

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

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

**June 5, 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**

Receive and file status report.

Overall the District continues to provide adequate water service to the community and progress is being made to address the water supply and water quality issues. However, the overall financial condition is weak and the District continues to operate in the red. However, the District is gradually improving its financial position. 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 May 1, 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.

### **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. Sacramento Suburban Water District Interconnection**

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

### **IV. Status of District Operations**

#### **District Financial Condition**

No significant changes in the overall financial situation of the District. Cash Flow remains tight. Accounts Payables **are not** current and the District is operating at a loss or in the "red" for last several years. The financial condition of the District appears to be improving and is actually beginning to stabilize.

The District has been able to pay creditors and vendors because it is basically using money that should be deposited into capital and debt service accounts. In addition, over the last several years, the District did not deposit capital construction and debt service funds into the appropriate accounts. Currently, the District needs to put in approximately \$150,000. The District is proposing to repay these funds over a five-year period with annual payments of approximately \$30,000. To date, the District is current with its reserve and debt service accounts per the various agreements.

Also, the Board is attempting to contain and control legal costs.

The Board of Directors approved the FY 2013-14 budgets at their May Board meeting.


insurance coverage for employment practices effective October 2013. The District's overall financial situation remains weak, however the amount of checks held for payment fluctuates month to month, the total dollar amount is decreasing.

**VI. Next Steps**

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

Respectfully Submitted;

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

A handwritten signature in black ink that reads "Peter Brundage". The signature is written in a cursive style with a large, looped initial "P".

Peter Brundage,  
Executive Officer

Attachments



## Managers Report

April 9, 2013 to May 13, 2013

On April 9, 2013 I met with Brian Holloway of Holloway Engineering regarding a proposed business complex on the corner of M and Rio Linda Blvd. The proposed construction would include 5 retail stores and several small office spaces. He was informed of the building moratorium and he figures the development would not be active until the fall of 2014.

On April 10, 2013 I went to the California Financing Coordinating Committee funding fair. There were presentations from Rural Development, California Department of Public Health, Department of Housing and Community Development, State Water Resources Control Board, Bureau of Reclamation and Department of Water Resources. I received a very informative booklet on all funds available and the requirements to obtain funding under the programs offered.

On April 11, 2013 I went to SGA. They discussed adopting the labor compliance program required for Prop 84 funding. They also approved the 2013/14 budget. A Resolution was adopted to update their groundwater management.

On April 15, 2013 Mr. Green, Pat Goyet and I met with the Montgomery's they own property on 22<sup>nd</sup> St. with an inactive service and asked that we locate their service and backflow as they plan to reconnect to the system.

On April 16, 2013 Two operators went to electrical safety training provided by our insurance carrier ACWA/JPIA free of charge.

April 18 and 19 one office staff member went to completed staff work training. Now all front office staff have completed this course. When there is an item that needs detailed information to make a determination on what course the District should take all of the staff will now be able to contribute to the process of determining the best option.

April 22-25, 2013 I went to the California Rural Water Assoc. annual conference and obtained contact hours to maintain my State Licenses. I took classes on Understanding CEQA, Water tank design, selection, maintenance and inspection, revisions to the total coliform rule, the groundwater rule, drinking water regulations and leak detection principals and equipment. I also attended their annual meeting and networked with many other managers of Districts large and small.

On April 30, 2013 I met with Director Anderson and went over the 2013/14 budget.

On May 1, 2013 I went to the Lafco meeting. Our agency was on the consent calendar this month and it is my hope that it will remain that way. I informed them that our insurance will be reviewed on May 6, 2013.

On May 3, 2013 I met with Director Dills on the 2013-14 budget.

On May 7, 2013 the Planning committee met and discussed the proposal to outsource backflow preventer testing. They were also updated on the Elverta Specific Plan and L St. reservoir projects.

May 6-9 2013 I went to the ACWA/ JPIA conference. I am happy to report that we will have our Employment Practices Liability Insurance reinstated when our insurance comes up for renewal on October 2014. The District will then be covered for all risks with the exception of the General Counsel's contract. On May 6 and 7 I attended ACWA /JPIA meetings and on May 8 and 9 I attended the following ACWA meetings: Water conservation rate structures and BMP 1.4, Public-Private partnership for water and wastewater facilities, demographic economic analysis and psychological investing. Our District is in Region 4 and I also attended their meeting.

On May 13, 2013 The single audit which is required for agencies who receive Federal funds was performed for fiscal year 2011-12. I was informed by the audit staff it appears that there were no issues with this audit. Later that evening the Finance committee met and discussed the single audit, legal performance review, preliminary budget, tenant/owner application for service and the new \$1.00 fee for duplicate billings and future request for proposal procedures.

**RIO LINDA / ELVERTA COMMUNITY WATER DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
AND PUBLIC HEARING**

**Monday, May 20, 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 HEARING**

**2.1 Open Public Hearing**

**2.2 Preliminary Budget Fiscal Year 2013-14**

**2.3 Public Comment**

**2.4 Close Public Hearing**

**3. 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).

**4. CONSENT CALENDAR**

*Action items: Approve Consent Calendar Items*

**a. Minutes:**

March 18, 2013 Regular Board Meeting  
April 15, 2013 Regular Board Meeting

- b. Expenditures
- c. Financial Reports
- d. Single Audits  
Richard & Company
- e. Status of District Employment Practices Insurance
- f. 2013-14 Fiscal Year Operating and Capital Improvement Budget

**5. REGULAR CALENDAR**

**ITEMS FOR DISCUSSION AND ACTION**

**5.1 Customer request to be removed from District Services**

*Action Item: It is recommended by Staff that the Monsees property request be denied and the Blue Oaks request be approved for the reasons stated.*

**5.2 Labor Negotiator**

The Board will discuss and determine the need to revise the Union Memorandum of Understanding. The Board will determine who they will appoint as the Labor Negotiator.

*Action Item: It is recommended by Staff that the Board approve appointing Management as the Labor Negotiator with Labor Attorney Review.*

**5.3 Legal Performance Review Proposal**

The Board will determine if they will hire outside Counsel to review General Counsels legal billings and contract to assist in legal counsel's performance evaluation.

*Action Item: It is recommended by the Finance / Administrative Committee that the Board approve using outside Counsel to review General Counsels legal billings and contract.*

**5.4 Backflow Prevention Device Testing Program**

*Action Item: It is recommended by the Planning Committee that the Board consider outsourcing the backflow testing program with the District Staff administering the program.*

**5.5 Determine type of Tank Materials**

*Action Item: The Board will determine the material to be used in the construction of the District's new tank.*

**5.6 Owner / Tenant Billing Agreement**

*Action Item: It is recommended by the Finance / Administrative Committee that the Board approve the Owner / Tenant Billing agreement.*

**5.7 Resolution 2013-07 Duplicate Billing Fee**

*Action Item: It is recommended by the Finance / Administrative Committee that the Board approve Resolution 2013-07 charging a fee for owner / tenant duplicate bill.*

**6. INFORMATION ITEMS**

**1. DISTRICT ACTIVITY REPORT**

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

**2. BOARD REPORTS**

- a. Regional Water Authority – Dills, Henrici
- b. Sacramento Groundwater Authority – Green, Henrici
- c. LAFCo – Caron



- d. Planning Committee – Longo, Green
- e. Finance / Administrative Committee – Dills, Anderson
- f. Legal Ad Hoc Committee – Caron, Anderson
- d. Other Reports

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

**8. ADJOURNMENT**

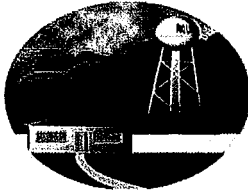
Upcoming meetings schedule:

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

Finance / Administrative Committee – June 10, 2013, Monday, 5:30 pm at the District Office, 730 L Street, Rio Linda, CA

Next Board Meeting – Monday, June 17, 2013, 6:30 pm at the Visitor's / Depot Center, 6730 Front St, Rio Linda, CA 95673.

