

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

**1112 I Street, Suite #100
Sacramento, California 95814
(916) 874-6458**

April 3, 2013

TO: Sacramento Local Agency Formation Commission
FROM: Peter Brundage, Executive Officer
RE: **Rio Linda/Elverta Community Water District – Draft
Municipal Service Review – Report Back (LAFC 07-10)**

RECOMMENDATION

Receive and file status report.

Overall the District continues to provide adequate water service to the community and progress is being made to address the water supply and water quality issues. However, the overall financial condition is weak and the District continues to operate in the red. In addition, the District is not able to obtain liability coverage for employment practices.

DISCUSSION

This report summarizes the actions, developments, and events related to the Rio Linda Elverta Community Water District that have occurred since February 6, 2012.

I. Board of Directors

The Board is developing a Strategic Plan to prioritize deferred maintenance, capital improvement projects and district financing.

The Board approved the collection of the Inactive Service fee that was recently suspended.

It appears that the new Board is attempting to take positive actions to improve Board meetings and develop a long term operational, financing and capital improvement strategies for the District, and control its legal costs.

II. Progress of Well and Pipeline Construction

Well No. 15

On March 20, 2013, the Notice of Completion was filed with the County-Clerk Recorder's Office certifying that the well construction is complete. Well No. 15 is fully operational and can produce approximately 2,800 gpm.

Well No. 3 Reactivation Project

Well No. 3 has been reactivated and is now operational. This well can produce approximately 600 gpm.

Proposed Reservoir Tank and Booster Station

CDPH has agreed to amend the Scope of Work for to add a Reservoir Tank and Booster Station in lieu of constructing another well. However, the District needs to develop plans and complete an environmental review of the project before CHDP will approve a change to the Funding Agreement. The District has issued an RFP for tank design and specifications. The RFP is due early in April and the Board could approve the Consulting Engineer at its April meeting.

The following steps summarize the major components of this project:

- RFP issued for design
- Select Consulting Engineer
- Develop Plans and Specifications
- Amend Funding Agreement with CDPH
- Issue RFP for Construction Contract
- Approve Construction Bid
- Commence Construction

It is anticipated that the design and environmental review will take several months to complete. It is possible construction could commence in the Fall of 2013.

Completion of the Reservoir Tank and Booster Pump should allow the District to satisfy the outstanding Compliance Order issued by CHDP.

Hydro-pneumatic Tank Evaluation

Recently, the District was notified that it is required to test and evaluate tanks for safety purposes. The District has completed testing and evaluation of the tanks. Pressure relief valves and modifications to electric panels and pump starters will be required to comply with this safety issue.

Pressure Relief Valves will be installed on seven of the hydro pneumatic tanks for a total estimated cost of \$4,900. Four of the tanks have been identified as being eligible for certification. The cost of \$10,800 has been added to the FY 2013-14 Budget.

Three tanks will require new electric panels and soft starts to mitigate pressure surges. The total cost is estimated to be \$120,000. Work will be completed over the next two years.

Overall Operations

The District is improving its ability to remotely monitor wells using telemetry equipment.

Urban Water Management Plan

On December 17, 2012, the Board adopted the District's Urban Water Management Plan and it has been sent to the Department of Water Resources for review and approval.

Status of CDPH Compliance Orders

The water quality and quantity continue to be satisfactory. Water pressure is subject to variation because of leaks and equipment failures. However, generally, water pressures remain adequate and comply with CDPH standards.

Completion of the Reservoir Tank and Booster Station should satisfy the outstanding Compliance Order related to adequate water supply.

III. Sacramento Suburban Water District Interconnection

No changes in the operation or status of the intertie with Sacramento Suburban Water District. RLECWD and Sacramento Suburban Water District renewed this Agreement during February, 2013. This intertie operates only if water pressure drops below 30 psi. Once the reservoir tank and booster station are complete the District will no longer need the intertie agreement, however, the District is evaluating a Mutual Aid Agreement with Sacramento Suburban Water District similar to agreements with Del Paso Manor Water District and Carmichael Water District.

IV. Status of District Operations

District Financial Condition

No significant changes in the overall financial situation of the District. Cash Flow remains tight. Accounts Payables **are not** current and the District is operating at a loss or in the "red" for last several months. The financial condition of the District appears to be improving and is actually beginning to stabilize. The General Manager has estimated that the operating fund balance is currently \$24,000 in the red.

V. Summary of Issues

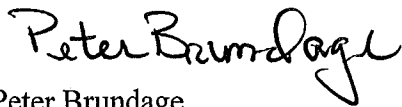
Overall the District is providing adequate water service to the community and progress is being made to address the water supply capacity issue. However, there are two significant issues: the inability of the District to obtain liability coverage for employment practices and the overall financial condition of the District.

VI. Next Steps

LAFCo staff will continue to work with CDPH and the District to monitor the situation. We will keep the Commission informed.

Respectfully Submitted;

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION



Peter Brundage,
Executive Officer

Attachments



Managers Report

February 6, 2013 to March 12, 2013

On February 6, 2013 I attended the monthly Lafco meeting. There was discussion regarding the District's current financial condition and legal contract. It was requested that the District's legal contract be put on our agenda in January 2014 for reconsideration as there is a clause in the current contract regarding extension of the agreement.

On February 13, 2013 Director Anderson took a tour of the District's facilities.

On February 14, 2013 I attended the SGA meeting. The SGA adopted a conflict of interest code. Pam Tobin was appointed the SGA representative to ACWA. A presentation was done on the Groundwater Management Program the planning committee met and discussed the Elverta Specific Plan scope of work, the status of the hydropneumatic tank inspections and the annual intertie agreement with Sac Suburban.

On February 19, 2013 I had a meeting with landmark a tower lease purchasing company who may be interested in providing a quote to purchase our tower leases.

On February 20, 2013 I met with Johnson controls on the possibility of a power bill reduction. Sorry to say they can only do their program with agencies who use PG&E power.

On February 21, 2013 The SAWWA meeting this month was about backflow prevention and new regulations coming our way from the State on backflow assemblies.

On February 22, 2013 Staff met with Mr. Dills on scheduling projects for staff and tracking their progress.

On February 28, 2013 the District's engineer and I met with the Gibson Ranch LLC property owners group. They are asking the District to provide a letter of support for annexation into our District.

On March 4, 2013 staff was trained on the operation of the generator at well 15.

On March 5, 2013 the planning committee met and discussed the Elverta Specific Plan, the Gibson Ranch owners group, a mutual aid agreement with Sac Suburban, an RFP for the new tank and booster station, and received an update on the hydropneumatic tank status.

March 6 and 7 staff went to completed staff work training provided by CPS. I feel this will help staff determine the best answer to future problems in the district.

On March 11, 2013 the finance committee met and we discussed the District bank accounts and their restrictions. Staff was asked to look into options for our accounting software as there are issues with the current company in Quickbooks. The committee made a recommendation on an inserter for the companies billings. They requested staff review other agencies vehicle policies. They requested staff

compile a list of all contracts, terms and their renewal dates. They reviewed staff training requests. A landlord/ tenant letter was discussed. Staff was directed to ask other agencies what they do about tenants paying the water bills.

There is an opportunity for Board members who have not yet taken their ethics and sexual harassment training to take it for free at the Spring ACWA conference in Sacramento May 7, 2013. Please let me know if you are interested in attending this required training.

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

Monday, March 18, 2013 (6:30 p.m)

Visitor's / Depot Center
6730 Front Street
Rio Linda, CA 95673
(916) 991-1000

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. Request 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 ALLIEGENCE

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

a. Minutes:

February 8, 2013 Special Board Meeting
February 11, 2013 Special Board Meeting
March 2, 2013 Special Board Meeting

b. Expenditures

c. Financial Reports

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

- 4.1** Mary Hall, Civil Engineering Group and Public Affairs Officer and Susan Williams, Environmental Expert for the County of Sacramento, will provide an informational briefing on the moratorium on new well drilling in designated areas adjoining the McClellan Park.

- 4.2 Tom Gohring of the Water Forum and John Woodling of the Sacramento Ground Water Authority and Regional Water Authority will make a presentation regarding the functions of their respective agencies.

4.3 Mutual Aid Agreement

Action Item: The Board will discuss and possibly approve the Mutual Aid Agreement with the Sacramento Suburban Water District. The Planning Committee recommends approval without having General Counsel review the Agreement.

4.4 Elverta Specific Plan Consultant Funding Agreement

Action Item: The Board will discuss and possibly approve the Elverta Specific Plan Consultant Funding Agreement.

The Elverta Owner's Group, consisting of a group of homeowners interested in pursuing development within the boundaries of the Elverta Specific Plan, desire to enter into a Consulting Agreement for services to be performed by the District's Engineer and Legal Counsel, related to the planning, financing, and implementation of future water service to the Specific Plan area.

Legal has reviewed for 2-1/2 hours, estimate 10 – 15 hours.

4.5 Hydropneumatic tank air relief valve replacement

Action Item: The Board will discuss and approve replacement of the hydroneumatic tank air relief valves. Replacement of these valves is critical as it is a safety issue. Since the current budget does not have sufficient funds for this replacement, the Planning Committee recommends moving \$11,000 from funds budgeted for the Elverta Booster Station planning to fund the replacement of the valves.

4.6 Request of River West Owners Group \ Gibson Ranch, LLC to receive water from RLECWD

Action Item: The River West Owners Group desires to receive water from RLECWD. This would require that that the Group's land be included into the District's boundaries. The Board will discuss and take possible action on whether to approve this request. If the Board votes to approve this request, the Board will then discuss and vote on taking appropriate steps, including writing a letter to the Sacramento Local Area Formation Commission recommending a change in boundaries.

The Planning Committee recommends approval and that a letter be written to LAFCo in support of the River West Owners Group to include their land in our District Boundaries so they may develop in the future. District staff to compose letter.

4.7 Utilization of Legal Counsel's services:

Action Item: The Board will discuss and provide direction to Staff and the Ad Hoc Committees on how to utilize the services of the District's legal counsel, and consider creating procedures for legal cost estimates.

4.8 Purchase of Used Inserting Equipment

Action Item: The Board will discuss and possibly approve the purchase of used inserting equipment.

Finance / Administrative Committee recommends that the District purchase used equipment.

4.10 Manager Training

Action Item: Finance / Administrative Committee recommends the District approve sending the General Manager to "Manage Multiple Projects" training as this would improve the prioritization skills of staff.

5. INFORMATION ITEMS

1. DISTRICT ACTIVITY REPORT

- a. General Manager's Report
- b. Water Production Report
- c. District Engineers Report

2. BOARD REPORTS

- a. Regional Water Authority – Dills, Henrici
- b. Sacramento Groundwater Authority – Green, Henrici
- c. LAFCo – Caron
- d. Planning Committee – Longo, Green
- e. Finance / Administrative Committee – Dills, Anderson
- f. Legal Ad Hoc Committee – Caron, Anderson
- d. Other Reports

6. DIRECTORS' AND GENERAL MANAGER COMMENTS

7. ADJOURNMENT

Upcoming meetings schedule:

Planning Committee - April 2, 2013, Tuesday, 4:30 pm at the District Office, 730 L Street, Rio Linda, CA

Finance / Administrative Committee - April 8, 2013, Monday, 5:30 pm at the District Office, 730 L Street, Rio Linda, CA

Next Board Meeting – Monday, April 15, 2013, 6:30 pm at the Visitor's / Depot Center, 6730 Front St, Rio Linda, CA 95673.

RIO LINDA



ELVERTA

Meeting Date: March 18, 2013

Consent Calendar

Agenda Item # 3a

Subject:	Minutes
Recommendation: Current Background and Justification:	Approve the following Board minutes; February 8, 2013, Special Minutes February 11, 2013, Special Minutes March 2, 2013, Special Minutes
Conclusion:	Revise if needed and approve the Minutes of previous meetings.
Board Action / Motion:	Motioned by Director _____ Seconded by Director _____ Dills:___ Green:___ Caron:___ Anderson:___ Longo:___ (A) Yea (N) Nay (Ab) Abstain (Abs) Absent

**-DRAFT-
MINUTES OF THE
FEBRUARY 8, 2013
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
THE RIO LINDA/ELVERTA
COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL

The February 8, 2013 Special Meeting of the Board of Directors of the Rio Linda/Elverta Community Water District was called to order at 5:35 p.m. at the Depot/Visitor Center located at 730 L Street, Rio Linda, Ca. General Manager, Mary Henrici took roll call of the Board of Directors. President Brent Dills, Director Frank Caron, Director Paul Green, Jr. were present, Director Matt Longo arrived a few minutes late and Director Duane Anderson was absent

PLEDGE OF ALLEGIANCE

President Dills led the pledge of allegiance.

