

**Agenda**  
**Rio Linda / Elverta Community Water District**  
**Executive Committee**

January 10, 2024 @ 6:00 P.M.

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

THIS MEETING WILL BE PHYSICALLY OPEN TO THE PUBLIC.

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. Continue Discussing Options for Replacing the District's File Server (Adept Solutions Analysis)
2. Contract District Engineer's Update.
3. Discuss Engaging Professional Services for Design of Hexavalent Chromium Treatment System.
4. Update on the Status of Water Use Efficiency Objectives Submittal.
5. Discuss Paying Off the AMI Meter Loan.
6. Discuss Expenditures for November 2023.
7. Discuss Financial Reports for November 2023.

**Directors' and General Manager Comments:**

X – Fair Political Practices Commission Form 806

Y – Email from PFAS Claims

**Items Requested for Next Month's Committee Agenda:**

**Adjournment**

Next Executive Committee meeting: Wednesday, February 14, 2024, 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, 2024  
**Subject:** Replacing District File Server  
**Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

Review written analysis and receive verbal report from Adept Solutions, then provide direction to staff on replacing the District's file server.

### **Current Background and Justification:**

The District's current file server has been in service for nearly 7-years and is currently approaching the end of its extended warranty.

Adopted budgets have included funding for replacing the server for some time. However, the District the limiting path has been a technical analysis report from Adept Solutions (IT consultant) on options. Among the options Adept has analyzed are:

1. Replacing the file server with an on-premises, new server.
2. Transitioning to a cloud-based server.
3. A hybrid option, i.e. a combination of on-premises server and cloud-based file storage.

Generally, a cloud-based server restructures the costs to an annual amount via the annual subscription fee. The traditional on-premises server requires the District to fund a replacement every 5 to 6 years.

The District has received the final technical report from Adept Solutions (included as a document associated with this item). Additionally, Geoff Granger of Adept Solutions is scheduled to present his analysis at the January 10<sup>th</sup> Executive Committee.

### **Conclusion:**

I recommend the Executive Committee forward an item onto the January 22nd Board agenda with the Committee's recommendation for Board approval.



# RLEC Water District

## Hybrid (Quote 4)

Simple. Powerful. IT.  Compete. Protect. Grow.

Prepared by:  
Geoff Granger  
December 7

2023

# 001901 Version 1



## Overview

Rio Linda Elverta Community Water District requested a 4th option that may be more within budget. Following quote is a mixture of cloud and on-premise solutions. CUSI will remain hosted via an on-premise server. Server has been designed to only host SQL and CUSI applications & data. As this is a single physical server, We are able to take advantage of Microsoft SQL Perpetual licensing rather than having to move to a subscription based model. This allows for a one time purchase of SQL for 4 cores at about \$4500 rather than a yearly subscription costing about the same. Please note, the SQL cost is bundled with the cost of the Dell server itself. This is to allow for getting the best pricing available for the license.

Other roles such as file server hosting, active directory, etc. will still be moved to Microsoft 365 and Intune. This will allow secure, collaborative access to word docs, spreadsheet, pdfs, etc. from anywhere. Data will be stored in Microsoft 365 SharePoint and One Drive. A 3rd party backup solution will be deployed to ensure data is protected from malicious events. Rio Linda Elverta Community Water District will then have most all items cloud based. Plan may be to eventually move CUSI to the cloud once CUSI has their alternative cloud-based offering properly rolled out. The alternative cloud-based offering will not require RLEC to deploy a virtual infrastructure for hosting CUSI in the cloud.

Project is estimated at roughly 100 hours.

## Scope of Work

### Details

PM/Sales

#### **Project Management**

Create a schedule for the tasks, deadlines and resources needed to complete everything on time. Monitoring project from start to end. Ensure project proceeds as planned with ongoing check-ins.

#### **Kick Off Meetings**

Internal meeting to go over plan and timeline with team. External meeting with client to confirm timeline and set expectations.

#### **Domain Protection**

Setup 3rd party backup solution of M365 environment.

One Drive

#### **Training**

Training of basic One Drive features, access, and use.

## Scope of Work

Details
<p><b>Migration (File Redirection)</b> Migrating data to One Drive from user data redirected to a local server/file share.</p>
SharePoint
<p><b>Site Design Setup</b> Review of current data structures, planning out SharePoint structure and permissions, base review of how users will access data.</p>
<p><b>Migration (File Server)</b> Data sync from file server to agreed upon SharePoint site structures and review</p>
<p><b>Training</b> Basics of working with SharePoint</p>
Teams
<p><b>Teams Design Setup</b> Initial Teams design and setup review with partner.</p>
<p><b>Training</b> Basic of working with Teams.</p>
Intune
<p><b>Policy Setup</b> Base Intune policy setup using best practices. Creation of policies to push out partner required applications, web shortcuts, security requirements, etc. Review with partner.</p>
<p><b>Device Enrollment (Windows)</b> Enrollment of all partner owned desktops and laptops. Device OS will be clean installed for optimal enrollment with Intune.</p>
Server and Applications
<p><b>InShop Pre-Deployment</b> Initial setup, updating, configuration, etc.</p>
<p><b>Onsite Deployment</b> Physical onsite deployment and base network connectivity.</p>
<p><b>SQL Deployment</b> Installation of Microsoft SQL 2022 and configuration based on CUSI requirements.</p>

## Scope of Work

Details
<p><b>Server Data Review</b> Review all shared data on Diamon2017 server with RLEC team and archive unneeded data to an encrypted external HDD prior to data migration to the cloud.</p>
<p><b>CUSI Migration</b> Working with CUSI team to migrate CUSI application and data to new on-premise server.</p>
<p><b>Server Decommission</b> Proper decommissioning of Diamond2017 server.</p>
<p>Day 1+ Support</p>
<p><b>Day 1 Support</b> Half day engineer on site.</p>
<p>Quality Control</p>
<p><b>Documentation</b> Review and ensure documentation for all network/process changes updated.</p>
<p><b>A <u>-\$2,761.00</u> discount has been applied due to your agreement with us.</b></p>
<p>Subtotal: \$10,639.00</p>

## M365 + Backup

Product	Details	Recurring Price	Qty	Recurring Total
Microsoft 365 Business Premium [NCE]	<p><b>Microsoft 365 Business Premium - 12 Month Commitment Terms</b> Best for businesses that need everything included in Business Standard plus advanced cyberthreat protection and device management.</p> <p><b>12-Month Commitment Terms</b> Decreases in the quantity of licenses can only be adjusted on the yearly renewal date.</p> <p>NOTE: This will replace the M365 Business Standard Licenses. Pricing per user based on a 1-year commitment term. Normally \$26.40 per month per user.</p>	\$22.00	7	\$154.00

### M365 + Backup

Product	Details	Recurring Price	Qty	Recurring Total
M365 Backup	Sass Protection Time-Based Retention	\$3.00	7	\$21.00
Monthly Subtotal:				\$175.00

### Hardware

Product	Details	Price	Qty	Total Price
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**Hardware**

