

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

December 19, 2022 (6:30 p.m.)

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

THIS MEETING WILL BE PHYSICALLY OPEN TO THE PUBLIC WITH SOME REASONABLE
LIMITATIONS PURSUANT TO CURRENT STATE AND COUNTY GUIDELINES.

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

AGENDA

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

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

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

2. Election of Officers

2.1. *The Board will elect officers, President and Vice President of the Board. Following the election of the new officers, the new President (if applicable) will assume the Chair responsibilities for the remainder of the agenda.*

2.2. Confirmation of Committee Appointments and other Board Member Assignments

The Board will consider voting to confirm appointments and assignment and/or discuss alternative timing / accommodations for ratification of appointment & assignments.

2.2.1.1. *Executive Committee*

2.2.1.2. *ACWA*

2.2.1.3. *ACWA JPIA*

3. PUBLIC COMMENT

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

4. CONSENT CALENDAR (Action items: Approve Consent Calendar Items)

4.1. Minutes

November 21, 2022

The Board is being asked to approve the Minutes from the November 21, 2022 Regular Board Meeting.

4.2. Expenditures

The Executive Committee recommends the Board approve the October 2022 Expenditures.

4.3. Financial Reports

The Executive Committee recommends the Board approve the October 2022 Financial Report.

5. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

5.1. GM Report.

5.1.1. *The General Manager will provide his monthly report to the Board of Directors*

5.2. District Engineer's Report.

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

5.3. Consider Approving the Water Capacity Fee Annual Construction Cost Index Adjustment Pursuant to Ordinance 2016-01.

5.4. Consider Adopting Resolution 2022-09, Appreciation for John Ridilla's Community Service.

5.5. Consider Authorizing Minor Revision to the Employment Agreement with the General Manager.

5.6. Consider Authorizing Alternative Regular Meeting Dates for Executive Committee and Board Meetings in January 2023 (holidays observed on both the 1st and 3rd Mondays)

5.7. Authorize any New Board Member Assignments (committees and other) Proposed by the Chair Pursuant to District Policy 2.01.065.

6. INFORMATION ITEMS

6.1. District Activities Reports

6.1.1. Water Operations Report

6.1.2. Completed and Pending Items Report

6.1.3. Conservation Report

6.1.4. Leak Repair Report

6.1.5. Certificate of Excellence in Financial Reporting

6.2. Board Member Reports

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

6.2.2. Sacramento Groundwater Authority – Harris (primary)

6.2.3. Executive Committee – Gifford,

6.2.4. ACWA/JPIA –

6.2.5. Ad Hoc – COLA Committee (Green / Gifford)

7. DIRECTORS' AND GENERAL MANAGER COMMENTS

8. ADJOURNMENT –

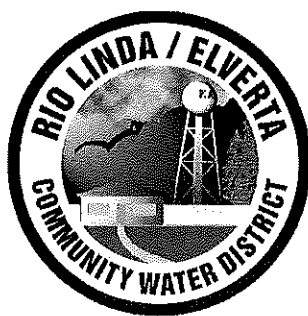
Upcoming meetings:

Executive Committee

Tentatively, January 3, 2023, Monday, 6:00 pm. Visitors Depot 6730 Front St.. Rio Linda, CA

Board Meeting

Tentatively, January 17, 2023, Monday, 6:30 pm. Visitors / Depot Center, 6730 Front St. Rio Linda, CA



Items for Discussion and Action Agenda Item: 2.1

Date: December 19, 2022

Subject: Election of Officers

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

N/A Not Discussed at Committee.

Current Background and Justification:

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

Clarifications:

- In voting for a nominated office, the nominee is not required to abstain from voting.
- It is acceptable to nominate the current officer(s) for a consecutive term.
- Each office (President and Vice-President) should be nominated and voted upon separately.
- The current President should entertain motions for electing an officer, e.g. the President, then when all motions are complete, the Secretary will be directed to call role. If more than one Board Member has been nominated, each Board Member is to respond by indicating which nominee is his/her choice for the office. The elected officer will be the Board Member who receives at least 3 votes. If only one Board Member is nominated, the appropriate role call response would be "Yea" (yes) or "Nay" (no).

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

Conclusion:

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

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____
Cline _____ Gifford _____ Green _____ Harris _____ Young _____

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



Items for Discussion and Action
Agenda Item: 2.2

Date: December 19, 2022

Subject: Committee Appointments and Board Assignments

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

N/A committees do not review this item.

Current Background and Justification:

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

The currently established standing committee is *Executive Committee*.

The current membership agency assignments, which are subject to Board assignment are Association of California Water Agencies (ACWA) and ACWA Joint Powers Insurance Authority (ACWA-JPIA). Note: additional assignments for Sacramento Groundwater Authority (SGA), and Sacramento County Local Agency Formation Commission (LAFCo), entail a District nomination and subsequent confirmation process by another agency.

Failure to appoint and approve the appointment to the Executive Committee may result in the need for cancelation / postponement of the January 2023 (special meeting of the Executive Committee or temporary extension of the current appointments to the Executive Committee, followed by additional consideration for assignment at the January 2023 Board meeting.

Conclusion:

I recommend the newly elected President recommend Board Member assignments/appointments for 2023, and I further recommend the Board vote to confirm such assignments as required.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent



**Consent Calendar
Agenda Item: 4.1**

Date: December 19, 2022
Subject: Minutes
Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

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

Current Background and Justification:

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

Conclusion:

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

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____

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

**MINUTES OF THE NOVEMBER 21, 2022
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL

The November 21, 2022 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. Visitor Depot Center 6730 Front St., Rio Linda, CA 95673. This meeting will be physically open to the public with some reasonable limitations pursuant to current state and county guidelines. All in-person attendees are required to wear masks pursuant to the Sacramento County public health order and the federal Americans with disabilities act. Director Gifford led the pledge of allegiance.

General Manager Tim Shaw took roll call of the Board of Directors. Director Jason Green, Director John Ridilla, Director Chris Gifford, Director Mary Harris, General Manager Tim Shaw, District Engineer, and Legal Counsel were present. Mike Vasquez, District Engineer was not present.

2. PUBLIC COMMENT – No Public comment.

Public member commented regarding a conversation she had with the office staff concerning the amount of her recent water bill. The bill consisted of charges for an inoperable meter, and a leak and felt the charges were too high.

3. CONSENT CALENDAR

3.1. Minutes September 19, 2022 and October 17, 2022

3.2 September Expenditures

3.3 September Financials

It was moved by Director Harris and seconded by Director Green to approve the consent calendars. Directors Green, Harris, Gifford and Ridilla voted yes. The motion carried with a roll call vote of 4-0-0.

**4. REGULAR CALENDAR
ITEMS FOR DISCUSSION AND ACTION**

4.1 GM Report.

The General Manager, Tim Shaw provided his monthly report to the Board of Directors.

The Board took no action on this item.

Director Harris asked if the \$3k savings in wireless could be put in a special fund and not put back in the General fund. GM Shaw stated it could be explored at Committee however there are other operations expenses that are higher.

4.2 District Engineer's Report.

The Contract District Engineer report provided a General District Engineering, Active Development Reviews (only projects with updates from the last Board Meeting), CIP Dry Creek Road Pipe Replacement Project.

The Board took no action on this item.

Comments/Questions - Public Member Vicky Young asked if the Dry Creek project was on track and within budget. GM Shaw stated they haven't started the job yet.

GM Shaw explained that the vault cover on 30th Street is estimated to be about \$5k-7k each to replace.

4.3 Consider Adopting Resolution 2022-08, Revising the Fees for Delinquent Account Notices and Termination of Water Service.

Existing statutes require a documented correlation between the fee charged for a service and the cost of providing that same service. Nearly 10 years have passed since the current fees for notifications to delinquent accounts and the fees for termination of water service were established.

In addition to the inflation that has occurred since the current fees were adopted, new regulatory mandates (SB 998 in 2018) have made a minor restructuring of the notification process necessary.

Staff has prepared a draft Resolution and a revision to the fees Exhibit for Ordinance 2013-01. Additionally, staff has prepared a cost components document as required by statute to correlate the proposed new fee amounts to the cost of services.

Comments/Questions – No public comment.

It was moved by Director Harris and seconded by Director Ridilla to adopt Resolution 2022-08, Revising the Fees for Delinquent Account Notices and Termination of Water Service. Directors Green, Gifford, Harris and Ridilla voted yes. The motion carried with a roll call vote of 4-0-0.

4.4 Consider Scheduling a Board Public Workshop to Discuss Options for Mitigating Declining Revenue from Water Conservation During Drought Emergency.

Earlier this year, in anticipation of the reduced revenues associated with the conservation mandated by the Governor's drought emergency declaration, the Board declined to implement the drought emergency rates authorized in the rate structure adopted by the District in August 2021.

In September 2022, the District customers conserved 23.3% compared to September 2020 (the states mandated basis for computing conservation). Through 9-months of 2022, District customers conserved 10.4% compared to the same period in 2020. At the same time, inflation in virtually all operating and administrative costs has remained at levels not seen in 40-years. Employment costs, insurance, electricity, utilities (phone, internet, trash collection) membership dues etc. are all 7 to 10% higher than they were last year. The combined impact of lower revenues and higher costs is substantive.

Staff, in coordination with the Board, has launched several cost cutting efforts needed to offset some of the impact. Examples include efforts to eliminate redundant membership dues (ACWA v. CSDA) saving approximately \$10,000 per year, lowering the cost for internet, and phones (Comcast) from \$360 per month to \$56 per month. Although these efforts will save ratepayer dollars in the long run, the savings won't materialize until the transitions are complete – best case scenario is half-way through the current fiscal year.

Other options to consider include Board reconsideration of the drought emergency rates. It is worthy to consider that the Board may authorize implementation of the drought emergency rates at a level less than the level authorized in the rate study and rate adjustment Resolution. For example, ratepayer have conserved 10% from January through September, the Board could authorize one third of the \$0.64 per unit (1-unit = 100 cubic feet 748-gallons) drought emergency volumetric rate which are correlated to a 30% conservation target, i.e. 10% is 1/3rd of 30%. Had the Board done so, the District would have received at least an additional \$100,000 in revenue factoring in the cause and effect of increased volumetric rates.

