

Agenda
Rio Linda / Elverta Community Water District
Executive Committee

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

February 3, 2020
6:00 p.m.

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

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

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability related modification or accommodation to participate in this meeting, then please contact the District office at (916) 991-1000. Requests must be made as early as possible and at least one full business day before the start of the meeting.

Call to Order

Public Comment

This is an opportunity for the public to comment on non-agenda items within the subject matter jurisdiction of the Committee. Comments are limited to 3 minutes.

Items for Discussion:

1. Update from Contract District Engineer.
2. Review and discuss the expenditures of the District for the month of December 2019.
3. Review and discuss the financial reports for the month of December 2019.
4. Discuss the GM minor budget revision.
5. Discuss request for ag lease and the need for weed abatement of Well 14 parcel.
6. Discuss Regional Water Agencies Collaboration Study agreement (MOU).
7. Discuss paperless billing and incentives to promote paperless billing enrollment.
8. Discuss date, time and location of the March 2, 2020 Executive Committee meeting.

Directors' and General Manager Comments

Items Requested for Next Month's Committee Agenda

- Status of engaging a rates adjustment cost of service study consultant.

Adjournment

Next Executive Committee meeting: Monday, March ?, 2020 at 6:00 p.m. ? ("?" are due to election use of Depot)

ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, if you need special assistance or materials to participate in this meeting, please contact the District Office at 916-991-1000. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and agenda materials.



Executive Committee Agenda Item: 1

Date: February 3, 2020

Subject: General Status Update from the District Engineer

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

Recommended Committee Action:

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

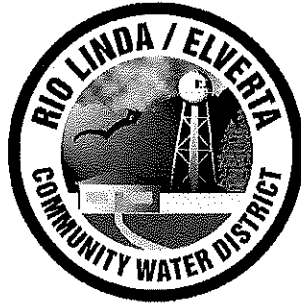
Current Background and Justification:

Subjects anticipated for discussion include:

- Well 16 Pump Station
- Capital Improvement Project List

Conclusion:

I recommend the Executive Committee receive the status report from the District Engineer. Then, if necessary and appropriate, forward an item(s) onto the February 24, 2020 Board of Directors Meeting agenda with recommendations as necessary.



Executive Committee Agenda Item: 2

Date: February 3, 2020

Subject: Expenditure Summary

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Executive Committee review the expenditures for December 2019, then forward the item to the February 24th Board agenda, consent section, with a recommendation for approval.

Current Background and Justification:

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

Conclusion:

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

Rio Linda Elverta Community Water District
Expenditure Report
 December 2019

Type	Date	Num	Name	Memo	Amount
Liability Check	12/04/2019	EFT	QuickBooks Payroll Service	For PP Ending 11/30/2019 Paydate 12/05/2019	17,547.09
Liability Check	12/05/2019	EFT	CalPERS	For PP Ending 11/30/2019 Paydate 12/05/2019	2,007.14
Liability Check	12/05/2019	EFT	CalPERS	For PP Ending 11/30/2019 Paydate 12/05/2019	1,854.09
Liability Check	12/05/2019	EFT	Nationwide	Deferred Compensation Plan	1,360.34
Liability Check	12/05/2019	EFT	Nationwide	Deferred Compensation Plan	75.00
Bill Pmt -Check	12/05/2019	EFT	Adept Solutions	Computer Maintenance	1,333.00
Bill Pmt -Check	12/05/2019	EFT	Comcast	Phone/Internet	227.25
Bill Pmt -Check	12/05/2019	EFT	Republic Services	Utilities	87.43
Liability Check	12/05/2019	EFT	Internal Revenue Service	Employment Taxes	6,272.10
Liability Check	12/05/2019	EFT	Employment Development	Employment Taxes	1,218.66
Bill Pmt -Check	12/05/2019	EFT	Voyager Fleet Commander	Transportation Fuel	179.56
Transfer	12/05/2019	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Check	12/05/2019	1057	Franchise Tax Board	Employee Garnishment	733.24
Bill Pmt -Check	12/05/2019	1058	ACWA/JPIA	EAP	23.50
Bill Pmt -Check	12/05/2019	1059	Buckmaster Office Solutions	Office Equipment Expense	77.49
Bill Pmt -Check	12/05/2019	1060	Churchwell White	Legal Fees	1,565.20
Bill Pmt -Check	12/05/2019	1061	ICONIX Waterworks	Distribution	1,552.47
Bill Pmt -Check	12/05/2019	1062	Intermedia.net, Inc.	Phone/Internet	78.38
Bill Pmt -Check	12/05/2019	1063	O'Reilly Automotive	Transportation Maintenance	190.22
Bill Pmt -Check	12/05/2019	1064	Pacific Shredding	Office Expense	27.00
Bill Pmt -Check	12/05/2019	1065	RDO Equipment Co	Construction Equipment Maintenance	5,870.66
Bill Pmt -Check	12/05/2019	1066	Rio Linda Hardware & Building Supply	Shop Supplies	360.06
Bill Pmt -Check	12/05/2019	1067	Sierra Chemical Company	Treatment	861.30
Bill Pmt -Check	12/05/2019	1068	Staples	Office Expense	106.13
Bill Pmt -Check	12/05/2019	1069	Vanguard Cleaning Systems	Janitorial	195.00
Liability Check	12/16/2019	EFT	WageWorks	FSA Administration Fee	76.25
Check	12/17/2019	EFT	ARCO	Transportation: Fuel	641.53
Liability Check	12/17/2019	EFT	AFLAC	Employee Paid Insurance	742.70
Liability Check	12/18/2019	EFT	QuickBooks Payroll Service	For PP Ending 12/14/19 Pay date 12/19/19	18,370.67
Liability Check	12/19/2019	EFT	CalPERS	For PP Ending 12/14/19 Pay date 12/19/19	2,063.29
Liability Check	12/19/2019	EFT	CalPERS	For PP Ending 12/14/19 Pay date 12/19/19	1,970.34
Liability Check	12/19/2019	EFT	Internal Revenue Service	Employment Taxes	6,599.82
Liability Check	12/19/2019	EFT	Employment Development	Employment Taxes	1,340.86
Liability Check	12/19/2019	EFT	Nationwide	Deferred Compensation Plan	1,366.39
Liability Check	12/19/2019	EFT	Nationwide	Deferred Compensation Plan	75.00
Liability Check	12/19/2019	EFT	Kaiser Permanente	Health Insurance	6,011.89
Liability Check	12/19/2019	EFT	Principal	Dental & Vision Insurance	1,674.91
Liability Check	12/19/2019	EFT	Western Health Advantage	Health Insurance	10,415.37
Bill Pmt -Check	12/19/2019	EFT	Verizon	Field Communication	454.40
Check	12/19/2019	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	68,639.15
Check	12/19/2019	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-monthly Transfer	72,910.36
Check	12/19/2019	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	34,000.00
Bill Pmt -Check	12/19/2019	EFT	Umpqua Bank Credit Card	Computer, Office, Postage, Safety, Shop Supplies	449.51