**RIO LINDA**



**ELVERTA**

**Public Hearing**

**Date:** May 20, 2013

**Subject:** 2013-14 Preliminary Budget

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

**This is a Public Hearing for 2013-14 Preliminary Budget**

**Comments:**

**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 CWD  
2013/14 Preliminary budget

INCOME		2012-2013 Actual Expenditures TO 3/31/13	Projected to 6/30/2013	2012-2013 Final Budget	2013-2014 Preliminary Budget	2012-13 vs 2013-14 Budget
<b>OPERATING REVENUES</b>						
<b>Water Service Rates</b>						
40101	Basic Service Charge	\$1,029,923.00	\$1,369,797.59	\$1,402,550.00	\$1,589,562.00	\$187,012.00
40102	Usage Charge	\$424,224.00	\$564,217.92	\$496,656.00	\$550,000.00	\$53,344.00
40105	Backflow Charge	\$20,514.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
40106	Fire Protection/Hydrant Meter	\$7,979.00	\$10,612.07	\$8,000.00	\$10,600.00	\$2,600.00
	<b>Total Water Service Rates</b>	\$1,482,640.00	\$1,969,627.58	\$1,932,206.00	\$2,175,162.00	\$242,956.00
<b>Account Service Charges</b>						
40201	Service App/New Location Fee	\$11,550.00	\$10,250.00	\$10,000.00	\$0.00	-\$10,000.00
40202	Late Payment Fee	\$16,737.00	\$22,260.21	\$20,000.00	\$22,000.00	\$2,000.00
40203	Disconnect Tag Fee/NSF Fees	\$45,929.00	\$61,085.57	\$35,000.00	\$45,000.00	\$10,000.00
40204	Termination/Reconnection	\$14,902.00	\$19,819.66	\$20,000.00	\$17,000.00	-\$3,000.00
40205	Lien Fees	\$1,725.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
40209	Other Account Service Charges	\$1,416.00	\$1,883.28	\$7,000.00	\$2,000.00	-\$5,000.00
	<b>Total Account Service Charges</b>	\$92,259.00	\$115,298.72	\$92,000.00	\$88,000.00	-\$4,000.00
<b>Field Water Service Fees</b>						
40301	Plan Check/Inspections/FireFlow	\$201.00	\$267.33	\$750.00	\$250.00	-\$500.00
40302	Field Serv/Sys Damage/T & M/RMR	\$331.00	\$400.00	\$500.00	\$500.00	\$0.00
40303	Service Install/Modification	\$14,370.00	\$14,370.00	\$15,000.00	\$2,000.00	-\$13,000.00
	<b>Total Field Water Service Fees</b>	\$14,902.00	\$15,037.33	\$16,250.00	\$2,750.00	-\$13,500.00

Rio Linda/Elverta CWD  
2013/14 Preliminary budget

INCOME	2012-2013 Actual Expenditures TO 3/31/13	Projected to 6/30/2013	2012-2013		2013-2014		2012-13 vs 2013-14 Budget
			Final Budget	Preliminary Budget			
40401 Miscellaneous Operating Revenue	\$1,591.00	\$0.00	\$5,000.00	\$3,000.00			-\$2,000.00
<b>TOTAL OPERATING REVENUES</b>	\$1,591,392.00	\$2,099,963.63	\$2,045,456.00	\$2,268,912.00			\$223,456.00
<b>NON-OPERATING REVENUES</b>							
41100 Tower Leases	\$62,457.00	\$80,260.00	\$70,000.00	\$80,000.00			\$10,000.00
41110 Earnings on Monies	\$580.00	\$771.40	\$1,000.00	\$750.00			-\$250.00
41120 Property Taxes & Related	\$33,303.00	\$49,291.00	\$60,000.00	\$60,000.00			\$0.00
41140 Miscellaneous Non-Operating Revenue	\$2,712.00	\$3,606.96	\$2,500.00	\$2,500.00			\$0.00
41150 lawsuit settlements	\$0.00	\$0.00	\$0.00	\$25,000.00			\$25,000.00
<b>TOTAL NON-OPERATING REVENUES</b>	\$99,052.00	\$133,929.36	\$133,500.00	\$168,250.00			\$34,750.00
<b>TOTAL INCOME</b>	\$1,690,444.00	\$2,233,892.99	\$2,178,956.00	\$2,437,162.00			\$258,206.00
<b>OPERATING EXPENDITURES</b>							
<b>Officers Fees</b>							
60011 General Counsel fees-Legal	\$451,428.00	\$540,000.00	\$265,000.00	\$150,000.00			-\$115,000.00
60012 Auditors Fees	\$19,450.00	\$19,450.00	\$18,000.00	\$21,300.00			\$3,300.00
Auditor Forensic Fees	\$13,608.00	\$13,607.00	\$11,000.00	\$0.00			-\$11,000.00
60014 Board Trainings-Travel	\$44.00	\$44.00	\$3,000.00	\$1,000.00			-\$2,000.00
60015 Board Meeting Fees	\$8,192.00	\$10,895.36	\$10,000.00	\$13,000.00			\$3,000.00
<b>Total Officers Fees</b>	\$492,722.00	\$583,996.36	\$307,000.00	\$185,300.00			-\$121,700.00

Rio Linda/Eiverta CWD  
2013/14 Preliminary budget

EXPENSE	2012-2013 Actual Expenditures TO 3/31/13	Projected to 6/30/2013	2012-2013		2013-2014		2012-13 vs 2013-14	
			Final Budget		Preliminary Budget		Budget	Budget
<b>WAGES AND BENEFITS</b>								
<b>Wages</b>								
60111 General Manager Contract	\$62,771.00	\$83,485.43	\$85,560.00	\$85,560.00	\$85,560.00	\$85,560.00	\$0.00	\$0.00
60112 Staff Regular Pay	\$205,322.00	\$273,078.26	\$282,801.00	\$394,296.00	\$394,296.00	\$394,296.00	\$111,495.00	\$111,495.00
60114 Staff Standby Pay	\$8,190.00	\$10,892.70	\$12,950.00	\$10,950.00	\$10,950.00	\$10,950.00	-\$2,000.00	-\$2,000.00
60115 Staff Overtime Pay	\$11,082.00	\$14,739.06	\$10,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$5,000.00	\$5,000.00
60113 Extra Contract Help	\$41,217.00	\$54,818.61	\$46,000.00	\$2,500.00	\$2,500.00	\$2,500.00	-\$43,500.00	-\$43,500.00
<b>TOTAL WAGES</b>	<b>\$328,582.00</b>	<b>\$437,014.06</b>	<b>\$437,311.00</b>	<b>\$508,306.00</b>	<b>\$508,306.00</b>	<b>\$508,306.00</b>	<b>\$70,995.00</b>	<b>\$70,995.00</b>
<b>Benefits and Expenses</b>								
60151 Pers Retirement	\$54,879.00	\$72,989.07	\$75,010.00	\$98,900.00	\$98,900.00	\$98,900.00	\$23,890.00	\$23,890.00
60152 Workers Comp Premium	\$20,393.00	\$27,122.69	\$26,444.00	\$28,588.00	\$28,588.00	\$28,588.00	\$2,144.00	\$2,144.00
60153 FICAMEDICARE	\$32,873.00	\$33,454.00	\$28,179.00	\$38,700.00	\$38,700.00	\$38,700.00	\$10,521.00	\$10,521.00
60154 Group Insurance	\$62,799.00	\$83,522.67	\$84,570.00	\$128,400.00	\$128,400.00	\$128,400.00	\$43,830.00	\$43,830.00
60155 Retirees Insurance	\$22,256.00	\$22,000.00	\$21,000.00	\$22,868.00	\$22,868.00	\$22,868.00	\$1,868.00	\$1,868.00
60157 Uniforms	\$2,450.00	\$3,258.50	\$3,000.00	\$3,750.00	\$3,750.00	\$3,750.00	\$750.00	\$750.00
60158 Staff Training	\$1,304.00	\$1,603.65	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
60159 Unemployment Insurance	\$2,744.00	\$2,744.00	\$1,715.00	\$3,990.00	\$3,990.00	\$3,990.00	\$2,275.00	\$2,275.00
60160 Management Training	\$389.00	\$517.37	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
60161 Meetings & Conferences	\$1,848.00	\$2,457.84	\$4,500.00	\$3,500.00	\$3,500.00	\$3,500.00	-\$1,000.00	-\$1,000.00
<b>TOTAL BENEFITS AND EXPENSES</b>	<b>\$201,935.00</b>	<b>\$249,669.79</b>	<b>\$248,418.00</b>	<b>\$332,696.00</b>	<b>\$332,696.00</b>	<b>\$332,696.00</b>	<b>\$84,278.00</b>	<b>\$84,278.00</b>
<b>TOTAL WAGES AND BENEFITS</b>	<b>\$530,517.00</b>	<b>\$686,683.85</b>	<b>\$685,729.00</b>	<b>\$841,002.00</b>	<b>\$841,002.00</b>	<b>\$841,002.00</b>	<b>\$155,273.00</b>	<b>\$155,273.00</b>