Given the current timing, where two new Board Members will be sworn into office in a couple of weeks, it may be politically prudent and relatively less tumultuous to project the Board's consideration of options until December. Options to create \$100,000 in revenue or reduce \$100,000 in costs are limited. A reduction in force, for example would save nearly \$100,000 in employment cost, if you ignore the increase in overtime that would likely result from a reduction in staffing.

It was moved by Board to wait until new Board members to takes office in December and then survey the Board for availability and discuss conducting a workshop at the December Board Meeting on the District Emergency Conservation Rates.

4.5 Authorize any New Board Member Assignments (committees and other) Proposed by the Chair Pursuant to District Policy 2.01.065.

5. INFORMATION ITEMS

5.1 District Activities Reports

- 5.1.1 Water Operations Report – Written report provided.
- 5.1.2 Completed and Pending Items Report – Written report provided.
- 5.1.3 Conservation Report – Written report provided.
- 5.1.4 Leak Repair Report – Report provided.
- 5.1.5 Minor Budget Revision
- 5.1.6 California Senate Bill 938 (SB 938)
- 5.1.7 Fair Political Practices Commission (FPPC) Form 806
- 5.1.8 Water Loss Standard Adopted by State Water Board
- 5.1.9 Special Award from Special Districts Risk Management Authority

5.2 Board Member Report

- 5.2.1 Report any ad hoc committees dissolved by requirements in Policy 2.01.065 – No action taken.
- 5.2.2 Sacramento Groundwater Authority – Harris (primary) – No meeting.
- 5.2.3 Executive Committee – Gifford, Ridilla – Minutes provided.
- 5.2.4 ACWA/JPIA – Ridilla – None.
- 5.2.5. Ad Hoc – COLA Committee – Waiting on feedback from Teamster Local 150.
- 5.2.6. Ad Hoc – GM Evaluation Committee – The committee met 2 times.

6. Public Comment Prior to Closed Session – No public comment.

7. CLOSED SESSION - The Board of Directors will meet in closed session to discuss the following item:

7.1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager: The Board will conduct a performance evaluation of the General Manager pursuant to subdivision (b) of California Government Code Section 54957.

8. RECONVENE IN OPEN SESSION 8.1. Announce any reportable actions authorized in closed session.

The Board President Jason Green reported that the Board found the GM's performance to be satisfactory and acknowledged the need for a minor edit to the sick leave accrual rate

9. DIRECTORS' AND GENERAL MANAGER COMMENTS – Chris wished everyone a happy Thanksgiving and Mary conveyed it has been a pleasure working with John.

10. ADJOURNMENT - The meeting was adjourned at 7:35pm.

Respectfully submitted,

Timothy R. Shaw, Secretary

Jason Green, President of the Board



**Consent Calendar
Agenda Item: 4.2**

Date: December 19, 2022

Subject: Expenditures

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee recommends approval of the Expenditures for the months of October 2022.

Current Background and Justification:

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

Conclusion:

I recommend the Board approve the Expenditures for October 2022.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____

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

**Rio Linda Elverta Community Water District
Expenditure Report
October 2022**

Type	Date	Num	Name	Memo	Amount
Liability Check	10/05/2022	EFT	QuickBooks Payroll Service	For PP Ending 10/03/22 Pay date 10/06/22	18,148.46
Liability Check	10/06/2022	EFT	CalPERS	For PP Ending 10/03/22 Pay date 10/06/22	3,007.47
Liability Check	10/06/2022	EFT	CalPERS	For PP Ending 10/03/22 Pay date 10/06/22	1,147.92
Liability Check	10/06/2022	EFT	Internal Revenue Service	Employment Taxes	7,092.70
Liability Check	10/06/2022	EFT	Employment Development	Employment Taxes	1,425.86
Liability Check	10/06/2022	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,297.88
Bill Pmt -Check	10/06/2022	EFT	Adept Solutions	Computer Maintenance	1,148.00
Bill Pmt -Check	10/06/2022	EFT	Comcast	Phone/Internet	313.01
Bill Pmt -Check	10/06/2022	EFT	Republic Services	Utilities	134.63
Bill Pmt -Check	10/06/2022	EFT	Voyager Fleet Commander	Fuel	346.17
Check	10/06/2022	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	17,000.00
Transfer	10/06/2022	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	49,500.00
Check	10/06/2022	2298	Customer	Hydrant Meter Deposit Refund	1,000.00
Check	10/06/2022	2299	Customer	Final Bill Refund	17.48
Check	10/06/2022	2300	Customer	Final Bill Refund	39.74
Bill Pmt -Check	10/06/2022	2301	ABS Direct	Printing/ Postage	949.76
Bill Pmt -Check	10/06/2022	2302	ACWA/JPIA Powers Insurance Authority	EAP	23.80
Bill Pmt -Check	10/06/2022	2303	BSK Associates	Lab Fees	875.50
Bill Pmt -Check	10/06/2022	2304	Buckmaster Office Solutions	Office Equipment	66.73
Bill Pmt -Check	10/06/2022	2305	DFA-Actuaries, LLC	Auditor-GASB 75 Actuarials	3,500.00
Bill Pmt -Check	10/06/2022	2306	Elk Grove Security Systems	Security	979.00
Bill Pmt -Check	10/06/2022	2307	Ferguson Enterprises	Distribution Supplies	395.38
Bill Pmt -Check	10/06/2022	2308	ICONIX Waterworks	Distribution Supplies	935.27
Bill Pmt -Check	10/06/2022	2309	Intermedia.net	Telephone	78.90
Bill Pmt -Check	10/06/2022	2310	McCrometer	Pumping Maintenance	1,358.73
Bill Pmt -Check	10/06/2022	2311	Oreilly Automotive	Construction Equipment Maintenance	24.93
Bill Pmt -Check	10/06/2022	2312	Phelan, Michael	Retiree Insurance-Quarterly	3,150.00
Bill Pmt -Check	10/06/2022	2313	RDO Equipment Co.	Construction Equipment Maintenance	1,736.88
Bill Pmt -Check	10/06/2022	2314	Rio Linda Hardware & Building Supply	Shop Supplies	196.23
Bill Pmt -Check	10/06/2022	2315	SMUD	Utilities	27,621.22
Bill Pmt -Check	10/06/2022	2316	Unifirst Corporation	Uniforms	410.15
Bill Pmt -Check	10/06/2022	2317	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	10/06/2022	2318	White Brenner, LLP	Legal	1,171.30
Liability Check	10/19/2022	EFT	QuickBooks Payroll Service	For PP Ending 10/15/22 Pay date 10/20/22	18,373.02
Liability Check	10/20/2022	EFT	CalPERS	For PP Ending 10/15/22 Pay date 10/20/22	3,007.47
Liability Check	10/20/2022	EFT	CalPERS	For PP Ending 10/15/22 Pay date 10/20/22	1,147.92
Liability Check	10/20/2022	EFT	Internal Revenue Service	Employment Taxes	7,191.42
Liability Check	10/20/2022	EFT	Employment Development	Employment Taxes	1,441.78
Liability Check	10/20/2022	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,454.51
Bill Pmt -Check	10/17/2022	EFT	ARCO	Transportation Fuel	1,138.40
Liability Check	10/20/2022	EFT	Kaiser Permanente	Health Insurance	1,846.24
Bill Pmt -Check	10/20/2022	EFT	PGE	Utilities	88.19

**Rio Linda Elverta Community Water District
Expenditure Report
October 2022**

Type	Date	Num	Name	Memo	Amount
Liability Check	10/20/2022	EFT	Principal	Dental & Vision Insurance	1,683.55
Bill Pmt -Check	10/20/2022	EFT	Umpqua Bank Credit Card	Computer, Office, Postage, Pumping Maint	1,354.31
Liability Check	10/20/2022	EFT	Western Health Advantage	Health Insurance	12,092.92
Check	10/24/2022	EFT	Wageworks	FSA Administration Fee	76.25
Bill Pmt -Check	10/20/2022	EFT	Verizon	Field Communication, Field IT	506.01
Check	10/20/2022	EFT	RLECWD - SURCHARGE ACCOUNT 1	Bi-monthly Transfer	88,126.21
Check	10/20/2022	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-monthly Transfer	73,283.79
Check	10/20/2022	EFT	RLECWD	LAIF Capacity Fee Transfer	391,000.00
Check	10/20/2022	2319	Customer	Final Bill Refund	71.00
Check	10/20/2022	2320	Customer	Final Bill Refund	78.27
Check	10/20/2022	2321	Customer	Final Bill Refund	126.39
Bill Pmt -Check	10/20/2022	2322	ACWA/JPIA Powers Insurance Authority	Auto & General Liability Insurance 2022-23	33,495.00
Bill Pmt -Check	10/20/2022	2323	Sacramento County Dept of Finance	Administrative Fee	25.00
Bill Pmt -Check	10/20/2022	2324	EKI Environment & Water	Engineering	5,000.00
Bill Pmt -Check	10/20/2022	2325	Energry Systems	Pumping Maintenance	746.96
Bill Pmt -Check	10/20/2022	2326	Ferguson Enterprises	Distribution Supplies	1,175.23
Bill Pmt -Check	10/20/2022	2327	ICONIX Waterworks	Distribution Supplies	2,446.20
Bill Pmt -Check	10/20/2022	2328	Johnson Construction Company	Contract Repairs	18,900.00
Bill Pmt -Check	10/20/2022	2329	O'Reilly Automotive	Transportation Maintenance	368.17
Bill Pmt -Check	10/20/2022	2330	Regional Water Authority	Holiday Social-Mary Harris	40.00
Bill Pmt -Check	10/20/2022	2331	Rio Linda Elverta Recreation & Park	Meeting Fee	50.00
Bill Pmt -Check	10/20/2022	2332	RW Trucking	Distribution Supplies	740.43
Bill Pmt -Check	10/20/2022	2333	Sierra Chemical Company	Treatment	1,243.44
Bill Pmt -Check	10/20/2022	2334	Spok, Inc.	Field Communication	15.35
Bill Pmt -Check	10/20/2022	2335	White Brenner, LLP	Legal	633.20

Total 10020 · Operating Account Budgeted Expenditures

816,254.73

Bill Pmt -Check	10/06/2022	2297	Teamsters	Union Dues	720.00
Liability Check	10/06/2022	EFT	California State Disbursement Unit	Employee Garnishment	227.53
Liability Check	10/15/2022	EFT	AFLAC	Employee Funded Premiums	789.52
Liability Check	10/20/2022	EFT	California State Disbursement Unit	Employee Garnishment	227.53
EFT	10/31/2022	EFT	WageWorks	October FSA Expenditures - Employee Funded	634.21

Total 10020 · Operating Account Non-Budgeted Expenditures: Employee Paid Pass-throughs

2,598.79



Consent Calendar Agenda Item: 4.3

Date: December 19, 2022

Subject: Financial Reports

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee recommends approval of the Districts Financial Reports for the month of October 2022.