2. PUBLIC COMMENT

Public member Vivien Johnson asked why this meeting could not have been held on Monday, February 11th. It was explained by President Dills that it was a scheduling issue.

It was recommended by President Dills at 5:38 p.m. to suspend the meeting until Director Longo arrives. It was 6:02 p.m. when Director Longo arrived and the Board immediately went into closed session.

The Board adjourned to closed session at 6:02 p.m.

3. CLOSED SESSION

The Board of Directors will convene to Closed Session to discuss the following items.

- 1.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2011-0010-3481.
- 2.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2012-8000-1135.
- 3.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2012-8000-1095.
- 4.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2012-8000-1108.

The Board came out of closed session at 7:25 p.m.

The Board President reported that the Board has heard from the lawyers and the JPIA Attorney, the Board voted 3-1 in favor of settling the three lawsuits.

President Dills adjourned the meeting at 7:30 pm.

Respectfully submitted,

Mary Henrici, Secretary

Brent Dills, President

**-DRAFT-
MINUTES OF THE
FEBRUARY 11, 2013
SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF
THE RIO LINDA/ELVERTA
COMMUNITY WATER DISTRICT**

CALL TO ORDER AND ROLL CALL

The February 11, 2013 Special Meeting of the Board of Directors of the Rio Linda/Elverta Community Water District was called to order at 6:30 p.m. at the Depot/Visitor Center located at 6370 Front Street, Rio Linda, Ca. General Manager, Mary Henrici took roll call of the Board of Directors. President Brent Dills, Director Frank Caron, Director Matt Longo, Director Duane Anderson, and Director Paul Green, Jr. were present.

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

President Dills announced that the Planning Committee and Finance / Administrative Committee are no longer adhoc committee meetings as they are now standing committees and will hold regularly scheduled meetings. Planning Committee meetings will be held on the 1st Tuesday of each month at 5:00 pm and the Finance / Administrative Committee meetings will be held on the 2nd Monday of each month at 5:30 pm. Both meetings will be held at the District office and are open to the public.

2. PUBLIC COMMENT

The Board received public comment.

3. CONSENT CALENDAR

a. Minutes;

January 9, 2013 Special Board Meeting

January 14, 2013 Regular Board Meeting

b. Expenditures

c. Financial Reports

d. Sacramento Suburban Water District Intertie Agreement Renewal

- *Action: Approve Consent Calendar Items*

The Board received public comment.

It was moved by Director Anderson and seconded by Director Green at accept the consent calendar as presented. The motion passed by a unanimous vote of 5-0-0.

4. ITEMS FOR DISCUSSION AND ACTION

4.1 DRAFT RLECWD AGENDA ITEM CHECKLIST

President Dills explained the reasons this form was designed and how it is to be used.

It was moved by Director Green and seconded by Director Anderson to approve the Agenda Item Checklist. The motion passed by a unanimous vote of 5-0-0.

4.2 RESOLUTION 2013-03 DISTRICT GOALS

President Dills read the portion of Resolution 2012-17 that had removed a District goal from the Policy Manual.

It was moved by Director Green and seconded by Director Caron to approve Resolution 2013-03 adding District goal, "Construct a distribution system serving the entire District which is adequately sized and looped". The motion passed by a unanimous vote of 5-0-0, with President Dills, Director's Longo, Anderson, Green and Caron voting yes.

4.3 ON-CALL PERSONNEL AND VEHICLE USAGE

G.M. Henrici provided the Board with detailed cost saving to the District if the on-call employees were to take the District vehicle home when on call.

During Board discussion it was decided that this item would be brought back before the Board to re-evaluate in six months.

General Counsel, Ravi Mehta recommended that the Board establish some written guidelines.

The Board received public comment.

President Dills requested that the General Manager develop guidelines for on-call vehicle usage.

It was moved by Director Caron and seconded by Director Anderson to approve the recommendation by Staff to allow the use of District vehicles by on call employees. The motion carried by a unanimous vote of 5-0-0.

4.4 STANDBY FEE RESOLUTION 2013-04

General Counsel, Ravi Mehta briefly explained the process the District went through to before approving this resolution. He also provided detailed information on the Resolution.

It was moved by Director Caron and seconded by Director Longo to approve Resolution 2013-04. Minimum Water Service for all Properties / Parcels Connected to the District's Water System. The motion carried by a unanimous vote of 5-0-0, with President Dills, Director's Longo, Anderson, Green and Caron voting yes.

Director Green requested that the motion be amended to state that customers receive a credit on their account.

It was moved by Director Caron and seconded by Director Longo to approve the amendment requested by Director Green. The motion carried by a unanimous vote of 5-0-0, with President Dills, Director's Longo, Anderson, Green and Caron voting yes.

5. INFORMATION ITEMS

5.1 DISTRICT ACTIVITY REPORT

- a. General Manager's Report
- b. Water Production Report
- c. District Engineers Report

5.2 BOARD REPORTS

- a. Finance Committee – Dills, Anderson
- b. Planning Committee – Longo, Green
- c. Regional Water Authority – Dills, Henrici
- d. Sacramento Groundwater Authority – Green, Henrici

- e. LAFCo – Caron
- f. Other Reports

It was requested that the District's Legal Adhoc committee be provided with a copy of the proposed settlement agreement with Mary Harris.

6. DIRECTORS' AND GENERAL MANAGER COMMENTS

None

7. PUBLIC COMMENT FOR CLOSED SESSION

There was no public comment.

Closed Session began at 8:05 p.m.

8. CLOSED SESSION

The Board of Directors will convene to Closed Session to discuss the following items.

- 1.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2011-0010-3481.
- 2.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2012-8000-1135.
- 3.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2012-8000-1095.
- 4.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2012-8000-1108.
- 5.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54957(b)(1). Public Employee Performance Evaluation - General Manager.

The Board was back in open session at 9:07 p.m.

The Board President stated that the Board was provided a status report from General Counsel and there is nothing new to report. The Board did review the General Managers performance and they will review it again in June 2013.

9. ADJOURNMENT

President Dills adjourned the meeting at 9:10 p.m.

Respectfully submitted,

Mary Henrici, Secretary

Brent Dills, President

-DRAFT-
MINUTES OF THE
MARCH 2, 2013
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
THE RIO LINDA/ELVERTA
COMMUNITY WATER DISTRICT

1. CALL TO ORDER, ROLL CALL

The March 2, 2013 Special Meeting of the Board of Directors of the Rio Linda/Elverta Community Water District was called to order at 1:01 p.m. at the Depot/Visitor Center located at 730 L Street, Rio Linda, Ca. General Manager, Mary Henrici took roll call of the Board of Directors. President Brent Dills, Director Frank Caron, and Director Duane Anderson were present and Director Matt Longo and Director Paul R. Green, Jr. were absent

1. PLEDGE OF ALLEGIANCE

President Dills led the pledge of allegiance.

2. PUBLIC COMMENT

The Board accepted public comment.

The Board accepted public comment for closed session.

The Board adjourned to closed session at 1:09 p.m.

4. CLOSED SESSION

The Board of Directors will convene to Closed Session to discuss the following items.

4.1) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956(b)(1). Potential Litigation - Joseph Sherrill.
Notice of claim for potential invasion of privacy.

The Board returned from Closed Session at 1:53 pm. Director Green arrived during closed session.

5. ANNOUNCEMENT FROM CLOSED SESSION

President Dills stated that the District will be responding to the letter from Mr. Sherrill and the Board has voted to deny the claim. Therefore, Legal Counsel will be drafting a letter to Mr. Sherrill.

The Board excused Legal Counsel from the rest of the meeting.

The Board received public comment regarding the announcement from closed.

6. ITEMS FOR DISCUSSION AND ACTION

6.1 Strategic Planning Workshop #2

President Dills explained the thought process for this second strategic planning workshop of when and how the District is going to accomplish it.

- a) What needs to be done?
- b) When will it be done?
- c) How will we pay for the projects / work?

There was much interaction and conversation between the Board and the public members in attendance on prioritizing issues and when to implement them over the next five years.

It was determined that all of the needs of the District were for all current and future customers.

The Board and public members identified the differences between repairing the infrastructure and new construction.

It was recommended that the Board needs to have further discussions regarding;

- Update Water Master Plan
- Safety Issues
- Staff

7. ADJOURNMENT

President Dills adjourned the meeting at 3:10 pm.

Respectfully submitted,

Mary Henrici, Secretary

Brent Dills, President

RIO LINDA



ELVERTA

Meeting Date: March 18, 2013

Consent Calendar

Agenda Item # 3b

Subject:	Expenditures
Recommendation:	The Finance committee recommends the expenditures through February 28, 2013 be approved.
Current Background and Justification:	The Finance committee has reviewed the attached list of expenditures.
Conclusion:	
Board Action / Motion:	Motioned by Director _____ Seconded by Director _____ Dills: _____ Green: _____ Caron: _____ Anderson: _____ Longo: _____ (A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Rio Linda/Eiverta Community Water District
Operating Account Expenditure List
February 01, 2013
thru
February 28, 2013

