

Agenda
Rio Linda / Elverta Community Water District
Executive Committee

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

October 7, 2019
6:00 p.m.

Public documents relating to any open session items listed on this agenda that are distributed to the Committee members less than 72 hours before the meeting are available for public inspection on the counter of the District Office at the address listed above.

The public may address the Committee concerning any item of interest. Persons who wish to comment on either agenda or non-agenda items should address the Executive Committee Chair. The Committee Chair will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability related modification or accommodation to participate in this meeting, then 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.

Call to Order

Public Comment

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. Review and discuss the expenditures of the District for the Month of August 2019.
2. Review and discuss the financial reports for the Month of August 2019.
3. Discuss expressing annual salaries for FLSA exempt employees (Tim and Pat) as biweekly salaries.
4. Discuss the anticipated attendance of Sher Edling LLP at the 10-21-2019 Board meeting.
5. Discuss the current status of entitlement requests for Elverta Specific Plan projects.
6. Update to the Capital Improvement Plan projects list.
7. Discuss Forthcoming Method for Reducing Vehicle Operating Costs.
8. Discuss the need, process and funding for authorizing the filling of the Operations Foreman position.
9. Report from District Engineer on current and future projects.

Directors' and General Manager Comments

Sacramento LAFCo election to fill vacancies will be on the October 21, 2019 Board meeting agenda.

Items Requested for Next Month's Committee Agenda

- Need for updating fees (other than the Service Application fee recently updated).

Adjournment

<p>Next Executive Committee meeting: Monday, November 4, 2019 at 6:00 p.m. ADA COMPLIANCE STATEMENT <i>In compliance with the Americans with Disabilities Act, if you need special assistance or materials to participate in this meeting, please contact the District Office at 916-991-1000. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and agenda materials.</i></p>



Executive Committee Agenda Item: 1

Date: October 7, 2019

Subject: Expenditure Summary

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Executive Committee review the expenditures for August 2019, then forward the item to the October 21st Board agenda, consent section, with a recommendation for approval.

Current Background and Justification:

These expenditures were necessary and prudent for operation of the District and consistent with the policies and budget adopted by the Board of Directors. The Expenditure Summary provides the listing of expenditures which have occurred since the last regular meeting of the Board.

Conclusion:

Consistent with the District policies, the Expenditure Summary is to be reviewed by the Executive Committee and approved by the Board of Directors.

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

Type	Date	Num	Name	Memo	Amount
Liability Check	08/01/2019	EFT	QuickBooks Payroll Service	For PP Ending 07/31/2019 Paydate 08/05/2019	21,056.13
Bill Pmt -Check	08/05/2019	EFT	WageWorks	FSA	147.40
Liability Check	08/05/2019	EFT	CalPERS	For PP Ending 07/31/2019 Paydate 08/05/2019	2,281.74
Liability Check	08/05/2019	EFT	CalPERS	For PP Ending 07/31/2019 Paydate 08/05/2019	2,225.41
Liability Check	08/05/2019	EFT	Nationwide	Deferred Compensation Plan	1,319.05
Liability Check	08/05/2019	EFT	Nationwide	Deferred Compensation Plan	25.00
Bill Pmt -Check	08/05/2019	EFT	Adept Solutions	Computer Maintenance	1,402.63
Bill Pmt -Check	08/05/2019	EFT	Comcast	Phone/Internet	227.22
Bill Pmt -Check	08/05/2019	EFT	Republic Services	Utilities	86.31
Liability Check	08/05/2019	EFT	Internal Revenue Service	Employment Taxes	7,481.36
Liability Check	08/05/2019	EFT	Employment Development	Employment Taxes	1,590.41
Bill Pmt -Check	08/05/2019	EFT	Voyager Fleet Commander	Transportation Fuel	300.14
Transfer	08/05/2019	EFT	RLECWD	Transfer for Community Business Bank purchase reimbursement	624.79
Check	08/05/2019	6023	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Check	08/05/2019	6024	Customer	Hydrant Meter Deposit Refund	959.60
Check	08/05/2019	6025	Customer	Final Bill Refund	129.84
Check	08/05/2019	6026	Customer	Final Bill Refund	26.50
Bill Pmt -Check	08/05/2019	6027	ACWA/JPIA	EAP	23.50
Bill Pmt -Check	08/05/2019	6028	Buckmaster Office Solutions	Office Equipment Expense	71.04
Bill Pmt -Check	08/05/2019	6029	County of Sacramento	Permit	936.00
Bill Pmt -Check	08/05/2019	6030	Energy Systems	Pumping Maintenance	4,048.69
Bill Pmt -Check	08/05/2019	6031	ICONIX Waterworks	Distribution Supplies	4,820.77
Bill Pmt -Check	08/05/2019	6032	Inductive Automation	Maintenance Contract	2,472.00
Bill Pmt -Check	08/05/2019	6033	McCrometer	Pumping Maintenance	1,415.07
Bill Pmt -Check	08/05/2019	6034	O'Reilly Automotive	Transportation Maintenance	37.02
Bill Pmt -Check	08/05/2019	6035	Rio Linda Hardware & Building Supply	Shop Supplies	318.12
Bill Pmt -Check	08/05/2019	6036	Sierra Chemical Company	Treatment	2,107.60
Bill Pmt -Check	08/05/2019	6037	SMUD	Utilities	21,594.49
Bill Pmt -Check	08/05/2019	6038	Spok, Inc.	Field Communication	15.27
Bill Pmt -Check	08/05/2019	6039	Staples	Office Expense	65.05
Bill Pmt -Check	08/05/2019	6040	Underground Service Alert	Distribution Supplies	1,896.77
Bill Pmt -Check	08/05/2019	6041	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	08/05/2019	6042	Ferguson Enterprises, Inc.	Capital Improvement: Large Meter	3,561.34
Liability Check	08/14/2019	EFT	WageWorks	FSA	71.00
Liability Check	08/17/2019	EFT	AFLAC	Employee Paid Insurance	651.04
Check	08/17/2019	EFT	ARCO	Transportation: Fuel	796.83
Liability Check	08/19/2019	EFT	QuickBooks Payroll Service	For PP Ending 08/15/19 Pay date 08/20/19	19,579.90
Bill Pmt -Check	08/19/2019	EFT	Bluefin	Merchant Fee	484.00
Liability Check	08/20/2019	EFT	CalPERS	For PP Ending 08/15/19 Pay date 08/20/19	2,144.71
Liability Check	08/20/2019	EFT	CalPERS	For PP Ending 08/15/19 Pay date 08/20/19	2,097.20
Liability Check	08/20/2019	EFT	Internal Revenue Service	Employment Taxes	7,006.14
Liability Check	08/20/2019	EFT	Employment Development	Employment Taxes	1,423.41
Liability Check	08/20/2019	EFT	Nationwide	Deferred Compensation Plan	1,288.72
Liability Check	08/20/2019	EFT	Nationwide	Deferred Compensation Plan	25.00