Rio Linda/Eiverta CWD  
2013/14 Preliminary budget

EXPENSE			2012-2013		Projected to 6/30/2013	2012-2013		2013-2014		2012-13 vs 2013-14	
			Actual	Expenditures TO 3/31/13		Final Budget	Budget	Preliminary Budget	Budget	2013-14 Budget	
	<b>Office Operations</b>										
	<b>Building</b>										
	60211 Utilities		\$6,350.00		\$8,445.50	\$6,500.00	\$9,000.00		\$2,500.00		
	60212 Janitorial		\$1,950.00		\$2,593.50	\$2,400.00	\$2,600.00		\$200.00		
	60213 Maintenance		\$2,102.00		\$2,795.66	\$3,000.00	\$5,000.00		\$2,000.00		
	60214 Security		\$312.00		\$414.96	\$500.00	\$312.00		-\$188.00		
	<b>Total Building</b>		\$10,714.00		\$14,249.62	\$12,400.00	\$16,912.00		\$4,512.00		
	<b>Office Equipment Maintenance</b>										
	60221 Inserter Maintenance Agreement		\$0.00		\$0.00	\$0.00	\$1,800.00		\$1,800.00		\$1,800.00
	60222 Billing Software Maintenance		\$9,942.00		\$9,942.00	\$12,400.00	\$0.00		-\$12,400.00		
	60223 Computer System Maintenance		\$5,037.00		\$5,037.00	\$3,537.00	\$5,037.00		\$1,500.00		
	60224 Photocopy Maintenance		\$3,000.00		\$3,000.00	\$5,800.00	\$4,500.00		-\$1,300.00		
	<b>Total Office Equipment Maintenance</b>		\$2,441.00		\$2,286.00	\$2,500.00	\$2,400.00		-\$100.00		
			\$20,420.00		\$20,265.00	\$24,237.00	\$13,737.00		-\$10,500.00		
	<b>Publishing</b>										
	60231 Legal Advertising		\$417.00		\$554.61	\$1,000.00	\$750.00		-\$250.00		
	60232 Newsletters		\$81.00		\$107.73	\$500.00	\$200.00		-\$300.00		
	<b>Total Publishing</b>		\$498.00		\$554.17	\$1,500.00	\$950.00		-\$550.00		
	<b>Subscriptions / Licensing</b>										
	Computer Supplies		\$481.00		\$639.73	\$1,000.00	\$0.00		-\$1,000.00		
	60242 Corelogic Online Service (metroscan)		\$1,213.00		\$1,613.29	\$1,625.00	\$1,620.00		-\$5.00		
	60243 Subscriptions/Licensing-Other		\$468.00		\$468.00	\$0.00	\$200.00		\$200.00		\$200.00
	<b>Total Subscriptions / Licensing</b>		\$2,162.00		\$2,721.02	\$2,625.00	\$1,820.00		-\$805.00		

Rio Linda/Elverta CWD  
2013/14 Preliminary budget

EXPENSE	2012-2013 Actual Expenditures	Projected to 6/30/2013	2012-2013		2013-2014		2012-13 vs 2013-14 Budget
			Final Budget	Preliminary Budget			
60249 internet	\$1,149.00	\$1,528.17	\$1,750.00	\$1,440.00			
60250 Regular Phone Service	\$2,778.00	\$3,694.74	\$3,600.00	\$3,600.00			\$0.00
60251 Bank Charges	\$3,523.00	\$4,685.59	\$5,000.00	\$5,000.00			\$0.00
60252 Payroll Services	\$329.00	\$437.57	\$0.00	\$500.00			\$500.00
60253 ATM/Credit Card Service/Direct	\$5,230.00	\$6,955.90	\$9,000.00	\$8,000.00			-\$1,000.00
<b>Printing</b>							
60271 Bill Stock Incl Env and Late Bills	\$4,032.00	\$5,362.56	\$3,500.00	\$5,500.00			\$100.00
60272 Printing-Other	\$0.00	\$600.00	\$600.00	\$600.00			\$0.00
<b>Total Printing</b>	\$4,032.00	\$4,486.81	\$4,100.00	\$6,100.00			\$2,000.00
60280 Postage	\$13,535.00	\$18,001.55	\$15,000.00	\$18,000.00			\$3,000.00
60281 Office Supplies	\$5,856.00	\$7,788.48	\$9,000.00	\$10,000.00			\$1,000.00
<b>Total Office Operations Expense</b>	\$70,226.00	\$83,840.45	\$86,462.00	\$84,619.00			-\$1,843.00
<b>FIELD OPERATIONS</b>							
<b>Field Communication</b>							
60310 Cellular Phones	\$2,324.00	\$3,090.92	\$3,500.00	\$3,600.00			\$100.00
60310 Pagers	\$151.00	\$200.83	\$200.00	\$200.00			\$0.00
<b>Total Field Communication</b>	\$2,475.00	\$2,754.18	\$3,700.00	\$3,800.00			\$100.00
<b>Laboratory Services</b>							
60321 Coliform Test and non-customer	\$2,675.00	\$3,557.75	\$3,000.00	\$3,500.00			\$500.00
60322 Physical and Chemical Tests	\$13,494.00	\$17,947.02	\$15,000.00	\$4,500.00			-\$10,500.00
<b>Total Laboratory Services</b>	\$16,169.00	\$17,992.86	\$18,000.00	\$8,000.00			-\$10,000.00

Rio Linda/Elverta CWD

2013/14 Preliminary budget

EXPENSE	2012-2013 Actual Expenditures TO 3/31/13	Projected to 6/30/2013	2012-2013		2013-2014		2012-13 vs 2013-14 Budget
			Final Budget	Budget	Preliminary Budget	Budget	
<b>Other</b>							
60331 Construction Equipment Maintenance	\$1,803.00	\$2,397.99	\$2,300.00	\$3,000.00	\$700.00		
60332 Small Tools & Shop Supplies	\$4,729.00	\$6,289.57	\$4,200.00	\$3,500.00	-\$700.00		
60333 Field Computer Maintenance	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00		
60334 Safety Equipment	\$469.00	\$623.77	\$2,000.00	\$2,000.00	\$0.00		
60335 Cross Connection Testing	\$0.00	\$0.00	\$750.00	\$0.00	-\$750.00		
60339 Field Operations-Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total Other</b>	\$7,001.00	\$7,790.71	\$9,250.00	\$9,500.00	\$250.00		
<b>Pumping</b>							
60341 Maintenance	\$8,719.00	\$11,596.27	\$15,000.00	\$15,000.00	\$0.00		
60342 Electricity	\$123,834.00	\$164,699.22	\$170,000.00	\$175,000.00	\$5,000.00		
60343 Gas Diesel for wells	\$301.00	\$400.33	\$500.00	\$500.00	\$0.00		
<b>Total Pumping</b>	\$132,854.00	\$176,695.82	\$185,500.00	\$190,500.00	\$5,000.00		
<b>Transmission &amp; Distribution</b>							
60351 Water Purchases 3 mo. Shortage	\$0.00	\$0.00	\$1,000.00	\$0.00	-\$1,000.00		
60352 Service Connection Repairs	\$2,389.00	\$3,177.37	\$20,000.00	\$10,000.00	-\$10,000.00		
60353 Mains/Fire Hydrants/USA	\$4,585.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00		
60354 Meter Maintenance	\$9,211.00	\$12,250.63	\$16,000.00	\$10,000.00	-\$6,000.00		
60355 Tank Cleaning	\$0.00	\$0.00	\$1,000.00	\$3,500.00	\$2,500.00		
60357 Contract Repairs	\$3,200.00	\$4,256.00	\$20,000.00	\$15,000.00	-\$5,000.00		
<b>Total Transmission &amp; Distribution</b>	\$19,385.00	\$24,684.00	\$63,000.00	\$43,500.00	-\$19,500.00		
60360 Chemicals and Supplies	\$13,919.00	\$15,489.06	\$20,000.00	\$20,000.00	\$0.00		
<b>Transportation</b>							
60371 Fuel	\$13,388.00	\$17,806.04	\$20,000.00	\$20,000.00	\$0.00		
60372 Maintenance	\$2,575.00	\$3,424.75	\$8,000.00	\$6,000.00	-\$2,000.00		
<b>Total Transportation</b>	\$15,963.00	\$17,763.63	\$28,000.00	\$26,000.00	-\$2,000.00		