Type	Date	Num	Name	Memo	Amount
1009 - CA Bank & Trust Operating					
Bill Pmt - Check	02/04/2013	2081	AFLAC	808812-02/2013	-318.84
Bill Pmt - Check	02/04/2013	2082	All Mighty Security & Sound	8412	-250.00
Bill Pmt - Check	02/04/2013	2083	Bank of New York	Admin Fee 1/1-12/31/13	-1,700.00
Bill Pmt - Check	02/04/2013	2084	Comcast	1/2013 bill	-382.31
Bill Pmt - Check	02/04/2013	2085	Delta Health Systems	Feb 2012	-7,554.00
Bill Pmt - Check	02/04/2013	2086	Labor Ready Southwest, Inc.	18742741 W/E 1/26	-744.80
Bill Pmt - Check	02/04/2013	2087	Matthew Longo	1/8 & 14/2013 Mtgs	-200.00
Bill Pmt - Check	02/04/2013	2088	Rio Linda Hardware and Building Sup	Jan Charges / Feb bill	-302.40
Bill Pmt - Check	02/04/2013	2089	Sprint	54888548-072	-254.74
Bill Pmt - Check	02/04/2013	2090	The News	Rtn & Reg Envelopes	-1,782.07
Bill Pmt - Check	02/12/2013	2095	Affinity Engineering Inc	1239 - Partial	-4,800.00
Bill Pmt - Check	02/12/2013	2096	Allied Waste Services, Inc.	0822-002018994 Jan Chrgs / Feb Bill	-85.81
Bill Pmt - Check	02/12/2013	2097	Duane Anderson	JAN 6 - 14, 2013 MTGS	-200.00
Bill Pmt - Check	02/12/2013	2098	Labor Ready Southwest, Inc.	18760120 W/E 2/01/13	-705.70
Bill Pmt - Check	02/12/2013	2099	MailFinance	N9787504 MAR 13	-895.43
Bill Pmt - Check	02/12/2013	2100	Sierra Chemical Company	72584	-716.40
Bill Pmt - Check	02/12/2013	2101	Teamsters Local #180	Feb 13 Dues	-394.00
Bill Pmt - Check	02/12/2013	2102	USA Mobility Wireless, Inc.	W35566935	-15.11
Bill Pmt - Check	02/12/2013	2103	Vanguard Cleaning Systems	16904	-185.00
Liability Check	02/12/2013	E-pay	irs	68-0107897 QB Tracking # 83818012	-4,187.82
Liability Check	02/12/2013	E-pay	Employment Development	002-4361-6 QB Tracking # 83818482	-682.12
Liability Check	02/14/2013	EFT	QuickBooks Payroll Service	Created by Payroll Service on 02/12/2013	-9,455.10
Liability Check	02/14/2013	EFT	QuickBooks Payroll Service	Created by Payroll Service on 02/12/2013	-322.75
Paycheck	02/15/2013	2091	Employee	Manual PR check	-1,083.87
Paycheck	02/15/2013	2092	Employee	Manual PR check	-137.02
Bill Pmt - Check	02/15/2013	2093	Employee	Reim Mileage 2-15-13	-45.88
Bill Pmt - Check	02/15/2013	2094	Employee	Reim Mileage 2-15-13	-24.88
Bill Pmt - Check	02/15/2013	2104	Bank of New York	2/2013 Bond Pymt	-20,000.00
Bill Pmt - Check	02/15/2013	2105	Bankcard Center 3482	01/04 - 02/01/13 GAS	-411.01
Bill Pmt - Check	02/15/2013	2106	Bankcard Center 3651	1/03 thru 1/31/13 GAS	-552.19
Bill Pmt - Check	02/15/2013	2107	Bankcard Center 3857	Jan charges	-576.67
Bill Pmt - Check	02/15/2013	2108	Bankcard Center 4054	Jan charges	-386.10
Bill Pmt - Check	02/15/2013	2109	California State Disbursement Unit	2/15/13 Wage Garnishment	-387.50
Bill Pmt - Check	02/15/2013	2110	Corelogic Information Solutions Inc	80786448	-134.75
Bill Pmt - Check	02/15/2013	2111	Franchise Tax Board	2/15/13 Wage Garnishment	-153.33
Bill Pmt - Check	02/15/2013	2112	Frank Caron	2/6-8-11/13 MTGS	-300.00
Bill Pmt - Check	02/15/2013	2113	Customer	2 Toilet Replaces REBATE	-150.00
Bill Pmt - Check	02/15/2013	2114	Law Offices of Ravi Menia	1/01 - 1/31/13	-75,366.00
Bill Pmt - Check	02/15/2013	2115	PG & E 2762-9	01/06 - 02/08/13	-42.82
Bill Pmt - Check	02/15/2013	2116	PG&E 724-1	01/06 - 02/08/13	-11.20
Bill Pmt - Check	02/15/2013	2117	Rio Linda / Eiverta Community Water	Gas improv 2/13	-7,800.00
Bill Pmt - Check	02/15/2013	2118	Sacramento County Recorder	6 LEINS, 10 LEINRELEA	-300.00
Bill Pmt - Check	02/15/2013	2119	SAWWA	2013 DUES	-325.00
Bill Pmt - Check	02/15/2013	2120	SMUD	Jan charges/Feb bill	-11,621.85
Bill Pmt - Check	02/15/2013	2121	USA BlueBook	872363 872355-DeWalt 61 Jackhammer	-2,077.30
Bill Pmt - Check	02/15/2013	2122	BSK Labs Fresno, Inc.	Jan Charges / Feb bill	-246.00
Bill Pmt - Check	02/20/2013	EFT	CalPERS	PayDate 2-15-13	-3,883.66
Liability Check	02/26/2013	E-pay	irs	68-0107897 QB Tracking # 88364107	-4,485.86
Liability Check	02/26/2013	E-pay	Employment Development	002-4361-6 QB Tracking # 88364437	-648.33
Bill Pmt - Check	02/27/2013	2123	AIG Valle	Feb 2013	-100.00
Bill Pmt - Check	02/27/2013	2124	Brent Dille	2/8 & 2/11/13 MTGS	-200.00
Bill Pmt - Check	02/27/2013	2125	California State Disbursement Unit	2/28/13 Wage Garnishment	-387.50
Bill Pmt - Check	02/27/2013	2126	Cathy Head	Re-issue Lost Cks 1/2011 & 1/2013	-300.00
Bill Pmt - Check	02/27/2013	2127	GPS Training Center	Training for Mary and Barbara	-800.00
Bill Pmt - Check	02/27/2013	2128	Employee	Refund of Ins PR deduction-Not on Insurance	-64.80
Bill Pmt - Check	02/27/2013	2129	Delta Health Systems	Mar 2013	-7,554.00
Bill Pmt - Check	02/27/2013	2130	Franchise Tax Board	2/28/13 Wage Garnishment	-153.33
Bill Pmt - Check	02/27/2013	2131	Greeniger & Company	0877880	-5,826.64
Bill Pmt - Check	02/27/2013	2132	Labor Ready Southwest, Inc.	W/E 2/06 & 2/15/2013	-1,375.20
Bill Pmt - Check	02/27/2013	2133	Matthew Longo	2/8 & 2/11 MTGS	-200.00
Bill Pmt - Check	02/27/2013	2134	Employee	Reimburse mileage 6 mi @ .565 cents per mi	-3.39
Bill Pmt - Check	02/27/2013	2135	PG&E 742-3	01/15 - 02/15/13	-225.64

Rio Linda/Elverta Community Water District
All Other Accounts Expenditure List
February 01, 2013
through
February 28, 2013

Account	Type	Date	Num	Name	Memo	Amount
1002 - CA Bank & Trust Surcharge	SWF Pmt - Check	02/15/2013	359066	Affinity Engineering Inc (SRF)	Inv# 1238 Engineering Well #15	-1,520.00
	SWF Pmt - Check	02/15/2013	359067	Law Offices of Ravi Mehta	01/01-01/31/13	-991.25
	General Journal	02/28/2013	JE021342	Construction SRF - Bank	Trsf funds to establish New Bank Account - Construction SRF	-200,000.00
						-202,511.25
1005 - CA Bank & Trust Shortfall Reserve				NO ACTIVITY		0.00
1007 - CA Bank & Trust Construction SRF				NO ACTIVITY		0.00
1012 - CA Bank & Trust Secured CC				NO ACTIVITY		0.00
1015 - CA Bank & Trust Surcharge Reserve				NO ACTIVITY		0.00
1032 - CA Bank & Trust Security Acct						
	SWF Pmt - Check	02/15/2013	1052	Customer	FinalBRI Refund	-65.00
	SWF Pmt - Check	02/15/2013	1053	Customer	FinalBRI Refund	-17.20
	SWF Pmt - Check	02/15/2013	1054	Customer	FinalBRI Refund	-16.10
	SWF Pmt - Check	02/15/2013	1055	Customer	FinalBRI Refund	-20.50
						-118.96
1033 - CA Bank & Trust Capital Improve						
	SWF Pmt - Check	02/12/2013	1034	Affinity Engineering Inc	1238 - PARTIAL	-3,600.00
	SWF Pmt - Check	02/15/2013	1035	AQUA-TECH Company	WORD: Cat-1045	0.00
	SWF Pmt - Check	02/15/2013	1036	AQUA-TECH Company	Cat-1045	-1,715.00
						-5,315.00

Rio Linda/Eiverta Community Water District
Operating Account Expenditure List

February 01, 2013

thru

February 28, 2013

nt -Check	02/27/2013	2136	Quill Corporation	8328140 Toner & Drum	-289.22
Liability Check	02/27/2013	EFT	QuickBooks Payroll Service	Created by Payroll Service on 02/28/2013	-8,678.08
Liability Check	02/27/2013	EFT	QuickBooks Payroll Service	Created by Payroll Service on 02/28/2013	-181.74
Liability Check	02/27/2013	EFT	QuickBooks Payroll Service	Created by Payroll Service on 02/28/2013	-1,292.69
Paycheck	02/28/2013	2137	Employee	Manual PR check	-1,189.07
Paycheck	02/28/2013	2138	Employee	Manual PR check	-191.83
Paycheck	02/28/2013	2139	Employee	Manual PR check	-520.59
Paycheck	02/28/2013	2140	Employee	Manual PR check	-773.15
Bill Pmt -Check	02/28/2013	2141	Cintas	6000218888	-21.37
Bill Pmt -Check	02/28/2013	2142	Customer	Refund of Over payment	-68.84
Bill Pmt -Check	02/28/2013	2143	Rio Linda / Eiverta Community Water	2/13 Sur Chrg Trefr	-61,244.41
Check	02/28/2013	2144	VOID		0.00
Bill Pmt -Check	02/28/2013	EFT	CalPERS	PayDate 2-28-13	-3,335.18
GRAND TOTAL 2-01 THRU 2-28-2013					-262,376.78

RIO LINDA



ELVERTA

Consent Calendar

Meeting Date: March 18, 2013

Agenda Item # 3c

Subject:	Financial Reports
Recommendation:	The Finance committee recommends approval of the Financial Reports.
Current Background and Justification:	The Finance committee has reviewed and discussed the financial reports for the month of February 2013.
Conclusion:	
Board Action / Motion:	Motioned by Director _____ Seconded by Director _____ Dills: _____ Green: _____ Caron: _____ Anderson: _____ Longo: _____ (A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Rio Linda/Elverta Community Water District

BANKING

As Of February 28, 2013

CHECKING & SAVINGS BANK ACCOUNT BALANCES:

<u>GL Acct No#</u>	<u>Bank Account Name</u>	<u>Bank Balance</u>
1002	CB&T Surcharge	292,894.12
1015	CB&T Surcharge Restricted Reserve	481,951.59
1009	CB&T Operating	25,707.79
1012	CB&T Secured CC	15,006.19
1032	CB&T Security Dep Acct	48,715.35
1033	CB&T Capital Improve	110,238.11
1041	Bank of New York-Debt Service	80,000.00
1044	Bank of NY-Reserve Restricted Fund	243,345.46
1051	Restricted LAIF for GASB 45	15,560.17
1005	Sherrill Reserve	25,000.00
1007	Construction Checking Account SRF	200,000.00

TOTAL \$ 1,538,418.78

OPERATING BANK ACCOUNT - CHECKS HOLDING:

<u>Date Written</u>	<u>Payee</u>	<u>Ck#</u>	<u>Description</u>	<u>Amount</u>
4/27/2012	Mary Harris	1457	Legal fee reimbursement 04/12	500.00
1/7/2013	RLECWD	2010	Surcharge Account 12/12	70,113.44
1/15/2013	Bank of NY	2023	Bond Payment 01/13	20,000.00
1/31/2013	RLECWD	2080	Surcharge Account 01/13	13,263.86
2/15/2013	Bank of NY	2104	Bond Payment 02/13	20,000.00
2/15/2013	RLECWD	2117	Capital Improvements 2/13	7,500.00
2/28/2013	RLECWD	2143	Surcharge Account 02/13	61,244.41

TOTAL 192,621.71

Rio Linda/Elverta Community Water District
 Profit and Loss Budget Performance
 FEBRUARY 28, 2013

