current Bi-Monthly Rate Effective 1/20/16								
Size	5/8	3/4	1	1-1/2	2	3	4	Inactive
Bi-Monthly	55.04	66.00	98.88	192.03	307.11	575.61	959.18	48.98
Surcharge #1	19.00	19.00	19.00	19.00	19.00	19.00	19.00	19.00
Total	74.04	85.00	117.88	211.03	326.11	594.61	978.18	67.98
Rate Increase Effective July 20, 2016								
Size	5/8	3/4	1	1-1/2	2	3	4	Inactive
Bi-Monthly	56.73	56.73	94.55	189.10	302.55	661.84	1191.31	52.34
Surcharge #1	19.00	19.00	19.00	19.00	19.00	19.00	19.00	19.00
Surcharge #2	7.90	7.90	7.90	7.90	7.90	7.90	7.90	7.90
Total	83.63	83.63	121.45	216.00	329.45	688.74	1218.21	79.24
Rate Increase Effective July 20, 2017								
Size	5/8	3/4	1	1-1/2	2	3	4	Inactive
Bi-Monthly	57.75	57.75	96.26	192.51	308.02	673.79	1212.83	51.63
Surcharge #1	19.00	19.00	19.00	19.00	19.00	19.00	19.00	19.00
Surcharge #2	7.90	7.90	7.90	7.90	7.90	7.90	7.90	7.90
Total	84.65	84.65	123.16	219.41	334.92	700.69	1239.73	78.53
Rate Increase Effective July 20, 2018								
Size	5/8	3/4	1	1-1/2	2	3	4	Inactive
Bi-Monthly	58.80	58.80	98.00	195.99	313.59	685.97	1234.74	52.50
Surcharge #1	19.00	19.00	19.00	19.00	19.00	19.00	19.00	19.00
Surcharge #2	15.80	15.80	15.80	15.80	15.80	15.80	15.80	15.80
Total	93.60	93.60	132.80	230.79	348.39	720.77	1269.54	87.30
Rate Increase Effective July 20, 2019								
Size	5/8	3/4	1	1-1/2	2	3	4	Inactive
Bi-Monthly	59.86	59.86	99.77	199.53	319.25	698.37	1257.06	53.39
Surcharge #1	19.00	19.00	19.00	19.00	19.00	19.00	19.00	19.00
Surcharge #2	15.80	15.80	15.80	15.80	15.80	15.80	15.80	15.80
Total	94.66	94.66	134.57	234.33	354.05	733.17	1291.86	88.19

Volumetric Rates					
	Current	7/20/2016	7/20/2017	7/20/2018	7/20/2019
		(\$/ccf)	(\$/ccf)	(\$/ccf)	(\$/ccf)
Non-Drought Vol. Rate	(\$0.64 - \$1.01)	\$0.55	0.77	\$0.79	\$0.81
Drought Rates					
Stage 2 : 30% Conservation	N/A	\$0.63	0.88	\$0.90	\$0.92
Stage 3: 40% Conservation	N/A	\$0.73	1.02	\$1.05	\$1.08
Stage 4: 50% Conservation	N/A	\$0.88	1.23	\$1.26	\$1.29



**RIO LINDA/ELVERTA
COMMUNITY WATER DISTRICT**
730 L STREET P.O. BOX 400
RIO LINDA, CA 95673
916 991-1000 fax 916 991-6616

Invoice

1

Invoice

Customer

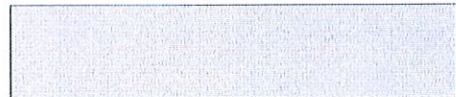
Name Toro Engineering - Graham Finley
Address 651 M Street
City Rio Linda CA ZIP 95673
Phone _____

Date 11/15/2019
Order No. _____

Qty	Description	Unit Price	TOTAL
1	Unauthorized Hydrant Usage Fee	\$200.00	\$200.00
1	Water Usage Fee - 4 Truck loads @ 2000gal each	\$10.69	\$10.69
SubTotal			\$210.69
TOTAL			\$210.69

Payment Details

- Check
- Money Order



Calculation of Toro Engineering usage charge shown on 11-15-2019 invoice

Gal. per tank	Number of Tanks	Total Gallons	Gallons per 100 ft ³	Price per 100 ft ³	Total Use Charge
2000	4	8000	748	\$1.00	\$10.69

