

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

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

**August 7, 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 (L AFC 07-10)**

**RECOMMENDATION**

1. Receive and file status report.
2. Direct the Executive Officer to continue to monitor the status of Rio Linda Elverta Community Water District on a monthly basis and to report back to the Commission as necessary if there are any significant changes related to the District's operational and financial condition.

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. The overall financial condition is improving. Currently, the District has a balanced budget and is current with accounts payable. The District has obtained coverage for employment practices from the Association of California Water Agencies. The coverage will commence in October, 2013 during the annual renewal period.

**DISCUSSION**

This report summarizes the actions, developments, and events related to the Rio Linda Elverta Community Water District that have occurred since June 5, 2013.

## **I. Board of Directors**

The Board is developing a Strategic Plan to prioritize deferred maintenance, capital improvement projects and district financing. The Board has established several sub-committees to review and recommend policies for the consideration by the Board.

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

The new Board is taking positive actions to improve Board meetings and develop a long term operational, financing and capital improvement strategies for the District, and also control its legal costs.

## **II. Proposed Reservoir Tank and Booster Station**

CDPH has agreed to amend the Scope of Work 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 authorized the General Manager to enter into contracts for environmental and construction design for the proposed reservoir tank.

The following steps summarize the major components of this project:

Complete:	RFP issued for design
Complete:	Select Consulting Engineer
95% Complete:	Develop Plans and Specifications
In Progress:	Amend Funding Agreement with CDPH
In Progress:	Issue RFP for Construction Contract
In Progress:	Approve Construction Bid
In Progress:	Commence Construction

It is anticipated that the design and engineering plans will be 95 percent complete by the end of July, 2013. Currently environmental review is under way. 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.

### **Overall Operations**

Generally, the District appears to have stabilized and is moving in a very positive direction. There are no significant issues to report.

## **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.

The District has completed the required Federal/State audit related to the State revolving loan. No audit exceptions were noted in the report. The District is in compliance with the terms and conditions of the loan and has accurately reported required financial information.

### **III. Status of District Operations**

#### **District Financial Condition**

The District has adopted a balanced budget for FY 2013-14. The budget includes approximately \$300,000 for capital improvements and it projects that it will have a fund balance of approximately \$100,000 at the end of this fiscal year.

#### **Staffing and Employee Relations**

The Board authorized the General Manager to hire three employees. Therefore, staffing levels should be adequate.

#### **Liability Insurance**

The Association of California Water Agencies (ACWA) has extended the District's liability coverage for a 6 month period until October, 2013: ACWA has agreed to provide coverage for employment practices when the insurance policy is renewed in October.

#### **District Operations**

The General Manager's report for June 11, 2013 to July 9, 2013 is attached highlighting the status of various district activities.

#### **Elverta Specific Plan Development Project**

Currently, the CDPH has imposed a building moratorium until the District has complied with the outstanding Compliance Order. The developer for the unfranchised areas of the Elverta Specific Plan Area has contacted the District about annexing the remaining portion of the Elverta Specific Plan Area into the District boundaries.

The District is in the process of preparing the Master Plan Update. This plan should be complete by December, 2013. Once the Master Plan is complete and approved, the District will prepare a financial plan and rate study to determine the appropriate rates for the new development and current rate payers.

The Board of Directors have approved the agreement with the developer group to fund the engineering work for District's Master Plan update and efforts to comply with PF8.

**Pending Litigation as of January 14, 2013**

Currently, there is no pending litigation.

**IV. Summary of Issues**

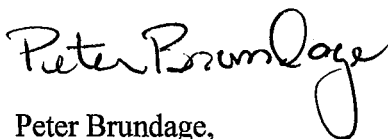
Overall the District is providing adequate water service to the community and progress is being made to address the water supply capacity issue. The District has obtained insurance coverage for employment practices effective October 2013. The District's overall financial is improving and accounts payable are current. It appears that the District continues to move in a very positive direction.

**V. Next Steps**

LAFCo staff will continue to work with CDPH and the District to monitor the situation. The Executive Officer will continue to monitor the District on a monthly basis and report back to the Commission if there are significant changes to the District's operational and financial condition.

Respectfully Submitted;

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**



Peter Brundage,  
Executive Officer

Attachments

**Managers Report****June 11, 2013 to July 9, 2013**

On June 12, 2013 I went to a water caucus meeting where all managers from area water districts discussed matters of importance to all of us. These included the Bay Delta Plan, Best Management Practice (BMP) 1.4 regarding the structure of water rates and the meetings that are coming up to review this BMP, current legislation and a flow standard the RWA is still modeling for the regional plan required by the State.

On June 13, 2013 I went to Sacramento Groundwater Authority (SGA) bimonthly meeting. We received an update on the model treatment of chromium 6 project being done in Davis. They also approved the annual budget transferring some items to the current year from the past year that had not been completed to date. There was also a legislative update and a groundwater management update. The audit for fiscal year 2012/13 was also approved.

On June 17, 2013 Jim Carson, Jim Crowley and I met with the City of Sacramento to discuss possible surface water purchases for the Elverta Specific Plan and other developments in the area. There was a positive response from the city. They are gathering information and will be in contact with our engineers.

On June 18, 2013 Jim Carson, Jim Crowley and I met with Carmichael Water District to discuss the potential of buying water credits from their agency as an interim measure to meet PF8 requirements. The discussion was positive and this information will be added to the information staff is gathering for potential sources of surface water. Afterward Mr. Carson and Crowley and I had a meeting discussing our progress so far in contacting all agencies in the area and next steps to take with the project.

On June 19, 2013 I went to an all day meeting with the California Urban Water Conservation Council (CUWCC) and discussed Best Management Practice (BMP) 1.4 rate setting in great detail with the group. The CUWCC is trying to determine if the current methods available for water conservation rate structure are appropriate and if they should be reviewed and revised. There was an overwhelming response from the water community that the current method of 70 % volumetric and 30% fixed expense rate structure was not workable for many Districts and there should be more methods available to comply with this BMP. This information was taken to the Plenary meeting the next day.

On June 20, 2013 I went to the Plenary meeting where they discussed BMP 1.4 options 1 and 2, future demand forecasting, avoiding costs of water energy projects and allowed networking between the three groups of the CUWCC.

On June 26, 2013 the ACWA/JPIA boiler and machinery inspection services consultant came out to inspect our hydropneumatic tanks. They were informed that the District has already done preliminary testing on our tanks and has budgeted for removal of 2 tanks per year until all are replaced or circumvented.

On June 27, 2013 we had a meeting with the SEMS people and informed them of our status in providing them with the information needed to implement their program. Later that day the Air Quality Management District inspected and was happy with our operations. No corrective actions are needed.

On June 28, 2013 The Board President and I met with Mr. Miller regarding his inactive service fee. Mr. Miller feels that the District should ask the County for additional tax money for our fixed costs instead of asking the customers who are not currently using their service to pay a fee. This was discussed during the Finance and Administrative meeting on the 8<sup>th</sup> of July. Later that day Jim Crowley and I met with the Manager of El Dorado County Water District and discussed their action to acquire water rights in the area. It was determined that the two agencies would keep each other up to date on our plans to acquire surface water.

On July 2, 2013 I met with SMUD's energy efficiency staff. They will be providing us with more energy efficient lighting and our peak factor rate will be adjusted because of this energy audit. This should drop the energy bill in the office for at least the next 12 months.

On July 3, 2013 the Planning committee met. The L St. design is 95% complete. The proposal to do environmental work on the pipeline to well 5 was presented. An update was provided on the Elverta Specific plan. A water supply matrix is forthcoming on this project. A Capital Budget item was presented for recommendation to the full Board. New bins for building materials need to be constructed at well 2A before the L St. project starts as the old bins will have to be destroyed. The Hyce property easement agreement was discussed. Based on the information presented the committee felt that Mr. Hyce should be allowed to transfer his service to someone else if he wishes to do so.

On July 8, 2013 the Finance/Administration committee met. The District expenditure and financial reports were discussed. The job descriptions of Water Utility Superintendent and Administrative Assistant were discussed along with compensation and benefits. The 2013-14 final budgets were reviewed and discussed. The inactive service fee was discussed at length in an effort to determine what the best course of action would be regarding this charge. Mr. Ridilla was asked to provide the staff with options/choices for amending the fee. His ideas were received and incorporate in the inactive service fee staff report.

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

1

Monday, July 15, 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 ALLEGIANCE

### 2. PUBLIC COMMENT

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

### 3. CONSENT CALENDAR

*Action items: Approve Consent Calendar Items*

- a. Minutes:  
June 17, 2013 Regular Meeting
- b. Expenditures
- c. Financial Reports

### 4. REGULAR CALENDAR

#### ITEMS FOR DISCUSSION AND ACTION

#### 4.1 Ron Hyce, Property Easement Agreement.

Board to consider whether to permit Mr. Hyce to transfer his 1" water service. *Recommendation by the Planning Committee is that Mr. Hyce be given ability to transfer his 1 " water service pursuant to*

his December 18, 1991 agreement with the District to another party. Meter not to be installed until after the State moratorium is lifted.

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#### **4.2 Inactive Service Fee**

The Board to consider approval of the recommendations of the Finance and Administrative committee . *The Committee recommends that the inactive service fee be reduced to \$27.68 which is the amount required from each customer to pay debt service. They also recommend that all inactive customers be given the opportunity to have their service disconnected with the understanding that if their service is capped they will be required to pay capacity fees again in order to get the service turned on. Customers who have paid the higher rate will receive a credit to their account for the difference which will then be applied to future billings. Accounts that do not pay the fee will be subject to the District's collection proceedings including disconnection and liening of the property.*

#### **4.3 2013-14 Final Budgets**

The Board to consider approval of the 2013-14 final budgets. *Recommendation of the Finance / Administrative Committee is to approve the 2013-14 final budgets.*

#### **4.4 Change Lead Operator title to Water Utility Supervisor**

The Board to consider changing the title of the lead operator to water utility supervisor. The Board to also consider and approve the new job description for Water Utility Supervisor with one additional week of vacation. *Finance / Administrative Committee recommend approval of the above.*

#### **4.5 Change Secretary / Receptionist title to Administrative Assistant**

The Board to consider changing the title of Secretary/ Receptionist to Administrative Assistant with a \$1.00 hour increase in pay for the current Secretary/Receptionist. *Recommendation of the Finance / Administrative Committee is to change the title of Secretary / Receptionist to that of Administrative Assistant.*

### **5. PUBLIC COMMENT**

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

### **6. CLOSED SESSION** - The Board of Directors will convene to Closed Session to discuss the following items.

#### **6.1 CONFERENCE WITH LABOR NEGOTIATOR**

The Board will meet in closed session pursuant to Government Code § 54957.6 - Discussion and possible modification to the Memorandum of Understanding (MOU) with a Letter of Understanding (LOU).

### **7. The Board will reconvene to Open Session**

### **8. Announcements from Closed Session**

The Board President will report on any actions taken in closed session.

#### **4.6 Letter of Understanding**

The Board will discuss the Letter of Understanding (LOU) modifying the Employees Memorandum of Understanding (MOU) and take possible action.

*Action Item: It is recommended by the Finance / Administrative Committee that the Board approves the LOU modifying the Employees MOU.*

### **9. 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. Other Reports

**10. DIRECTORS' AND GENERAL MANAGER COMMENTS**

**11. ADJOURNMENT**

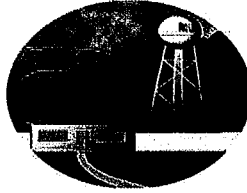
Upcoming meetings schedule:

Planning Committee – August 6, 2013, Tuesday, 4:30 pm at the District Office, 730 L Street, Rio Linda, CA

Finance / Administrative Committee – August 12, 2013, Monday, 5:30 pm at the District Office, 730 L Street, Rio Linda, CA

Next Board Meeting – Monday, August 19, 2013, 6:30 pm at the Visitor's / Depot Center, 6730 Front St, Rio Linda, CA 95673.

**RIO LINDA**



**ELVERTA**

**Item for Discussion and Action  
Agenda Item: 3.a**

**Date:** July 15, 2013

**Subject:** Minutes

**Staff Contact:** Mary Henrici, General Manager

**Recommended Committee Action:**

The Staff recommends the approval of the Regular Board Minutes for June 17, 2013

**Conclusion:**

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

**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  
June 17, 2013  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
THE RIO LINDA/ELVERTA  
COMMUNITY WATER DISTRICT**

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

The June 17, 2013 Regular Meeting of the Board of Directors of the Rio Linda/Elverta Community Water District was called to order at 6:31 p.m. at the Depot/Visitor Center located at 6730 Front Street, Rio Linda, Ca. General Manager, Mary Henrici took roll call of the Board of Directors. President Brent Dills, Director Frank Caron, Director Duane Anderson, Director Matt Longo and Director Paul R. Green, Jr. were present.

**2. PUBLIC COMMENT**

The Board received public comment from Chris Miller regarding a bill received for charges on an inactive water meter.

**3. CONSENT CALENDAR**

*Action items: Approve Consent Calendar Items*

**a. Minutes:**

May 20, 2013 Regular Board Meeting and Public Hearing

- a. Expenditures**
- b. Financial Reports**
- c. Single Audit, Richardson & Company**
- d. Conservation Coordinator job description**

President Dills stated that the Single Audit by Richardson & Company is a regulatory requirement that the District had to meet. He also commented that the Board had a strategic planning meeting in March or April and the position for a Conservation Coordinator was discussed and at the last meeting, the Board tentatively approved a budget for the next fiscal year which included funding for this position.

Director Green inquired about items on the expenditure list and Conservation Coordinator job description.

Director Longo inquired about an item on the expenditure list and a possible credit for training.

*It was moved by Director Anderson and seconded by Director Caron to approve the Consent Calendar. The motion carried with a unanimous vote of 5-0-0.*

**4. REGULAR CALENDAR**

#### **4.1 New Well Drilling in designated area adjoining the McClellan Park**

Mary Hall, Civil Engineering Group and Public Affairs Officer for McClellan Park introduced Steve Mayor who provided an overview of the status of the groundwater cleanup project at the former McClellan Air Force Base.

Susan Williams, Sacramento County Environmental Management Department provided a brief history of her background and responsibilities. Ms. Williams described the boundary lines of the prohibition area of the former McClellan AFB. She also provided the variances from the requirements of the well ordinance prohibiting the installation of new supply wells. McClellan Prohibition Area is the only area in Sacramento County where the construction of new supply wells is prohibited.

Public Member, Mary Harris asked if RLECWD or Sacramento Groundwater Authority was consulted before the data provided was made public. She also requested testing results.

Susan Williams stated that nothing has changed, every ordinance and revision they have done since 1991 has had the Groundwater Authorities involvement along with public participation.

President Dills recommended that Ms. Harris be given a contact name and phone number so that she might obtain the information requested.

#### **4.2 Well 12 Rehabilitation**

Jim Carson explained that Well 12 does not produce the volume of water that it should due to the original construction techniques. It was recommended by the Planning Committee that the Board approve task 1 of Wood Rogers proposal to rehabilitate Well 12.

*It was moved by Director Green and seconded by Director Anderson to approve Task 1 of the Wood Rogers proposal. The motion carried with a unanimous vote of 5-0-0.*

#### **4.3 ESA Cultural Services Contract**

Jim Carson explained that the L Street elevated tank is over 50 years old and therefore it needs to be evaluated which is part of the CEQA requirements.

The Planning Committee recommended the ESA contract be approved. Director Longo stated that this item has to be done and the District does not have any choice as it is a CEQA mandate.

*It was moved by President Dills and seconded by Director Longo to approve the contract with ESA for Cultural Services in the amount of \$4,222. The motion carried with a unanimous vote of 5-0-0.*

#### **4.4 Form of Action section of the Policy Manual**

The Board discussed and received clarification on required actions in order to approve policy manual changes.

*It was moved by Director Anderson and seconded by Director Green to approve this change in the Form of Action. The motion carried with a unanimous vote of 5-0-0.*

Director Longo left the meeting at 7:40 pm.



#### **4.5 Resolution 2013-08 Inactive Service Resolution**

Director Caron stated that the purpose of this Resolution was for vacant properties, which could be rentals that are vacant or properties that are owned by the bank.