	Annual Budget	Feb 2013	Jul '12 - Feb 13	% of Budget	Balance
Ordinary Income/Expense					
Income					
4 - OPERATING REVENUES					
Total 40 - Water Service Rates	1,932,206.00	146,378.66	1,314,346.79	68.02%	617,880.31
Total 41 - Account Service Charges	62,000.00	5,255.00	61,693.34	68.66%	10,406.66
Total 42 - Field Water Service Fees	18,260.00	0.00	14,671.00	69.67%	1,876.00
Total 4012 - Miscellaneous Revenue	5,000.00	308.63	308.63	6.16%	4,691.17
Total 4 - OPERATING REVENUES	2,045,466.00	150,642.51	1,410,818.66	66.97%	634,637.04
6000 - NON-OPERATING REVENUES					
6001 - Tower Leases	75,000.00	6,423.38	53,239.86	70.98%	21,760.04
6002 - Earnings on Monies	1,000.00	363.63	666.25	66.63%	434.75
6003 - Property Taxes & Related	60,000.00	0.00	0.00	0.0%	60,000.00
6004 - Miscellaneous Non-Operating	2,600.00	0.00	2,712.48	104.5%	-212.48
6007 - Lawsuit Settlements-One Time	0.00	25,000.00	25,000.00	0.0%	-25,000.00
Total 6000 - NON-OPERATING REVENUES	138,600.00	31,816.91	61,617.69	58.85%	66,982.31
Total Income	2,183,866.00	182,759.42	1,492,336.66	68.33%	691,619.35
Expense					
6600 - Other Expense - Prior Year	0.00	14,695.76	14,695.76	0.0%	-14,695.76
6699 - Other Expenses	5,000.00	0.00	0.00	0.0%	5,000.00
66900 - Reconciliation Discrepancies	0.00	-4,917.27	0.00	0.0%	0.00
7 - NON-OPERATING EXPENDITURES					
7007 - Sherrill Settlement Expense	0.00	65,000.00	65,000.00	0.0%	-65,000.00
Total 70 - Debt Service	240,263.00	1,700.00	167,664.36	76.07%	62,678.61
7002 - Non-Operating Expense	0.00	96.00	176.00	0.0%	-176.00
Total 7 - NON-OPERATING EXPENDITURES	240,263.00	66,736.00	272,763.36	113.53%	-32,500.36
5 - OPERATING EXPENDITURES					
Total 51 - Officers/Auditor/Legal fees	307,000.00	76,895.00	437,769.10	142.6%	-130,769.10
52 - Wages & Benefits					
Total 520 - Benefits & Expenses	246,418.50	10,496.11	184,626.66	74.28%	63,891.85
Total 522 - Salary	497,311.00	98,026.71	262,043.66	66.78%	145,267.30
Total 52 - Wages & Benefits	685,729.50	48,522.82	454,728.16	65.31%	231,004.36
Total 524 - Office Operations	66,212.00	3,890.30	56,690.72	66.42%	26,621.28
Total 5300 - Field Operations	367,450.00	20,435.31	176,826.37	46.94%	187,623.63
Total 537 - Conservation	6,176.00	180.00	7,661.12	62.36%	624.88
Total 538 - Contractual Services/Agreements	50,000.00	1,120.00	6,720.00	13.44%	43,280.00
Total 539 - Insurance	47,600.00	364.25	33,609.78	70.85%	13,990.22
Total 540 - Memberships	38,008.00	325.00	34,066.00	68.7%	3,942.00
5207 - Governmental Fees/Lien Fees	10,000.00	300.00	6,117.99	61.16%	1,882.01
5217 - Elections	6,246.00	0.00	6,246.00	100.0%	0.00
5900 - Prior Year Bills	0.00	776.63	0.00	0.0%	0.00
Total 5 - OPERATING EXPENDITURES	1,610,320.50	155,871.61	1,226,150.23	76.33%	381,170.27
Total Expense	1,855,683.50	262,266.13	1,516,506.41	81.73%	336,074.06
Net Income	328,372.50	-69,526.71	-24,172.75	-7.36%	362,645.26

Rio Linda/Elverta Community Water District
Balance Sheet
As of February 28, 2013

Feb 28, 13

ASSETS

Current Assets

Checking/Savings

1009 · CA Bank & Trust Operating	25,707.79
1005 · Sherrill Reserve	25,000.00
1007 · Construction-SRF	200,000.00
1002 · CA Bank & Trust Surcharge	292,894.12
1015 · CA Bank & Trust Surcharge Reser	481,981.59
1012 · CA Bank & Trust Secured CC	15,005.19
1032 · CA Bank & Trust Securty Acct	48,715.35
1033 · CA Bank & Trust Capital Improve	110,235.11
1041 · Bank of New York-Debt Service	80,000.00
1044 · Bank of NY-Reserve Fund	243,345.45
1051 · Restricted for GASB 45	15,550.17

Total Checking/Savings 1,538,418.76

Accounts Receivable

1202 · State Revolving Fund Receivable	79,333.98
--	-----------

Total Accounts Receivable 79,333.98

Other Current Assets

1201 · Water Utility Receivables	20,262.36
1220 · Accrued Revenues	150,000.00
1600 · Inventory	62,365.98
1602 · Prepaid Insurance	21,459.47
1620 · Elverta Specific Plan Receivable	4,898.75

Total Other Current Assets 259,006.56

Total Current Assets 1,876,759.34

Fixed Assets

1722 · Urban Water Management Plan	10,680.00
1700 · Construction In Process Well 15	2,889,880.51
1701 · Compliance Order Improvements	102,423.90
1702 · SCADA System Under Development	8,001.30
1703 · General Plant	762,012.65
1704 · Pumping Plant	106,000.00
1705 · Transmission & Distribution	11,158,400.29
1706 · Land	496,673.45
1707 · CIP Well #14	114,861.40
1716 · CIP Well 16	111,335.93
1717 · CIP Well 17	66,866.63
1720 · Diesel Generator/Air Compressor	11,784.00
1723 · Misc Bowl Replacements	17,862.55
1760 · Accumulated Depreciation	
1767 · Urban Water Management Plan Dep	-534.00
1763 · General Plant	-743,834.33
1764 · Pumping Plant	-105,000.00
1766 · Transmission & Distribution	-4,819,765.74
1768 · Diesel Generator/Air Com Deprec	-1,064.00

Total 1760 · Accumulated Depreciation -5,670,896.07

Total Fixed Assets 10,066,354.54

Other Assets

1800 · 1994 Debt Deferred Refunding	
1801 · Debt Deferred Refunding - Other	854,867.56
1815 · 1994 Debt Deferred-Accum Amort	-376,763.88

Total 1800 · 1994 Debt Deferred Refunding 478,103.70

1820 · 2003 Bond Debt Issuance Cost

1821 · 2003 Bond Debt Issuance-Other	242,518.01
1825 · 2003 Bond Cost-Accum Amort	-77,045.29

Total 1820 · 2003 Bond Debt Issuance Cost 165,472.72

1900 · Annexation-Boundary Maps

Rio Linda/Elverta Community Water District
Balance Sheet
As of February 28, 2013

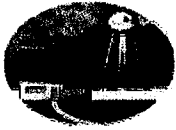
	Feb 28, 13
1901 : Annexation Boundary Maps-Other	42,790.25
1915 : Accum. Amortization Annexation	-42,790.25
Total 1900 : Annexation-Boundary Maps	0.00
1920 : Master Plan	
1921 : Master Plan - Other	261,625.17
1925 : Accumulated Amortization-Master	-104,653.81
Total 1920 : Master Plan	156,972.36
1930 : Regional Master Plan	
1931 : Regional Master-Plan-Other	30,101.80
1935 : Accum. Amortization Regional MP	-12,039.80
Total 1930 : Regional Master Plan	18,061.80
1940 : Standard Improvement	
1941 : Standard Improvement - Other	28,767.00
1945 : Accum. Amortization-Standard	-28,767.00
Total 1940 : Standard Improvement	0.00
Total Other Assets	818,640.88
TOTAL ASSETS	12,781,764.46
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2206 : Retentions payable	63,166.00
2000 : Accounts Payable	14,312.58
Total Accounts Payable	77,478.58
Other Current Liabilities	
2001 : Prepaid Service Installations	600.00
2005 : Bond Interest Payable	24,204.17
2016 : Sherrill Settlement Payable	85,000.00
2100 : Payroll Liabilities	
2102 : Deferred Comp-Vaile 457(b)	-100.00
2107 : Insurance Payable	
2117 : Group Health PR Lia.	-1,134.00
2127 : AFLAC PR Lia	-65.00
Total 2107 : Insurance Payable	-1,199.00
2111 : State Unemployment Ins	2,776.61
2116 : FUTA	-315.75
Total 2100 : Payroll Liabilities	1,175.86
2200 : Security Deposits Payable	32,330.00
2600 : 2003 Bond Issue-ST	95,000.00
2610 : Accumulated Sick/Vacation	
2611 : Compensated Absences Short Term	24,087.71
Total 2610 : Accumulated Sick/Vacation	24,087.71
Total Other Current Liabilities	262,414.83
Total Current Liabilities	339,893.41
Long Term Liabilities	
2600 : 2003 Bond Issue	3,215,000.00
2601 : 2003 Bond Issue-LT	-95,000.00
Total Long Term Liabilities	3,120,000.00
Total Liabilities	3,459,893.41
Equity	
3100 : Capital Assets, Net	6,348,202.00
3200 : Restricted Fund Balances	

12:03 PM
03/11/13
Accrual Basis

Rio Linda/Elverta Community Water District
Balance Sheet
As of February 28, 2013

	<u>Feb 28, 13</u>
3201 - 2003 Bond Reserve with Trustee	<u>329,876.58</u>
Total 3200 - Restricted Fund Balances	329,876.58
3210 - Restricted for Surcharge	670,002.00
3300 - Retained Earnings	2,581,850.08
Net Income	<u>381,920.39</u>
Total Equity	<u>9,291,861.05</u>
TOTAL LIABILITIES & EQUITY	<u>12,751,754.46</u>

RIO LINDA



ELVERTA

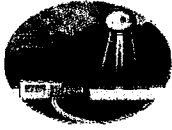
**Items for Discussion
and Action**

Meeting Date: March 18, 2013

Agenda Item # 4.1

Subject:	Moratorium on new well drilling in designated areas adjoining the McClellan Park
Recommendation: Current Background and Justification:	Marty Hall and Susan Williams will provide a presentation regarding the moratorium.
Conclusion:	
Board Action / Motion:	Motioned by Director _____ Seconded by Director _____ Dills: _____ Green: _____ Caron: _____ Anderson: _____ Longo: _____ (A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RIO LINDA



ELVERTA

**Items for Discussion
and Action**

Meeting Date: March 18, 2013

Agenda Item # 4.2

Subject:	Tom Gohring from the Water Forum and John Woodling, SGA / RWA
Recommendation:	Tom Gohring of the Water Forum and John Woodling of SGA and RWA will present the Board information on their organizations and their role in the valley.
Current Background and Justification:	
Conclusion:	
Board Action / Motion:	Motioned by Director _____ Seconded by Director _____ Dills: _____ Green: _____ Caron: _____ Anderson: _____ Longo: _____ (A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RIO LINDA



ELVERTA

**Items for Discussion
and Action**

Meeting Date: March 18, 2013

Agenda Item # 4.3

Subject:	Mutual Aid Agreement
Recommendation:	The Planning Committee recommends approval of the Mutual Aid Agreement without legal review.
Current Background and Justification:	The District will no longer need the intertie connection with Sac Suburban after the new tank is completed. Management requested looking into a Mutual Aid agreement with Sac Suburban for use of the intertie and other supplies in the future. This would provide either agency with emergency supplies if approved by the other in case of emergency or natural disaster. The Committee approved of the concept. Legal was asked for an estimate to review the agreement. The legal estimate is 20 hours on the high side. The committee feels this amount is excessive. This same agreement has been signed by Del Paso Manor and Carmichael Water Districts.
Conclusion:	The Committee feels this is a boiler plate agreement that does not need the level of legal review requested by legal counsel. This agreement does not require the District to provide goods or services if asked but it does allow a mechanism to provide them if needed. Because of this it is felt the agreement should be approved by the Board as it stands.
Board Action / Motion:	Motioned by Director _____ Seconded by Director _____ Dills: _____ Green: _____ Caron: _____ Anderson: _____ Longo: _____ (A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RIO LINDA



ELVERTA

Items for Discussion
and Action

Meeting Date: March 18, 2013

Agenda Item # 4.4

Subject:	Elverta Specific Plan third party agreement
Recommendation:	<p>The Planning Committee recommends that the Board approve the document after 3 hours of legal review. The Elverta Specific Group feels they could pay for 4-6 hours of review.</p> <p>Legal has reviewed for 2-1/2 hours, estimates 10 – 15 hours for completion.</p>
Current Background and Justification:	<p>The Elverta Specific Plan investors want the District to start their review of their system requirements which includes an update to our existing Master Plan, additions to the plan for their project and contracts for surface water to comply with PF8. The group will provide the money for to update our current Master Plan and be reimbursed through a portion of future connection fees.</p>
Conclusion:	<p>There is conflict regarding the amount of time the committee, the Elverta Specific Group and legal feel it will take to review this agreement. Until this is resolved this project is at a standstill.</p>
Board Action / Motion:	<p>Motioned by Director _____ Seconded by Director _____</p> <p>Dills: _____ Green: _____ Caron: _____ Anderson: _____ Longo: _____</p> <p>(A) Yea (N) Nay (Ab) Abstain (Abs) Absent</p>

RIO LINDA / ELVERTA COMMUNITY WATER DISTRICT
CONSULTANT FUNDING AGREEMENT

THIS CONSULTANT FUNDING AGREEMENT ("Agreement") is entered into as of the ___ day of _____, 2013 ("Effective Date"), by and between the RIO LINDA / ELVERTA COMMUNITY WATER DISTRICT ("District"), and ELVERTA OWNERS GROUP, a group of landowners interested in pursuing development of and therefore funding of, some of the cost of development within the boundaries of the Elverta Specific Plan ("Landowners").