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

Type	Date	Num	Name	Memo	Amount
Liability Check	08/20/2019	EFT	Kaiser Permanente	Health Insurance	1,579.19
Liability Check	08/20/2019	EFT	Principal	Dental & Vision Insurance	1,474.78
Liability Check	08/20/2019	EFT	Western Health Advantage	Health Insurance	11,682.71
Bill Pmt -Check	08/20/2019	EFT	Verizon	Field Communication	374.66
Check	08/20/2019	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	28,000.00
Check	08/20/2019	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	45,155.23
Check	08/20/2019	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-Monthly Transfer	72,889.13
Bill Pmt -Check	08/20/2019	EFT	Bankcard Center 2911	Computer, Postage	411.51
Bill Pmt -Check	08/20/2019	EFT	Bankcard Center 6798	Fuel, Shop Supplies	87.85
Bill Pmt -Check	08/20/2019	EFT	Bankcard Center 7806	Transportation Maintenance, Shop Supplies	1,435.44
Check	08/20/2019	EFT	WageWorks	FSA	1,081.80
Liability Check	08/20/2019	6043	Teamsters Local #150	Union Dues	621.00
Bill Pmt -Check	08/20/2019	6044	AMSI/PSC	Office Expense	47.00
Bill Pmt -Check	08/20/2019	6045	Anthem Blue Cross	Retiree Insurance	1,067.31
Bill Pmt -Check	08/20/2019	6046	Backflow Distributers	Backflow Expense	212.02
Bill Pmt -Check	08/20/2019	6047	BSK Associates	Lab Fees	1,902.00
Bill Pmt -Check	08/20/2019	6048	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	08/20/2019	6049	DirectHit Pest Control	Building Maintenance	75.00
Bill Pmt -Check	08/20/2019	6050	GM Construction	Contract Services	2,400.00
Bill Pmt -Check	08/20/2019	6051	Intermedia.net, Inc.	Telephone	83.41
Bill Pmt -Check	08/20/2019	6052	PG&E	Utilities	50.68
Bill Pmt -Check	08/20/2019	6053	Rio Linda Elverta Recreation & Park Dist	Meeting Expense	50.00
Bill Pmt -Check	08/20/2019	6054	RW Trucking	Distribution Supplies	573.29
Bill Pmt -Check	08/20/2019	6055	Safety-Kleen Systems	Transportation Maintenance	499.45
Bill Pmt -Check	08/20/2019	6056	The News	Publishing	88.00
Bill Pmt -Check	08/20/2019	6057	Unifirst Corporation	Uniforms	154.26
Bill Pmt -Check	08/20/2019	EFT	WageWorks	FSA	40.86
Total 10000 - Bank - Operating Account					<u>307,700.54</u>