President Dills asked the intent of the word vacant. Did it mean uninhabited homes or did it mean properties. General Counsel, Ravi Mehta stated that it means land, vacant, unimproved properties / parcels meaning bare dirt, with no improvements such as a residence or orchards.

Director Caron recommended that the word "and" and the "/" be removed from the resolution so that it reads "vacant unimproved properties/parcels".

*It was moved by Director Green and seconded by Director Anderson to approve Resolution 2013-08 as amended. The motion carried with a unanimous vote of 4-0-0. Director Longo was absent.*

#### **4.6 Policy Manual Amendment on new PERS requirements**

President Dills stated that this is a requirement for any new hires after January 1, 2013.

Director Green asked how this item will be offset in the budget. G.M. Henrici stated that the District will be paying less for new employees. The employees will still pay 3-1/2 % of their PERS per the Memorandum of Understanding.

*It was moved by Director Anderson and seconded by Director Green to approve. The motion carried with a unanimous vote of 4-0-0. Director Longo was absent.*

General Counsel, Ravi Mehta stated that the closed session item 6.3 for discussing an Letter of Understanding could not be addressed this evening because it is listed incorrectly. It should read "Conference with Labor Negotiator" not General Manager. Therefore it will be placed on the agenda for July 15, 2013 Closed Session. Along with that agenda item #4.7 will also be placed on the next agenda.

### **5. PUBLIC COMMENT**

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

**6. CLOSED SESSION** - The Board of Directors convened to Closed Session to discuss the following items.

#### **6.1 CONFERENCE WITH LEGAL COUNSEL**

The Board of Directors will meet in closed session pursuant to Government Code § 54957(b)(1) – to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employee, Legal Counsel, Ravi Mehta

#### **6.2 CONFERENCE WITH BOARD OF DIRECTORS**

The Board of Directors will meet in closed session pursuant to Government Code § 54957(b)(1) – to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employee, General Manager, Mary Henrici.

**6.3 This item was tabled to the next meeting of the Board**

### **7. Announcements from Closed Session**

President Dills stated that the District will continue their relationships with the General Manager and Counsel.

4.7 This item was tabled to the next meeting of the Board

**8. 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. Other Reports

**9. DIRECTORS' AND GENERAL MANAGER COMMENTS**

President Dills

**10. ADJOURNMENT**

President Dills adjourned the meeting at 8:40 pm.

Respectfully submitted,

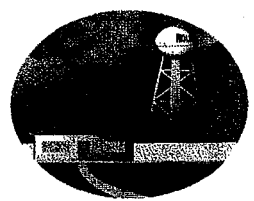
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Mary Henrici, Secretary

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Brent Dills, President

**RIO LINDA**



**ELVERTA**

**Item for Discussion and Action  
Agenda Item: 3.b**

**Date:** July 15, 2013

**Subject:** Expenditures

**Staff Contact:** Mary Henrici, General Manager

**Recommended Committee Action:**

The Finance / Administrative Committee recommend approval of the Expenditures for the month of June 2013.

**Current Background and Justification:**

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

**Conclusion:**

These expenditures need to be reviewed and approved by the Board of Directors.

**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  
All Other Expenditures  
June 2013

	Type	Date	Num	Name	Memo	Amount
1002 - Surcharge						
	NO ACTIVITY					
1005 - Sherrill Reserve						
	NO ACTIVITY					
1007 - Construction-SRF						
	Bill Pmt -Check	06/14/2013	6007	Affinity Engineering SRF	Services rendered in May 2013	-69,726.00
	Bill Pmt -Check	06/14/2013	6008	EN2 Resources, Inc.	1579 Environmental Docs for L St Reservoir & Booste	-9,674.92
	Bill Pmt -Check	06/14/2013	6009	Law Offices of Ravi Mehta	May 2013	-3,697.00
Total 1007 - Construction-SRF						-83,097.92
1008 - Elverta Specific Plan						
	Bill Pmt -Check	06/14/2013	7000	Affinity Engineering Inc	1284 ESP	-20,226.00
Total 1008 - Elverta Specific Plan						-20,226.00
1032 - CA Bank & Trust Security Acct						
	Bill Pmt -Check	06/28/2013		Rio Linda / Elverta Community Water Distr	7-8-9/2012 Security Deposits Applied	-2,690.00
	Bill Pmt -Check	06/30/2013		Rio Linda / Elverta Community Water Distr	6/13 SEC DEP APPLIED	-130.00
Total 1032 - CA Bank & Trust Security Acct						-2,820.00
1033 - CA Bank & Trust Capital Improve						
	NO ACTIVITY					

1



**Rio Linda/Elverta Community Water District  
Expenditure Listing  
Operating Account  
June 2013**

1:49 PM  
07/03/13  
Accrual Basis

Type	Date	Num	Name	Memo	Amount
<b>1009 - CA Bank &amp; Trust Operating</b>					
Paycheck	06/14/2013	2382	Employee	Pay Date 6-15-13	-1,319.75
Paycheck	06/14/2013	2383	Employee	Pay Date 6-15-13	-164.43
Bill Pmt -Check	06/13/2013	2384	Rio Linda / Elverta Community Water Distr	6/2013 Surching Trsr	-44,425.00
Bill Pmt -Check	06/14/2013	2385	Rio Linda / Elverta Community Water Distr	Cap Improv 6/2013	-7,500.00
Bill Pmt -Check	06/14/2013	2386	Affinity Engineering Inc.	1283	-1,280.00
Bill Pmt -Check	06/14/2013	2387	AFLAC	899220 5/2013	-533.73
Bill Pmt -Check	06/14/2013	2388	Allied Waste Services, Inc.	0922-002136824	-85.68
Bill Pmt -Check	06/14/2013	2389	Anthem Blue Cross	7-8-9/2013WICKHAM	-845.21
Bill Pmt -Check	06/14/2013	2390	Bank of New York	6/2013 Bond Pymt	-20,000.00
Bill Pmt -Check	06/14/2013	2391	Bankcard Center 3452	6/2013 Fuel	-775.68
Bill Pmt -Check	06/14/2013	2392	Bankcard Center 3551	6/2013 Fuel	-535.90
Bill Pmt -Check	06/14/2013	2393	Bankcard Center 3957	6/2013 Fuel & Batteries for SCADA Syst	-388.84
Bill Pmt -Check	06/14/2013	2394	Bankcard Center 4054	6/2013 Migs/Cont Office Supp, Postage, Gas	-1,964.95
Bill Pmt -Check	06/14/2013	2395	BSK Labs Fresno, Inc.	Water testing	-120.00
Bill Pmt -Check	06/14/2013	2396	California State Disbursement Unit	017005332801 6-15-13	-397.50
Bill Pmt -Check	06/14/2013	2397	Comcast	5/30 - 6/29/13	-394.77
Bill Pmt -Check	06/14/2013	2398	Corelogic Information Solutions Inc	80872927	-134.75
Bill Pmt -Check	06/14/2013	2399	Duane Anderson	5 Migs Jan - May	-500.00
Bill Pmt -Check	06/14/2013	2400	Gerald Wickham	7-8-9/2013 Retiree Medical Ins	-339.00
Bill Pmt -Check	06/14/2013	2401	Ins	Penalty 941 9-30-12	-527.90
Bill Pmt -Check	06/14/2013	2402	Janet Pickel	Sentinel Technology - Name Change	-900.00
Bill Pmt -Check	06/14/2013	2403	Laber Ready Southwest, Inc.	W/E 5/31 & 5/24	-1,365.65
Bill Pmt -Check	06/14/2013	2404	Law Offices of Ravi Mehta	May 2013	-7,377.10
Bill Pmt -Check	06/14/2013	2405	Mason A Adams	7-8-9/2013 Health Ins	-900.00
Bill Pmt -Check	06/14/2013	2406	NAPA Auto Parts	VOID: 824316 Battery & Alternator	0.00
Bill Pmt -Check	06/14/2013	2407	PG & E762-9	05/08-06/06/13	-8.11
Bill Pmt -Check	06/14/2013	2408	PG&E724-1	05/08-06/06/13	-8.20
Bill Pmt -Check	06/14/2013	2409	Prudential Overall Supply, Inc	Uniforms	-150.99
Bill Pmt -Check	06/14/2013	2410	Quill Corporation	Toner & Envelopes	-313.37
Bill Pmt -Check	06/14/2013	2411	Richardson & Company	Single Audit 2012	-3,200.00
Bill Pmt -Check	06/14/2013	2412	Rio Linda Hardware and Building Supply	Small Tools	-83.99
Bill Pmt -Check	06/14/2013	2413	SAWWA	8/20 Training	-25.00
Bill Pmt -Check	06/14/2013	2414	Sierra Chemical Company	Chemicals May & June Deliveries	-1,786.80



Rio Linda/Elverta Community Water District  
Expenditure Listing  
Operating Account  
June 2013

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/14/2013	2415	Special District Risk Management Auth.	43775 7/1-9/30/13 1ST QTR Workers Comp Ins	-5,331.00
Bill Pmt -Check	06/14/2013	2416	Sprint	545668646-076	-253.77
Bill Pmt -Check	06/14/2013	2417	Standard Insurance Company	May PR Fig.	-251.15
Bill Pmt -Check	06/14/2013	2418	Teamsters Local #150	6/2013	-403.00
Bill Pmt -Check	06/14/2013	2419	Thomas Ray	7-8-9/2013InsRetiree	-300.00
Bill Pmt -Check	06/14/2013	2420	Thrasher Bros Automotive	Replace Alternators	-434.07
Bill Pmt -Check	06/14/2013	2421	USA Mobility Wireless, Inc.	W3556693F	-15.10
Bill Pmt -Check	06/14/2013	2422	Vanguard Cleaning Systems	17669 Office Cleaning	-195.00
Bill Pmt -Check	06/14/2013	2423	Employee	Reim Out-of-Pocket Certification	-106.41
Bill Pmt -Check	06/13/2013	2424	NAPA Auto Parts	924316 Battery & Alternator	-242.65
Bill Pmt -Check	06/13/2013	2425	Customer	Final Bill- Refund owing	-190.52
Bill Pmt -Check	06/13/2013	2426	Customer		-0.85
Paycheck	06/28/2013	2427	Employee	Pay Date 6-30-13	-1,383.93
Paycheck	06/28/2013	2428	Employee	Pay Date 6-30-13	-164.43
Bill Pmt -Check	06/28/2013	2429	SMUD	All SMUD bills except one	-16,803.73
Bill Pmt -Check	06/28/2013	2430	AUG Volic	June 2013 #1033278	-100.00
Bill Pmt -Check	06/28/2013	2431	Aquatek Services	130	-65.52
Bill Pmt -Check	06/28/2013	2432	Brent Dijlls	6/10,6/17 2 mtgs	-200.00
Bill Pmt -Check	06/28/2013	2433	BSK Labs Fresno, inc.	Testing	-1,391.00
Bill Pmt -Check	06/28/2013	2434	California State Disbursement Unit	017005332801 6-30-13	-397.50
Bill Pmt -Check	06/28/2013	2435	Delta Health Systems	July 2013	-10,072.00
Bill Pmt -Check	06/28/2013	2436	DirectHit Pest Control	43837	-75.00
Bill Pmt -Check	06/28/2013	2437	Frank Caron	2 Mtgs 6/5-17	-200.00
Bill Pmt -Check	06/28/2013	2438	Customer	Over-Payment on Acct	-191.11
Bill Pmt -Check	06/28/2013	2439	Labor Ready Southwest, Inc.	WVE 6/7 & 6/14	-1,470.70
Bill Pmt -Check	06/28/2013	2440	Matthew Longo	5/20, 6/4, 6/17	-300.00
Bill Pmt -Check	06/28/2013	2441	Quill Corporation	3344416 Copier Drum & Toner	-319.68
Bill Pmt -Check	06/28/2013	2442	VOID		0.00
Bill Pmt -Check	06/28/2013	2443	Rio Linda Hardware and Building Supply	Small Tool Field Supplies	-205.06
Bill Pmt -Check	06/28/2013	2444	RW Trucking	06-01 Road Base Rock	-1,061.66
Bill Pmt -Check	06/28/2013	2445	Sacramento County Utilities	May Chgrsl June Bill	-81.44
Bill Pmt -Check	06/28/2013	2446	Sierra Chemical Company	76337	-1,066.90
Bill Pmt -Check	06/28/2013	2447	SimplexGrinnel	69054953 Annual Fire Extinguisher Inspect & Maint.	-451.33
Bill Pmt -Check	06/28/2013	2448	UPS	0000V69E57253 Bank of NY	-8.61

Rio Linda/Elverta Community Water District  
 Expenditure Listing  
 Operating Account  
 June 2013

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 Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill Pmt-Check	06/28/2013	2448	USPS	POBox#400 Annual Rent	-224.00
Bill Pmt-Check	06/28/2013	2450	Prudential Overall Supply, Inc	Uniforms	-85.66
Bill Pmt-Check	06/28/2013	2451	Ramos Oil Company	727231 55 Gal Oil	-977.91
Bill Pmt-Check	06/28/2013	2452	Rio Linda / Elverta Community Water Distr	Tsif Funds to ESP	-15,000.00
Bill Pmt-Check	06/28/2013	2453	Rio Linda / Elverta Community Water Distr	Reim Cap Improv for ESP expense	-85.00
Bill Pmt-Check	06/28/2013	2454	Rio Linda / Elverta Community Water Distr	Annual SURCHRG Trsr	-29,212.00
Bill Pmt-Check	06/28/2013	2455	SIMUD	730 L SI 104832	-1,937.68
Bill Pmt-Check	06/30/2013	2456	Rio Linda / Elverta Community Water Distr	6/13 Accrued SurChrg-July 2013 Billing	-42,500.00
Bill Pmt-Check	06/15/2013	eft	CalPERS	PayDate 6-15-13	-3,692.66
Bill Pmt-Check	06/28/2013	eft	CalPERS	PayDate 6-30-13	-3,387.23
Liability Check	06/12/2013	E-pay	Employment Development	002-4351-9 QB Tracking # 96873102	-754.38
Liability Check	06/12/2013	E-pay	Irs	68-0107687 QB Tracking # 96873312	-4,670.84
Liability Check	06/28/2013	E-pay	Employment Development	002-4351-9 QB Tracking # 105466827	-680.30
Liability Check	06/28/2013	E-pay	Irs	68-0107687 QB Tracking # 105466947	-4,221.18
Liability Check	06/13/2013		Employee Payroll	Created by Payroll Service on 06/11/2013	-9,793.10
Liability Check	06/13/2013		Employee Payroll	Created by Payroll Service on 06/11/2013	-298.35
Liability Check	06/27/2013		Employee Payroll	Created by Payroll Service on 06/25/2013	-9,182.03
Liability Check	06/27/2013		Employee Payroll	Created by Payroll Service on 06/25/2013	-225.14
Total 1009 - CA Bank & Trust Operating					-289,623.87
TOTAL					-289,623.87

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 ge 3 of 3

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**Item for Discussion and Action  
Agenda Item: 3.c**

**Date:** July 15, 2013  
**Subject:** Financial Reports  
**Staff Contact:** Mary Henrici, General Manager

**Recommended Committee Action:**  
 The Finance / Administrative Committee recommends approval of the Financial Reports for the District for the month of May 2013.

**Current Background and Justification:**  
 The financial reports are for the District's income and expenditures year to date.

**Conclusion:**  
 These financials need to be presented to the Board in order to inform them of the District's current financial condition.