Product	Details	Price	Qty	Total Price
<p>PowerEdge T350 Tower Server</p>	<p>PowerEdge T350 Tower Server            Trusted Platform Module:Trusted Platform Module 2.0 V3            Chassis Configuration:3.5" Chassis with up to 8 Hot Plug Hard Drives and AIC PERC, hot-plug PSU            Processor:IntelREG XeonREG E-2314 2.8GHz, 8M Cache, 4C/4T, Turbo (65W), 3200 MT/s            Processor Thermal Configuration:Standard Heatsink            Memory Configuration Type:Performance Optimized            Memory DIMM Type and Speed:3200MT/s UDIMM            Memory Capacity:(2) 16GB UDIMM, 3200MT/s, ECC            RAID Configuration:C1, No RAID for HDDs/SSDs (Mixed Drive Types Allowed)            RAID/Internal Storage Controllers:PERC H355 Adapter FH            Hard Drives:(5) 480GB SSD SATA Mix Use 6Gbps 512 2.5in Hot-plug AG Drive,3.5in HYB CARR, 3 DWPD            BIOS and Advanced System Configuration            Settings:Performance BIOS Setting            Advanced System Configurations:No Energy Star            Advanced System Configurations:UEFI BIOS Boot Mode with GPT Partition            Power Supply:Dual, Hot-Plug, Redundant Power Supply (1+1), 600W            Power Cords:(2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America            Motherboard:PowerEdge T350 Motherboard with Broadcom 5720 Dual Port 1Gb On-Board LOM            Additional Network Cards:On-Board Broadcom 5720 Dual Port 1Gb LOM            Boot Optimized Storage Cards:BOSS-S2 controller card + with 2 M.2 240GB (RAID 1)            Boot Optimized Storage Cards:BOSS-S2 controller card + with 2 M.2 240GB (RAID 1)            Operating System:Windows Server 2022            Standard,16CORE,FI,No Med,No CAL, Multi Language            OS Media Kits:Windows Server 2022 Standard,16CORE,DF Recovery Image, Multi Lang, (Downgrade not included)            Database Software:Microsoft SQL Server 2022 Standard, 4 CORE, OEM, NFI, ENGLISH            Client Access Licenses:5-pack of Windows Server 2022/2019 User CALs (Standard or Datacenter)            Embedded Systems Management:iDRAC9, Enterprise 15G            Password:iDRAC,Factory Generated Password, No OMR            IDRAC Service Module:iDRAC Service Module (ISM), NOT Installed            Internal Optical Drive:DVD+/-RW, SATA, Internal            Shipping Material:PowerEdge T350 Shipping Material            Extended Service:ProSupport and Next Business Day Onsite Service, 60 Month(s)</p>	<p>\$11,375.21</p>	<p>1</p>	<p>\$11,375.21</p>



**Hardware**

Product	Details	Price	Qty	Total Price
STGX1000400	Seagate 1 TB (Drive for archival of old data.)	\$71.94	1	\$71.94
			Subtotal:	\$11,447.15

## Hybrid (Quote 4)



Prepared by:  
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Quote Information:  
**Quote #: 001901**  
 Version: 1  
 Delivery Date: 12/07/2023  
 Expiration Date: 12/16/2023

Quote Summary	Payments	Interval	Amount
Agreement			
<b>Agreement Changes</b>	<b>1</b>	<b>Monthly</b>	<b>\$175.00</b>
Hardware			
<b>Hardware</b>	<b>1</b>	<b>One-Time</b>	<b>\$12,277.07</b>
Project			
<b>Project Labor</b>	<b>1</b>	<b>One-Time</b>	<b>\$10,639.00</b>



## **Executive Committee Agenda Item: 2**

**Date:** January 10, 2024

**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. 2023/2024 FY Dry Creek Road Pipeline Replacement Project
2. L Street Reservoirs Cathodic Protection
3. Well 15 Hexavalent Chromium Treatment

### **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 22, 2024 Board of Directors Meeting agenda with recommendations as necessary.



## Executive Committee Agenda Item: 3

**Date:** January 10, 2024  
**Subject:** Professional Services for Design of Hexavalent Chromium Treatment  
**Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

The Executive Committee should engage staff in discussion regarding engaging a professional services provider to design the Hexavalent Chromium treatment system.

### **Current Background and Justification:**

Staff has been corresponding with a reputable professional services provider with substantive experience in designing Hexavalent Chromium treatment systems. Due to the timing associated with Hexavalent Chromium Maximum Contaminant Level adoption, suspension, and re-adoption, the number of engineering firms with sufficient experience in designing treatment systems is limited.

A District policy stipulates a competitive bidding process (e.g. a Request For Proposals or RFP) initiated for services totaling more the \$25,000. However, an exception to this requirement exists in the policy for where there are a limited number of experienced, qualified service providers, or if it is in the best interest of the District to forego the competitive bidding process.

### **Conclusion:**

The Executive Committee should engage staff in discussion, then provide direction to staff as deemed appropriate.



## Executive Committee Agenda Item: 4

**Date:** January 10, 2024  
**Subject:** Water Use Efficiency Objectives Submittal  
**Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

The Executive Committee should receive a status report on the requirement to submit a Water Use Efficiency Objectives report to the state, then provide direction as appropriate.

### **Current Background and Justification:**

Water Use Efficiency (WUE) laws were adopted by the state in 2018. An element of the WUE laws require Urban Water Suppliers to submit a comprehensive and highly technical report by January 1, 2024.

In recognition of the technical expertise and comprehensive nature of the report, the District included a funding item in the fiscal year 2023/2024 operating budget. The original assumption was that now formerly engaged EKI Environmental would support this requirement. With the transition to Vasquez Engineering, Mike Vasquez will now provide the necessary support.

Another aspect of this reporting requirement is the State Water Board delay in adopting standards that are necessary to complete the report. The most recent status from the State Water Board is the standards are anticipated for adoption in July 2024. A reasonable expectation is that the State would postpone the due date for the report until the standards are adopted. However, the State is conveying that an “interim report” is still required by 1-1-2024.

A Fact Sheet and FAQs document is included and associated with this item.

### **Conclusion:**

I recommend the Executive Committee provide direction to staff.



## Interim Annual Water Use Report on the Urban Water Use Objective Fact Sheet and FAQs

### What is the Urban Water Use Objective?

In 2018, the California legislature passed, and the Governor signed Assembly Bill 1668 and Senate Bill 606, which created new and expanded authorities needed to implement a water budget-based approach to conservation and water use efficiency. This regulatory framework will lead to individualized efficiency goals for each urban retail water supplier with each supplier required to annually calculate their urban water use objective (UWUO) as the sum of efficiency budgets for certain urban water uses including residential indoor use, residential outdoor use, real water losses, and commercial, industrial, and institutional (CII) landscapes with dedicated irrigation meters, along with potential additional budget through variances and a potable reuse bonus incentive.