Rio Linda/Elverta CWD  
2013/14 Preliminary budget

EXPENSE	2012-2013 Actual Expenditures TO 3/31/13	Projected to 6/30/2013	2012-2013		2013-2014		2012-13 vs 2013-14 Budget
			Final Budget	Preliminary Budget			
60380 Permit/ Cert/ Inspection	\$12,528.00	\$16,662.24	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00	
<b>Total Field Operations</b>	\$220,294.00	\$279,832.51	\$367,450.00	\$341,300.00		-\$26,150.00	
<b>Conservation</b>							
60401 Toilet Replacement Program	\$675.00	\$897.75	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	
60402 Regional Conservation Program	\$6,876.00	\$6,876.00	\$6,876.00	\$4,579.00	\$4,579.00	-\$2,297.00	
60403 Washing Machine Rebates	\$0.00	\$0.00	\$300.00	\$300.00	\$300.00	\$0.00	
60404 Education Supplies	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	
60405 Contract Services CUWCC	\$0.00	\$0.00	\$0.00	\$2,515.00	\$2,515.00	\$2,515.00	
60406 Community Outreach	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	
<b>Total Conservation</b>	\$7,551.00	\$7,773.75	\$8,176.00	\$10,894.00	\$10,894.00	\$2,718.00	
<b>60420 Engineering Services</b>	\$10,720.00	\$14,257.60	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	
<b>Insurance</b>							
60431 Liability/Vehicle	\$30,676.00	\$30,676.00	\$41,000.00	\$32,000.00	\$32,000.00	-\$9,000.00	
60432 Property	\$3,188.00	\$3,188.00	\$6,500.00	\$4,000.00	\$4,000.00	-\$2,500.00	
<b>Total Insurance</b>	\$33,864.00	\$37,863.86	\$47,500.00	\$36,000.00	\$36,000.00	-\$11,500.00	
<b>Memberships</b>							
60501 SAWWA	\$490.00	\$490.00	\$325.00	\$325.00	\$325.00	\$0.00	
60502 Regional Water Authority	\$4,725.00	\$4,725.00	\$4,725.00	\$4,725.00	\$4,725.00	\$0.00	
60503 SGA	\$17,416.00	\$17,416.00	\$20,200.00	\$17,500.00	\$17,500.00	-\$2,700.00	
60504 ACWA	\$7,910.00	\$7,910.00	\$7,910.00	\$7,910.00	\$7,910.00	\$0.00	
60505 CSDA	\$3,456.00	\$3,456.00	\$3,800.00	\$3,500.00	\$3,500.00	-\$300.00	
60506 AWWA	\$98.00	\$98.00	\$98.00	\$98.00	\$98.00	\$0.00	
60507 Membership-Other (CRWA)	\$0.00	\$950.00	\$950.00	\$1,030.00	\$1,030.00	\$80.00	
<b>Total Memberships</b>	\$34,095.00	\$35,045.00	\$38,008.00	\$35,088.00	\$35,088.00	-\$2,920.00	

Rio Linda/Elverta CWD  
2013/14 Preliminary budget

EXPENSE	2012-2013 Actual Expenditures TO 3/31/13	Projected to 6/30/2013	2012-2013		2013-2014		2012-13 vs 2013-14 Budget
			Final Budget	Budget	Preliminary Budget	Budget	
60550 Government Fees/Permit Fees	\$8,118.00	\$10,796.94	\$10,000.00	\$7,000.00			-\$3,000.00
60560 Elections	\$8,245.00	\$8,245.00	\$8,245.00	\$0.00			-\$8,245.00
Operating Expenditures-Other	\$0.00	\$0.00	\$5,000.00	\$2,000.00			-\$3,000.00
<b>TOTAL OPERATING EXPENDITURES</b>	\$1,416,352.00	\$1,748,155.32	\$1,613,570.00	\$1,593,203.00			-\$20,367.00
<b>NON OPERATING EXPENDITURES</b>							
61130 Sherrill settlement	\$0.00	\$0.00	\$0.00	\$35,600.00			\$35,600.00
<b>Debt Service</b>							
61100 Revenue Bond 2003-Interest	\$72,612.00	\$143,563.00	\$143,563.00	\$140,088.00			-\$3,475.00
21510 Revenue Bond 2003-Principle	\$95,000.00	\$95,000.00	\$95,000.00	\$100,000.00			\$5,000.00
61110 2003 Bond Administration	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00			\$0.00
<b>Total Debt Service</b>	\$169,312.00	\$240,263.00	\$240,263.00	\$240,088.00			-\$175.00
Other Non Operating Expense	\$215.00	\$239.25	\$0.00	\$500.00			\$500.00
To repay surcharge account	\$0.00	\$29,212.00	\$29,212.00	\$29,212.00			\$0.00
Contingencies	\$0.00	\$0.00	\$0.00	\$5,000.00			\$5,000.00
<b>TOTAL NON OPERATING EXPENDITURES</b>	\$169,527.00	\$269,714.25	\$269,475.00	\$312,100.00			\$42,625.00
<b>TOTAL EXPENDITURES</b>	\$1,585,879.00	\$2,017,869.57	\$1,883,045.00	\$1,905,303.00			\$22,258.00
<b>Net Income (income - Expense)</b>	\$104,565.00	\$216,023.42	\$295,911.00	\$531,859.00			\$235,948.00

Rio Linda/Elverta CWD  
2013/14 Preliminary budget

EXPENSE	2012-2013 Actual Expenditures TO 3/31/13	Projected to 6/30/2013	2012-2013		2013-2014		2012-13 vs 2013-14 Budget
			Final Budget	Preliminary Budget			
Net Income (income - Expense)	\$104,565.00	\$216,023.42	\$295,911.00	\$531,859.00			
<b>3/31/13 OPERATING FUND BALANCE (bank balance)</b>	-\$64,623.92			-\$64,624.00			
To SEMS Program				-\$7,500.00			
To Phone Tree program				-\$5,555.00			
To Capital Reserve Fund			\$90,000.00	-\$295,000.00			-\$385,000.00
Projected Ending fund balance				\$159,180.00			
<b>SURCHARGE ACCOUNT</b>							
3/31/2013 Surcharge Account Balance				\$993,209.00			
Income	\$370,564.00	\$505,903.00	\$503,424.00	\$503,424.00			\$0.00
61300 SRF Interest	\$27,114.00	\$27,114.00	\$0.00	-\$120,000.00			
21300 SRF Principle	\$0.00	\$0.00	\$0.00	\$0.00			
61310 SRF Administration	\$0.00	\$0.00	\$0.00	-\$180.00			
Projected Ending fund balance				\$1,376,453.00			
Surcharge 2009-03 Capital program							
GOES INTO SEPARATE RESERVE ACCOUNT TO REPAY CDPH LOAN							
CANNOT BE USED FOR ANYTHING ELSE							
4416 services X \$19.00 X 6 billings							