**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 June 30, 2013**  
**UN-RECONCILED**

18

**CHECKING & SAVINGS BANK ACCOUNT BALANCES**

GL Acct No#	Bank Account Name	Bank Balance
1002	CB&T Surcharge	519,782.84
1015	CB&T Surcharge Restricted Reserve	481,999.13
1009	CB&T Operating	139,023.65
1032	CB&T Security Dep Acct	50,040.93
1033	CB&T Capital Improve	72,034.07
1041	Bank of New York-Debt Service	89,049.99
1044	Bank of NY-Reserve Restricted Fund	243,491.76
1051	Restricted LAIF: for GASB 45	15,571.01
1005	Sherrill Reserve	25,000.00
1007	Construction Checking Account SRF	31,735.32
1008	Elverta Specific Plan	19,774.00

**TOTAL    \$    1,687,502.70**

**OPERATING BANK ACCOUNT - CHECKS HOLDING:**

Date Written	Payee	Ck#	Description	Amount
			NONE	
<b>TOTAL</b>				<b>0.00</b>



Rio Linda /Elverta Community Water District  
Profit and Loss Budget Performance

June 2013

19

						Annual Budget	Jun 13	Jul '12 - Jun 13	% of Budget	Balance
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
<b>4 - OPERATING REVENUES</b>										
Total 40 - Water Service Rates						1,932,206.00	151,856.19	1,996,619.71	103.33%	-64,413.71
Total 41 - Account Service Charges						92,000.00	5,277.34	113,630.28	123.51%	-21,630.28
Total 42 - Field Water Service Fees						16,250.00	150.00	15,352.36	94.48%	897.64
Total 4012 - Miscellaneous Revenue						5,000.00	0.00	1,591.17	31.82%	3,408.83
<b>Total 4 - OPERATING REVENUES</b>						<b>2,045,456.00</b>	<b>157,283.53</b>	<b>2,127,193.52</b>	<b>104.0%</b>	<b>-81,737.52</b>
<b>6000 - NON-OPERATING REVENUES</b>										
6001 - Tower Leases						75,000.00	6,584.22	77,608.25	103.48%	-2,608.25
6002 - Earnings on Monies						1,000.00	20.19	797.06	79.71%	202.94
6003 - Property Taxes & Related						60,000.00	6,760.00	71,197.55	118.66%	-11,197.55
6004 - Miscellaneous Non-Operating						2,500.00	0.00	2,624.48	104.98%	-124.48
6007 - Lawsuit Settlements-One Time							0.00	0.00	0.0%	0.00
<b>Total 6000 - NON-OPERATING REVENUES</b>						<b>138,500.00</b>	<b>13,364.41</b>	<b>152,227.34</b>	<b>109.91%</b>	<b>-13,727.34</b>
<b>Total Income</b>						<b>2,183,956.00</b>	<b>170,647.94</b>	<b>2,279,420.86</b>	<b>104.37%</b>	<b>-95,464.86</b>
<b>Expense</b>										
5800 - Other Expense - Prior Year							-23,660.90	-1,000.56	0.0%	1,000.56
5999 - Other Expenses						5,000.00	3,000.00	3,000.00	60.0%	2,000.00
Total 70 - Debt Service						240,283.00	39,421.26	273,751.49	113.94%	-33,488.49
7002 - Non-Operating Expense							0.00	215.00	0.0%	0.00
<b>Total 7 - NON-OPERATING EXPENDITURES</b>						<b>240,283.00</b>	<b>39,421.26</b>	<b>337,966.49</b>	<b>140.67%</b>	<b>-97,703.49</b>
<b>5 - OPERATING EXPENDITURES</b>										
Total 51 - Officers Fees						307,000.00	18,743.22	524,866.54	170.97%	-217,866.54
52 - Wages & Benefits										
Total 520 - Benefits & Expenses						248,418.50	24,455.08	253,617.41	102.09%	-5,198.91
Total 522 - Salary						437,311.00	38,140.08	441,278.24	100.91%	-3,967.24
52 - Wages & Benefits - Other							21,845.00	0.00	0.0%	0.00
<b>Total 52 - Wages &amp; Benefits</b>						<b>685,729.50</b>	<b>84,440.16</b>	<b>694,895.65</b>	<b>101.34%</b>	<b>-9,166.15</b>
Total 524 - Office Operations						88,212.00	4,344.34	89,194.43	101.11%	-982.43
Total 5300 - Field Operations						367,450.00	42,681.65	319,381.83	86.92%	48,068.17
Total 537 - Conservation						8,176.00	0.00	7,551.12	92.36%	624.88
Total 538 - Contractual Services/Agreements						50,000.00	3,280.00	17,720.00	35.44%	32,280.00
Total 539 - Insurance						47,500.00	356.58	34,933.77	73.54%	12,566.23
Total 540 - Memberships						38,008.00	0.00	34,220.83	90.04%	3,787.17
5207 - Governmental Fees/Lien Fees						10,000.00	378.83	8,691.82	86.92%	1,308.18
5217 - Elections						8,245.00	0.00	8,245.00	100.0%	0.00
<b>Total 5 - OPERATING EXPENDITURES</b>						<b>1,610,320.50</b>	<b>154,224.78</b>	<b>1,739,700.99</b>	<b>108.03%</b>	<b>-129,360.49</b>
<b>8 - CAPITAL EXPENDITURES</b>										
<b>Total Expense</b>						<b>1,855,583.50</b>	<b>172,985.14</b>	<b>2,079,666.92</b>	<b>112.08%</b>	<b>-224,083.42</b>
<b>Net Ordinary Income</b>						<b>328,372.50</b>	<b>-2,337.20</b>	<b>199,753.94</b>	<b>60.83%</b>	<b>128,618.56</b>
<b>Net Income</b>						<b>328,372.50</b>	<b>-2,337.20</b>	<b>199,753.94</b>	<b>60.83%</b>	<b>128,618.56</b>

Rio Linda/Elverta Community Water District  
**Balance Sheet**  
 As of June 30, 2013

20

Jun 30, 13

**ASSETS**

**Current Assets**

**Checking/Savings**

1008 - Elverta Specific Plan	19,774.00
1009 - CA Bank & Trust Operating	139,023.65
1005 - Sherrill Reserve	25,000.00
1007 - Construction-SRF	31,735.32
1002 - CA Bank & Trust Surcharge	519,782.84
1015 - CA Bank & Trust Surcharge Reser	481,999.13
1032 - CA Bank & Trust Security Acct	50,040.93
1033 - CA Bank & Trust Capital Improve	72,034.07
1041 - Bank of New York-Debt Service	89,049.99
1044 - Bank of NY-Reserve Fund	243,491.76
1051 - Restricted for GASB 45	15,571.01

Total Checking/Savings 1,687,502.70

**Accounts Receivable**

1202 - State Revolving Fund Receivable	350,788.43
1203 - Elverta Specific Plan Receivabl	20,226.00

Total Accounts Receivable 371,014.43

**Other Current Assets**

1206 - Deposits in Transit	3,353.11
1100 - Accrued Tax Revenue	6,760.00
1201 - Water Utility Receivables	78,844.89
1210 - Restricted Accrued Revenue Surc	41,696.83
1220 - Accrued Revenues	150,000.00
1500 - Inventory	62,365.98
1600 - Prepaid Expense	3,042.17
1602 - Prepaid Insurance	18,765.48

Total Other Current Assets 364,828.46

Total Current Assets 2,423,345.59

**Fixed Assets**

1722 - Urban Water Management Plan	10,680.00
1700 - Construction in Process Well 15	2,638,190.24
1701 - Compliance Order Improvements	102,423.90
1702 - SCADA System Under Development	8,001.30
1703 - General Plant	792,012.65
1704 - Pumping Plant	105,000.00
1705 - Transmission & Distribution	11,168,400.29
1706 - Land	496,673.45
1707 - CIP Well #14	147,847.60
1716 - CIP Well 16	111,355.93
1717 - CIP Well 17	98,566.63
1720 - Diesel Generator/Air Compressor	11,784.00
1723 - Misc Bowl Replacements	17,862.55
1750 - Accumulated Depreciation	
1757 - Urban Water Management Plan Dep	-534.00
1753 - General Plant	-743,634.33
1754 - Pumping Plant	-105,000.00
1755 - Transmission & Distribution	-4,819,765.74
1756 - Diesel Generator/Air Com Deprec	-1,964.00

Total 1750 - Accumulated Depreciation -5,670,898.07

Total Fixed Assets 10,037,900.47

**Other Assets**

1800 - 1994 Debt Deferred Refunding	
1801 - Debt Deferred Refunding - Other	854,897.58
1815 - 1994 Debt Deferred-Accum Amort	-376,763.88

Total 1800 - 1994 Debt Deferred Refunding 478,133.70

1820 - 2003 Bond Debt Issuance Cost  
 1821 - 2003 Bond Debt Issuance-Other 242,518.01

Rio Linda/Elverta Community Water District  
**Balance Sheet**  
As of June 30, 2013

21

	<u>Jun 30, 13</u>
1825 · 2003 Bond Cost-Accum Amort	-77,045.29
<b>Total 1820 · 2003 Bond Debt Issuance Cost</b>	<b>165,472.72</b>
1900 · Annexation-Boundary Maps	
1901 · Annexation Boundary Maps-Other	42,790.25
1915 · Accum. Amortization Annexation	-42,790.25
<b>Total 1900 · Annexation-Boundary Maps</b>	<b>0.00</b>
1920 · Master Plan	
1921 · Master Plan - Other	261,526.17
1925 · Accumulated Amortization-Master	-104,553.81
<b>Total 1920 · Master Plan</b>	<b>156,972.36</b>
1930 · Regional Master Plan	
1931 · Regional Master-Plan-Other	30,101.60
1935 · Accum. Amortization Regional MP	-12,039.80
<b>Total 1930 · Regional Master Plan</b>	<b>18,061.80</b>
1940 · Standard Improvement	
1941 · Standard Improvement - Other	28,767.00
1945 · Accum. Amortization-Standards	-28,767.00
<b>Total 1940 · Standard Improvement</b>	<b>0.00</b>
<b>Total Other Assets</b>	<b>818,640.58</b>
<b>TOTAL ASSETS</b>	<b>13,279,886.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	5,086.26
2002 · Accounts Payable SRF	46,221.26
2205 · Capital Improvements Payables	2,800.00
<b>Total Accounts Payable</b>	<b>54,107.52</b>
<b>Other Current Liabilities</b>	
2014 · Eiverta Specific Plan Fund	40,000.00
2001 · Prepaid Service Installations	600.00
2015 · Sherrill Settlement Payable	89,000.00
2100 · Payroll Liabilities	
2107 · Insurance Payable	
2117 · Group Health PR Lia.	-1,134.00
2127 · AFLAC PR Lia	533.85
<b>Total 2107 · Insurance Payable</b>	<b>-600.15</b>
<b>Total 2100 · Payroll Liabilities</b>	<b>-600.15</b>
2200 · Security Deposits Payable	33,006.37
2201 · Year End Accounts Payable	32,250.00
2012 · Year End Accounts Payable SRF	55,264.08
2500 · Bond-2003 Issue-ST	100,000.00
2510 · Accumulated Sick/Vacation	
2511 · Compensated Absences Short Term	24,097.71
<b>Total 2510 · Accumulated Sick/Vacation</b>	<b>24,097.71</b>
<b>Total Other Current Liabilities</b>	<b>373,618.01</b>
<b>Total Current Liabilities</b>	<b>427,725.53</b>
<b>Long Term Liabilities</b>	
2003 · State Revolving Fund Payable	2,112,267.00
2600 · Bond-2003 Issue	3,215,000.00
2601 · Bond-2003 Issue-LT	-100,000.00
<b>Total Long Term Liabilities</b>	<b>5,227,267.00</b>

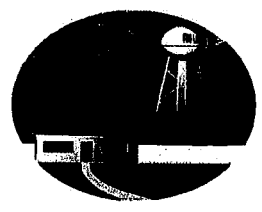
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Accrual Basis

Rio Linda/Elverta Community Water District  
**Balance Sheet**  
As of June 30, 2013

22

	Jun 30, 13
<b>Total Liabilities</b>	5,654,992.53
<b>Equity</b>	
3100 · Capital Assets, Net	5,348,202.00
3200 · Restricted Fund Balances	
3201 · 2003 Bond Reserve with Trustee	329,876.58
<b>Total 3200 · Restricted Fund Balances</b>	329,876.58
3210 · Restricted for Surcharge	670,002.00
3300 · Retained Earnings	475,965.12
Net Income	800,848.41
<b>Total Equity</b>	7,624,894.11
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,279,886.64</b>

RIO LINDA



ELVERTA

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

**Date:** July 15, 2013  
**Subject:** Ron Hyce Property Easement Agreement  
**Staff Contact:** Mary Henrici, General Manager

**Recommended Committee Action:**

The Planning Committee recommends allowing Mr. Hyce to transfer his 1" connection to whomever he chooses with the requirement that it cannot be used until the Building Moratorium has been lifted.

**Current Background and Justification:**

On August 13, 2012 Mr. Hyce had requested monetary compensation for the 1" water service that he was given to be constructed anywhere in the District in exchange for an easement across his property. The proposed value of the water service in 1991 was \$1,460.00. The Board at that time denied his request. Mr. Hyce again approached the Board in April of this year and requested that our agency find out if the California Department of Public Health would allow connection of his service at this time as it was already approved before the moratorium was imposed. Mr. Hyce would like to sell this connection to another land owner as he no longer owns land in the District. I have contacted the State several times since then and have received no response. Due to this lack of response I will have to believe they will not make an exception for this connection.

**Conclusion:**

Mr. Hyce was given a 1" water service as payment for an easement that he provided the District. His agreement does not mention that it is not transferable. The agreement does not include connection fees. So a service would be installed by staff but the connection fees would still need to be paid.

**Board Action / Motion**

Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Caron: \_\_\_\_\_ Anderson: \_\_\_\_\_ Longo: \_\_\_\_\_

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

RLECWD Agenda Item Checklist

Date

7/15/13

Initial Potential Meeting Date

Item Prioritization

7/13

Circle High/Medium/Low priority of item and identify if in line with Mission/Goal/Strategic Planning Issues or state emergency

High Priority Assessment

Staff Work Completed

7/13

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

Committee Review of Item and Staff Work

7/13

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

Formal Legal Counsel Review

8/12/2012

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

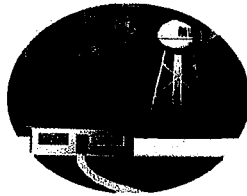
Board President and GM Review

Signatures of President and GM    President \_\_\_\_\_ General Manager \_\_\_\_\_

Actual Meeting Date Set for Agenda Item

7/15/13  
**24**

RIO LINDA



ELVERTA

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

**Date:** July 15, 2013  
**Subject:** Inactive Service Fee  
**Staff Contact:** Mary Henrici, General Manager

**Recommended Committee Action:**

The committee recommends that the service fee be reduced to \$27.68 / bi-monthly which is the amount of debt service required from each customer to pay our loans. They also recommend that all inactive customers be given the opportunity to have their service disconnected with the understanding that if their service is capped they will be required to pay capacity fees again in order to get the service turned on. Customers who have paid the higher rate will receive a credit to their account for the difference which will then be applied to future billings. Accounts that do not pay the fee will be subject to the District's collection proceedings including disconnection and liening of the property.

**Current Background and Justification:**

The original standby fee was enacted in September 2012 during a meeting where the staff also requested the Board approve implementing the rest of the rate increase approved in 2011. The Board denied increasing the rates to active customers but approved charging a fee for all inactive customers based on meter size to pay debt service and fixed costs. The inactive service fee has been discussed at just about every Board meeting since the new Board has been seated. It has been politically unpopular with the public since the fee has been established. Since the fees inception the Board has reduced the fee to a flat fee from the previous fee based on meter size. The Board has made exclusion for properties with two meters in the Mc Clellan cleanup area. They have also allowed properties that are vacant and unimproved to be excluded from the fee provided they pay capacity fees again once the service is activated.

The District billed out \$6,269 in the month of May and has received \$3,871 as of June 30, 2013 for these charges.

Estimated annual revenue based on May bills is \$37,614.00.

Annual total income is \$2,440,000/\$37,614 inactive service fee charges = 1.5% of total income.

\$37,614 is equivalent to 123 hrs of legal work.

District has already spent at least 41.25 hrs or \$12,581.25 for legal work on this issue as of May 30, 2013.

If the fee was abolished the estimated amount of debt service that would need to be paid through current customers for inactive accounts would be \$20,760 based on 125 inactive accounts @ \$27.68 each.

**Conclusion:**

The Finance/Administration Committee has reviewed the options of repealing the fee, reducing the fee and giving the public an option to opt out of the fee.

With all things considered the Finance committee felt it would be best to reduce the fee to the amount required to pay debt service which is \$27.68 bimonthly. The committee also recommended that all inactive customers be allowed to have the option to opt out of paying the fee with the understanding that they would be required to pay capacity fees again when their service is reconnected.

**Board Action / Motion**

Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Caron: \_\_\_\_\_ Anderson: \_\_\_\_\_ Longo: \_\_\_\_\_.