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

Type	Date	Num	Name	Memo	Amount
Liability Check	12/19/2019	1070	Teamsters Local #150	Union Dues	621.00
Check	12/19/2019	1071	Sacramento County Clerk	Lien Fees	64.00
Check	12/19/2019	1072	Customer	Final Bill Refund	108.69
Check	12/19/2019	1073	Customer	Final Bill Refund	5.09
Check	12/19/2019	1074	Customer	Final Bill Refund	97.90
Bill Pmt -Check	12/19/2019	1075	ABS Direct, Inc.	Printing & Postage	5,663.17
Bill Pmt -Check	12/19/2019	1076	BSK Associates	Lab Fees	8,975.00
Bill Pmt -Check	12/19/2019	1077	Continental Utility Solutions	Maintenance Fees	1,200.00
Bill Pmt -Check	12/19/2019	1078	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	12/19/2019	1079	Direct Hit Pest Control	Building Maintenance	75.00
Bill Pmt -Check	12/19/2019	1080	EKI Environment & Water	Engineering	5,000.00
Bill Pmt -Check	12/19/2019	1081	Henrici, Mary	Retiree Insurance	900.00
Bill Pmt -Check	12/19/2019	1082	Intermedia.net	Telephone	73.96
Bill Pmt -Check	12/19/2019	1083	PG&E	Utilities	73.63
Bill Pmt -Check	12/19/2019	1084	RDO Equipment Co.	Construction Equipment Maintenance	71.96
Bill Pmt -Check	12/19/2019	1085	Rio Linda Elverta Recreation & Park	Meeting Expense	50.00
Bill Pmt -Check	12/19/2019	1086	Sacramento Metropolitan AQMD	Permits & Fees	6,651.00
Bill Pmt -Check	12/19/2019	1087	Spok, Inc.	Field Communication	15.28
Bill Pmt -Check	12/19/2019	1088	State Water Resources Control Board	Permits & Fees	20,202.05
Bill Pmt -Check	12/19/2019	1089	Unifirst Corporation	Uniforms	296.71
Bill Pmt -Check	12/19/2019	1090	Domenichelli & Associates	Capital Improvement: Well 16	74,530.55
Bill Pmt -Check	12/19/2019	1091	SMUD	Capital Improvement: Well 16	5,000.00
Bill Pmt -Check	12/19/2019	1092	The News	Capital Improvement: Well 16	711.00
Total 10000 - Bank - Operating Account					<u>418,625.49</u>

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

Type	Date	Num	Payee	Memo	Amount
Transfer	12/30/2019	EFT	RLECWD	Reimburse Capital Improvement for Well 6 Expenditures	81,413.80
10385 - OPUS Bank Checking					<u>81,413.80</u>
Type	Date	Num	Payee	Memo	Amount
Transfer	12/19/2019	EFT	RLECWD - Operating	CIP Expense Transfer: Refer to operating check numbers: 1090, 1091 & 1092	80,241.50
10475 - Capital Improvement-Umpqua Bank					<u>80,241.50</u>



Executive Committee Agenda Item: 3

Date: February 3, 2020

Subject: Financial Reports

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the Finance Reports of the District for the month of December 2019, then forward the report onto the February 24th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

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

Conclusion:

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

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

ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10020 · Operating Fund-Umpqua 687,994.92

