

Agenda
Rio Linda / Elverta Community Water District
Executive Committee

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Meeting ID: 842 2075 9939

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669 900 6833

January 10, 2022

6:00 P.M.

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH THE ORDER PUBLISHED BY THE SACRAMENTO COUNTY HEALTH OFFICER ON JANUARY 6, 2022. THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT. THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA VIDEO CONFERENCE OR BY TELEPHONE

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. Update from Contract District Engineer.
2. Next Steps for Incorporating Innov8/WaterScope as Customer Water Consumption Data Option.
3. 2006 Jeep Cherokee Will Require \$4,000 repair to Pass Smog Inspection.
4. Discuss Declaring Specific District Assets as Surplus.
5. Discuss Legal Services Contract.
6. Update on Twin Rivers School District Water Use Efficiency.
7. Discuss Board Member Assignments for 2022.
8. Discuss Expenditures for November 2021.
9. Discuss Financial Reports for November 2021.

Directors' and General Manager Comments:

Items Requested for Next Month's Committee Agenda

Adjournment

Next Executive Committee meeting: Monday, February 7, 2022 at Visitors / Depot Center

ADA COMPLIANCE STATEMENT

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.



Executive Committee Agenda Item: 1

Date: January 10, 2022

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:

1. Annual Pipe Replacement Project – Dry Creek Road
2. 2020 UWMP.
3. Active Developments:
 - a. 5845 Dry Creek Road (Between E Street and C Street)

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 January 24, 2022 Board of Directors Meeting agenda with recommendations as necessary.



Executive Committee Agenda Item: 2

Date: January 10, 2022

Subject: Implementing Innov8 / WaterScope for Customer Water Consumption

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive committee should review supporting documentation and forward this item onto the January 24th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

As reported in prior Executive Committee meetings. Phase 2 of the Innov8 / WaterScope pilot study was successful. Accordingly, the Executive Committee directed staff to place an item on the January 2022 agenda to enable consideration of the next steps for implementing the Innov8 devices and WaterScope software as an option for customers to have access to their water consumption data.

The Innov8 device and WaterScope approach enables the District to provide this service on a fee basis, i.e. customers who choose to have access to consumption data and unusual consumption notifications will formally agree to pay a recurring fee for as long as the customer wants the service. To do this, the Board of Directors needs to approve a Resolution.

The Innov8 / WaterScope Resolution needs to establish (among other things) the following:

- Findings to support the cost of the service.
- Forms to document the customers acceptance of the service including the fee to be assessed.
- Describe the process for the customer to discontinue the service and suspend the associated charge for service.

Conclusion:

I recommend the Executive Committee engage staff in dialog regarding this item, then forward an item to the January 24th Board agenda with the Committee's recommendation for Board approval.



Executive Committee Agenda Item: 3

Date: January 10, 2022

Subject: Jeep Cherokee Inoperable

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should provide direction to staff regarding repairing or replacing the 2006 Jeep Cherokee.

Current Background and Justification:

The 2006 Jeep Cherokee did not pass its smog inspection in December 3rd. The check-engine code was revealed to be a transmission issue. A local, professional mechanic performed a diagnostic, and he provided an estimate of nearly \$4,000 for the repair.

Staff performed an online Kelley Blue Book appraisal (shown below). If the transmission were repaired to achieve a vehicle in “good conditions” with no mechanical issues, the vehicle would be valued between \$2,176 and \$3,451. The cost of repair exceeds the value of the vehicle after repair.



In the absence of a vehicle primarily used by the General Manager to attend meetings, the General Manager is required to use his personal vehicle and submit claims for reimbursement. For example, the

GM attended a meeting at Teamster Local 150 offices on January 3rd, the 48.6-mile round trip resulting in a claim for \$28.43.

Conclusion:

The justification for replacing the Jeep is sound. However, the timing and funding for replacement are less than optimal. The pandemic induced supply chain issues have resulted in inflated used car prices. Further, economist are predicting a bubble burst in used car values after the supply chain issues impacting new cars resolves and supply catches up with pert-up demand.

← from 730 L St, Rio Linda, CA 95673
to East Pkwy, California 95823

36 min (24.3 miles)



via I-5 S

32 min without traffic

730 L St

Rio Linda, CA 95673

- > Get on CA-99 S from Elkhorn Blvd
10 min (5.8 mi)
- > Continue on CA-99 S to Sacramento. Take exit 525A from I-5 S
2 min (2.1 mi)
- > Get on I-5 S from Duckhorn Dr and Bonfair Ave
5 min (1.8 mi)
- > Continue on I-5 S. Take US-50 E and CA-99 S to Florin Rd. Take exit 293B from CA-99 S
17 min (14.2 mi)
- > Drive to East Pkwy
2 min (0.4 mi)

East Pkwy

California 95823

Round trip 48.6 miles (24.3 X 2)

Date of Privately Owned Vehicle (POV) use: 1-3-2022

Reason for POV use: Jeep Cherokee (RLECWD vehicle) failed smog inspection) now illegal to drive. Employee participated in MOU negotiations meeting at Teamster Local 150 office.

IRS Milage Rate for 2022 = \$0.585 per mile

48.6 miles X \$0.585 per mile = \$28.43 owed to employee, Tim Shaw, General Manager

Requesting Employee Signature:

_____, Date _____



Executive Committee Agenda Item: 4

Date: January 10, 2022

Subject: Surplus District Assets

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the list of recommended surplus assets, seek any clarifications, and forward the item onto the January 24th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

With the delivery of the new dump truck, the old dump truck is now eligible for consideration as surplus. There are a few additional items for consideration.

District policy stipulates that Board action is required to declare assets to be surplus, then authorize disposition at fair market value. Typically, the District uses a government surplus online auction, which by definition assures fair market value.

Conclusion:

Forward the list of potential items to be declared as surplus assets to the January 24th Board agenda with the Committee's recommendation for Board approval.

RE: Agenda and Documents Ready Except DRAFT Surplus Assets List



Deborah Denning

To Tim Shaw; Renita Lehman

Cc Pat Goyet; Kimberly Bassett

Here is the current list of surplus items. We anticipate more as we go through our storage next month.

2007	Vactron	Vac Trailer	5HZBF17287LG77119
1996	Ford	Dump Truck	1FDNF80C9TVA01387
2006	Jeep	Cherokee	1J4GS48K36C110063

Deborah Denning, Accounting Specialist
Rio Linda/Elverta Community Water District

[730 L Street](#)

[Rio Linda, CA 95673](#)

(916) 991-1000 Ext 205



Executive Committee Agenda Item: 5

Date: January 10, 2022

Subject: Consider Legal Services

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive committee should engage staff in dialog regarding the provision of legal services, then direct staff accordingly.