2000 x 4 = 8000 gallons

8000 gallons x 100 ft³/748 = 10.69 units (1-unit = 100 ft³)

10.69 units x \$1.00/unit = **\$10.69**

Tim Shaw

From: 9169913100@vzwpix.com
Sent: Thursday, November 14, 2019 2:10 PM
To: Tim Shaw
Attachments: IMG_0049.jpg; IMG_0047.jpg; IMG_0048.jpg; text_3.txt



**Items for Discussion and Action
Agenda Item: 4.7**

Date: December 16, 2019

Subject: Authorize any new Board Member Assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065

Staff Contact: Timothy R. Shaw

Recommended Committee Action:
N/A

Current Background and Justification:

District policy and various statutes stipulate Board approval of any Board Member assignments.

Conclusion:

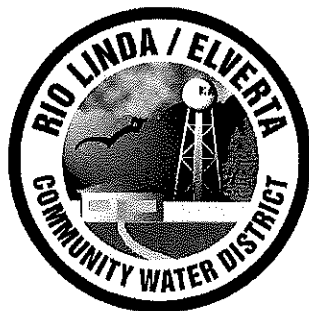
I recommend the Board consider approving any specific nominations and assignments as may be deemed necessary and appropriate.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Ridilla:____ Harris:____ Jason Green ____ Gifford____ Reisig____.

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



Information Items
Agenda Item: 5.1

Date: December 16, 2019

Subject: District Reports

Staff Contact: Timothy R. Shaw, General Manager

1. DISTRICT ACTIVITY REPORT

1. Operations Report
2. Conservation Report

RIO LINDA/ELVERTA C.W.D. 2019

REPORT OF DISTRICT OPERATIONS

21

SOURCE WATER DATA

Water Production (Million Gallons)

January	February	March	April	May	June	Year To Date
35.3	31.1	35.1	46.3	66.8	97.5	
35,329,525	31,146,049	35,054,556	46,348,893	66,841,098	97,476,534	
July	August	Sept.	Oct.	Nov.	Dec.	
115.4	108.9	96.1	65.8	57.8		756.10
115,381,642	108,930,566	96,056,970	65,833,796	57,769,522		
			Monthly Total			
Gallons = Multiply M.G. by:			1,000,000			Gallons
Cubic Feet = Divide gallons by:			7.48			Cubic Feet
Hundred Cu Ft. = Divide cu. ft. by:			100			Hundred Cubic Feet
Acre Ft. = Divide gallons by:			325,829			Acre Ft.
			57,769,522			756,169,161
			7,723,198			101,092,132
			77,232			1,010,921
			177.30			2,321

DISTRIBUTION SYSTEM DATA

Water Quality Complaints

Complaints Total (Low Psi Complaints)

January	February	March	April	May	June	Year To Date
2 (1)	1 (1)	2 (2)	0	3 (2)	6 (4)	
July	August	Sept.	Oct.	Nov.	Dec.	
1 (1)	2 (2)	3 (3)	2 (2)	1 (1)		23

New Services

New Construction	0	1
Existing Homes	0	2
Paid prior to increase. (2 not installed)	0	0
Total of Service Connections to Date ----->		4640

Distribution System Failures/Repairs

Deterioration November 1 thru 30	3	70
Damaged November 1 thru 30	0	2

Bacteriological Sampling

Routine Bacteriological Samples (Distribution System)	16	185
Raw Water Bacteriological Samples (at Wells)	0	34