### Who is required to comply?

Urban retail water suppliers as defined in Water Code Section 10608.12 (t):

*“Urban retail water supplier” means a water supplier, either publicly or privately owned, that directly provides potable municipal water to more than 3,000 end users or that supplies more than 3,000 acre-feet of potable water annually at retail for municipal purposes.*

### What is required of urban retail water suppliers?

Water Code Section 10609.24 requires that each urban retail water supplier report to the department no later than January 1, 2024, and by January 1 every year thereafter on the following for the previous year:

1. The urban water use objective calculated pursuant to Section 10609.20, along with relevant supporting data.
2. The actual urban water use calculated pursuant to Section 10609.22, along with relevant supporting data.

3. Documentation of the implementation of the performance measures for CII water use.
4. A description of the progress made towards meeting the urban water use objective.
5. The validated water loss audit report conducted pursuant to Section 10608.34.

In addition to the above, Section 10609.25 requires that as part of the first report submitted to the department, each urban retail water supplier shall provide a narrative that describes water demand management measures that the supplier plans to implement to achieve its urban water use objective by January 1, 2027.

## When do I have to report?

BY January 1, 2024.

## Calendar year or fiscal year?

Statute allows for either. The Draft Regulation specifies fiscal year. There are advantages and disadvantages to both. It is recommended that suppliers consult with their legal counsel and staff to determine which reporting period to use based on their own operations and data reporting practices.

## Note for calendar year reporters.

It is recommended that if reporting on a calendar year basis urban retail water suppliers submit the report no later than December 31, 2023, in order to avoid confusion regarding what the 'previous year' would be (urban retail water suppliers would then use calendar year 2022 data).

## What Technical Assistance is the Department Providing?

The Department has made a concerted effort to provide technical assistance for suppliers to meet the reporting deadlines. In addition to the draft interim annual reporting template that suppliers may elect to use, the Department has developed several in-template calculators and tools to assist with meeting reporting requirements, including estimated unmetered residential deliveries, summing water loss values for multiple systems, and an SBX7-7 comparison tool (that may or may not work correctly). Also included in the draft template packet are variance calculation workbooks and guides that will allow suppliers to explore the variances and investigate their impact on the supplier's UWUO.

Please note that variance and bonus incentive tools and spreadsheets were based on the Department's recommendations and will not be updated until the State Water Board regulation is final. Additionally, no variances are allowed until the State Water Board approves an application for the variance. These tools are provided to allow urban retail water suppliers to test run potential variances.

## Why an interim report?

As of November 2023, the State Water Board's UWUO regulation haven't been adopted. Because the regulations have not been finalized the UWUO cannot be calculated because standards have not yet been adopted. Additionally, reporting on implementation of CII performance measures cannot be completed because the performance measures have not been defined.

However, the report is still due, per statute. As a result, the Department has created a draft interim annual report form to address the statutory requirement for a report and to allow urban retail water suppliers the opportunity to 'test-drive' the State Water Board's Draft Regulation.

## Do I have to use the template?

No.

The report must be submitted to the Department; however the Department has designed the reporting portal to accept any type of attachment. It is recommended that urban retail water suppliers consult with their legal counsel as to whether it makes sense to them to use the template or another form.

## Can we leave things blank in the form or change values?

Yes.

Suppliers can fill out the whole form or only parts. Suppliers can use supplied values and calculations or test alternatives. The Department has made an effort to clearly identify which parts are statutory and can be filled out now, and which parts are regulatory and require the regulation to complete. These regulatory portions also provide guidance and values based on the Draft Regulation to allow supplies to test run the Draft Regulation.

## What do I have to report?

Refer to Water Code Section 10609.24 and 10609.25. The interim template is color-coded to clearly identify statutory requirements versus Draft Regulation.

It is recommended, but not required, that urban retail water suppliers describe demand management measures they are planning to implement to improve service area water use efficiency and CII classification system and BMPs that they are implementing.

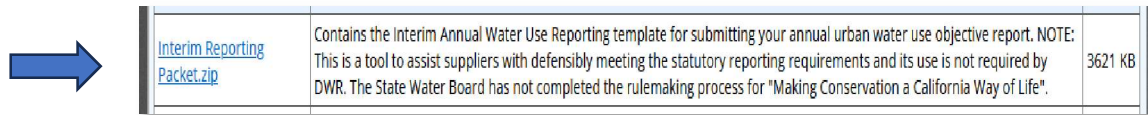
## What data is the Department providing?

The Department has previously provided residential landscape area measurements to urban retail urban retail water suppliers and is posting these values, other landscape areas, and relevant climate data for supplier's use under "Tools and Data" at the bottom of our [Urban Water Use Efficiency Standards, Variances and Performance Measures](#) webpage.



## Where can we download the draft Interim Reporting Template?

The draft interim reporting template and variance tools are available for download on the WUEData portal under the [Resources tab](#) of the UWMP Section in a file named, "Interim Reporting Packet.zip".



It is important to note that while reporting is required by statute, use of the department-developed draft template is optional. Urban Water Retail Suppliers should consult their legal counsel when determining their reporting strategy for this cycle.

## What do I do if I have more than one public water systems?

It is one UWUO for the aggregate urban retail water supplier service area. So, if you have more than one water system, you would add them all up together then report on the annual water use and calculate the UWUO based on that aggregate.

## Should I include very small public water systems if I have one (or more) in my service area?

This depends on your particular situation. It is advised that you check with the State Water Board because they will be determining compliance and it would be good to know your responsibilities before the Regulation is finalized.

For the interim report, it is advised that you check with the State Water Board, however, because of the time limitations, you may not get an answer in time. Thus, it is advised that you at least check whether those small systems would be considered part of your service area based on the [Water Loss Control Standard definition](#) of an urban retail water supplier and/or any provided determination as to whether or not you need to conduct a water loss audit for that system.

## How do I submit my report?

Reports can be submitted through the [WUEData portal](#) or by emailing attachment(s) to [WUEStandards@water.ca.gov](mailto:WUEStandards@water.ca.gov). Reporting through the WUEData portal will be completed by simply attaching your document(s) in the appropriate module. Fields in the draft reporting template may be left blank as desired.

## Who will be reviewing the reports?

The Department will review the interim reports and prepare necessary data for the Legislative Analyst report. The Department does not review reports for compliance with the UWUO; compliance determinations are under the authority of the State Water Board. The Department will also use information gathered during this process to inform future report

submittal and technical assistance considerations. The Department is required to post all reports publicly, so they will be available to the public on the WUEdata portal to review.

## When will the final reporting template be released?

The draft template may never be finalized. It is provided as an optional tool to assist with reporting and meeting statutory requirements for the January 1, 2024, deadline. It may continue to change and be updated as the State Water Board's draft regulation is finalized.

## When will the Regulation be finalized?

The State Water Board has indicated that they expect the regulation to be finalized by early summer, 2024. However, the Department cannot speak for the State Water Board and schedules can change, so interested parties are encouraged to follow the State Water Board rulemaking process at: [Rulemaking to Make Conservation a California Way of Life](#)

## How do I participate in the State Water Board's rulemaking process?

Information on the process including upcoming and recorded meetings, supporting materials, and documents is available on the [Rulemaking to Make Conservation a California Way of Life](#) website. Participation in the rulemaking process is encouraged.