16165

	A	B	C	D	E	F	G	H	I	J
1	wages									
2	title				rate	6 months	12/13%		annual	
3	Bookkeeper				\$22.89	\$23,805.00	\$23.58	\$24,523.00	\$48,328.20	
4										
5	conservation coor/receptionist				\$15.00	\$15,600.00	\$15.45	\$16,068.00	\$31,668.00	
6										
7	Secretary admin asst				\$20.79	\$21,622.00	\$21.41	\$22,266.00	\$43,888.00	
8										
9	Billing Clerk				\$20.79	\$21,622.00	\$21.41	\$22,266.00	\$43,888.00	
10										
11	Water Operator				\$20.93	\$21,767.00	\$21.56	\$22,422.00	\$44,189.00	
12										
13	Water Operator				\$24.29	\$25,262.00	\$25.02	\$26,021.00	\$51,283.00	
14										
15	Laborer				\$11.64	\$12,106.00	\$11.99	\$12,470.00	\$24,576.00	
16										
17	Laborer				\$11.64	\$12,106.00	\$11.99	\$12,470.00	\$24,576.00	
18										
19	Lead Operator				\$38.79	\$40,342.00	\$39.95	\$41,548.00	\$81,900.00	
20										
21	Manager				\$41.13 based on 40 hr wk				\$85,560.00	
22										
23										
24										
25	Subtotal								\$479,856.20	
26										
27										
28	Pers	20.61%	only on base pay							\$98,898.00
29	UI	5.6%	EIT .1%		1st \$7,000 per person					\$3,990.00
30										
31										
32			Staff Standby Pay						\$ 10,950.00	30 X 365
33			Staff Overtime Pay			\$11,082.00	\$14,739.06	\$10,000.00	\$ 15,000.00	last yr usage

	A	B	C	D	E	F	G	H	I	J
34										
35										
36	Total wages								\$505,806.20	
37										
38	6.2% SS 1.45% medicare = 7.65% FICA									\$38,700.00
39										
40	comp	field				\$ 10,950.00				
41	rate 5.14					\$ 15,000.00				
42						\$44,189.00				
43										
44						\$51,283.00				
45										
46						\$24,576.00				
47										
48						\$24,576.00				
49										
50						\$81,900.00				
51										
52						\$252,474.00	100 x 5.14			\$12,977.00
53										
54	office					\$31,668.00				
55	rate 0.52									
56						\$43,888.00				
57										
58						\$43,888.00				
59										
60						\$85,560.00				
61										
62						\$48,328.20				
63										
64						\$253,332.20				\$1,317.00
65								total comp		\$14,294.00
66								total comp X 2 emod		\$28,588.00

## 2013-14 Preliminary Budget Assumptions

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      \$ 22,817.00 Income not put into the Fund

Fiscal Year 2010/11      \$ 17,387.00 Income not put into the Fund

Fiscal Year 2011/12      \$105,856.00 Bills that should not have been paid by the Fund.

\$146,060.00 Total Due to the Surcharge from Operating Fund.

The Board must determine a methodology to repay the Surcharge Fund these amounts over a period of time. In 2012-13 I propose a 5 year plan of \$29,212 per year. \$29,212 will be paid by the end of Fiscal Year (FY) 2012/13 with another \$29,212 proposed to be paid in FY 2013-14.

### 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 \$10,000.00

### 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 their 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. \$149,359 was added to salaries for the 3 additional staff, step increases and COLA.

#### 2. Salaries

- 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 calculates 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.
- Cal PERS Employer Contribution rate has increased from 16.273% to 17.11. This new rate and the addition of the 3 new staff members will increase the budget for this item by \$22,990.00.

#### 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.

-\$43,500 was deleted from **Extra Contract Help** due to the funding of full time positions.

-\$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.

\$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**

\$29,212.00 should be paid to the Surcharge Fund to refund operating expenses paid out of the Surcharge Fund for the next 4 years.

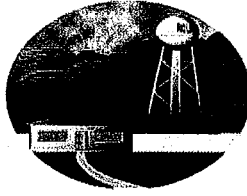
2 additional staff to be hired per the staffing survey provided to California Department of Public Health and 1 additional staff to fill Conservation Coordinator/Receptionist position.

Total Budgeted Income \$2,437,162 is up \$258,206.00

Total Budgeted Expenditures \$1,937,923 is up \$54,878.00

\$240,000 to be put into Capital Improvement Fund to fund Capital Projects. This figure is not included in the expenditures noted above.

**RIO LINDA**



**ELVERTA**

**SEMS Technologies**

**Date:** May 20, 2013

**Subject:** SEMS Technologies Water Utility Software Program

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

**Recommended Committee Action:**

It is the recommendation of Staff to approve this item in the 2013-14 Fiscal Budget. This software program is used for tracking backflow testing, lab test scheduling, and equipment maintenance. The initial start up cost of this program is \$7,500 with an annual subscription of \$2,500.

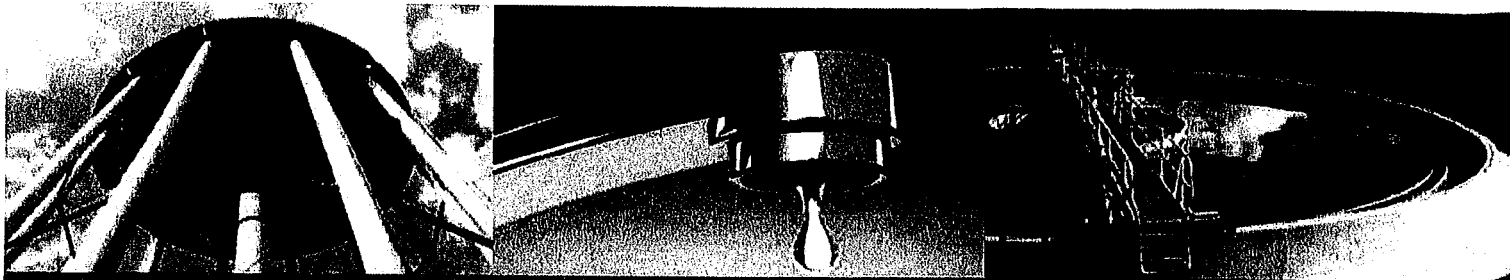
**Comments:**

**Board Action / Motion**

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

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

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



# Comprehensive Yet Simple Utility Management Software

## DRINKING WATER



### \* WATER QUALITY DATA MANAGEMENT

- \* Automates your three year sampling plan
- \* Alerts to potential violations
- \* Schedules required repeat sampling
- \* Stores all data in a single location
- \* Easy access to historical data analysis

\* **AUTOMATED REPORT GENERATION** - Compiles and produces state monthly (MOR), quarterly, & annual water quality reports (ex: CCR).

\* **SEMS LAB CONNECT™** - Imports lab results to eliminate manual data entry.

\* **SCADA CONNECT™** - SCADA readings automatically uploaded into SEMS to populate your daily/monthly Entries.

\* **BACKFLOW/CROSS CONNECTION CONTROL MANAGEMENT** - Complete system to manage your backflow testing program. Print initial and follow up test notification letters, track tester licenses, warehouse results, and produce required reports.

\* **ANALYSIS TRENDING** - Graph all stored results and readings to view trends and peak seasons at a glance.

\* **SEMS ANALYTICS™** - Powerful custom report engine, combined with excel for robust reporting capabilities.

## KEY BENEFITS

Ability to handle sampling compliance on an easy to use calendar to improve shared knowledge via a central database.

Through automated report generation; required State specific reports are completed in minutes instead of hours or days saving you valuable time.

Immediate access to all sample results, monitoring data, and reports in SEMS database eliminating arduous researching time.

Consolidation of systems reducing IT support.