November 1, 2019 - November 30, 2019

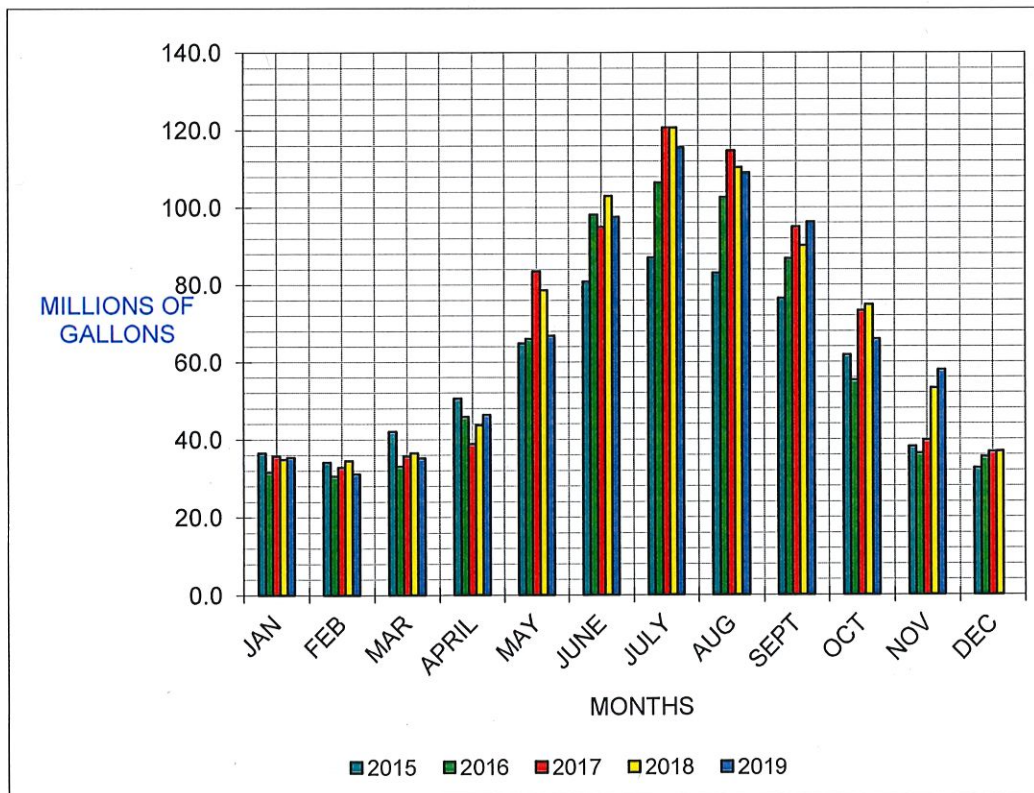
3 - Distribution leaks repaired by District staff, 0 - by Contractor or with Contractor assistance.		
Work Orders Issued - 102	Work Orders Completed - 52	USA's Issued - 63
Backflow Test - 2	Backflow Test - 2	
General Complaint - 1	General Complaint - 1	
Change Out Meter - 69	Change Out Meter - 22	
Flooding in Neighborhood - 1	Flooding in Neighborhood - 1	
Flow Test - 1	Flow Test - 1	
Get Current Read - 2	Get Current Read - 3	
Line Leak - 1	Line Leak - 2	
Other Work - 3	Other Work - 2	
Possible Leak - 7	Possible Leak - 3	
Pressure Complaint - 1	Pressure Complaint - 1	
Tag Property - 4	Pull Meter - 1	
Turn Off Service - 6	Tag Property - 4	
Turn On Service - 4	Turn Off Service - 6	
	Turn On Service - 3	

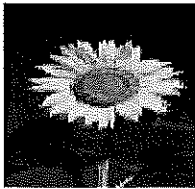
RIO LINDA/ELVERTA C.W.D.

WATER PRODUCTION

2015 \ 2019

Month	Water Production in Million Gallons						SSWD Water Purchases				
	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	66.8	71.9	0.0	0.0	0.0	0.0	0.0
JUNE	80.8	98.0	94.9	102.9	97.5	94.8	0.0	0.0	0.0	0.0	0.0
JULY	87.0	106.4	120.5	120.5	115.4	110.0	0.0	0.0	0.0	0.0	0.0
AUG	83.0	102.6	114.6	110.3	108.9	103.9	0.0	0.0	0.0	0.0	0.0
SEPT	76.4	86.7	94.9	90.1	96.1	88.8	0.0	0.0	0.0	0.0	0.0
OCT	61.7	55.2	73.2	74.7	65.8	66.1	0.0	0.0	0.0	0.0	0.0
NOV	38.0	36.3	39.7	53.1	57.8	45.0	0.0	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	756.1	757.9	0.0	0.0	0.0	0.0	0.0





