

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

June 18, 2018 (6:30 p.m.)

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

AGENDA

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

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

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

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

Action items: Approve Consent Calendar Items

Pg. 1

3.1 Minutes

May 21, 2018

The Board is being asked to approve the Minutes from the May 21, 2018 Regular Board meeting.

Pg. 5

3.2 Expenditures

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

Pg. 8

3.3 Financial Reports

The Finance & Administrative Committee recommends the Board approve the May Financial Reports.

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

- Pg. 12 4.1 GM Report**
- Pg. 14 4.2 District Engineer's Report**
- Pg. 17 4.3 Consider authorizing the reallocation of a portion of the unexpended AMI metering loan proceeds.**
- Pg. 28 4.4 Consider accepting the private fire service rate study addendum prepared by Bartle Wells Associates, and further consider directing staff to make minor adjustments effectively decreasing the bimonthly rate for one private fire services customer.**
- Pg. 34 4.5 Consider authorizing a revision to District Policy 2.01.065, Committees and Other Assignments.**
- Pg. 37 4.6 Review District Policy 2.01.150 and discuss the need for revisions to increase clarity.**
- Pg. 40 4.7 Consider authorizing a letter in response to the May 18th letter from the Elverta Specific Plan Owners Group (ESPOG), which notified the District ESPOG has declined to prefund development costs.**

5. INFORMATION ITEMS

5.1. DISTRICT ACTIVITY REPORT

- a. Water Operations Report
- b. Conservation Report

5.2. BOARD REPORTS

- a. Regional Water Authority – Henrici
- b. Sacramento Groundwater Authority – Green
- c. LAFCO – Green
- d. Planning Committee – Dills, Harris
- e. Finance / Administrative Committee – Ridilla, Harris
- f. AD Hoc Committees –
 1. Employee Neg. -
 2. Water Supply Development –

6. PUBLIC COMMENT FOR CLOSED SESSION

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

A. 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 OPEN SESSION

8.1 REPORT OF ACTIONS TAKEN IN CLOSED SESSION.

The Board will disclose any reportable actions taken and/or directed in closed session.

9. DIRECTORS' AND GENERAL MANAGER COMMENTS

10. ADJOURNMENT

Upcoming meetings:

Planning Committee

July 06, 2018, Friday, 2:00 pm at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Finance / Administrative Committee

July 09, 2018, Monday, 6:30 pm at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Strategic Planning Workshop

July 14, 2018, Saturday, 11:00 am at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Regular Board Meeting

July 16, 2018, Monday, 6:30 pm at Visitor's /Depot Center, 6730 Front Street, Rio Linda, CA 95673.



**Consent Calendar
Agenda Item: 3.1**

Date: June 18, 2018

Subject: Minutes

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Board of Directors approve the Regular Meeting minutes from May 21, 2018 meeting.

Current Background and Justification:

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

Conclusion:

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

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

**MINUTES OF THE
MAY 21, 2018
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

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

The May 21, 2018 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. at the Depot/Visitor Center located at 6730 Front Street, Rio Linda, CA. General Manager Tim Shaw took roll call of the Board of Directors. Director Dills, Director Harris, Director Henrici, Director Ridilla and General Manager Tim Shaw were present. Director Green was absent. Director Henrici led the pledge of allegiance.

2. PUBLIC COMMENT

No public comment.

3.3 CONSENT CALENDAR

3.1 Minutes

April 16, 2018

3.2 Expenditures

3.3 Financial Reports

It was moved by Director Dills and seconded by Director Ridilla to approve the Consent Calendar. Directors Henrici, Dills, Harris and Ridilla voted yes. Director Green was absent. The motion carried with a unanimous vote of 4-0-0.

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

4.1 General Manager's Report

General Manager Tim Shaw provided the Board a written report of special events and meetings attended since the last Board meeting.

The Board made no action on this item

4.2 District Engineer's Report

District Engineer, Jim Carson provided the Board of Directors a written report of current projects since the last Board meeting. Mr. Carson provided the Board with updates on MSA Contract and Task Orders, Hexavalent Chromium Treatment Evaluation, District Election Map, Northborough Development Annexation, Integrated Regional Water Management Plan (IRWMP) – Projected Update, and Rite Aid Starbucks Development.

The Board made no action on this item

4.2.a Consider adopting Resolution 2018-05 to certify updates to the District Service Area Boundary Map required by Sacramento County Elections Office.

The District Area Boundary was required by the Registrar of Voters Election office since the recent annexation staff was unable to determine if RLECWD had submitted an updated service area map.

It was moved by Director Henrici and seconded by Director Ridilla to approve Resolution No. 2018-05 to certify the District Service Area Boundary Map. Henrici, Dills, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0. Director Green was absent.

4.3 Consider commitment to funding membership in RiverArc for fiscal year 2018/2019, approximately \$104,167, and discuss negotiations with Elverta Specific Plan developers regarding prefunding development costs including RiverArc membership costs.

The District did its due diligence on looking for alternative water sources due to the ESP developers requirement to have conjunctive use for their development. The District joined RiverArc to offer surface water, and if the developers are not going to commit on funding then Director Henrici felt this item should be tabled. District Engineer Jim Carson stated that ESP already has approved plans with the County Board of Supervisors which stimulates conjunctive use as part of the plan. General Counsel Barbara Brenner indicated that may affect their approved plan with the County Board of Supervisors. GM Shaw spoke with the developers on advanced funding for RiverArc or advanced funding on another individual source and their stance is pay as you go. Director Dills stated that the District was only looking into PF8 due to the ESP Development, so unless the developers are willing to provide time, staff, and money the District should stop pursuing resources, time and staff on this project.

It was moved by Director Henrici and seconded by Director Dills to commit to RiverArc. Director Henrici and Dills rescinded their motion.

It was moved by Director Dills and seconded by Director Ridilla to withdrawal from RiverArc based on the District's financial conditions and no support from the developers. Henrici, Dills, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0. Director Green was absent.

4.4 Consider repealing/rescinding Resolution 2018-04, adopted 2-26-2018, which revised the charges for lien and subsequent lien release to address the charges imposed by California SB-2.

Increased charges imposed by the County Recorder's Office for recording and releasing liens in January caused a raise in the fees in order for the District to recoup costs by passing a Resolution at the February Board meeting. After staff did further analysis, it was determined the District was not subject to these fees, so it is recommended the Board repeal or rescind Resolution No. 2018-04.

It was moved by Director Henrici and seconded by Director Dills to repeal Resolution No.2018-04 to revise lien and subsequent lien release to address the charges imposed by California SB-2. Henrici, Dills, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0. Director Green was absent.

4.5 Discuss the next steps required to acquire the property for the Well #16 project and consider directing General Manager and Legal Counsel on negotiating an agreement with the property owner required to obtain a signed irrevocable offer of dedication.

The District does not currently own the property of Well #16. The property owners of Well #16 are currently not ready to sign until the "Property Donation Agreement" is fully executed disclosed in the April 2017 Term Sheet Agreement.

It was moved by Director Ridilla and seconded by Director Dills to direct General Counsel to draw the documents for a "Property Donation Agreement." Henrici, Dills, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0. Director Green was absent.

4.6 Consider approval of Resolution No. 2018-06 Calling the 2018 General Election.

The Sacramento County Registrar of Voters requires that the RLECWD approve the subject Resolution to enable the RLECWD Board Member election to be consolidated with the County's general election.

It was moved by Director Henrici and seconded by Director Ridilla to approve Resolution No. 2018-06 Calling the 2018 General Election. Henrici, Dills, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0. Director Green was absent

4.7 Review and Discuss the CPS HR Compensation Study

The District engaged the consultant to perform the study in the fall of 2017. The compensation study is now complete and has been distributed to staff and all Directors.

Director Henrici stated this item was for review and no action needs to be taken by the Board. An Ad Hoc Committee has already been formed with Director Dills and Director Harris.

4.8 Consider adopting the fiscal year 2018/2019 Proposed Budget and setting the date for Public Hearing date for adopting the fiscal year 2018/2019 Final Budget.

Existing District policy stipulates that a Proposed Budget be adopted by the Board by June of each year. The proposed vs. final status is necessary and appropriate to allow for the closed out of the current fiscal year accounting after June 30th, yet still allow for spending to provide for District operations while waiting for the Final Budget to be adopted early in the next fiscal year.

It was moved by Director Dills and seconded by Director Henrici to adopt the proposed 2018/19 budget. Henrici, Dills, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0. Director Green was absent.

Director Green arrived at the Board Meeting at 7:30 p.m.

It was moved by Director Henrici and seconded by Director Dills to set the public hearing date for August 20, 2018 at 6:30 p.m. Henrici, Dills, Harris and Ridilla voted yes. Director Green abstained. The motion carried with a vote of 4-0-1.

4.9 Consider authoring the selection process for filling the current vacancy for the Conservation Coordinator/Customer Service Tech 1 position

Board reviewed the proposed changes to the Conservation Coordinator/Customer Service Tech 1 position and directed their negotiator to engage in meet and confer with Teamsters Local 150. The Union notified the negotiator of their approval of the proposed changes on April 16th.

The changes to the position description effectively makes the Water Use Efficiency Practitioner Certification desirable instead of mandatory. The changes further provide a pay incentive if the employee obtains such certification.

It was moved by Director Henrici and seconded by Director Ridilla to fill the vacancy for the Conservation Coordinator/Customer Service Tech 1 position. Henrici, Dills, Harris and Ridilla, Green voted yes. The motion carried with a unanimous vote of 5-0-0.

4.10 Conduct voting for one candidate from each category to the Independent Special District Representative Consolidated Redevelopment Agency Oversight Board (RDAOB).

LAFCo is requesting by majority vote of the governing board from all of its members of our Independent Special District to select a representative and alternate for the Consolidated Redevelopment Oversight Board in Sacramento County. The District must respond to this request by May 25, 2018 by 3:30 pm.

It was moved by Director Ridilla and seconded by Director Dills to select candidate Amanda Thomas as RDAOB and no alternate. Dills, Harris, Ridilla and Green voted yes. Director Henrici abstained. The motion carried with a vote of 4-0-1.

4.11 Consider suspending the Facilities/Office Ad Hoc Committee (Green, Harris).

Directors Dills and Henrici asked questions on the committees actions.

It was moved by Director Green and seconded by Director Ridilla to dissolve the Facilities/Office Ad Hoc Committee. Dills, Harris, Henrici, Ridilla and Green voted yes. The motion carried with a unanimous vote of 5-0-0.

4.11.a Oral report from Directors Green and/or Harris regarding the April 17th meeting with Twin Rivers Unified School District.

4.11.b Discuss the preliminary status whereby the District is merely exploring options for acquiring a new office facility in the future, when/if our service area expands from large-scale new residential development.

4.11.c Generally discuss the process for negotiations and property acquisition the District will need to undertake in the future, when we've gone beyond the current preliminary/exploratory phase.

4.11.d Discuss the process for addressing any scenario where the Board may disagree with the Board Chair's exercise of authority to create an ad hoc committee and define that committee's scope and duration.

The Directors felt that since the committee has been resolved the GM should tie up any loose ends from the committee's actions.

5. INFORMATION ITEMS

5.1. DISTRICT ACTIVITY REPORT

- a. Water Operations Report
- b. Conservation Report

5.2. BOARD REPORTS

- a. Regional Water Authority – Henrici gave an oral report and a copy of the agenda and executive summary of that meeting was provided.
- b. Sacramento Groundwater Authority – No meeting this month.
- c. LAFCO – Green – Meeting will be later this week.
- d. Planning Committee – Brent, Harris – Minutes provided.
- e. Finance / Administrative Committee – Minutes provided.
- f. AD Hoc Committees –
 - 1. Employee Neg. - No report
 - 2. Water Supply Development – No report
- g. ACWA and ACWA JPIA Spring Conference – Director Green gave an oral report.

6. DIRECTORS' AND GENERAL MANAGER COMMENTS

7. ADJOURNMENT

President Harris adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Timothy R. Shaw, Secretary

Mary Harris, President of the Board



Consent Calendar Agenda Item: 3.2

Date: June 18, 2018

Subject: Expenditures

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance and Administrative Committee recommends approval of the Expenditures for the month of May 2018.

Current Background and Justification:

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

Conclusion:

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

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

**Rio Linda Elverta Community Water District
Operating Account GL 10000 Expenditure Report
May 2018**

Type	Date	Num	Name	Memo	Amount
Liability Check	05/03/2018	EFT	QuickBooks Payroll Service	For PP Ending 04/30/2018 Paydate 05/04/2018	17,170.72
Liability Check	05/04/2018	EFT	CalPERS	For PP Ending 04/30/2018 Paydate 05/04/2018	1,662.71
Liability Check	05/04/2018	EFT	CalPERS	For PP Ending 04/30/2018 Paydate 05/04/2018	1,760.92
Liability Check	05/04/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	05/04/2018	EFT	Nationwide	Employee Benefits	1,276.19
Liability Check	05/04/2018	EFT	Internal Revenue Service	Employment Taxes	5,937.04
Liability Check	05/04/2018	EFT	Employment Development	Employment Taxes	1,225.24
Bill Pmt -Check	05/04/2018	EFT	Comcast	Phone/Internet	413.59
Bill Pmt -Check	05/04/2018	EFT	Republic Services	Utilities	86.16
Bill Pmt -Check	05/04/2018	EFT	Sprint	Field Communication	346.26
Check	05/04/2018	5382	Employee	For PP Ending 04/30/2018 Paydate 05/04/2018	92.35
Check	05/04/2018	5383	State Water Resource Control Board	License Fees	120.00
Check	05/04/2018	5384	State Water Resource Control Board	License Fees	105.00
Check	05/04/2018	5385	Sacramento County Clerk	Lien Fees	32.00
Check	05/04/2018	5386	Customer	Final Bill Refund	197.47
Liability Check	05/04/2018	5387	Franchise Tax Board	Employee Garnishment	255.46
Bill Pmt -Check	05/04/2018	5388	ACWA/JPIA	Employee Benefits	21.15
Bill Pmt -Check	05/04/2018	5389	American Water Works Association	Membership Dues	420.00
Bill Pmt -Check	05/04/2018	5390	BSK	Lab Fees	3,080.00
Bill Pmt -Check	05/04/2018	5391	Cintas Corporation	Safety	104.01
Bill Pmt -Check	05/04/2018	5392	Corix Water Products	Distribution Supplies	5,753.87
Bill Pmt -Check	05/04/2018	5393	GM Construction & Developers	Contract Services	1,200.00
Bill Pmt -Check	05/04/2018	5394	Rio Linda Hardware and Building Supply	Shop Supplies	254.89
Bill Pmt -Check	05/04/2018	5395	Sacramento County Utilities	Utilities	111.70
Bill Pmt -Check	05/04/2018	5396	SMUD	Utilities	10,984.02
Bill Pmt -Check	05/04/2018	5397	Thrasher Bros Automotive	Transportation Maintenance	1,320.10
Bill Pmt -Check	05/04/2018	5398	UniFirst Corp	Uniforms	163.59
Bill Pmt -Check	05/04/2018	5399	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	05/04/2018	5400	Void	Void	0.00
Bill Pmt -Check	05/04/2018	5401	WellTec Inc.	Pumping Maintenance	403.55
Bill Pmt -Check	05/04/2018	5402	Wickham, Gerald	Retiree Insurance: Lifetime Benefit	1,008.80
Bill Pmt -Check	05/04/2018	5403	Wood Rogers	Capital Improvement - Well 16	9,140.82
Check	05/04/2018	5404	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Liability Check	05/15/2018	EFT	AFLAC	Employee Benefits	584.98
Liability Check	05/17/2018	EFT	QuickBooks Payroll Service	For PP Ending 05/15/18 Pay date 05/18/18	17,094.28
Liability Check	05/18/2018	EFT	CalPERS	For PP Ending 05/15/18 Pay date 05/18/18	1,662.71
Liability Check	05/18/2018	EFT	CalPERS	For PP Ending 05/15/18 Pay date 05/18/18	1,760.92
Liability Check	05/18/2018	EFT	Internal Revenue Service	Employment Taxes	5,886.56
Liability Check	05/18/2018	EFT	Employment Development	Employment Taxes	1,245.98
Liability Check	05/18/2018	EFT	Nationwide	Employee Benefits	1,231.58
Liability Check	05/18/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	05/18/2018	EFT	Western Health Advantage	Employee Benefits	11,406.71
Check	05/18/2018	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	50,000.00
Check	05/18/2018	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	42,500.00
Check	05/18/2018	EFT	RLECWD - Operating	Transfer funds for Security Deposits paid with Credit Card	500.00
Bill Pmt -Check	05/18/2018	EFT	Bankcard Center 2911	Computer, Fuel, Meetings, Office, Postage	878.19