**SEMS**  
TECHNOLOGIES

RLECWD Agenda Item Checklist

Date

5/30

4/20/13

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

Dem's Technologies - Water Utility Software Program

Staff Work Completed

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

Committee Review of Item and Staff Work

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

5/13  
3/5

Formal Legal Counsel Review

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

N/A

Board President and GM Review

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

Actual Meeting Date Set for Agenda Item

# ROI Worksheet

Asset Management			
<b>Equipment Service Life</b>			\$ 16,446
Total Capital Investment	\$ 8,223,000		
Life Expectancies (years)	25		
Extend Equipment Life %	5%		
<b>Labor Utilization</b>		Annual Hours	600 \$ 12,000
Number of Staff	6		
Annual Staff Hours	12,000		
Increase Productivity	5%		
<b>Equipment Replacement</b>			\$ 750
Total Equipment Purchases	\$ 15,000		
Decrease Purchases	5%		

Inventory			
<b>Inventory Purchases</b>			\$ 3,750
Total Inventory Purchases	\$ 25,000		
Decrease Inventory Purchases	15%		
<b>Inventory On-Hand</b>			\$ -
Total Inventory On-Hand	\$ -		
Decrease Inventory On-Hand	10%		

Compliance			
<b>Water Quality Schedule</b>		Annual Hours	0 \$ -
Decrease Time Maintaining Schedule	0 Hours		
<b>Regulatory and Internal Reports</b>		Annual Hours	264 \$ 5,280
Decrease Time to Generate:			
Internal Operational Report - Monthly	1 Days		
State Monthly Operational Report	1 Days		
Quarterly Report	1 Days		
Annual Water Quality Report (CCR)	5 Days		
<b>Operational Database</b>		Annual Hours	0 \$ -
Decrease Data Entry Time	0 Hours		

Backflow			
<b>Notices and Results</b>		Annual Hours	160 \$ 3,200
Decrease Time Track and Data	20 Days		
<b>Customer Database</b>		Annual Hours	0 \$ -
Decrease Time for Updating Customer Database	0 Hours		

**Total Estimated ROI:**                      **Monthly Hour Savings** 85      **Annual Savings** \$ 41,426

**Estimated Investment** \$ 7,500  
**3 Year Estimated Savings** \$ 90,065  
**3 Year Estimated ROI %** 667%  
**Estimated Payback** 8 Months

Avg. Staff Hourly Rate \$ 20.00



# SALES ORDER

3325 Paddocks Parkway, Suite 360  
Suwanee, GA 30024

PHONE: 866-758-6582  
FAX: 678-455-0034

Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ship To: \_\_\_\_\_ Same \_\_\_\_\_

Account Manager: \_\_\_\_\_ Kurtis Warne \_\_\_\_\_

Date: \_\_\_\_\_ 4/29/2013 \_\_\_\_\_

Main Contact \_\_\_\_\_ Mary Henricl \_\_\_\_\_

Utility \_\_\_\_\_ Rio Linda CSD \_\_\_\_\_

<b>New Customer</b>	<b>Renewal</b>
<b>Payment Terms</b>	
Payment due upon acceptance of this sales order.	

<b>Special Arrangements</b>

SEMS Subscription:		COST
<u>1</u>	SEMS Software Suite™:	\$ 2,000.00
	Asset Management Component	
	<u>1</u> Environmental & Backflow Component	
<u>3</u>	SEMS Server Concurrent Users (Includes 9 with Add'l \$400)	\$ -
	SEMS Hosted/Web-Based User	\$ -

SEMS Add-ons:		
	Additional Systems (add'l systems are \$500)	\$ -
	SEMS Analytics™	\$ -
	ERSI GIS Integration	\$ -
<u>1</u>	SEMS Connect™	\$ 1,500.00
	<u>1</u> LAB	
	SCADA	
	Financial/Billing Software	
	SEMS SYNC™ (Per Block of 5 Computers)	\$ -

Implementation & Setup:		
	Asset Mangement Component	\$ -
<u>1</u>	Environmental & Backflow Component	\$ 3,500.00
	- Water Quality Sample Schedule Setup	
	- Electronic Benchsheet Configuration	
	- Backflow Tester/Assembly setup	

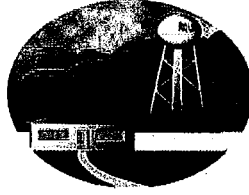
Training Services:		
	Onsite Discovery (per day) **	\$ -
	Onsite Training (per day) **	\$ -
	Onsite Follow Up/Refresher Training (per day) **	\$ -
<u>4</u>	Remote Webinar Training (\$125 per hr)	\$ 500.00

**Total:** \$ 7,500.00  
**Annual Subscription\*:** \$ 2,500.00

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

\* 3 Year Annual Agreement, Billed annually, includes: software maintenance, technical support, software upgrades/versions  
\*\*Onsite expenses are included in price  
Note: Sales order price only good for 30 days of date above.

**RIO LINDA**



**ELVERTA**

## **CUSI PhoneTree Software**

**Date:** May 20, 2013

**Subject:** CUSI PhoneTree Software

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

### **Recommended Committee Action:**

It is the recommendation of Staff that the Board approve this purchase as it addresses health and safety issues that could be a liability for the District. The cost of this program is \$5,555 with an annual maintenance of \$320.00

### **Comments:**

The District currently has no method of informing the community of any emergencies or failures within the District. In 2009 one of the District wells failed and could not sustain enough pressure. Employees had to go door to door hanging boil water notifications. The process took several hours and then not all customers were informed. The same process was necessary when the boil water order was lifted. Field staff needs to be utilized in repairing the problem which caused the failure instead of going door to door hanging notices.

A PhoneTree program would notify customers of the emergency in a shorter time frame. All customers within the District would be notified of the emergency and which ones have to boil their water before drinking it. This program could also be used for past due account notifications, service repair notifications in the area as well as conservation tips.

This type of program is utilized by other Government agencies such a Police, Fire, Sheriff Departments as well as public and private utilities.

### **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  
5/20/13

Initial Potential Meeting Date

Phone Tree

- Emergencies Boil Water, etc.
- Late Bill & Jags
- Repairs scheduled & emergency

Item Prioritization

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

Staff Work Completed

(Includes reviewing) Researching item with other resources (ACWA, JPIA, RWA, SGA, other water or special districts, District Engineer, SSWD / Orangevale Citrus Heights / See other side

3/26/13

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

(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





CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative Ed Wiseman  
300 South Church Street, Suite 200  
Jonesboro, AR 72401  
www.cusi.com  
(800) 240-1420

# Sales Order

Date: April 26, 2013



### Customer Information

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

Barbara Schiavone  
916-991-1000

Products & Services	Description		Price
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### Software

1 PhoneTree Software-3500-G2(2 Line)	\$3,200.00	\$3,200.00
--------------------------------------	------------	------------



### Add-On Interfaces

1 CBSW Interactive Voice Recognition (IVR) Interface	\$1,000.00	\$2,000.00
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### Tech Support & Maintenance Services

90 Days of Free Technical Support & Maintenance: 800 Line Voice, Online, Email Support, Client Services Website, Application Updates	\$320.00	\$320.00
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### Economic Summary

Software Licenses	\$3,200.00
Add-On Interfaces	\$2,000.00
Technical Support and Maintenance Services	\$320.00
State & Local Tax	\$0.00
Shipping	\$35.00
<b>Total</b>	<b>\$5,555.00</b>

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative Ed Wiseman  
300 South Church Street, Suite 200  
Jonesboro, AR 72401  
www.cusi.com  
(800) 240-1420

**Sales Order**

Date: April 26, 2013



**Customer Information**

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

Barbara Schiavone  
916-991-1000



**Payment Terms** 15 Days From Date of Invoice



**Terms Of Sale**

- Company has ordered and agrees to purchase from CUSI the above products and services for the above prices and amounts.
- Product Shall be shipped to the Company address listed above upon receipt of an executed sales order.
- Services shall be shipped to the Company address listed above upon receipt of an executed sales order.
- Company shall make payment based upon the payment terms described above.
- Company acknowledges that CUSI Products and Services are subject to the terms and conditions of a Software License Agreement between CUSI and Company
- CUSI HEREBY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES WITH RESPECT TO ANY PRODUCT WHICH IS NOT MANUFACTURED OR OTHERWISE CREATED BY CUSI, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE. TITLE OR NON-INFRINGEMENT.

**Quotation Terms** 30 Days



**Comments**

90 Days of Free Technical Support & Maintenance is included with the cost of the software. Annual Maintenance can be purchased for \$320 a year.

**Execution Instructions**

Execute each page, date and fax to 870-336-2234

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_



Home > Industries > Government

“ PhoneTree has been a huge time saving tool for our company--well worth the investment. ”

— Drew Lawless, Lawn Doctor, Chantilly, VA  
READ MORE TESTIMONIALS >



## Government & Services

Automated Phone Service, Phone Message Service

REQUEST MORE INFORMATION >

### Government & Services

PhoneTree will customize your specific communication needs using text, email and phone messaging.