Current Background and Justification:

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

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

This version of the Financial Report is the expanded version intended to help Board Members access the impact of conservation and inflation.

Conclusion:

I recommend the Board approve the Financial Reports for October 2022.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____
Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Rio Linda Elverta Community Water District

Balance Sheet

As of October 31, 2022

ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10020 · Operating Fund-Umpqua 1,355,907.26

Total 10000 · Operating Account 1,355,907.26

10475 · Capital Improvement

10480 · General 444,404.80

10481 · Cr6 Mitigation 454,500.00

10485 · Vehicle Replacement Reserve 17,948.49

Total 10450 · Capital Improvement 916,853.29

10490 · Future Capital Imp Projects 1,630,775.16

Total 100 · Cash & Cash Equivalents 3,903,535.71

102 · Restricted Assets

102.2 · Restricted for Debt Service

10700 · ZIONS Inv/Surcharge Reserve 495,886.82

10300 · Surcharge 1 Account 969,378.35

10350 · Umpqua Bank Debt Service 102,331.78

10380 · Surcharge 2 Account 271,495.28

10385 · OpusBank Checking 557,870.44

Total 102.2 · Restricted for Debt Service 2,396,962.67

102.4 · Restricted Other Purposes

10600 · LAIF Account 803,958.84

10650 · Operating Reserve Fund 337,434.19

Total 102.4 · Restricted Other Purposes 1,141,393.03

Total 102 · Restricted Assets 3,538,355.70

Total Checking/Savings 7,441,891.41

Accounts Receivable 219,979.16

Other Current Assets

12000 · Water Utility Receivable 115,717.61

12200 · Accrued Revenue 150,000.00

12250 · Accrued Interest Receivable 1,305.12

15000 · Inventory Asset 52,310.62

16000 · Prepaid Expense 107,156.27

Total Other Current Assets 426,489.62

Total Current Assets 8,088,360.19

Fixed Assets

17000 · General Plant Assets 685,384.68

17100 · Water System Facilites 25,039,859.58

17300 · Intangible Assets 373,043.42

17500 · Accum Depreciation & Amort -11,137,668.41

18000 · Construction in Progress 424,288.05

18100 · Land 576,673.45

Total Fixed Assets 15,961,580.77

Other Assets

18500 · ADP CalPERS Receivable 470,000.00

19000 · Deferred Outflows 729,108.00

19900 · Suspense Account 0.00

Total Other Assets 1,199,108.00

TOTAL ASSETS 25,249,048.96

Rio Linda Elverta Community Water District

Balance Sheet

As of October 31, 2022

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	59,933.68
Credit Cards	452.00
Other Current Liabilities	944,647.75

Total Current Liabilities	<u>1,005,033.43</u>
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Long Term Liabilities

23000 · OPEB Liability	81,433.00
23500 · Lease Buy-Back	558,032.27
25000 · Surcharge 1 Loan	3,094,197.71
25050 · Surcharge 2 Loan	2,325,040.16
26000 · Water Rev Refunding	1,506,424.00
26500 · ADP CalPERS Loan	440,000.00
27000 · Community Business Bank	140,123.22
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	<u>9,376,491.36</u>
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Total Liabilities	<u>10,381,524.79</u>
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Equity

31500 · Invested in Capital Assets, Net	8,829,942.46
32000 · Restricted for Debt Service	705,225.24
38000 · Unrestricted Equity	4,658,518.42
Net Income	673,838.05

Total Equity	<u>14,867,524.17</u>
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TOTAL LIABILITIES & EQUITY	<u><u>25,249,048.96</u></u>
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**Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
October 2022**

	<u>Annual Budget</u>	<u>Oct 22</u>	<u>Jul 22-Oct 22</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
40000 · Operating Revenue					
40100 · Water Sales					
40101 · Basic Service Charge	1,110,746.00	1,414.31	260,057.63	23.41%	850,688.37
40102 · Usage Charge	1,753,654.00	152.18	624,900.92	35.63%	1,128,753.08
40105 · Backflow Charge	29,600.00	13.13	6,511.03	22.00%	23,088.97
40106 · Fire Prevention	23,300.00	340.00	6,822.98	29.28%	16,477.02
40110 · Bi-Monthly Accrual	0.00	150,000.00	150,000.00	100.00%	-150,000.00
Total 40100 · Water Sales	<u>2,917,300.00</u>	<u>151,919.62</u>	<u>1,048,292.56</u>	<u>35.93%</u>	<u>1,869,007.44</u>
40200 · Water Services					
40201 · Application Fees	6,500.00	550.00	2,525.00	38.85%	3,975.00
40202 · Delinquency	90,000.00	4,760.00	21,045.40	23.38%	68,954.60
40209 · Misc. Charges	7,000.00	445.00	2,125.53	30.37%	4,874.47
Total 40200 · Water Services	<u>103,500.00</u>	<u>5,755.00</u>	<u>25,695.93</u>	<u>24.83%</u>	<u>77,804.07</u>
40300 · Other Water Service Fees					
40301 · New Construction QC	4,000.00	200.00	1,000.00	25.00%	3,000.00
40302 · Service Connection Fees	10,000.00	0.00	6,356.66	63.57%	3,643.34
40304 · Other Operating Revenue	6,000.00	0.00	7.97	0.13%	5,992.03
Total 40300 · Other Water Service Fees	<u>20,000.00</u>	<u>200.00</u>	<u>7,364.63</u>	<u>36.82%</u>	<u>12,635.37</u>
Total 40000 · Operating Revenue	<u>3,040,800.00</u>	<u>157,874.62</u>	<u>1,081,353.12</u>	<u>35.56%</u>	<u>1,959,446.88</u>
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	35.00	3.70	13.17	37.63%	21.83
Total 41110 · Investment Revenue	<u>35.00</u>	<u>3.70</u>	<u>13.17</u>	<u>37.63%</u>	<u>21.83</u>
41120 · Property Tax	109,100.00	0.00	2,801.65	2.57%	106,298.35
Total 41000 · Nonoperating Revenue	<u>109,135.00</u>	<u>3.70</u>	<u>2,814.82</u>	<u>2.58%</u>	<u>106,320.18</u>
Total Income	<u>3,149,935.00</u>	<u>157,878.32</u>	<u>1,084,167.94</u>	<u>34.42%</u>	<u>2,065,767.06</u>
Gross Income	<u>3,149,935.00</u>	<u>157,878.32</u>	<u>1,084,167.94</u>	<u>34.42%</u>	<u>2,065,767.06</u>
Expense					
60000 · Operating Expenses					
60010 · Professional Fees					
60011 · General Counsel-Legal	15,000.00	633.20	7,205.22	48.04%	7,794.78
60012 · Auditor Fees	23,200.00	0.00	3,500.00	15.09%	19,700.00
60013 · Engineering Services	70,000.00	5,000.00	15,000.00	21.43%	55,000.00
60015 · Other Professional Fees	0.00	0.00	0.00	0.00%	0.00
Total 60010 · Professional Fees	<u>108,200.00</u>	<u>5,633.20</u>	<u>25,705.22</u>	<u>23.76%</u>	<u>82,494.78</u>
60100 · Personnel Services					
60110 · Salaries & Wages					
60111 · Salary - General Manager	120,759.00	9,195.18	35,171.56	29.13%	85,587.44
60112 · Staff Regular Wages	660,234.00	46,328.27	177,916.69	26.95%	482,317.31
60113 · Contract Extra Help	0.00	0.00	0.00	0.00%	0.00
60114 · Staff Standby Pay	18,250.00	1,400.00	5,600.00	30.69%	12,650.00
60115 · Staff Overtime Pay	11,000.00	1,155.31	3,445.86	31.33%	7,554.14
Total 60110 · Salaries & Wages	<u>810,243.00</u>	<u>58,078.76</u>	<u>222,134.11</u>	<u>27.42%</u>	<u>588,108.89</u>
60150 · Employee Benefits & Expense					
60151 · PERS Retirement	127,292.00	9,842.97	38,503.40	30.25%	88,788.60
60152 · Workers Compensation	13,029.00	1,223.60	4,370.32	33.54%	8,658.68
60153 · Group Insurance	224,760.00	16,047.99	56,710.28	25.23%	168,049.72
60154 · Retirees Insurance	36,200.00	0.00	4,050.00	11.19%	32,150.00
60155 · Staff Training	5,000.00	0.00	0.00	0.00%	5,000.00
60157 · Uniforms	6,750.00	904.36	2,174.84	32.22%	4,575.16
60158 · Payroll Taxes	63,854.00	4,470.06	17,121.99	26.81%	46,732.01
60159 · Payroll Service	1,400.00	98.05	400.95	28.64%	999.05
60160 · 457 Employer Contribution	18,055.00	1,345.63	5,110.41	28.31%	12,944.59
Total 60150 · Employee Benefits & Expense	<u>496,340.00</u>	<u>33,932.66</u>	<u>128,442.19</u>	<u>25.88%</u>	<u>367,897.81</u>

**Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
October 2022**

	<u>Annual Budget</u>	<u>Oct 22</u>	<u>Jul 22-Oct 22</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Total 60100 · Personnel Services	1,306,583.00	92,011.42	350,576.30	26.83%	956,006.70
60200 · Administration					
60205 · Bank & Merchant Fees	3,500.00	73.90	513.98	14.69%	2,986.02
60207 · Board of Director/Meeting Fee	14,200.00	550.00	3,275.00	23.06%	10,925.00
60210 · Building Expenses					
60211 · Office Utilities	6,750.00	531.50	2,191.69	32.47%	4,558.31
60212 · Janitorial	2,340.00	195.00	780.00	33.33%	1,560.00
60213 · Maintenance	3,200.00	80.00	1,242.96	38.84%	1,957.04
60214 · Security	775.00	0.00	84.00	10.84%	691.00
Total 60210 · Building Expenses	<u>13,065.00</u>	<u>806.50</u>	<u>4,298.65</u>	<u>32.90%</u>	<u>8,766.35</u>
60220 · Computer & Equipment Maint.					
60221 · Computer Systems	25,000.00	1,981.64	9,744.64	38.98%	15,255.36
60222 · Office Equipment	875.00	48.66	267.56	30.58%	607.44
Total 60220 · Computer & Equipment Maint.	<u>25,875.00</u>	<u>2,030.30</u>	<u>10,012.20</u>	<u>38.69%</u>	<u>15,862.80</u>
60230 · Office Expense	5,225.00	454.21	1,648.34	31.55%	3,576.66
60240 · Postage and Delivery	20,000.00	582.92	6,418.74	32.09%	13,581.26
60250 · Printing	7,500.00	249.46	2,401.07	32.01%	5,098.93
60255 · Meetings & Conferences	461.00	40.00	40.00	8.68%	421.00
60260 · Publishing	1,206.00	406.00	1,206.00	100.00%	0.00
60270 · Telephone & Internet	4,750.00	1,075.80	2,382.99	50.17%	2,367.01
60430 · Insurance					
60431 · General Liability	31,176.00	2,791.25	9,606.91	30.82%	21,569.09
60432 · Property	11,800.00	1,106.26	4,425.04	37.50%	7,374.96
Total 60430 · Insurance	<u>42,976.00</u>	<u>3,897.51</u>	<u>14,031.95</u>	<u>32.65%</u>	<u>28,944.05</u>
60500 · Water Memberships					
60503 · SGA	30,777.00	0.00	30,777.00	100.00%	0.00
60504 · ACWA	11,140.00	11,140.00	11,140.00	100.00%	0.00
60505 · CSDA	8,186.00	8,186.00	8,186.00	100.00%	0.00
60507 · CRWA	1,435.00	0.00	1,435.00	100.00%	0.00
Total 60500 · Water Memberships	<u>51,538.00</u>	<u>19,326.00</u>	<u>51,538.00</u>	<u>100.00%</u>	<u>0.00</u>
60550 · Permits & Fees	37,500.00	25.00	4,629.75	12.35%	32,870.25
60555 · Subscriptions & Licensing	2,120.00	-134.75	269.50	12.71%	1,850.50
60560 · Elections	3,000.00	0.00	0.00	0.00%	3,000.00
60565 · Uncollectible Accounts	2,835.00	0.00	0.00	0.00%	2,835.00
60570 · Other Operating Expenses	500.00	0.00	0.00	0.00%	500.00
Total 60200 · Administration	<u>236,251.00</u>	<u>29,382.85</u>	<u>102,666.17</u>	<u>43.46%</u>	<u>133,584.83</u>

**Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
October 2022**

	<u>Annual Budget</u>	<u>Oct 22</u>	<u>Jul 22-Oct 22</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
64000 · Conservation					
64001 · Community Outreach	300.00	0.00	0.00	0.00%	300.00
Total 64000 · Conservation	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
65000 · Field Operations					
65100 · Other Field Operations					
65110 · Back Flow Testing	3,000.00	0.00	1,411.59	47.05%	1,588.41
65120 · Construction Equip Maintenance	9,000.00	344.93	2,255.80	25.06%	6,744.20
65130 · Field Communication	3,400.00	217.30	1,339.52	39.40%	2,060.48
65140 · Field IT	35,000.00	2,154.23	8,340.70	23.83%	26,659.30
65150 · Laboratory Services	24,000.00	0.00	4,150.50	17.29%	19,849.50
65160 · Safety Equipment	6,000.00	0.00	0.00	0.00%	6,000.00
65170 · Shop Supplies	7,000.00	55.76	527.63	7.54%	6,472.37
Total 65100 · Other Field Operations	<u>87,400.00</u>	<u>2,772.22</u>	<u>18,025.74</u>	<u>20.62%</u>	<u>69,374.26</u>
65200 · Treatment	25,000.00	2,806.16	12,729.46	50.92%	12,270.54
65300 · Pumping					
65310 · Maintenance	25,000.00	753.14	9,823.31	39.29%	15,176.69
65320 · Electricity & Fuel	260,000.00	21,699.97	84,077.79	32.34%	175,922.21
Total 65300 · Pumping	<u>285,000.00</u>	<u>22,453.11</u>	<u>93,901.10</u>	<u>32.95%</u>	<u>191,098.90</u>
65400 · Transmission & Distribution					
65410 · Distribution Supplies	59,950.00	7,168.75	15,169.41	25.30%	44,780.59
65430 · Tank Maintenance	6,280.00	0.00	3,410.00	54.30%	2,870.00
65440 · Contract Repairs	79,000.00	0.00	40,935.32	51.82%	38,064.68
65450 · Valve Replacements	15,000.00	0.00	0.00	0.00%	15,000.00
65460 · Paving Repairs	25,000.00	0.00	0.00	0.00%	25,000.00
Total 65400 · Transmission & Distribution	<u>185,230.00</u>	<u>7,168.75</u>	<u>59,514.73</u>	<u>32.13%</u>	<u>125,715.27</u>
65500 · Transportation					
65510 · Fuel	16,000.00	1,892.64	6,569.20	41.06%	9,430.80
65520 · Maintenance	5,000.00	428.17	2,022.78	40.46%	2,977.22
Total 65500 · Transportation	<u>21,000.00</u>	<u>2,320.81</u>	<u>8,591.98</u>	<u>40.91%</u>	<u>12,408.02</u>
Total 65000 · Field Operations	<u>603,630.00</u>	<u>37,521.05</u>	<u>192,763.01</u>	<u>31.93%</u>	<u>410,866.99</u>
Total 60000 · Operating Expenses	<u>2,254,964.00</u>	<u>164,548.52</u>	<u>671,710.70</u>	<u>29.79%</u>	<u>1,583,253.30</u>
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	152,273.00	0.00	0.00	0.00%	152,273.00
69110 · Interest	48,650.00	0.00	0.00	0.00%	48,650.00
Total 69100 · Revenue Bond	<u>200,923.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>200,923.00</u>
69125 · AMI Meter Loan					
69130 · Principle	52,948.00	0.00	26,652.61	50.34%	26,295.39
69135 · Interest	5,566.00	0.00	2,604.35	46.79%	2,961.65
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	1,739.00	0.00	0.00	0.00%	1,739.00
Total 69200 · PERS ADP Loan	<u>31,739.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>31,739.00</u>
Total 69010 · Debt Service	<u>291,176.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>10.05%</u>	<u>261,919.04</u>
69400 · Other Non-Operating Expense	3,000.00	0.00	0.00	0.00%	3,000.00
Total 69000 · Non-Operating Expenses	<u>294,176.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>9.95%</u>	<u>264,919.04</u>
Total Expense	<u>2,549,140.00</u>	<u>164,548.52</u>	<u>700,967.66</u>	<u>27.50%</u>	<u>1,848,172.34</u>
Net Ordinary Income	<u>600,795.00</u>	<u>-6,670.20</u>	<u>383,200.28</u>		
Net Income	<u>600,795.00</u>	<u>-6,670.20</u>	<u>383,200.28</u>		

Rio Linda Elverta Community Water District
CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2022-23
 As of October 31, 2022

	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	594,000.00	198,000.00	-	-	-	-
Operating Fund Transfers Out	(59,000.00)	-				
CIP Fund Intrafund Transfers	(312,737.00)	-	302,737.00	-	10,000.00	-
PERS ADP Loan Payment						
Principle			30,000.00	-		
Interest			1,739.00	-		
Investment Revenue	85.00	29.16	110.00	55.79	-	-
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	17,811.03	-	-	-	-
B-3 - Large Meter Replacements	5,000.00	-	-	-	-	-
B-4 - Pipeline Replacement	-	-	478,844.00	79,650.00	-	-
Total B - WATER DISTRIBUTION	155,000.00	17,811.03	478,844.00	79,650.00	-	-
M - GENERAL PLANT ASSETS						
M-1 - Urban Water Management Plan	50,000.00	50,000.00	-	-	-	-
Total M - GENERAL PLANT ASSETS	50,000.00	50,000.00	-	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	245,000.00	67,811.03	478,844.00	79,650.00	-	-



Items for Discussion and Action Agenda Item: 5.1

Date: December 19, 2022
Subject: General Manager's Report
Staff Contact: Timothy R. Shaw

Recommended Committee Action:

N/A this item is not reviewed by committee.

Current Background and Justification:

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

Conclusion:

No Board action is anticipated for this item.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent



Date: December 19, 2022

Subject: General Manager Report

Staff Contact: Timothy R. Shaw, General Manager

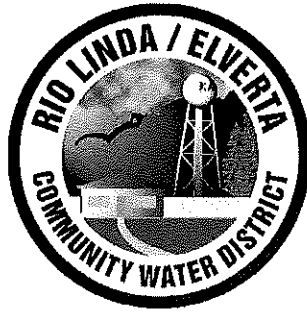
For the given month, I participated in the following reoccurring meetings and special events: Demands for resources associated with implementing the recently revised Discontinuation of Residential Water Service for Nonpayment dominated the reporting period.

1. On November 21st , Operations provided a tour of District facilities to Legal Counsel.
2. Out of Office from November 23rd to November 27th, Thanksgiving holiday
3. On December 1st , I met Verizon Wireless technical support to address wireless router functionality (turned out to be an Adept issue) and default settings on the Inseego Wireless Gateway.
4. On December 2nd, Executed the swearing into office documents for Director Young and Director Cline.
5. On December 5th , Director Harris, Director Gifford, and I conducted the monthly Executive Committee meeting.
6. On December 6th , I met with Leanne Mueller of Sacramento County regarding long-range planning for the County's affordable housing plan.
7. On December 7th , I participated (in person at Roseville Utilities) in a meeting of the Water Forum.
8. On December 8th, Director Harris and I participated in the regular meeting of the Sacramento Groundwater Authority.
9. On December 12th, I received a letter via email from Teamster Local 150 requesting a considerable volume of documents.
10. On December 14th, The District's Administrator for the 457 Deferred Compensation account was onsite for Q&A with employees on retirement investments.
11. On December 16th, I met with Optum Investments, who reached out to pitch their government agency investment services.

Throughout the reporting period, additional demands for resources were incurred from:

- Coordinating with staff for the bimonthly billing cycle discontinuation of water services for nonpayment for the first cycle under the revised policy.
- Re-establishing and confirming functionality of all hardware and software following the transition from wired to wireless internet.
- Setting up a new Office 365 email account to enable onboarding of Director Elect Vicky Young.