Rio Linda Elverta Community Water District
 Operating Account GL 10000 Expenditure Report
 May 2018

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	05/18/2018	EFT	Bankcard Center 4506	Fuel	266.23
Bill Pmt -Check	05/18/2018	EFT	Bankcard Center 6669	Fuel	95.94
Bill Pmt -Check	05/18/2018	EFT	Bankcard Center 7806	Fuel	75.16
Bill Pmt -Check	05/18/2018	EFT	Bankcard Center 8200	Fuel	239.14
Bill Pmt -Check	05/18/2018	EFT	Bankcard Center 8900	Fuel	171.27
Bill Pmt -Check	05/18/2018	EFT	Verizon	Field IT	260.89
Check	05/18/2018	5405	Employee	For PP Ending 05/15/18 Pay date 05/18/18	92.35
Liability Check	05/18/2018	5406	Teamsters Local #150	Union Dues	560.00
Check	05/18/2018	5407	Postmaster	Bulk Mail Postage Refill	2,181.45
Check	05/18/2018	5408	Customer	Customer Final Bill Refund	45.57
Check	05/18/2018	5409	Customer	Customer Final Bill Refund	47.87
Check	05/18/2018	5410	Employee	Parking Reimbursement	111.00
Check	05/18/2018	5411	Customer	Customer Final Bill Refund	23.13
Bill Pmt -Check	05/18/2018	5412	Affinity Engineering	Engineering	5,000.00
Bill Pmt -Check	05/18/2018	5413	American Mobile Shredding	Office Expense	25.00
Bill Pmt -Check	05/18/2018	5414	Anthem Blue Cross	Retiree Health Insurance: Wickham Lifetime Benefit	976.50
Bill Pmt -Check	05/18/2018	5415	BSK Associates	Lab Fees	375.00
Bill Pmt -Check	05/18/2018	5416	Bullet Information Technology Solutions	Computer Maintenance	700.00
Bill Pmt -Check	05/18/2018	5417	Churchwell White	Legal Services	6,554.07
Bill Pmt -Check	05/18/2018	5418	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	05/18/2018	5419	Ferguson Enterprises	Meter Maintenance	41,780.06
Bill Pmt -Check	05/18/2018	5420	PG&E	Utilities	84.41
Bill Pmt -Check	05/18/2018	5421	Rio Linda Elverta Recreation & Park	Meeting Fees	50.00
Bill Pmt -Check	05/18/2018	5422	Special District Risk Management Auth.	Workers Compensation 2018-19	14,937.26
Bill Pmt -Check	05/18/2018	5423	Spok, Inc.	Field Communication	15.17
Bill Pmt -Check	05/18/2018	5424	State Water Resources Control Board	Licensing	100.00
Bill Pmt -Check	05/18/2018	5425	Tesco Controls	Field IT - 2018-19 Annual Maintenance	6,100.00
Bill Pmt -Check	05/18/2018	5426	USA BlueBook	Chemicals & Supplies	419.42
Liability Check	05/25/2018	EFT	Dental and Vision Ins.com	Employee Benefits	1,961.10

Total 10000 - Bank - Operating Account

300,272.26

Accrual Basis

Rio Linda Elverta Community Water District
Other Accounts Expenditure Report
May 2018

Type	Date	Num	Payee	Memo	Amount
Transfer	05/18/2018	EFT	RLECWD - Operating Account	April 2018 Security Deposits Applied	100.00
10100 - Security Deposits					<u>100.00</u>

Type	Date	Num	Payee	Memo	Amount
Check	05/01/2018	EFT	Revenue Refunding Bond Trustee	Loan Payment	112,426.40
10350 - Umqua Bank					<u>112,426.40</u>

Type	Date	Num	Payee	Memo	Amount
Transfer	05/04/2018	EFT	RLECWD - Operating	CIP Expense Transfer: Refer to operating check numbers: 5403	9,140.82
Transfer	05/18/2018	EFT	RLECWD - Operating	CIP Expense Transfer: Refer to operating check numbers: 5259 & 5341 Prior Periods	16,679.68
10455 - Capital Improvement Reserve					<u>25,820.50</u>

7



**Consent Calendar
Agenda Item: 3.3**

Date: June 18, 2018

Subject: Financial Reports

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance and Administrative Committee recommends approval of the Districts Financial Reports for the month of May 2018.

Current Background and Justification:

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

Conclusion:

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

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____.
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Rio Linda Elverta Community Water District
Balance Sheet
 As of May 31, 2018

ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10005 · Operating Fund 258,241.17

10010 · Operating Reserve Fund 250,000.00

Total 10000 · Operating Account 508,241.17

10100 · Trust/Security Deposit Account 43,652.00

10450 · Capital Improvement

10455 · Capital Improvement Fee Reserve 573,983.34

10460 · Vehicle Replacement Reserve 0.00

10465 · Cr6 Project 11,994.40

Total 10450 · Capital Improvement 585,977.74

10600 · LAIF GASB 45 15,992.96

Total 100 · Cash & Cash Equivalents 1,153,863.87

102 · Restricted Assets

102.1 · Restricted Capital Improvements

10700 · ZIONS Inv/Surcharge Reserve 490,045.48

Total 102.1 · Restricted Capital Improvements 490,045.48

102.2 · Restricted for Debt Service

10300 · Surcharge 1 Account 678,672.43

10325 · Community Business Bank 92,985.66

10350 · Umpqua Bank 24,241.61

10350 · Surcharge 2 Account 363,378.43

Total 102.2 · Restricted for Debt Service 1,159,278.13

Total 102 · Restricted Assets 1,649,323.61

Total Checking/Savings 2,803,187.48

Accounts Receivable 4,751.47

Other Current Assets

12000 · Water Utility Receivable 502,125.02

12200 · Accrued Revenue 0.00

12250 · Accrued Interest Receivable 2,462.50

15000 · Inventory Asset 132,606.59

16000 · Prepaid Expense 48,984.73

Total Other Current Assets 686,178.84

Total Current Assets 3,494,117.79

Fixed Assets

17000 · General Plant Assets 606,506.95

17100 · Water System Facilites 20,577,899.79

17300 · Intangible Assets 373,043.42

17500 · Accum Depreciation & Amort -8,241,347.85

18000 · Construction in Progress 595,995.98

18100 · Land 496,673.45

Total Fixed Assets 14,408,771.74

Other Assets

19000 · Deferred Outflows 297,772.00

19900 · Suspense Account 0.00

Total Other Assets 297,772.00

TOTAL ASSETS 18,200,661.53

Rio Linda Elverta Community Water District
Balance Sheet
 As of May 31, 2018

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	46,964.43
Credit Cards	3,979.55
Other Current Liabilities	688,605.99

Total Current Liabilities	<u>739,549.97</u>
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Long Term Liabilities

23000 · OPEB Liability	22,453.00
23500 · Lease Buy-Back	804,307.27
25000 · Surcharge 1 Loan	4,706,951.66
25050 · Surcharge 2 Loan	99,140.82
26000 · Water Rev Refunding	2,224,769.00
27000 · Community Business Bank	389,303.55
29000 · Net Pension Liability	902,961.00
29500 · Deferred Inflows-Pension	40,436.00

Total Long Term Liabilities	<u>9,190,322.30</u>
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Total Liabilities	<u>9,929,872.27</u>
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Equity

31500 · Invested in Capital Assets, Net	6,698,923.46
32000 · Restricted for Debt Service	699,786.24
38000 · Unrestricted Equity	819,658.26
Net Income	52,421.30

Total Equity	<u>8,270,789.26</u>
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TOTAL LIABILITIES & EQUITY	<u><u>18,200,661.53</u></u>
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Rio Linda Elverta Community Water District
 Profit & Loss Budget Performance
 May 2018

10

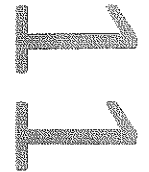
	<u>Annual Budget</u>	<u>May 18</u>	<u>Jul 17- May 18</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
40000 · Operating Revenue	2,615,811.00	248,887.54	2,282,730.50	87.27%	333,080.50
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	6.10	415.90	103.98%	-15.90
Total 41110 · Investment Revenue	400.00	6.10	415.90	103.98%	-15.90
41120 · Taxes and Assessments	70,000.00	31,699.43	81,652.88	116.65%	-11,652.88
41140 · Other Non-Operating Revenue	2,000.00	0.00	0.00	0.00%	2,000.00
Total 41000 · Non-Operating Revenue	72,400.00	31,705.53	82,068.78	113.36%	-9,668.78
Total Income	2,688,211.00	280,593.07	2,364,799.28	87.97%	323,411.72
Gross Income	2,688,211.00	280,593.07	2,364,799.28	87.97%	323,411.72
Expense					
60000 · Operating Expenses					
60010 · Officers, Auditor & Legal Fees	112,383.00	6,091.90	77,227.78	68.72%	35,155.22
60110 · Salaries & Wages	643,156.00	50,551.58	552,617.81	85.92%	90,538.19
60150 · Employee Benefits & Expense	372,167.00	32,804.91	337,215.34	90.61%	34,951.66
60200 · Office Operations	343,576.00	25,418.65	285,476.43	83.09%	58,099.57
65000 · Field Operations	408,753.00	70,825.06	314,774.48	77.01%	93,978.52
Total 60000 · Operating Expenses	1,880,035.00	185,692.10	1,567,311.84	83.37%	312,723.16
69000 · Non-Operating Expenses					
69110 · Revenue Bond					
69105 · Principle	129,077.00	78,000.00	129,077.00	100.00%	0.00
69110 · Interest	69,617.00	34,426.40	69,616.40	100.00%	0.60
69120 · Admin Fees	0.00	0.00	0.00	0.00%	0.00
Total 69110 · Revenue Bond	198,694.00	112,426.40	198,693.40	100.00%	0.60
69125 · AMI Meter Loan					
69130 · Principle	45,400.00	0.00	45,399.73	100.00%	0.27
69135 · Interest	13,114.00	0.00	13,114.19	100.00%	-0.19
Total 69150 · Revenue Bond	58,514.00	0.00	58,513.92	100.00%	0.08
69400 · Other Non-Operating Expense	2,000.00	0.00	0.00	0.00%	2,000.00
Total 69000 · Non-Operating Expenses	259,208.00	112,426.40	257,207.32	99.23%	2,000.68
Total Expense	2,139,243.00	298,118.50	1,824,519.16	85.29%	314,723.84
Net Ordinary Income	548,968.00	-17,525.43	540,280.12		
Net Income	548,968.00	-17,525.43	540,280.12		

CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2017-2018
July 2017 through May 2018

	GENERAL		CONNECTIONS		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
BEGINNING FUND BALANCE	\$ 1,080,092.00	\$ 1,080,092.00	\$ 62,680.00	\$ 62,680.00	\$ (23,521.00)	\$ (23,521.00)	\$ 32,771.00	\$ 32,771.00
FUNDING SOURCES								
Fund Transfers								
Operating Fund Transfers In	600,000.00	550,000.00	-	-	-	-	-	-
CIP Fund Intrafund Transfers	(18,629.00)	(18,626.02)	-	-	-	-	18,629.00	18,626.02
Surcharge 2 Rate	-	-	-	-	218,230.00	193,526.13	-	-
Contributed Funding								
Capacity Fee Revenue	-	-	25,000.00	115,746.04	-	-	-	-
Contributed Facilities (Developers)	-	-	-	-	-	-	-	-
Grant Revenue	-	-	-	-	-	-	-	-
Loan Proceeds-OPUS Bank 3-1-18	-	-	-	-	146,105.00	99,140.82	-	-
Investment Revenue	350.00	179.08	-	-	20.00	24.81	-	-
Sale of Fixed Assets	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	1,661,813.00	1,611,645.06	87,680.00	178,426.04	340,834.00	269,170.76	51,400.00	51,397.02
PROJECTS								
A - WATER SUPPLY								
A-1 - River Arc	-	-	62,500.00	62,500.00	-	-	-	-
A-2 - El Dorado County Water & Power	14,442.00	14,441.63	-	-	-	-	-	-
A-3 - Well 2A - Cr6 Treatment	-	-	-	-	-	-	-	-
A-4 - Well 10 - Cr6 Treatment	-	-	-	-	81,220.00	76,808.60	-	-
A-5 - Well 15 - Cr6 Treatment	-	-	-	-	81,000.00	80,886.79	-	-
A-6 - Well 16	-	-	-	-	562,665.00	509,818.90	-	-
A-7 - Well 17	-	-	-	-	57,885.00	16,885.00	-	-
A-8 - Miscellaneous Pump Replacements	40,000.00	16,679.68	-	-	-	-	-	-
A-9 - Master Plan	26,000.00	5,635.00	-	-	-	-	-	-
A-10 - Well 9 Rehab	53,000.00	38,788.82	-	-	-	-	-	-
Total A - WATER SUPPLY	133,442.00	75,545.13	62,500.00	62,500.00	782,770.00	684,399.29	-	-
B - WATER DISTRIBUTION								
B-1 - System Valve Replacements	35,000.00	26,784.55	-	-	-	-	-	-
B-2 - Paving Replacements	30,000.00	25,200.00	-	-	-	-	-	-
B-3 - Service Replacements	30,000.00	11,797.90	-	-	-	-	-	-
B-4 - Large Meter Replacements	5,000.00	-	-	-	-	-	-	-
B-5 - Small Meter Replacements	60,000.00	50,561.70	-	-	-	-	-	-
Total B - WATER DISTRIBUTION	160,000.00	114,344.15	-	-	-	-	-	-
M - GENERAL PLANT ASSETS								
M-1 - Computer Server	7,805.00	7,804.58	-	-	-	-	-	-
M-2 - Trucks (2)	-	-	-	-	-	-	51,400.00	51,397.02
M-3 - Office & Shop Roof	38,201.00	38,201.00	-	-	-	-	-	-
Total M - GENERAL PLANT ASSETS	46,006.00	46,005.58	-	-	-	-	51,400.00	51,397.02
FO - PROJECTS FUNDED BY OTHERS								
TOTAL FO - PROJECTS FUNDED BY OTHERS	-	-	-	-	-	-	-	-
C - CONTINGENCY								
C-1 - Contingency (10% of Est A,B,M, & FO)	29,344.20	-	6,250.00	-	78,277.00	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	368,792.20	235,894.86	68,750.00	62,500.00	861,047.00	684,399.29	51,400.00	51,397.02
ENDING FUND BALANCE	\$ 1,293,020.80	\$ 1,375,750.20	\$ 18,930.00	\$ 115,926.04	\$ (520,213.00)	\$ (415,228.53)	\$ -	\$ -

CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2017-2018
July 2017 through May 2018

	GENERAL		CONNECTIONS		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
	\$	\$	\$	\$	\$	\$	\$	\$
	1,080,092.00	1,080,092.00	62,680.00	62,680.00	(23,521.00)	(23,521.00)	32,771.00	32,771.00
BEGINNING FUND BALANCE	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
FUNDING SOURCES								
Fund Transfers								
Operating Fund Transfers In	600,000.00	550,000.00	-	-	-	-	-	-
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Contributed Funding								
Capacity Fee Revenue	-	-	25,000.00	115,746.04	-	-	-	-
Contributed Facilities (Developers)	-	-	-	-	-	-	-	-
Grant Revenue	-	-	-	-	-	-	-	-
Loan Proceeds-OPUS Bank 3-1-18	-	-	-	-	146,105.00	99,140.82	-	-
Investment Revenue	350.00	179.08	-	-	20.00	24.81	-	-
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A-2 - El Dorado County Water & Power	14,442.00	14,441.63	-	-	-	-	-	-
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B-2 - Paving Replacements	30,000.00	25,200.00	-	-	-	-	-	-
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B-4 - Large Meter Replacements	5,000.00	-	-	-	-	-	-	-
B-5 - Small Meter Replacements	60,000.00	50,561.70	-	-	-	-	-	-
Total B - WATER DISTRIBUTION	160,000.00	114,344.15	-	-	-	-	-	-
M - GENERAL PLANT ASSETS								
M-1 - Computer Server	7,805.00	7,804.58	-	-	-	-	-	-
M-2 - Trucks (2)	-	-	-	-	-	-	51,400.00	51,397.02
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C-1 - Contingency (10% of Est A,B,M, & FO)	29,344.20	-	6,250.00	-	78,277.00	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	368,792.20	235,894.86	68,750.00	62,500.00	861,047.00	684,399.29	51,400.00	51,397.02
ENDING FUND BALANCE	\$ 1,293,020.80	\$ 1,375,750.20	\$ 18,930.00	\$ 115,926.04	\$ (520,213.00)	\$ (415,228.53)	\$ -	\$ -





**Items for Discussion and Action
Agenda Item: 4.1**

Date: June 18, 2018
Subject: General Manager's Report
Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

There is no committee recommendation on this item.

Current Background and Justification:

The General Manager will report to the Board of Directors on meetings attended and an update on projects since the last meeting of the Board.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.1

Date

Initial Potential Meeting Date

06/18/18

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

GM Report

06/15/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

N/A

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

GM Review

06/15/18

Actual Meeting Date Set for Agenda Item

06/18/18



Date: June 18, 2018

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: There was a minor disruption of routine this month. I attended two days of Water Loss Audit Validator Training on June 5th and 6th in West Sacramento. If you like to see me in a heightened sense on awareness (see my eyes pop out and face turn red), pull me aside and ask about the training, or just ask me comprehensively about all the current implementations of *conservation is a permanent way of life*.

1. On May 29th, I met with Buckmaster Office Solutions to discuss the benefits to the District for a government agencies joint purchasing agreement purchase of a new multi-function printer. The annual maintenance agreement for our existing, refurbished printers is due for renewal. The government pricing and maintenance costs are an attractive alternative to the status quo.
2. On May 31st, I met with Doug Dove of Bartle Wells Associates to discuss the RLECWD private fire services rates addendum in process. Doug presented the preliminary findings and indicated the need to have the District select from among three options for finalizing the study. I placed an item on the June 11th Finance Committee to accommodate such.
3. On June 1st, I participated in the RiverArc facilities tour with Director Dills, there is a separate report in your Board packets with additional details on the tour.
4. On June 4th I had a follow up meeting with Buckmaster to receive the quote and product description for a new multi-function printer. The savings to the District in maintenance cost would pay for the purchase in 4-years.
5. On June 8th, I met with District Engineer Jim Carson to discuss the insights he has gained by researching Cr+6 treatment methodologies that would be feasible for RLECWD. Details of Jim's findings are in the District Engineers report.
6. On June 8th, Renita, Kim and I met with CUSI Director of Wester Sales, Lane Ricardo to discuss the value to the District for upgrading our existing, 1997 CUSI billing software to the current version. The upgrade would, among other things, enable the District to discontinue paying the customer credit card convenience fees and provide an alternative zero fee option

via ACH transfers. The annual cost the District pays for customers who use credit or debit cards is approximately \$20,000. Transitioning to new software and making new integrations with meter reading software and existing account data can be debilitating if the transition is not performed diligently. The potential for disruption is amplified if your switching from an existing software company to a new software company. The old and the new tend to blame one another.

7. June 11th, I met with Ken Giberson via a scheduled phone call. Ken indicated that EPSOG has rescinded their request for the District to defer the contrived (ESPOG contrived) surface water component of the capacity fees. Ken further indicated ESPOG remains averse to advance funding, including funding the District's share of RiverArc.
8. On June 12th I participated in a webinar demo of the WaterSmart software for small agencies (< 10,000 connections). WaterSmart would be an alternative to the now defunct Fathom software that would have enabled customers to review their water consumption data and patterns. WaterSmart has a low (relative to Fathom) implementation fee, but a fiscally infeasible (for RLECWD) monthly subscription cost. WaterSmart charges the subscription cost regardless of whether a customer is enrolled to use their software.
9. On June 12th I participated in a conference call with two attorneys at Churchwell White. Helene and Debra at Churchwell White had reviewed the current District policies and practices for pre-employment drug screening (topical due to the selection process underway for Conservation Coordinator/Customer Service Tech). Helene and Debra confirmed the District needs to update its policy and practice regarding pre-employment drug screening. They indicated they'd follow up with an e-mail, but I've not yet received such.
10. On June 13th I received an e-mail notification from Ken Giberson which expressed the ESPOG reluctance to execute a Property Donation Agreement for the Well #16 property, (and by extension, reluctance to sign an irrevocable offer of dedication for Well #16 property). The impactful nature of this notice inspired me to provide the information to the Board Chair and immediately reach out to Legal Counsel to discuss the best next steps. Legal Counsel and I are scheduled to meet with ESPOG on June 20th.

Other initiatives in progress are:

I corresponded with BHI regarding the ongoing Strategic Planning Process.

I distributed information to the Board Members and staff regarding the recently adopted SB 606 legislation, which will increase the District cost of providing service and strongly compel water purveyors to implement tiered rates as a means to comply with the water efficiency objectives.

I monitored and reviewed the issues covered by the media on the proposed rate increase and rate adjustment process in Folsom.



**Items for Discussion and Action
Agenda Item: 4.2**

Date: June 18, 2018
Subject: District Engineer's Report
Staff Contact: James Carson, District Engineer

Recommended Committee Action:

There is no committee recommendation on this item.

Current Background and Justification:

The District Engineer will report on the progress of projects since the last meeting of the Board.

Conclusion:

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills: _____ Green: _____ Ridilla: _____ Henrici: _____ Harris: _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.2

Date

Initial Potential Meeting Date

06/18/18

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

District Engineer's Report

06/13/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

N/A

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

GM Review

06/15/18

Actual Meeting Date Set for Agenda Item

06/18/18

TECHNICAL MEMORANDUM

To: Tim Shaw – General Manager
 From: Jim Carson – District Engineer (Affinity Engineering)
 Subject: District Engineering Staff Report – June 2018
 Date: June 13, 2018

This Technical Memorandum (TM) updates the Board of Directors on Rio Linda/Elverta Community Water District (District) engineering related activities since last month’s engineering report and does not include items that may be discussed in the General Manager’s report.

1. MSA Contract and Task Orders

The following are the Approved Task Orders for Affinity.

Affinity Engineering Approved Task Order List

Task Order	Project Name	Budget (\$)	Approval Date
2018-001	Cr6 Treatment Evaluation	9,000	4/25/18
2018-002	District Boundary Map	2,610	Complete
2018-003	Northborough MSR Update	15,000	5/9/18

2. Hexavalent Chromium (Cr6) Treatment Evaluation

The District has determined that strong base anion exchange continues to be the best alternative for the treatment of hexavalent chromium. The performance of the anion exchange media (media) during the pilot testing in 2015 indicated that the media would require regeneration at between 100,000 to 170,000 bed volumes. These bed volumes equate to required regenerations at well 10 every three to five years when operating the well mostly in the summer during peak demand times. Media regeneration is when a salt solution is added to the media to strip off hexavalent chromium from the media.

When the media is fully adsorbed with Cr6, the media will either be replaced or regenerated to continue to treat for Cr6. Three alternatives are being looked at to address the disposal of the Cr6 once the media has been exhausted as follows:

- Replace spent media with new media

The District would contract with a waste hauler that would remove the fully adsorbed Cr6 media and transport the media to an approved landfill and refill the treatment system column with new media.

- Regenerate spent media onsite

The District would install an onsite 4,500-gallon brine solution tank, chemical feed equipment, and associated chemicals needed to regenerate the media. The District would either perform the media regeneration or contract a company to perform the regeneration. The brine solution would be used to strip the Cr6 from the media. The Cr6 brine liquid waste (liquid waste) would then be discharged into a tanker truck. The District would contract with a company that would provide a tanker truck to accept the liquid waste and transport this waste to their facility where they would dispose of the Cr6 by precipitating it into a cake form and disposing it at an approved landfill.

- Regenerate spent media offsite

The District would contract with a Company that would remove the adsorbed Cr6 media from the treatment system column into a truck and transport it to an offsite location where the media would be regenerated. Once regenerated, the Company would reinstall the regenerated media back into the treatment system column. The Cr6 would be precipitated from the brine solution and into a cake form where the Cr6 would be disposed of at an approved landfill.

The District has identified companies that have experience in disposing of the liquid waste and are looking to identify companies that can provide offsite regeneration or media replacement to evaluate the best Cr6 disposal alternative for the District.

A TM is planned to be provided to the July Planning Committee that provides a more detail summary of the findings of the Cr6 Treatment Evaluation.

3. River Arc Meeting:

Attended the monthly River Arc Meeting in place of the General Manager that could not make the meeting due to training. The following are the takeaways from the meeting:

- A project tour was held with elected officials from each of the six participating River Arc members along with Natomas Mutual Water Company on June 1, 2018. Brent Dills and Tim Shaw represented the District. The group concluded that the tour was very informative and seemed to get a positive response from everyone that attended.

- A letter was provided to Brian Martin from the Natomas North Precinct (Now Grand Park) developer that stated that they have requested that their water demands be removed from the water supply project associated with River Arc. Sacramento County Water Agency will provide RiverArc direction on this development's removal.
- There was discussion about the District is dropping out of RiverArc due to lack of funding from Developers. The members talked about allowing the District to have an opportunity for a one-year leave with the opportunity to come back in one year without penalty. It was asked to the members that during this leave if they wanted the District to still attend the meetings. It was a consensus of the group that the District was still invited to attend and provide them updates on the District's ongoing negotiations with the ESP developers. Tony Firenzi of Placer County Water Agency said that he was going to have follow up discussions with Tim Shaw regarding this temporary leave.
- The monthly July RiverArc meeting was cancelled with the next meeting planned for August 1, 2018.

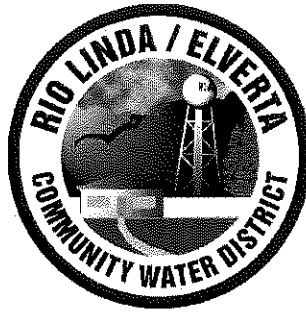
4. Well 16

The well driller was able to access the site and graded the site to level out the drill cuttings. Affinity visited the well site to confirm the grading of the site was acceptable and contacted the hydrogeologist to confirm that there was no outstanding issue associated with the drilling contractor. The District was notified by Affinity that there are no outstanding issues remaining associated with the well drilling project and the contractor can be paid their remaining balance.

5. Well 17

A meeting was held at the request of Mr. Stout who owns the Well 17 site. He requested this meeting to discuss his concerns and the removal of the monitoring wells. After talking with him, he was happy with the site and the temporary gate. He is looking to sell the property and wants these monitoring wells removed. He would like to be updated on the progress of the well removals along with a project schedule.

Due to the cost of the demolition of the monitoring wells exceeding \$25,000, the project is required to go out to formal bidding. A task order was prepared and submitted to the District for Affinity to prepare the formal bidding documents.



Items for Discussion and Action

Agenda Item: 4.3

Date: June 18, 2018

Subject: Consider authorizing the reallocation of a portion of the unexpended AMI metering loan proceeds.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance Committee reviewed the reallocation of Advanced Metering Infrastructure (AMI) loan proceeds options (four options considered) and recommends the Board authorize actions necessary to use a portion of the unspent proceeds to partially fund the billing software upgrade and to fund the purchase of a new multi-function office printer (two of the four options).

Current Background and Justification:

Fathom was a subcontract to the AMI metering infrastructure contract. Fathom was ultimately unable to fully deliver their contracted service and will not be paid the previously allocated \$41,000 for a customer water consumption data interface program (so-called "presentment program"). When combined with other as yet unspent proceeds from the 2015 AMI metering loan, the District has approximately \$92,000 in unallocated loan proceeds. The District is paying 3.1% interest on the loan, which has 7-years remaining in its 10-year term. Due to other restrictive loan terms, the only way to avoid paying interest is to payoff the loan in full. In short, if we're going to pay interest, the District should consider getting some value out of the unallocated loan proceeds.

The June 11th Finance Committee engaged in thorough analysis of the pros and cons of each of the four items as alternatives to doing nothing but continuing to pay interest on proceeds we apparently no longer need. Other restrictive aspects from the lender, Holman Capital, require that the District receive permission from Holman for alternative capital purchases (other than those described in the original loan documents). Based on the Finance Committee recommendation, staff has requested Holman's concurrence for the billing software and multi-function printer options.

The two recommended purchases total approximately \$35,000, which leaves a remaining balance of approximately \$57,000 in unallocated loan proceeds. The further recommendation is to continue to evaluate the need for “presentment” software before disposition the remaining \$57,000. One of the justifications to wait instead of initiating an RFP process for alternative providers of customer consumption software is to experience the level of improvement that is incorporated into the new billing software. The new version of the CUSI Web Portal offers additional consumption data to the customers. If the District is satisfied with the features of the CUSI Web Portal, we may, at a minimum, reduce the scope of the “presentment” software we’d be seeking.

There are additional justifications for the two proposed capital purchases:

- The billing software upgrade would enable the District to discontinue paying the convenience fee for customers who use credit or debit cards to pay their water bills. This would save the District approximately \$20,000 per year. The \$25,000 investment would pay off in 15-months. The billing software upgrade would also streamline the process of allowing ACH payment methods without a charge. Customers who currently enjoy the District paying the convenience fee might be assuaged by the alternative no-cost method.
- The new multi-function printer would be purchased through a joint powers purchasing agreement only available to government agencies. The pricing and maintenance terms are extremely attractive. The purchase eliminates two existing multi-function printers that were originally purchased as refurbished. They were inexpensive, but they break down frequently. The District cannot rely on these refurbished printers without a \$2,200 per year maintenance contract. The new printer will save the District more than \$2,200 per year. This purchase will pay for itself in 4-years.