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

Type	Date	Num	Payee	Memo	Amount
Transfer	08/05/2019	EFT	RLECWD - Operating	CIP Expense Transfer: Refer to operating check numbers: 6042	3,561.34
10455 · Capital Improvement Reserve					<u>3,561.34</u>



Executive Committee Agenda Item: 2

Date: October 7, 2019

Subject: Financial Reports

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the Finance Reports of the District for the month of August 2019, then forward the report onto the October 21th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

The financial reports are the District's balance sheet, profit and loss, and capital improvements year to date. This report provides the snapshot of the District's fiscal health for the period covered.

Conclusion:

Consistent with District policies, these financials are to be reviewed by this committee and presented to the Board of Directors to inform them of the District's current financial situation.

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

ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10005 · Operating Fund 609,503.89

10010 · Operating Reserve Fund 250,000.00

Total 10000 · Operating Account 859,503.89

10450 · Capital Improvement

10455 · Capital Improvement Fee Reserve 1,532,275.39

10460 · Vehicle Replacement Reserve 10,000.00

Total 10450 · Capital Improvement 1,542,275.39

Total 100 · Cash & Cash Equivalents 2,401,779.28

102 · Restricted Assets

102.1 · Restricted Capital Improvements

10700 · ZIONS Inv/Surcharge Reserve 505,236.18

Total 102.1 · Restricted Capital Improvements 505,236.18

102.2 · Restricted for Debt Service

10300 · Surcharge 1 Account 644,367.96

10325 · Community Business Bank 5,818.96

10350 · Umpqua Bank 73,170.39

10350 · Surcharge 2 Account 239,843.57

10385 · OpusBank Checking 3,200,026.28

Total 102.2 · Restricted for Debt Service 4,163,227.16

102.4 · Restricted Other Purposes

10600 · LAIF Account 205,000.00

10625 · CalPERS-CERTBT 16,461.38

Total 102.4 · Restricted Other Purposes 221,461.38

Total 102 · Restricted Assets 4,889,924.72

Total Checking/Savings 7,291,704.00

Accounts Receivable 80.00

Other Current Assets

12000 · Water Utility Receivable 89,930.58

12200 · Accrued Revenue 150,000.00

12250 · Accrued Interest Receivable 0.00

15000 · Inventory Asset 56,276.61

16000 · Prepaid Expense 76,429.52

Total Other Current Assets 372,636.71

Total Current Assets 7,664,420.71

Fixed Assets

17000 · General Plant Assets 733,398.00

17100 · Water System Facilites 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 14,473,751.55

Other Assets

19000 · Deferred Outflows 347,606.00

19900 · Suspense Account 0.00

Total Other Assets 347,606.00

TOTAL ASSETS 22,485,778.26

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

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	69,763.30
Credit Cards	226.21
Other Current Liabilities	765,965.56

Total Current Liabilities	835,955.07
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Long Term Liabilities

23000 · OPEB Liability	262,349.00
23500 · Lease Buy-Back	705,797.27
25000 · Surcharge 1 Loan	4,189,831.90
25050 · Surcharge 2 Loan	3,000,040.16
26000 · Water Rev Refunding	1,952,591.00
27000 · Community Business Bank	294,204.88
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	11,479,941.21
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Total Liabilities	12,315,896.28
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Equity

31500 · Invested in Capital Assets, Net	7,681,067.46
32000 · Restricted for Debt Service	699,786.24
38000 · Unrestricted Equity	1,672,104.52
Net Income	116,923.76

Total Equity	10,169,881.98
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TOTAL LIABILITIES & EQUITY	22,485,778.26
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Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
 As of August 31, 2019