## What if I have additional questions?

If you have additional questions, please send an email to [WUEStandards@water.ca.gov](mailto:WUEStandards@water.ca.gov) and we would be glad to assist you.



## Executive Committee Agenda Item: 5

**Date:** January 10, 2024

**Subject:** Early Payoff of AMI Metering Loan

**Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

The Executive Committee should engage staff regarding the benefits of paying off the AMI metering loan early, then provide direction to staff.

### **Current Background and Justification:**

The terms of the AMI metering loan provide that the final, semiannual payment is due by July 2025. However, the District has the means to pay off the loan now, which would save the ratepayers \$2,652 in interest, while also improving the District's financial position.

Pursuant to the prepayment terms in the loan agreement, the District must:

- Make prepayments in conjunction with the next scheduled semiannual payment, due on 1-23-2024.
- Submit a written notice of intentions to make prepayment at least 30-days prior to the intended prepayment.

### **Conclusion:**

I recommend the Executive Committee engage staff in discussion, then provide direction to staff.



## Executive Committee Agenda Item: 6

**Date:** January 10, 2024

**Subject:** Expenditure Report

**Staff Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

The Executive Committee should review the Expenditures of the District for the month of November 2023, then forward the report onto the January 22, 2024 Board agenda with the Committee's recommendation for Board approval.

### **Current Background and Justification:**

The Expenditures report summarizes all payments made by the District for the reporting period.

### **Conclusion:**

Consistent with District policies, Expenditures are to be reviewed by this committee and presented to the Board of Directors to inform Board Members and the public of all expenditures of public funds.

Cash Basis

**Rio Linda Elverta Community Water District  
Expenditure Report  
November 2023**

Type	Date	Num	Name	Memo	Amount
Liability Check	11/01/2023	EFT	QuickBooks Payroll Service	For PP Ending 10/28/23 Pay date 11/02/23	19,513.71
Liability Check	11/02/2023	EFT	CalPERS	For PP Ending 10/28/23 Pay date 11/02/23	3,443.03
Liability Check	11/02/2023	EFT	CalPERS	For PP Ending 10/28/23 Pay date 11/02/23	1,285.99
Liability Check	11/02/2023	EFT	Internal Revenue Service	Employment Taxes	7,483.82
Liability Check	11/02/2023	EFT	Employment Development	Employment Taxes	1,425.46
Liability Check	11/02/2023	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,151.44
Bill Pmt -Check	11/02/2023	EFT	Comcast	Phone	105.63
Bill Pmt -Check	11/02/2023	EFT	Ramos Oil Inc.	Transportation Fuel	832.70
Bill Pmt -Check	11/02/2023	EFT	Republic Services	Utilities	131.23
Bill Pmt -Check	11/02/2023	EFT	Voyager Fleet Commander	Transportation Fuel	250.39
Transfer	11/02/2023	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	17,000.00
Transfer	11/02/2023	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	50,984.00
Bill Pmt -Check	11/02/2023	2785	Sacramento County Clerk/Recorder	Lien Fees	260.00
Check	11/02/2023	2787	Customer	Final Bill Refund	1,586.02
Check	11/02/2023	2788	Customer	Hydrant Meter Refund	1,000.00
Check	11/02/2023	2789	Customer	Final Bill Refund	100.24
Bill Pmt -Check	11/02/2023	2790	ABS Direct	Printing & Postage	271.75
Bill Pmt -Check	11/02/2023	2791	ACWA/JPIA Powers Insurance Authority	EAP	24.80
Bill Pmt -Check	11/02/2023	2792	Affordable Heating & Air	Pumping Maintenance	1,634.18
Bill Pmt -Check	11/02/2023	2793	Buckmaster Office Solutions	Office Equipment	81.98
Bill Pmt -Check	11/02/2023	2794	Sacramento County Department of Finance	Fees	27.00
Bill Pmt -Check	11/02/2023	2795	ICONIX Waterworks	Distribution Supplies	3,422.15
Bill Pmt -Check	11/02/2023	2796	Rio Linda Elverta Recreation & Park District	Meeting Fees	100.00
Bill Pmt -Check	11/02/2023	2797	Rio Linda Hardware & Building Supply	Shop Supplies	461.03
Bill Pmt -Check	11/02/2023	2798	Safety-Kleen Systems	Transportation Maintenance	340.48
Bill Pmt -Check	11/02/2023	2799	SMUD	Utilities	22,260.45
Bill Pmt -Check	11/02/2023	2800	UniFirst Corporation	Uniforms	590.00
Bill Pmt -Check	11/02/2023	2801	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	11/02/2023	2802	Vasquez Engineering	Engineering	5,000.00
Bill Pmt -Check	11/02/2023	2803	Verizon Wireless	Internet	45.06
Bill Pmt -Check	11/02/2023	2804	County of Sacramento	Capital Improvement: Pipeline Replacement	453.00
Bill Pmt -Check	11/02/2023	2805	EKI Environment & Water	Capital Improvement: Well 16	81,521.50
Bill Pmt -Check	11/02/2023	2806	Rawles Engineering	Capital Improvement: Pipeline Replacement	151,583.75
Liability Check	11/15/2023	EFT	QuickBooks Payroll Service	For PP Ending 11/11/23 Pay date 11/16/23	18,534.94
Liability Check	11/16/2023	EFT	CalPERS	For PP Ending 11/11/23 Pay date 11/16/23	3,443.03
Liability Check	11/16/2023	EFT	CalPERS	For PP Ending 11/11/23 Pay date 11/16/23	1,285.99
Liability Check	11/16/2023	EFT	Internal Revenue Service	Employment Taxes	7,065.86
Liability Check	11/16/2023	EFT	Employment Development	Employment Taxes	1,309.92
Liability Check	11/16/2023	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,137.76
Bill Pmt -Check	11/16/2023	EFT	Adept Solutions	Computer	1,342.01
Liability Check	11/16/2023	EFT	Kaiser Permanente	Health Insurance	2,387.06
Bill Pmt -Check	11/16/2023	EFT	PG&E	Utilities	60.25