Other relevant aspect. The total estimated cost of the billing software upgrade is budgeted for \$50,000 and is addressed in the FY 18/19 Proposed Budget, using \$25K from Capacity Fees and \$25K from the Capital Budget. Reallocating \$25K from AMI loan proceeds to supplant the capital budget line item will help reverse the trend toward deficit spending decried at the May 21st Board meeting. The total purchase price for upgrading the existing billing software is pursuant to District Policy 3.08.600 B (2), “the specific item is integral to repair or enhance existing equipment”.

Additional documents, including quotes and product descriptions are included with your board packets.

Conclusion

I recommend Board act to authorize reallocation of up to \$35,000 of AMI loan proceeds to partially fund billing software upgrade and to fund the purchase of a new Ricoh multi-function printer, and further authorize staff to execute all documents necessary to implement this action including purchase documents.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

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

RLECWD Agenda Item Checklist

Item 4.3

Date

Initial Potential Meeting Date06/18/18

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

Consider authorizing the reallocation of a portion of the unexpended AMI metering loan proceeds.

06/13/18**Staff Work Completed**

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work06/11/18

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel ReviewN/A

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

GM Review06/15/18**Actual Meeting Date Set for Agenda Item**06/18/18



Sales Representative: Lane Ricardo
P. O. Box 1515
Jonesboro, AR 72403
www.cusi.com
(870) 336-2239

Quote #: Ir180608152045

June 8, 2018

Sales Agreement



Rio Linda/ Elverta Water District
P.O. Box 400
Rio Linda, CA
95673

Renita Lehman
(916) 991-1000
rlehman@rlecwd.com



Economic Summary

detailed descriptions attached

Utility Billing Software	\$45,256.00
Payment Solutions	\$300.00
Hardware	\$299.00

Grand Total \$45,855.00

Payment Terms

15 Days From Date of Invoice. Unused CBSW TSM will be netted on the first of the month following UMS Go Live.



Purchaser Authorization

I certify that as the person signing this form I have purchasing authority for Rio Linda/ Elverta Water District.

Print Name: _____

Title: _____

Authorized Signature _____

Date _____



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UMS Utility Billing Software

5,000 Service Location Licenses	\$1.50	\$7,500.00
10 Named User Licenses	\$500.00	\$5,000.00
4 Field Service Licenses	\$250.00	\$1,000.00

UMS Utility Billing Software Core Modules

1 ACH Bank Draft (First Layout Included)	<i>Included</i>	
1 Lockbox Layout (First Layout Included)	<i>Included</i>	
1 Secure Ebill Module	<i>Included</i>	

Add-On Modules

1 Electronic Payment Module	\$1,000.00	\$1,000.00
1 IVR Module	\$1,000.00	\$1,000.00

Add-On Interfaces

1 Advanced Metering Interface (AMI) (Fathom)	\$3,000.00	\$3,000.00
1 Bank Check Elimination Interface	\$1,000.00	\$1,000.00
1 Credit Card Terminal Interface	\$1,000.00	\$1,000.00
1 Website Interface to CUSI Customer Web Portal	\$1,000.00	\$1,000.00



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UMS Implementation Services

1	Advanced Data Conversion Package for up to 5,000 locations* Includes 1 year complete data conversion, data extraction, multiple data source conversion, and additional rounds of conversion.	\$3.00	\$15,000.00
1	Additional CBSW Full History Conversion for up to 5,000 locations <small>*Complete data must be provided in a ASCII, delimited, or SQL format. Data extraction and data cleanup will be invoiced based upon time and effort at Cusi current services rate. Cusi will invoice client the greater of the number of service locations provided in this Sales Agreement or the actual number of service locations converted.</small>	\$1.00	\$5,000.00
1	Cusi Certified Implementation Includes Application Implementation, Installation, Setup, Formatting, Testing, Transition Support, & Project Management	\$4,200.00	\$4,200.00
4	Days of Cusi Certified Training Includes Application & Database Training for All Users as Applicable	\$1,400.00	\$5,600.00

Travel expenses for on-site work will be billed separately, if contracted.



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Annual Technical Support & Maintenance

UMS Annual Technical Support & Maintenance:	22%	\$4,730.00
800 Line Voice, Online, Email Support, Client Services Website, Application Updates		

Additional Software

1 SQL Server 2016 Standard (CAL Model)	\$898.00	\$898.00
14 SQL Server 2016 Additional Client Access License	\$327.00	\$4,578.00



Economic Summary

UMS Utility Billing Software	\$21,500.00
UMS Implementation Services	\$29,800.00
Annual Technical Support & Maintenance	\$4,730.00
Additional Software	\$5,476.00
2018 Data Conversion Discount (66%)	-\$10,000.00
2018 Basic Implementation Discount (50%)	-\$2,100.00
2018 CBSW to UMS Software Purchase Discount (10%)	-\$2,150.00
CUSI Turnkey Merchant Services Discount	-\$2,000.00
Total	<u>\$45,256.00</u>

Payment Terms

15 Days From Date of Invoice

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Comments

This contract has discounted services and reduced training days assuming that Rio Linda/ Elverta Water District will use CUSI Academy, Webinars, and will not require new business requirements.



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Payment Solutions

Turnkey Merchant Services

billed by provider

- | | | |
|---|--------------|-----------------|
| 1 Turnkey Merchant Services Package - Service fee will be the greater of: | \$2.95 or 3% | per transaction |
|---|--------------|-----------------|

Includes Visa, MasterCard, Discover Merchant Services, Payment Gateway Service, and Electronic Check Merchant Services. Figures based on an Average Bill Estimate of \$90 and a High Bill Estimate of \$225. Average bill estimate and service fee subject to annual review. CUSI reserves the right to bill a minimum monthly fee of \$20.00 to recover any losses from inactive merchant accounts or accounts that do not cover fixed processing costs.

Traditional Bank Check Elimination Service

billed by provider

- | | | |
|--|---------|-----------------|
| 1 Bank Check Elimination Processing Fees | \$40.00 | per month |
| | \$0.15 | per transaction |

IVR Solution

billed by provider

- | | | |
|--|---|-----------|
| 1 IVR Technology Group - Outbound Only | \$70.00 | per month |
| Rates: | 7% mandatory and regulatory fees | |
| Outbound IVR | \$0.07 per minute (billed in 6 second increments) | |
| 1 ITG - Outbound Only One-Time Setup Fee | \$300.00 | \$300.00 |

Text Messaging Solution

- | | | |
|--|----------|-----------|
| 1 CUSI SMS Messaging Service Monthly Fee | \$100.00 | per month |
| 1 CUSI SMS Messaging Service Usage Fee | \$0.06 | per sms |



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Economic Summary

Turnkey Merchant Services	\$0.00
Traditional Bank Check Elimination Service	\$0.00
IVR Solution	\$300.00
Text Messaging Solution	\$0.00

Total \$300.00



Comments

Turnkey services for this rate includes the use of electronic checks. Should you opt out of offering electronic check services your rate will be amended to \$3.20 or 3% per transaction.



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Hardware

1 Credit Card Reader	\$299.00	\$299.00
----------------------	----------	----------



Economic Summary

Hardware		\$299.00
Total		\$299.00



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Terms of Sale

Company has ordered and agrees to purchase from CUSI the products and services defined under this Sales Agreement at the listed quantities and rates. Upon receipt of an executed Sales Agreement CUSI shall ship all products to the Company address and contact defined above and services shall be scheduled and initiated. Company acknowledges that CUSI's products and services are subject to the terms and conditions of a separate Software License Agreement between Company and CUSI located at www.cusi.com/legal. CUSI hereby disclaims all representations and warranties with respect to any product which is not manufactured or otherwise created by CUSI, whether express, implied or statutory including but not limited to, any warranties of merchantability, fitness for a particular purpose, title or non-infringement. Monthly or yearly rates for services provided by CUSI or third parties may be subject to price increases with or without notice. Payment for products and services shall be made by Company based upon the Payment Terms defined in the Sales Agreement. Any service requiring CUSI or third parties to travel will incur corresponding expenses that will be billed actual as incurred unless otherwise noted. Travel requiring more than 5 hours of travel time will be billed an additional charge equal to 50% of the daily rate. Company understands and agrees that it is responsible for paying any sales, use, excise or transaction taxes with respect to the products and services under this Sales Agreement. If Company is tax exempt, company shall provide CUSI with such tax exemption documentation. If Company is not tax exempt or does not provide exemption documentation, CUSI shall invoice for such applicable taxes on each invoice. In the event that CUSI does not invoice sales or similar taxes to Company and such taxes are ultimately determined to be due by a government entity or court of law, Company agrees to pay in full all such taxes, including any applicable interest or penalties. In the event the tax exemption documentation provided by the Company is disallowed or deemed invalid, Company agrees to pay in full all such taxes, including any applicable interest or penalties.

Tax Exempt Status

Initial where appropriate:

_____ This entity **IS EXEMPT** from sales tax and will provide or has provided our exemption certificate

_____ This entity **IS NOT EXEMPT** from sales tax

Quotation Terms

This Quote is Valid for 30 Days

Execution Instructions

Execute each page, date, and fax to 870-336-2234 or email to sales representative. Include AP Contact info if not already on file.



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Bank Check Elimination Additional Terms

CUSI and Company hereby agree as follows:

1. BANK CHECK ELIMINATION SERVICES includes services whereby CUSI receives Company payment data from payments made by customers of Company ("Customer") where Customers have used one of several bill payment services or bill collection agents ("Originators") and Company is able to approve or reject Customer payments prior to receiving data from CUSI. Payments will be held in a preprocessing queue by Vendor. CUSI or vendor will transmit payment data to Company after Company approves payments in the preprocessing queue. By using Bank Check Elimination Services, Company will receive payment data electronically in a data file. Payment funds are transmitted by Vendor via ACH.

2. COMPANY DUTIES Company shall have the following duties:

- a. That it will either approve or reject payments in the preprocessing queue on the same day, if possible, but in no event later than 2:00 PM CT one (1) business day after it receives notice of payments.
- b. That it will post payments to Customers account on the day it receives payment data from CUSI, if possible, but in no event later than one (1) business day after it receives notice of payments.
- c. That it will not charge Customer any late fee if a Customer's payment is late by reason of the fact that the payment was not timely posted in accordance with Subparagraph b above;
- d. That it shall notify CUSI of any payment which has not posted within two (2) Business days after it receives notice of payments
- e. That it will not return a payment unless such payment is incorrect, incomplete, not identifiable or the account was blocked or closed prior to the time that the payment was received from CUSI or Vendor.

3. PROGRAM CHARGES AND TAXES Company agrees to pay CUSI, via Vendor, monthly for Program Charges for Bank Check Elimination Services by an ACH debit to Company's Account or another account as is designated by Company. Said Program Charges, which Company acknowledges receiving from CUSI, may be modified at any time upon thirty (30) days' notice. Any taxes or fees, except taxes based upon income, imposed by any federal, state, municipal or other governmental authority that may be applicable to the services provided to Company pursuant to this Agreement, shall be paid by Company regardless of whether such taxes or fees are added to the invoice which CUSI provides to Company, and regardless of when such taxes or fees are determined to be due and owing. The Program Charges are small in relation to the amount of the funds processed by CUSI pursuant to this Agreement.

4. COMPANY LIABILITY AND INDEMNIFICATION.

Company shall be liable for all damages which CUSI suffers by reason of Company's breach of any of its duties set forth in Paragraph 2 of this Agreement or by reason of any other representation made by it in this Agreement. Company indemnifies CUSI for all amounts which are due CUSI by Company pursuant to Paragraph 3 by reason of any return or Reversal.

Company hereby indemnifies and holds CUSI harmless from all claims, damages, and causes of action (including reasonable attorney's fees and costs) which may be asserted against CUSI by any person by reason of Company's breach of the duties and representations made by this Agreement. In no event shall Company be liable for any consequential, special, punitive or indirect loss or damage.

5. TERM This Agreement shall continue in effect unless terminated by either party upon thirty (30) days' notice. Provided, however, that in the event that any of the following occur CUSI shall be entitled to terminate this Agreement immediately and thereafter give notice to Company that this Agreement has been terminated:

- a. CUSI determines that Company has consistently failed to fulfill its obligations to timely post payments and to timely make returns;
- b. CUSI or Vendor attempts to make a debit to Company's Account for a return or Reversal which is later returned because the account has insufficient funds in it to permit the debit transaction;
- c. CUSI or Vendor attempts to make a debit to Company's Account pursuant to Paragraph 3, which is later returned because the account has insufficient funds in it to permit the debit transaction.
- d. Company breaches any of its duties in Paragraph 2.



Buckmaster Office Solutions
623 West Stadium Lane
Phone 916.923.0500
Fax 916.923.505
www.Buckmasteroffice.com
pfrost@buckmasteroffice.com

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Wednesday, June 13, 2018

Rio Linda/Elverta Community Water District
Attn: Timothy R. Shaw
730 L Street
Rio Linda CA, 95673

Proposed Equipment

Equipment	Proposed	Price
	Ricoh MpC4504ex -Copy, scan, print, and two 550 sheet paper trays	\$6,025.00
	LCIT, PB3260- Large Capacity 8.5x11 tray	\$681.00
	BU3070- Bridge Unit to connect Finisher to the machine	\$135.00
	Finisher SR3230- 3000 Sheet finisher with 50 sheet stapling	\$1,691.00
	PU3060- 2 & 3 Hole Punch unit	\$488.00
	TOTAL	\$9,020.00

➤ Ricoh MpC6004ex is a \$2,000.00 Upgrade

Proposed Maintenance

Position	Cost Per Page	Estimated Volume	Estimated Monthly Cost
B&W	0.008	10,573	\$84.58
Color	0.05	1,069	\$53.45

Maintenance agreement is billed on actual usage at the Cost per Page Maintenance Rates listed above. Maintenance includes all toner, Parts, and Labor to repair. Maintenance excludes paper and staples.

** All Expenses exclude any applicable taxes

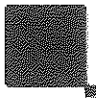
Scope of work

- Upon Acceptance of an Agreement with Buckmaster, We will:
 - Deliver, install, and network the machine at the clients site
 - Down load print drivers at the desired work stations
 - Setup Scan to email and or folder
 - We will Maitain the

Thanks for the Opportunity!

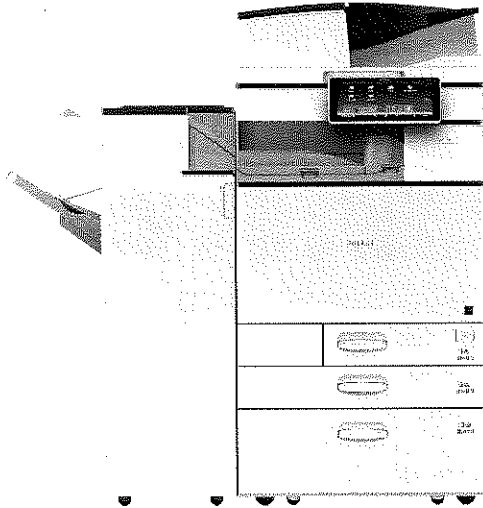
Sincerely,

Philip Frost



Created By: Philip Frost | Phone: 916-224-6300 | Email: pfrost@buckmasteroffice.com

Your Configured Ricoh MP C4504ex



Your Chosen Options

- MP C4504ex
- Paper Feed LCIT PB3260
- Finisher SR3230
- Bridge Unit BU3070
- Punch Unit PU3060 NA

*Note: The image is a photo realistic illustration of your selected configuration.