Conservation Report November 2019



Supplies (kits):	Shower heads(0) Kitchen Aerators(1) Bathroom Aerators(1) Shower Timer(0) Nozzle(0) Toilet Tabs(4) Moisture Meters(0) Water Bottles(0) Toilet Tummy(0) Retro-Fit Kits(0) Welcome Kits(1) Kids Kit(0)
Water Waste (calls, emails, letter, leaks detected, and fixed):	1 Water Waste Call(s) 8 contacts about possible leaks using the AMI system - 8 were called, 0 was mailed, 0 was emailed 4 was confirmed resolved as of 11/30/19
Water Schedule:	given to customers with all violation letters and new applications
Surveys	0
Workshops, Webinar, Meetings:	N/A
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 ● Sent out utility demands ● Called customers with higher than normal water usage ● Disconnect properties with no service application ● Rereads for 11/20/19 billing cycle ● Created Newsletter for 11/20/19 billing cycle ● Notified and offered customers the ACH payment method
Grant Updates:	None



Information Items
Agenda Item: 5.2

Date: December 16, 2019

Subject: Board Reports

Staff Contact: Timothy R. Shaw, General Manager

2. BOARD REPORTS

1. Announce ad hoc committee(s) dissolved by requirements in Policy 2.01.065
2. Regional Water Authority – Gifford (Primary), Shaw
3. Sacramento Groundwater Authority – Harris (Primary), Reisig
4. LAFCO – Vacant
5. Executive Committee – Harris, Jason Green
6. ACWA/JPIA – Ridilla
7. Ad Hoc Committee's
8. Other Reports

**SACRAMENTO GROUNDWATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Thursday, December 12, 2019; 9:00 a.m.

5620 Birdcage Street, Suite 110

Citrus Heights, CA 95610

(916)967-7692

AGENDA

The Board will discuss all items on this agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this 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. The Board of Directors may consider any agenda item at any time during the meeting.

1. **CALL TO ORDER AND ROLL CALL**
2. **PUBLIC COMMENT:** Members of the Public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.
3. **BOARD SECRETARY APPOINTMENT**
Action: Appoint Josette Reina-Luken as the SGA Board Secretary
4. **CONSENT CALENDAR**
Minutes of the August 8, 2019 and October 10, 2019 meetings
Action: Approve August 8, 2019 and October 10, 2019 meeting minutes
5. **WATER MANAGEMENT OPTIONS PILOT MEMORANDUM OF AGREEMENT**
Information Update: Rob Swartz, Manager of Technical Services
Action Item: Authorize the Executive Director to enter into a Water Management Options Pilot Memorandum of Agreement with the Regional Water Authority and United States Bureau of Reclamation
6. **ELECTION OF 2019 SGA OFFICERS**
Information Update: SGA Nominating Committee update and recommendations
Action: Elect 2019 SGA Chair and Vice Chair
7. **GROUNDWATER SUSTAINABILITY PLAN DEVELOPMENT UPDATE**
Information Update: Rob Swartz, Manager of Technical Services

8. **AN OVERVIEW OF THE SACRAMENTO GROUNDWATER AUTHORITY**
Information Presentation: Rob Swartz, Manager of Technical Services
9. **SGA FISCAL YEAR 2020 BUDGET REALLOCATION**
Discussion: Jim Peifer, Executive Director
Action Item: Action: Reallocate \$30,000 from the SGA Professional Fees Budget Category to the Staff Expenses Budget Category
10. **EXECUTIVE DIRECTOR'S REPORT**
11. **DIRECTORS' COMMENTS**
12. **ADJOURNMENT**

Next SGA Board of Director's Meeting – February 13, 2020 at 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street, Suite 110, Citrus Heights

Notification will be emailed when the SGA electronic packet is complete and posted on the SGA website at <http://www.sgah2o.org/meeting/board-meetings/>

Minutes
Rio Linda / Elverta Community Water District
Executive Committee

36

Visitors/Depot Center
6730 Front Street
Rio Linda, CA 95673

December 2, 2019
6:00 p.m.

Minutes: The meeting was called to order at 6:00 P.M. The meeting was attended by Director Harris, Director Green, General Manager Tim Shaw and Contract District Engineer Mike Vasquez. There were no members of the public in attendance.