Cash Basis

**Rio Linda Elverta Community Water District  
Expenditure Report  
November 2023**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/16/2023	EFT	Ramos Oil Inc.	Transportation Fuel	718.60
Liability Check	11/16/2023	EFT	Western Health	Health Insurance	12,192.52
Bill Pmt -Check	11/16/2023	EFT	Umpqua Bank Credit Card	Computer, Office, Shop Supplies	820.01
Bill Pmt -Check	11/16/2023	EFT	Verizon	Field Communication, Field IT	571.36
Check	11/16/2023	2807	Customer	Final Bill Refund	16.86
Check	11/16/2023	2808	Customer	Final Bill Refund	140.02
Check	11/16/2023	2809	Customer	Refund Overpayment	6,000.00
Bill Pmt -Check	11/16/2023	2810	BSK Associates	Lab Fees	1,768.50
Bill Pmt -Check	11/16/2023	2811	Chacon, Socorro	Notary Fees	325.00
Bill Pmt -Check	11/16/2023	2812	Corelogic Solutions	Subscription	100.00
Bill Pmt -Check	11/16/2023	2813	Intermedia.net	Phone	92.31
Bill Pmt -Check	11/16/2023	2814	Maze & Associates	Auditor Fees	2,100.00
Bill Pmt -Check	11/16/2023	2815	RW Trucking	Distribution Supplies	739.45
Bill Pmt -Check	11/16/2023	2816	Sacramento County Utilities	Utilities	113.70
Bill Pmt -Check	11/16/2023	2817	Sierra Chemical Company	Treatment	1,386.00
Bill Pmt -Check	11/16/2023	2818	Spok Inc.	Field Communication	15.69
Bill Pmt -Check	11/16/2023	2819	USA BlueBook	Pumping Maintenance	9.00
Bill Pmt -Check	11/16/2023	2820	White Brenner	Legal Services	1,057.60
Bill Pmt -Check	11/16/2023	2821	Metron-Farnier	Capital Improvement: Small Meter Replacements	6,560.00
Check	11/24/2023	EFT	Wageworks	FSA Administration Fee	76.25
Liability Check	11/29/2023	EFT	QuickBooks Payroll Service	For PP Ending 11/25/23 Pay date 11/30/23	18,196.56
Liability Check	11/30/2023	EFT	CalPERS	For PP Ending 11/25/23 Pay date 11/30/23	3,280.40
Liability Check	11/30/2023	EFT	CalPERS	For PP Ending 11/25/23 Pay date 11/30/23	1,285.99
Liability Check	11/30/2023	EFT	Internal Revenue Service	Employment Taxes	6,902.14
Liability Check	11/30/2023	EFT	Employment Development	Employment Taxes	1,325.80
Liability Check	11/30/2023	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,096.93
Liability Check	11/30/2023	EFT	Principal	Dental & Vision Insurance	1,793.01
Bill Pmt -Check	11/30/2023	EFT	Ramos Oil Inc.	Transportation Fuel	377.66
Check	11/30/2023	2822	VOID	VOID	0.00
Check	11/30/2023	2823	Customer	Hydrant Meter Deposit Refund	1,000.00
Bill Pmt -Check	11/30/2023	2824	Buckmaster Office Solutions	Office Equipment	92.46
Bill Pmt -Check	11/30/2023	2825	Pacific Shredding	Office Expense	40.32
Bill Pmt -Check	11/30/2023	2826	RDO Equipment Co.	Construction Equipment Repair	8,113.22
Bill Pmt -Check	11/30/2023	2827	Rio Linda Elverta Recreation & Park Dist	Meeting Fee	50.00
Bill Pmt -Check	11/30/2023	2828	VOID	VOID	0.00
Bill Pmt -Check	11/30/2023	2829	Unifirst Corporation	Uniforms	416.40
Bill Pmt -Check	11/30/2023	2830	Verizon	Field IT	46.14
<b>Total 10020 - Operating Account Budgeted Expenditures</b>					<b>492,952.51</b>

Check	11/02/2023	2786	Teamsters	Union Dues	748.00
Liability Check	11/02/2023	EFT	California State Disbursement Unit	Employee Garnishment	227.53

Cash Basis

**Rio Linda Elverta Community Water District  
Expenditure Report  
November 2023**

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
Liability Check	11/15/2023	EFT	AFLAC	Employee Funded Premiums	745.84
Liability Check	11/16/2023	EFT	California State Disbursement Unit	Employee Garnishment	227.53
Liability Check	11/30/2023	EFT	California State Disbursement Unit	Employee Garnishment	227.53
EFT	11/30/2023	EFT	WageWorks	FSA Expenditures - Employee Funded	2,152.37
<b>Total 10020 - Operating Account Non-Budgeted Expenditures: Employee Paid Pass-throughs</b>					<b><u>4,328.80</u></b>

Cash Basis

**Rio Linda Elverta Community Water District  
Expenditure Report  
November 2023**

Type	Date	Num	Payee	Memo	Amount
Transfer	11/02/2023	EFT	RLECWD	Funds Transfer to refund operating account for Well 16 Disbursements	81,521.50

**10385 - Pacific Premier Bank Checking** 81,521.50

Type	Date	Num	Payee	Memo	Amount
Transfer	11/16/2023	EFT	RLECWD	Capital Improvement Transfer for Funds paid with Operating: Refer to check 2821	6,560.00

**10475 - Capital Improvement-Umpqua Bank** 6,560.00

Type	Date	Num	Payee	Memo	Amount
Transfer	11/02/2023	EFT	RLECWD	Capital Improvement Transfer for Funds paid with Operating: Refer to check 2806	151,583.75

**10490 - Future Capital Improvement Projects-Umpqua Bank** 151,583.75





## Executive Committee Agenda Item: 7

**Date:** January 10, 2024

**Subject:** Financial Statements

**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 2023, then forward the report onto the January 22, 2024 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, budget performance, and capital improvements year to date. This report provides a snapshot of the District's fiscal health for the period covered.

Once each quarter (including this report) staff provides an expanded version of the Finance Reports to provide additional finance details to the Board and public.

### **Conclusion:**

Consistent with District policies, these financials are to be reviewed by this committee and presented to the Board of Directors to inform the Board Members and the public on the District's financial condition.

Accrual Basis

## Rio Linda Elverta Community Water District

## Balance Sheet

As of November 30, 2023

## ASSETS

## Current Assets

100 - Cash & Cash Equivalents	
10000 - Operating Account	
10020 - Operating Fund-Umpqua	1,704,119.53
Total 10000 - Operating Account	<u>1,704,119.53</u>
10475 - Capital Improvement	
10480 - General	627,766.78
10485 - Vehicle Replacement Reserve	27,948.49
Total 10450 - Capital Improvement	<u>655,715.27</u>
<b>Total 100 - Non-Restricted Cash &amp; Cash Equivalents</b>	<b>2,359,834.80</b>

## 102 - Restricted Assets

102.2 - Restricted for Debt Service	
10700 - ZIONS Inv/Surcharge 1 Reserve	507,104.92
10300 - Surcharge 1 Account	1,047,885.08
10350 - Umpqua Bank - Revenue Bond	35,987.43
10380 - Surcharge 2 Account	398,263.76
Total 102.2 - Restricted for Debt Service	<u>1,989,241.19</u>
102.4 - Restricted Other Purposes	
10385 - Available Funding Cr6 Projects #1	476,648.70
10481 - Available Funding Cr6 Projects #2	505,000.00
10490 - Future Capital Imp Projects	1,237,383.66
10600 - LAIF Account - Capacity Fees	826,957.18
10650 - Operating Reserve Fund	337,470.72
Total 102.4 - Restricted Other Purposes	<u>3,383,460.26</u>
<b>Total 102 - Restricted Assets</b>	<b>5,372,701.45</b>

Accounts Receivable 0.00

## Other Current Assets

12000 - Water Utility Receivable	667,675.65
12200 - Accrued Revenue	0.00
12250 - Accrued Interest Receivable	3,221.44
15000 - Inventory Asset	49,574.32
16000 - Prepaid Expense	82,534.48
Total Other Current Assets	<u>803,005.89</u>