	<u>Annual Budget</u>	<u>Aug 19</u>	<u>Jul 19-Aug 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	162,126.80	327,030.23	12.05%	2,387,544.77
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	53.34	68.74	17.19%	331.26
Surcharg Total 41110 · Investment Revenue	400.00	53.34	68.74	17.19%	331.26
41120 · Property Tax	81,856.00	2,117.03	2,117.03	2.59%	79,738.97
Total 41000 · Nonoperating Revenue	82,256.00	2,170.37	2,185.77	2.66%	80,070.23
Total Income	<u>2,796,831.00</u>	<u>164,297.17</u>	<u>329,216.00</u>	<u>11.77%</u>	<u>2,467,615.00</u>
Gross Income	2,796,831.00	164,297.17	329,216.00	11.77%	2,467,615.00
Expense					
60000 · Operating Expenses					
60010 · Professional Fees	170,731.00	6,119.34	6,119.34	3.58%	164,611.66
60100 · Personnel Services					
60110 · Salaries & Wages	711,238.00	60,559.99	89,636.30	12.60%	621,601.70
60150 · Employee Benefits & Expense	456,863.00	31,408.56	63,150.88	13.82%	393,712.12
Total 60100 · Personnel Services	<u>1,168,101.00</u>	<u>91,968.55</u>	<u>152,787.18</u>	<u>13.08%</u>	<u>1,015,313.82</u>
60200 · Administration	224,313.00	6,763.67	52,161.09	23.25%	172,151.91
64000 · Conservation	300.00	0.00	0.00	0.00%	300.00
65000 · Field Operations	492,200.00	69,377.42	91,880.02	18.67%	400,319.98
Total 60000 · Operating Expenses	2,055,645.00	174,228.98	302,947.63	14.74%	1,752,697.37
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	<u>200,732.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>200,732.00</u>
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	<u>58,514.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>50.00%</u>	<u>29,257.04</u>
Total 69010 · Debt Service	<u>259,246.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>11.29%</u>	<u>229,989.04</u>
69400 · Other Non-Operating Expense	2,000.00	0.00	0.00	0.00%	2,000.00
Total 69000 · Non-Operating Expenses	<u>261,246.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>11.20%</u>	<u>231,989.04</u>
Total Expense	<u>2,316,891.00</u>	<u>174,228.98</u>	<u>332,204.59</u>	<u>14.34%</u>	<u>1,984,686.41</u>
Net Ordinary Income	<u>479,940.00</u>	<u>-9,931.81</u>	<u>-2,988.59</u>		
Net Income	<u>479,940.00</u>	<u>-9,931.81</u>	<u>-2,988.59</u>		

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

	GENERAL		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
BEGINNING FUND BALANCE	\$ 1,903,391.00	\$ 1,903,391.00	\$ (29,592.00)	\$ (29,592.00)	\$ 10,000.00	\$ 10,000.00
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
FUNDING SOURCES						
Fund Transfers						
Operating Fund Transfers In	409,940.00	68,000.00	-	-	-	-
CIP Fund Intrafund Transfers	(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	232.69	-	-	-	-
Sale of Fixed Assets	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	2,308,681.00	1,971,623.69	2,630,609.00	(29,592.00)	15,000.00	10,000.00
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, & FO)	7,500.00	-	255,000.00	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	82,500.00	-	2,805,000.00	-	-	-
ENDING FUND BALANCE	\$ 2,226,181.00	\$ 1,971,623.69	\$ (174,391.00)	\$ (29,592.00)	\$ 15,000.00	\$ 10,000.00



Executive Committee Agenda Item: 3

Date: October 7, 2019

Subject: Revise the format of salaried employees from only showing annual salary to also showing biweekly salary to accommodate biweekly pay periods.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Review the staff report and forward this item onto the October 21st Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

For more than the past year, the District and employees have been exploring alternative work schedules, e.g. 9-80s. The MOU renewal negotiation completed last May included an understanding that the District would support alternative schedules which meet the operational needs of the District. At the September 16th Board meeting, the Board provided direction and feedback in favor of the 9-80s option for alternative work schedules. The office hours will remain unchanged (open 5-days per week from 7:00 to 4:00).

The 9-80s work schedule is eight 9-hour work days and one 8-hour work day in a two week cycle. In every pay period, the employees work 80-hours, same total hours per pay period as a traditional five days per week 8-hours per day (work 80-hours every two weeks). However, the alternate 9-80s work schedule is incompatible with the current pay day pattern of semi-monthly paychecks. We currently pay on the 5th and 20th of every month, for a total of 24 pay checks each year. To accommodate 9-80s, the District will need to transition to biweekly pay checks, a pay check every two weeks, for a total of 26 pay checks in a year. This biweekly pay period method is the method used by most government agencies. Biweekly pay periods entail the same annual total pay. The pay is simply paid out in a slightly different pattern (26 smaller checks instead of 24 checks in a year). Board action is NOT required to switch to biweekly pay periods.

However, the biweekly pay periods does create a small anomaly every 11-years for salaried employees where the position description continues to list ONLY the annual salary. Every 11-years there is an extra paycheck in that year. The private sector employers typically ignores it and just pay salaried employees every two weeks. The cost of employment grievances and labor claims would far exceed the relatively small cost every 11-years. The vast majority of public agencies have addressed this via a minor change to the position descriptions (or other documents listing salaries) of salaried employees. For example, instead of only listing the salary as an annual amount, the employer list the salary as an annual amount and as a biweekly amount; change from only listing \$78,000 annually to “\$78,000 annually or \$3,000 biweekly”. At RLECWD this change is only applicable to the two salaried positions, GM and Operations Superintendent.

Conclusion:

I recommend the Executive Committee place an item on the October 21st Board agenda to consider authorizing a small change in the expression of salaries for FLSA except (non-hourly rated) employees to include the equivalent biweekly salary with the exiting expression as an annual amount.