Current Background and Justification:

The current legal services law firm formally engaged by the District has been providing legal services since 2014. The law firm has experienced some staffing changes over the past few years.

It is necessary and appropriate to periodically review the service provided through contracts to consider whether the District continues to receive those services for a reasonable price. Further, if there have been any mutations in the services provided and/or interpretations withing the formal agreement that were not originally applicable, then initiating a Request for Proposals (RFP) process can facilitate a course correction.

Conclusion:

The Executive Committee, via discussion with staff, should consider directing staff to draft an RFP for legal services and bring a draft RFP to a future Executive Committee meeting for consideration of forwarding onto a Board agenda.



Calaveras Public Utility District

Request for Proposals

GENERAL COUNSEL LEGAL SERVICES

Proposals due

April 10, 2019
4:00 p.m.

Proposals should be sent electronically to:
Donna Leatherman at
info@cpud.org

Proposals sent by mail must be directed to:
Calaveras Public Utility District
Attn: Donna Leatherman, District Manager
P.O. Box 666
San Andreas, CA 95249

1. Purpose

The Calaveras Public Utility District Board of Directors (Board of Directors) invites interested firms and individuals with a minimum of ten (10) years of California water and local government law experience to submit written proposals to provide General Counsel legal services. Firms and individuals are invited to submit proposals for the full range of legal services, including water and general government law practices. As General Counsel, the selected law firm or individual will be expected to provide a wide range of legal services to the District. The law firm or individual will be selected by the Board of Directors and will work closely with the District Manager and staff.

2. Background

Calaveras Public Utility District (CPUD) was formed in 1934 as a publicly owned utility to provide water to San Andreas, Mokelumne Hill, and outlying areas including Paloma, Glencoe, and Railroad Flat.

Calaveras Public Utility District provides water service to approximately 4,500 residential, commercial with just under 2,000 service connections. CPUD also operates and maintains 6 water storage tanks, a water treatment facility, 3 reservoirs and dam systems, and approximately 18 miles of pipelines within its 27 square mile service area. The boundary maps of CPUD is included with this RFP as Attachments A, respectively.

CPUD has two organizational divisions; Administration and Transmission & Distribution (T&D). There are 10 staff positions, none of which are represented by any bargaining group.

CPUD's annual operating budget for FY 2018/19 is approximately \$2.9 million. CPUD also has a lengthy Capital Improvement Program with a roadmap of projects that exceeds \$7.7 million which included capital improvements of over \$750,000. The future of CPUD's budget, capital improvements, and reserves are pending the Board's decisions based on a proposed Prop 218 rate increase.

A five-member board of directors (the "Board of Directors") governs the District. Members of the Board of Directors are elected at large and serve four-year staggered terms.

3. Scope of Services

The anticipated services will include, but are not limited to, the following:

- (a) Represent and advise the Board of Directors as the governing body and all District Officers in all matters of law pertaining to their offices.
- (b) Represent and appear for any District Officer and/or employee or any former District Officer and/or employee in legal proceedings in which any such

officer or employer is entitled by law to representation furnished by the District.

- (c) Attend regular meetings of the Board of Directors and special meetings when called and provide legal advice and opinions as requested by the Board of Directors, District Manager or staff.
- (d) To be promptly available for telephone consultation and to render written opinions on given issues related to District business in a timely manner.
- (e) Approve the form and content of Board of Directors reports, District contracts and all performance bonds, certificates of insurance and like documents tendered to the District on a requested basis.
- (f) Prepare or review all Ordinances, Resolutions, Contracts, Deeds, Leases, and all other legal documents as requested by the District Manager or designee.
- (g) Provide recommendation and advice when requested by the Board of Directors pertaining to the retention of and employment of outside law specialists in complex and important matters in which the District may be involved.
- (h) Investigate all claims and complaints by or against the District and prepare civil cases and act as trial counsel as required and requested by the Board of Directors or District Manager.
- (i) Review citations for violations of District ordinances in accordance with criminal/civil law and procedures; prepare and try infractions, misdemeanors, and ordinance violations as required and requested by the District Manager.
- (j) Prepare extended legal opinions of a complex nature as requested by the Board of Directors, District Manager, or the District Manager's designee.
- (k) Oversee and manage the legal affairs of the District and ensure that the policies, programs, and activities of the District and its employees and agents are carried out in compliance with all applicable law and that the best interests of the District are otherwise protected to the fullest extent possible.

The selected law firm shall provide the full normal range of services of the General Counsel as described above. Among other things, the General Counsel shall have expertise on California and Federal water law, the Ralph M. Brown Act (California Government Code section 54952 et seq.), the California Public Records Act (Govt. Code section 6200 et seq.), California conflict of interest law (Govt. Code section 1090), the Political Reform Act of 1974 (Govt. Code section 81000 et seq.), the California Tort Claims Act (Govt. Code section 815 et seq.), the California Environmental Quality Act

(California Public Resources Code section 21000 et seq.), public works construction, and the federal Americans with Disabilities Act. The selected law firm shall establish and maintain services to the District in case of the unavoidable absence of the lead attorney through temporary or backup legal services satisfactory to the District. The General Counsel will provide the District with education and in-service seminars as mutually agreed to maintain a level of education among the Board of Directors, staff and management, to the fullest extent possible, to increase the knowledge of District staff and Board Members, and to reduce liability.

The Board of Directors holds its Regular Meeting on the second Tuesday of each calendar month. Special Meetings may be held on a date, determined by the Board of Directors. Closed Sessions may be held prior to or after open sessions. Workshops are held during the open session at a time determined by the Board of Directors. The General Counsel may be asked to attend Special Meetings, Closed Sessions and workshops. The District does not require the General Counsel to hold regular office hours, but expects the selected law firm to be available to attend meetings in person or remotely (via video, web-streaming or teleconference) if needed. The General Counsel does not usually attend the District's committee meetings.

Prior to initiation of any work on a given matter, the District may request a written statement of the estimated cost of such work. The District requests proposals covering the full scope of requested legal services, including water, and general government services.

4. RFP Response Format

The RFP respondent shall submit an electronic copy (PDF format) of the RFP response with all of the information requested. In order to simplify the proposal evaluation process, the District is seeking RFP responses in the following format: ***Important-- Please submit your RFP responses with section breaks/cover pages corresponding to the lettered items in the section below.**

5. Proposal Form and Content

A. Proposal Submittal

All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the list of proposal contents. The proposal must provide specific and succinct responses to all questions and requests for information.