DIMENSIONS

WIDTH	DEPTH	HEIGHT
49.00in	27.00in	47.60in
(1,245mm)	(686mm)	(1,209mm)

Actual dimensions may vary. These are approximate only.

POWER CONSUMPTION (MAIN UNIT)

120V-127V, 60Hz

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.



Main Unit

Main Unit		
Item/Description	Item #	Power Requirements
MP C4504ex	417998	120V-127V, 60Hz

Paper Tray & Optional Accessories

Item/Description	Item #	Power Requirements
Paper Feed LCIT PB3260	408116	N/A

Output & Finishing Options


External		
Item/Description	Item #	Power Requirements
Finisher SR3230	417487	N/A
Bridge Unit BU3070	417587	N/A

Hole-Punching		
Item/Description	Item #	Power Requirements
Punch Unit PU3060 NA	416612	N/A




Main Unit

Main Unit

Item/Description	Item #	Thumbnail
<p>MP C4504ex</p> <ul style="list-style-type: none"> • Output Speed (Letter): 45-ppm • Average Monthly Volume: 10,000 impressions/month • Maximum Monthly Volume: 50,000 impressions/month • Power Requirements: 120V-127V, 60Hz • Weight: 228 lbs. (103.4 kg) • W x D x H (inches): 23.1 x 27 x 37.9 • W x D x H (mm): 586.74 x 685.8 x 962.66 <p>Note: The DOSS does not overwrite the HDD for the Color Controller E-23C.</p>	417998	



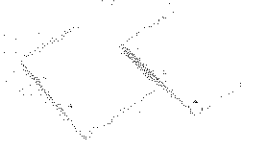
Paper Tray & Optional Accessories

Item/Description	Item #	Thumbnail
<p>Paper Feed LCIT PB3260</p> <p>Provides an additional 2,000 sheets.</p> <p>Paper Sizes up to 8.5" x 11"/A4.</p> <p>Paper Weights up to 80 lb. Bond/166 lb. Index (300 g/m²).</p> <p>Weight: 48.5 lbs. (22 kg)</p> <p>W x D x H (inches): 23.1 x 27 x 9.7</p> <p>W x D x H (mm): 586.74 x 685.8 x 246.38</p> <p>Note: Paper Feed LCIT PB3260 cannot be installed with Paper Feed Unit PB3250, Caster Table Type M3, Paper Feed Unit PB3240, Cabinet Type F, or any related options.</p>	408116	

Output & Finishing Options

Agenda Item 4.3

External

Item/Description	Item #	Thumbnail
<p>Finisher SR3230</p> <p>3,000-sheet Finisher.</p> <p>For offices that produce collated and stapled sets of documents, the SR3230 helps shorten production time. It offers 50-sheet, multi-position stapling, mixed sized stapling, optional hole-punching, and shift-sort collating.</p> <p>Supports Paper Sizes up to 12" x 18".</p> <p>Weight: 74 lbs. (33.5 kg)</p> <p>W x D x H (inches): 25.9 x 24.1 x 37.8</p> <p>W x D x H (mm): 657.86 x 612.14 x 960.12</p> <p>Note:</p> <ol style="list-style-type: none"> 1. By choosing this option, the Bridge Unit BU3070 will be added to your configuration. 2. One of the following Paper Feed Units must be selected to add this finisher: Paper Feed Unit PB3240, Paper Feed LCIT PB3260, or Cabinet Type F. 3. Finisher SR3230 cannot be installed with Paper Feed Unit PB3250, Caster Table Type M3, Internal Shift Tray SH3070, Internal Finisher SR3130, Finisher SR3210, Booklet Finisher SR3220, Booklet Finisher SR3240, or any related options. 	417487	
<p>Bridge Unit BU3070</p> <p>A required accessory when the main unit is configured with an external finisher. The Bridge Unit transports pages from the standard exit area into a Finisher for online stapling or hole-punching.</p> <p>Note:</p> <p>One of the following finishers must be selected to add this option: Finisher SR3210, Finisher SR3230, Booklet Finisher SR3220, or Booklet Finisher SR3240.</p>	417587	
Hole-Punching		
Item/Description	Item #	Thumbnail
<p>Punch Unit PU3060 NA</p> <p>Optional hole punching for the Finisher SR3230 or Booklet Finisher SR3240.</p> <p>Supports Paper Sizes up to 11" x 17".</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Finisher SR3230 or Booklet Finisher SR3240 must be selected to add this option. 2. Punch Unit PU3060 NA cannot be installed with the Internal Finisher SR3130, Finisher SR3210, or Booklet Finisher SR3220. 	416612	

SERVICE AGREEMENT TERMS & CONDITIONS

Buckmaster Business Machines Inc., hereafter known as Buckmaster, agrees to perform maintenance service in accordance with the following terms and conditions:

1. Buckmaster, or its assigned Servicing Dealer, will perform all required preventive maintenance and service necessary to keep the Equipment in efficient operating order during its regular business hours (8:00 a.m. – 5:00 p.m., Monday through Friday, except holidays) at no additional cost to Customer provided that the Equipment is in good working order on the date of commencement of this Agreement. Parts shall be furnished as necessary and on an exchange basis. Replaced parts will become the property of Buckmaster.
2. ~~The term of this agreement will be for one year, or the designated number of copies. The annual billing option may expire by meter before the end of the year. This agreement will automatically renew for each year thereafter at the then prevailing rates. The agreement may be canceled by either party in writing with thirty (30) days notice.~~ *AS 6-14-13*
3. This agreement does not cover:
 - a. Service necessitated due to the use of customer provided parts, supplies, or attachments not meeting OEM specifications.
 - b. Repairs or cleaning necessitated by the improper installation of toner or other supplies.
 - c. Circuit board failures unless a UL or other Buckmaster approved surge protection device is installed inline with the listed equipment.
 - d. Replacement or repair of network support beyond the specific equipment and included hardware listed on the front of this Agreement. All network support beyond the initial installation will be chargeable at Buckmaster's standard time and materials rates unless covered by a separate network support Agreement. Some examples are as follows, but are not limited to:
 - One or more of the workstations cannot print, fax, or scan to the contracted copier
 - Printing problems from basic Office applications in Windows and/or Mac environments.
 - Re-installation or new installation of printer drivers, scanning software, etc. on new/existing workstations or servers.
 - Physical wire installations such as Cat 5/6 cabling and connectors when needed.
 - e. Loss of data from any cause whatsoever.
 - f. Any applicable taxes, levied or imposed, now or hereafter, by any governmental agency which shall be paid by the customer.
4. Customer agrees to:
 - a. Provide suitable electrical service and maintain proper environmental conditions, and take suitable precautions to provide an environment free of electrostatic discharge.
 - b. Pay for the special servicing that may be required to prepare the equipment for movement or to reinstall and adjust after a movement.
 - c. Provide Buckmaster with meter readings as needed and to accept estimated meter readings based on service history for billing purposes when a meter cannot be obtained timely.
 - d. Provide Buckmaster personnel reasonable access to the copier or device requiring service.
5. Expenses incurred for prints or copies consumed for the purposes of testing and repair of the equipment are the sole responsibility of the customer.
6. Buckmaster is not responsible for delays of service due to manufacturers' non-availability of parts or supplies necessary to complete such service as described in this agreement.
7. This agreement is non-transferable, non-refundable, and becomes void upon sale or transfer of the equipment.
8. Buckmaster may withhold service or product or end this agreement if the Customer fails to comply with any of the items and conditions of this agreement, or acquires a past-due balance for services rendered and/or products sold of more than thirty (30) days from date of invoice.
9. This agreement will not cover any equipment lost or damaged or personal injury as a result of an accident, abuse, misuse, theft, neglect, acts of third parties, fire, water, casualty, electrostatic discharge (static electricity) or any other natural force, and any loss or damage occurring from uncontrollable circumstances.
10. Customer specifically agrees that NO OTHER representation, constitutions or warranties other than those set forth specifically in writing herein have been made or have been relied in the making of this agreement.
11. For copiers or multifunctional devices that do not include a data overwrite security system, customer acknowledges that hard disk drives may retain images or data from printed, copied, or scanned materials on said drive(s). It is understood that Customer is solely responsible for protecting and/or removing any confidential data/images stored or residing on any Customer Equipment. Under no circumstances is Buckmaster liable for any damages including special, exemplary, punitive, incidental, or consequential damages, regardless of the claim, as the result of any information/data left on Customer's hard drive. It is recommended that the customer contact Buckmaster prior to removal of the equipment from the customer location to explore options for overwriting or replacing the HDD(s) at an additional cost.
12. Your signature on the reverse side or your initial payment will indicate your acceptance of these terms and conditions.



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

Date: June 18, 2018
Subject: Bartle Wells Associates Fire Services Rates Addendum
Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance Committee reviewed options provided by Bartle Wells Assoc. (BWA) regarding the rates addendum study in process for fire protection services and indicated the District’s preference for the option, where 6-inch services and larger entail the same charge. The Finance Committees recommendation was provided to BWA to enable finalize the study.

Current Background and Justification:

The BWA rates addendum study document and the BWA proposal document are included with your Board packets. These two documents provide additional detail for the purpose, scope and methodology of the study.

Although the fire services rates addendum study submitted could justifies a rate increase for the very limited number of services, a Prop 218 process would need to be performed to facilitate any increase even though it would affect only a few ratepayers. The cost of the Prop 218 process, relative to the small increase in revenue, does not justify undertaking the Prop 218 process at this time.

The rates addendum study indicates one of the fire services with a small diameter service should be adjusted downward. Prop 218 process is not required to decrease a rate. A future adjustment for the larger services could be incorporated into a comprehensive rate adjustment process.

Conclusion

I recommend the Board act to accept the BWA fire services rates addendum study, and further act to authorize issuing a credit to the ratepayer with a 1.5-inch private fire protection service pursuant to existing District policy 4.31.274.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____
Dills: ___ Green: ___ Ridilla: ___ Henrici: ___ Harris: _____.
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 4.4

Date

Initial Potential Meeting Date

06/18/18

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

Consider accepting the private fire service rate study addendum prepared by Bartle Wells Associates, and further consider directing staff to make minor adjustments effectively decreasing the bimonthly rate for one private fire services customer.

06/13/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

06/11/18

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

02/16/18

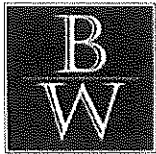
Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review

06/15/18

Actual Meeting Date Set for Agenda Item

06/18/18



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

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March 9, 2018

Tim Shaw, General Manager
Rio Linda/Elverta Community Water District
730 L Street
Rio Linda, CA 95673

Re: Proposal for Fire Service Rate Study

Bartle Wells Associates is pleased to submit this proposal to serve as water rate consultant to the Rio Linda/Elverta Community Water District in connection with the development of water rates for the District's fire service customers. Our proposal includes the services our firm will provide to implement the fire service water rate adjustments.

To work with you we propose to assign Douglas R. Dove, president and one of our principal consultants. Doug is an expert in utility rate setting with over 27 years of practical experience.

Bartle Wells Associates is particularly well suited to assist the District with this fire service rate study since BWA recently completed a water rate and capacity fee study for the District in 2016. BWA has also worked for a number of regional agencies including Del Paso Manor Water District, the Cities of Sacramento, Davis, Placerville and Dixon.

Bartle Wells Associates

Since our founding in 1964, we have served over 580 clients in the western United States on over 3,500 assignments, with over 90 percent of the total involving water and wastewater projects. Our water clients have ranged from small cities and districts to large cities, joint powers authorities, special districts, counties, and state agencies. We have extensive experience in formulating financial plans for water programs and in developing revenue sources to meet a public agency's capital and operating requirements. We also have supervised the procurement of billions of dollars of funding for California water and wastewater projects through municipal bond issues, private placement loans and state and federal grants and loans.

Fire Service Water Rate Study Scope

Bartle Wells Associates will perform the following services in connection with preparation of a fire service water rate study for the District, working at all time in close cooperation with the District's staff and other consultants and advisors.

1. Review and analyze the latest information on water system finances, operating and maintenance expenses, costs of administration, repairs and replacements, and other costs relevant to the provision of fire water service by the District.
2. Review the District's current fire service rates and charges and customer base. Discuss advantages and disadvantages of current rates with District staff.
3. Discuss the advantages and disadvantages of various modifications of the current fire service rates with District staff.
4. Recommend a system of fire service water rates and charges that equitably recover annual revenue needs from fire service customers based on their estimated water demand and system standby needs.
5. If warranted, draft a notice of rate change that is easy to understand, makes a clear case for the proposed rate adjustments and complies with the notice and procedural requirements of Proposition 218. Work with the District's legal advisors to ensure notices reflect the District's legal position on Prop 218.
6. Prepare and submit a report of our findings, including recommended changes in the District's rate structure, projected revenue to be generated by the revised rates, and the impact of the rates on various District fire service customers. Submit a preliminary report draft to the District for review and comment. Thereafter furnish at least 10 copies of the completed report.
7. Following completion of our report, present our findings and recommendations to the District's board of directors and the public, at a board meeting or public hearing. Our basic fee includes attendance at one public meeting. Attendance at additional meetings related to the rate recommendations will constitute additional services.
8. Remain available to provide additional financing consulting services beyond the scope of the tasks listed here, as requested by the District.

March 9, 2018
Page 3

Availability and Fees

We are prepared to begin work upon your authorization to proceed.

During the project development period, we will be available at all reasonable times and on reasonable notice for meetings and for consultation with District staff, Board members, attorneys, consulting engineers and other parties involved in the project.

All work will be performed by Bartle Wells Associates. One of our principals, Douglas Dove, will be placed in charge of the work, and will devote time and effort to the project as needed.

For all services related to the fire service water rate study, the fee will not exceed \$6,000 including direct expenses.

This proposal may be withdrawn or amended if not accepted within 90 days of its date.

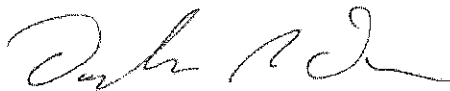
In addition to the services provided under this proposal, the District may authorize us to perform additional services for which the District will compensate us based on consultants' hourly rates at the time the work is performed, plus direct expenses.

If the District for any reason terminates the project, we are to be reimbursed for professional services and direct expenses incurred up to the time we receive notification of such termination, based on our billings rates listed in Billing Rate Schedule 2018.

We would very much like to work for the District on this assignment, and hope that this proposal will constitute a suitable basis for our serving you. If our proposal is acceptable to you, please countersign one copy of this letter and return it to us. Please call if you have any questions.

Very truly yours,

BARTLE WELLS ASSOCIATES



Douglas R. Dove, PE, CIPFA
Principal

Bartle Wells Associates is authorized to provide the services outlined above, at the fee stated.

By: _____ Date: _____

For: RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT

Enc. Billing Rate Schedule 2018
Insurance Coverage
Resume for Douglas R. Dove



BARTLE WELLS ASSOCIATES
BILLING RATE SCHEDULE 2018
Rates Effective 1/1/2018

Professional Services

Financial Analyst I.....	\$105 per hour
Financial Analyst II	\$130 per hour
Consultant.....	\$155 per hour
Senior Consultant.....	\$185 per hour
Senior Project Manager	\$215 per hour
Principal Consultant.....	\$255 per hour

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant’s hourly rate.