- Local, State, National Commissions & Boards
- City Councils
- Public Transportation
- Public & Private Utilities; water, gas, power
- Police, Fire, and Sheriff Departments
- Housing Authorities
- Libraries

#### Ways our current clients are using their PhoneTree products;

- General information and reminders
- Schedule changes
- Emergency cancellations
- Service Reminders
- Maintenance Tips
- Shut-off notification
- Health & Environmental Updates
- New services notification
- Staff communication
- Customer satisfaction surveys
- Past due account notifications
- Water use restrictions
- Conservation tips & Ideas
- Rate change notification
- Boil water alerts
- Line flushing instructions
- Important Meetings
- General public communication

Automating any type of phone message service for any of the above situations will save time, government resources and ultimately costs.

Channel Partners | Sample Message | Testimonials | Sitemap



800.951.8733 | 301 N. Main Street | Suite 1800 | Winston-Salem, NC 27101



Web Design and Development by BEM Interactive

## TECHNICAL MEMORANDUM

---

To: Mary Henrici, General Manager  
From: Jim Carson, District Engineer  
Subject: 2013/14 Capital Budget Descriptions  
Date: May 8, 2013

---

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 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.

*Rio Linda / Elverta Community Water District  
2013/14 Capital Budget Descriptions  
May 8, 2013*

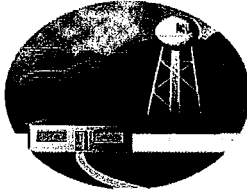
**C-2 Contingency (SRF Project) - \$156,000**

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**

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	Miscellaneous Pump Replacements	20,000
<b>Total Water Supply</b>		<b>116,000</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)	27,000
C-2	SRF Contingency	156,000
<b>Total Contingency</b>		<b>183,000</b>
<b>Total Capital Budget</b>		<b>4,565,673</b>
<b>Total Funded by District w/o SRF</b>		<b>297,000</b>
<b>Total Funded by District w/ SRF</b>		<b>4,315,673</b>

**RIO LINDA**



**ELVERTA**

**Consent Calendar  
Agenda Item: a**

**Date:** May 20, 2013

**Subject:** Minutes

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

**Recommended Committee Action:**

It is the recommendation of Staff that the Board approve the minutes of the previous meetings.

March 18, 2013

April 15, 2013

**Comments:**

**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**  
**MARCH 18, 2013**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS OF**  
**THE RIO LINDA/ELVERTA**  
**COMMUNITY WATER DISTRICT**

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

The March 18, 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 comments from Vivien Johnson regarding payment to Directors for meetings.

Public Member, Mary Harris thanked the Board for trying to understand that we need to get the legal fees under control and she appreciates that at the last meeting the Board did take a step in the right direction and saved a little bit of money. She stated that she wants to bring to the attention of the Board and it's just a ongoing issue and she will probably do it until she sees that the legal fees have been cut down to no more than \$30,000 a year. That is what the Budget was before and it should go back to that. Since the new Board has been elected the District did receive a bill for \$56,969 one month and \$79,521. After looking at the one for \$79,000 she tried to figure out how many hours are the billable hours. So, per her calculations it was 238 billable hours and at 40 hours a week it comes to almost 6 weeks in one month. The other one was 108 billable hours and it came to almost 5 weeks in a month. She further stated that she thinks that the legal fees need to be audited. For someone to put almost 6 weeks in one month something is wrong and especially when this attorney is not the attorney of record. We had an attorney representing the District that information could have been handed off but to bill the District for almost 6 weeks in one month is outrageous.

Public Member, William Hilton commented that the property at the Calvary Baptist Church is still available for a possible well location.

**3. CONSENT CALENDAR**

**a. Minutes:**

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

**b. Expenditures**

**c. Financial Reports**

Director Green requested that the minutes of February 11, item 4.3 be changed, he voted nay. He also inquired about the summarized items of the March 2 meeting item 6.1 and further requested that they be action items. Director Green also inquired about checks from the March 11 expenditure list.

Director Anderson asked that the word "restricted" be added to the documents provided so that they can be easily identified. He also commented on the profit and loss statements and the order of the columns.

The Board accepted public comments from Vivien Johnson on checks being held and asked when the Board started receiving payment for committee meetings.

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

#### **4. REGULAR CALENDAR**

**4.1** This item was tabled to a future Board meeting as the speakers were not present.

#### **4.2 Water Forum, Sacramento Groundwater Authority and Regional Water Authority**

Tom Gohring provided an explanation on the purpose of the Water Forum and its present functions. He also how they are going to supply water for human development while protecting the ecological system of the lower American River.

John Woodling of the Sacramento Groundwater Authority and Regional Water Authority presented detailed information on how his organization was achieving reliable water supply to 2030 and protecting of the lower American River through habitat management, groundwater management and dry year actions. He also provided information on their water conservation grant programs.

The Board accepted public comment from Mary Harris.

#### **4.3 Mutual Aid Agreement**

The Board discussed the Mutual Aid Agreement with the Sacramento Suburban Water District. The Planning Committee recommends approval without having General Counsel review the Agreement.

President Dills asked for the estimated time for Legal Counsel to review the agreement. Mr. Mehta stated that the estimated time to review this agreement was 20 hours and is on the high side because there may be other items that needed research and it could possibly take less time.

Director Caron requested to know what the charges were for the equipment on the FEMA schedule of equipment rates. He further commented that we do not know any of the costs associated with this agreement and it states in the District policy manual that contracts should have review by Legal Counsel.

President Dills stated that he agrees with Director Caron in that every contract should have some legal review. He also commented that if it takes 20 hours to complete a legal review that the District needs to pay for the 20 hours and that we do not pay by the word or page.

District Engineer, Jim Carson stated that this agreement is just to establish a set of rules if help is needed if you do not use the mutual aid there will be no costs associated. The cost of the aid can be for negotiated upfront when the aid is needed. He also stated that this is the standard agreement that all of the water agencies in our area.

President Dills stated that there are Federal and State emergency guidelines in place to provide mutual aid. He also commented that this agreement is nonbinding.

***It was moved by Director Green and seconded by Director Anderson to approve the Mutual Aid Agreement with Sacramento Suburban Water District as written and without Legal Counsel review. The motion carried by a vote of 4-0-1 with President Dills and Director's Longo, Anderson and Green voting yes and Director Caron abstaining.***

#### **4.4 Elverta Specific Plan Consultant Funding Agreement**

Jim Carson, Affinity Engineering updated the Board on the status of the Elverta Specific Plan Consultant Funding Agreement. He also informed the Board that the Elverta Owner's Group felt that the cost for Legal Counsel to review the agreement was high as the estimated time given was 10 to 15 hours although there should be some form of legal review.

Director Green, member of the Planning Committee explained the reasons why he felt that the funding agreement document should take no longer than 2 to 2 – 1/2 hours for legal review.

Director Longo commented that the legal fees for the funding agreement were being paid for by the Owner's Group and that is why they were concerned with the amount of time it would take to review. He also stated that this agreement allows the funding so that the District's Engineer can start the project.

Mr. Mehta, General Counsel commented on the Owner's Group controlling the District's decision making by controlling the costs.

President Dills commented that the legal review of this document should be done carefully as there are Legal issues, he feels that the time to review the agreement is 10 to 15 hours.

Public Member, Vivien Johnson urged the District to be cautious as this development and project will change the lives of the community forever.

Public Member, Mary Harris commented on the legal fees that are being paid to Mr. Ravi Mehta.

***It was moved by Director Green and seconded by Director Longo to authorize Legal Counsel 3 hours for legal review of the Elverta Specific funding agreement. The motion failed by a vote of 2-3-0 with Director Longo and Green voting yes and President Dills and Director's Anderson and Caron voting no.***

President Dills directed General Counsel, Mr. Mehta to review the document and not to exceed the 10 to 15 hours limitation.

#### **4.5 Hydropneumatic tank air relief valve replacement**

Mr. Carson, Affinity Engineering informed the Board of the necessity to replace the hydropneumatic tank air relief valves, he further stated that replacement of these valves is critical, as it is a safety issue. Since the current budget does not have sufficient funds for this replacement, the Planning Committee recommends moving \$11,000 from funds budgeted for the Elverta Booster Station planning to fund the replacement of the valves.