Total 10000 · Operating Account 687,994.92

10475 · Capital Improvement

10480 · General 1,665,994.13

10485 · Vehicle Replacement Reserve 15,000.00

Total 10450 · Capital Improvement 1,680,994.13

Total 100 · Cash & Cash Equivalents 2,368,989.05

102 · Restricted Assets

102.1 · Restricted Capital Improvements

10700 · ZIONS Inv/Surcharge Reserve 511,512.22

Total 102.1 · Restricted Capital Improvements 511,512.22

102.2 · Restricted for Debt Service

10300 · Surcharge 1 Account 843,139.21

10325 · Community Business Bank 5,818.96

10350 · Umpqua Bank Debt Service 53,051.59

10380 · Surcharge 2 Account 271,693.76

10385 · OpusBank Checking 3,120,228.69

Total 102.2 · Restricted for Debt Service 4,293,932.21

102.4 · Restricted Other Purposes

10600 · LAIF Account 206,761.94

10650 · Operating Reserve Fund 301,253.42

Total 102.4 · Restricted Other Purposes 508,015.36

Total 102 · Restricted Assets 5,313,459.79

Total Checking/Savings 7,682,448.84

Accounts Receivable 120.00

Other Current Assets

12000 · Water Utility Receivable 100,347.86

12200 · Accrued Revenue 150,000.00

12250 · Accrued Interest Receivable 1,443.51

15000 · Inventory Asset 56,276.61

16000 · Prepaid Expense 67,267.20

Total Other Current Assets 375,335.18

Total Current Assets 8,057,904.02

Fixed Assets

17000 · General Plant Assets 727,153.00

17100 · Water System Facilities 20,760,310.67

17300 · Intangible Assets 373,043.42

17500 · Accum Depreciation & Amort -9,282,773.19

18000 · Construction in Progress 1,313,099.20

18100 · Land 576,673.45

Total Fixed Assets 14,467,506.55

Other Assets

19000 · Deferred Outflows 262,764.00

19900 · Suspense Account 0.00

Total Other Assets 262,764.00

TOTAL ASSETS 22,788,174.57

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

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,368.50
Credit Cards	1,149.03
Other Current Liabilities	550,873.79
Total Current Liabilities	553,391.32
Long Term Liabilities	
23000 · OPEB Liability	211,573.00
23500 · Lease Buy-Back	705,797.27
25000 · Surcharge 1 Loan	4,189,831.90
25050 · Surcharge 2 Loan	3,210,040.16
26000 · Water Rev Refunding	1,952,591.00
27000 · Community Business Bank	294,204.88
29000 · Net Pension Liability	987,630.00
29500 · Deferred Inflows-Pension	5,192.00
29600 · Deferred Inflows-OPEB	26,811.00
Total Long Term Liabilities	11,583,671.21
Total Liabilities	12,137,062.53
Equity	
31500 · Invested in Capital Assets, Net	7,681,067.46
32000 · Restricted for Debt Service	702,232.24
38000 · Unrestricted Equity	1,674,622.00
Net Income	593,190.34
Total Equity	10,651,112.04
TOTAL LIABILITIES & EQUITY	22,788,174.57

Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
As of December 31, 2019

	Annual Budget	Dec 19	Jul 19-Dec 19	% of Annual Budget	YTD Annual Budget Balance
Ordinary Income/Expense					
Income					
Total 40000 · Operating Revenue	2,714,575.00	156,978.65	1,335,356.36	49.19%	1,379,218.64
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	149.50	1,487.87	371.97%	-1,087.87
Surcharg Total 41110 · Investment Revenue	400.00	149.50	1,487.87	371.97%	-1,087.87
41120 · Property Tax	81,856.00	731.27	2,848.30	3.48%	79,007.70
Total 41000 · Nonoperating Revenue	82,256.00	880.77	4,336.17	5.27%	77,919.83
Total Income	2,796,831.00	157,859.42	1,339,692.53	47.90%	1,457,138.47
Gross Income	2,796,831.00	157,859.42	1,339,692.53	47.90%	1,457,138.47
Expense					
60000 · Operating Expenses					
60010 · Professional Fees	170,731.00	6,565.20	44,238.84	25.91%	126,492.16
60100 · Personnel Services					
60110 · Salaries & Wages	711,238.00	54,299.92	322,739.97	45.38%	388,498.03
60150 · Employee Benefits & Expense	456,863.00	33,988.49	196,988.39	43.12%	259,874.61
Total 60100 · Personnel Services	1,168,101.00	88,288.41	519,728.36	44.49%	648,372.64
60200 · Administration	224,313.00	14,196.57	111,678.34	49.79%	112,634.66
64000 · Conservation	300.00	0.00	0.00	0.00%	300.00
65000 · Field Operations	492,200.00	28,231.82	229,050.24	46.54%	263,149.76
Total 60000 · Operating Expenses	2,055,645.00	137,282.00	904,695.78	44.01%	1,150,949.22
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	139,015.00	0.00	55,015.00	39.58%	84,000.00
69110 · Interest	61,717.00	0.00	31,269.51	50.67%	30,447.49
Total 69100 · Revenue Bond	200,732.00	0.00	86,284.51	42.99%	114,447.49
69125 · AMI Meter Loan					
69130 · Principle	48,281.00	0.00	23,954.67	49.62%	24,326.33
69135 · Interest	10,233.00	0.00	5,302.29	51.82%	4,930.71
Total 69125 · AMI Meter Loan	58,514.00	0.00	29,256.96	50.00%	29,257.04
Total 69010 · Debt Service	259,246.00	0.00	115,541.47	44.57%	143,704.53
69400 · Other Non-Operating Expense	2,000.00	3.14	0.00	0.00%	2,000.00
Total 69000 · Non-Operating Expenses	261,246.00	3.14	115,541.47	44.23%	145,704.53
Total Expense	2,316,891.00	137,285.14	1,020,237.25	44.04%	1,296,653.75
Net Ordinary Income	479,940.00	20,574.28	319,455.28		
Net Income	479,940.00	20,574.28	319,455.28		

Accrual Basis

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

	GENERAL		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
BEGINNING FUND BALANCE	\$ 1,903,391.00	\$ 1,903,391.00	\$ (29,592.00)	\$ (29,592.00)	\$ 10,000.00	\$ 10,000.00
FUNDING SOURCES						
Fund Transfers						
Operating Fund Transfers In	409,940.00	204,000.00	-	-	-	-
CIP Fund Intrafund Transfers	(5,000.00)	(5,000.00)	-	-	5,000.00	5,000.00
Surcharge 2 Surplus Repayment	-	-	110,201.00	-	-	-
Contributed Funding						
Contributed Facilities (Developers)	-	-	-	-	-	-
Grant Revenue	-	-	516,500.00	-	-	-
Loan Proceeds	-	-	2,033,500.00	-	-	-
Investment Revenue	350.00	2,951.43	-	-	-	-
Sale of Fixed Assets	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	2,308,681.00	2,105,342.43	2,630,609.00	(29,592.00)	15,000.00	15,000.00
PROJECTS						
A · WATER SUPPLY						
A-1 · Well XX - Cr6 Treatment/Design	-	-	50,000.00	-	-	-
A-2 · Well 16	-	-	2,500,000.00	81,413.80	-	-
A-3 · Miscellaneous Pump Replacements	40,000.00	-	-	-	-	-
Total A · WATER SUPPLY	40,000.00	-	2,550,000.00	81,413.80	-	-
B · WATER DISTRIBUTION						
B-1 · Service Replacements	30,000.00	-	-	-	-	-
B-2 · Large Meter Replacements	5,000.00	-	-	-	-	-
Total B · WATER DISTRIBUTION	35,000.00	-	-	-	-	-
C · CONTINGENCY						
C-1 · Contingency (10% of Est A,B, & M)	7,500.00	-	255,000.00	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	82,500.00	-	2,805,000.00	81,413.80	-	-
ENDING FUND BALANCE	\$ 2,226,181.00	\$ 2,105,342.43	\$ (174,391.00)	\$ (111,005.80)	\$ 15,000.00	\$ 15,000.00