The above rates will be in effect through December 31, 2018 at which time they will be subject to change.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Word processing and computer-assisted services related to official statement production are charged as direct expenses at \$75 per hour. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees are typically billed monthly for the preceding month, and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

Agenda Item 4.4

SCHEDULE OF INSURANCE

Insured: BARTLE WELLS ASSOCIATES

Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in this schedule. If additional insurance is required, and the insurer increases the premium as a result, then the amount of the increase will be added to the contract price.

TYPE OF INSURANCE	COMPANY POLICY NUMBER	COVERAGES AND LIMITS	EXP. DATE
Commercial General Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> ■ \$2,000,000 General Aggregate ■ \$2,000,000 Products Comp/Op Aggregate ■ \$2,000,000 Personal & Advertising Injury ■ \$1,000,000 Each Occurrence 	6/1/18
Excess/Umbrella Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> ■ \$1,000,000 Aggregate ■ \$1,000,000 Each Occurrence 	6/1/18
Automobile Liability	Hartford Insurance Company Policy #35-UEC VU2842	<ul style="list-style-type: none"> ■ \$1,000,000 Combined Single Limit 	6/1/18
Workers Compensation & Employers' Liability	Hartford Underwriters Insurance Company Policy #35-WEC FG7858	<p>Workers' Compensation: Statutory Limits for the State of California. Employers' Liability:</p> <ul style="list-style-type: none"> ■ Bodily Injury by Accident - \$1,000,000 each accident ■ Bodily Injury by Disease - \$1,000,000 each employee ■ Bodily Injury by Disease - \$1,000,000 policy limit 	6/1/18
Professional Liability	Chubb & Son, Inc. BINDO94045	<p>Solely in the performance of services as municipal financing consultants for others for a fee.</p> <p>Limit: \$2,000,000 Per Occurrence & Aggregate (including defense costs, charges, and expenses)</p>	6/1/18

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Agenda Item 4.4

DOUGLAS R. DOVE

Principal Consultant

Douglas R. Dove is President of Bartle Wells Associates and directs the operation of the firm while maintaining a principal consultant's role. With over 28 years of consulting experience, he specializes in utility rate analysis, strategic financial planning and project financing. Mr. Dove has developed utility rate structures and financing plans for a wide variety of public infrastructure programs. He has managed the procurement of over \$1 billion in municipal debt and over \$300 million in state and federal grants and low-interest loans. Mr. Dove frequently shares his expertise and has given presentations at conferences including the Association of California Water Agencies (ACWA), the American Water Works Association (AWWA), the California Association of Sanitation Agencies (CASA), the California Municipal Rates Group (CMRG), the California Special District's Association (CSDA), the California Municipal Treasurers Association (CMTA), the California Water Environment Association (CWEA) and WaterReuse. By special request in July 2015, Mr. Dove made a presentation to the California Water Resources Control Board regarding water conservation pricing. Mr. Dove is also a published author of a water rate paper in the Journal of the American Water Works Association (*Implementing Consumption-Based Fixed Rates in Davis, Calif.*).

Mr. Dove's expertise also includes assisting agencies in securing state and federal grants and loans and in issuing certificates of participation (COPs), revenue bonds, general obligation bonds, assessment district bonds, Marks-Roos revenue bonds, CFD (Mello-Roos) bonds, private placement loans and other types of debt.

Mr. Dove holds an MS in civil engineering from UC Berkeley and he is a registered Professional Engineer in California. He is also a Certified Independent Professional Municipal Advisor (CIPMA) and recently finished his term on the board of directors of the National Association of Municipal Advisors (NAMA).

Education

M.S., Civil Engineering - University of California, Berkeley

B.S., Civil Engineering – Drexel University, Philadelphia, PA

Representative Projects

- **East Bay Municipal Utility District:** Comprehensive water rate study and AB 1600 capacity fee review, Wastewater cost-of-service review and capacity fee review, various other financial studies
- **Napa-Berryessa Resort Improvement District:** Developed financing plan for water and wastewater public-private partnership (P3). Prepared assessment engineers report. Formed an assessment district and secured \$11.1 million in federal funding from US Department of Agriculture.
- **City of American Canyon:** Comprehensive, multi-year water and wastewater rate study.
- **City of Davis:** Comprehensive water rate study developed with a 15-member Water Advisory Committee. Currently completing a water capacity fee study for the City.
- **City of Rio Vista:** Water and Wastewater financing plans, rate studies and issuance of CFD bonds for new wastewater treatment plant.
- **City of Modesto:** Provided rate expert litigation support in wastewater rate litigation. Developed water and wastewater cost of service and capacity fee studies.
- **Newhall County Water District:** Provided rate expert litigation support in water rate litigation.
- **City of Monterey:** Developed financing plan and rate study for \$20 million wastewater pipeline rehabilitation project.
- **City of Santa Clara:** Wastewater rate and capacity fee study
- **City of Hesperia:** Comprehensive water and wastewater financial plan and rate study.
- **City of Lemon Grove:** Water and wastewater rate studies and five year financing plan.
- **City of Brawley:** Water and wastewater rate studies and financing plans.

- **City of Gilroy:** Water and wastewater rate studies.
- **City of Patterson:** Water and wastewater rate studies and five year financing plans.
- **West Valley Sanitation District (Campbell, CA):** Wastewater rate study, financing plan and bond issuance.
- **City of Ontario/Ontario Redevelopment Agency:** financial advisor on \$134.3 million in development refunding and new money issues (2), which included financing for the Ontario Convention Center.
- **City of Calistoga:** Long range utility financial plan, water and wastewater rates, secured financing for WW treatment plant upgrade (\$6 million SRF loan, \$3 million Small Community Grant, \$3.5 million revenue bonds).
- **El Dorado Irrigation District:** Water and wastewater rate studies.
- **Lake Arrowhead Community Services District:** Financial master plan, \$28 million revenue bond refinancing and water and wastewater rate studies.
- **California Statewide Communities Development Authority:** Financial advisor for statewide pooled revenue bond program (over \$250 million issued for over 32 borrowers).
- **South Bay Water Recycling Program, Phases 1 & 2:** Financial plan and rate study for \$200+ million regional (San Jose area) wastewater recycling program.
- **City of Tulare:** Financial advisor to the city, sale of \$63 million in bonds (3 issues), water and wastewater rate studies.
- **City of Hanford:** Wastewater financial plan and rate study, bond and bank loan issues, procurement of California Infrastructure Bank SRF loan.
- **Big Bear Area Regional Wastewater Agency:** Regional wastewater rate study, sale of bonds (2 issues) and bank loans (2 loans).

Memberships

- National Association of Municipal Advisors (former Board Member)
- League of California Cities
- American Water Works Association
- Association of California Water Agencies
- California Water Environment Association
- California Association of Sanitation Agencies
- California Special Districts Association
- WateReuse Association

Certifications

Certified Independent Professional Municipal Advisor (CIPMA), Registered Professional Engineer (PE) in California (PE# 45642) and Municipal Advisor – Series 50 Exam



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

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DATE: June 14, 2018
TO: Tim Shaw, General Manager
Rio Linda Elverta Community Water District
FROM: Doug Dove, President
SUBJECT: Fire Service Rates

MEMORANDUM

Background

The District provides water service to about 560 fire hydrants and about 33 private fire services within its service area. Private fire services are currently charged a rate of \$10 bimonthly per inch diameter of fire service. So, for example, a 6" private fire service would be charged \$60 in each bimonthly billing. The basis for this rate is unclear so Bartle Wells Associates (BWA) was retained to do a cost-of-service analysis for the private fire service rates.

Calculation of Fire Service Rates

Table A summarizes the calculation of fire service rates based on guidelines developed by the American Water Works Association (AWWA). BWA estimated the District's overall annual cost related to fire protection using Figure 30-1 in the AWWA M1 Manual (5th Ed.). Given the District's number of customer accounts is about 4,400, and its projected annual revenues for 2018/19 are \$3,072,263, the estimated annual cost allocable to fire protection is about \$553,007 (18% of annual revenue).

Table A also shows the "Demand Factor" for each fire service and calculates the total "Equivalent [fire service] Connections" for the District at 64,949.55. The Equivalent Connections are used to proportion the fire protection costs among the various fire services. For example, the District's 560 fire hydrants represent 95.97% of the Equivalent Connections and are allocated 95.97% of the total fire protection cost. Similarly, 6" fire services are allocated 2.06% of the cost, etc. The calculated rates for the fire services range from \$4.12/bimonthly period for 1.5" service to \$157.96/bimonthly period for 6" and larger meters. With the exception of the 1.5" service, all current rates are below the calculated fire protection cost.

Table A
 Rio Linda Elverta Community Water District
 Fire Service Rate Calculation

RLECWD Customer Accounts	4,400
Projected 2018/19 revenues	\$3,072,263
Total Revenues allocable to fire protection: from Figure 30-1 in Manual M1 (5th ed.)	18%
Revenue allocated to fire protection	\$553,007

Calculation of Fire Service Costs:
 from Table 30-5 in Manual M1 (5th ed.)

Fire Service Type	Number	Demand Factor	Equivalent Connections	%	Share of Fire Protection Cost	Calculated Bi-Monthly Rate	Calculated Annual Revenues	Current Bi-Monthly Rate	Current Annual Revenues
Hydrants	560	111.31	62,333.60	95.97%	\$530,733.73				
1.5"	1	2.90	2.90	0.00%	24.69	\$4.12	\$49.44	\$15.00	\$180.00
2.0"		6.19	0.00	0.00%	0.00				
3.0"		17.98	0.00	0.00%	0.00				
4.0"	13	38.32	498.16	0.77%	4,241.54	54.38	8,483.28	40.00	6,240.00
6.0"+	12	111.31	1,335.72	2.06%	11,372.87	157.96	22,746.24	60.00	8,640.00
8.0"	7	111.31	779.17	1.20%	6,634.17	157.96	13,268.64	80.00	6,720.00
	593		64,949.55	100.00%	\$553,007.00		\$44,547.60		\$21,780.00



Items for Discussion and Action
Agenda Item: 4.5

Date: June 18, 2018

Subject: Consider authorizing a revision to District Policy 2.01.065, Committees and Other Assignments

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance/Admin Committee reviewed options provided for revisions to District Policy 2.01.065 and directed staff to prepare a revised policy for Board consideration. The Committee directed the elements for inclusion in the revised policy and further directed staff to obtain Legal Counsel review of the proposed revision.

Current Background and Justification:

There was considerable discussion on the status of the Facilities/Office Ad Hoc committee at the May 21st RLECWD Board meeting. Some of the discussion revealed the absence of clarity on how committees and other assignments are established, for how long, and how committees/assignment are dissolved.

The proposed revision to District Policy 2.01.065, in both redline and clean versions are documents included with your Board packets.

Conclusion

I recommend the Board act to approve the revision to District Policy 2.01.065.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

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

RLECWD Agenda Item Checklist

Item 4.5

Date

Initial Potential Meeting Date

06/18/18

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

Consider authorizing a revision to District Policy 2.01.065, Committees and Other Assignments.

06/08/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

06/11/18

Review by appropriate Finance/Administration Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

06/13/18

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

GM Review

06/15/18

Actual Meeting Date Set for Agenda Item

06/18/18

2.01.065 Committees and Other Assignments. The Board President shall appoint such standing and/or ad hoc committees as may be deemed necessary or advisable. The creation of ad hoc committees and new standing committees initiated by the Board President must be approved by action of the full Board of Directors per Policy 2.01.180. The President of the Board shall make all appointments of Board Members to ad hoc and standing Committees with the cooperation of the Board Member(s) nominated for the assignment(s), i.e. the Board President cannot assign an unwilling Board Member. In addition, the President of the Board may designate Board members to represent the Board as needed, e.g. Regional Water Authority, LAFCo, etc. All assignments must be announced at a regular Board meeting to become effective. Board Member participation in meetings and attendance by Board Members at organized events shall not be considered sanctioned by the RLECWD Board of Directors unless such attendance/participation is in accordance with this policy. Announcement to authorize attendance/participation retroactively is acceptable to accommodate insufficient time available for a Board meeting prior to the event. Retroactive announcement must be approved by the Board of Directors per Policy 2.01.180.

1. The duties of a new standing committee shall be determined at the time of appointment and announced at a regular Board meeting, then confirmed by the Board of Directors per Policy 2.01.180. Standing committees shall only be dissolved by majority vote of the Board.
2. The duties of an ad hoc committee shall be determined and announced at an appropriately noticed meeting of the Board of Directors. Ad hoc committees shall be considered dissolved when any of the following occur:
 - a. The ad hoc committee submits its final report to the Board of Directors.
 - b. Upon the sixth regular meeting of the Board of Directors following the announcement that the ad hoc has been created, the Board Secretary shall announce, and the minutes shall reflect, the ad hoc committee dissolution.
 - c. The ad hoc committee has failed to report to the Board of Director for three consecutive regular Board meetings. The Board Secretary shall announce, and the minutes shall reflect, the absence reporting to indicate the ad hoc has been dissolved.
3. Board Members assigned by the Board President to serve on standing committees or to participate in sanctioned events shall serve in such capacity for the remainder of the President's term of office. Such assignments are to be announced at the regular Board meeting in January each year. However, assignments may be changed via announcement at a subsequent Board meeting to accommodate Board member unavailability, incompatibility of offices or other circumstances. The Board President may also authorize temporary substitutions of Board Members for a single meeting to accommodate the anticipated absence of the regularly assigned Board Member.
4. All meetings of standing committees shall conform to all open meeting laws (e.g., Ralph M. Brown Act) that pertain to regular meetings of the Board. Board Members assigned to ad hoc committees and other assignments report their findings and observation to the full Board at properly noticed Board meetings. Ad hoc and other assignment Board Members shall not make reports to standing committees.

2.01.065 Committees and Other Assignments. The Board President shall appoint such standing and/or ad hoc committees as may be deemed necessary or advisable. The creation of ad hoc committees and new standing committees initiated by the Board President must be approved by action of the full Board of Directors per Policy 2.01.180, by himself/herself and/or the Board. The President of the Board shall make all appointments of ~~Directors~~ Board Members to ad hoc and standing Committees with the cooperation of the Board Member(s) nominated for the assignment(s), i.e. the Board President cannot assign an unwilling Board Member. In addition, the President of the Board may designate Board members to represent the Board as needed, e.g. Regional Water Authority, LAFCo, etc. All assignments must be announced at a regular Board meeting to become effective. Board Member participation in meetings and attendance by Board Members at organized events shall not be considered sanctioned by the RLECWD Board of Directors unless such attendance/participation is in accordance with this policy. Announcement to authorize attendance/participation retroactively is acceptable to accommodate insufficient time available for a Board meeting prior to the event. Retroactive announcement must be approved by the Board of Directors per Policy 2.01.180.