Total Current Assets 8,535,542.14

## Fixed Assets

17000 - General Plant Assets	685,384.68
17100 - Water System Facilites	25,221,550.97
17300 - Intangible Assets	383,083.42
17500 - Accum Depreciation & Amort	-11,848,271.81
18000 - Construction in Progress	873,029.55
18100 - Land	576,672.45
Total Fixed Assets	<u>15,891,449.26</u>

## Other Assets

18500 - ADP CalPERS Receivable	440,000.00
19000 - Deferred Outflows	1,106,047.00
19900 - Suspense Account	0.00
Total Other Assets	<u>1,546,047.00</u>

**TOTAL ASSETS 25,973,038.40**

Accrual Basis

## Rio Linda Elverta Community Water District

## Balance Sheet

As of November 30, 2023

## LIABILITIES &amp; NET POSTION

## Liabilities

## Current Liabilities

Accounts Payable	22,293.78
Credit Cards	66.00
Other Current Liabilities	953,098.21

<b>Total Current Liabilities</b>	<b>975,457.99</b>
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## Long Term Liabilities

23000 - OPEB Liability	37,482.00
23500 - Lease Buy-Back	508,777.27
25000 - Surcharge 1 Loan	2,708,943.73
25050 - Surcharge 2 Loan	2,085,040.16
26000 - Water Rev Refunding	1,349,516.00
26500 - ADP CalPERS Loan	410,000.00
27000 - AMI Meter Loan	85,138.71
29000 - Net Pension Liability	824,024.00
29500 - Deferred Inflows-Pension	97,916.00
29600 - Deferred Inflows-OPEB	44,171.00

<b>Total Long Term Liabilities</b>	<b>8,151,008.87</b>
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<b>Total Liabilities</b>	<b>9,126,466.86</b>
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## Net Position

31500 - Invested in Capital Assets, Net	9,494,326.46
32000 - Restricted for Debt Service	705,225.24
38000 - Unrestricted Equity	6,140,305.30
Net Income	506,714.54

<b>Total Net Position</b>	<b>16,846,571.54</b>
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<b>TOTAL LIABILITIES &amp; NET POSTION</b>	<b>25,973,038.40</b>
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Accrual Basis

**Rio Linda Elverta Community Water District**  
**Operating Profit & Loss Budget Performance**  
**As of November 30, 2023**

	<u>Annual Budget</u>	<u>Nov 23</u>	<u>YTD Jul 23-Nov 23</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Total 40000 · Operating Revenue</b>	3,146,600.00	367,366.38	1,444,036.59	45.89%	1,702,563.41
<b>41000 · Nonoperating Revenue</b>					
41110 · Investment Revenue					
41112 · Interest Revenue	35.00	3.07	16.99	48.54%	18.01
<b>Surcharg Total 41110 · Investment Revenue</b>	35.00	3.07	16.99	48.54%	18.01
41120 · Property Tax	138,263.00	0.00	3,421.07	2.47%	134,841.93
<b>Total 41000 · Nonoperating Revenue</b>	138,298.00	3.07	3,438.06	2.49%	134,859.94
<b>Total Income</b>	<u>3,284,898.00</u>	<u>367,369.45</u>	<u>1,447,474.65</u>	<u>44.07%</u>	<u>1,837,423.35</u>
<b>Gross Income</b>	3,284,898.00	367,369.45	1,447,474.65	44.07%	1,837,423.35
<b>Expense</b>					
<b>60000 · Operating Expenses</b>					
60010 · Professional Fees	160,300.00	6,057.60	46,178.40	28.81%	114,121.60
60100 · Personnel Services					
60110 · Salaries & Wages	823,268.00	89,240.16	316,521.82	38.45%	506,746.18
60150 · Employee Benefits & Expense	506,547.00	44,737.46	166,455.44	32.86%	340,091.56
<b>Total 60100 · Personnel Services</b>	<u>1,329,815.00</u>	<u>133,977.62</u>	<u>482,977.26</u>	<u>36.32%</u>	<u>846,837.74</u>
60200 · Administration	240,360.00	11,129.96	106,428.95	44.28%	133,931.05
64000 · Conservation	335.00	0.00	333.84	99.65%	1.16
65000 · Field Operations	539,900.00	33,659.20	251,519.24	46.59%	288,380.76
<b>Total 60000 · Operating Expenses</b>	<u>2,270,710.00</u>	<u>184,824.38</u>	<u>887,437.69</u>	<u>39.08%</u>	<u>1,383,272.31</u>
<b>69000 · Non-Operating Expenses</b>					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	156,908.00	63,908.00	63,908.00	40.73%	93,000.00
69110 · Interest	44,087.00	22,521.04	22,521.04	51.08%	21,565.96
<b>Total 69100 · Revenue Bond</b>	<u>200,995.00</u>	<u>86,429.04</u>	<u>86,429.04</u>	<u>43.00%</u>	<u>114,565.96</u>
69125 · AMI Meter Loan					
69130 · Principle	54,602.00	0.00	27,076.91	49.59%	27,525.09
69135 · Interest	3,912.00	0.00	2,180.05	55.73%	1,731.95
<b>Total 69125 · AMI Meter Loan</b>	<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	1,628.00	0.00	0.00	0.00%	1,628.00
<b>Total 69100 · PERS ADP Loan</b>	<u>31,628.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>31,628.00</u>
<b>Total 69010 · Debt Service</b>	<u>291,137.00</u>	<u>86,429.04</u>	<u>115,686.00</u>	<u>39.74%</u>	<u>175,451.00</u>
69400 · Other Non-Operating Expense	2,300.00	0.00	0.00	0.00%	2,300.00
<b>Total 69000 · Non-Operating Expenses</b>	<u>293,437.00</u>	<u>86,429.04</u>	<u>115,686.00</u>	<u>39.42%</u>	<u>177,751.00</u>
<b>Total Expense</b>	<u>2,564,147.00</u>	<u>271,253.42</u>	<u>1,003,123.69</u>	<u>39.12%</u>	<u>1,561,023.31</u>
<b>Net Ordinary Income</b>	<u>720,751.00</u>	<u>96,116.03</u>	<u>444,350.96</u>		
<b>Net Income</b>	<u><u>720,751.00</u></u>	<u><u>96,116.03</u></u>	<u><u>444,350.96</u></u>		

Accrual Basis

**Rio Linda Elverta Community Water District**  
**CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2023-24**  
 As of November 30, 2023