**Rio Linda Elverta Community Water District
Capacity Revenue Profit & Loss Budget Performance
October - December 2019**

	<u>Annual Budget</u>	<u>Oct-Dec 19 Current QTR</u>	<u>Jul-Dec 19 YTD</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	500.00	1,266.55	1,761.94	352.39%	-1,261.94
	<u>500.00</u>	<u>1,266.55</u>	<u>1,761.94</u>	<u>352.39%</u>	<u>-1,261.94</u>
44100 · Capacity Fee Revenue	40,000.00	0.00	82,148.01	205.37%	-42,148.01
Total Income	<u>40,500.00</u>	<u>1,266.55</u>	<u>83,909.95</u>	<u>207.19%</u>	<u>-43,409.95</u>
Gross Income	<u>40,500.00</u>	<u>1,266.55</u>	<u>83,909.95</u>	207.19%	-43,409.95
Net Income	<u>40,500.00</u>	<u>1,266.55</u>	<u>83,909.95</u>		

Rio Linda Elverta Community Water District
Surcharge 1 Profit & Loss Budget Performance
October - December 2019

	<u>Annual Budget</u>	<u>Oct-Dec 19 Current QTR</u>	<u>Jul-Dec 19 YTD</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41111 · Dividend Revenue	1,200.00	305.15	1,206.32	100.53%	-6.32
41112 · Interest Revenue	6,800.00	2,526.96	5,566.69	81.86%	1,233.31
41113 · Market Value Adjustment	0.00	378.23	2,273.73	100.0%	-2,273.73
	<u>8,000.00</u>	<u>3,210.34</u>	<u>9,046.74</u>	<u>113.08%</u>	<u>-1,046.74</u>
43010 · Surcharge 1 Revenue	<u>523,374.00</u>	<u>87,777.58</u>	<u>203,421.95</u>	<u>38.87%</u>	<u>319,952.05</u>
Total Income	<u>531,374.00</u>	<u>90,987.92</u>	<u>212,468.69</u>	<u>39.99%</u>	<u>318,905.31</u>
Gross Income	531,374.00	90,987.92	212,468.69	39.99%	318,905.31
Expense					
69150 · Surcharge 1 Loan					
69155 · Principle	351,403.00	0.00	0.00	0.0%	351,403.00
69160 · Interest	109,952.00	0.00	0.00	0.0%	109,952.00
69170 · Admin Fees	2,100.00	553.73	1,059.49	50.45%	1,040.51
Total 69150 · Surcharge 1 Loan	<u>463,455.00</u>	<u>553.73</u>	<u>1,059.49</u>	<u>0.23%</u>	<u>462,395.51</u>
Total Expense	<u>463,455.00</u>	<u>553.73</u>	<u>1,059.49</u>		
Net Income	<u>67,919.00</u>	<u>90,434.19</u>	<u>211,409.20</u>		

Rio Linda Elverta Community Water District
Surcharge 2 Profit & Loss Budget Performance
 October - December 2019

	<u>Annual Budget</u>	<u>Oct-Dec 19 Current QTR</u>	<u>Jul-Dec 19 YTD</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	20.00	1,901.86	2,107.18	10,535.9%	-2,087.18
	<u>20.00</u>	<u>1,901.86</u>	<u>2,107.18</u>	<u>10,535.9%</u>	<u>-2,087.18</u>
43050 · Surcharge 2 Revenue	439,019.00	72,992.84	169,160.34	38.53%	269,858.66
Total Income	<u>439,039.00</u>	<u>74,894.70</u>	<u>171,267.52</u>	<u>39.01%</u>	<u>267,771.48</u>
Gross Income	439,039.00	74,894.70	171,267.52	39.01%	267,771.48
Expense					
69175 · Surcharge 2 Loan					
69180 · Principle	210,000.00	0.00	105,000.00	50.0%	105,000.00
69185 · Interest	118,818.00	0.00	9,389.24	7.9%	109,428.76
Total 69175 · Surcharge 2 Loan	<u>328,818.00</u>	<u>0.00</u>	<u>114,389.24</u>	<u>34.79%</u>	<u>214,428.76</u>
Total Expense	<u>328,818.00</u>	<u>0.00</u>	<u>114,389.24</u>		
Net Income	<u>110,221.00</u>	<u>74,894.70</u>	<u>56,878.28</u>		



**CALIFORNIA STATE TREASURER
FIONA MA, CPA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
11/30/19	2.07	2.15	218
12/01/19	2.07	2.15	217
12/02/19	2.07	2.15	219
12/03/19	2.07	2.14	218
12/04/19	2.07	2.14	218
12/05/19	2.06	2.14	219
12/06/19	2.06	2.14	221
12/07/19	2.06	2.14	221
12/08/19	2.06	2.14	221
12/09/19	2.06	2.14	223
12/10/19	2.06	2.14	224
12/11/19	2.05	2.13	225
12/12/19	2.05	2.13	228
12/13/19	2.04	2.13	227
12/14/19	2.04	2.13	227
12/15/19	2.04	2.13	227
12/16/19	2.04	2.13	226
12/17/19	2.04	2.13	226
12/18/19	2.04	2.13	227
12/19/19	2.04	2.13	226
12/20/19	2.03	2.12	224
12/21/19	2.03	2.12	224
12/22/19	2.03	2.12	224
12/23/19	2.03	2.12	222
12/24/19	2.03	2.12	225
12/25/19	2.03	2.12	225
12/26/19	2.03	2.12	224
12/27/19	2.03	2.12	227
12/28/19	2.03	2.12	227
12/29/19	2.03	2.12	227
12/30/19	2.03	2.11	224

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

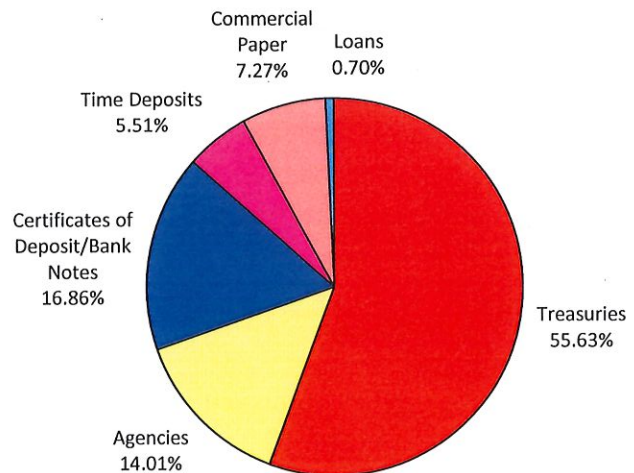
Quarter Ending 09/30/19

Apportionment Rate: 2.45
 Earnings Ratio: .00006701807521016
 Fair Value Factor: 1.001642817
 Daily: 2.25%
 Quarter to Date: 2.34%
 Average Life: 185