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



RLECWD Agenda Item Checklist

Date  
7/15/13

Initial Potential Meeting Date

Item Prioritization

Circle High/Medium/Low priority of item and identify if in line with Mission/Goal/Strategic Planning Issues or state emergency

*Innovative Service fee*

7/3/13

Staff Work Completed

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

7/8/13

Committee Review of Item and Staff Work

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

waiting for board action

Formal Legal Counsel Review

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

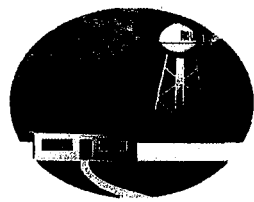
Board President and GM Review

Signatures of President and GM    President \_\_\_\_\_ General Manager \_\_\_\_\_

7/15/13  
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Actual Meeting Date Set for Agenda Item

RIO LINDA



ELVERTA

**Item for Discussion and Action  
Agenda Item: 4.3**

**Date:** July 15, 2013  
**Subject:** Final Budget  
**Staff Contact:** Mary Henrici, General Manager

**Recommended Committee Action:**  
The Finance / Administrative Committee recommend approval of the Final Budget for Fiscal Year 2013/14. The budgets are attached for the Board's review.

**Current Background and Justification:**  
The preliminary budget was approved after the public hearing held at the May meeting of the Board of Directors. Staff has reviewed and revised the numbers in the final budgets with the year end amounts currently available.

**Conclusion:**  
The Finance/Administrative committee has reviewed the final Operating and Capital budgets and made their recommendations to staff. With these revisions the committee recommends the Board approve the final budget as presented.

**Board Action / Motion**

Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_

Dills:\_\_\_ Green:\_\_\_ Caron:\_\_\_ Anderson:\_\_\_ Longo:\_\_\_.

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

RLECWD Agenda Item Checklist

Date

7/15/13

Initial Potential Meeting Date

Item Prioritization

7/8

Circle High/Medium/Low priority of item and identify if in line with Mission/Goal/Strategic Planning Issues or state emergency

2013-14 Final Budget

Staff Work Completed

7/3

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

Committee Review of Item and Staff Work

7/8

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

Formal Legal Counsel Review

N/A

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

Board President and GM Review

Signatures of President and GM President \_\_\_\_\_ General Manager \_\_\_\_\_

Actual Meeting Date Set for Agenda Item

7/15/13  
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Rio Linda/Elverta CWD  
2013/14 Final Budget

INCOME		2012-2013 Actual Income TO 6/30/13	2012-2013 Final Budget	2013-2014 Preliminary Budget	2013-2014 Final Budget	2013-14 Budget Changes
<b>OPERATING REVENUES</b>						
	<b>Water Service Rates</b>					
40101	Basic Service Charge	\$1,305,637.00	\$1,402,550.00	\$1,589,562.00	\$1,589,562.00	\$0.00
40102	Usage Charge	\$505,454.00	\$496,656.00	\$550,000.00	\$550,000.00	\$0.00
40105	Backflow Charge	\$25,411.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
40106	Fire Protection/Hydrant Meter	\$9,746.00	\$8,000.00	\$10,600.00	\$10,600.00	\$0.00
	Bimonthly water sales accrual	\$150,000.00				
	<b>Total Water Service Rates</b>	\$1,996,248.00	\$1,932,206.00	\$2,175,162.00	\$2,175,162.00	\$0.00
	<b>Account Service Charges</b>					
40201	Service App/New Location Fee	\$14,950.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
40202	Late Payment Fee	\$20,235.00	\$20,000.00	\$22,000.00	\$20,000.00	-\$2,000.00
40203	Disconnect Tag Fee/NSF Fees	\$53,332.00	\$35,000.00	\$45,000.00	\$45,000.00	\$0.00
40204	Termination/Reconnection	\$17,752.00	\$20,000.00	\$17,000.00	\$17,000.00	\$0.00
40205	Lien Fees	\$1,725.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00
40209	Other Account Service Charges	\$246.00	\$7,000.00	\$2,000.00	\$2,000.00	\$0.00
	<b>Total Account Service Charges</b>	\$108,240.00	\$92,000.00	\$88,000.00	\$96,000.00	\$8,000.00
	<b>Field Water Service Fees</b>					
40301	Plan Check/Inspections/FireFlow	\$201.00	\$750.00	\$250.00	\$250.00	\$0.00
40302	Field Serv/Sys Damage/T & M/RMR	\$731.00	\$500.00	\$500.00	\$500.00	\$0.00
40303	Service Install/Modification	\$14,370.00	\$15,000.00	\$2,000.00	\$2,000.00	\$0.00
	<b>Total Field Water Service Fees</b>	\$15,302.00	\$16,250.00	\$2,750.00	\$2,750.00	\$0.00

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Rio Linda/Elverta CWD  
2013/14 Final Budget

INCOME		2012-2013 Actual Income TO 6/30/13	2012-2013 Final Budget	2013-2014		2013-2014		2013-14	
				Preliminary Budget	Final Budget	Preliminary Budget	Final Budget	Budget Changes	Budget Changes
	40401 Miscellaneous Operating Revenue	\$1,591.00	\$5,000.00	\$3,000.00	\$3,000.00				\$0.00
	<b>TOTAL OPERATING REVENUES</b>	\$2,121,381.00	\$2,045,456.00	\$2,268,912.00	\$2,276,912.00				\$8,000.00
	<b>NON-OPERATING REVENUES</b>								
	41100 Tower Leases	\$77,608.00	\$70,000.00	\$80,000.00	\$78,000.00				-\$2,000.00
	41110 Earnings on Monies	\$776.00	\$1,000.00	\$750.00	\$750.00				\$0.00
	41120 Property Taxes & Related	\$64,438.00	\$60,000.00	\$60,000.00	\$60,000.00				\$0.00
	41140 Miscellaneous Non-Operating Revenue	\$2,624.00	\$2,500.00	\$2,500.00	\$2,500.00				\$0.00
	41150 lawsuit settlements	\$0.00	\$0.00	\$25,000.00	\$25,000.00				\$0.00
	<b>TOTAL NON-OPERATING REVENUES</b>	\$145,446.00	\$133,500.00	\$168,250.00	\$166,250.00				-\$2,000.00
	<b>TOTAL INCOME</b>	\$2,266,827.00	\$2,178,956.00	\$2,437,162.00	\$2,443,162.00				\$6,000.00
	<b>OPERATING EXPENDITURES</b>								
		<b>2012-2013 Actual Expenditures TO 6/30/13</b>	<b>2012-2013 Final Budget</b>	<b>2013-2014 Preliminary Budget</b>	<b>2013-2014 Final Budget</b>	<b>2013-2014 Preliminary Budget</b>	<b>2013-2014 Final Budget</b>	<b>2013-14 Budget Changes</b>	
	<b>Officers Fees</b>								
	60011 General Counsel fees-Legal	\$461,334.00	\$265,000.00	\$150,000.00	\$150,000.00				\$0.00
	60012 Auditors Fees	\$24,017.00	\$18,000.00	\$21,300.00	\$21,300.00				\$0.00
	Auditor Forensic Fees	\$13,608.00	\$11,000.00	\$0.00	\$0.00				\$0.00
	60014 Board Trainings-Travel	\$115.00	\$3,000.00	\$1,000.00	\$1,000.00				\$0.00
	60015 Board Meeting Fees	\$11,492.00	\$10,000.00	\$13,000.00	\$13,000.00				\$0.00
	<b>Total Officers Fees</b>	\$510,566.00	\$307,000.00	\$185,300.00	\$185,300.00				\$0.00

Rio Linda/Elverta CWD  
2013/14 Final Budget

EXPENSE	2012-2013 Actual Expenditures TO 6/30/13	2012-2013		2013-2014		2013-2014		2013-14	
		Final Budget	Final Budget	Preliminary Budget	Final Budget	Final Budget	Budget Changes		
<b>WAGES AND BENEFITS</b>									
<b>Wages</b>									
60111	General Manager Contract	\$85,560.00	\$85,560.00	\$85,560.00	\$85,560.00	\$85,560.00	\$85,560.00	\$0.00	\$0.00
60112	Staff Regular Pay	\$286,251.00	\$282,801.00	\$394,296.00	\$391,696.00	\$391,696.00	\$391,696.00	-\$2,600.00	\$0.00
60114	Staff Standby Pay	\$10,950.00	\$12,950.00	\$10,950.00	\$10,950.00	\$10,950.00	\$10,950.00	\$0.00	\$0.00
60115	Staff Overtime Pay	\$15,392.00	\$10,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00
60113	Extra Contract Help	\$50,394.00	\$46,000.00	\$2,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$2,000.00	\$2,000.00
	<b>TOTAL WAGES</b>	\$448,547.00	\$437,311.00	\$508,306.00	\$507,706.00	\$507,706.00	\$507,706.00	-\$600.00	\$0.00
<b>Benefits and Expenses</b>									
60151	Pers Retirement	\$73,217.00	\$75,010.00	\$98,900.00	\$90,121.00	\$90,121.00	\$90,121.00	-\$8,779.00	\$0.00
60152	Workers Comp Premium	\$27,004.00	\$26,444.00	\$28,588.00	\$28,588.00	\$28,588.00	\$28,588.00	\$0.00	\$0.00
60153	FICAMEDICARE	\$30,522.00	\$28,179.00	\$38,700.00	\$38,700.00	\$38,700.00	\$38,700.00	\$0.00	\$0.00
60154	Group Insurance	\$84,712.00	\$84,570.00	\$128,400.00	\$109,140.00	\$109,140.00	\$109,140.00	-\$19,260.00	\$0.00
60155	Retirees Insurance	\$25,320.00	\$21,000.00	\$22,868.00	\$23,020.00	\$23,020.00	\$23,020.00	\$152.00	\$152.00
60157	Uniforms	\$3,136.00	\$3,000.00	\$3,750.00	\$4,000.00	\$4,000.00	\$4,000.00	\$250.00	\$250.00
60158	Staff Training	\$1,687.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
60159	Unemployment Insurance	\$2,793.00	\$1,715.00	\$3,990.00	\$3,990.00	\$3,990.00	\$3,990.00	\$0.00	\$0.00
60160	Management Training	\$1,357.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
60161	Meetings & Conferences	\$3,870.00	\$4,500.00	\$3,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$1,000.00	\$1,000.00
	<b>TOTAL BENEFITS AND EXPENSES</b>	\$253,618.00	\$248,418.00	\$332,696.00	\$306,059.00	\$306,059.00	\$306,059.00	-\$26,637.00	\$0.00
	<b>TOTAL WAGES AND BENEFITS</b>	\$702,165.00	\$685,729.00	\$841,002.00	\$813,765.00	\$813,765.00	\$813,765.00	-\$87,237.00	\$0.00

Rio Linda/Elverta CWD  
2013/14 Final Budget

EXPENSE	2012-2013 Actual Expenditures TO 6/30/13	2012-2013 Final Budget	2013-2014 Preliminary Budget	2013-2014 Final Budget	2013-14 Budget Changes
<b>Office Operations</b>					
<b>Building</b>					
60211 Utilities	\$7,542.00	\$6,500.00	\$9,000.00	\$9,000.00	\$0.00
60212 Janitorial	\$2,340.00	\$2,400.00	\$2,600.00	\$2,600.00	\$0.00
60213 Maintenance	\$3,633.00	\$3,000.00	\$5,000.00	\$5,000.00	\$0.00
60214 Security	\$312.00	\$500.00	\$312.00	\$312.00	\$0.00
<b>Total Building</b>	<b>\$13,827.00</b>	<b>\$12,400.00</b>	<b>\$16,912.00</b>	<b>\$16,912.00</b>	<b>\$0.00</b>
<b>Office Equipment Maintenance</b>					
60221 Inserter Maintenance Agreement	\$0.00	\$0.00	\$1,800.00	\$1,885.00	\$85.00
60222 Billing Software Maintenance	\$9,942.00	\$12,400.00	\$0.00	\$0.00	\$0.00
60223 Computer System Maintenance	\$4,537.00	\$3,537.00	\$5,037.00	\$5,037.00	\$0.00
60224 Photocopy Maintenance	\$3,900.00	\$5,800.00	\$4,500.00	\$4,500.00	\$0.00
<b>Total Office Equipment Maintenance</b>	<b>\$20,820.00</b>	<b>\$24,237.00</b>	<b>\$13,737.00</b>	<b>\$13,842.00</b>	<b>\$105.00</b>
<b>Publishing</b>					
60231 Legal Advertising	\$471.00	\$1,000.00	\$750.00	\$750.00	\$0.00
60232 Newsletters	\$262.00	\$500.00	\$200.00	\$300.00	\$100.00
<b>Total Publishing</b>	<b>\$733.00</b>	<b>\$1,500.00</b>	<b>\$950.00</b>	<b>\$1,050.00</b>	<b>\$100.00</b>
<b>Subscriptions / Licensing</b>					
60242 Corelogic Online Service (metroscan)	\$580.00	\$1,000.00	\$0.00	\$0.00	\$0.00
60243 Subscriptions/Licensing-Other	\$1,482.00	\$1,625.00	\$1,620.00	\$1,620.00	\$0.00
<b>Total Subscriptions / Licensing</b>	<b>\$2,550.00</b>	<b>\$2,625.00</b>	<b>\$1,820.00</b>	<b>\$2,120.00</b>	<b>\$300.00</b>

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Rio Linda/Elverta CWD  
2013/14 Final Budget

EXPENSE	2012-2013		2012-2013		2013-2014		2013-2014		2013-14	
	Actual Expenditures TO 6/30/13	Final Budget	Preliminary Budget	Final Budget	Preliminary Budget	Final Budget	Budget Changes	Budget Changes		
60249 internet	\$1,379.00	\$1,750.00	\$1,440.00	\$1,440.00	\$1,440.00	\$1,440.00	\$0.00	\$0.00		
60250 Regular Phone Service	\$3,335.00	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00		
60251 Bank Charges	\$4,323.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00		
60252 Payroll Services	\$438.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00		
60253 ATM/Credit Card Service/Direct	\$8,307.00	\$9,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,500.00	\$500.00	\$500.00		
<b>Printing</b>										
60271 Bill Stock Incl Env and Late Bills	\$4,331.00	\$3,500.00	\$5,500.00	\$4,500.00	\$5,500.00	\$4,500.00	-\$1,000.00	-\$1,000.00		
60272 Printing-Other	\$497.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$0.00	\$0.00		
<b>Total Printing</b>	\$4,828.00	\$4,100.00	\$6,100.00	\$5,100.00	\$6,100.00	\$5,100.00	-\$1,000.00	-\$1,000.00		
60280 Postage	\$18,559.00	\$15,000.00	\$18,000.00	\$19,000.00	\$18,000.00	\$19,000.00	\$1,000.00	\$1,000.00		
60281 Office Supplies	\$8,636.00	\$9,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00		
<b>Total Office Operations Expense</b>	\$87,735.00	\$88,212.00	\$86,059.00	\$87,064.00	\$86,059.00	\$87,064.00	\$1,005.00	\$1,005.00		
<b>FIELD OPERATIONS</b>										
<b>Field Communication</b>										
60310 Cellular Phones	\$2,845.00	\$3,500.00	\$3,600.00	\$4,500.00	\$3,600.00	\$4,500.00	\$900.00	\$900.00		
60310 Pagers	\$181.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00		
<b>Total Field Communication</b>	\$3,026.00	\$3,700.00	\$3,800.00	\$4,700.00	\$3,800.00	\$4,700.00	\$900.00	\$900.00		
<b>Laboratory Services</b>										
60321 Coliform Test and non-customer	\$3,275.00	\$3,000.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	\$0.00		
60322 Physical and Chemical Tests	\$14,770.00	\$15,000.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00		
<b>Total Laboratory Services</b>	\$18,045.00	\$18,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00		

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Rio Linda/Elverta CWD  
2013/14Final Budget