Executive Committee Agenda Item: 4

Date: October 7, 2019

Subject: Briefly Explain the Nature of the Planned Update from Sher Edling LLP

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Executive Committee action is not needed. The purpose of this Committee agenda item is to enable a fundamental, basic nature discussion of the planned closed session item on the October 21st Board meeting agenda to receive an update regarding existing litigation.

Current Background and Justification:

The Board has engaged Sher Edling LLP for existing litigation. The engagement with Sher Edling has been for more than two years. Sher Edling will update the Board on the status of existing litigation in closed session.

Conclusion:

N/A



Executive Committee Agenda Item: 5

Date: October 7, 2019

Subject: Latest Entitlement Request from an Elverta Specific Plan Owners Group Project

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Update: No action is anticipated for this item at this time.

Current Background and Justification:

This item is on the Executive Committee agenda to provide, update, and allow for discussion on the recent request from Sacramento County Planning regarding an entitlement request from one of the large-scale residential building projects in the Elverta Specific Plan.

When a developer requests certain map issuance and map recording entitlements from the land use authority (Sacramento County in this case), the land use authority requests input from any affected service providers, e.g. the designate water services provider. From a planning perspective; as the project become nearer to fruition, the planning agencies needs to confirm all services needed to support the project are, or soon will be, in place.

Sacramento County Planning has reached out to clarify if the Developer's assertion of the readiness for building is consistent with the designated water purveyor's perspective. The more specific document being discussed is "Conditions of Approval". The developer is asserting that one of the Conditions provided by the District, "meet the requirements of PF-8" has already been addressed. So, the developer is requesting that Sacramento County remove this District requested condition.

In response to the outreach from the County, and in consideration of the complexity of a determination that "PF-8 requirements have been met", and in consideration of the substantive time lapsed since any activity has been discussed relative to Elverta Specific Plan projects, I requested the County, Sacramento Groundwater Authority and the District meet to be sure we are all working from the same perspective.

The County has not responded to my request for a meeting, except to convey they need more time to become familiar with the last actions taken 3-years ago.

Conclusion:

I recommend the Executive Committee review the agenda item report and request any clarifications as may be needed.



RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT

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

December 19, 2018

Emma Patten (by email)
Lead Planner
Sacramento Office of Planning and Research

Re: **Recommended Conditions of Approval from RLECWD for Elverta 59.5 South, Control Number PLNP2017-00017**

Ms. Patten:

Rio Linda Elverta Community Water District has the following comments regarding the subject project:

1. Prior to the recording of final map for land uses within the Elverta 59.5 South Development that is a portion of the Elverta Specific Plan (ESP), the developer shall enter into a Water Service Agreement with Rio Linda/Elverta Community Water District (the District) The Water Service Agreement shall provide for, but not be limited to, the following:
 - a) Phasing and oversizing provisions;
 - b) Reimbursements and credits to developer for District facilities that are constructed by developer;
 - c) Infrastructure funding and finance provisions;
 - d) Irrevocable offers of dedication of property to be deeded to the District; and
 - e) Requirements of Rio Linda Elverta Community Plan, PF-8.

Developer agrees and acknowledges that the Water Service Agreement shall set forth material terms for producing the water facilities necessary to serve the Elverta 59.5 South Development, and that execution of the Water Service Agreement will be a condition precedent to the District's performance of any engineering and design work for the Elverta 59.5 South Development.

The District shall review the proposed final map to determine if all public utility easements are satisfactory and further determine that all water facilities parcels meet the minimum requirements of the District.

2. Prior to the issuance of building permits (ready to build) for land uses within the Elverta 59.5 South Development, the following shall be completed to the satisfaction of the District:
 - a) Installation of and operating permits for any District water system facilities (e.g., water mains, well(s), tank(s), booster station(s), etc.)

- b) Executed irrevocable offers of dedication for the District to acquire the property for drinking water facilities to be owned and operated by the District
- c) Payment to the District of the then current Drinking Water System Capacity fees, or financial arrangements satisfactory to the District to assure payment of such fees. The District Drinking Water Capacity fees are non-refundable.

3. In accordance with the District's standard of design, water services and meters for the Elverta 59.5 South Development will be installed within the County Right-of-Way or designated public utility easement.

4. Developer will be responsible for determining sizes of domestic and irrigation services and to provide sufficient space for installation of the proposed water services in accordance with current District standards and specifications.

5. Installation of an approved backflow prevention device will be required on all water service connections where a separate house fire sprinkler system is installed. However, compliant passive purge designed residential fire sprinkler systems may not require a backflow prevention device. All non-residential services (industrial, commercial, etc.) will require a backflow prevention device.

6. Proposed common area landscape improvements shall comply with current state conservation mandates including the applicable Minimum Water Efficient Landscape Ordinances.