PMIA Average Monthly Effective Yields

Nov 2019 2.103
 Oct 2019 2.190
 Sep 2019 2.280

**Pooled Money Investment Account
Portfolio Composition
11/30/19
\$86.9 billion**



Percentages may not total 100% due to rounding

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).
 Based on data available as of 01/02/2020



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$16,779.55	\$16,461.38
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	649.31	971.13
Administrative Expenses	(1.99)	(3.96)
Investment Expense	(1.69)	(3.37)
Other	0.00	0.00
Ending Balance	\$17,425.18	\$17,425.18
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$17,425.18	\$17,425.18

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	957.468	957.468
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	957.468	957.468
Period Beginning Unit Value	17.525001	17.192611
Period Ending Unit Value	18.199360	18.199360

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 12/31/2019

Rio Linda Elverta Community Water District

Entity #: SKB7-3301590511-001



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
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Client Contact:
CERBT4U@CalPERS.ca.gov



Executive Committee Agenda Item: 4

Date: February 3, 2020
Subject: General Manager Minor Budget Revisions
Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive committee should review the subject document and discuss the preferences for minor budget revisions.

Current Background and Justification:

The GM minor budget revisions process has been discussed at previous Executive Committee meetings and at the January 27th Board meeting.

The document included in association with this item is intended to be illustrative of minor adjustments which may be involved in the impending minor budget revision.

Conclusion:

The Executive Committee will engage in a general discussion of the relative merits and amount of the minor adjustments. An item will be included on the February 24th Board agenda to allow Board discussion of the minor budget revision.

**DRAFT MID-YEAR OPERATING BUDGET
2019-20**

	JUL-DEC 2019 ACTUAL UNAUDITED	CURRENT 2019-2020 BUDGET	MIDYEAR 2019-2020 BUDGET	DIFFERENCE	EXPLANATION
REVENUE					
40000 OPERATING REVENUE					
40100 Water Service Rates					
40101 Basic Service Charge	772,344.00	1,901,272.00	1,901,272.00	0.00	
40102 Usage Charge	472,615.00	656,303.00	656,303.00	0.00	
40105 Backflow Charge	13,154.00	25,000.00	25,000.00	0.00	
40106 Fire Prevention	6,552.00	13,500.00	13,500.00	0.00	
Total Water Service Rates	1,264,665.00	2,596,075.00	2,596,075.00	0.00	
40200 Water Services					
40201 Application Fees	3,550.00	6,500.00	6,500.00	0.00	
40202 Delinquency	50,354.00	80,000.00	80,000.00	0.00	
40209 Misc. Charges	4,456.00	12,000.00	12,000.00	0.00	
Total Water Services	58,360.00	98,500.00	98,500.00	0.00	
40300 Other Water Service Fees					
40301 New Construction QC	1,236.00	4,000.00	4,000.00	0.00	
40302 Service Connection Fees	8,866.00	10,000.00	10,000.00	0.00	
40304 Other Operating Revenue	1,329.00	6,000.00	6,000.00	0.00	
40305 Grant Revenue-Operating	900.00	0.00	900.00	900.00	Increased for RWA Proposition 84 2015 Implementation Grant
Total Other Water Service Fees	12,331.00	20,000.00	20,900.00	900.00	
TOTAL OPERATING REVENUE	1,335,356.00	2,714,575.00	2,715,475.00	900.00	
41000 NON-OPERATING REVENUES					
41110 Investment Revenue	1,488.00	400.00	400.00	0.00	
41120 Property Taxes & Assessments	2,848.00	81,856.00	81,856.00	0.00	
TOTAL NON-OPERATING REVENUE	4,336.00	82,256.00	82,256.00	0.00	
TOTAL REVENUE	\$1,339,692.00	\$2,796,831.00	\$2,797,731.00	900.00	

**DRAFT MID-YEAR OPERATING BUDGET
2019-20**

	JUL-DEC 2019 ACTUAL UNAUDITED	CURRENT 2019-2020 BUDGET	MIDYEAR 2019-2020 BUDGET	DIFFERENCE	EXPLANATION
OPERATING EXPENSE					
60010 PROFESSIONAL FEES					
					Decreased to move \$6K to 60015 and remaining is
60011 General Counsel fees-Legal	\$7,802.00	\$65,000.00	\$30,000.00	(\$35,000.00)	projected expense
60012 Auditor Fees	11,212.00	10,731.00	11,212.00	481.00	Increased to adjust for GASB 75
60013 Engineering Services	25,000.00	70,000.00	70,000.00	0.00	
60015 Other Professional Fees	225.00	25,000.00	31,000.00	6,000.00	Increased to adjust for collaboration study
TOTAL PROFESSIONAL FEES	44,239.00	170,731.00	142,212.00	(28,519.00)	
60100 PERSONNEL SERVICES					
60110 Salaries & Wages					
60111 Salary - General Manager	50,714.00	113,344.00	114,113.00	769.00	Increased per GM contract terms
60112 Staff Regular Wages	258,908.00	569,444.00	574,189.00	4,745.00	Increased per MOU contract terms
60113 Contract Extra Help	0.00	0.00	0.00	0.00	
60114 Staff Standby Pay	8,300.00	18,250.00	18,250.00	0.00	
60115 Staff Overtime Pay	4,818.00	10,200.00	10,200.00	0.00	
Total Salaries & Wages	322,740.00	711,238.00	716,752.00	5,514.00	
60150 Employee Benefits and Expenses					
60151 PERS Retirement	61,565.00	124,190.00	124,770.00	580.00	Increased for projected expense
60152 Workers Compensation	6,987.00	16,054.00	16,054.00	0.00	
60153 Group Insurance	84,583.00	217,740.00	217,740.00	0.00	
60154 Retirees Insurance	8,463.00	22,110.00	16,763.00	(5,347.00)	Reduction in retiree insurance
60155 Staff Training	200.00	5,000.00	5,000.00	0.00	
60157 Uniforms	2,462.00	4,650.00	4,650.00	0.00	
60158 Payroll Taxes	27,392.00	56,494.00	56,916.00	422.00	Increased per contract terms
60159 Payroll Services	646.00	1,200.00	1,200.00	0.00	
60160 457 Employer Contribution	4,690.00	9,425.00	9,568.00	143.00	Increased per GM & MOU contract terms
Total Employee Benefits and Expenses	196,988.00	456,863.00	452,661.00	(4,202.00)	
TOTAL PERSONNEL SERVICES	\$519,728.00	\$1,168,101.00	\$1,169,413.00	\$1,312.00	