RECITALS

A. On August 8, 2007, the Sacramento County Board of Supervisors adopted the Elverta Specific Plan ("Specific Plan"). The Specific Plan provides for the development of a mixed use community on approximately 1,750 acres including commercial uses, park lands, school sites, a mix of housing types and related infrastructure.

B. The Landowners are pursuing various subsequent governmental approvals in order to advance development within the Specific Plan. District is interested in providing feasible water service to the plan area.

C. Landowners need a reliable and financially affordable supply of domestic water.

D. District and Landowners desire to enter into an agreement providing for certain tasks and funding for certain tasks to be performed or overseen by the District's engineer related to planning, financing and implementation of future water service to the Specific Plan area that is sustainable and feasible.

AGREEMENT

1. Effective Date and Term. This Agreement shall be effective as of the date first shown above (the "Effective Date"). This Agreement shall remain in full force and effect until five (5) years from the Effective Date, unless extended in writing by District and Landowners, or until terminated pursuant to Section 6, below.

2. Initial Scope of Work and Approved Budget. The initial scope of work ("Initial Scope of Work"), including the budget as approved by the parties is set forth

in Exhibit "A" attached hereto and incorporated herein by this reference. Any additional tasks and budget adjustments shall only become effective when approved, in writing by the General Manager of District and Landowners' authorized representative.

3. Deposits and Accounting. Landowners shall submit to District, within 30 days of execution of this agreement, an initial deposit for the budget amount contained in the Initial Scope of Work, as set forth in Exhibit "A". District shall provide, to Landowners within twenty-five (25) calendar days of the end of any given month, a written monthly accounting report of the prior month's expenditures by District of funds paid by Landowners pursuant to this Agreement. In the event that the Initial Scope of Work is increased pursuant to this Agreement, the Landowners shall deposit the corresponding increased amount of budget for such increased Initial Scope of Work with District within thirty (30) calendar days after execution of the change order as provided in Section 2 above.

4. District Consultant Invoices. District consultants shall provide detailed, itemized invoices to District of their work that falls within the Initial Scope of Work, as may be amended pursuant to Section 2 above. District shall include in its consultant contracts a provision that District's consultants shall provide invoices to District within thirty (30) days after the end of each month's work by such consultants. District shall provide copies of invoices to the Landowners upon receipt from consultants by transmitting them electronically via email to the individual designated by the Landowner to receive notices per this agreement.

When District expenditures for approved tasks under this Agreement reach sixty percent (60%) of the approved budget set forth in Exhibit "A," or any change order to this Agreement, District and Landowners shall meet and confer on the status of work on the approved tasks and remaining tasks to be completed, and adjust the approved budget pursuant to mutual written agreement of District and Landowners. No work will occur on any task or scope of work for which the required deposit has not been received.

Payments by Landowners to District shall be transmitted to District, as follows:

Rio Linda/Elverta Community Water District
Attn: Mary Henrici, General Manager
P.O. Box 400
Rio Linda, CA 95673

5. Credit for Master Plan Portion of the Scope of Work. The completion of the District's Master Plan Update "Update" has been determined to be in the interest of both the District and the Landowners. To accelerate the completion of the Update as defined in Task 1 of the Scope of Work as set forth in Attachment A, the Landowners agree to pay upfront costs for the Update. The District agrees to reimburse the cost of the Update by crediting the Landowners the actual cost currently estimated at \$50,000 toward future connection fees associated with the development. The allocation of the reimbursement will be determined at a future date and will not exceed 50 percent of the development's connection fee.

6. Refunds of Unexpended Funds/Payment Upon Termination. After completion of the tasks set forth above in Exhibit "A" and in any change orders to this Agreement, and after full satisfaction of all financial obligations incurred by District in performance of such tasks and if unexpended funds paid by Landowners to District remain, District shall, within fourteen (14) calendar days, refund such unexpended funds to the Landowners.

In the event this Agreement is terminated as provided in Section 7, below, District shall refund any unexpended funds as provided for above.

7. Termination. This Agreement may be terminated by (a) expiration of the Term set forth in Section 1, above, without extension of the parties by mutual written agreement, (b) either District or the Landowners for any reason upon providing ten (10) days' written notice to the other party, subject to the payment obligation of the Landowners set forth in Section 5, above, (c) District for failure by Landowners to make required payments in a timely manner hereunder.

8. Reimbursement Agreement. District and Landowners agree that the costs paid pursuant to this Agreement will benefit other developers and landowners of property within the Elverta Specific Plan boundary. District agrees to assist and take all reasonable actions to cause or support the creation of an infrastructure financing fee such that said costs, shall be reimbursed to Landowners through a fee upon future lands as they benefit from said expenditures .

9. Notices. Any notice ("Notice") to be given hereunder to any party hereto shall be in writing and shall be delivered to the person at the appropriate address set forth below by personal service (including express or courier service), or by certified mail, postage prepaid, return receipt requested, as follows:

Notice required to be given to District shall be addressed as follows:

General Manager
P.O. Box 400
Rio Linda, CA 95673

Notice required to be given to the Landowners shall be addressed as follows:

Elverta Owners Group
c/o Jeff Pemstein
The RCH Group
1640 Lead Hill Boulevard, Suite 220
Roseville, CA 95661

Notices so submitted shall be deemed to have been given (i) on the date personally served, if by personal service, or (ii) forty-eight (48) hours after the deposit of same in any United States Post Office mailbox, postage prepaid, addressed as set forth above. The addresses and addressees, for the purpose of this Section 8, may be changed by giving written notice of such change in the manner herein provided for giving notice.

10. No Third Party Beneficiaries. This Agreement is made and entered into for the sole protection and benefit of Landowners and District and their successors and assigns: No person who is not a party to this Agreement shall have any right of action based upon any provision in this Agreement.

11. Amendments. All modifications or amendments to this Agreement shall be in writing, and executed by all parties hereto in order to be of any force or effect.

12. Jurisdiction and Venue. This Agreement shall be administered and interpreted under the laws of the State of California. In addition to any other right or remedies, either District or Landowners may institute legal action to cure, correct or remedy any default, to enforce any covenant or agreement herein, or to enjoin any threatened or attempted violation. All legal actions shall be instituted in the Superior Court of the County of Sacramento, State of California.

13. Severability. If any term, covenant or condition of this Agreement or the application thereof to any person, entity or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant or condition to persons, entities or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term,

covenant or condition of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

14. Entire Agreement. Except as may be amended as set forth in Section 10, above, this Agreement, inclusive of its Recitals and Exhibits, constitutes the sole agreement between District and the Landowners pertaining to funding of the tasks set forth in Section 2, above, and supersedes any other oral or written understanding.

IN WITNESS WHEREOF, District has authorized the execution of this Agreement in by its President of the Board and Landowners have authorized execution of this Agreement by Jeffrey M. Pemstein.

DISTRICT:

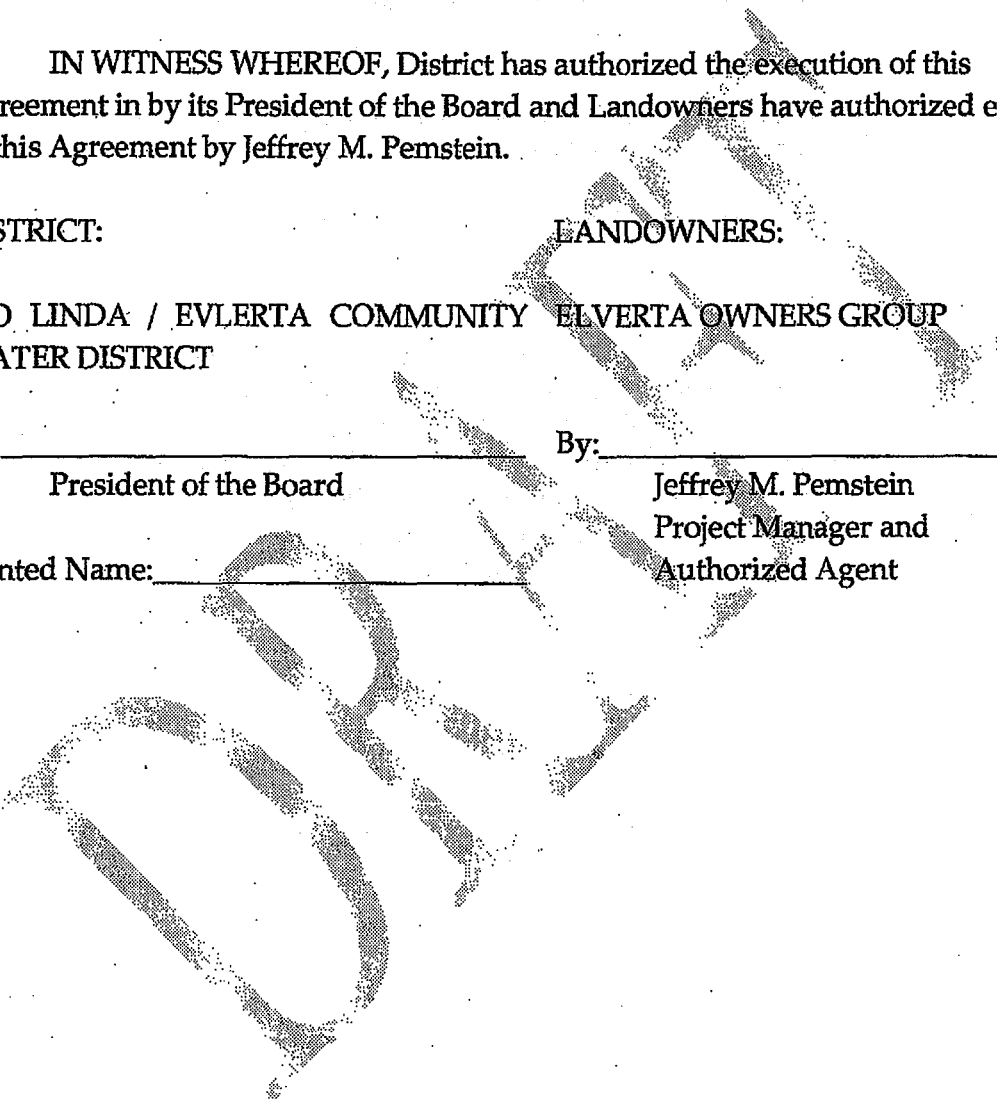
LANDOWNERS:

RIO LINDA / EVLERTA COMMUNITY WATER DISTRICT ELVERTA OWNERS GROUP

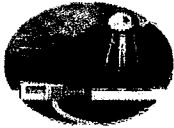
By: _____
President of the Board

By: _____
Jeffrey M. Pemstein
Project Manager and
Authorized Agent

Printed Name: _____



RIO LINDA



ELVERTA

**Items for Discussion
and Action**

Meeting Date: March 18, 2013

Agenda Item # 4.5

Subject:	Hydropneumatic tank air relief valve replacement
Recommendation:	<p>The Planning Committee recommends installing air relief valves on the hydropneumatic tanks immediately as this is a Safety issue.</p> <p>Legal review not required.</p>
Current Background and Justification:	<p>The District's insurance carrier contacted us and said that our hydropneumatic tanks will need to be certified as OSHA has noted failures to the tanks. Phase 1 has been completed. The projects needed have been prioritized. The Engineer has recommended that air relief valves be replaced immediately as a safety issue on 7 of the tanks. Estimated cost \$11,000.00 to provide this equipment. The other tasks that need to be completed will be budgeted in the next two fiscal years.</p>
Conclusion:	<p>The air relief valves need to be installed on these tanks as there are currently none. Pressure has nowhere to escape should there be excess pressure in the tanks. \$11,000.00 can be allocated from the Elverta Booster station design budget in the Capital Improvement fund to perform this work.</p>
Board Action / Motion:	<p>Motioned by Director _____ Seconded by Director _____</p> <p>Dills: ___ Green: ___ Caron: ___ Anderson: ___ Longo: ___</p> <p>(A) Yea (N) Nay (Ab) Abstain (Abs) Absent</p>