Respondents must include the following items in their proposals addressing the Scope of Services above. Proposals and the fee schedule must be valid and binding for 120 days following the proposal due date, and may become part of the agreement with the District.

B. Letter of Transmittal

Include a cover letter signed by a duly authorized representative of the firm. The cover letter must include name, address, telephone number (cell phone number preferred but not required) and e-mail address of the firm submitting the proposal. In addition, the name, title, address, telephone number, and e-mail address of the person or persons who are authorized to represent the firm and to whom correspondence should be directed shall be included. An unsigned proposal is a ground for rejection.

C. Table of Contents

Include a clear identification of the submitted material by section and by page number.

D. Summary

Introduce the proposal and summarize the key provisions of the proposal. Based on your firm's expertise and qualifications, explain why your firm is best suited to provide the services described herein.

E. Statement of Understanding

Include a detailed statement of understanding of the legal services to be provided. If there are services listed in this RFP that the firm will not be able to provide, please be certain to address that in your response.

F. Background and Experience

1. Official name and address and specify the type of entity (partnership, LLC, corporation, etc.).
2. Describe the firm's background and history, including the number of years in practice. Describe in detail the firm's water and public agency legal services expertise.
3. List the location of office(s) that would serve the District.
4. Provide an organization chart and staffing plan identifying key personnel, related lines of authority and responsibility of those team members who will provide the services described in this RFP.

G. Approach to Legal Services

1. Describe your view of the role of the General Counsel, your interaction with the Board of Directors (both collectively and individually), the District Manager and staff.
2. Describe how the firm would keep the District informed about the status of litigation and other legal matters.
3. Provide your best example of a written communication to a governing body about a legal issue, prepared within the past five 5 years and not to exceed four pages, in which options are explained and a recommendation is given. (Redaction of privileged information is expected.)
4. Describe how you track and manage legal fees and costs.
5. Describe how you would proactively advise the District about legal developments or issues of concern, without being asked. If you use newsletters or other published communications, please describe the general content and frequency of publication.
6. Please identify the most significant water policy, program or legal matter that the firm has handled within the past five years, explain in detail why the matter was significant, and indicate the outcome of the legal matter.
7. Please provide the most creative advice the firm has provided to a public agency client within the past five years, explain why the advice was creative, and describe the outcome of the matter upon which the advice was provided.
8. Please identify whether the firm has had an agreement with a public agency terminated within the past five years, and provide contact information for persons knowledgeable regarding the contract's termination.

H. Proposed Attorney(s)

Name the person whom you propose to designate as the General Counsel and Assistant General Counsel. Provide the following resumé information for each designee:

1. Certificates or licenses, including the date of admission to the State Bar of California;
2. Description of education, including names of educational institutions and degrees conferred;

3. Professional background and professional associations;
4. Experience with and knowledge of the law relating to public agencies (particularly public water agencies and/or local government agencies);
5. Specific areas of expertise and training; and
6. Provide names and detailed qualifications for all other attorneys in your firm who are proposed to provide supporting legal services in support of the primary attorney(s).

I. References and Potential Conflicts of Interest

1. Provide contact information for three public agency clients for which services have been provided by the proposed General Counsel and Assistant General Counsel in the last five years, so reference checks can be conducted. Please include the contact person's name, agency, phone and email address.
2. List all public clients within the Gold Country Region for whom your firm currently provides services under a fee for services basis or on a retainer basis and indicate the services provided. Identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts.
3. For the person proposed as General Counsel, list all public clients that person presently represents as General Counsel, Deputy General Counsel, or Assistant General Counsel, along with the meeting dates and times for each governing body.
4. List all private clients of your firm such as water contractors, construction contractors, land developers, or other contractors that could potentially pose a conflict of interest while representing the District.
5. Identify all situations in the last five years in which your firm represented a public entity in a litigated or administrative proceeding and the decision or outcome was adverse to that public entity, Similarly, please identify all situations within the last five years in which your firm represented a public entity in a litigated or administrative proceeding and the decision or outcome was beneficial to the public entity.
6. If, within the past five years the firm, or any of the attorneys employed by the firm has been sued by a public agency for legal malpractice, been the subject of a legal malpractice claim, been the subject of a complaint filed with the State Bar, or received discipline imposed by the State Bar, please

describe in detail the circumstances of said suit, claim, complaint or discipline.

J. Compensation and Reimbursement

Please provide either a monthly retainer fee or hourly billing rate and specific expenses (i.e. rate for mileage, reproduction of documents, travel) proposed for compensation and/or reimbursement for the above legal services.

The District may accept and incorporate the proposed retainer or fee schedule as part of the award/agreement process without further negotiations or, alternatively, may use it as the basis for negotiations. Consequently, firms are encouraged to provide their best pricing. The selected firm shall receive no compensation for travel expenses to District.

The District anticipates that the General Counsel Legal Services Agreement that may be awarded through this RFP process will be an evergreen type of agreement with a thirty (30) day at-will termination provision. The selected firm shall identify how it proposes to be considered for rate increases and at what intervals.

K. Agreement

At the conclusion of the RFP process, negotiations for an agreement between the District and the selected firm will proceed. If the District engages a firm in negotiations and satisfactory agreement provisions cannot be reached, then negotiations may be terminated and the District may elect to contact another firm. This sequence may continue until an agreement is reached.

The District contemplates entering into a legal services agreement containing its standard terms and conditions which will include specific standards for the firm's billing of costs and services. The agreement will also set forth requirements for the exercise of efficient billing judgment, billing documentation, and insurance requirements. The contract will contain an express provision that in the event of any dispute concerning any matter regarding the agreement, each party agrees to bear its own attorney's fees. In addition, the agreement will require that it be governed by California law, without regard to conflict of laws principles, and that venue for any dispute be in Calaveras County.

L. Additional Information

In this section, provide any other information that the firm believes is applicable to the evaluation of the proposal or your qualifications for providing the proposed legal services. You may use this section to address those aspects of your services that distinguish your firm from other firms.

6. Review and Selection Process

A. Process

A selection panel will evaluate proposals, and conduct interviews with the top respondent(s). Firms will be evaluated based on cost, experience, qualifications, and approach to the services requested. The selection panel for commencement of contract negotiations will identify the firm determined to be best qualified to perform this service. If contract negotiations are successful, the selection panel will forward the recommended contract to the Board of Directors for their consideration.