1. The duties of a new standing committee shall be determined at the time of appointment and announced at a regular Board meeting, then confirmed by the Board of Directors per Policy 2.01.180. Standing committees shall only be dissolved by majority vote of the Board.
2. The duties of an ad hoc committee shall be determined and announced at the time of appointment at an appropriately noticed meeting of the Board of Directors. and the Ad hoc committees shall be considered dissolved when any of the following occur:
 - a. The ad hoc committee submits its final report has been made to the Board of Directors.
 - b. Upon the sixth regular meeting of the Board of Directors following the announcement that the ad hoc has been created, the Board Secretary shall announce, and the minutes shall reflect, the ad hoc committee dissolution.
 - c. The ad hoc committee has failed to report to the Board of Director for three consecutive regular Board meetings. The Board Secretary shall announce, and the minutes shall reflect, the absence reporting to indicate the ad hoc has been dissolved.
3. ~~If the Board President or the Board has created a~~ Board Members assigned by the Board President to serve on -standing committees or to participate in sanctioned events shall serve in such capacity for the remainder of the President's term of office., Such assignments are to be announced at the regular Board meeting in January each year. However, assignments may be changed via announcement at a subsequent Board meeting to accommodate Board member unavailability, incompatibility of offices or other circumstances. The Board President may also authorize temporary substitutions of Board Members for a single meeting to accommodate the anticipated absence of the regularly assigned Board Member. ~~then the members of such committee shall be appointed for the year no later than the Board's regular meeting in January.~~
4. All meetings of standing committees shall conform to all open meeting laws (e.g., Ralph M. Brown Act) that pertain to regular meetings of the Board. Board Members assigned to ad hoc committees and other assignments report their findings and observation to the full Board at properly noticed Board meetings. Ad hoc and other assignment Board Members shall not make reports to standing committees.



**Items for Discussion and Action
Agenda Item: 4.6**

Date: June 18, 2018

Subject: Review District Policy 2.01.150 and discuss the need for revisions to increase clarity.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item was not presented to committee. This item was directed for inclusion in the June 18th agenda by Director Harris.

Current Background and Justification:

A printed e-mail and text thread document in your Board packets provides some context for this item. There has been occasional dialog between the Board President (Director Harris) and the General Manager regarding the process for posting meeting agendas. The issue resurfaced recently after the Board President expressed disappointment and disagreement over the cancellation of the June 1st Planning Committee meeting.

Conclusion

I recommend the Board review the exiting District Policy 2.01.150 and the printed e-mail/text message thread documents included with your Board packets, then direct staff on the need and scope of any revisions the Board may deem appropriate and necessary.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

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

RLECWD Agenda Item Checklist

Item 4.6

Date

Initial Potential Meeting Date

06/18/18

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

Review District Policy 2.01.150 and discuss the need for revisions to increase clarity.

06/15/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

N/A

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

GM Review

06/15/18

Actual Meeting Date Set for Agenda Item

06/18/18

From: Tim Shaw
Sent: Wednesday, May 30, 2018 1:26 PM
To: Mary Harris <MHarris@rlecwd.com>
Subject: Text from 916 991-3100 Regarding Chair's Role in Agenda Preparation
Importance: High

Mary:

Thanks for the look up and policy citation. I sincerely apologize for taking actions which are different than you would have preferred, e.g. cancelling the June 1st Planning Committee. I feel I made the best decision I could make in consideration of all the feedback I had received...when I received it. If I had any knowledge that your ability to "receive important messages when they are sent" (your words after I configured your auto-forward of RLECWD messages to your Softcom account) was compromised, I would have sent you a text or telephoned to indicate a time-sensitive message had been sent.

As I replied when you first walked into my office in December and suggested that you and I collectively create the agendas, I do not believe our interpretations are similar. Consulting with the Board President does not mean the President helps create the agenda. It does not mean the President has the power to veto items from the agenda, or to overrule a committee's recommendation to have an item on the agenda. Further, the current time restrictions for posting agendas at least 72-hours prior to the meetings (Committees and Board meetings) does not support any sort of review and approve process by the President prior to posting.

However, my interpretation is not the last word. I'm endeavoring to be reasonable here, and I am ever mindful that I work for five bosses. If you believe policy 2.01.150 empowers you to control agenda content, we should at least check with the rest of the Board. Ultimately, if the majority of the Board thinks, as you do, that the President is expected to have a larger role in the agenda preparation process, the policy should be clarified because "consulting" is a subjective term. For example, I have consulted with you on items where I wasn't sure whether the item should or should not be placed on the agenda. My interpretation was that it is an as-needed basis. This does not mean that I must consult with you on every item that is on the agenda. It does not mean that your authority as Board President is greater than any other single board member.

Another point of clarification, which your read on the application of policy 2.01.150 creates, is the President's role in preparing committee agendas, including cancelling, postponing or deciding which of the two standing committees should discuss a particular item. The policy does not indicate the application is solely for the Board meeting agendas. However, the context (the entire section 2.01.100 et seq) regards only Board meetings committee meetings are not covered. Additionally, a reasonable (again, just my opinion and need to serve five bosses) interpretation concludes that the District should not engage in a practice where one Director overrules two directors. There is content in the remaining portions of 2.01.150, which you did not include in your text, that prescribe remedies for when a single, non-chair Director wants an item on the agenda and when the majority of directors want items on the agenda.

No matter how you slice it, there is nothing but trouble if we engage/enable practices entailing one Director's ability to veto another Director via the application or interpretation of policies. The Chair should not be able to overrule a Committee's direction unless it is unavoidably necessary. It may be required/necessary, for example, if the Committee (of any single Director) directs something which may have significant legal or other deleterious consequences. In such circumstance, the GM, the Chair and Legal Counsel should huddle up to prescribe needed course corrections. The District should not engage and enable an abuse of such authority to unilaterally foster an individual Director's agenda.

Collectively, I need direction from the entire Board. Among other things, the Board needs to provide clear and consistent direction to its executive officer. A conversation needs to occur to set priorities. The role of the Chair you're asserting, if shared by the majority of the Directors, needs to be implemented with some additional time restrictions. I simply cannot meet the 72-hour posting requirements for agendas and corresponding documents if there is an additional level of review and approval expected. We will also need to have additional contingency plans to accommodate changes to the Chair's availability. Posting deadlines are not extended because the Chair is unable to respond to requests for approval.

Agenda Item 4.6

P.S. My response by e-mail to a text you sent is also a corrective attempt to comply with the current Policy regarding Board Member correspondence. It would be helpful, and more aligned with the e-mail policy if you courtesy copied gm@rlecwd.com on texts you send to me.

Timothy R. Shaw

General Manager

Rio Linda / Elverta Community Water District

(916) 991-8891

From: 5306822385@vzwpix.com <5306822385@vzwpix.com>

Sent: Wednesday, May 30, 2018 11:24 AM

To: Tim Shaw <GM@rlecwd.com>

Subject:

Text from 916 991-3100:

FYI...RLECWD Policy manual: 2.01.150 The Secretary shall prepare the agenda for the meeting containing a brief description of each agenda item and post it 72 hours prior to the regular board meeting after consulting with the President.

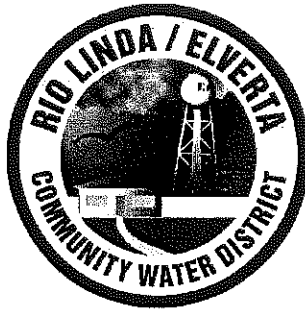
Existing District Policy 2.01.150

2.01.150 Agendas. *(Amended Resolution 2008-08, 3/30/09 minutes)* The Secretary shall prepare the agenda for the meeting containing a brief description of each agenda item and post it at least 72 hours prior to the regular Board meeting **after consultation with the President**. If a Board member twenty-four (24) hours prior to the posting of the agenda requests a matter be placed on an agenda, the Secretary shall include an item on the agenda to permit discussion of the matter, subject to approval by the President.

[TITLE 2]

Page 4

Agendas for special Board meetings shall be posted at least twenty-four (24) hours prior to the meeting. The Board by majority vote, or as otherwise provided by law, may modify the agenda prior to proceeding to the consideration of the first matter. All matters shall be considered by the Board in the order listed on the agenda as posted or modified, to the extent of time available. No action may be taken on any matter which did not appear on the posted agenda except as permitted by State law. Agenda items not considered or completed at a meeting for lack of time may be continued and become agenda items at the following meetings in accordance with the forgoing policies.



Items for Discussion and Action
Agenda Item: 4.7

Date: June 18, 2018

Subject: Consider authorizing a letter in response to the May 18th letter from the Elverta Specific Plan Owners Group (ESPOG), which notified the District ESPOG has declined to prefund development costs.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item was not presented to committee. This item was discussed and directed by the Board at the May 21, 2018 regular meeting.

Current Background and Justification:

The draft letter in response to the May 18th letter from the Elverta Specific Plan Owners Group (ESPOG) was prepared by the General Manager and revised by Legal Counsel.

Conclusion

I recommend the Board authorize the Chair to sign the letter and direct staff to submit the signed letter to ESPOG.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

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

RLECWD Agenda Item Checklist

Item 4.7

Date

Initial Potential Meeting Date

06/18/18

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

Consider authorizing a letter in response to the May 18th letter from the Elverta Specific Plan Owners Group (ESPOG), which notified the District ESPOG has declined to prefund development costs.

06/15/18

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review

06/13/18

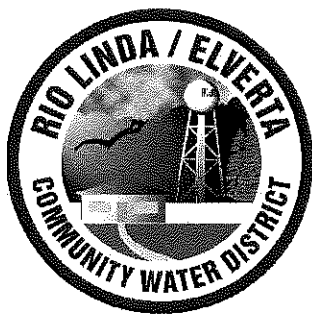
Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review

06/15/18

Actual Meeting Date Set for Agenda Item

06/18/18



RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT

41

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

June 18, 2018

Jeff Pemstein
Elverta Specific Plan Owners Group
11060 White Rock Road, Suite 150A
Rancho Cordova, CA 95670

Re. RLECWD Response to ESPOG Notice Declining to Fund Development Costs

Mr. Pemstein:

This letter serves as the response from the Rio Linda Elverta Community Water District ("RLECWD" or "District") Board of Directors to the Elverta Specific Plan Owners Group letter ("ESPOG letter") dated May 18, 2018. The ESPOG letter, among other things, notified RLECWD that Elverta Specific Plan developers have declined to prefund specific development costs.

Due to the gravity of such notification by ESPOG and the associated ramification to conditions for development entitlements, the RLECWD deems it necessary and appropriate to reiterate the District's requirements for development of the Elverta Specific Plan. Unambiguous conditions to the Elverta Specific Plan development entitlement includes the requirement of providing treated surface water and the prescribed Water Services Agreement as a means to assure this condition is satisfied. RLECWD cannot execute a Water Services Agreement unless and until the requirements to provide treated surface water are addressed to the RLECWD's satisfaction.

Planning documents associated with the Elverta Specific Plan including the current version of the Elverta Specific Plan, Tentative Map Conditions and Sacramento County Planning documents, all establish that approval of the Elverta Specific Plan development is conditioned upon the inclusion of treated surface water. It is incumbent upon RLECWD to assure those conditions are met.

The RLECWD believes that participation in the regional RiverArc project provides the highest potential for success in overcoming the significant challenges reasonably anticipated to develop a treated surface water supply. This undertaking is not required to continue to serve our existing customers.

Contrary to the ESPOG letter assertion that RLECWD provided "...short notice without full evaluation of all surface water supply options and discussion with all members of ESPOG", RLECWD provided written notice to ESPOG representatives in February 2018. Documents supporting such were discussed at the February 26, 2018, regular public Board meeting. The

following month, the RLECWD General Manager engaged in a focused effort with ESPOG representatives to complete the terms for the Water Services Agreement. The District's submittal of comments to the draft terms for the Water Services Agreement in March clearly conveys the District's position on RiverArc and need for advanced funding of the RiverArc development costs. Also, prefunding the District's participation in RiverArc has been discussed several times over the last few years with ESPOG representatives.

RLECWD now requests that ESPOG propose a reasonable and feasible solution relevant to providing treated surface water for the Elverta Specific Plan development. The ESPOG submittal to RLECWD should address the following minimum elements:

- A comparison of surface water options and the estimated cost per million gallons for each option evaluated. Specifically, the ESPOG submittal will need to include detailed technical analysis from objective, recognized subject matter experts to contrast and compare surface water development via the regional approach (e.g. RiverArc) vs. surface water development as a standalone agency. Developer funding may need to be provided to allow independent review of your conclusions if RLECWD reasonably believes your submittal lacks necessary objectivity or fundamental elements.
- Financial planning; evaluation of the municipal financing and funding for the surface water required for the ESP development with a focus on the RLECWD interests. This includes ESPOG funding the RLECWD engagement of a municipal financing consultant.
- A comprehensive plan, including a schedule, public works infrastructure milestones and financial elements. The comprehensive plan should define all the aspects needed to get from where we are today to opening a plant effluent valve at a new surface water facility. The comprehensive plan should not only use a timeline scale, but also include a residential development correlation.

The District has been a cooperative and engaged public entity willing to work with ESPOG over the last several years. The District looks forward to continuing its efforts to the mutual benefit of both ESPOG and RLECWD.

Sincerely,

Mary Harris
President
RLECWD Board of Directors

Cc: Don Lockhart, LAFCo (via e-mail)
Sacramento Count Office of Planning and Research (via e-mail)

Board of Directors

Mary Harris Mary Henrici Brent Dills Paul Green John Ridilla



Information Items
Agenda Item: 5.1

Date: June 18, 2018

Subject: District Reports

Staff Contact: Timothy R. Shaw, General Manager

1. DISTRICT ACTIVITY REPORT

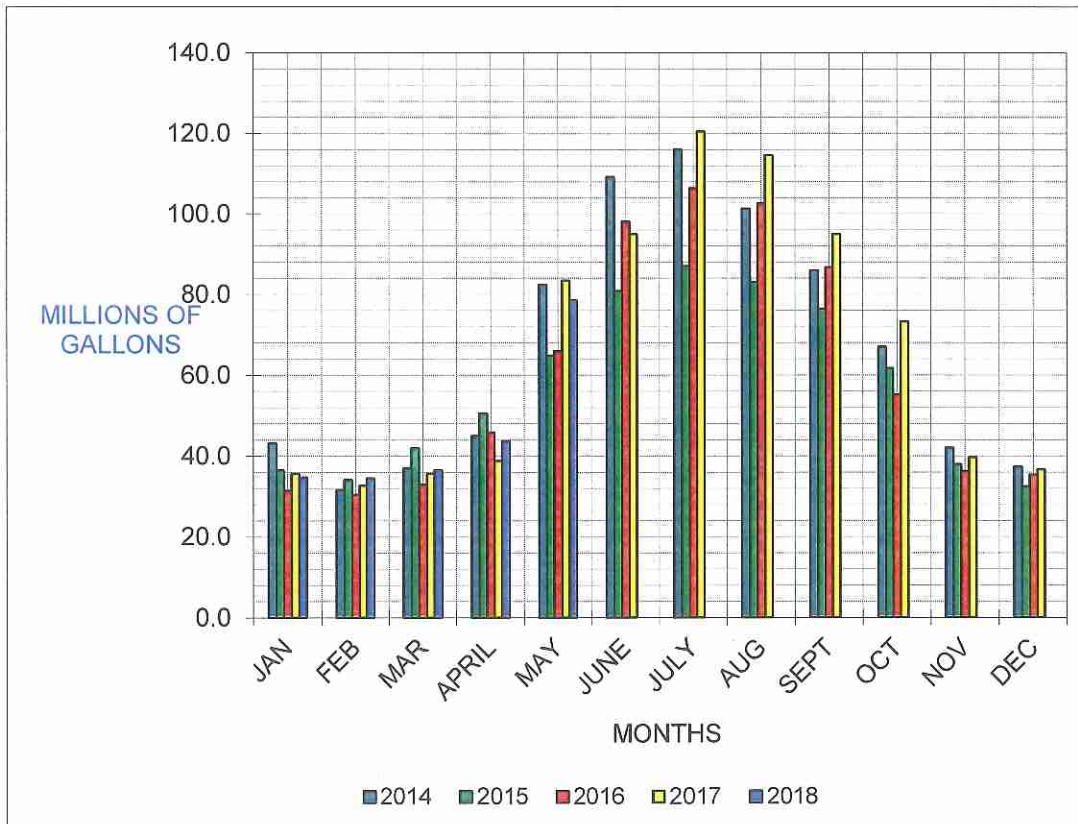
- a. Operations Report
- b. Conservation Report

RIO LINDA/ELVERTA C.W.D.