**Items for Discussion
and Action**

Meeting Date: March 18, 2013

Agenda Item # 4.6

<p>Subject:</p>	<p>Request of River West Owners Group / Gibson Ranch, LLC to receive water from RLECWD</p>
<p>Recommendation:</p>	<p>The Planning Committee recommends that a letter be written to LAFCo in support of the River West Owners Group / Gibson Ranch, LLC to include their land in our District Boundaries so they may develop in the future. Please see the attached letter from the group.</p> <p>District staff to compose letter.</p>
<p>Current Background and Justification:</p>	<p>The River West Owners Group / Gibson Ranch, LLC owners group made a presentation to the Planning Committee. They are requesting the District provide a letter to Lafco in support of their property being included in the District boundaries so they may receive water from our agency at a future date. This property is adjacent to the Elverta Specific Plan property owners group and is currently in an unfranchised area. The other agency nearby who can provide water is Cal Water.</p>
<p>Conclusion:</p>	<p>This letter of support would be the first step in a very long process before these land owners could receive water from our agency. The Elverta Specific Project infrastructure would be right next to these properties and it would make sense for this area to be an extension to the piping system in the future. Adding these properties would also square off the District's boundaries.</p>
<p>Board Action / Motion:</p>	<p>Motioned by Director _____ Seconded by Director _____</p> <p>Dills: _____ Green: _____ Caron: _____ Anderson: _____ Longo: _____.</p> <p>(A) Yea (N) Nay (Ab) Abstain (Abs) Absent</p>

Gibson Ranch, LLC
3001 I Street, Suite 200
Sacramento, CA 95816
Phone: (916) 379-0955 • Fax: (916) 379-0915

March 1, 2013

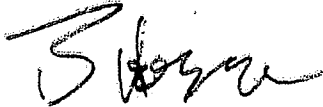
Mary Henrici
General Manager
Rio Linda/Elverta Community Water District
730 L Street
Rio Linda, CA 95673

RE: Gibson Ranch LLC Annexation Request

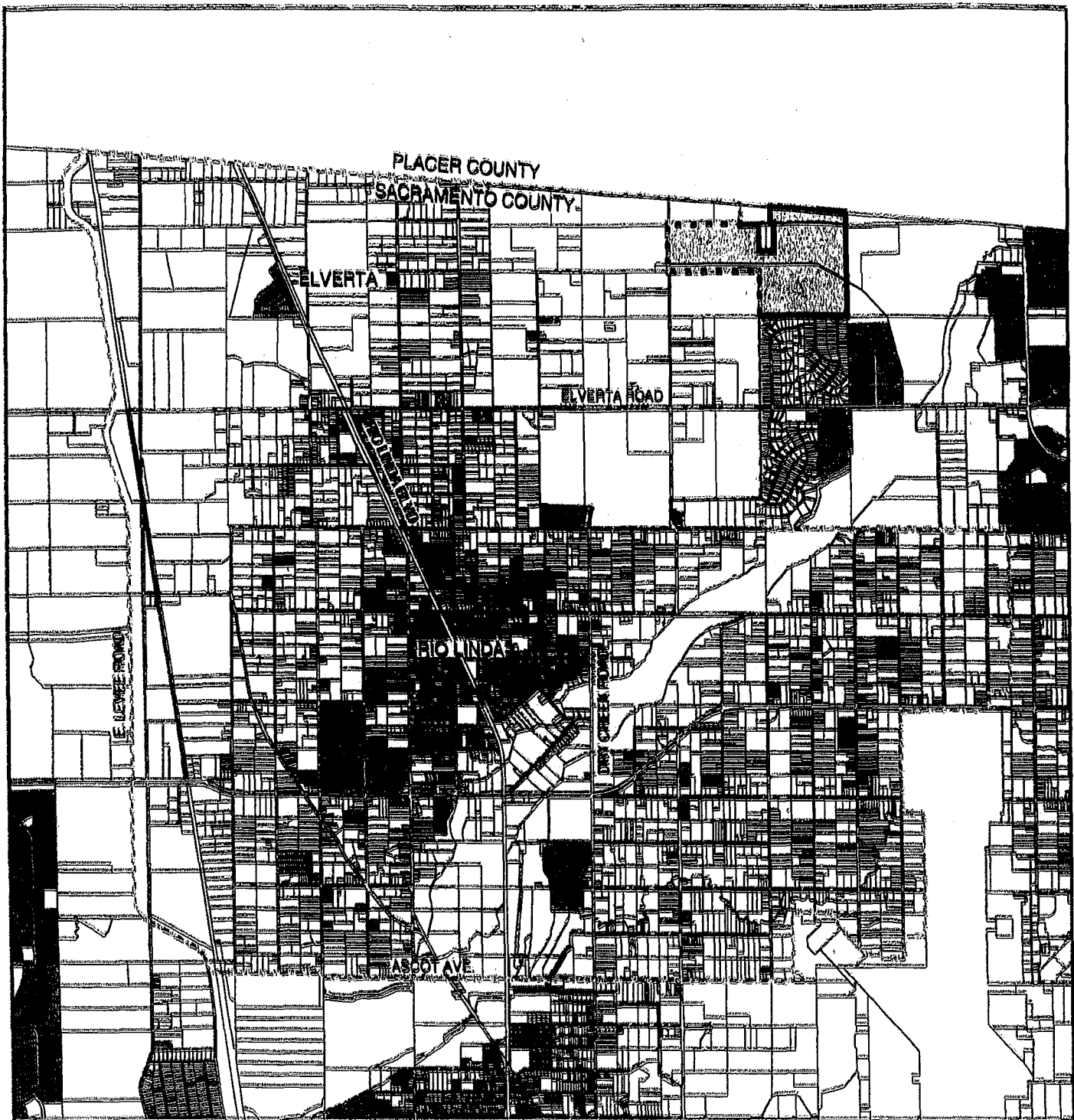
Ms. Henrici,

Gibson Ranch, LLC requests annexation of Sacramento County parcels 203-0010-003 (19.16 acres), 015 (87.17 acres) and 016 (143.42 acres) to the Rio Linda/Elverta Community Water District. These parcels are currently in the non-franchised area but adjacent to the current district boundary. A Tentative Subdivision Map will be processed by Sacramento County this year as part of the Elverta Specific Plan and will include this annexation request. It is anticipated that this development application could be approved by the Sacramento County Board of Supervisors by this time next year.

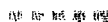


Sincerely,



Bret Hogge
Land Use Manager
River West Investments



LEGEND:

-  EXISTING DISTRICT BOUNDARY
-  PROPOSED ANNEXATION BOUNDARY
-  ELVERTA SPECIFIC PLAN BOUNDARY

PROPOSED ANNEXATION

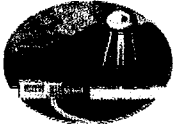
DATE: MARCH, 2013

**RIO LINDA / ELVERTA
COMMUNITY WATER DISTRICT**
SACRAMENTO COUNTY, CA



**MCR
ENGINEERING**

MCR ENGINEERING, INC.
3242 DUPONT COURT
MANTECA, CA 95336
TEL: (209) 299-6229
FAX: (209) 299-8888



Items for Discussion
and Action

Meeting Date: March 18, 2013

Agenda Item # 4.7

Subject:	Legal Cost Control
Recommendation:	<p>The Ad Hoc committee would like to address the following legal cost controls:</p> <p>Requirement of estimate before legal work is done. Cost of written estimate on all legal work before it is done. Board discussions with Counsel by phone or in person fees.</p> <p>Contract points including:</p> <ul style="list-style-type: none"> • Interest charged on late payment. • Possibility of rate negotiation on anniversary dates. • Upcoming performance review in June. • Payment of travel, meals, copies, etc. • Discuss paragraphs 10a and 10b of contract.
Current Background and Justification:	
Conclusion:	The Ad Hoc committee recommends the Board provide further direction to the staff and committee once the above items are discussed.
Board Action / Motion:	<p>Motioned by Director _____ Seconded by Director _____</p> <p>Dills:___ Green:___ Caron:___ Anderson:___ Longo:___.</p> <p>(A) Yea (N) Nay (Ab) Abstain (Abs) Absent</p>

RIO LINDA



ELVERTA

**Items for Discussion
and Action**

Meeting Date: March 18, 2013

Agenda Item # 4.8

Subject:	Create procedures for approving legal cost estimates for review of documents.
Recommendation:	Staff is requesting Board to give direction to staff on a process or procedure for approval of legal costs when committees or staff disagree with legal counsel's estimates of time.
Current Background and Justification:	In an effort to control legal costs the Board of Directors has asked that staff request estimates of time and completion dates for all legal work. Staff has requested several estimates on a variety of work. Staff and committees have felt the time estimates provided by legal are excessive for the work requested. This has stopped all items that need to have legal review from being accomplished. In the past staff has been authorized to spend up to \$5,000.00 on items that are not daily expenses. Many of the estimates are above this spending limit.
Conclusion:	The current process for getting legal work done in an economical and timely manner is not working. If there is disagreement between legal and staff or committees on the time required for a project the project stops. The staff is asking for direction on this matter so it will not need to be brought back to the Board again in the future.
Board Action / Motion:	Motedioned by Director _____ Seconded by Director _____ Dills:____ Green:____ Caron:____ Anderson:____ Longo:____. (A) Yea (N) Nay (Ab) Abstain (Abs) Absent



Items for Discussion
and Action

Meeting Date: March 18, 2013

Agenda Item # 4.9

<p>Subject:</p>	<p>Purchase of Used Inserting Equipment</p>
<p>Recommendation:</p>	<p>Finance /Administrative Committee recommends the District purchase demonstration (used) inserting equipment and shop around for other companies to repair the equipment as needed. Purchase \$11,000 and \$1,884.04 annual maintenance.</p>
<p>Current Background and Justification:</p>	<p>The District's inserter machine's lease will expire on March 31, 2013. I have cancelled the lease because we do not need all of the equipment we currently have now that we have a bulk mail permit. The staff has looked at 4 options on what to do instead of the current practice. Attached are the findings on our research</p>
<p>Conclusion:</p>	<p>Although purchasing the District's existing machine would be less expensive the item has been used for 5 years. The demo machine has been maintained well and should last the District many years. Outsourcing appears to be \$1,000.00 less per year but then there is no control of confidentiality or when the mailings go out. There is also no contract so prices can change. Leasing a new machine is more expensive and would have the same end result as purchasing a lightly used machine.</p>
<p>Board Action / Motion:</p>	<p>Motioned by Director _____ Seconded by Director _____ Dills: _____ Green: _____ Caron: _____ Anderson: _____ Longo: _____ (A) Yea (N) Nay (Ab) Abstain (Abs) Absent</p>

Recommendation: **Purchase Used Equipment for Inserting of Billing**

Even though there would be an upfront out of pocket purchase. Looking at the cost over a 5-year period this would be a cost savings to the District. This equipment has been used for demo purposes and been kept in excellent operating condition.

Purchase \$11,000 with maintenance cost of \$1,884.04 annually.

Annual cost to insert in-house \$26,118.26 or per piece cost bills \$0.724 / late bills \$1.368

Pros:

- Maintenance cost of \$1,884.04 annually
- In-house control with ability to adjust product output.
- Convenience – The ability to insert and mail at the convenience of the District. Weekends or nights if necessary.
- District could own the equipment with ability to use inserter for other possible projects, Consumer Confidence Reports (CCR's) and other notices.
- Timeliness – Delivery of mailing to the Post Office in a timely manner much quicker.
- \$\$\$ Savings – remittance, turnaround time, mailing in the customer hands sooner means revenue in District sooner.
- Confidentiality – Customer information is secure.
- Fixed costs – Cost would be stable.
- Customer friendly – customer would not be impacted as service would remain the same.