B. Evaluation Criteria

The following information will be considered during the evaluation process:

1. Experience and qualifications identified in the Proposal (i.e. water, local government and employment practices).
2. Cost of providing services.
3. Complete and clear response to requested matters in the Proposal.
4. Familiarity with laws and regulations governing California water agencies and public agencies.
5. Communication skills.
6. References from other client water agencies and local government agencies.
7. Depth and breadth of experience and expertise in the practice of law, most specifically in those areas most often encountered in water district and/or local government operations.
8. Other qualifications/criteria as deemed appropriate.

7. General Terms and Conditions

Limitation: This RFP does not commit the District to award a contract, to pay any cost incurred in the preparation of a response or to procure or contract for services or supplies. The District reserves the right to reject any or all proposals for any reason and to amend, modify or terminate the RFP process in any manner at any time.

Award: The firm/entity chosen may be required to participate in negotiations and to submit such revisions of its proposal as may result from negotiations. The District

reserves the right to award a contract without discussion based upon the initial proposals.

Signature: Each proposal must be signed on behalf of an officer authorized to bind the firm.

8. Proposal Submission

Proposals should be responsive to the questions set forth in this RFP. All materials which are submitted may be deemed to be part of the responding proposal, and may be incorporated in any subsequent agreement between the District and any selected firm. Proposals should be submitted electronically to info@cpud.org with a Subject title of "Proposal for General Counsel Legal Services."

An electronic copy in PDF format must be received via e-mail no later than 4:00 p.m. PST, April 10, 2019. Late proposals will not be accepted.

Proposals sent by mail must be directed to:
Calaveras Public Utility District
Attn: Donna Leatherman, District Manager
P.O. Box 666
San Andreas, CA 95249

9. Selection Process and Time Frame

Release date of RFP: March 15, 2019

RFP responses due via E-mail: April 10, 2019, by 4:00PM.

Selection panel meets to review and rank proposals: April 18, 2019

Firms interviewed: April 29, 2019 – May 3, 2019

Top Firm notified of District's intent to negotiate professional services agreement: May 7, 2019


Board approves agreement with selected firm: May 14, 2019

- Attachment A – CPUD District Boundary Map
- Attachment B – CPUD Water Source Map
- Attachment C – 2019 Organizational Chart

Attachment A CPUD District Boundary Map

Calaveras Public Utility District


Adopted by
Local Agency Formation Commission
of
Calaveras County
on
December 15, 2003
Resolution # 03-05

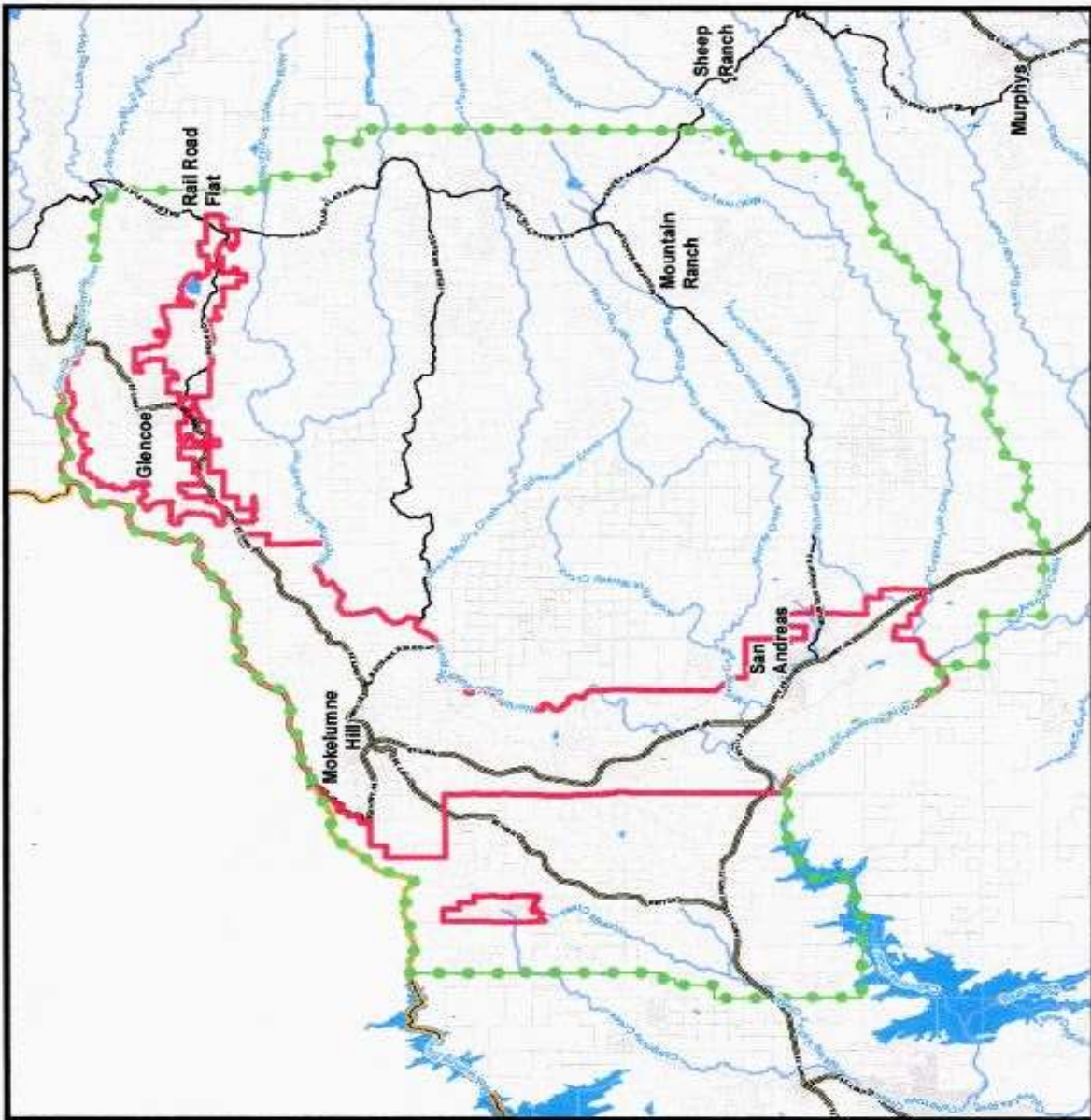


Legend

- Sphere of Influence
- District Boundary
- Parcels
- Roads
- Highways
- Main Rivers
- Lakes
- County Boundary

This is a tentative map.
It reflects district
boundaries that have
not yet been approved.
All district boundaries
are generalized and
are not to be used on
a parcel by parcel basis.