Call to Order 6:00 P.M.

Public Comment: None present

This is an opportunity for the public to comment on non-agenda items within the subject matter jurisdiction of the Committee. Comments are limited to 3 minutes.

Items for Discussion:

1.	<p style="text-align: center;">Review and discuss the expenditures of the District for the Month of October 2019.</p> <p><i>The Directors enquired about the 10/18/2019 check for a \$887.50 refund of deposit to a customer. Tim Shaw opined it's likely a hydrant account deposit refund judging by the amount. Directors requested a follow up report to confirm the scope of the credit and to reveal the payee.</i></p> <p><i>Follow up provided to the Executive Committee via email on 12-3-2019: The account is a hydrant deposit account, which is why the deposit is for a relatively large amount. The District charges a \$1,000 deposit to discourage the hydrant customers from stealing (advertently or otherwise) the District's meter. In this case, the customer was Ria's Ranch and they returned the District's meter (as most hydrant account customers do), so Ria's Ranch received the remaining balance of the deposit (\$1,000 minus the fees/charges for the water they used).</i></p> <p><i>The Directors enquired about the payment to John Todd. Tim Shaw responded we have engaged John Todd for webmaster, website security services. Director Harris expressed some concerns for engaging John Todd. Director Green responded that he is confident John Todd will provide professional services to the District.</i></p> <p><i>Tim Shaw reiterated that the Executive Committee members could improve the efficiency and effectiveness of the meetings if they give him even the slightest advance notice of questions they have on the expenditures reports. By the time the meetings start, at the Depot, there is no ability to look quickly look up answers to the typical questions like the deposit refund. These types of questions seem to recur virtually every meeting.</i></p> <p><i>The Executive Committee forwarded the Expenditures Report onto the 12-16-2019 Board agenda with their recommendation for Board approval.</i></p>
2.	<p style="text-align: center;">Review and discuss the financial reports for the Month of October 2019.</p> <p><i>The Executive Committee forwarded the Financial Report onto the 12-16-2019 Board agenda with their recommendation for Board approval</i></p>

<p>3. Discuss the annual process for adjusting RLECWD Capacity Fees.</p> <p><i>Director Harris read extensively from Ordinance 2016-01 Exhibit 1 included with the agenda packets. Exhibit 1 was provided with highlights on all of the capacity fees that are authorized to be adjusted for inflation on January 1st of each year. However, Director Harris' focus was on the non-highlighted portions of Exhibit 1, the description of penalties for unauthorized access of private fire lines (as contrasted with public fire hydrants). The context of Director Harris's concerns was the reported abuses of public fire hydrants discussed under the public comment calendar during the 11-18-2019 Board meeting.</i></p> <p><i>Tim Shaw explained that this (12/2/2019 Executive Committee) agenda item is expressly for the annual construction cost index inflation adjustment of Capacity Fees as established in Ordinance 2016-01. The charges for unauthorized use of public fire hydrants are addressed in Ordinance 2013-01 Exhibit 3, which has no inflation adjustment provision. To modify Ordinance 2013-01 Exhibit 3, a cost of service study would need to be performed and may also entail engaging a rates consultant.</i></p> <p><i>The Executive Committee forwarded the item onto the 12-16-2019 Board agenda with their recommendation for Board approval.</i></p>
<p>4. Discuss the need and process for revising the District's policies associated with construction of Accessory Dwelling Units (ADUs).</p> <p><i>Tim Shaw summarized the relevant aspects of SB-13, which the legislators intended to streamline the construction of new Accessory Dwelling Units (ADUs) and reduce the construction costs through the elimination and/or reduction of development costs. Of particular focus, is a provision in SB-13 stipulating that water and sewer service provider may (emphasis added) require a separate connection for detached ADUs. Conversely, SB-13 prohibits requiring new connections and charging capacity fees for attached ADUs. The District's current policy for ADU construction (both attached and detached) is to require new connections pursuant to the 2011 building code change mandating residential fire sprinkler systems on all new construction. However, SB-13 exempts fire sprinklers on ADUs if the main dwelling unit is not equipped with fire sprinklers.</i></p> <p><i>Director Green expressed his support for continuing to require new connections for detached ADUs. Director Green further recognized the influence of new termination of service requirements (SB-998) on detached ADUs without a separate connection.</i></p> <p><i>The Executive Committee forwarded the item onto the January 27, 2019 Board agenda, thus allowing for additional public discussion, e.g. another Executive Committee item on January 6, 2019.</i></p>
<p>5. Update from Contract District Engineer.</p> <p><i>Mike Vasquez updated the Executive Committee on the Well 16 bidding process, capital improvement projects list, and the Electric Avenue small-scale development project.</i></p> <p><i>Director's Harris and Green had some general scope and infrastructure questions about the Electric Avenue project and the Well 16 bid process, which Mike Vasquez adeptly answered.</i></p>
<p>6. Discuss the potential for cancelling the January 6, 2020 Executive Committee meeting, e.g. if the Chair and Board do not appoint 2020 Executive Committee Members at the December 16th regular Board meeting.</p> <p><i>Tim Shaw reminded the Committee about the potential for cancellation as has been experienced in the past due to the onboarding Chair and/or preliminarily assigned Directors not being ready to ratify the assignments.</i></p>