Cons:

- Staff Time – total of 12 labor hours over 2 months.
- No equipment for other projects.
- Possible delays of cash flow.
- Confidentiality - Customer information vulnerable.

The attached spreadsheets provide a detailed breakdown of the various costs for 5-year lease of equipment, purchase of existing equipment and outsourcing of the billing.

Outsourcing of the Billing

Recommendation: Do not outsource billing

Even though there would be an upfront out of pocket, purchase. Looking at the cost over a 5-year period this would be a cost savings to the District.

Approximate annual cost to outsource \$25,226.76 or per piece cost bills \$0.766 / late bills \$0.947 monthly

Pros:

- Staff Time - free up a total of 12 labor hours over 2 months.

Cons:

- No control
- No guarantee of costs
- No security of customer information
- No cost savings to the District
- No inserting equipment available if other projects are needed
- No guarantee of a timely delivery to the Post Office
- No savings of postage costs

Lease of New Equipment

Recommendation: Do not lease new equipment

This would be a 5-year lease with a total cost of \$38,908.80

Approximate annual cost of lease \$7,781.76 or per piece cost bills \$0.746 / late bills \$1.491 monthly

- The pros and cons would be the same as those of purchasing used equipment.
- Cost difference between the purchasing used equipment \$2,073.26 annually.

Purchase existing Equipment

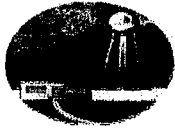
Recommendation: Do not purchase existing equipment

Out of pocket, purchase at \$3,169.19 with maintenance at \$3,500 - \$4,400

Per piece cost bills \$0.695 / late bills \$1.204 monthly

- The pros and cons would be the same as those of purchasing used equipment.
- Cost of annual maintenance is unknown at this time but approximately \$3,500 - \$4,400 annually.

RIO LINDA



ELVERTA

**Items for Discussion
and Action**

Meeting Date: March 18, 2013

Agenda Item # 4.10

Subject:	Manager Training
Recommendation:	Finance / Administrative Committee recommends the District approve sending the General Manager to "Manage Multiple Projects" training as this would improve the prioritization skills of staff.
Current Background and Justification:	Training cost is \$99.00 and takes place in Sacramento on May 8, 2013.
Conclusion:	
Board Action / Motion:	Motioned by Director _____ Seconded by Director _____ Dills:____ Green:____ Caron:____ Anderson:____ Longo:____. (A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RIO LINDA



ELVERTA

**District Activity
Report**

Meeting Date: March 18, 2013

Agenda Item # 5.1

Subject:	
Recommendation: Current Background and Justification:	a. General Manager's Report b. Water Production Reports c. District Engineers Report
Conclusion:	
Board Action / Motion:	Motedioned by Director _____ Seconded by Director _____ Dills: _____ Green: _____ Caron: _____ Anderson: _____ Longo: _____ (A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Managers Report

February 6, 2013 to March 12, 2013

On February 6, 2013 I attended the monthly Lafco meeting. There was discussion regarding the District's current financial condition and legal contract. It was requested that the District's legal contract be put on our agenda in January 2014 for reconsideration as there is a clause in the current contract regarding extension of the agreement.

On February 13, 2013 Director Anderson took a tour of the District's facilities.

On February 14, 2013 I attended the SGA meeting. The SGA adopted a conflict of interest code. Pam Tobin was appointed the SGA representative to ACWA. A presentation was done on the Groundwater Management Program the planning committee met and discussed the Elverta Specific Plan scope of work, the status of the hydropneumatic tank inspections and the annual intertie agreement with Sac Suburban.

On February 19, 2013 I had a meeting with landmark a tower lease purchasing company who may be interested in providing a quote to purchase our tower leases.

On February 20, 2013 I met with Johnson controls on the possibility of a power bill reduction. Sorry to say they can only do their program with agencies who use PG&E power.

On February 21, 2013 The SAWWA meeting this month was about backflow prevention and new regulations coming our way from the State on backflow assemblies.

On February 22, 2013 Staff met with Mr. Dills on scheduling projects for staff and tracking their progress.

On February 28, 2013 the District's engineer and I met with the Gibson Ranch LLC property owners group. They are asking the District to provide a letter of support for annexation into our District.

On March 4, 2013 staff was trained on the operation of the generator at well 15.

On March 5, 2013 the planning committee met and discussed the Elverta Specific Plan, the Gibson Ranch owners group, a mutual aid agreement with Sac Suburban, an RFP for the new tank and booster station, and received an update on the hydropneumatic tank status.

March 6 and 7 staff went to completed staff work training provided by CPS. I feel this will help staff determine the best answer to future problems in the district.

On March 11, 2013 the finance committee met and we discussed the District bank accounts and their restrictions. Staff was asked to look into options for our accounting software as there are issues with the current company in Quickbooks. The committee made a recommendation on an inserter for the companies billings. They requested staff review other agencies vehicle policies. They requested staff

compile a list of all contracts, terms and their renewal dates. They reviewed staff training requests. A landlord/ tenant letter was discussed. Staff was directed to ask other agencies what they do about tenants paying the water bills.

There is an opportunity for Board members who have not yet taken their ethics and sexual harassment training to take it for free at the Spring ACWA conference in Sacramento May 7, 2013. Please let me know if you are interested in attending this required training.

RIO LINDA/ELVERTA C.W.D. 2013

REPORT OF DISTRICT OPERATIONS

SOURCE WATER DATA

Water Production (Million Gallons)

January	February	March	April	May	June	Year To Date
39	36.5	0	0	0	0	
39,040,780	36,450,779					
July	August	Sept.	Oct.	Nov.	Dec.	
0	0	0	0	0	0	

Gallons = Multiply M.G. by:	1,000,000	Monthly Total	Gallons
Cubic Feet = Divide gallons by:	7.48		Cubic Feet
Hundred Cu Ft. = Divide cu. ft. by:	100		Hundred Cubic Feet
Acre Ft. = Divide gallons by:	325,829		Acre Ft.

DISTRIBUTION SYSTEM DATA

Water Quality Complaints

Complaints Total (Low Psi Complaints)

January	February	March	April	May	June	Year To Date
0	1(1)					
July	August	Sept.	Oct.	Nov.	Dec.	

New Services

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

Deterioration February 1 thru February 31	2
Damaged February 1 thru February 31	0

Water Sampling

Routine	16
Non Routine	2

February 1, 2013 - February 28, 2013

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

Work Orders Issued - 63 USA's Issued - 41

Get Current Read - 29

Repair or Replace Box - 1

Tag Property - 15

Disconnect Service - 3

Turn On/Off Service - 4

Possible Leak - 4

Meter Downsize Request - 1

Pressure Complaint - 1

Other Work - 3

Repair - 2

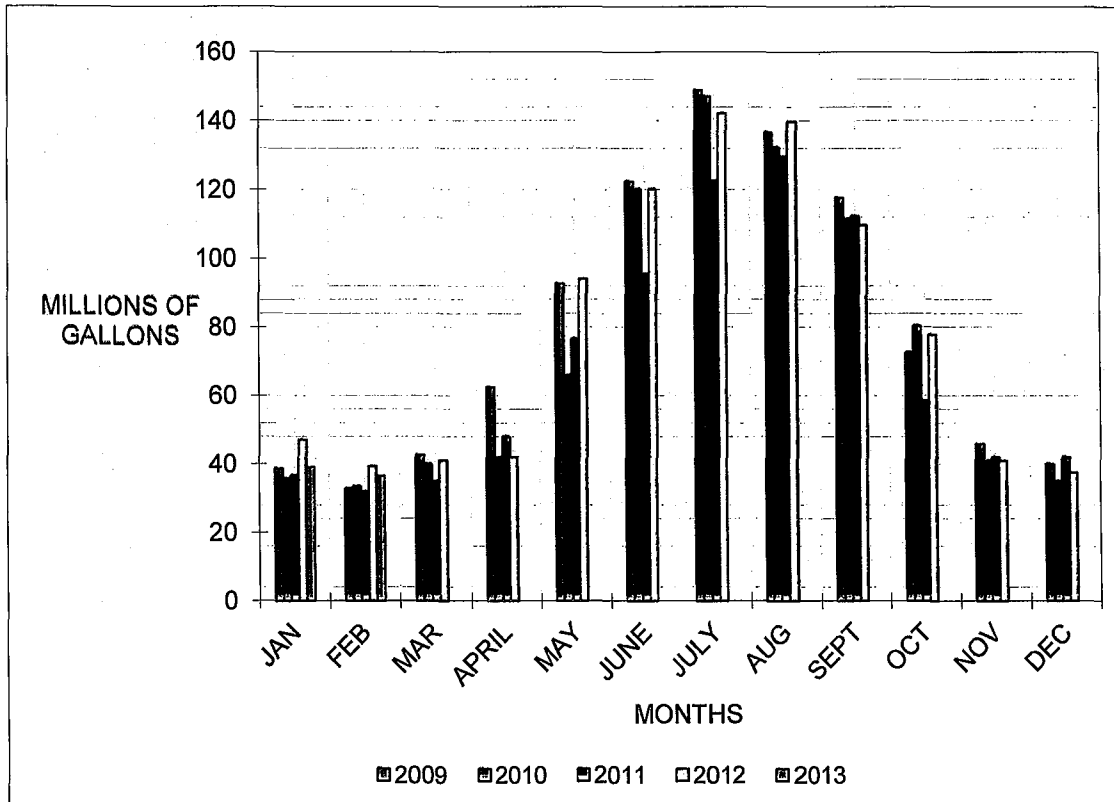
Relpaced 1 Broken Fire Hydrant, Raised 19 valve boxes in roadways covered by county paving projects.

RIO LINDA/ELVERTA C.W.D.

WATER PRODUCTION

2009 \ 2013

Month	Water Production in Million Gallons						SSWD Water Purchases			
	2009	2010	2011	2012	2013	Avg.	2010	2011	2012	2013
JAN	38.7	35.6	36.4	47	39	39.34	0	0	0.009	0
FEB	32.7	33.4	31.8	39.3	36.5	34.74	0	0	0	0
MAR	42.6	40	34.7	41.1		39.60	0	0	0.002	
APRIL	62.4	41.7	47.8	42		48.48	0	0	0	
MAY	92.6	65.7	76.4	94		82.18	0.002	0.019	0.01	
JUNE	122.3	120	95.3	120		114.40	0.4	0.71	0.12	
JULY	148.8	147	122.4	142.2		140.10	0.028	0.025	0.26	
AUG	136.6	132.2	129.4	139.7		134.48	0.038	0.012	0.3	
SEPT	117.6	111.4	112.2	109.7		112.73	0.094	0.003	7.6	
OCT	72.5	80.3	58.4	77.8		72.25	0	0.001	0	
NOV	45.9	40.8	41.9	41		42.40	0.004	0	0	
DEC	39.9	34.8	42	37.5		38.55	0	0	0	
TOTAL	952.6	882.9	828.7	931.3	75.5	898.875	0.566	0.77	8.301	0



TECHNICAL MEMORANDUM

To: Mary Henrioi = General Manager
From: Jim Carson, District Engineer (Affinity Engineering)
Subject: District Engineering Staff Report – March 2013
Date: March 10, 2013

This Technical Memorandum (TM) updates the Board of Directors on the engineering projects since last month's engineering report.

1. Planning Committee

The planning committee met on March 5, 2013 and discussed several planning projects. The planning committee is scheduled to meet the first Monday of each month. The next scheduled meeting is Tuesday April 2, 2013.

2. SRF Project – General

A letter was received from CDPH that approved the modification of the District scope to construct a reservoir and booster station with the remaining funding. Before the funding can be completed, the District needs to complete the design of the reservoir and booster station.

A request for proposal was completed (RFP) for the engineering of the L Street Reservoir and Booster Station. The RFP will be distributed this month with the selection of the design engineer planned for the April board meeting.

Once the design of the reservoir and booster station is complete, a permit and funding amendment will be submitted to CDPH prior to going out to bid for construction.

3. SRF Project – Well 15

Well 15 is operating and is currently the main supply to the water system. Control changes were made to protect the Well if the lubrication solenoid fails to open. Remote monitoring of the water system with SCADA was enabled.