**DRAFT MID-YEAR OPERATING BUDGET
2019-20**

	JUL-DEC 2019 ACTUAL UNAUDITED	CURRENT 2019-2020 BUDGET	MIDYEAR 2019-2020 BUDGET	DIFFERENCE	EXPLANATION
60200 ADMINISTRATION					
60205 Bank and Merchant Fees	\$2,993.00	\$4,500.00	\$4,500.00	\$0.00	
60207 Board of Director-Meeting Fees	5,975.00	10,770.00	10,770.00	0.00	
60210 Building Expenses					
60211 Office Utilities	2,621.00	6,000.00	6,000.00	0.00	
60212 Janitorial	1,170.00	2,340.00	2,340.00	0.00	
					Decreased based on current YTD and prior two FY
60213 Maintenance	836.00	7,500.00	5,700.00	(1,800.00)	average
60214 Security	168.00	400.00	400.00	0.00	
Total Building Expenses	4,795.00	16,240.00	14,440.00	(1,800.00)	
60220 Computer & Equipment Maint.					
60221 Computer Systems	9,946.00	25,000.00	25,000.00	0.00	
60222 Office Equipment	1,633.00	3,650.00	3,650.00	0.00	
Total Computer & Equipment Maint.	11,579.00	28,650.00	28,650.00	0.00	
					Decreased based on current YTD and prior two FY
60230 Office Expense	1,295.00	7,000.00	6,000.00	(1,000.00)	average
60240 Postage and Delivery	7,995.00	20,000.00	20,000.00	0.00	
60250 Printing	836.00	3,400.00	3,400.00	0.00	
60255 Meetings & Conferences	73.00	4,000.00	4,000.00	0.00	
60260 Publishing	88.00	800.00	800.00	0.00	
60270 Telephone & Internet	1,853.00	5,500.00	5,500.00	0.00	
60430 Insurance					
60431 General Liability	10,999.00	21,221.00	21,221.00	0.00	
60432 Property	2,806.00	5,611.00	5,611.00	0.00	
Total Insurance	13,805.00	26,832.00	26,832.00	0.00	
60500 Water Memberships					
60501 SAWWA	0.00	110.00	110.00	0.00	
60502 Regional Water Authority	9,355.00	9,355.00	9,355.00	0.00	
60503 SGA	24,210.00	24,210.00	24,210.00	0.00	
60504 ACWA	9,640.00	9,923.00	9,640.00	(283.00)	Decreased to reflect actual expense
60505 CSDA	7,077.00	7,077.00	7,077.00	0.00	
60507 CRWA	0.00	1,326.00	1,326.00	0.00	
Total Water Memberships	50,282.00	52,001.00	51,718.00	(283.00)	
					Decreased based on current YTD and prior two FY
60550 Permits & Fees	8,762.00	40,000.00	30,000.00	(10,000.00)	average
60555 Subscriptions & Licensing	879.00	2,120.00	2,120.00	0.00	
60560 Elections	0.00	0.00	0.00	0.00	
60565 Uncollectable Accounts	0.00	2,000.00	2,000.00	0.00	
60570 Other Operating Expenditures	468.00	500.00	500.00	0.00	
TOTAL ADMINISTRATION	\$111,678.00	\$224,313.00	\$211,230.00	(\$13,083.00)	
64000 CONSERVATION					
64001 Community Outreach	0.00	300.00	300.00	0.00	
64005 Other Conservation Programs	0.00	0.00	0.00	0.00	
TOTAL CONSERVATION	0.00	300.00	300.00	0.00	

**DRAFT MID-YEAR OPERATING BUDGET
2019-20**

	JUL-DEC 2019 ACTUAL UNAUDITED	CURRENT 2019-2020 BUDGET	MIDYEAR 2019-2020 BUDGET	DIFFERENCE	EXPLANATION
65000 FIELD OPERATIONS					
65100 Other Field Operations					
65110 Backflow Testing	\$397.00	\$3,000.00	\$3,000.00	\$0.00	
65120 Construction Equipment Maintenance	6,440.00	5,500.00	7,500.00	2,000.00	Increased to adjust for projected costs
65130 Field Communication	1,216.00	2,600.00	2,600.00	0.00	
65140 Field IT	6,378.00	28,000.00	17,500.00	(10,500.00)	Decreased to reflect Ferguson/Neptune Maint contract change
65150 Laboratory Services	13,297.00	23,500.00	23,500.00	0.00	
65160 Safety Equipment	481.00	5,000.00	5,000.00	0.00	
65170 Shop Supplies	4,641.00	5,000.00	7,000.00	2,000.00	Increased to adjust for projected costs
Total Other Field Operations	32,850.00	72,600.00	66,100.00	(6,500.00)	
65200 Treatment	12,772.00	18,000.00	18,000.00	0.00	
65300 Pumping					
65310 Maintenance	9,593.00	25,000.00	25,000.00	0.00	
65320 Electricity and Fuel	95,077.00	180,000.00	180,000.00	0.00	
Total Pumping	104,670.00	205,000.00	205,000.00	0.00	
65400 Transmission & Distribution					
65410 Distribution Supplies	20,090.00	37,000.00	37,000.00	0.00	
65420 Meter Maintenance	40,207.00	56,600.00	67,100.00	10,500.00	Increased to adjust for projected costs
65430 Tank Maintenance	0.00	3,000.00	3,000.00	0.00	
65440 Contract Repairs	2,400.00	21,000.00	21,000.00	0.00	
65450 Valve Replacements	0.00	35,000.00	35,000.00	0.00	
65460 Paving Repairs	8,500.00	25,000.00	25,000.00	0.00	
Total Transmission & Distribution	71,197.00	177,600.00	188,100.00	10,500.00	
65500 Transportation					
65510 Fuel	5,826.00	13,000.00	13,000.00	0.00	
65520 Maintenance	1,735.00	6,000.00	6,000.00	0.00	
Total Transportation	7,561.00	19,000.00	19,000.00	0.00	
TOTAL FIELD OPERATIONS	\$229,050.00	\$492,200.00	\$496,200.00	\$4,000.00	
TOTAL OPERATING EXPENSES	\$904,695.00	\$2,055,645.00	\$2,019,355.00	(\$36,290.00)	