7. All infrastructure to be connected to the drinking water system is subject to the Design Standards of the District. The District shall review and approve all designs prior to bidding by the Developer.

8. All Construction of infrastructure to be connected to the drinking water system is subject to inspection and approval of the District.

9. Developer Responsibility for District Costs. Developer shall be responsible for costs incurred by the District in connection with all drinking water infrastructure installed by the developer until such time as such infrastructure has been accepted by the District.

Sincerely,



Timothy R. Shaw

General Manager

Rio Linda Elverta Community Water District



Executive Committee Agenda Item: 6

Date: October 7, 2019

Subject: Continue discussion on updates to the Capital Improvement Projects list

Staff Contact: Mike Vasquez, PE, PLS, Contract District Engineer

Recommended Committee Action:

The Executive Committee should continue providing direction to staff.

Current Background and Justification:

The District Engineer provided a recap of the Capital Improvement Projects list at the September Executive Committee Meeting and requested discussion on the following projects regarding implementation schedule and annual investment for each:

- Hexavalent Chromium (Cr6) Well Treatment Project
- Well 12A
- Pipe Replacement Projects

The General Manager, Operations Superintendent, and District Engineer met on 9/25/2019 to discuss these items. The District Engineer will provide a recap of that discussion to the Executive Committee and request further feedback.

Conclusion:

I recommend the Executive Committee receive the status report on the Capital Improvement Projects list from the District Engineer. Then, if necessary and appropriate, forward an item(s) onto the October 21, 2019 Board of Directors Meeting agenda with recommendations as necessary.

Rio Linda / Elverta Community Water District								
Capital Improvement Project List								
10/3/2019								
Priority (Per Executive Committee discussion)	Project Name	Budget Amount	Funding Source	Project Description (per budget documents)	Last Transaction Date	Amount Paid to Date	Status	Budget FY(s)
1	Well 16 Equipping Design	\$270,000.00	Proposition 84 Grant Funding and Opus Bank Loan.	The budget item is for the design of Well 16 detailed as follows: Design by a consultant of the above grade improvements including pump and motor, piping, site work (pavement, walls and fencing), back up generator, building, electrical, SCADA, and other appurtenances. Includes bidding support and District Engineer review. The project is expected be designed by August 31, 2019, and awarded to a contractor by December 31, 2019	7/18/2019	\$102,408.24	Design in progress.	2018-19 2019-20
2	Well 16 Equipping Construction	\$3,270,000.00	Proposition 84 Grant Funding and Opus Bank Loan.	The budget item is for the construction of Well 16 detailed as follows: Construction of the above grade improvements including pump and motor, piping, site work (pavement, walls and fencing), back up generator, building, electrical, SCADA, and other appurtenances. Includes construction management, inspection, and labor compliance. The project is expected to be constructed by December 31, 2020.	N/A	\$0.00	Will be bid for construction in Quarter 4 of 2019.	2019-20 2020-21
3	Hexavalent Chromium (Cr6) Well Treatment Project	\$1,000,000.00	Opus Bank Loan and District.	This budget item is for the installation of a pre-packaged and skid mounted Cr6 treatment system at a District well site yet to be determined. The appropriate well site will be selected upon State Water Board Cr6 MCL determination and well site water quality data.	N/A	\$0.00	On hold pending the construction of Well 16 and State Water Board Cr6 MCL determination.	2018-19
4	Well 12A Design	\$500,000.00	District	This budget item is for the plans and specifications to replace Well 12 with a new well that is more efficient and has an expected capacity of 1,500 gpm. The replacement well will be called Well 12A and is anticipated to be located at the Well 12 site. This includes separate designs for (1) tests wells, (2) production well, and (3) above grade improvements (equipping, no treatment), along with preparation of environmental documents and permitting.	5/6/2015	\$6,542.00	On hold pending funding availability. Currently existing Well 12 is pumping 325 gpm into the reservoir.	2014-15
5	Well 12A Construction	\$3,750,000.00	District	The budget item is for the construction of Well 12A at the Well 12 site detailed as follows: Construction of test wells, production well, and above grade improvements including pump and motor, piping, site work, back up generator, building, electrical, SCADA, demolition of Well 12, and other appurtenances (No treatment). Includes water quality and water capacity testing, construction management, inspection, and labor compliance.	N/A	\$0.00	On hold pending funding availability. Currently existing Well 12 is pumping 325 gpm into the reservoir.	2019-20
6	Install 100 feet of 8" DIP in Paladin Way	\$20,000.00	District	This budget item will close a loop in Paladin Way eliminating two dead ends and providing better water quality and circulation to customers on this water line.	9/15/2015	\$2,120.00	On hold pending funding availability.	2015-16
7	El Dorado County Water & Power Supply MOU	\$275,000.00	District	This budget item is a carryover project from previous capital budget. The cost was approved by the Board of Directors as part of a signed Memorandum of Understanding (MOU) between El Dorado Water and Power Authority (EDWAPA) and the District. The purpose of the MOU is for the District and EDWAPA to work together to put EDWAPA's surface water right to use by the District until EDWAPA has a need for them. The project is being administrated by EDWAPA.	9/27/2017	\$39,441.63	Active.	2016-17 2017-18
8	River Arc Participation	\$115,000.00	District	The River Arc Project consists of six local water purveyors (Rio Linda / Elverta Community Water District, City of Sacramento, Sacramento County Water Agency, California American Water Company, Placer County Water Agency, and City of Roseville) that are working together to construct a surface water treatment plant that treats Sacramento River water and delivers treated water to the region. The District is participating in this project to bring supplemental surface water into the District to supply the current and future customers with a combination of ground and surface water. This is a long range project that is planned to be built within the next 10 to 20 years.	7/21/2017	\$125,011.22	Suspended, but can opt back in.	2016-17 2017-18
9	District Office Design and Permitting	\$30,000.00	District	This budget item is to complete plans and specifications for a new District Office that was planned to be built in the 2016/17 capital budget year. The existing office is not large enough for District operations and would require extensive upgrades to meet current code requirements.	12/1/2015	\$4,870.00	Two Rivers Architects: Preliminary Architect for District Office Building. On hold pending funding availability.	2015-16
N/A	Generalized Pipe Replacement Projects	For Discussion	District	This budget item is to develop and complete pipe replacement projects throughout the District as required. These projects will initially be developed by the Operations Superintendent, District Engineer, and General Manager, and then brought forth to the Executive Committee and Board of Directors for approval.	N/A	N/A	Discuss with the Executive Committee Meeting the applicability of this item.	2019-20