EXPENSE	2012-2013 Actual Expenditures TO 6/30/13	2012-2013 Final Budget	2013-2014 Preliminary Budget	2013-2014 Final Budget	2013-14 Budget Changes
<b>Other</b>					
60331 Construction Equipment Maintenance	\$1,806.00	\$2,300.00	\$3,000.00	\$3,000.00	\$0.00
60332 Small Tools & Shop Supplies	\$5,300.00	\$4,200.00	\$3,500.00	\$4,500.00	\$1,000.00
60333 Field Computer Maintenance	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
60334 Safety Equipment	\$955.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
60335 Backflow Testing	\$0.00	\$750.00	\$0.00	\$20,000.00	\$20,000.00
60339 Field Operations-Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Other</b>	\$8,061.00	\$9,250.00	\$9,500.00	\$30,500.00	\$21,000.00
<b>Pumping</b>					
60341 Maintenance	\$20,832.00	\$15,000.00	\$15,000.00	\$20,000.00	\$5,000.00
60342 Electricity	\$166,631.00	\$170,000.00	\$175,000.00	\$175,000.00	\$0.00
60343 Gas Diesel for wells	\$397.00	\$500.00	\$500.00	\$500.00	\$0.00
<b>Total Pumping</b>	\$187,860.00	\$185,500.00	\$190,500.00	\$195,500.00	\$5,000.00
<b>Transmission &amp; Distribution</b>					
60351 Water Purchases 3 mo. Shortage	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
60352 Service Connection Repairs	\$9,072.00	\$20,000.00	\$10,000.00	\$10,000.00	\$0.00
60353 Mains/Fire Hydrants/USA	\$5,702.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
60354 Meter Maintenance	\$15,433.00	\$16,000.00	\$10,000.00	\$10,000.00	\$0.00
60355 Tank Cleaning	\$0.00	\$1,000.00	\$3,500.00	\$3,500.00	\$0.00
60357 Contract Repairs	\$3,200.00	\$20,000.00	\$15,000.00	\$15,000.00	\$0.00
<b>Total Transmission &amp; Distribution</b>	\$33,407.00	\$63,000.00	\$43,500.00	\$43,500.00	\$0.00
60360 Chemicals and Supplies	\$17,512.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
<b>Transportation</b>					
60371 Fuel	\$19,804.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
60372 Maintenance	\$4,678.00	\$8,000.00	\$6,000.00	\$6,000.00	\$0.00
<b>Total Transportation</b>	\$24,482.00	\$28,000.00	\$26,000.00	\$26,000.00	\$0.00

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Rio Linda/Elverta CWD  
2013/14 Final Budget

EXPENSE	2012-2013		2012-2013		2013-2014		2013-2014		2013-14	
	Actual Expenditures TO 6/30/13	Final Budget	Final Budget	Preliminary Budget	Final Budget	Budget Changes				
60380 Permit/ Cert/ Inspection	\$26,352.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00			\$0.00
<b>Total Field Operations</b>	\$318,745.00	\$367,450.00	\$367,450.00	\$341,300.00	\$368,200.00	\$26,900.00	\$26,900.00			\$26,900.00
<b>Conservation</b>										
60401 Toilet Replacement Program	\$675.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00			\$0.00
60402 Regional Conservation Program	\$6,876.00	\$6,876.00	\$6,876.00	\$4,807.95	\$4,579.00	-\$228.95	-\$228.95			-\$228.95
60403 Washing Machine Rebates	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00			\$0.00
60404 Education Supplies	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00			\$0.00
60405 Contract Services CUWCC	\$0.00	\$0.00	\$0.00	\$2,515.00	\$2,515.00	\$0.00	\$0.00			\$0.00
60406 Community Outreach	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00			\$0.00
<b>Total Conservation</b>	\$7,551.00	\$8,176.00	\$8,176.00	\$11,122.95	\$10,894.00	-\$228.95	-\$228.95			-\$228.95
60420 Engineering Services	\$15,720.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00			\$0.00
<b>Insurance</b>										
60431 Liability/Vehicle	\$30,676.00	\$41,000.00	\$41,000.00	\$32,000.00	\$32,000.00	\$0.00	\$0.00			\$0.00
60432 Property	\$4,258.00	\$6,500.00	\$6,500.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00			\$0.00
<b>Total Insurance</b>	\$34,934.00	\$47,500.00	\$47,500.00	\$36,000.00	\$36,000.00	\$0.00	\$0.00			\$0.00
<b>Memberships</b>										
60501 SAWWA	\$530.00	\$325.00	\$325.00	\$325.00	\$325.00	\$0.00	\$0.00			\$0.00
60502 Regional Water Authority	\$4,725.00	\$4,725.00	\$4,725.00	\$4,725.00	\$4,725.00	\$0.00	\$0.00			\$0.00
60503 SGA	\$17,416.00	\$20,200.00	\$20,200.00	\$17,500.00	\$17,500.00	\$0.00	\$0.00			\$0.00
60504 ACWA	\$7,910.00	\$7,910.00	\$7,910.00	\$7,910.00	\$7,910.00	\$0.00	\$0.00			\$0.00
60505 CSDA	\$3,456.00	\$3,800.00	\$3,800.00	\$3,500.00	\$3,500.00	\$0.00	\$0.00			\$0.00
60506 AWWA	\$98.00	\$98.00	\$98.00	\$98.00	\$98.00	\$0.00	\$0.00			\$0.00
60507 Membership-Other (CRWA)	\$937.00	\$950.00	\$950.00	\$1,030.00	\$1,030.00	\$0.00	\$0.00			\$0.00
<b>Total Memberships</b>	\$35,072.00	\$38,008.00	\$38,008.00	\$35,088.00	\$35,088.00	\$0.00	\$0.00			\$0.00

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Rio Linda/Elverta CWD  
2013/14 Final Budget

EXPENSE	2012-2013		2012-2013		2013-2014		2013-2014		2013-14	
	Actual Expenditures TO 6/30/13	Budget	Final Budget	Preliminary Budget	Final Budget	Budget Changes	Final Budget	Budget Changes		
60550 Government Fees/Permit Fees	\$8,692.00	\$10,000.00	\$7,000.00	\$9,000.00	\$2,000.00	\$2,000.00	\$2,000.00			
60560 Elections	\$8,245.00	\$8,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Operating Expenditures-Other	\$0.00	\$5,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00			
<b>TOTAL OPERATING EXPENDITURES</b>	\$1,729,425.00	\$1,615,320.00	\$1,594,871.95	\$1,597,311.00	\$2,439.05	\$2,439.05	\$2,439.05			
<b>NON OPERATING EXPENDITURES</b>										
61130 Sherrill settlement	\$0.00	\$0.00	\$35,600.00	\$35,600.00	\$0.00	\$0.00	\$0.00			
<b>Debt Service</b>										
61100 Revenue Bond 2003-Interest	\$119,358.00	\$143,563.00	\$140,088.00	\$140,088.00	\$3,475.00	\$3,475.00	\$3,475.00			
21510 Revenue Bond 2003-Principle	\$95,000.00	\$95,000.00	\$100,000.00	\$100,000.00	\$5,000.00	\$5,000.00	\$5,000.00			
61110 2003 Bond Administration	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$0.00			
<b>Total Debt Service</b>	\$216,058.00	\$240,263.00	\$240,088.00	\$240,088.00	\$17,175.00	\$17,175.00	\$17,175.00			
Other Non Operating Expense	\$215.00	\$0.00	\$500.00	\$500.00	\$285.00	\$285.00	\$285.00			
To repay surcharge account	\$0.00	\$29,212.00	\$34,125.75	\$34,125.75	\$4,913.75	\$4,913.75	\$4,913.75			
Contingencies	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00			
<b>TOTAL NON OPERATING EXPENDITURES</b>	\$216,273.00	\$269,475.00	\$317,013.75	\$317,013.75	\$51,700.00	\$51,700.00	\$51,700.00			
<b>TOTAL EXPENDITURES</b>	\$1,945,698.00	\$1,884,795.00	\$1,911,885.70	\$1,914,324.75	\$33,500.00	\$33,500.00	\$33,500.00			
<b>Net Income (income - Expense)</b>	\$321,129.00	\$294,161.00	\$525,276.30	\$528,837.25	\$3,666.25	\$3,666.25	\$3,666.25			

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Rio Linda/Eliverta CWD  
2013/14 Final Budget

EXPENSE	2012-2013 Actual Expenditures TO 6/30/13	2012-2013 Final Budget	2013-2014 Preliminary Budget	2013-2014		2013-14 Budget Changes
				Final Budget	Budget	
Net Income (income - Expense)	\$104,565.00	\$295,911.00	\$526,716.30	\$528,837.25	\$140,492.00	
<b>6/30/13 OPERATING FUND BALANCE (bank balance)</b>						
<b>To SEMS Program</b>						
<b>To Phone Tree program</b>						
<b>To Capital Reserve Fund</b>		\$90,000.00				\$24,000.00
<b>Projected Ending fund balance</b>			\$154,037.30	\$337,274.25		
<b>SURCHARGE ACCOUNT</b>						
<b>6/30/2013 Surcharge Account Balance</b>						
Income	\$458,912.00	\$503,424.00	\$993,209.00	\$1,033,497.00		
Bimonthly accrual	\$42,500.00		\$503,424.00	\$503,424.00		
61300 SRF Interest	-\$18,272.00	\$0.00	-\$120,000.00	-\$120,000.00		
21300 SRF Principle	\$0.00	\$0.00	\$0.00	\$0.00		
61310 SRF Administration	\$0.00	\$0.00	-\$180.00	-\$180.00		
<b>Projected Ending fund balance</b>			\$1,376,453.00	\$1,416,741.00		
Surcharge 2009-03 Capital program						
<b>GOES INTO SEPARATE RESERVE ACCOUNT TO REPAY CDPH LOAN</b>						
<b>CANNOT BE USED FOR ANYTHING ELSE</b>						
4416 services X \$19.00 X 6 billings						

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The Following budget assumptions are proposed:

External Factors:

Property tax assessed values contain an inflation factor for each County combined with growth or decline factors; overall expect a moderate increase.

Interest rates on investments will be at current market rates, approximately 0.5%.

Surcharge Fund Activities:

The Surcharge Fund is a Restricted Fund only to be used for the construction of our well project. The Surcharge Fund is a reserve that is only in place until the Department of Health Services loan is paid off. During the course of our audits of the prior years it has been determined that there is a substantial sum of money that was being used to operate the District instead of being put into the Surcharge Fund. There were also a few expenses that should have not been paid out of this Fund. The figures are noted below:

Fiscal Year 2009/10	\$ 16,130.00	Income not put into the Fund
Fiscal Year 2010/11	\$ 17,729.00	Income not put into the Fund
Fiscal Year 2011/12	\$105,856.00	Bills that should not have been paid by the Fund.
Fiscal Year 2011/12	\$26,000.00	revenue not recorded.
	\$165,714.00	Total Due to the Surcharge from Operating Fund.

The previous Board determined a methodology to repay the Surcharge Fund these amounts over a period of time. In 2012-13 the District paid the fund \$29,212. \$34,125 will be paid by the end of Fiscal Year (FY) 2013/14 with another \$34,125 proposed to be paid in FY 2014/15.

Operating Fund Revenues:

The Operating Fund revenue has increased due to the implementation of the full 2011 rate increase Ordinance. Estimated revenue increase is \$195,500 per year. An inactive service fee has also been implemented which will increase District revenues by \$47,500 based on 125 inactive properties. The District has 4616 connections but only 4458 were on during the last billing cycle. Our State Revolving Fund loan is based on all properties putting money into the Surcharge Fund. If monies are not received from all accounts the Operating Fund must somehow backfill the Surcharge fund in order to pay off the

loan. This is also happening with our current bonds we are paying off in the amount of \$240,263.00 each year.

Due to the need for a constant revenue stream to pay off the District's debt service accounts and fixed operating costs the Board implemented an inactive service fee in the amount of \$63.33 per inactive account for each billing cycle. This insures that our loan payments and fixed costs would be paid without putting further hardship on our customers that are currently connected to the system.

**Tower leases** have increase \$8,000.00.

**Service App/New Location Fees** were increased to \$10,000.00 based on current year revenue there was no initial budget for this year on this item.

**Late Payment Fees** were decreased by \$2,000 in the final budget based on yearend figures.

Salaries and Benefits District-wide:

1. Staffing

The District has been below appropriate staffing level for the past year. One of the staff had abandoned his job before the current management took over and the Board has not approved hiring a replacement to date. There is also a need for a Conservation Coordinator/Receptionist. The District currently only has one Grade 3 Operator. Another operator has recently taken his Grade 3 test but the results are not in to date. A minimum of two Grade 3 Operators is required for coverage should one of the Operators become ill or be away from the District. In the State mandated staffing survey that was complete last year it was determined that the District needed an additional 2 and a half field staff. This budget includes hiring 2 laborers at \$11.64 per hour and 1 Conservation Coordinator/Receptionist at \$15.00 per hour. The District's current Secretary/Receptionist job title and duties would change to Secretary/Administrative Assistant to assist the General Manager with the additional duties required by the new Board Directors. \$108,895 was added to salaries for the 3 additional staff, step increases and COLA.

2. Salaries

- Estimated Cost of Living allowance of 3% will be implemented on December 1, 2014 per the District's Memorandum of Understanding with the Teamsters Union. This 3% COLA will also apply to the nonunion staff.
- Salary reclassification. There is one Staff member who will be eligible for a Salary reclassification if he passes his Grade 3 Water Distribution test. This has been considered in the preliminary Budget.
- Step increase. There are 3 staff step increases included in the budget. There were none given last year.
- Overtime and standby pay are estimated from prior year expenses.

3. Payroll taxes and Benefits

- Employer Social Security is calculated at 6.2% of the salary up to \$110,100.
- Employer Medicare (FICA) is calculated at 1.45% of salary.

- State Unemployment Insurance is calculated at 5.7% of salary up to \$7,000.
- Workers Compensation insurance is calculated at the following rates per \$100.00 of wages:
  - 7520 - Waterworks Employees \$5.14
  - 8742 - Outside Employees \$1.16
  - 8810 - Clerical \$0.52
  - The rates noted above are then multiplied by 200% EMOD to take into account the District's injury rate over the past several years. This is down 60% from last year's EMOD rate.
- Health, Dental and Vision insurance is calculated at \$1,070.00 per employee per month. New employees are budgeted for 6 months of coverage per the MOU.
- Cal PERS Employer Contribution rate has increased from 16.273% to 17.11 for current staff. This new rate and the addition of the 3 new staff members at the rate of 9.75% will increase the budget for this item by \$15,111.

#### 4. Operations and Maintenance Costs

Operation and Maintenance cost categories are reviewed individually to determine the most reasonably precise budget estimate. Where it is impractical to use this method, an inflation factor of 3% will be applied.

The significant changes in the budget from last year are noted below:

-\$115,000 as deleted from **General Counsel Fees** due to the lack of litigation.

\$3,300 was added the **Auditor Fees** as a Single Audit is required by the Federal Government in addition to the regular audit that is performed annually.

-\$11,000 was deleted from **Auditor Forensic Fees** as this item has been completed.

\$3,000 was added to **Director Fees** due to the additional meetings for Finance/Administration and Planning Committee meetings.

-\$41,500 was deleted from **Extra Contract Help** due to the funding of full time positions.

\$900 was added to **Cell Phones** for air card needed to communicate between scada system and field computer.

-\$12,400 deleted from **Insertor Lease** as this equipment was purchased during FY 2012-13.

-\$10,500 deleted from **Physical and Chemical Tests** as there is less monitoring required by the State this year. This item varies from year to year.

\$20,000 was added for **Cross Connection Testing** outsourcing.

\$5,000 has been added to **Pumping Electricity** due to power rate increase estimates.

-\$10,000 has been deleted from **Service Connection Repairs** due to prior year figures.

-\$6,000 has been deleted from **Meter Maintenance** due to meter replacement being done which is a Capital Expenditure instead of repair for older units.

-\$5,000 has been deleted from **Contract Repairs** based on prior year figures.

\$5,139 has been added to **Conservation** to provide supplies and funding for the California Urban Water Conservation Counsel.

-\$11,500 has been deleted from **Insurance** based on current insurance premium information.

-\$2,700 has been deleted from **SGA** based on last year's membership cost.

-\$8,245 has been deleted from **Elections** as there is no election this year.

#### **SUMMARY OF FINAL BUDGET RECOMMENDATIONS**

\$34,125.00 should be paid to the Surcharge Fund to refund operating expenses paid out of the Surcharge Fund for the next 4 years.

2 additional staff to be hired per the staffing survey provided to California Department of Public Health and 1 additional staff to fill Conservation Coordinator/Receptionist position.