**Attachment B
CPUD Water Source Map**

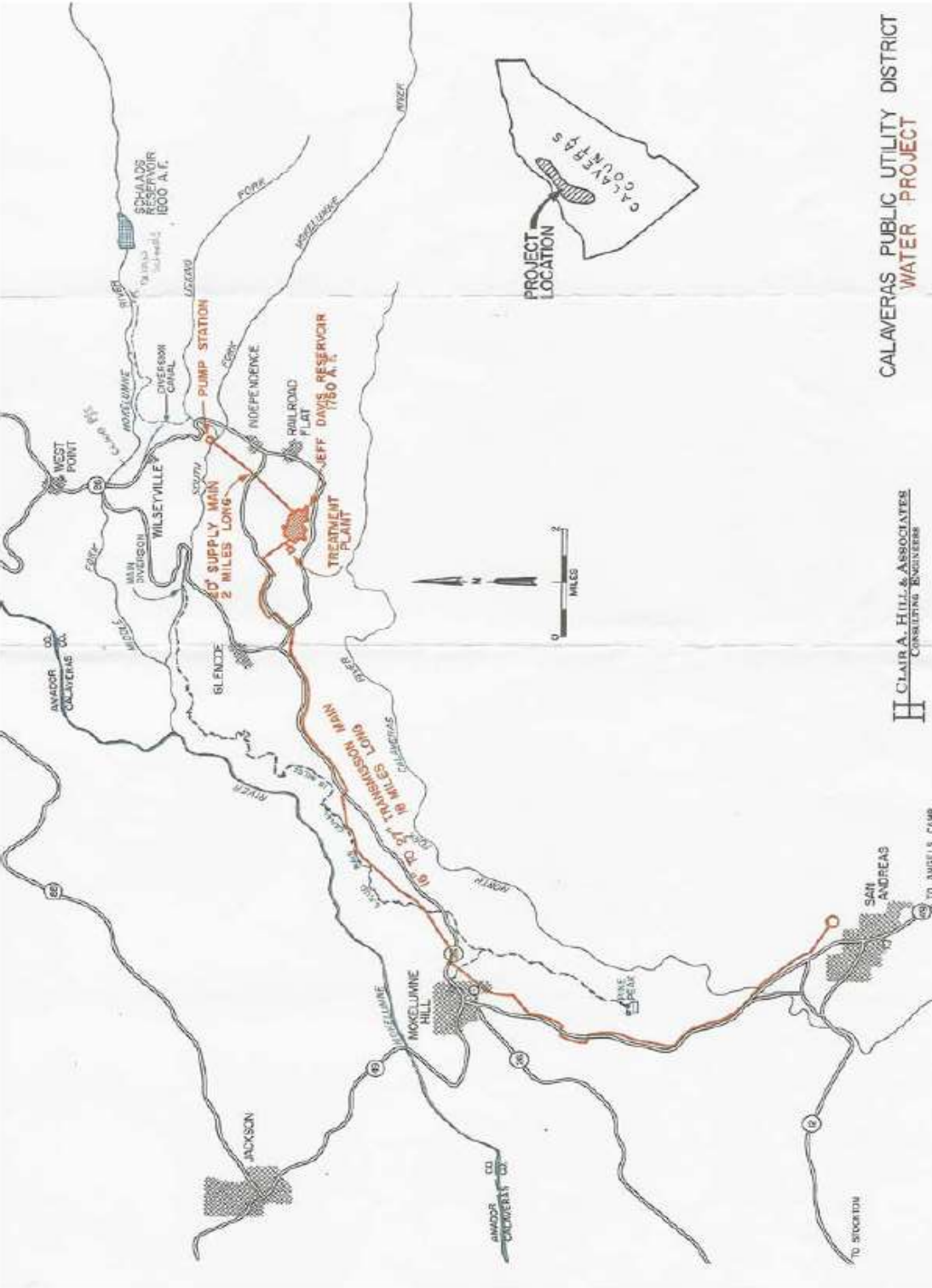
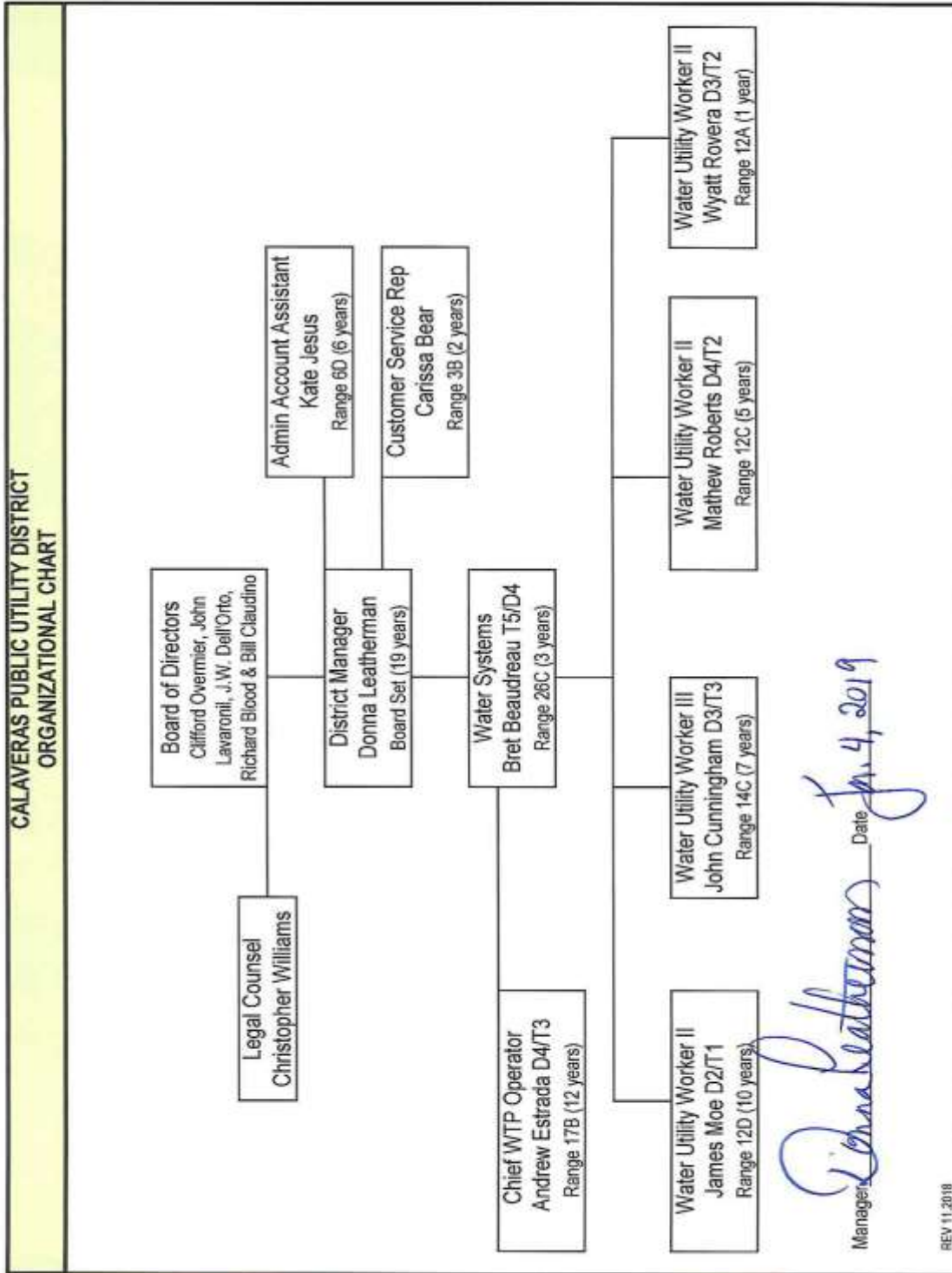