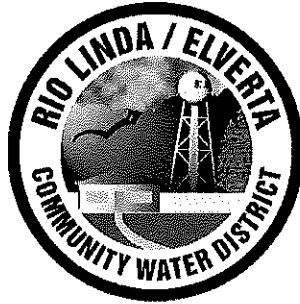
DRAFT MID-YEAR OPERATING BUDGET

2019-20

	JUL-DEC 2019 ACTUAL UNAUDITED	CURRENT 2019-2020 BUDGET	MIDYEAR 2019-2020 BUDGET	DIFFERENCE	EXPLANATION
NON OPERATING EXPENSES					
69010 Debt Service					
69100 Revenue Bond 2015					
69105 Revenue Bond 2015-Principle	55,015.00	139,015.00	139,015.00	0.00	Per Loan Payment Schedule
69120 Interest	31,270.00	61,717.00	61,717.00	0.00	Per Loan Payment Schedule
Total Revenue Bond 2015	86,285.00	200,732.00	200,732.00	0.00	
69125 AMI Meter Loan					
69130 Principle	23,955.00	48,281.00	48,281.00	0.00	Per Loan Payment Schedule
69135 Interest	5,302.00	10,233.00	10,233.00	0.00	Per Loan Payment Schedule
Total AMI Meter Loan	29,257.00	58,514.00	58,514.00	0.00	
69400 Other Non Operating Expense	0.00	2,000.00	38,290.00	36,290.00	Amount parked for future potential allocation
TOTAL NON OPERATING EXPENSES	\$115,542.00	\$261,246.00	\$297,536.00	\$36,290.00	
TOTAL EXPENSE	\$1,020,237.00	\$2,316,891.00	\$2,316,891.00	\$0.00	
NET INCOME (Income-Expense)	\$319,455.00	\$479,940.00	\$480,840.00	\$900.00	

**DRAFT MID-YEAR OPERATING BUDGET
2019-20**

	JUL-DEC 2019 ACTUAL UNAUDITED	CURRENT 2019-2020 BUDGET	MIDYEAR 2019-2020 BUDGET	DIFFERENCE	EXPLANATION
OPERATING FUND BALANCE					
Operating Account Balance June 30		\$634,536.00	\$634,536.00		
Net Revenue		\$479,940.00	\$480,840.00		
Transfer to CEBRT Funds		(\$20,000.00)	(\$20,000.00)	0.00	
Transfer to GL 10010 Operating Reserve		(\$50,000.00)	(\$50,000.00)		
Transfer to Capital Improvement Funds		(409,940.00)	(410,840.00)	900.00	Increased to adjust for available funds
Estimated Operating Fund Balance June 30		\$634,536.00	\$1,095,376.00	\$900.00	
SURCHARGE 1 FUND BALANCE					
Surcharge 1 Fund Balance June 30		\$565,413.00	\$565,413.00		
43010 Surcharge Revenue		523,374.00	523,374.00	0.00	
41110 Investment Revenue		8,000.00	11,000.00	3,000.00	Increased for projected revenue
69155 SRF Principle		(351,403.00)	(351,403.00)	0.00	
69160 SRF Interest		(109,952.00)	(109,952.00)	0.00	
69220 SRF Administration		(2,100.00)	(2,100.00)	0.00	
Estimated Surcharge 1 Fund Balance June 30		\$633,332.00	\$636,332.00	\$3,000.00	
SURCHARGE 2 FUND BALANCE					
Surcharge 2 Fund Balance June 30		\$71,936.00	\$71,936.00		
43050 Surcharge 2 Revenue		439,019.00	439,019.00	0.00	
41110 Investment Revenue		20.00	800.00	780.00	Increased for projected revenue
Surcharge 2 Surplus Repayment		(110,201.00)	(110,201.00)	0.00	
69180 Principle		(210,000.00)	(210,000.00)	0.00	
69185 Interest		(118,818.00)	(118,818.00)	0.00	
Estimated Surcharge 2 Fund Balance June 30		\$71,956.00	\$72,736.00	\$780.00	
LAIF FUND (CAPACITY FEES) BALANCE					
LAIF Fund Balance June 30		\$205,000.00	\$205,000.00		
44100 Capacity Fee Revenue		40,000.00	100,000.00	60,000.00	Increased for projected revenue
41110 Investment Revenue		500.00	3,500.00	3,000.00	Increased for projected revenue
Estimated LAIF Fund Balance June 30		\$245,500.00	\$308,500.00		



Executive Committee Agenda Item: 5

Date: February 3, 2020

Subject: Request District Consideration of an Agricultural Lease and/or Weed Abatement Project at the Well 14 Parcel

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive committee should discuss the outreach recently received to explore the feasibility and requirements for a small-scale agricultural lease and/or a weed abatement project for the Well 14 parcel

Current Background and Justification:

The District recently received an inquiry regarding temporary use of the Well 14 parcel. Some preliminary how-to discussions followed, which lead to a conclusion that assessing Board Support for such is the appropriate first step.

Conclusion:

The Executive Committee should discuss the general benefits, risks, risk mitigations and general methods for engaging into such projects.



Executive Committee Agenda Item: 6

Date: February 3, 2020

Subject: Memorandum of Understanding (MOU) with Regional Water Agencies for Engaging a Collaboration Study Consultant

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the draft MOU and forward the item onto the February 24th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

The District has engaged in dialog and meetings with various water agencies in our region for more than the past year. These discussions have been to explore the feasibility of engaging a consultant to study processes and benefits for both collaboration and consolidation (merger) between two or more water agencies.