	GENERAL		VEHICLE & LARGE EQUIPMENT REPLACEMENT		FUTURE CAPITAL IMPROVEMENT PROJECTS		HEXAVALENT CHROMIUM MITIGATION	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
<b>FUNDING SOURCES</b>								
Fund Transfers								
Operating Fund Transfers In	611,800.00	254,920.00	-	-	-	-	-	-
CIP Fund Intrafund Transfers	(362,645.00)	-	10,000.00	-	352,645.00	-	-	-
PERS ADP Loan Payment								
Principle					30,000.00	-	-	-
Interest					1,628.00	-	-	-
Investment Revenue	85.00	43.99	-	-	175.00	62.36	-	-
<b>PROJECTS</b>								
<b>A · WATER SUPPLY</b>								
A-1 · Miscellaneous Pump Replacements	40,000.00	-	-	-	-	-	-	-
<b>Total A · WATER SUPPLY</b>	<b>40,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>B · WATER DISTRIBUTION</b>								
B-1 · Service Replacements	30,000.00	-	-	-	-	-	-	-
B-2 · Small Meter Replacements	120,000.00	6,560.00	-	-	-	-	-	-
B-3 · Large Meter Replacements	5,000.00	-	-	-	-	-	-	-
B-4 · Pipeline Replacement	-	-	-	-	366,000.00	358,947.25	-	-
B-5 · Cathodic Protection Replacement - L Street Tower	45,000.00	-	-	-	-	-	-	-
B-6 · Raising/Lowering Valve Covers	40,000.00	-	-	-	-	-	-	-
B-7 · Well 15 Cr6 Treatment-Design	-	-	-	-	-	-	75,000.00	-
<b>Total B · WATER DISTRIBUTION</b>	<b>240,000.00</b>	<b>6,560.00</b>	<b>-</b>	<b>-</b>	<b>366,000.00</b>	<b>358,947.25</b>	<b>75,000.00</b>	<b>-</b>
<b>TOTAL BUDGETED PROJECT EXPENDITURES</b>	<b>280,000.00</b>	<b>6,560.00</b>	<b>-</b>	<b>-</b>	<b>366,000.00</b>	<b>358,947.25</b>	<b>75,000.00</b>	<b>-</b>

**Agency Report of:  
Public Official Appointments**

**A Public Document**

<b>1. Agency Name</b> Rio Linda Elverta Community Water District		Page <u>1</u> of <u>1</u>	<b>California Form 806</b> For Official Use Only
Division, Department, or Region (If Applicable)  N/A			Date Posted:  (Month, Day, Year)
Designated Agency Contact (Name, Title)  Timothy R. Shaw, General Manager			
Area Code/Phone Number (916) 991-8891	E-mail GM@RLECWD.COM		

**2. Appointments**

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
RLECWD Executive Committee	▶ Name <u>Mary Harris</u> <small>(Last, First)</small>  Alternate, if any _____ <small>(Last, First)</small>	▶ <u>1 / 1 / 24</u> <small>Appt Date</small>  <u>12-months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>100</u>  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
RLECWD Executive Committee	▶ Name <u>Anthony Cline</u> <small>(Last, First)</small>  Alternate, if any _____ <small>(Last, First)</small>	▶ <u>1 / 1 / 24</u> <small>Appt Date</small>  <u>12-months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>100</u>  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
Sacramento Groundwater Authority	▶ Name <u>Mary Harris</u> <small>(Last, First)</small>  Alternate, if any <u>Anthony Cline</u> <small>(Last, First)</small>	▶ <u>1 / 1 / 24</u> <small>Appt Date</small>  <u>48-months</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>100</u>  ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other
Association of California Water Agencies and Joint Powers Insurance Authority	▶ Name <u>Anthony Cline</u> <small>(Last, First)</small>  Alternate, if any _____ <small>(Last, First)</small>	▶ <u>1 / 1 / 24</u> <small>Appt Date</small>  _____ <small>Length of Term</small>	▶ Per Meeting: \$ <u>100</u>  ▶ Estimated Annual: <input checked="" type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> Other

**3. Verification**

*I have read and understand FPPC Regulation 18702.5. I have verified that the appointment and information identified above is true to the best of my information and belief.*

_____ <small>Signature of Agency Head or Designee</small>	Timothy R. Shaw <small>Print Name</small>	General Manager <small>Title</small>	12-18-2024 <small>(Month, Day, Year)</small>
--	--	---	---

Comment: \_\_\_\_\_

Print
Clear

## Agency Report of: Public Official Appointments

### Background

This form is used to report additional compensation that officials receive when appointing themselves to positions on committees, boards, or commissions of another public agency or to a committee or position of the agency of which the public official is a member.

This form is required pursuant to FPPC Regulation 18702.5. Each agency must post on its website a single Form 806 which lists all the paid appointed positions to which an official will vote to appoint themselves. When there is a change in compensation or a new appointment, the Form 806 is updated to reflect the change. The form must be updated promptly as changes occur.

### Instructions

This form must be posted prior to a vote (or consent item) to appoint a governing board member if the appointee will participate in the decision and the appointment results in additional compensation to the appointee.

FPPC Regulation 18702.5 provides that as long as the public is informed prior to a vote, an official may vote to hold another position even when the vote results in additional compensation.

### Part 1. Agency Identification

Identify the agency name and information on who should be contacted for information.

### Part 2. Appointments

Identify the name of the other agency, board or commission. List the name of the official, and an alternate, if any.

List the appointment date and the length of term the agency official will serve. Disclose the stipend provided per meeting and the estimated annual payment. The annual salary is an estimate as it will likely vary depending upon the number of meetings. It is not necessary to revise the estimate at the end of the calendar year.

### Part 3. Verification

The agency head or his/her designee must sign the verification.

### Frequently Asked Questions (FAQs)

- When does an agency need to complete the Form 806?  
A Form 806 is required when an agency's board members vote to appoint a board member to serve on another governmental agency or position of the agency of which the official is a member and will receive additional compensation.
- The city council votes to serve as the city's housing authority, a separate entity. Will the Form 806 be required?  
If the council members receive additional compensation for serving on the housing authority, the Form 806 is required.

- Are appointments made by a governing board to appoint one of its members to serve as an officer of that board for additional pay (e.g., mayor) required to be disclosed on Form 806?

No. FPPC Regulation 18702.5(b)(6) exempts from this requirement decisions to fill a position on the body of which the official is a member (such as a councilmember being appointed as mayor) despite an increase in compensation.

- In determining the income, must the agency include mileage reimbursements, travel payments, health benefits, and other compensation?

No. FPPC Regulation 18702.5 requires only the amount of the stipend or salary to be reported.

- Which agency must post the Form 806?

The agency that is voting to appoint a public official must post the Form 806 on its website. The agency that the official will serve as a member is not required to post the Form 806. The form is not sent to the FPPC.

- When must the Form 806 be updated?

The Form 806 should be amended promptly upon any of the following circumstances: (1) the number of scheduled meetings is changed, (2) there is a change in the compensation paid to the members, (3) there is a change in membership on the board or commission, or (4) there is a new appointment to a new agency.

- If officials choose to recuse themselves from the decision and leave the room when a vote is taken to make an appointment, must the Form 806 be completed?

No. The Form 806 is only required to identify those officials that will vote on an appointment in which the official will also receive additional compensation.

### Privacy Information Notice

Information requested by the FPPC is used to administer and enforce the Political Reform Act. Failure to provide information may be a violation subject to penalties. All reports are public records available for inspection and reproduction. Direct questions to FPPC's General Counsel, Fair Political Practices Commission, 1102 Q Street, Suite 3000, Sacramento, CA 95811.