Figure 3: Water Source Location Map & Transmission Lines

**Attachment C
2019 Organizational Chart**





Executive Committee Agenda Item: 6

Date: January 10, 2022

Subject: Update on Water Use Efficiency at Twin Rivers Unified School District

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive committee should engage staff in dialog regarding improvements in water use efficiency at Twin Rivers Unified School District.

Current Background and Justification:

At the 12-20-2021 Board meeting, the RLECWD Board authorized sending a formal water wasting letter to Twin Rivers Unified School District (TRUSD). Subsequent to the Board meeting, I emailed TRUSD to advise them of the Board's authorization. TRUSD did not respond.

On December 30th prior to signing and sending the letter authorized by the RLECWD Board, I checked the consumption data for the meter installed at the 627 L St. TRUSD facility. I was pleasantly surprised that the continuous leak appears to have been mitigated.

Although I cannot explain the absence of any response from TRUSD, the mitigation of the leak effectively eliminates the need to send the letter authorized by the RLECWD Board.

Conclusion:

The Executive Committee should request any additional information and clarifications regarding water use efficiency at TRUSD facilities.

Tim Shaw

From: Timothy.Shannon <Timothy.Shannon@twinriversusd.org>
Sent: Thursday, January 6, 2022 10:29 AM
To: Tim Shaw
Cc: Kristen.Coates; Perry.Herrera
Subject: Water Leak 627 L Street
Attachments: 000011040000_ConsumptionHistoryChart (1).pdf

Good Morning Mr. Shaw,

It looks as if our water leak may have reappeared. I would like you to know that we have a team assessing the site and will be taking immediate action. I will keep you advised of the situation.

Thank You

Timothy Shannon
Director of Facilities Planning and Efficiency \ Transportation
Twin Rivers Unified School District
3222 Winona Way, N. Highlands CA 95660
(916) 566-1600 ext 36210
(916) 566-3565 FAX

WE ARE TR!

To inspire each student to extraordinary achievement every day!

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Executive Committee Agenda Item: 7

Date: January 10, 2022

Subject: 2022 Board Member Assignments

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should discuss 2022 Board Member assignments.

Current Background and Justification:

At the 12-20-2021 RLECWD Board meeting, the RLECWD Board extended the 2021 Board Member assignments until 1-24-2022 (the regular meeting in January).

Conclusion:

Placing an item on the Executive Committee agenda enables discussion at a public meeting (1-10-2022 Executive Committee). Since the Board only extended the 2021 assignments for 1-month, Board action in January is necessary and appropriate. The Board can either extend for another month, or approve new assignments for the remainder of 2022.



Executive Committee Agenda Item: 8

Date: January 10, 2022

Subject: Expenditure Summary

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Executive Committee review the expenditures for November 2021, then forward the item to the January 24, 2022 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
November 2021**

Type	Date	Num	Name	Memo	Amount
Liability Check	11/03/2021	EFT	QuickBooks Payroll Service	For PP Ending 10/30/21 Pay date 11/4/21	17,613.07
Liability Check	11/04/2021	EFT	CalPERS	For PP Ending 10/30/21 Pay date 11/4/21	2,906.04
Liability Check	11/04/2021	EFT	CalPERS	For PP Ending 10/30/21 Pay date 11/4/21	1,110.54
Liability Check	11/04/2021	EFT	Internal Revenue Service	Employment Taxes	6,785.98
Liability Check	11/04/2021	EFT	Employment Development	Employment Taxes	1,371.73
Liability Check	11/04/2021	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,124.18
Bill Pmt -Check	11/04/2021	EFT	Adept Solutions	Computer Maintenance	1,208.00
Bill Pmt -Check	11/04/2021	EFT	Comcast	Phone/Internet	274.51
Bill Pmt -Check	11/04/2021	EFT	Republic Services	Utilities	92.76
Bill Pmt -Check	11/04/2021	EFT	Voyager	Transportation Fuel	136.44
Check	11/04/2021	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	17,000.00
Check	11/04/2021	1904	Teamsters	Union Dues	684.00
Check	11/04/2021	1905	Customer	Void	0.00
Bill Pmt -Check	11/04/2021	1906	ABS Direct	Printing & Postage	273.84
Bill Pmt -Check	11/04/2021	1907	ACWA/JPIA Powers Insurance Authority	EAP	25.70
Bill Pmt -Check	11/04/2021	1908	Buckmaster Office Solutions	Office Equipment	70.36
Bill Pmt -Check	11/04/2021	1909	California Special Districts Association	Annual Membership Dues	7,615.00
Bill Pmt -Check	11/04/2021	1910	Government Finance Officers Association	Annual Membership Dues	160.00
Bill Pmt -Check	11/04/2021	1911	Intermedia.net	Phone/Internet	75.13
Bill Pmt -Check	11/04/2021	1912	Oreilly Automotive	Construction Equipment Maintenance	189.64
Bill Pmt -Check	11/04/2021	1913	Quill	Office Expense	158.85
Bill Pmt -Check	11/04/2021	1914	Rio Linda Elverta Recreation & Park	Meeting Expense	50.00
Bill Pmt -Check	11/04/2021	1915	Rio Linda Hardware & Building Supply	Shop Supplies	417.39
Bill Pmt -Check	11/04/2021	1916	RW Trucking	Distribution Supplies	706.64
Bill Pmt -Check	11/04/2021	1917	Sacramento County Clerk/Recorder	Lien Recording Fees	605.00
Bill Pmt -Check	11/04/2021	1918	SMUD	Utilities	22,939.14
Bill Pmt -Check	11/04/2021	1919	State Water Resource Control Board	License Renewal	60.00
Bill Pmt -Check	11/04/2021	1920	UnifFirst	Unifirms	299.74
Bill Pmt -Check	11/04/2021	1921	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	11/04/2021	1922	Ferguson Enterprises	Capital Improvement: Small Meter Replacement	27,721.92
Bill Pmt -Check	11/15/2021	EFT	WageWorks	FSA Administration Fee	76.25
Bill Pmt -Check	11/17/2021	EFT	ARCO	Transportation Fuel	1,018.99
Liability Check	11/17/2021	EFT	QuickBooks Payroll Service	For PP Ending 11/13/21 Pay date 11/18/21	17,269.91
Liability Check	11/18/2021	EFT	CalPERS	For PP Ending 11/13/21 Pay date 11/18/21	2,906.04
Liability Check	11/18/2021	EFT	CalPERS	For PP Ending 11/13/21 Pay date 11/18/21	1,110.54
Liability Check	11/18/2021	EFT	Internal Revenue Service	Employment Taxes	6,614.12
Liability Check	11/18/2021	EFT	Employment Development	Employment Taxes	1,302.48
Liability Check	11/18/2021	EFT	Kaiser Permanente	Health Insurance	3,695.66
Liability Check	11/18/2021	EFT	Principal	Dental & Vision Insurance	1,724.51
Liability Check	11/18/2021	EFT	Western Health Advantage	Health Insurance	10,909.42
Liability Check	11/18/2021	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,354.36
Bill Pmt -Check	11/18/2021	EFT	PGE	Utilities	54.23