RLECWD and other agencies involved in the discussions have no interest in consolidation but do have considerable interest in collaboration as a means to mitigate the costs and impacts from a continuing trend of new laws that are all unfunded mandates.

Accordingly, the draft contract with the selected consultant and other supporting documents have been crafted to segregate charges for consolidation interested agencies and collaboration only interested agencies.

The Exhibit to the draft MOU illustrates the tier structure for agencies (including RLECWD) only interested in studying collaboration, e.g. forming partnerships with other agencies to share resources and benefits to reduce or limit the increases in operating cost including those from new, unfunded mandates.

Conclusion:

The Executive committee should review the draft MOU and forward the item onto the February 24th Board agenda with the Committee's recommendation for Board approval.

MEMORANDUM OF UNDERSTANDING REGARDING
COLLABORATION/INTEGRATION PROJECT

THIS MEMORANDUM OF UNDERSTANDING ("Amendment") is made and entered into this day of , 2020 by and between the Carmichael Water District, Citrus Heights Water District, Rio Linda/Elverta Community Water District, City of Folsom, Del Paso Manor Water District, Sacramento Suburban Water District, and the San Juan Water District (individually, "Party" and collectively "Parties").

TERMS

The above parties in consideration of the mutual promises set forth in this Amendment, agree as follows:

1. Selection of Consultant and Approval of Study. Sacramento Suburban Water District (SSWD) shall execute the Consultant Agreement with Raffelis/Tully & Young to perform the Study. The Consultant Agreement shall be substantially in the form as set forth in Exhibit 1 of this Amendment and incorporated by this reference.
2. Participation in Study. All parties to this Agreement shall agree to provide the consultant with the information necessary to prepare the Study.
3. Funding Provisions. The total estimated cost to complete the Study is estimated at \$194,264. The respective share of the cost for each party to this Agreement are further described in Exhibit 2, attached hereto. Failure to timely remit a party's share of the funding may result in excluding that party from the Study or suspension or termination of the Study at SSWD's election. At the conclusion of the Study, SSWD will provide a final accounting to all parties and return any unused share of Study funds to each Party based on each Party's proportionate share. A not-to-exceed estimate of \$200,000 was established to allow for a contingency in the event of unanticipated expenses.
4. Cost Accounting. The consultant shall separately track the expenses associated with the analysis of the option of consolidation/merger of two or more agencies in Work Activity 3.
5. Term. This MOU shall terminate no later than December 31, 2020, except by mutual agreement of the parties.
6. Dispute Resolution. If the Parties disagree on a specific issue and a tie vote ensues on a decision on that issue the Parties shall meet and confer and negotiate in good faith to resolve the issue. If the Parties are unable to resolve the specific issue in dispute after good faith negotiations, they shall agree to

engage an outside mediator to attempt to resolve the disputed issue.

7. Consultant Payment Schedule. SSWD shall pay all costs incurred under the Consultant Agreement according to the schedule set forth in Exhibit XX of the Consultant Agreement. SSWD shall forward all invoices for costs attributable to each party within fifteen (15) days of receipt. Such party shall promptly review the invoice and notify SSWD of any objections within thirty (30) days of transmittal of the invoice by SSWD. If a party has no objections, SSWD shall pay the invoice from funds provided by that party under the schedule set forth in Exhibit 2.

IN WITNESS WHEREOF, this MOU was executed by the parties hereto as of the date first above written.

[INSERT SIGNATURE BLOCK]

DRAFT

EXHIBIT 1

CONSULTANT AGREEMENT

DRAFT

EXHIBIT 2
COST ALLOCATION

Regional Collaboration/Integration Project

Cost Allocation

1/28/20

Project Cost: \$194,264

Project Cost with 3% Contingency: \$200,000

Agency – retail and wholesale	Operating budget	%Share by Ops Budget	Cost for Agency – by Budget	Tier	%Share by Tier	Cost for Agency – by Tier
Carmichael Water District	\$7,869,668	9.64	\$19,272	2	9.75	\$19,500
Citrus Heights Water District	\$13,073,299	16.01	\$32,015	3	16.75	\$33,500
City of Folsom	\$14,201,768	17.39	\$34,778	3	16.75	\$33,500
Del Paso Manor WD		0.00	\$0		0.00	
Rio Linda/Elverta CWD	\$2,200,000	2.69	\$5,387	1	2.75	\$5,500
Sacramento Suburban WD	\$23,241,000	28.46	\$56,914	4	27.00	\$54,000
San Juan Water District	\$21,084,900	25.62	\$51,634	4	27.00	\$54,000
Totals		100.00	\$200,000		100.00	\$200,000



Executive Committee Agenda Item: 7

Date: February 3, 2020

Subject: Paperless Billing and Incentives to Encourage Enrollment

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review previous District efforts to promote paperless billing and discuss other methods to promote enrollment by customers.

Current Background and Justification:

Several years ago, the District established a program to enable customers to sign up for paperless billing, thereby reducing the costs for billing by eliminating printing, folding and mailing costs. Unfortunately, enrollment has been minimal (less than 20 customers).

The more recent improvements in the billing practices, including transitioning to customer paid convenience fee charged by the third-party credit/debit card payment processor, have contributed to additional potential for encouraging paperless billing enrollment.

Conclusion:

The Executive Committee should engage in dialog with staff on the relative merits of providing an incentive for paperless billing enrollment. If deemed necessary, the Committee could forward an item onto the February 24th Board agenda to receive additional feedback from the remaining Board members.



Executive Committee Agenda Item: 8

Date: February 3, 2020

Subject: Location, Date and Time for March 2nd Executive Committee Meeting

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should direct staff on the Committee's preferences for alternate date/time/location of the March Executive Committee meeting.

Current Background and Justification:

The Districts arrangement with the Parks and Recreation District for monthly uses of the Depot building are occasionally preempted for community needs. For a few days beginning March 2nd, the Depot will be used as a Sacramento County elections ballot drop off location.

At the January 6th meeting, the Executive Committee members were informed of the unavailability of the Depot on March 2nd. At that time, the Executive Committee requested more time to consider the options. Unfortunately, the longer we take, the lower the potential for procuring alternative meeting facilities, e.g. Fire Station 111.

Conclusion:

The Executive Committee should provide appropriate direction to staff.