WATER PRODUCTION

2014 \ 2018

Month	Water Production in Million Gallons					Avg.	SSWD Water Purchases				
	2014	2015	2016	2017	2018		2014	2015	2016	2017	2018
JAN	43.2	36.5	31.5	35.6	34.8	36.3	0.0	0.0	0.0	0.0	0.0
FEB	31.6	34.1	30.5	32.7	34.5	32.7	0.0	0.0	0.0	0.0	0.0
MAR	37.0	42.0	33.0	35.6	36.5	36.8	0.0	0.0	0.0	0.0	0.0
APRIL	45.0	50.5	45.8	38.8	43.7	44.8	0.0	0.0	0.0	0.0	0.0
MAY	82.4	64.8	65.9	83.4	78.5	75.0	0.0	0.0	0.0	0.0	0.0
JUNE	109.2	80.8	98.0	94.9		95.7	2.8	0.0	0.0	0.0	
JULY	116.0	87.0	106.4	120.5		107.5	0.0	0.0	0.0	0.0	
AUG	101.3	83.0	102.6	114.6		100.4	0.0	0.0	0.0	0.0	
SEPT	85.9	76.4	86.7	94.9		86.0	0.0	0.0	0.0	0.0	
OCT	67.0	61.7	55.2	73.2		64.3	0.0	0.0	0.0	0.0	
NOV	42.0	38.0	36.3	39.7		39.0	0.0	0.0	0.0	0.0	
DEC	37.4	32.5	35.4	36.7		35.5	0.0	0.0	0.0	0.0	
TOTAL	798.0	687.3	727.3	800.6	228.0	753.3	2.8	0.0	0.0	0.0	0.0





Conservation Report

May 2018



Supplies (kits):	Shower heads (1), Kitchen Aerators (1) Bathroom Aerators (1) Nozzle (0) Hose Timer (0) Shower Timer (0) Dish Scrapper (0)
Water Waste (calls, emails, letter, leaks detected/fixed):	1 Water Waste Complaints 0 Leak Follow-up calls 0 Leak Letters
Water Schedule:	
Surveys:	0
Rebates:	Toilets: 0 Washing Machines: 0
Workshops, Webinars, Meetings:	None
Fines:	NONE
Other Tasks:	
Grant Updates:	N/A



Information Items
Agenda Item: 5.2

Date: June 21, 2018

Subject: Board Reports

Staff Contact: Timothy R. Shaw, General Manager

2. BOARD REPORTS

- a. Regional Water Authority – Henrici
- b. Sacramento Groundwater Authority – Green, Harris
- c. LAFCO – Green
- d. Planning Committee – Dills, Harris
- e. Finance / Administrative Committee – Ridilla, Henrici
- f. Ad Hoc Committee's
 1. Employee Neg. - Dills, Harris
 2. Water Supply Development – Harris, Green
- g. Completed and Pending Items

Rio Linda/Elverta Community Water District
Finance and Administrative Committee Meeting Minutes

June 11, 2018

Attendees: Director Mary Henrici, Director John Ridilla and General Manager Tim Shaw were present.

Meeting was called to order by Director Henrici at 6:30 PM.

Public Comment. There was none.

Agenda Items

1. Review and discuss expenditures of the District for the month of May 2018.

Director Ridilla questioned the cost of lien fees. General Manager Shaw noted this expense is a lien release fee. All items were in order.

The committee recommends approval to the full Board of Directors.

2. Review and discuss Financial Reports of the District for the month of May 2018.

Director Henrici noted that the ending fund balances in the capital budget report do not appear to be the same as the balance noted on the balance sheet. Manager Shaw will speak to staff regarding this issue.

The committee recommends approval of the financial reports to the full Board of Directors.

3. District Policy 2.01.065, Committees and assignments.

General Manager Shaw provided the committee with suggested edits to the District's policies regarding committees. The committee agreed with the General Manager's suggestions but requested that a clause be added to extend the time an ad hoc committee is in place if needed with full Board approval.

The committee recommends the proposed policy edits go forward to the full Board of Directors after legal review for approval.

4. Notice from Fathom regarding discontinuance of customer consumption software.

Software unallocated loan proceeds from AMI loan.

Manager Shaw informed the committee that Fathom software will no longer provide software programs for our metering system. This program was supposed to allow our customers to see the water being used at their household at any time similar to SMUD software. They have not been able to provide the system promised to the District and have not been paid for the software. There is currently \$92,000 of a loan procured by the District for AMI metering that has not been used. Manager Shaw suggested that this money be used for other capital improvements. Director Henrici felt that any unused portion of the loan should be paid as a principle payment toward the loan. Manager Shaw said this is allowed with this particular loan and the District would still need to pay the same amount of interest on the loan.

The committee felt that if it is not possible to pay down the loan that the money should be used to upgrade the current office billing system which includes some water use software and to purchase a new multi function printer for the office. After the new billing software is installed it will need to be determined if additional software will be needed to provide our customers with water usage information. The rest of the loan proceeds could be used for this software if needed.

5. Bartle Wells Associates rates addendum options.

The committee was provided with 3 rate tables. There was some discussion regarding a 14" hydrant which is in reality 2 services a 6 " and a 8" hydrant service. The committee felt that Table 3 was the most appropriate table to spread the costs of hydrant service. This recommendation is based on the fact that these hydrants are privately owned so there is no maintenance and only used when there is a fire so there is generally no use. Additional information on this item will be provided at the regular Board meeting.

The committee recommends Table 3 be considered by the full Board for approval.

Directors' and General Manager comments not on the agenda.

The past rate structures of the District were discussed with a timeline of when tiered rates were removed and the effect it has had on district revenue.

Meeting adjourned at 7:30 p.m.

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

Thursday, June 14, 2018; 9:00 a.m.

5620 Birdcage Street, Suite 110

Citrus Heights, CA 95610

(916) 967-7692

Agenda

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

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

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**
Minutes of April 12, 2018 meeting
Action: Approve April 12, 2018 meeting minutes
4. **PROPOSAL FOR PROFESSIONAL AUDITING SERVICES**
Information Presentation: Nancy Marrier, Finance and Administrative Services Officer
Action: Authorize the Executive Director to enter into a five-year contract with Gilbert Associates to provide for professional auditing services with a contract provision requiring annual approval by the SGA Board. The contract should include a not-to-exceed amount of \$26,900 for the FY 2018 audit.
5. **GROUNDWATER MANAGEMENT PROGRAM UPDATE**
Information Update: Rob Swartz, Manager of Technical Services
6. **EXECUTIVE DIRECTOR'S REPORT**
7. **DIRECTORS' COMMENTS**

ADJOURNMENT

Next SGA Board of Director's Meeting – August 9, 2018, 9:00 a.m., RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights.

JUNE 14, 2018

TO: SACRAMENTO GROUNDWATER AUTHORITY BOARD

FROM: JOHN WOODLING

RE: EXECUTIVE DIRECTOR'S REPORT

- a. **Legislative Update** – AB 2649 (Arambula) has been amended and will be considered by RWA as well as ACWA's State Legislative Committee. The bill would remove an obstacle to the use of surface water for groundwater recharge by removing a limitation on the duration of storage before the water must be put to a beneficial use.
- b. **SGA Outreach** – Mr. Swartz, as the program manager for groundwater sustainability plan development for the North American subbasin briefed the other groundwater sustainability agencies (and partners) in the basin, including the Pleasant Grove-Verona Mutual Water Company on March 26, 2018 and Reclamation District 1001 on April 25, 2018. Mr. Swartz spoke to NCWA's Northern California Water Leaders Course 2018 cohort on May 24, 2018.

Mr. Woodling has agreed to represent ACWA Region 4 on the selection panel for ACWA's next executive director. Mr. Woodling has agreed to serve on the advisory committee for the Groundwater Exchange, a web-based product of the Environmental Defense Fund in conjunction with Chris Austin of Maven's Notebook and the California Water Library. The Exchange seeks to bring together the broad universe of information and documents that will support SGMA implementation. The first meeting was held on May 14, 2018. Mr. Woodling was a speaker at the Groundwater Resources Association's GSA Summit on June 6, 2018 and will present at *An Uncommon Dialogue* on managing groundwater quality under SGMA hosted by Stanford University's Water in the West Program on June 11, 2018. Mr. Woodling participated as a member of GRA's Contemporary Groundwater Issues Committee on May 24, 2018.

River Arc Project Tour

June 1, 2018

RLECWD General Manager Tim Shaw and Director Brent Dills attended the River Arc Project Tour on June 1, 2018. The tour began at Sacramento City Hall. Groups represented were Cal American Water, City of Roseville, City of Sacramento, Placer County Water Agency, RLECWD and Sacramento County Water Agency.

The tour began with a very high level overview of the project stating it was a 3 phase project scheduled to take place over 30 years. The connections between SGMA and conjunctive use and a new surface water source were discussed. The reasons for and the benefits of the project are all still valid. Handouts with a few more details were provided including goals and next steps of the project.

The tour visited the Sankey and Pritchard Lake intakes along the Sacramento River. Natomas Mutual Water Company gave a brief overview of the scope and operations of the intakes and with regard to how they deliver water.

West Yost engineers gave a short summary of how proposed water treatment plant might treat water for the River Arc Project. PCWA staff reiterated the benefits of a large project being done in a cooperative way on regional basis with multiple partners being involved.

The tour concluded with a ride back to Sacramento City Hall.

What this tour means to RLECWD: The tour was beneficial to see infrastructure in place and how things could be expanded to meet more future needs. This same kind of effort should be taken to remind others of the benefits of the project so that funding and future commitments can be discussed that lead to a decision regarding the developments taking place in the RLECWD service area.

Notes prepared by Brent Dills

Thank You

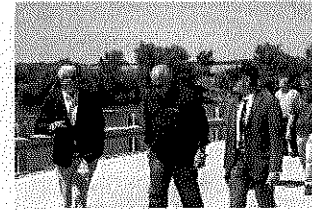
for Thinking Big About
Our Region's Water Future



Thank you for attending the RiverArc project tour last week. We hope you enjoyed learning about the project, its benefits to our region's water supply and meeting other project partners. To make RiverArc a reality, we'll need your continued leadership to fund and support the next phase of work.

The proposed RiverArc project will benefit our region in many ways including:

- **Water Supply Reliability:** Helps offset demands on American River
- **American River & Ecosystem Health:** Allows for lower water temperatures for native species
- **Operational Flexibility:** Allows the U.S. Bureau of Reclamation to change the operations schedule to accommodate different needs like water temperature, quality and demand
- **Water Quality:** Replenishes low-quality groundwater supplies with treated Sacramento River water
- **Regional Water Banking:** Provides groundwater sustainability by using in-lieu banking and recharge by using surface water instead of pumping groundwater supplies allowing it to stay in the basin



Thanks again for your participation and thinking big about our region's water future.

For questions, please contact Ross Branch with Placer County Water Agency at 530-823-1937, rbranch@pcwa.net or visit the [RiverArc website](#).

Want to change how you receive these emails?
You can [stop all emails](#) or [change my preferences](#)



**PENDING AND COMPLETED ITEMS
6-18-2018 BOARD OF DIRECTORS MEETING**

1. **Land Acquisitions for District Facilities and Well sites:**
The Facilities and Office ad hoc committee was dissolved by the Board at the May 21st meeting. The ESPOG has notified the District of their reluctance to sign an irrevocable offer of dedication until the Water Service Agreement is executed. Legal Counsel and I have discussed the next best steps.
Pending
2. **North Precinct Project** No activity has been reported on this project. The District Engineer attended the June 6th RiverArc meeting (GM in Water Audit Validator training), where some discussion occurred further supporting the conclusion that Sacramento County Water Agency is contemplating serving this project. **Pending**
3. **Credit/Debit Card Convenience Fees:** We were happy to learn that the proposed upgrade of CUSI billing software could facilitate a transition to credit card customers paying their own convenience fees, and/or avoiding fees for ACH transfers method of payment. **Pending**
4. **Letter to Tesco for Disappointing Service:** I have a meeting scheduled today (June 15th) to discuss a solution to the historical data stranded by the dispute between Tesco and Inductive Automation.
5. **Professional Services Agreement with Affinity Engineering for the design of the Well #16:** The notice from ESPOG described in item 1 above has obvious impact on this issue. Commensurately, this issue is further away from resolving. **Pending.**
6. **Notified RiverArc of the District's Inability to Commit to Funding FY 18/19:** Notice was provided to RiverArc that, reluctantly, the District is unable to commit to funding due to the ESPOG notice declining to prefund development costs. **Completed.**
7. **Revision to District Policy 2.01.065 Committees:** The agenda item and associated proposed revision has been provided for Board consideration. **Completed.**
8. **Letter in Response to ESPOG Notice, Declining to Prefund Development Costs:** The Letter was drafted by the GM, revised
9. **Lien Recording/Releasing fees:** The final analysis, which entailed competing influences (increased costs and decreased cost) allow the District to accurately update the fee by repealing Resolution 2018-04, which is on this agenda for your consideration. **Completed.**

10. **Resolution No. 2018-06 Calling the 2018 General Election.** Resolution No. 2018-06 was approved and all required documents were mailed to the Voter Registrar's Office. **Completed**
11. **CPS HR Compensation Study.** The full Board reviewed the completed Compensation Study. **Completed.**
12. **Adopt Proposed 2018-19 Budget and set Public Hearing date for adopting the fiscal year 2018/2019 Final Budget.** Board adopted the proposed budget and set the public hearing for August 20, 2018 for adopting the final budget. **Completed.**
13. **Independent Special District Representative Consolidated Redevelopment Agency Oversight Board (RDAOB).** **Completed.**
14. **Suspending Facilities/Office Ad Hoc Committee.** Committee dissolved. **Completed.**



Agenda Item: 6

Date: March 19, 2018
Subject: Public Comment for Closed Session
Staff Contact: Timothy R. Shaw, General Manager

6. PUBLIC COMMENT FOR CLOSED SESSION

Public comment for closed session items only. The public is invited to comment on any item listed on the closed session agenda. Each speaker is limited to 2 minutes.



Agenda Item: 7

Date: June 18, 2018

Subject: Closed Session

Staff Contact: Timothy R. Shaw, General Manager

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

A. 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.



**Reconvene Open Session
Agenda Item: 8**

Date: June 18, 2018

Subject: Report of Action Taken in Closed Session

Staff Contact: Timothy R. Shaw, General Manager

8.1 Report of Action Taken in Closed Session

The Board will disclose any reportable actions taken and/or directed in closed session.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

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

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