**Rio Linda Elverta Community Water District
Expenditure Report
November 2021**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/18/2021	EFT	Umpqua Bank Credit Card	Computer, Construction Equip Maint, Distribution, Office,Postage, Printing	1,099.50
Bill Pmt -Check	11/18/2021	EFT	Verizon	Field Communication, Field IT	429.83
Transfer	11/18/2021	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	44,526.00
Transfer	11/18/2021	EFT	RLECWD - SURCHARGE ACCOUNT 1	Bi-monthly Transfer	87,760.10
Transfer	11/18/2021	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-monthly Transfer	72,971.54
Check	11/18/2021	1923	Customer	Hydrant Deposit Refund	891.70
Check	11/18/2021	1924	Customer	Final Bill Refund	36.66
Bill Pmt -Check	11/18/2021	1925	BSK Associates	Lab Fees	958.50
Bill Pmt -Check	11/18/2021	1926	Chacon, Socorro	Notory	445.00
Bill Pmt -Check	11/18/2021	1927	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	11/18/2021	1928	EKI Environment & Water	Engineering	5,000.00
Bill Pmt -Check	11/18/2021	1929	Elk Grove Security Systems	Security	84.00
Bill Pmt -Check	11/18/2021	1930	ICONIX Waterworks	Distribution Supplies	868.48
Bill Pmt -Check	11/18/2021	1931	Regional Water Authority	SGA Holiday Social	35.00
Bill Pmt -Check	11/18/2021	1832	RW Trucking	Distribution Supplies	669.88
Bill Pmt -Check	11/18/2021	1833	Spok, Inc.	Field Communication	15.36
Total 10000 - Bank - Operating Account					377,833.41

**Rio Linda Elverta Community Water District
Expenditure Report
November 2021**

Transfer	11/04/2021	EFT	RLECWD	CIP Expense Transfer: Refer to operating check numbers: 1922	27,791.22
10475 - Capital Improvement-Umpqua Bank					<u>27,791.22</u>



Executive Committee Agenda Item: 9

Date: January 10, 2022

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 November 2021, then forward the report onto the January 24, 2022 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 November 30, 2021

ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10020 · Operating Fund-Umpqua 1,032,509.99