Total Budgeted Income \$2,443,162 is up \$264,206

Total Budgeted Expenditures \$1,914,325 is up \$29,530

\$319,000 to be put into Capital Improvement Fund to fund Capital Projects. This figure is not included in the expenditures noted above.



TECHNICAL MEMORANDUM

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To: Mary Henrici, General Manager  
From: Jim Carson, District Engineer  
Subject: 2013/14 Capital Budget Descriptions  
Date: June 27,2013

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This Technical Memorandum (TM) provides the budget descriptions for the proposed 2013/14 Rio Linda / Elverta Water District's (District) Capital Budget. The following are a list of the budget items along with their descriptions:

**Water Supply**

**A-1 Plant Paving/Slurry – Various Plant Sites – \$10,000**

This budget item is to replace sections of deteriorated paving and slurry seal the existing paving at various plant sites. The existing plant paving has deteriorated and needs this work in order to extend the life of the existing paving.

**A-2 Well 9 – Electrical Panel Replacement and Tank Removal – \$40,000**

This budget item is to replace the existing electrical panel that is at the end of its economic life with a new electrical panel. The new panel will be Arc Flash compliant and have a soft start that will minimize pressure surges from starts and stops of the well pump. The new soft start will enable the District to remove the hydropneumatic tank that cannot be certified.

**A-3 Well 10 – Electrical Panel Replacement and Tank Removal – \$40,000**

This budget item is to replace the existing electrical panel that is at the end of its economic life with a new electrical panel. The new panel will be Arc Flash compliant and have a soft start that will minimize pressure surges from starts and stops of the well pump. The new soft start will enable the District to remove the hydropneumatic tank that cannot be certified.

**A-4 Well 3 – Upgrade Perimeter Fencing – \$6,000**

This budget item is to upgrade the existing Well 3 perimeter fencing by adding barbed wire for better security and replacing/repairing the gate for better access.

**A-5 Well 2A – Construction Spoils Bins - \$20,000**

This budget item is to relocate the construction spoils bins from the District Office to Well 2A. The bins at the District Office are in conflict with the new L Street Reservoir and Pump Station.

**A-6 Miscellaneous Pump Replacement – \$20,000**

This budget item is for the replacement or upgrade of any well pump and/or motor that has failed throughout the budgeted year.

**State Revolving Fund Project**

**SRF – 1 “L” Street Reservoir and Pump Station**

This budget item is for the construction of a new reservoir and pump station located adjacent to the District Office. The project is to be funded by a State Revolving Fund loan.

**Water Distribution**

**B-1 Paving Replacements – \$5,000**

This budget item is to pave sections of streets where the existing street paving has been cut into due to water service repairs or replacements.

**B-2 System Valve Replacements – \$5,000**

This budget item is to replace broken water system valves. These broken valves are being identified from the District’s valve exercising program.

**New Business**

**NB-1 Elverta Specific Plan – Water Supply and Planning– \$250,000  
(Funding by Others)**

This budget item is for the water supply and master planning for the existing system and the future expansion of the Elverta Specific Plan Development. This budget item will be funded by the Elverta Specific Plan Development per a funding agreement between the District and the landowners.

**Miscellaneous**

**M-1 Service Replacements – \$15,000**

This budget item is for the replacement of leaking water services that cannot be repaired.

**M-2 Small Meter Replacements – \$60,000**

This budget item is to replace customer meters that are no longer working or cannot maintain accuracy.

**M-3 New Automated Meters for Route 20 - \$54,000**

This budget item is to replace the Route 20’s manual read meters with automated meters.

**M-4 ½ Ton Truck Replacement – \$25,000**

This budget item is to replace field truck number 4 with a new ½ ton truck. The existing mileage on the truck is 121,383 and has exceeded its economic life.

**Contingency**

**C-1 Contingency (Non SRF) – \$27,000**

This budget item accounts for cost of unbudgeted projects that are not planned for in the capital budget. The budgeted cost is based on 10% of the total Capital Budget less projects funded by others (New Business) and the contingency associated with the SRF funded project.

**C-2 Contingency (SRF Project) - \$156,000**

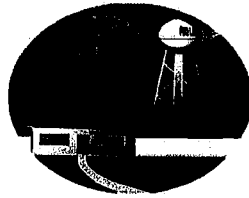
This budget item is for the contingency associated with the remaining SRF project funding that is currently associated with the "L" Street Reservoir and Booster Station.

**Rio Linda Elverta Community Water District  
2013-14 Capital Budget**

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Budget Item	Budget Description	Budgeted Cost (\$)
<b>Water Supply</b>		
A-1	Plant Paving/Slurry - Various Plant Sites	10,000
A-2	Well 9 - Electrical Panel Replacement and Tank Removal	40,000
A-3	Well 10 - Electrical Panel Replacement and Tank Removal	40,000
A-4	Well 3 - Upgrade Fencing	6,000
A-5	Well 2A - Construction Spoil Bins (Relocation from District Office)	20,000
A-6	Miscellaneous Pump Replacements	20,000
<b>Total Water Supply</b>		<b>136,000</b>
<b>State Revolving Fund Project</b>		
SRF-1	"L" Street Reservoir and Pump Station	3,862,673
<b>Total Water Supply</b>		<b>3,862,673</b>
<b>Water Distribution</b>		
B-1	Street Paving Replacements	5,000
B-2	System Valve Replacements	5,000
<b>Total Distribution</b>		<b>10,000</b>
<b>New Business</b>		
NB-1	Elverta Specific Plan - Water Supply and Planning - Funded by Others	250,000
<b>Total New Business</b>		<b>250,000</b>
<b>Miscellaneous</b>		
M-1	Service Replacements	15,000
M-2	Small Meter Replacements	50,000
M-3	New Automated Meters for Route 20	54,000
M-4	1/2 Ton Truck Replacement (Vehicle Number 4)	25,000
<b>Total Miscellaneous</b>		<b>144,000</b>
<b>Contingency</b>		
C-1	Contingency (10 Percent of District Funded Projects less New Business)	29,000
C-2	SRF Contingency	156,000
<b>Total Contingency</b>		<b>185,000</b>
<b>Total Capital Budget</b>		<b>4,587,673</b>
<b>Total Funded by District w/o SRF</b>		<b>319,000</b>
<b>Total Funded by District w/ SRF</b>		<b>4,337,673</b>

RIO LINDA



ELVERTA

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

**Date:** July 15, 2013  
**Subject:** Change of Lead Operator title to Water Utility Supervisor  
**Staff Contact:** Mary Henrici, General Manager

**Recommended Committee Action:**

The Finance / Administrative Committee recommend approval of the attached job description which would change the Lead Operators position to Water Utility Supervisor. This position would continue to be nonexempt. The position would also be provided 1 additional week of vacation. If the Board approves this position title this would then go to the union and with staff and union approval and LOU would be created to include this position in the MOU document. The proposed job description is attached for the Boards review

**Current Background and Justification:**

President Dills requested that this item be taken up in the Finance and Administrative Committee. He felt that the Lead Operator is performing the duties of a Supervisor. Because he is performing the duties of a Supervisor he should be called a Supervisor. The current Lead Operator is performing the job duties and description of a Water Utility Supervisor. The District water system operates under the current State Certificates of the Lead Operator. He also has increased job responsibilities, including direction of field personnel, monthly, quarterly and annual State reporting. He is also the District's cross connection control specialist and safety officer. The Lead Operator has 15 years experience at the District and is the responsible party in the absence of the General Manager. Traditionally the Supervisor position has received 1 additional week of vacation per year. It was asked that staff investigate what other utilities do in the area for this position. This information was provided to the Finance and Administrative committee. Exempt employees are not paid overtime and do not have pager duties. Currently with our limited staff the Lead Operator must take pager duties.

**Conclusion:**

Based on the recommendation of the Board President and the many duties that the Lead Operator performs it is recommended by the committee that the position title be changed from Lead Operator to Water Utility Supervisor. This change in position would not increase the pay rate but would include 1 additional week of vacation.

**Board Action / Motion**

Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Caron: \_\_\_\_\_ Anderson: \_\_\_\_\_ Longo: \_\_\_\_\_.

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

RLECWD Agenda Item Checklist

Date  
7/15/13

Initial Potential Meeting Date

Item Prioritization

7/8

Circle High/Medium/Low priority of item and identify if in line with Mission/Goal/Strategic Planning Issues or state emergency

Send Operator title change to water utility supervisor

Staff Work Completed

7/3/13

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

Committee Review of Item and Staff Work

7/8

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

Formal Legal Counsel Review

N/A

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

Board President and GM Review

Signatures of President and GM    President \_\_\_\_\_ General Manager \_\_\_\_\_

Actual Meeting Date Set for Agenda Item

7/15/13  
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## Water Utility Supervisor

### GENERAL STATEMENT OF DUTIES:

Performs a variety of supervisory, construction, technical, operations, and maintenance work in the operation, repair, maintenance, replacement and construction of the District water system.

### SUPERVISION RECEIVED:

Works under the general direction of the General Manager who reviews work for effectiveness in conformance to established policy.

### SUPERVISION EXERCISED:

Exercises direct supervision over Water Utility Operators, Water Utility Workers and Laborers. Makes operational decisions when the General Manager is away.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, schedules, implements and oversees construction, maintenance, and operation activities in order to assure quality water service for District customers; standardizes department policies and procedures to improve efficiency and effectiveness of operations.

Reviews project and development plans of others for compliance with District regulations and standards and inspects work for compliance with approved plans.

Assures the operation of the water quality sampling program and the proper reporting related thereto in order to conform county, state, and federal regulations; maintains operations records and prepares reports based on those records to be submitted to state and federal regulatory agencies.

Interacts with representatives of the State Department of Health Services regarding compliance issues involving the water system and permits related thereto.

Supervises, instructs and assists assigned crews in installing and relocating water lines, valves, fire hydrants and meters, and maintaining the existing water supply system.

Responds to or assures the proper response to complaints regarding water quality, leaks, pressure loss or no water; explains findings to property owners if necessary.

Trains, supervises and disciplines subordinate employees performing the duties of maintenance, construction and operation of the District water system.

Supervises the use of and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and operation of the District water system; requisitions such materials, supplies and equipment as needed and budgeted; insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room.

Analyzes annual operating costs and makes recommendations for department budget.

Oversees the safety of Utility Operators and Workers by instructing individuals in proper safety procedures and monitoring work in progress and performs the duties of District Safety Officer.



Assists in development and maintains a procedure manual for all departmental operations.

Performs duties of Laborer, Water Utility Worker and Water Utility Operator as needed

**PERIPHERAL DUTIES:**

Operates a variety of power construction and maintenance equipment used in the water industry.

Assists the General Manager with the development of a capital improvement and replacement program for the District and the development of short term and long range plans.

Serves on various employee, regional association, or other committees as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

Seven years experience in the operation and maintenance of a water utility at a responsible level; possession of a current California Department of Health Water Treatment Operator Grade II certificate and a California Department of Health Water Distribution Operator certificate Grade III; possession of a valid Class C California driver's license or the ability to obtain one within one (1) month of employment; graduation from high school; or any equivalent combination of experience, training and certification.

**Necessary Knowledge, Skills and Abilities:**

Thorough knowledge of equipment, facilities, materials, regulations, methods and procedures used in the construction and maintenance of public water systems; ability to guide, direct and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks, etc.; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to make decisions independently in accordance with generally accepted construction practices and established policy and to use initiative and judgment in carrying out tasks and responsibilities with only general instruction and guidance; ability to use tact and judgment when dealing with the public; ability to lift heavy objects and perform sustained manual work.

**SPECIAL REQUIREMENTS :**

Must be bondable.

Must possess a valid driver's license.

Must pass a drug screening test.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer, personal computer (including word processing, spreadsheet, database and other software), copy and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk and hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

#### **SELECTION GUIDELINES:**

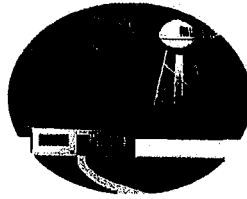
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

#### **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RIO LINDA



ELVERTA

**Item for Discussion and Action  
Agenda Item: 4.5**

**Date:** July 15, 2013  
**Subject:** Change of Secretary/Receptionist title to Administrative Assistant  
**Staff Contact:** Mary Henrici, General Manager

**Recommended Committee Action:**

The Finance / Administrative Committee recommend approval of the position change from Secretary/Receptionist to Administrative Assistant with a \$1.00 per hour raise for the position above the current rates for Secretary/Receptionist. If the Board approves this position title this would then go to the union and with staff and union approval and LOU would be created to include this position in the MOU document. The proposed job description is attached for the Boards review.

**Current Background and Justification:**

The Board of Directors has requested that the Manager acquire additional staff to assist her with completed staff work. The position would also prepare agendas, minutes and board packets for various meetings. Other duties would include typing correspondence and scheduling the Managers appointments in addition to assisting the Manager with the day to day duties as needed. The new Conservation Coordinator will be taking over the duties of Receptionist when that position is filled. The District would have to put together another LOU to change the position title and duties of this position.

**Conclusion:**

The General Manager needs additional staff to provide the Board of Directors with all of the information needed for meetings. With the addition of the Conservation Coordinator /Receptionist the Administrative Assistants duties can be tailored to better assist the General Manager with Administrative work.

**Board Action / Motion**

Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Caron: \_\_\_\_\_ Anderson: \_\_\_\_\_ Longo: \_\_\_\_\_

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

RLECWD Agenda Item Checklist

Date  
7/15/13

7/8

Item Prioritization  
Circle High/Medium/Low priority of item and identify if in line with Mission/Goal/Strategic Planning Issues or state emergency

Cheng Secretary Receptionist title to Administrative Assistant

7/13

Staff Work Completed

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

7/8

Committee Review of Item and Staff Work

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

N/A

Formal Legal Counsel Review

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

Board President and GM Review

Signatures of President and GM    President \_\_\_\_\_ General Manager \_\_\_\_\_

7/15/13  
**54**

Actual Meeting Date Set for Agenda Item

## Administrative Assistant

### **GENERAL STATEMENT OF DUTIES:**

Performs a variety of routine and complex clerical, secretarial, data processing, and administrative work associated with the operation of the District Office.

### **SUPERVISION RECEIVED:**

Works under the supervision of the General Manager.

### **SUPERVISION EXERCISED:**

Supervision ordinarily is not a responsibility of this class; may supervise part-time or temporary staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Receives telephone calls and citizen visits; handles questions and matters of a more technical nature; responds to citizen complaints.

Prepares periodic utility, financial, statistical or operational reports as assigned.

Provides assistance to the General Manager in meeting management; copies, assembles and distributes Board agenda packets and background materials; prepares draft minutes of meetings from video recordings.

Maintains District filing system and filing indices and District library; maintains agenda packet binders, minute books, ordinance books and resolution books; updates policy and procedure books as directed.

Develops and maintains office forms and procedures.

Answers central telephone system and mobile phone system.

Maintains District website ensuring that it is current and up to date.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Provides completed staff work to the General Manager and Board of Directors.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

### **PERIPHERAL DUTIES:**

Provides clerical support to other staff as required.

Receives the public and answers questions; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.

Receives and stamps incoming mail, and distributes as directed; processes outgoing mail

Processes outgoing mail.

Prepares and maintains office supply inventory.

Serves on or provides support for various employees, regional association, or other committees as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Graduation from an high school with specialized course work in general office practices such as typing, accounting, data processing (completion of community college or business school bookkeeping or data processing training may be substituted for one year of experience); or any equivalent combination of education and experience. Three years of experience in a responsible secretarial position with exposure to legal or governmental documents.

#### **Necessary Knowledge, Skills and Abilities:**

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures and computers and data processing; skill in to operating listed tools and equipment, ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions. Knowledge of standard office practices and of business English, spelling, composition, and math; excellent typing skills; computer experience with word processing and spreadsheets; ability to make decision independently in accordance with established policy; ability to use fact and judgment in dealing with the public.

### **SPECIAL REQUIREMENTS :**

Must be bondable.

Must have drivers license

Must pass a drug screening test.