The District continues to be impacted by inflation. However, inflation is now trending lower, e.g. 7.1% for the 12-months period ending December. as it renews memberships, e.g. ACWA and CSDA. Fuel costs have somewhat declined following a spike in price about a month ago.



Items for Discussion and Action
Agenda Item: 5.2

Date: December 19, 2022
Subject: Contract District Engineer's Report
Staff Contact: Mike Vasquez, Contract District Engineer

Recommended Committee Action:

N/A this item is not reviewed by committee.

Current Background and Justification:

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

Conclusion:

No Board action is anticipated for this item.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

14 December 2022

DISTRICT ENGINEER'S REPORT

To: Tim Shaw, General Manager, Rio Linda / Elverta Community Water District
From: Mike Vasquez, PE, PLS, Principal (EKI), Contract District Engineer (RL/ECWD)
Subject: District Engineer's Report for the 19 December 2022 Board of Directors Meeting

The District Engineer is pleased to submit this brief update of duties and tasks performed for the period of 17 November 2022 to 14 December 2022:

1. General District Engineering:

- Prepared a Technical Memorandum evaluating a recommended adjustment to the District's 2023 Connection Fee. This will be discussed under a separate agenda item at the 12/19/2022 Board Meeting.
- Conducted a backup power generator inspection at the Well 16 Pumping Station site with the Operations Superintendent and a staff member from the Sacramento Metropolitan Air Quality Management District (Sac Metro Air District) on 12/14/2022. The generator performed as permitted and the inspection was met with approval from Sac Metro Air District. An approval report will be received from Sac Metro Air District in 2-3 weeks.
- Valve Vault Cover Replacement at 30th St. and Elkhorn Blvd. – As stated in the District Engineer's Report at the November Board Meeting, the existing valve vault cover on 30th Street is failing due to heavy vehicular traffic and needs to be replaced as soon as possible. Operations Staff placed a steel plate over the existing vault cover as a safety measure while Staff works to procure a new cover. Staff met with vault cover manufacturer Vault Access Solutions and Fabrications, Inc. (VAS) on 11/30/2022 on site to review the necessary components for the cover replacement. VAS provided a quote on 12/5/2022 in the amount of \$6,900.00 to fabricate and deliver the cover. The General Manager, Operations Superintendent, and District Engineer approved the quote and placed the order the same day. The estimated delivery date is late February/early March 2023, at which time, local construction contractor Rawles Engineering, Inc. will be engaged to install the cover. Installation costs are estimated to be \$8,000.00, but will be verified once the cover is delivered.

2. Active Development Reviews (only projects with updates from the last Board Meeting):

- No significant updates for this reporting period.

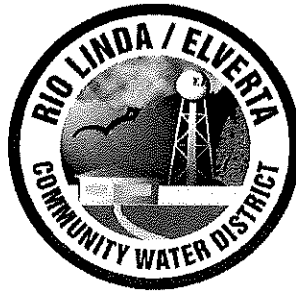
3. CIP Dry Creek Road Pipe Replacement Project:

- As discussed at previous Board Meetings, construction contractor Rawles Engineering, Inc. is currently working on a water main project for another local water district and has been unable to mobilize to start the District's project due to reasonable circumstances. Staff anticipates that work on Dry Creek Road will commence in early 2023, weather permitting.

Please contact me directly at the office (650) 292-9112, cell phone (530) 682-9597, or email at mvasquez@ekiconsult.com with any questions or require additional information.

Very truly yours,

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



Items for Discussion and Action
Agenda Item: 5.3

Date: December 19, 2022

Subject: Annual Capacity Fee Adjustments

Staff Contact: Mike Vasquez, Contract District Engineer

Recommended Committee Action:

The Executive Committee forwarded this item onto the December 19th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

Ordinance 2016-01 stipulates an annual adjustment for the RLECWD capacity fees be implemented on January 1st each year. Adjustment of capacity fees for inflation of construction costs is standard practice and delineated in the Ordinance. The Board needs to review the construction cost index report provided by the Contract District Engineer at the December Board meeting, then authorize the adjustment of capacity fees for inflation via adopting revision 3 to Exhibits in Resolution 2018-03.

Failure to adjust capacity fees is a lapse in the District's obligation to the existing customers, customers already having paid the capacity fees. Capacity fees directly correlate to the cost of current and future infrastructure. Lapses in the administration of the capacity fee program threaten the viability of the program.

Conclusion:

I recommend the Board approve the adjustment for inflation of construction cost in the capacity fees by adopting Revision 5 to Exhibits 1 and 2 of Resolution 2018-03.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

12 December 2022

TECHNICAL MEMORANDUM

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

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

Subject: **2023 Connection Fee Adjustment**
(EKI Project No. C00085.00)

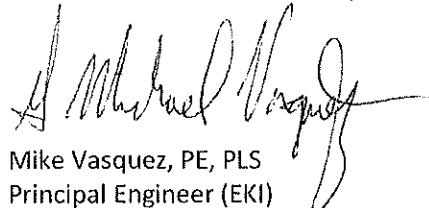
Pursuant to Ordinance No. 2016-01, it is recommended that the Rio Linda/Elverta Community Water District (District) adjust connection fees by +5.55% in January 2023. The ordinance states: *"The fees in this "EXHIBIT 2" shall increase annually based on the change in Engineering News-Record (ENR) magazine CCI for California each January 1, beginning January 1, 2017."*

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

The average yearly CCI change from January 2022 to December 2022 was +5.3% for San Francisco and +5.8% for Los Angeles. These two yearly change CCI's were taken from ENR's Cost Indexes by Cities for December 2022. The average of the two is +5.55% and is the recommended connection fee adjustment.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.



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

EXHIBIT 1

WATER SERVICE CAPACITY FEES

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

Water Service Capacity Fees

METER SIZE (IN INCHES)	DEVELOPER FEE
5/8	N/A*
3/4	N/A*
1	\$16,814.51
1 1/2	\$33,629.04
2	\$53,806.72
3	\$117,701.65
4	\$211,862.46
6	\$470,806.59
8	\$807,097.02
Greater than 8 inches	The fees shall reflect the actual costs of providing service capacity, and shall be approved through an agreement with the Board of Directors

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

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

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

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

EXHIBIT 2

FIRE PROTECTION FACILITIES FEES

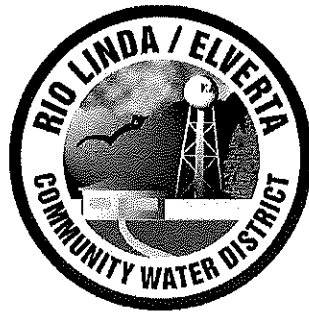
The provisions of Exhibit 2 of Ordinance No. 2016-01 are hereby amended and superseded by the following:

Fire Protection Capacity Fees

PRIVATE FIRE HYDRANTS	SPRINKLER SYSTEM LINES
6 INCH (minimum) \$21,704.16	1 inch (minimum) - \$774.83
8 INCH - \$37,207.15	1½ inch - \$1,550.94
10 INCH - \$58,911.31	2 inch - \$2,480.21
12 INCH - \$77,514.89	3 inch - \$5,426.38
GREATER THAN 12 INCH – The fees shall be relative to the charges above and increase in proportion to the size of the pipe. The fee shall be approved through an agreement with the Board of Directors.	4 inch - \$9,766.43
Penalty for Unauthorized Use of Fire Lines	6 inch - \$21,704.16
	8 inch - \$37,207.15
Use of fire lines for purposes other than fire suppression, system testing or system repair shall constitute unauthorized use. Such unauthorized use shall be subject to a \$105.00 fee. Any subsequent violations shall be subject to a \$165.00 Fee and the water shall be turned-off until brought into compliance.	Greater than 8 inch – The fees shall be relative to the charges above and increase in proportion to the size of the pipe. The fee shall be approved through an agreement with the Board of Directors.
Fire Protection Facilities Flat Rate Charge	With the adoption of Resolution 2021-03 on August 16, 2021 these charges were incorporated into the rates structure.

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

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



Items for Discussion and Action
Agenda Item: 5.4

Date: December 19, 2022

Subject: Consider Adopting Resolution 2022-09, Appreciation for John Ridilla's Community Service.

Staff Contact: Timothy R. Shaw

Recommended Committee Action:

The Executive Committee forwarded this item onto the December 19th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

It is customary and appropriate for a governing body to acknowledge the community service of an outgoing Board Member. The typical form of acknowledgment is a Resolution.

Staff has drafted Resolution 2022-09 for consideration by the Board of Directors.

Conclusion:

I recommend the Board consider adopt Resolution 2022-09.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RESOLUTION NO. 2022-09

**A RESOLUTION IN APPRECIATION FOR OUTSTANDING PUBLIC SERVICE BY
JOHN RIDILLA**

WHEREAS, John Ridilla was elected to the RLECWD Board of Directors in November of 2014, then subsequently re-elected in November 2018, and

WHEREAS, John Ridilla has shown exceptional leadership in service to our community through serving as Board President, Board Vice President, Chair of the Finance/Admin Committee, and District representative to the Association of California Water Agencies (ACWA), and

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

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

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

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

APPROVED AND ADOPTED by the Board of Directors of the Rio Linda / Elverta Community Water District on this 19th day of December 2022. By the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

XXXX YYYYY
President, Board of Directors

Timothy R. Shaw
Secretary of the Board of Directors



Items for Discussion and Action Agenda Item: 5.5

Date: December 19, 2022

Subject: Authorizing Minor Revision to the Employment Agreement with the General Manager.

Staff Contact: Timothy R. Shaw

Recommended Committee Action:

The Executive Committee forwarded this item onto the December 19th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

The Board of Directors completed the annual performance review of the General Manager and announced a finding of satisfactory performance at the November 21st Board meeting. At the same meeting, the GM explained having found an oversight in the Employment Agreement regarding the sick leave accrual rate.

The sick leave accrual rate should have been edited when the District transitioned from semi-monthly to biweekly pay periods a few years ago.

Even though the accrual rate was incorrect for biweekly pay periods, the actual accrual rate performed was correct, 12 sick days per year (96-hours per year) or 3.69 hours per pay period.