**Agency Report of:  
Public Official Appointments  
Continuation Sheet**

**1. Agency Name**

Date Posted: \_\_\_\_\_  
*(Month, Day, Year)*

**2. Appointments**

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
	▶ Name _____ <i>(Last, First)</i>  Alternate, if any _____ <i>(Last, First)</i>	▶ _____/_____/_____ <i>Appt Date</i>  ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <i>Other</i>
	▶ Name _____ <i>(Last, First)</i>  Alternate, if any _____ <i>(Last, First)</i>	▶ _____/_____/_____ <i>Appt Date</i>  ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <i>Other</i>
	▶ Name _____ <i>(Last, First)</i>  Alternate, if any _____ <i>(Last, First)</i>	▶ _____/_____/_____ <i>Appt Date</i>  ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <i>Other</i>
	▶ Name _____ <i>(Last, First)</i>  Alternate, if any _____ <i>(Last, First)</i>	▶ _____/_____/_____ <i>Appt Date</i>  ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <i>Other</i>
	▶ Name _____ <i>(Last, First)</i>  Alternate, if any _____ <i>(Last, First)</i>	▶ _____/_____/_____ <i>Appt Date</i>  ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <i>Other</i>
	▶ Name _____ <i>(Last, First)</i>  Alternate, if any _____ <i>(Last, First)</i>	▶ _____/_____/_____ <i>Appt Date</i>  ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____  ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <i>Other</i>

**Print**

**Clear**



**Tim Shaw**

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**From:** PWS Settlement Claims Administrator <notice@pnclassaction.com>  
**Sent:** Wednesday, December 13, 2023 5:44 PM  
**To:** Tim Shaw  
**Subject:** Registration Confirmation - 498787

Dear Timothy Shaw,

Thank you for your submission. Please note that this is the first step in the claims process and understand that you have not yet submitted a Claims Form and there is no guarantee of payment at this time. Once your information has been reviewed, you will receive a notification via email at the contact email address that you provided which includes information on how to continue with submission of your Claims Form(s).

Registration Confirmation Number: 498787

**The next step in the claims process is for each Class Member (Public Water System) to perform “Baseline Testing” – that is, Settlement Class Members must test every Water Source (groundwater well or surface water system) they own for PFAS.** Baseline Testing is different from what the EPA requires for UCMR 5. Under UCMR 5, a Public Water System is required to test for PFAS only at the entry points to its distribution system, but Baseline Testing requires Settlement Class Members to test every Water Source.

By performing Baseline Testing to determine which Water Sources have current PFAS detections, each Settlement Class Member will be able to submit Claims Forms, have its Water Sources scored, and receive Allocated Awards based on those scores.

Below is important information regarding how settlement class members will be categorized as *Phase One* or *Phase Two* class members and additional details related to Baseline Testing requirements which are necessary to complete the claims process.

**Please read this information carefully.**

#### **CLASS MEMBER CATEGORIZATION**

Based on the information provided in your submission, the Public Water System(s) identified may be preliminarily categorized as either a Phase One or a Phase Two class member for each settlement program. The preliminary categorization will determine the relevant information and/or Claims Form(s) that the Public Water System (PWS) is required to submit to complete the claims process.

*Phase One Qualifying Class Member definitions are included below for each settlement program:*

- Phase One Qualifying Class Member – 3M Settlement: A Phase One Qualifying Class Member is an Active Public Water System in the United States that has one or more Impacted Water Source as of **June 22, 2023**.
- Phase One Qualifying Class Member – DuPont Settlement: A Phase One Qualifying Settlement Class Member is a Public Water System in the United States of America that draws or otherwise collects from any Water Source that, on or before **June 30, 2023** was tested or otherwise analyzed for PFAS and found to contain any PFAS at any level.

*Phase Two Qualifying Class Member definitions are included below for each settlement program:*

- Phase Two Qualifying Class Member – 3M Settlement: A Phase Two Qualifying Class Member is an Active Public Water System in the United States that does not have one or more Impacted Water Sources as of the **June 22, 2023** and (i) is required to test for certain PFAS under UCMR-5 or (ii) serves more than 3,300 people.
- Phase Two Qualifying Class Member – DuPont Settlement: A Phase Two Qualifying Settlement Class Member is a Public Water System in the United States of America that:
  - a) is not a Phase One Qualifying Settlement Class Member and
  - b) is subject to the monitoring rules set forth in UCMR 5 or is required under applicable state or federal law to test or otherwise analyze any of their Water Sources or the water they provide for PFAS before the UCMR 5 deadline.

For more information on Phase One and Phase Two class member categories, please refer to the Settlement Agreements and related exhibits at [www.PFASWaterSettlement.com](http://www.PFASWaterSettlement.com).

## **BASELINE TESTING**

Each Class Member must perform Baseline Testing. Baseline Testing requires each Class Member to test each of its Water Sources for PFAS; request from the laboratory that performs the analyses all analytical results, including the actual numeric values of all analytical results; and submit the detailed PFAS test results to the Claims Administrator on a Claims Form(s) by the relevant Claims Form deadline.

Baseline Testing requires that each Water Source be analyzed for at least the 29 PFAS chemicals required under UCMR 5, using a methodology consistent with the requirements of UCMR 5 or applicable State requirements (if stricter). Baseline Testing may be performed by any laboratory accredited by a state government or federal regulatory agency for PFAS analysis that uses any state- or federal agency-approved PFAS analytical method that is consistent with (or stricter) than the requirements of UCMR 5.

*Requirements related to prior testing of Water Sources are included below for each settlement program:*

- 3M Settlement:
  - Any Water Source tested on or before **June 22, 2023**, using a state- or federal-approved methodology and found to contain a Measurable Concentration of PFAS, does not need to be tested again for purposes of Baseline Testing.
  - Any Water Source tested **prior to January 1, 2019**, that did not result in a Measurable Concentration of PFAS, must retest to meet Baseline Testing requirements.
  - If a Water Source tested **January 1, 2019, or later**, and it did not result in a Measurable Concentration of PFAS, no further testing of that Water Source is required.
  
- DuPont Settlement:
  - Any Water Source tested on or before **June 30, 2023** and found to contain a detection of PFAS, does **NOT** need to test that Water Source again for purposes of Baseline Testing.
  - Any Water Source tested **before December 7, 2021** that did not result in a PFAS detection must retest.
  - If a Water Source tested **December 7, 2021, or later**, and it did not result in a detection of PFAS, no further testing is required.

**Failure to test and submit Qualifying Test Results for Water Sources will disqualify Water Sources from consideration for present and future payments.**

Class Counsel has arranged for discounted testing with the following laboratory to assist Class Members with Baseline Testing. There is no requirement to use the listed laboratory. Class Members are still responsible for providing test results along with their Claims Form submission if they elect to use the services of this laboratory.

#### **Eurofins Environmental Testing**

Telephone Number: (916) - 374 - 4499

<https://www.eurofinsus.com/environment-testing/pfas-testing/pfas-water-provider-settlement/>.

For more information, please refer to the Settlement Agreements and related exhibits at [www.PFASWaterSettlement.com](http://www.PFASWaterSettlement.com). You may also contact the Claims Administrator at [info@pfaswatersettlement.com](mailto:info@pfaswatersettlement.com).