Executive Committee Agenda Item: 7

Date: October 7, 2019

Subject: Forthcoming Method for Reducing Vehicle Operating Costs

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Executive Committee action is not needed. The purpose of this Committee agenda item is to allow Committee discussion on operational improvements.

Current Background and Justification:

The District has ordered equipment which will enable reductions in vehicle idling, reduce vehicle operating expenses and address reports received from the public regarding vehicle operating practices by District drivers.

Board action is not needed. The intent of this Committee agenda item is to allow for discussion and enable Board Members to respond to concerns raised by District ratepayers.

Conclusion:

Although Board action is not required, the Executive Committee may deem it appropriate to share this information with the other Board Members at the October 21st Board meeting.

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COMPELLING REASONS TO ADDRESS AND LIMIT VEHICLE IDLING

1. Passenger vehicles, aka light-duty vehicles (LDVs), despite being 98-99% cleaner than in the 1960s, still emit harmful exhaust chemicals that negatively impact air quality and health in the following circumstances:

A. idling engines do not operate at peak temperature causing them to emit more pollution than when traveling

B. in the common practice of excessive stationary warm-ups, the catalytic converter is not functional in converting exhaust gas to less toxic pollutants until the vehicle is driven

C. idling caravans, such as in drive-thrus and school dismissals, which cause idling “hot spots”, increase toxicity around the vehicles

D. idling exhaust chemicals are exacerbated during weather extremes

E. an out-of-tune vehicle pollutes more

F. and no matter how clean internal combustion engine vehicles are, they still emit about 20 lbs. of CO₂ per gallon of fuel consumed

2. The onset of mobile devices has led to greatly increased idling while parked; this has become known as "Smartphone Idling"

3. Financial impacts of idling:

A. Idling actually gets negative MPG. The average LDV consumes .375 gallons of fuel an hour. With gasoline at \$3.55 a gallon, needlessly idling while parked for 15 minutes a day can consume \$80 to more than \$250 a year

B. Idling puts "ghost miles" on an engine causing needless wear including [carbon soot buildup on engine components](#), shortening the life of motor oil, spark plugs, and exhaust system

4. Many vehicle [owners' manuals](#) advise limiting idling

5. Idling LDVs are here to stay: despite California being a leader in sales of non-idling hybrid and electric vehicles, [more than 90%](#) of California vehicles sold in 2015 and 2016 are powered by conventional internal combustion engines

6. Reducing idling of LDVs will help California meet requirements in [AB 32](#) to reduce its GHG emissions to 1990 levels by 2020

7. Seven U.S. states have all motor vehicle regulations/laws: [Connecticut](#), [Hawaii](#), [Maryland](#), [Massachusetts](#), [New Hampshire](#), [New Jersey \(gasoline\)](#), [New Jersey \(diesel\)](#), [Vermont](#)

8. In California it can be roughly estimated that idling of all vehicles when parked emit more than 3 million tons of carbon dioxide annually, in the process consuming more than 300 million gallons of fuel; conservatively, about one half of this is attributable to LDVs.*