### **TOOLS AND EQUIPMENT USED:**

Personal computer, including accounting, billing, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, fax machine and mail processing equipment. Must be able to operate a District vehicle.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

#### **SELECTION GUIDELINES:**

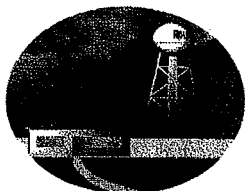
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

#### **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**RIO LINDA**



**ELVERTA**

**Public Comment  
Agenda Item: 5**

**Date:** July 15, 2013

**Subject:** Public Comment

**Staff Contact:** Mary Henrici, General Manager

**The Board will hear public comment:**

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

**Board Action / Motion**

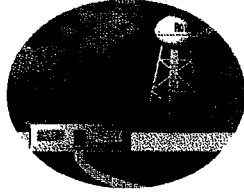
Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Caron: \_\_\_\_\_ Anderson: \_\_\_\_\_ Longo: \_\_\_\_\_.

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



**RIO LINDA**



**ELVERTA**

**Closed Session  
Agenda Item: 6.1**

**Date:** July 15, 2013

**Subject:** Closed Session

**Staff Contact:** Mary Henrici, General Manager

**6.1 CONFERENCE WITH LABOR NEGOTIATOR**

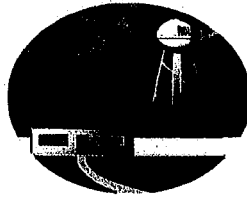
The Board will meet in closed session pursuant to Government Code § 54957.6 – Discussion and possible modification to the Memorandum of Understanding (MOU) with a letter of Understanding (LOU).

Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_

Dills:\_\_\_ Green:\_\_\_ Caron:\_\_\_ Anderson:\_\_\_ Longo:\_\_\_.

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

**RIO LINDA**



**ELVERTA**

**Information Items  
Agenda Item: 7**

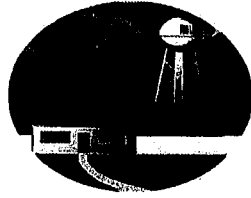
**Date:** July 15, 2013

**Subject:** Reconvene to Open Session

**Staff Contact:** Mary Henrici, General Manager

**Directors' and General Manager Comments**

**RIO LINDA**



**ELVERTA**

61<sub>A</sub>

**Information Items  
Agenda Item: 8**

**Date:** July 15, 2013

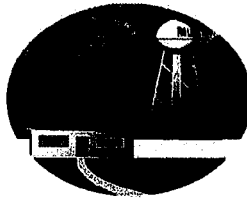
**Subject:** Announcements from Closed Session

**Staff Contact:** Mary Henrici, General Manager

The Board President will report on any actions taken in Closed Session.

**Directors' and General Manager Comments**

RIO LINDA



ELVERTA

61<sub>B</sub>

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

**Date:** July 15, 2013

**Subject:** Letter of Understanding (LOU) modifying the Memorandum of Understanding (MOU)

**Staff Contact:** Mary Henrici, General Manager

**Recommended Committee Action:**

The Board will take action on the LOU discussed in Closed Session.

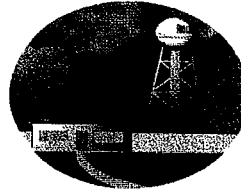
**Board Action / Motion**

Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_

Dills:\_\_\_\_ Green:\_\_\_\_ Caron:\_\_\_\_ Anderson:\_\_\_\_ Longo:\_\_\_\_\_.

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

**RIO LINDA**



**ELVERTA**

**Information Items  
Agenda Item: 9.1**

**Date:** July 15, 2013  
**Subject:** District Activity Report  
**Staff Contact:** Mary Henrici, General Manager

- 1. DISTRICT ACTIVITY REPORT**
  - a. General Manager's Report
  - b. Water Production Report
  - c. District Engineers Report

**Managers Report**

June 11, 2013 to July 9, 2013

On June 12, 2013 I went to a water caucus meeting where all managers from area water districts discussed matters of importance to all of us. These included the Bay Delta Plan, Best Management Practice (BMP) 1.4 regarding the structure of water rates and the meetings that are coming up to review this BMP, current legislation and a flow standard the RWA is still modeling for the regional plan required by the State.

On June 13, 2013 I went to Sacramento Groundwater Authority (SGA) bimonthly meeting. We received an update on the model treatment of chromium 6 project being done in Davis. They also approved the annual budget transferring some items to the current year from the past year that had not been completed to date. There was also a legislative update and a groundwater management update. The audit for fiscal year 2012/13 was also approved.

On June 17, 2013 Jim Carson, Jim Crowley and I met with the City of Sacramento to discuss possible surface water purchases for the Elverta Specific Plan and other developments in the area. There was a positive response from the city. They are gathering information and will be in contact with our engineers.

On June 18, 2013 Jim Carson, Jim Crowley and I met with Carmichael Water District to discuss the potential of buying water credits from their agency as an interim measure to meet PF8 requirements. The discussion was positive and this information will be added to the information staff is gathering for potential sources of surface water. Afterward Mr. Carson and Crowley and I had a meeting discussing our progress so far in contacting all agencies in the area and next steps to take with the project.

On June 19, 2013 I went to an all day meeting with the California Urban Water Conservation Council (CUWCC) and discussed Best Management Practice (BMP) 1.4 rate setting in great detail with the group. The CUWCC is trying to determine if the current methods available for water conservation rate structure are appropriate and if they should be reviewed and revised. There was an overwhelming response from the water community that the current method of 70 % volumetric and 30% fixed expense rate structure was not workable for many Districts and there should be more methods available to comply with this BMP. This information was taken to the Plenary meeting the next day.

On June 20, 2013 I went to the Plenary meeting where they discussed BMP 1.4 options 1 and 2, future demand forecasting, avoiding costs of water energy projects and allowed networking between the three groups of the CUWCC.

On June 26, 2013 the ACWA/JPIA boiler and machinery inspection services consultant came out to inspect our hydropneumatic tanks. They were informed that the District has already done preliminary testing on our tanks and has budgeted for removal of 2 tanks per year until all are replaced or circumvented.

On June 27, 2013 we had a meeting with the SEMS people and informed them of our status in providing them with the information needed to implement their program. Later that day the Air Quality Management District inspected and was happy with our operations. No corrective actions are needed.

On June 28, 2013 The Board President and I met with Mr. Miller regarding his inactive service fee. Mr. Miller feels that the District should ask the County for additional tax money for our fixed costs instead of asking the customers who are not currently using their service to pay a fee. This was discussed during the Finance and Administrative meeting on the 8<sup>th</sup> of July. Later that day Jim Crowley and I met with the Manager of El Dorado County Water District and discussed their action to acquire water rights in the area. It was determined that the two agencies would keep each other up to date on our plans to acquire surface water.

On July 2, 2013 I met with SMUD's energy efficiency staff. They will be providing us with more energy efficient lighting and our peak factor rate will be adjusted because of this energy audit. This should drop the energy bill in the office for at least the next 12 months.

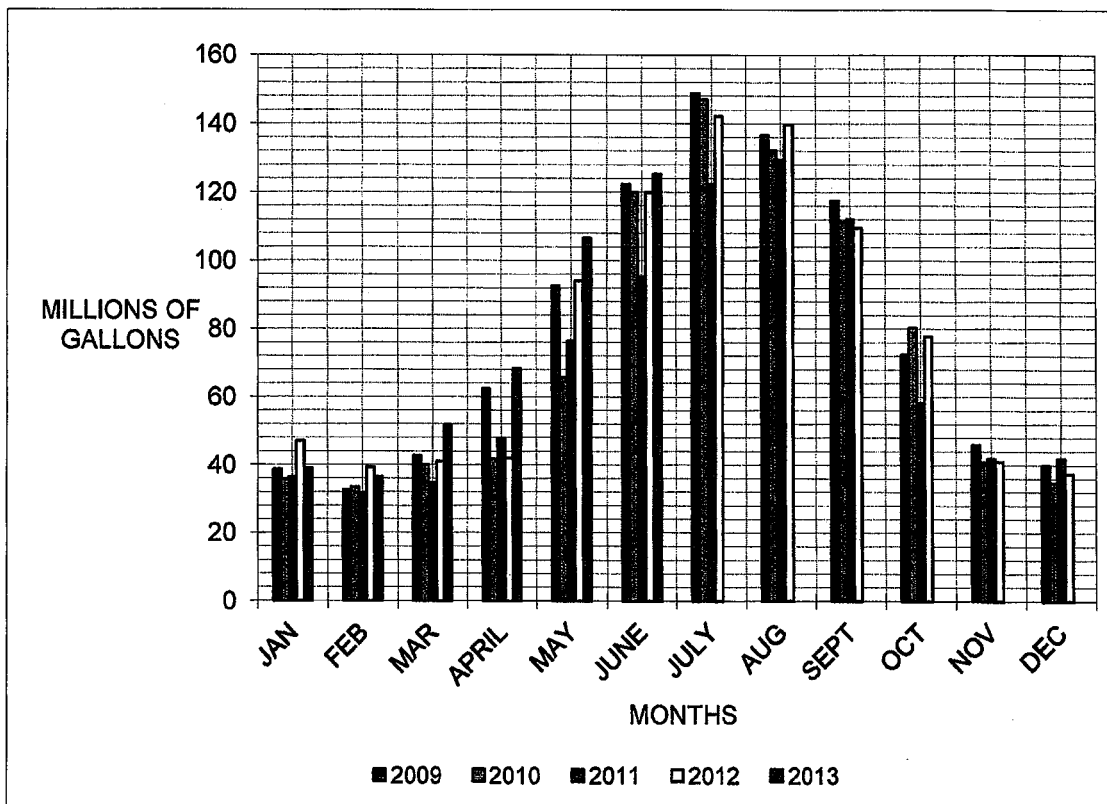
On July 3, 2013 the Planning committee met. The L St. design is 95% complete. The proposal to do environmental work on the pipeline to well 5 was presented. An update was provided on the Elverta Specific plan. A water supply matrix is forthcoming on this project. A Capital Budget item was presented for recommendation to the full Board. New bins for building materials need to be constructed at well 2A before the L St. project starts as the old bins will have to be destroyed. The Hyce property easement agreement was discussed. Based on the information presented the committee felt that Mr. Hyce should be allowed to transfer his service to someone else if he wishes to do so.

On July 8, 2013 the Finance/Administration committee met. The District expenditure and financial reports were discussed. The job descriptions of Water Utility Superintendent and Administrative Assistant were discussed along with compensation and benefits. The 2013-14 final budgets were reviewed and discussed. The inactive service fee was discussed at length in an effort to determine what the best course of action would be regarding this charge. Mr. Ridilla was asked to provide the staff with options/choices for amending the fee. His ideas were received and incorporate in the inactive service fee staff report.

## 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	51.7	42.02	0	0	0.002	0	
APRIL	62.4	41.7	47.8	42	68.2	52.42	0	0	0	0	
MAY	92.6	65.7	76.4	94	106.5	87.04	0.002	0.019	0.01	0	
JUNE	122.3	120	95.3	120	125.3	116.58	0.4	0.71	0.12	0.002	
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	427.2	898.875	0.566	0.77	8.301	0.002	





# RIO LINDA/ELVERTA C.W.D. 2013

## REPORT OF DISTRICT OPERATIONS

# 66

### SOURCE WATER DATA

#### Water Production (Million Gallons)

January	February	March	April	May	June	Year To Date
39	36.5	51.7	68.2	106.5	125.3	
39,040,780	36,450,779	51,711,372	68,171,558	106,544,226	125,260,284	
July	August	Sept.	Oct.	Nov.	Dec.	
0	0	0	0	0	0	

Gallons = Multiply M.G. by:	1,000,000		Monthly Total		
Cubic Feet = Divide gallons by:	7.48		125,260,284	Gallons	
Hundred Cu Ft. = Divide cu. ft. by:	100		16,746,027	Cubic Feet	
Acre Ft. = Divide gallons by:	325,829		387,150	Hundred Cubic Feet	
			387,150	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)	1(1)	2(1)	3(1)	1(1)	
July	August	Sept.	Oct.	Nov.	Dec.	

#### New Services

New Construction	0	
Existing Homes	0	
Paid prior to increase. ( 2 not installed)	0	
<b>Total of Service Connections to Date -----&gt;</b>		
Deterioration June 1 - June 30	11	
Damaged June 1, - June 30	0	
Routine	16	
Non Routine	12	

#### June 1, 2013 - June 30, 2013

<b>11 - Distribution leaks repaired by District staff, 0 - by Contractor or with contractor assistance.</b>		
<b>Work Orders Issued - 66</b>	<b>Work Orders Completed- 63</b>	<b>USA's Issued - 39</b>
Change Out Meter - 1	Change Out Meter - 2	
Get Current Read - 41	Get Current Read - 35	
Line Leak - 2	Line Leak - 2	
Other Work - 4	Other Work - 4	
Possible Leak - 12	Possible Leak - 14	
Pressure Complaint - 1	Pressure Complaint - 1	
Tag Property - 1	Tag Property - 1	
Turn On Service - 3	Turn On Service - 3	
Water waster - 1	Water waster - 1	

TECHNICAL MEMORANDUM

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To: Mary Henrici – General Manager  
From: Jim Carson, District Engineer (Affinity Engineering)  
Subject: District Engineering Staff Report – July 2013  
Date: July 7, 2013

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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 June 3, 2013 and discussed several planning projects as described in the committee's minutes. The planning committee is scheduled to meet the first Tuesday of each month. The next scheduled meeting is August 6, 2013.

**2. State Revolving Fund Project – "L" Street Reservoir and Booster Station**

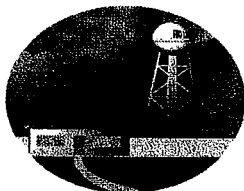
- a. Engineering Design: The project is currently under design. The 95% submittal is currently planned for the middle of July.
- b. Well 12 Rehabilitation: The contract was sent to the consultant for them to sign. Recommended changes were made by the consultant to the contract and forwarded to the Attorney for his review and consideration.
- c. Construction Bin Relocations: A layout was reviewed and approved by the District for the replacement location of the construction bins. The existing construction bins are being demolished to make room for the new reservoir and pump station. An addition to the 2013/14 Capital Budget is being requested to pay for the relocation of these construction bins.
- d. Environmental Consultant: The CEQA document is nearing completion. It is planned to be completed next week. The consultant will be providing a compliance checklist to make sure that the document complies with the public review requirements.

**3. Preliminary Environmental Review- Elverta Pipeline:**

A proposal to complete a preliminary environmental review was obtain from EN2 Consulting. The review is recommended by staff to determine if installing a new pipeline up to the Elverta Booster Station from Elverta Road would be feasible in the old railroad ROW that is owned by the County. A determination of no significant environmental impact would result in a significant savings to the District. If a significant environmental issue is associated with this pipeline route, the pipeline will be routed in the street paralleling existing water mains at a higher cost to the District.

**4. Master Plan/Elverta Specific Plan (ESP)**

Meetings have been held with City of Sacramento and Carmichael Water District to identify potential water supply options for ESP as well as to meet the District's infill requirements. A water supply matrix is being developed to document the District's water supply options. Follow up meetings are being held with some of the water district to further discuss the District's best short and long term water supply options.

**RIO LINDA****ELVERTA****Information Items  
Agenda Item: 9.2****Date:** July 15, 2013**Subject:** Board Reports**Staff Contact:** Mary Henrici, General Manager**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. Other Reports

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July 1, 2013



Attn: Mary Henrici  
Rio Linda/Elverta Community Water District  
730 L Street  
Rio Linda, CA. 95673-3496

Dear Ms. Henrici:

I want to thank you for your continued participation in the Regional Water Authority (RWA). The past year has seen significant successes on a number of important regional initiatives.

Our regional voice continues to strengthen. We have engaged on a number of fronts to protect our water supplies and minimize the negative impacts of actions in the Delta on our region. We launched a regional Public Relations Program to convey the important successes in being good stewards of our regional water resources that are often overlooked. We held high profile workshops and leveraged the media to inform stakeholders in our region about the potential impacts of a Delta solution.

In regional planning, we are concluding a comprehensive update of the American River Basin Integrated Regional Water Management Plan (ARB IRWMP), supported in part by a \$400,000 planning grant the California Department of Water Resources (DWR). We expect the ARB IRWMP to position the region to pursue implementation grant funding in 2014. During the year, we began management of the \$16 million grant award from DWR to help fund 17 priority projects in the ARB IRWMP.