Total 10000 · Operating Account 1,032,509.99

10475 · Capital Improvement

10480 · General 370,462.55

10481 · Cr6 Mitigation 454,500.00

10485 · Vehicle Replacement Reserve 90,000.00

Total 10450 · Capital Improvement 914,962.55

10490 · Future Capital Imp Projects 1,279,023.65

Total 100 · Cash & Cash Equivalents 3,226,496.19

102 · Restricted Assets

102.2 · Restricted for Debt Service

10700 · ZIONS Inv/Surcharge Reserve 524,232.41

10300 · Surcharge 1 Account 903,127.85

10350 · Umpqua Bank Debt Service 28,433.97

10380 · Surcharge 2 Account 228,343.53

10385 · OpusBank Checking 557,819.22

Total 102.2 · Restricted for Debt Service 2,241,956.98

102.4 · Restricted Other Purposes

10600 · LAIF Account 395,275.76

10650 · Operating Reserve Fund 309,132.51

Total 102.4 · Restricted Other Purposes 704,408.27

Total 102 · Restricted Assets 2,946,365.25

Total Checking/Savings 6,172,861.44

Accounts Receivable 49,813.50

Other Current Assets

12000 · Water Utility Receivable 637,980.07

12200 · Accrued Revenue 0.00

12250 · Accrued Interest Receivable 1,165.15

15000 · Inventory Asset 37,280.90

16000 · Prepaid Expense 77,707.96

Total Other Current Assets 754,134.08

Total Current Assets 6,976,809.02

Fixed Assets

17000 · General Plant Assets 661,464.54

17100 · Water System Facilites 24,938,800.63

17300 · Intangible Assets 373,043.42

17500 · Accum Depreciation & Amort -10,472,675.54

18000 · Construction in Progress 424,288.05

18100 · Land 576,673.45

Total Fixed Assets 16,501,594.55

Other Assets

18500 · ADP CalPERS Receivable 500,000.00

19000 · Deferred Outflows 729,108.00

19900 · Suspense Account 0.00

Total Other Assets 1,229,108.00

TOTAL ASSETS 24,707,511.57

Rio Linda Elverta Community Water District

Balance Sheet

As of November 30, 2021

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 38,157.32

Credit Cards 60.00

Other Current Liabilities 912,894.65

Total Current Liabilities 951,111.97

Long Term Liabilities

23000 · OPEB Liability 81,433.00

23500 · Lease Buy-Back 607,287.27

25000 · Surcharge 1 Loan 3,468,784.61

25050 · Surcharge 2 Loan 2,555,040.16

26000 · Water Rev Refunding 1,658,697.00

26500 · ADP CalPERS Loan 470,000.00

27000 · Community Business Bank 193,071.58

29000 · Net Pension Liability 1,117,944.00

29500 · Deferred Inflows-Pension 39,277.00

29600 · Deferred Inflows-OPEB 74,020.00

Total Long Term Liabilities 10,265,554.62Total Liabilities 11,216,666.59

Equity

31500 · Invested in Capital Assets, Net 8,593,770.46

32000 · Restricted for Debt Service 705,225.24

38000 · Unrestricted Equity 3,535,043.26

Net Income 656,806.02

Total Equity 13,490,844.98TOTAL LIABILITIES & EQUITY 24,707,511.57

Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
As of November 30, 2021

	<u>Annual Budget</u>	<u>Nov 21</u>	<u>Jul-Nov 21</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
Total 40000 · Operating Revenue	2,862,870.00	342,064.44	1,236,621.00	43.20%	1,626,249.00
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	300.00	2.76	15.46	5.15%	284.54
Surcharge Total 41110 · Investment Revenue	300.00	2.76	15.46	5.15%	284.54
41120 · Property Tax	95,700.00	0.00	2,332.59	2.44%	93,367.41
Total 41000 · Nonoperating Revenue	96,000.00	2.76	2,348.05	2.45%	93,651.95
Total Income	<u>2,958,870.00</u>	<u>342,067.20</u>	<u>1,238,969.05</u>	<u>41.87%</u>	<u>1,719,900.95</u>
Gross Income	2,958,870.00	342,067.20	1,238,969.05	41.87%	1,719,900.95
Expense					
60000 · Operating Expenses					
60010 · Professional Fees	100,050.00	6,175.00	38,023.22	38.00%	62,026.78
60100 · Personnel Services					
60110 · Salaries & Wages	770,402.00	55,016.79	259,159.51	33.64%	511,242.49
60150 · Employee Benefits & Expense	463,569.00	29,982.84	140,021.01	30.21%	323,547.99
Total 60100 · Personnel Services	<u>1,233,971.00</u>	<u>84,999.63</u>	<u>399,180.52</u>	<u>32.35%</u>	<u>834,790.48</u>
60200 · Administration	216,767.00	11,546.23	102,673.45	47.37%	114,093.55
64000 · Conservation	300.00	0.00	0.00	0.00%	300.00
65000 · Field Operations	538,200.00	28,582.46	168,021.83	31.22%	370,178.17
Total 60000 · Operating Expenses	2,089,288.00	131,303.32	707,899.02	33.88%	1,381,388.98
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	148,158.00	61,158.00	61,158.00	41.28%	87,000.00
69110 · Interest	53,111.00	27,012.48	27,012.48	50.86%	26,098.52
Total 69100 · Revenue Bond	<u>201,269.00</u>	<u>88,170.48</u>	<u>88,170.48</u>	<u>43.81%</u>	<u>113,098.52</u>
69125 · AMI Meter Loan					
69130 · Principle	51,344.00	0.00	25,474.75	49.62%	25,869.25
69135 · Interest	7,170.00	0.00	3,782.21	52.75%	3,387.79
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>
69200 · PERS ADP Loan					
69205 · Principle	30,000.00	0.00	0.00	0.00%	30,000.00
69210 · Interest	1,850.00	0.00	0.00	0.00%	1,850.00
Total 69100 · PERS ADP Loan	<u>31,850.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>31,850.00</u>
Total 69010 · Debt Service	<u>291,633.00</u>	<u>88,170.48</u>	<u>117,427.44</u>	<u>40.27%</u>	<u>174,205.56</u>
69400 · Other Non-Operating Expense	3,000.00	0.00	2,767.00	92.23%	233.00
Total 69000 · Non-Operating Expenses	<u>294,633.00</u>	<u>88,170.48</u>	<u>120,194.44</u>	<u>40.80%</u>	<u>174,438.56</u>
Total Expense	<u>2,383,921.00</u>	<u>219,473.80</u>	<u>828,093.46</u>	<u>34.74%</u>	<u>1,555,827.54</u>
Net Ordinary Income	<u>574,949.00</u>	<u>122,593.40</u>	<u>410,875.59</u>		
Net Income	<u><u>574,949.00</u></u>	<u><u>122,593.40</u></u>	<u><u>410,875.59</u></u>		

Rio Linda Elverta Community Water District
CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2020-21
 As of November 30, 2021

	GENERAL		FUTURE CAPITAL IMPROVEMENT PROJECTS		VEHICLE & LARGE EQUIPMENT REPLACEMENT	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
FUNDING SOURCES						
Fund Transfers						
Operating Fund Transfers In	576,700.00	264,718.00	-	-	-	-
CIP Fund Intrafund Transfers	(381,468.00)	(10,000.00)	371,468.00	-	10,000.00	10,000.00
Fund Transfer from Operating			28,000.00			
Surcharge 2 Surplus Repayment	79,747.00	-	-	-	-	-
Investment Revenue	300.00	34.38	125.00	53.62	-	-
PROJECTS						
A · WATER SUPPLY						
A-1 · Miscellaneous Pump Replacements	40,000.00	-				
Total A · WATER SUPPLY	40,000.00	-	-	-	-	-
B · WATER DISTRIBUTION						
B-1 · Service Replacements	30,000.00	-	-	-	-	-
B-2 · Small Meter Replacements	120,000.00	27,721.92	-	-	-	-
B-3 · Large Meter Replacements	5,000.00	-	-	-	-	-
B-4 · Pipeline Replacement	-	-	450,000.00	-	-	-
Total B · WATER DISTRIBUTION	155,000.00	27,721.92	450,000.00	-	-	-
M · GENERAL PLANT ASSETS						
M-1 · Urban Water Management Plan	50,000.00	-	-	-	-	-
M-2 · Office Air Conditioner Replacement	8,200.00	5,622.00	-	-	-	-
M-3 · Server Replacement	8,000.00	-	-	-	-	-
M-4 · Dump Truck	-	-	-	-	85,000.00	-
Total M · GENERAL PLANT ASSETS	66,200.00	5,622.00	-	-	85,000.00	-
TOTAL BUDGETED PROJECT EXPENDITURES	261,200.00	33,343.92	450,000.00	-	85,000.00	-