Conclusion:

As recommended by the Executive Committee, the Board should approve the minor correction to the sick leave accrual rate in the General Manager's Employment Agreement.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Section 3.7 Vacation Leave. Employee shall accrue vacation leave at a rate of one hundred twenty (120) per year. The employee may accrue up to a total of three hundred (300) hours of vacation leave. Once the employee accrues the maximum three hundred (300) hours of vacation leave, no additional accrual will occur until Employee's bank of vacation leave is reduced below three hundred (300) hours. The employee may opt to sell unused vacation once annually in accordance with the provisions detailed in the Vacation Cash Out Policy in the Personnel Handbook.

Section 3.8 Sick Leave. Employee shall accrue sick leave at a rate of ~~4-3.69~~ hours for every biweekly pay period, up to a maximum of two hundred forty (240) hours. Employee shall begin accruing sick leave on the first day of his employment with the District. Sick back is not permitted to be sold back.

Section 3.9 Cellular Phone. The District shall provide Employee with a cellular phone for the Term of the Agreement, which shall be used for business calls. The District shall not be responsible for charges or fees incurred by Employee's use of the cellular phone for personal purposes.



Items for Discussion and Action

Agenda Item: 5.6

Date: December 19, 2022

Subject: Authorizing Alternative Regular Meeting Dates for Executive Committee and Board Meetings in January 2023 (holidays observed on both the 1st and 3rd Mondays)

Staff Contact: Timothy R. Shaw

Recommended Committee Action:

The Executive Committee forwarded this item onto the December 19th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

The District's regular public meetings (Committee and Board) are typically held on the first and third Monday (respectively) of each month. However, in January the first and third Mondays tend to be observed holidays (New Year's Day and Martin Luther King Day). Accordingly, it is necessary to schedule alternative meeting dates, and if necessary, alternative meeting locations.

Staff has coordinated with the Rio Linda Elverta Recreation and Parks District to explore alternative dates in January for the use of the Visitors / Depot Center. The Parks District has January 3rd and January 17th as available dates for the Water District's public meetings.

The closest option to normal public meeting scheduling is to accept the Park District's offer of the alternative meeting dates in January, Tuesday the 3rd and Tuesday the 17th.

Conclusion:

As recommended by the Executive Committee, the Board should authorize January 3rd Executive Committee and January 17th Regular Board Meeting for the January 2023 Meeting dates.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent



Items for Discussion and Action
Agenda Item: 5.7

Date: December 19, 2022

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

Staff Contact: Timothy R. Shaw

Recommended Committee Action:

N/A, this is a standing item on all regular meeting agendas.

Current Background and Justification:

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

This is a standing item, which occurs on every regular meeting agenda.

Conclusion:

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

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent



Information Items Agenda Item: 6.1

Date: December 19, 2022

Subject: District Reports

Staff Contact: Timothy R. Shaw, General Manager

DISTRICT ACTIVITY REPORTS

1. Operations Report
2. Completed and Pending Items Report
3. Conservation Report
4. Leak Repair Status Report
5. Water Loss Audit
6. Certificate of Excellence in Financial Reporting

RIO LINDA/ELVERTA C.W.D. 2022

REPORT OF DISTRICT OPERATIONS

SOURCE WATER DATA

Water Production (Million Gallons)						Year To Date
January	February	March	April	May	June	
40.7	40.9	53.6	57	88.2	99.4	
40,708,764	40,949,074	53,558,498	57,044,990	88,179,174	99,413,706	792.20
July	August	Sept.	Oct.	Nov.	Dec.	
110.3	102.7	82.9	71.9	44.6		
110,303,570	102,685,078	82,931,166	71,941,236	44,612,112		
			Monthly Total			
Gallons = Multiply M.G. by:		1,000,000	44,612,112	Gallons		792,327,368
Cubic Feet = Divide gallons by:		7.48	5,964,186	Cubic Feet		105,926,119
Hundred Cu Ft. = Divide cu. ft. by:		100	59,642	Hundred Cubic Feet		1,059,261
Acre Ft. = Divide gallons by:		325,829	136.92	Acre Ft.		2,432

DISTRIBUTION SYSTEM DATA

Water Quality Complaints						Year To Date
Complaints Total (Low Psi Complaints)						
January	February	March	April	May	June	
0	0	1 (1)	1 (1)	2 (1)	2 (2)	11
July	August	Sept.	Oct.	Nov.	Dec.	
1	1 (1)	0	1	2 (2)		

New Services

New Construction	0	19
Existing Homes	0	1
Paid prior to increase. (2 not installed)	0	0
Total of Service Connections to Date ----->		4668

Distribution System Failures/Repairs

Deterioration November 1 thru 30	7	88
Damaged November 1 thru 30	0	3

Bacteriological Sampling

Routine Bacteriological Samples (Distribution System)	20	176
Raw Water Bacteriological Samples (at Wells)	0	40

November 1, 2022 - November 30, 2022

7 - Distribution leaks repaired by District staff, 0 - by Contractor or with Contractor assistance.

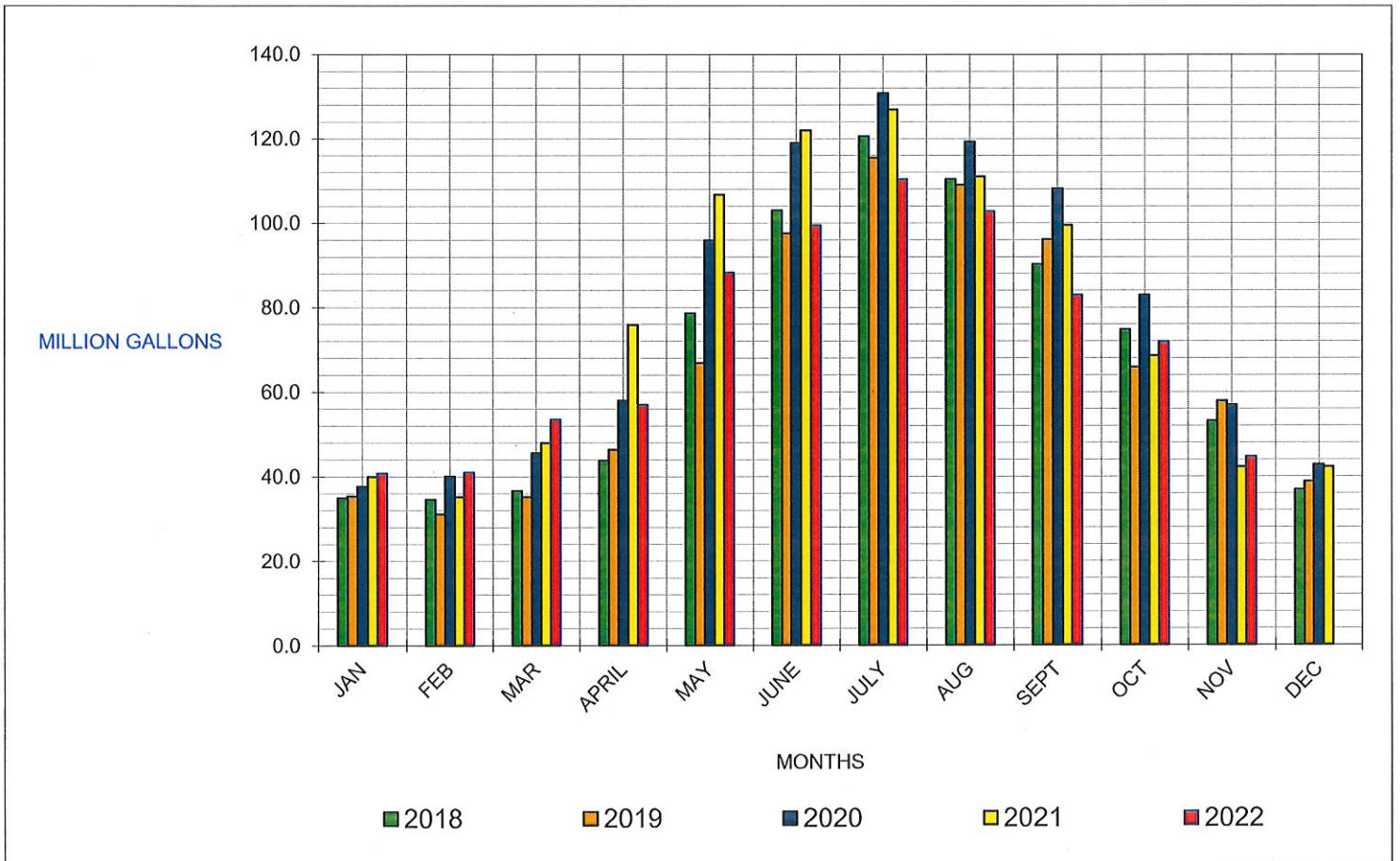
Work Orders Issued - 48	Work Orders Completed - 31	USA's Issued - 88
Backflow Test - 2	Backflow Test - 1	
Change Out Meter - 31	Change Out Meter - 9	
Flow Test - 2	Disconnect Service - 2	
Line Leak - 3	Flow Test - 3	
Possible Leak - 6	Get Current Read - 1	
Pressure Complaint - 2	Line Leak - 3	
Tag Property - 1	Possible Leak - 4	
Turn Off Service - 1	Pressure Complaint - 2	
	Tag Property - 3	
	Turn Off Service - 2	
	Turn On Service - 1	

RIO LINDA/ELVERTA C.W.D.