We also commenced a project, partially funded by a grant from the California Water Foundation, to evaluate regional data, information, and analytical tools needs. At the request of a member agency, we explored a subscription program to solicit bids for water and wastewater treatment chemicals. We ran a pilot solicitation for two chemicals, and participating members will save more than \$700,000 in fiscal year 2014.

In water efficiency, we continued implementation of the award winning Blue Thumb campaign. This year's campaign focused on efficient sprinkler systems and featured our signature "Sprinkler Dance" on all distributed PSAs and media outreach. Additionally, we provided significant assistance to members in implementing and reporting the Prop 50 Drought Assistance Grant measures, which has resulted in \$1,300,000 paid to participants in this fiscal year.

The RWA Board of Directors, at its May 16, 2013 meeting, approved the fiscal year 2013-2014 budget and dues schedule. Attached is your agency's invoice for the year.

Please call me at (916) 967-7692 if you have any questions.

Sincerely,

John Woodling  
Executive Director

Attachment

Rob Roscoe, Chair  
Ron Greenwood, Vice  
Chair

**Members**

- California American Water
- Carmichael Water District
- Citrus Heights Water District
- Del Paso Manor Water District
- El Dorado Irrigation District
- Elk Grove Water District
- Fair Oaks Water District
- Folsom, City of
- Fruitridge Vista Water Company
- Golden State Water Company
- Lincoln, City of
- Orange Vale Water Company
- Placer County Water Agency
- Rancho Murieta Community Services District
- Roseville, City of
- Rio Linda / Elverta Community Water District
- Sacramento, City of
- Sacramento County Water Agency
- Sacramento Suburban Water District
- San Juan Water District
- West Sacramento, City of
- Woodland-Davis Clean Water Agency

**Associates**

- El Dorado County Water Agency
- Sacramento Municipal Utility District
- Sacramento Regional County Sanitation District

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July 1, 2013

Rob Roscoe, 2013 Chair  
Ron Greenwood, 2013  
Vice Chair

Mary Henrici  
Rio Linda/Elverta CWD  
730 L Street  
Rio Linda, CA 95673

**Members**

- California American Water
- Carmichael Water District
- Citrus Heights Water District
- Del Paso Manor Water District
- El Dorado Irrigation District
- Fair Oaks Water District
- Folsom, City of
- Fruitridge Vista Water Company
- Golden State Water Company
- Lincoln, City of
- Orange Vale Water Company
- Placer County Water Agency
- Rancho Murieta Community Services District
- Roseville, City of
- Rio Linda / Elverta Community Water District
- Sacramento, City of
- Sacramento County Water Agency
- Sacramento Suburban Water District
- San Juan Water District
- West Sacramento, City of
- Woodland Davis Clean Water Agency

**Associates**

- El Dorado County Water Agency
- Sacramento Municipal Utility District
- Sacramento Regional County Sanitation District

Dear Ms. Henrici:

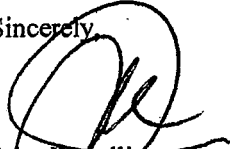
The Regional Water Authority (RWA) is pleased to invite Rio Linda/Elverta Community Water District to continue its participation in the Water Efficiency Program (WEP) for fiscal year (FY) 2014. Enclosed is the FY 2014 invoice and Business Plan adopted by the WEP Advisory Committee on May 14, 2013. This year's invoice reflects a 5 percent dues increase to cover the rising costs of maintaining this valuable Program. Please note that participant dues have not been increased since FY 2005.

The WEP provides a cost-effective approach to help achieve water savings targets and BMP requirements through economies of scale. With the passage of Senate Bill x7-7, the need for a coordinated regional effort is greater than ever as water savings requirements have increased. In addition to assisting with water saving programs, the FY 2014 WEP services and products satisfy several BMP requirements of the Water Forum, the Bureau of Reclamation Central Valley Project Improvement Act, and the California Urban Water Conservation Council (CUWCC) MOU.

Throughout FY2013, the WEP was successful in assisting participants with meeting Best Management Practice (BMP) commitments, securing and managing grants, and developing important regional messaging through the award winning Blue Thumb campaign. The WEP Program serves as a regional forum for discussing and responding to issues, such as the CUWCC's BMP 1.4, legislation, and dry-year messaging to customers.

As we enter into FY2014, the Program will focus on strategic planning to identify the region's water efficiency and conservation priorities. To support this effort, RWA will be developing a comprehensive regional data collection framework to consolidate understanding of our region's water supply systems and track progress toward meeting SB x7-7 targets. We will explore whether regional compliance with the SBx7-7 requirements is beneficial to RWA members. RWA will also continue to manage the current Proposition 50 and Proposition 84 grants projects and will seek out new grant opportunities to continue to support your agency's water efficiency efforts.

Sincerely,

  
John Woodring  
Executive Director

Enclosures



**Sacramento Groundwater Authority**  
*Managing Groundwater Resources  
 in Northern Sacramento County*

5620 Birdridge Street, Suite 180  
 Citrus Heights, CA 95610  
 Tel: (916) 967-7692  
 Fax: (916) 967-7322  
 www.sgah20.org

July 1, 2013

Ms. Mary Henrici  
 Rio Linda/Elverta Community Water District  
 730 L Street  
 Rio Linda, CA 95673-3496

- California American Water
- Carmichael Water District
- Citrus Heights Water District
- City of Folsom
- City of Sacramento
- County of Sacramento
- Del Paso Manor Water District
- Fair Oaks Water District
- Golden State Water Company
- Natomas Central Mutual Water Company
- Orange Vale Water Company
- Rio Linda / Elverta Community Water District
- Sacramento Suburban Water District
- San Juan Water District
- Agricultural and Self-Supplied Representative

Dear Ms. Henrici:

*Mary*

Thank you for your continued support of the Sacramento Groundwater Authority (SGA).

Through your support and participation in SGA, we are able to fully satisfy the Groundwater Management Element of the Water Forum Agreement in northern Sacramento County, allowing us to expand our water supply reliability while protecting the lower American River. Our strong groundwater management program has also enabled the region to receive tens of millions of dollars in grant funding to construct regional water supply facilities. SGA has implemented a monitoring program and data management system that will help to ensure effective management and local control of groundwater resources.

Among the highlights of the previous year, we completed monitoring to satisfy California Statewide Groundwater Elevation Monitoring (CASGEM) program requirements; began work on the fourth update to the SGA Basin Management Report (BMR); began a comprehensive update of the SGA Groundwater Management Plan (GMP); began tracking of the SGA Water Accounting Framework; and received a grant from the Local Groundwater Assistance (LGA) Program to evaluate an emerging regional groundwater contamination problem in northern Sacramento County. In the upcoming year, SGA will complete the BMR and GMP updates; commence the LGA-funded contaminant study; evaluate regional data, information, and analytical tools needs; and continue CASGEM monitoring.

The SGA Board, at its June 13, 2013 meeting, approved the fiscal year 2013-2014 budget and fee structure. Attached is your agency's invoice for the year.

Please feel free to call me at (916) 967-7692 if you have any questions.

Sincerely

John Woodling  
 Executive Director

Attachment

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

**Thursday, June 13, 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 April 11, 2013 regular board meeting.
  - b) Minutes of April 11, 2013 special board meeting

**Action: Approve Consent Calendar items.**
4. **FISCAL YEAR 2013-2014 BUDGET**

Information: Staff discussion of proposed FY 2013-2014 budget and fees.

**Action: Adopt Resolution No. 2013-04 to fund the administrative and program budgets for FY 2013-2014, and providing for the collection of said funds.**

**Action: Approve payment of SGA's portion of the side fund in fiscal year 2013, estimated at \$26,900**
5. **CONTRACT FOR PROFESSIONAL AUDITING SERVICES**

**Action: Authorize the Executive Director to contract with Richardson and Company to provide for professional auditing services for SGA's fiscal year 2013 audit. The contract shall not exceed \$17,400 for the FY 2013 audit.**
6. **SGA GROUNDWATER MANAGEMENT PROGRAM UPDATE**

Information Update: Rob Swartz, Principal Project Manager.



**Action: Designate up to \$18,400 budgeted in FY13 for the Groundwater Management Plan Report for potential use in FY14.**

**Action: Designate up to \$26,000 budgeted in FY13 for Groundwater Modeling for potential use in FY14**

7. **CHROMIUM 6 STUDY UPDATE**  
Information Presentation: Tim Williams and Sarah Laybourne, Kennedy/Jenks Consultants.
8. **EXECUTIVE DIRECTOR'S REPORT**
  - a) Government Affairs Update
9. **DIRECTORS' COMMENTS**

#### **ADJOURNMENT**

**Next SGA Board of Director's Meeting – August 8, 2013, 9:00 a.m., RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights.**

JUNE 13, 2013

TO: SACRAMENTO GROUNDWATER AUTHORITY BOARD

FROM: JOHN WOODLING

RE: EXECUTIVE DIRECTOR'S REPORT

- a) **Government Affairs Update** – SGA staff are tracking a number of water-related bills in the State Legislature. The updated tracking information is available at [www.sgah2o.org](http://www.sgah2o.org). Of note is AB 426 (Salas), which would promote conjunctive use by streamlining the process for a water rights holder to transfer surface water during above average water years to offset groundwater pumping. Staff are working with the author's office on clarifying amendments that would be beneficial to our region.

Minutes, July 3rd, 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 3:20 pm

An update and informative meeting by the District Engineer to the Directors with regard to those present and future projects.

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

Agenda items:

1. State revolving funds Project Status Update:
  - a. Status of design. The design stage is at about 95% complete and will be submitted to CDPH and the District O/A July 20<sup>th</sup>. The engineer is working with Tesco relative to the equipment in the L St. building as Tesco is our sole source for our SCADA system and PLC due to approval by CDPH. Tesco is also the current supplier for all other SCADA systems in the Dist. All other gear and equipment for the project will go out to bid. Wood Rodgers is finalizing structural plans. Engineer is working with SMUD to get meter main installed prior to the building, to get ahead of the SMUD elec. hook up. Engineering is planning drainage for the L St site to accommodate 2000GPM in the event of a very remote possibility of reservoir over flow. The county drainage immediately adjacent to site has a capacity of 1000GPM with the street being able to absorb the difference.

There is no action recommended by the planning committee at this time as this is a point of information.

- b. Current Layout of Facilities. All is working and fitting well. A few adjustments have been made for greater efficiency. Engineering is recommending, moving our construction and spoils bins to well site 2a for more room at the L St. site.

There is no action recommended by the planning committee at this time as this is a point of information.

- c. Elverta Pipeline Environmental Evaluation. There are 2 possibilities for the Elverta pipeline to former well site 5.
      1. To parallel the existing pipe in the street.
      2. To go in direct along the bike path.The route direct along the bike path is believed to be the best for our district however it is going to be up to an environmental evaluation. It is recommended that the Dist. have EN2 take a look at the environmental issues relative to the direct route along the bike trail. If the environmental issues can be mitigated the route along the bike path is the most cost effective.

The Planning Committee recommends that we spend the necessary \$4200.00 for EN2 environmental review on the path of the pipeline as it has potential savings if the route can be made along the bike trail.

- d. EN2 project CEQA Document. Affinity has been supplying EN2 with all needed information so that EN2 can complete CEQA doc. It is hoped that EN2 will have document finish by 7/9/13 to present to board as a point of info and to set public hearing period.
2. Elverta Specific Plan
    - a. A precursor to all future plans and the ESP is the county ruling that does not allow further ground water pumping. AS a result both the manager and the Engineer have been in meetings with all of the water purveyors around us including but not limited to Natomas, San Juan, Carmichael and Sac Suburban. At this time getting additional river water from Natomas Mutual is most compatible.
    - b. The Water Supply Matrix is forth coming.

There is no action recommended by the planning committee at this time as this is a point of information.

3. A revision to the Capital Budget to relocate construction and spoils bins to well 2a was discussed at length as to procedure for adding items to the budget. It was recommended that the Engineer and General Manager inform the board and public with regard to the change in a manner that is consistent with previous policy and transparency.

The planning Committee discussed the importance and relevance of moving the bins to the well 2a site and therefore recommends adding it to our fiscal budget.

4. Service Fee Waiver for Vacant Lands. 4 properties. This item is still under Legal review.
5. Hyce Property Easement. Mr. Hyce has asked if he may sell his water service right that he was given in exchange for a previous easement to the district.

Based on the information presented to the planning committee we can see no reason that Mr. Hyce could not sell his water service provided he and the buyer were aware that no connections are allowed until the moratorium is lifted.

Meeting Adjourned at 5:00 pm

Rio Linda Elverta Community Water District  
Finance and Administration Committee Meeting

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July 8, 2013

Committee Chairman Anderson began meeting at 5:30 p.m.

**Attendees:**

District- Directors Duane Anderson and Brent Dills and G.M. Mary Henrici

Public-John Ridilla, Mary Harris

Public Comment: No comments

**Agenda item #1 District Expenses:**

A question about Quick Books was asked by Director Dills. Service vs. employee payroll confusion was addressed. The Quick Books issue can be resolved by calling the payroll item "employee payroll" instead of service. It is not a service. It is payroll. Director Anderson also asked about a check made out to Sentinel Inc. Both questions were clarified by Director Henrici.

**Agenda item #2 Review District Financial Reports:**

G. M. Henrici said the District has paid all held checks this month. Director Anderson had some questions about debt service and G.M. Henrici explained it was related to interest payments.

**Agenda item #3 Change Title of Lead Operator to Water Utility Supervisor:**

After a lengthy discussion with public input, Committee recommends approval to full board with some reservations by Director Anderson and public member Harris. Those reservation will be shared with full board.

**Agenda item #4 Approval of Final FY 13/14 District Budget:**

Committee had a few questions that were answered by G. M. No changes were made and the committee recommends approval by full board.

**Agenda item #5 Revise Job Description of Secretary/Administrative Assistant and increase salary \$1 per hour:**

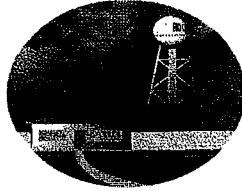
Committee Agreed to recommend approval of revision of duty statement and salary increase for position previously discussed and approved by full Board.

**Agenda Item #6 Inactive Service Fee:**

Public member Ridilla agreed to provide some verbiage for some more options/chooses to be included in the Inactive Service Fee Ordinance clarification language and Committee will incorporate that what Legal Counsel is doing and for a discussion by the full Board.

Meeting was adjourned by Finance and Administrative Committee Chairman Anderson at 7:10 p.m.

**RIO LINDA**



**ELVERTA**

**Information Items  
Agenda Item: 10**

**Date:** July 15, 2013

**Subject:** Directors' and General Manager Comments

**Staff Contact:** Mary Henrici, General Manager

**Directors' and General Manager Comments**

## COMPLETED AND PENDING ITEMS FROM PAST MEETINGS

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1. Preliminary Budget Fiscal Year 2013-14 completed final budget approval in July.
2. Well 12 Rehabilitation. Contract has been created and reviewed by legal awaiting approval from Wood Rodgers.
3. ESA cultural service contract. Contract has been signed **COMPLETED**.
4. Form of Action revision was approved at last meeting. Policy manual has been updated. **COMPLETED**.
5. Inactive service charges Resolution 2013-08 was approved at the last meeting of the Board. Legal is preparing an application for variance and a recordable document for properties if a variance is approved by the Board. Legal has been asked to stop work on this item until the Board further discusses this item at the meeting of July 15, 2013.
6. Policy manual amendment on new PERS requirements. Amendment was approved at the last meeting of the Board. Policy manual has been updated, **COMPLETED**.
7. Legal Performance Review has been **COMPLETED**.
8. Backflow Prevention Device Testing Program request for bids has gone out. Bids will be opened on July 19, 2013.
9. Owner / Tenant Billing Agreement Letter has gone out to all property owners with known renters. New fee will be on July billing. **COMPLETED**
10. Resolution 2013-07 Duplicate Billing Fee was approved. Ordinance 2008-02 needs to be revised to include this fee. This has gone to the Admin/Finance committee went to legal 6-11-13.
11. Hyce water service agreement. I have not heard from the State to date regarding this issue. Planning committee has recommended Mr. Hyce be allowed to transfer his 1" water service to another person. This will be revisited at the July 15, 2013 meeting.
12. Hydropneumatic tank pressure relief valves. The remainder of the valves should be installed by 7/12/13.
13. Review of cost for staff to take vehicles home when on call will take place at August meeting.