Directors' and General Manager Comments

Director Green reported the results of the recent LAFCo election.

Tim Shaw explained the anticipated timeline for considering a policy revision pursuant to SB-998.

Adjournment

Director Harris adjourned the meeting at 7:15 P.M.

Next Executive Committee meeting: Monday, January 6, 2020 at 6:00 P.M



**PENDING AND COMPLETED ITEMS
12-16-2019 BOARD OF DIRECTORS MEETING**

1. **Update the District's Capital Improvement Projects List.** The December 2nd Executive Committee received an update from the District Engineer. Progress continues to be steady. **Pending**
2. **Transition to Outsource printing, folding and mailing of bimonthly bills:** The District completed its first cycle of outsourced printing, folding, stuffing and mailing of bills. **Complete**
3. **SB-998 Implementation.** I have been watching other agencies' posted agendas and documents to see what others have adopted by way of written service termination policies in conformance with SB-998. It appears no agency wants to go first and/or agencies, as a whole, as disinterested in implementing substantive change too far ahead of the statutory deadline. I have drafted a policy and requested feedback from staff. This item will be discussed at the January 6th Executive Committee and/or the January 27th Board meeting. **Pending**
4. **SB-606 and AB-1668 planning for compliance-** The current rate structure, with high fixed price percentage, limited monetary incentive for conservation, and no distinction/address of indoor water use vs. outdoor water use needs to be studied. The delays in the Well 16 bid and selection process has spilled over into delays in the cost of service, rate structure study RFP process. RLECWD is too small to be conducting two competitive bid/proposal processes simultaneously. **Pending**
5. **SB 13:** regarding Accessory Dwelling Units was discussed at the December 2nd Executive Committee, the Committee provided feedback and directed the issues be additionally discussed at the January 6th Executive Committee and placed on the agenda for a future Board meeting **Pending**
6. **Annual Comprehensive Annual Financial Report (CAFR) submittal: Completed.**
7. **Annual Transparency Certification application: Completed.**
8. **Receipt of refund for unavoidable overpayment of a retiree's medical insurance: Completed.**
9. **Annual employee pay Cost Of Living Adjustments (COLAs) stipulated in the current MOU: Completed.**
10. **Review and update of all RLECWD statement of economic interest (Form 700) filer contact information. Completed.**



November 27, 2019

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

RE: District Transparency Certificate of Excellence Approval

Dear Mr. Shaw:

Congratulations! Rio Linda-Elverta Community Water District has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, Big Rio Linda-Elverta Community Water District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

David Aranda
SDLF Board President



Agenda Item: 6

Date: December 16, 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.



**Closed Session
Agenda Item: 7.1**

Date: December 16, 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.

7.1 CONFERENCE WITH LABOR NEGOTIATORS - (Pursuant to Government Code Section 54957.6) District Negotiators, Shaw.
RLECWD Employee General Unit, Teamster Local 150: Meet and Confer associated with position description proposed revisions.



**Reconvene Open Session
Agenda Item: 8.1**

Date: December 16, 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 _____ Gifford _____ Reisig _____.

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