WATER PRODUCTION

2018 \ 2022

Month	Water Production in Million Gallons						SSWD Water Purchases				
	2018	2019	2020	2021	2022	Avg.	2018	2019	2020	2021	2022
JAN	34.8	35.3	37.6	39.9	40.7	37.7	0.0	0.0	0.0	0.0	0.0
FEB	34.5	31.1	40.0	35.2	40.9	36.3	0.0	0.0	0.0	0.0	0.0
MAR	36.5	35.1	45.5	47.9	53.5	43.7	0.0	0.0	0.0	0.0	0.0
APRIL	43.7	46.3	57.9	75.8	57.0	56.1	0.0	0.0	0.0	0.0	0.0
MAY	78.5	66.8	95.9	106.6	88.2	87.2	0.0	0.0	0.0	0.0	0.0
JUNE	102.9	97.5	118.9	121.9	99.4	108.1	0.0	0.0	0.0	0.0	0.0
JULY	120.5	115.4	130.7	126.8	110.3	120.7	0.0	0.0	0.0	0.0	0.0
AUG	110.3	108.9	119.2	110.9	102.7	110.4	0.0	0.0	0.0	0.0	0.0
SEPT	90.1	96.1	108.1	99.4	82.9	95.3	0.0	0.0	0.0	0.0	0.0
OCT	74.7	65.8	82.8	68.5	71.9	72.7	0.0	0.0	0.0	0.0	0.0
NOV	53.1	57.8	56.9	42.2	44.6	50.9	0.0	0.0	0.0	0.0	0.0
DEC	36.8	38.7	42.7	42.2		40.1	0.0	0.0	0.0	0.0	
TOTAL	816.4	794.8	936.2	917.3	792.1	866.2	0.0	0.0	0.0	0.0	0.0





**PENDING AND COMPLETED ITEMS
12-19-2022 BOARD OF DIRECTORS MEETING**

1. **SB-606 and AB-1668 planning for compliance** –RLECWD water use efficiency numbers continue trending in the right direction, and the District continues performing better than average compared to the state as a whole. The District continues to conserve at a higher percentage than the rest of the state. The District conserved 21% compared to the November 2020 and 11% for the first 11 months of 2022 compared to the same period in 2020 **Pending**
2. **Hexavalent Chromium MCL economic feasibility** The State Water Resources Control Board (SWRCB) lead personnel for Maximum Contaminant Level (MCL) adoption was the featured speaker at the Association of California Water Agencies Groundwater Quality Committee meeting this week. SWRCB continues to forecast to begin the final steps of adopting a 10-PPB Chrome 6 MCL in November /December 2022. **Pending**
3. **District outreach to customers following implementation of a new rate structure focused on consumption in compliance with SB 606 / AB 1668 requirements** – The Customer Service / Conservation Coordinator has focused her efforts on contacting customers identified by AMI software that indicates a continuous use (leak). The District continues to see steady requests for Inov8 devices. **Pending**
4. **Annual Adjustment to Water Capacity Fees for Construction Costs** –. Staff has coordinated with the Contract District Engineer to prepare all document needed for Board consideration of the annual adjustment (increase by 5.55%) at the December 19th Board meeting. **Pending**
5. **Annual Independent Audit** – The annual audit is underway. The audit got off to a late start due to the passing (death) of the previous auditor, which required a competitive selection process **Pending**
6. **Preparing for and negotiating a 2022 Cost of Living Adjustment (COLA) for General Unit employees** –Teamster Local 150 emailed a letter requesting a substantial volume of documents. The General Manager is preparing a response. **Pending**
7. **Annual Performance Review of the General Manager** – The Board completed its annual performance review of the General Manager with a finding of satisfactory performance. **Completed**
8. **Fair Political Practices Act, Statement of Economic Interests** – The Districts filing officer (GM) revised the online data to reflect entering and leaving offices. Then, emailed affected Board Members regarding the need to complete statements of economic interests (Form 700). **Pending**
9. **Cost of Service Reductions to Mitigate Inflation** – Staff completed the change in internet service provider internet service, which will save the ratepayers approximately \$3,000 annually. Staff continues to works with ACWA JPIA and SDRMA on reducing the total cost of Property, Liability and Workers Compensation Insurance via consolidate all three forms into one insurance provider, which would eliminate roughly \$10,000 in membership fees each year. **Pending**



Conservation Report November 2022



Supplies (kits):	Shower heads(2) Kitchen Aerators(0) Bathroom Aerators(0) Shower Timer(0) Nozzle(0) Toilet Tabs(2) Toilet Tummy(0) Retro-Fit Kits(0) Welcome Kits(0) Kids Kit(0)
Water Waste	0 Water Waste Call(s)
Water Waste Violation	1 Water Waste Violation
(calls, emails, letter, leaks detected, and fixed):	152 contacted about possible leaks using the AMI system - 2 were called, 0 was mailed, 150 were emailed, 0 tag was hung 44 were confirmed resolved
Water Schedule:	given to customers with all violation letters and new applications
Surveys	0
Workshops, Webinar, Meetings:	None
Fines:	None
Other Tasks:	<ul style="list-style-type: none"> ● Assisted with new customers ● Created/completed work orders ● Disconnect properties with no service application ● Notified and offered customers the ACH payment method ● Closed accounts and final billed customers ● Printed stamps ● Mailed out application requests to new owners ● Scanned and uploaded documents into UMS ● Reached out to customers with higher than normal water usage ● Verbal Demands ● Created Report for High Usage Exceptions ● Rereads for 11/20/22 billing cycle
Grant Updates:	None

2022 Leak - Repair Tracking

Work Order #	Leak Type	Street	Date Reported	Date Repaired	Days	
1	22863	Service Line	Beamer Way	12/27/2021	1/11/2022	16
2	23003	Service Line	Elwyn Ave	12/16/2022	1/6/2022	20
3	23052	Service Line	24th Street	1/12/2022	1/13/2022	2
4	None	Main	Elkhorn - W2nd St	1/13/2022	1/13/2022	1Hr
5	23106	Service Line	G Street	1/24/2022	1/25/2022	2
6	23109	Service Line	G Street	1/25/2022	1/25/2022	1
7	23110	Service Line	Front Street	1/26/2022	2/3/2022	8
8	23119	Service Line	Elwyn Ave	2/2/2022	2/2/2022	1
9	23120	Service Line	Lilac Ln	2/2/2022	2/5/2022	3
10	23127	Service Line	Blacktop Rd.	2/7/2022	2/7/2022	1
11	23130	Service Line	I Street	2/8/2022	2/9/2022	2
12	23147	Service Line	8th Street	2/16/2022	2/16/2022	1
13	23148	Service Line	Lilac Ln	2/16/2022	2/16/2022	1
14	23152	Service Line	Fallon Woods Wy	2/23/2022	2/28/2022	5
15	23153	Service Line	West U Street	2/24/2022	2/28/2022	4
16	23154	Service Line	Q Street	2/24/2022	2/24/2022	1
17	23168	Service Line	W. 2nd Street	3/9/2022	3/9/2022	1
18	23223	Service Line	K Street	3/21/2022	3/21/2022	1
19	23240	Service Line	10th Street	3/23/2022	3/29/2022	6
20	23225	Service Line	C Street	3/28/2022	3/29/2022	2
21	23225	Service Line	W. E Street (Damaged)	3/29/2022	3/29/2022	0
22	23167	Service Line	G Street	4/10/2022	4/19/2022	9
23	23178	Service Line	Quadra Ave	3/14/2022	4/6/2022	23
24	23273	Service Line	Rio Linda Blvd	4/8/2022	4/8/2022	0
25	23276	Service Line	K Street	4/12/2022	4/12/2022	0
26	23310	Service Line	W 2nd Street	4/29/2022	4/29/2022	0
27	23303	Service Line	Elkhorn Blvd	4/28/2022	4/28/2022	0
28	23318	Service Line	Dry Creek Rd	5/4/2022	5/4/2022	1
29	23329	Service Line	Fallon Place Ct.	5/17/2022	5/17/2022	1
30	N/A* GM Const.	Service Line	Elkhorn Blvd	5/24/2022	5/28/2022	4
31	23357	Service Line	Dry Creek Rd	5/23/2022	6/2/2022	10
32	23390	Service Line	Withington Ave	6/6/2022	6/9/2022	3
33	23393	Service Line	Fallon Woods Way	6/9/2022	6/9/2022	1
34	23393	Service Line	Silver View Way	6/10/2022	6/10/2022	1
35	23396	Service Line	E Street	6/8/2022	6/8/2022	1
36	23399	Service Line	Tuscany Ct	6/13/2022	6/15/2022	2
37	23401	Service Line	G Street	6/16/2022	6/17/2022	1
38	23406	Service Line	C Street	6/22/2022	6/27/2022	5
39	23421	Service Line	Ascot Ave	7/5/2022	7/6/2022	1
40	23428	Service Line	I Street	7/7/2022	7/7/2022	1
41	23432	Service Line	Dry Creek Rd	7/11/2022	7/14/2022	3
42	23435	Service Line	22nd Street	7/15/2022	7/26/2022	11
43	23443	Main	6th Street	7/20/2022	7/20/2022	1

44	23475	Service Line	E Street	7/25/2022	7/27/2022	2
45	23476	Service Line	Dutra Ct	7/25/2022	7/25/2022	1
46	23478	Service Line	Eloise Ave	7/26/2022	7/26/2022	1
47	23478	Service Line	Rio Linda Blvd	7/26/2022	7/26/2022	1
48	23429	Main	G Street	7/8/2022	8/9/2022	32
49	23472	Service Line	Old Mill Wy	7/22/2022	8/4/2022	11
50	23506	Service Line	Sun Acer Wy	8/10/2022	8/16/2022	6
51	23510	Service Line	W Delano St	8/11/2022	8/16/2022	5
52	23512	Service Line	W U St	8/11/2022	8/24/2022	13
53	23513	Service Line	Dry Creek Rd	8/15/2022	8/15/2022	1
54	23520	Service Line	5th Ave	8/16/2022	8/16/2022	1
55	23522	Service Line	O St	8/17/2022	8/22/2022	5
56	23531	Service Line	Fallon Woods Way	8/22/2022	8/24/2022	2
57	23532	Service Line	I Street	8/22/2022	8/23/2022	1
58	23533	Service Line	5th St	8/24/2022	8/29/2022	5
59	23534	Service Line	W 2nd Street	8/24/2022	8/25/2022	1
60	23538	Service Line	24th Street	8/25/2022	8/29/2022	4
61	23539	Service Line	26th Street	8/26/2022	8/31/2022	5
62	23541	Service Line	I Street	8/31/2022	8/31/2022	1
63	23526	Service Line	8th Ave	8/19/2022	8/29/2022	10
64	23537	Service Line	Jubilee Wy	8/25/2022	8/30/2022	5
65	23545	Service Line	22nd Street	8/31/2022	8/27/2022	1
66	23519	Service Line	22nd Street	8/16/2022	9/13/2022	28
67	23540	Service Line	Elkhorn Blvd	8/30/2022	9/8/2022	9
68	23551	Service Line	E Street	9/2/2022	9/12/2022	10
69	23573	Service Line	Rinetti Way	9/15/2022	9/15/2022	1
70	23578	Service Line	Rio Linda Blvd	9/19/2022	9/28/2022	9
71	23614	Service Line	18th Street	9/26/2022	9/29/2022	3
72	23617	Service Line	2nd Street	9/28/2022	9/30/2022	2
73	23547	Service Line	Kenora Street	9/2/2022	10/6/2022	34
74	23612	Service Line	W 2nd Street	9/26/2022	10/4/2022	8
75	23620	Service Line	I Street	9/30/2022	10/19/2022	19
76	23635	Service Line	8th Street	10/5/2022	10/12/2022	7
77	23638	Service Line	Q Street	10/6/2022	10/12/2022	6
78	23640	Service Line	I Street	10/7/2022	10/8/2022	1
79	23657	Service Line	Dabney Way	10/20/2022	10/25/2022	5
80	23668	Service Line	C Street	10/24/2022	10/25/2022	1
81	23677	Service Line	16th Street	10/26/2022	10/27/2022	1
82	23645	Service Line	Jubilee Way	10/12/2022	11/16/2022	32
83	23648	Service Line	G Street	11/17/2022	11/18/2022	1
84	23686	Service Line	Marysville Blvd	11/7/2022	11/7/2022	1
85	23688	Service Line	I Street	11/17/2022	11/22/2022	5
86	23701	Service Line	I Street	11/21/2022	11/22/2022	1
87	23724	Service Line	O Street	11/28/2022	12/1/2022	3
88	23726	Service Line	22nd Street	11/29/2022	11/30/2022	1



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 Fax: 312.977.4806

11/14/2022

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

Dear Mrs. Denning:

Congratulations!