*IN THE U.S:

- The U.S. Dept. of Transportation - Office of Highway Policy Information - Motor Fuel Use - 2016: [U.S. fuel consumption 176,891,283,000 gallons](#)

- The U.S. Dept. of Energy states, "[Each year, U.S. passenger cars, light-duty trucks, medium-duty trucks, and heavy-duty vehicles consume more than 6 billion gallons of diesel fuel and gasoline—without even moving.](#)"

IN CALIFORNIA:

- The U.S. Dept. of Transportation - Office of Highway Policy Information - Motor Fuel Use - 2016 - [California fuel consumption 17,722,581,000 gallons](#)

- While there are no far ranging studies on vehicle idling in California, based on U.S. overall transportation fuel consumption vs U.S. vehicle idling fuel consumption, it is estimated that all vehicles in California consume more than 600 million gallons of fuel when idling annually. This equates to more than six million tons of CO2 emitted by all idling vehicles in the state.

Studies show that about one-half of all idling occurs when parked (not in traffic).^{1, 2}. Therefore, it is estimated all vehicles idling when parked in California waste more than 300 million gallons of fuel, emitting more than three million tons of CO2. MOST OF THIS IDLING IS CONSIDERED UNNECESSARY.

IDLING PERCENTAGE: all vehicle idling (in traffic and when parked) is estimated to be 3.4% of all vehicle fuel consumption/emissions; vehicles idling when parked is estimated to be 1.7%.

¹Vanderbilt University study: [Costly myths: An analysis of idling beliefs and behavior in personal motor vehicles](#) (p.4). "...the average American idles for roughly 16 min a day. Over 51%...can be accounted for by individuals idling while in traffic...the remaining 49%...results from idling to warm and while waiting, both of which are avoidable and, in many cases, unnecessary."

²University of Vermont study: [Passenger vehicle idling in Vermont](#) (p.25): "Discretionary idling is a large enough percent of all idling in Vermont (approximately half) to suggest policies to pursue behavior change over purely vehicle technologies which eliminate all idling emissions by turning off during travel and at stops."



Executive Committee Agenda Item: 8

Date: October 7, 2019

Subject: Discuss the need, process and funding for authorizing the filling of the Operations Foreman position

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Executive Committee action (forwarding an item) is not needed at this time. The purpose to this Committee agenda item is to enable exploratory discussion of the need, process, cost and justifications for authorize activation of the Operations Foreman Position.

Current Background and Justification:

The position description for Operations Foreman already exists. There is no current employee in this position. The position and pay rate is addressed in the current MOU. There is a current policy in place (adopted in conjunction with the MOU renewal) to enable filling the position via Lateral Transfer/Promotion, i.e. an existing employee could be promoted into this position without necessarily authorizing backfilling the position vacancy such an employee promotion would create.

The difference in pay between a Distribution Operator III and the Operations Foreman is approximately \$60 per paycheck. The benefits of bringing this improved position structure to fruition are well justified for the cost.

Additional benefits to the organizational structure and strategy could be realized with some simple, tangible improvements to policies, e.g. adopting a Temporary Upgrade policy.

Conclusion:

This item is not envisioned to be refined enough for Board consideration at this time. The Committee should provide feedback and direction to staff.



Executive Committee

Agenda Item: 9

Date: October 7, 2019

Subject: General Status Update from the District Engineer

Contact: Mike Vasquez, PE, PLS, Contract District Engineer

Recommended Committee Action:

Receive a status report on specific focus items currently being addressed by the District Engineer.

Current Background and Justification:

Subjects anticipated for discussion include:

- Well 16 Groundwater Pumping Station
 - 95% design review meeting on 9/25/2019
 - Bid Package – Authorize for bid on 10/22/2019 pending Legal Counsel review
- Large Meter Accuracy Checks at Groundwater Pumping Stations
 - Discussed at a 9/25/2019 meeting with the General Manager and the Operations Superintendent
 - Wells 15, 2A, and 12 are priorities as they make up 91.5% of the District’s supply volumes based on 2018 reporting
- Capital Improvement Project List
 - This item will be addressed in Agenda Item: 6 of the Executive Committee Meeting.
- Proposition 84 RWA/DWR \$505K Grant Agreement
 - Pursuant to an RWA email received on 10/3/2019, the District “should have the signed agreement in a few weeks”. DWR has already provided RWA with approval, and according to RWA, there should not be any issues with the funding being available for the District to use for the Well 16 Pumping Station project.
 - A quarterly report is due on 10/18/2019.

Conclusion:

I recommend the Executive Committee receive the status report from the District Engineer. Then, if necessary and appropriate, forward an item(s) onto the October 21, 2019 Board of Directors Meeting agenda with recommendations as necessary.