4. Hydropneumatic Tank Risk Management

A TM was prepared that outlined recommended improvements and their associated schedules to address the non-certified hydropneumatic tanks. The schedule is as follows:

- Pressure relief valves are planned to be installed on the seven hydropneumatic tanks. The cost of the pressure relief valves is \$700 per site or \$4,900. This work was recommended by the planning committee to be added to the March board meeting agenda.

District Engineering Staff Report – March 2013
March 10, 2013

- Four tanks have been identified as being eligible for certifications and planned to be added to the FY13/14 capital budget. The cost of the certifications is \$10,800.
- Three tanks are not eligible for certification and are planned to be removed with new electrical panels and soft starts. These soft starts will mitigate the pressure surges that would occur when the tanks are out of service. The cost of the electrical panels are planned to be added to the FY 13/14 and FY 14/15 capital budgets. The cost for each electrical panel replacement is \$40,000 or \$120,000 for all three sites.

RIO LINDA



ELVERTA

Meeting Date: March 18, 2013

Board Reports

Agenda Item # 5.2

Subject:	Board and Committee Reports
Recommendation: Current Background and Justification:	a. Sacramento Groundwater Authority – Green, Henrici b. Regional Water Authority – Dills, Henrici c. LAFCo – Caron d. Planning Committee – Longo, Green e. Finance / Administrative Committee – Dills, Anderson f. Ad Hoc Legal Committee g. Other
Conclusion:	
Board Action / Motion:	Moted by Director _____ Seconded by Director _____ Dills: _____ Green: _____ Caron: _____ Anderson: _____ Longo: _____ (A) Yea (N) Nay (Ab) Abstain (Abs) Absent

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

Thursday, February 14, 2013; 9:00 a.m.

5620 Birdcage Street, Suite 110

Citrus Heights, CA 95610

(916) 967-7692

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**
 - a) Minutes of December 13, 2012 meeting.
Action: Approve Consent Calendar item.
- 4. CONFLICT OF INTEREST CODE**
Action: Approve SGA Policy 200.2 and Resolution 2013-01 to Adopt a Conflict of Interest Code.
- 5. ACWA JPIA DIRECTOR REPRESENTATION**
Action: SGA Chair to appoint a new ACWA JPIA Director Representative.
- 6. SGA GROUNDWATER MANAGEMENT PROGRAM**
Information Update: Rob Swartz, Principal Project Manager.
- 7. EXECUTIVE DIRECTOR'S REPORT**
 - a) Government Affairs Update
 - b) Hydrologic Modeling Tools Evaluation
 - c) SGA Financial Report
- 8. DIRECTORS' COMMENTS**

ADJOURNMENT

FEBRUARY 14, 2013

TO: SACRAMENTO GROUNDWATER AUTHORITY BOARD

FROM: JOHN WOODLING

RE: EXECUTIVE DIRECTOR'S REPORT

- a) **Government Affairs Update** – The new two-year legislative session kicked off with the swearing in of the Assembly and Senate. Regional Water Authority adopted a legislative and regulatory agenda for 2013 through unanimous consent. Those principles will help to guide SGA as well. Of special interest is a proposal from the ACWA Groundwater Committee that is being considered by the ACWA State Legislative Committee. The Groundwater Committee proposed that ACWA pursue legislation that would make groundwater recharge a beneficial use of water under the water code. Currently recharge is characterized as storage of water, which must later be extracted and put to a beneficial use. A workgroup at ACWA is modifying proposed language for reconsideration by the State Legislative Committee. Several spot bills have been introduced to serve as vehicles for further developing, or replacing, the 2009 water bond bill. There are a number of bills regarding hydrofracking. Staff will follow these bills, while also trying to determine the significance to the SGA area and surrounding regions. AB 145 (Perea) and SB 117 (Rubio) both propose to move the Drinking Water Program from Department of Public Health to the State Water Resources Control Board.
- b) **Hydrologic Modelling Tools Evaluation** – Staff has finalizing an agreement with the California Water Foundation for a grant to help identify information and analytical tools needs in the region, which would support Integrated Regional Water Management for the lower American River Basin. The grant would fund an effort led by RWA, with SGA, SCGA, and the Placer Groundwater Management Group representatives serving as a steering committee, to identify regional informational and analytical tool needs, evaluate and recommend enhancements to existing tools, and to potentially implement some of the recommended enhancements. The Sacramento Groundwater Authority is a local funding partner in the effort. An initial meeting of the steering committee was held on January 31, 2013.
- c) **SGA Financial Report** – The financial reports for the period ending December 31, 2012 and January 31, 2013 are attached.

Minutes, March 5th, 2013 Planning Committee Meeting

Attendees: Jim Carson District Engineer, Mary Henrici District General Manager, Paul Green Director and Matthew Longo Director.

Meeting called to order at 4:50 pm

Meeting was an update and informative meeting by the District Engineer to the Directors.

Public Comment: There was no public comment as there was no public in attendance.

Agenda Items:

1. State revolving funds Project Status Update:

- a. CDPH update regarding engineering report to change from 3 wells to 1 well plus a storage tank and booster station has been received well and it is believed by our Dist. Eng. (Jim Carson) that we have the blessing of CDPH to go ahead. The balance of our \$7.5 mil. loan will be the funding source.

There is no action recommended by the planning committee at this time.

- b. Request for Proposal (RFP) – "L" St. Reservoir and Booster Station. RFPs have been prepared by Dist. Eng., potential proposer have been identified base upon qualifications and ability. It is important to get on with project in order to align water supply with water needs of Dist.

It is the recommendation of the Planning Committee that we initiate RFPs for engineering proposals.

2. Elverta Specific Plan

- a. Elverta Owners Group, Funding agreement update and Scope of work update. Dist. Eng. is working to get approval between Land owners and RLECWD as to what is included in the scope of work and how scope of work is funded. At this time it is recommended that the Landowners pay and the Scope of work incorporate 1. An update of the Master Plan including a 5 yr. CFP. 2. Study of where the water will come from. 3. Merge the Elverta Specific Plan and the RLECWD Plan. Legal is concerned with Agreement and wants to review and provide edits. Estimated cost by Legal is considerably higher than Land owners believe is reasonable. Landowners are willing to pay up to \$1000.00 for review. Mary Henrici is to advise counsel and ask him to review up to \$1000.00 worth of time.

There is no recommendation at this time as this is an ongoing situation.

- b. Gibson Ranch LLC Owners Group is requesting of LAFCO and RLECWD that they be added via annexation to the District. This is an additional area of land in the ESP and will be provided water from the Infrastructure that is being planned with the Elverta Owners Group.

It is the recommendation of the Planning Committee that we provide our blessing to the annexation.

3. **SSWD and RLECWD Mutual Aid Agreement.** Standard mutual aid agreement between agencies binds neither but rather is an agreement of cooperation between SSWD and RLECWD.

It is the recommendation of the Planning Committee that the Mutual Aid Agreement be placed on the Regular Meeting Agenda as an action item without the estimated \$6000.00 legal review. It appears to the committee that this agreement is beneficial to both SSWD and RLECWD and should be approved.

4. **Hydropneumatic Tank Risk Mitigation.** 4 of our tanks were recommended for structural certification. It is recommended that we start this process about July of 2013, cost estimated to be \$10,800.00. 3 Tanks cannot be certified and will eventually have to be removed. Additionally the electrical panels of these tanks need replacement. It is recommended therefore that the District move forward with a plan to replace the elec. panels and include soft start technology. This will ease pressure surge issues. The cost of panel replacement is \$40,000.00 per site and we believe that we should address 2 sites in FY 13/14 and the other in FY14/15. A number of our tanks are not fitted with proper relief valves and it is recommended that we install them as soon as we are able.

It is the recommendation of the Planning Committee that the above items be brought to the Board as action items.

5. **SSWD and RLECWD Interconnection Agreement,** was approved by the SSWD Board for another year. The need for future interconnect Agreements will be unnecessary as the Mutual Aid Agreement will include interconnection during emergencies.

**Rio Linda/Elverta Community Water District
Finance and Administration Committee Meeting Minutes
March 11, 2013**

Public Comment: Public member Stephanie Suela commented about the District's Vehicle Policy as it relates to rounds. She said she did some research and checked with 7 or 8 similar districts and none of them perform weekend rounds. She said one of them was the same district that General Manager Henrici came from. G.M. Henrici disagreed.

1. **Expenditures:** The committee reviewed and discussed expenditures and accepted staff recommendation to approve the expenditures. Committee will recommend acceptance to the full board at the regular board meeting. Comments were made by the public and board members. G. M. Henrici explained some of the bank account information and was asked to identify the "restricted" accounts and the construction checking account for clarity.
2. **Profit and Loss Report:** The committee reviewed and discussed the profit and loss report. Comments were made by the public and board members. G. M. Henrici explained some of the report to the committee.
3. **District Chart of Accounts:** The Chart of Accounts was discussed. Comments were made by the public and board members. The Chart of Accounts is still not complete or accurate. The new Bookkeeper is having issues with the Quick Books software program and some of the formulas. It was also mentioned that the Chart of Accounts is not the only issue with Quick Books. The G.M. was directed to have staff do an analysis developing the pros and cons of staying with Quick Books and creating a new company vs. switching to a new software system.

The G.M. was asked to create a spreadsheet that listed and tracked critical dates (start, expiration, dates that cost increases, etc.) for all district leases and contracts. Comments were made by the public and board members.

4. **Discussion about equipment used for customer billing:** Comments were made by the public and board members. Staff completed an analysis of viable options for providing customer billing equipment. Internal vs. external comparison and contrasting was done. Options were developed using price for equipment, maintenance and listing the pros and cons of each option. Option #1 was selected over Option #4. They were similar with the price being less for Option #4 per piece but the equipment would be older and cost of maintenance and reliability was the deciding factor. The committee agreed with staff to pursue Option #1 and recommends that course of action to the Board.

5. **On Call Vehicle Policy:** The Committee reviewed and discussed the On-Call Vehicle Policy. Comments were made by the public and board members. One change of a location of a sentence from one paragraph to another was suggested. The committee agreed with that suggestion and the G.M. agreed to make the change. A discussion also took place regarding the time estimated by Counsel to review this document. The time seemed excessive. There are more items like this that need to be discussed with District Counsel during the regular board meeting in March.

6. **District Staff Training:** Comments were made by the public and board members. G.M. Henrici mentioned that she and a staff person had already attended the "Completed Staff Work" Training recommended by the Board and have used the training to benefit the District already. Public Member John Ridilla mentioned that some of the staff work had looked incomplete related to board packets in the past several months. G.M. also requested training to help "Manage Multiple Projects". This will improve prioritization skills. The Committee agreed that training would be beneficial. A Grade 2 District employee getting paid Grade 3 Water Operator pay will be taking the Grade 3 test. The employee requested the District fund a practice exam course to increase his chances of successfully passing the exam. The G.M. was authorized to make an offer to loan the employee \$300 to be reimbursed by the employee to take the course.

7. **Overtime and Holiday Pay:** The matter was reviewed and discussed. Comments were made by the public and board members. Staff were not paid for or taking compensating time off for travel time for past work performed related to weekend rounds. Pay and mileage reimbursement was to be port to port. The District Bookkeeper had caught some under payments in her own holiday pay. These matters were resolved by making some normal back payments.

8. **General Managers Report:** The G.M. report was a brief half page summary of some highlights during the month. It was reviewed and discussed by the committee. The G.M. noted tower leases and possible loans as income streams for the District. The G.M. will be checking with a local school district about the terms and conditions of their tower leases. The G.M. had noted some issues related to owner/renters and shut off requests. The G.M. was asked to check to see what other utilities do in similar circumstances and report back. More legal review time estimates were discussed. This issue needs to be elevated to the full board during regular board meetings for discussion with District Counsel. The issue is affecting the performance, efficiency and effectiveness of the District, the board and the G.M.

Summary of the District's Financial position: All bills held have still not been paid but progress has been made recently. The legal fees have gone down considerably and should continue to decrease. Employees, vendors and contractors are all being paid. Things are getting better gradually.

Meeting minutes were taken by Brent Dills to the best of his ability. I have not intentionally left anything out and am solely to blame if that occurred.