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended June 30, 2021 has met the requirements to be awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting. The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (Certificate Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations, again, for having satisfied the high standards of the program.

Your electronic award packet contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Certificate of Achievement Program policy requires that written responses to these comments and suggestions for improvement be included with your 2022 fiscal year end submission. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.
- **Certificate of Achievement.** A Certificate of Achievement is valid for a period of one year. A current holder of a Certificate of Achievement may reproduce the Certificate in its immediately subsequent annual comprehensive financial report. Please refer to the instructions for reproducing your Certificate in your next report.
- **Award of Financial Reporting Achievement.** When GFOA awards a government the Certificate of Achievement for Excellence in Financial Reporting, we also present an Award of Financial Reporting Achievement (AFRA) to the department identified in the application as primarily responsible for achievement of the Certificate.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Certificate ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion). Plaques and medallions will be mailed separately.

As an award-winning government, we would like to invite one or more appropriate members of the team that put together your annual comprehensive financial report to apply to join the Special Review Committee. As members of the Special Review Committee, peer reviewers get exposure to a variety of reports from around the country; gain insight into how to improve their own reports; achieve professional recognition; and provide valuable input that helps other local governments improve their reports. Please see our website for [eligibility requirements](#) and [information on completing an application](#).

Thank you for participating in and supporting the Certificate of Achievement Program. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine
Director, Technical Services



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Rio Linda/Elverta Community Water District
California**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2021

Christopher P. Morill

Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

11/14/2022

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Rio Linda/Elverta Community Water District** for its annual comprehensive financial report for the fiscal year ended June 30, 2021. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.



Information Items Agenda Item: 6.2

Date: December 19, 2022

Subject: Board Reports

Staff Contact: Timothy R. Shaw, General Manager

BOARD REPORTS

1. Report ad hoc committee(s) dissolved by requirements in Policy 2.01.065
2. Sacramento Groundwater Authority (Harris (primary))
3. Executive Committee – Gifford
4. ACWA/ACWA JPIA
5. Ad Hoc – COLA Committee

SACRAMENTO GROUNDWATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, December 8, 2022; 9:00 a.m.

AGENDA

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

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection on SGA's website. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact josette@rwah2o.org. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Notice: The Board meeting will be held in the RWA Board Room and virtually. The RWA Board Room will be open for SGA Board members and members of the public. SGA Board members are encouraged to attend in person but are not required to do so.

Meeting Information:
SGA Board Meeting
December 8, 2022 09:00 AM (PST)

Please join my meeting from your computer, tablet, or smartphone

Join Zoom Meeting

<https://us06web.zoom.us/j/87434265812?pwd=cmo1U2RSb25pSWICVEJENThkWUwvUT09>

You can also dial in using your phone
United States: +16694449171
Meeting ID: 874-3426 5812 Passcode: 229697

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.
- 3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Board members may request an item be removed for separate consideration.
 - 3a. Extend Resolution 2021-02, including requisite findings, to renew authorization to hold meetings of the Board of Directors via teleconference pursuant to Assembly Bill 361 until such time as the State of Emergency resulting from the COVID-19 pandemic no longer impacts the ability of Board members and the public to safely meet in person
 - 3b. Approve the minutes of October 13, 2022 Board meeting
 - 3c. Approve Woodard & Curran Task Order 22-02 in the amount of \$42,179

- 3d. Approve GEI Consultants Task Order 22-03 in the amount of \$75,446
- 3e. Affirm SGA Investment Policy 400.1

Action: Approve Consent Calendar Items

4. 2022 AUDIT REPORT

Presentation: Peggy Vande Vooren, Gilbert Associates, Inc.

Action: Accept 2022 SGA financial audit report

5. GROUNDWATER SUSTAINABILITY PROGRAM UPDATE

Information Update: Trevor Joseph, Manager of Technical Services

Action: Approve Resolution 2022-4 authorizing SGA to enter into a grant agreement with the Department of Water Resources for the *Advancing North American Subbasin (NASb) Sustainable Groundwater Management* project

6. ELECTION OF SGA 2023 OFFICERS

Information Update: SGA Ad Hoc Nominating Committee

Action: Elect 2023 SGA Chair and Vice Chair

7. EXECUTIVE DIRECTOR'S REPORT

8. DIRECTORS' COMMENTS

ADJOURNMENT

Next SGA Board of Director's Meetings:

February 9, 2023 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights, the location is subject to change depending on the COVID-19 emergency.

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

Minutes
Rio Linda / Elverta Community Water District
Executive Committee

December 5, 2022 @ 6:00 P.M.

Visitors / Depot Center
6730 Front St.
Rio Linda, CA 95673

The meeting was called to order at 6:00 P.M. The meeting was attended by Director Gifford, Director Harris, General Manager Tim Shaw, and Contract District Engineer Mike Vasquez.

Call to Order: 6:00 P.M.

Public Comment: *There were no members of the public in attendance*

Items for Discussion:

1. Engineers Update.
<i>The Contract District Engineer presented his written report and provided additional detail on the pipe replacement project. The Contractor has scheduled to begin work on January 16th. The Engineer also conveyed he intends to remove the Fox Hollow project from his monthly status report unless and until there is activity to report.</i>
2. Annual Inflation Adjustment for Water Capacity Fees.
<i>The Contract District Engineer presented his written report and provided an educated projection as to what the likely construction cost adjustment will be when published by Engineering News Record in mid-December.</i> <i>The Executive Committee forwarded the item onto the December 19th Board agenda with the Committee's recommendation for Board approval.</i>
3. Discuss Comprehensive Annual Financial Report (CAFR) Certificate of Achievement.
<i>The General Manager presented his written report. Director Harris asked how many years in a row has the District received this honor. The General Manager responded, "at least all 5-years that he has been GM (subsequently, the GM confirmed that the District has earned this achievement every year since 2013). Director Gifford requested that the Accounting Specialist be congratulated.</i> <i>The Executive Committee forwarded this item onto the December 19th Board agenda as an informational item.</i>
4. Discuss Acknowledgment of Community Service for John Ridilla.
<i>The General Manager presented his written report. Directors Harris and Gifford expressed their support for adopting the resolution. Director Harris offered to procure a nice frame for the Resolution.</i> <i>The Executive Committee forwarded the item onto the December 19th Board agenda with the Committee's recommendation for Board approval.</i>
5. Discuss timing of January Committee and Board Meetings due to Holidays.
<i>The General Manager presented his written report and explained that staff has already reached out to the RLE Parks District to explore alternative dates for use of the Visitors / Depot center in January. Parks responded with January 3rd and January 17th (both are Tuesdays and the day after the observed holidays). Director Gifford asked if the changes need to be approved by the Board. The General Manager responded that we could do it either by special meetings, which are within the authority of the Board Chair, or by having the Board approve the rescheduling of the regular meetings.</i> <i>The Executive Committee forwarded the item onto the December 19th agenda with the Committee's recommendation for Board approval.</i>

6. Discuss Expenditures for October 2022.

The General Manager presented his written report. Director Harris had the following comments and recommendations:

- *The SGA Holiday Social expenditure should be edited to include “Annual Awards Ceremony”.*
- *The expenditure for court ordered payments of Medical insurance premiums for Mr. Phelan should be edited to convey the payment is for 3-months of coverage, i.e., quarterly.*
- *The expenditure for the Union Dues should be edited to stipulate the funding is a passthrough from employee payroll deductions, i.e., not from the operating budget.*

With the above-described changes, the Executive Committee forwarded the item onto the December 19th Board agenda with the Committee’s recommendation for Board approval.

7. Discuss Financial Reports for October 2022.

The General Manager presented his written report. Director Harris had the following comments and questions:

- *What is the line item “ 10490 Future Capital Improvements, \$1,630,775.16? The General Manager explained it is the cumulative total of annual funding for capital improvements pursuant to the Board adopted CIP projects list, e.g., Well 12A.*
- *Where, in the report, can interested persons find the budget to actual analysis. The General Manager’s response assumed Director Harris was referencing the Board direction from the November 21st meeting, wherein the Board requested additional details for the proposed public Board workshop for mitigating the impacts of declining revenue caused by state mandated conservation. As such, the GM conveyed a more detail budget to actual analysis will be part of the December 19th packet. Subsequently, the GM shared that a summary of budget to actual analysis is part of every month’s Financial Report, Budget Performance (page 3 of 4).*

The Executive Committee forwarded the item onto the December 19th Board agenda with the Committee’s recommendation for Board approval.

Directors’ and General Manager Comments:

Item X - Minor change to GM Employment Agreement Draft.

The General Manager explained that the redline (track changes) document is the minor edit referenced to be needed for the GM Employment Agreement to correct an oversight in the sick leave accrual rate when the District changed from semi-monthly pay to biweekly pay periods. The per paycheck rate should have been changed, as it was in practice, from 4-hours per pay period to 3.69 hours per pay period. Director Harris recommended that the entire employment agreement be made part of the Board packet. The General Manager commented that the agreement and all addendums are indeed public records.

Items Requested for Next Month’s Committee Agenda

Adjournment: :6:32 P.M.

Next Executive Committee meeting: Tentatively Tuesday, January 3, 2023 because the first Monday in January is an observed holiday.