***It was moved by Director Caron and seconded by President Dills to approve the recommendation of the Planning Committee to move \$11,000 from funds budgeted for the Elverta Booster Station***

*planning fund for the replacement of the hydropneumatic tank air relief valves. The motion carried by unanimous vote of 5-0-0.*

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

Mr. Carson explained that members of the River West Owners Group are requesting to receive water from RLECWD.

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

Director Caron asked if the developers of the Elverta Specific Plan were including this section in the plan for development. Mr. Carson stated that the River West Owner's Group and Gibson Ranch, LLC would develop this section.

The Board accepted public comment from Mary Harris and Belinda Paine.

*It was moved by Director Caron and seconded by Director Green to approve the General Manager writing a letter in support of the River West Owner's Group / Gibson Ranch LLC to receive water from the Rio Linda / Elverta Community Water District. The motion carried by unanimous vote of 5-0-0.*

**4.7 Utilization of Legal Counsel's services:**

Director Anderson commented on various costs of legal counsel and comments from the public and how Legal Counsel has been working carte blanc with little to no direction from the Board. He further explained the need for controlling the cost of all legal work and the need for Legal Counsel to use outside sources and assistance. He also spoke about how legal counsel bills for phone calls.

Director Green commented on the need to monitor legal counsel tasks and use of his time.

General Manager Henrici stated that the working relationship has changed between General Counsel and herself as she now requests a completion date or estimated completion date when requesting information or tasks. The other change is that the District now has committees that provide recommendations and requests. GM Henrici also commented on her need for direction when there are conflicting requests from the Board and General Counsel.

Director Green recommended that the Board President should have authority to direct staff after consideration of comments from other Board members. He also recommended that the Board President tell the General Manager that there is no more time to be confused the Board is the Governing Body and if the Board gives direction that is the direction or directive for the General Manager to follow.

Director Caron recommended that the District not bring any legal items to the Board for a vote prior to Legal Counsel reviewing.

President Dills asked the Legal Adhoc committee if they have completed their work and what is the purpose of the Legal Adhoc committee?

Director Anderson stated that the Committee was assigned to address the over expenditures of legal costs.

Director Longo suggested that President Dills and the General Manager discuss the assignments given to Legal Counsel.

The Board accepted public comment from Vivien Johnson and Mary Harris.

#### **4.8 Purchase of Used Inserting Equipment**

The General Manager updated the Board on the current condition and status of the District inserting equipment. The information was presented to the Finance / Administrative Committee and they recommended that the District purchase used equipment.

*It was moved by Director Green and seconded by Director Caron to approve the purchase of used inserting equipment for the District mailing of bills. The motion carried by a unanimous vote of 5-0-0.*

The Board accepted public comment from Vivien Johnson.

#### **4.10 Manager Training**

General Manager Henrici requested a approval of training on "Managing Multiple Projects". She reminded the Board that her employment contract requires Board approval of her training.

*It was moved by Director Caron and seconded by Director Green to approve the requested training for the General Manager. The motion carried by a unanimous vote of 5-0-0.*

### **5. INFORMATION ITEMS**

#### **1. DISTRICT ACTIVITY REPORT**

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

#### **2. BOARD REPORTS**

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

### **6. DIRECTORS' AND GENERAL MANAGER COMMENTS**

General Manager Henrici stated that she wanted to let the Board know that Sacramento Suburban Water District is having a special meeting on Thursday, March 21, regarding a possible consolidation between San Juan Water District and themselves in case any of the Board wanted to attend.

Director Green commented on page 5 of the Financials and the legal costs.

**7. ADJOURNMENT**

President Dills adjourned the meeting at 10:35 pm.

Respectfully submitted,

\_\_\_\_\_  
Mary Henrici, Secretary

\_\_\_\_\_  
Brent Dills, President

**-DRAFT-  
MINUTES OF THE  
April 15, 2013  
REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE RIO LINDA/ELVERTA  
COMMUNITY WATER DISTRICT**

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

The April 15, 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 accepted public comments from Vivien Johnson regarding the minutes of the committee meetings.

Public member Jack Nolan and Ron Hyce addressed the Board regarding an easement given to the District several years ago in exchange for a meter service at a location specified by Mr. Hyce.

**3. CONSENT CALENDAR**

*Action items: Approve Consent Calendar Items*

**a. Minutes:**

March 18, 2013 Regular Board Meeting

The March 18, 2013 minutes were pulled for further review. It was requested by Director Green that the comments made by public member Mary Harris during public comment be entered into the minutes and brought back at the May 20<sup>th</sup> meeting for approval.

Director Anderson asked the status of several items covered in the May 20, 2013 meeting.

**b. Expenditures**

**c. Financial Reports**

**d. Chart of Accounts**

*It was moved by Director Anderson and seconded by Director Green to approve the Consent Calendar items b, c, and d. The motion carried by a unanimous vote of 5-0-0.*

President Dills stated that he is forming an AdHoc Committee of himself and Director Green to address the format of the agenda.

Public member, Vivien Johnson commented on the minutes of the March 18<sup>th</sup> Board meeting as they did not include her comments.

#### **4. REGULAR CALENDAR**

##### **4.1 Resolution 2013-05 Minimum Service Fee for Inactive Customers**

Public member Pat Day commented on having a second meter that she no longer uses because of the cost.

General Counsel, Ravi Mehta explained that when Resolution 2013-04 was presented to the Board in March it was intended to cover those parcels that were connected to the District, but were not using the service as they were using their private well for water. This Resolution does not include those customers who are connected to the District and have no usage for the billing cycle.

General Manager, Mary Henrici informed the Board that she has had a couple of customers state they used no water and felt that they should pay the lower rate for inactive customers this Resolution corrects that issue. She has also had customers that want to be disenfranchised from the District as they are paying for the inactive fee on a parcel that does not have a home and is a bare lot. This issue will be addressed at a later date.

Public member Mary Harris commented on private contractors, modular homes and water mains.

Public member Vivien Johnson commented on the wording in the proposed Resolution.

*It was moved by Director Green and seconded by Director Caron to approve Resolution 2013-05 as presented. The motion carried by a unanimous vote of 5-0-0.*

##### **4.2 Resolution 2013-06 in Support of Amendments to the Joint Powers Agreement Governing the Regional Water Authority (RWA).**

There was no Board comments or public comments.

*It was moved by Director Green and seconded by Director Longo to approve Resolution 2013-06 as presented. The motion carried by a vote of 4-0-1 with President Dills, Director's Longo, Anderson and Green voting yes and Director Caron abstaining.*

##### **4.3 Set Date for Public Hearing for Preliminary Budget Hearing in May.**

It was recommended by the Finance / Administrative Committee that the Board hold the Preliminary Budget Hearing on May 20, 2013.

*It was moved by Director Longo and seconded by Director Caron to approve setting the date of May 20, 2013 at 6:30 pm for the Public Hearing for the Preliminary Budget. The motion carried by a unanimous vote of 5-0-0.*

##### **4.4 District Policy Manual Changes**

It was recommended by the Finance / Administrative Committee that Resolutions would no longer be required to make District Policy Manual changes.

The Board accepted public comment from Vivien Johnson regarding this agenda item.

Director Anderson stated that the Boards he is familiar with, have always approved changes by Board vote.



General Manager, Mary Henrici stated that changes would be brought to the Board in the form of a Staff Report showing the changes being proposed and at that time, the Board would make the decision whether or not to approve the changes. When the changes are made to the Policy Manual, it would note the meeting date the changes were approved.

***It was moved by Director Anderson and seconded by Director Longo to approve no longer requiring a Resolution in order to make changes to the District Policy Manual. The motion carried by a unanimous vote of 5-0-0.***

#### **4.5 Elverta Specific Plan Consultant Funding Agreement**

General Manager, Mary Henrici stated that General Counsel still needs to review this agreement as the Planning Committee made a revision since General Counsel's review and she has not heard anything from the property owners group.

Jim Carson, Affinity Engineering, stated that he tried to contact the owners group and by email as April 15th was the deadline for any objections. He heard none. Mr. Carson also explained the revisions to the agreement.

General Counsel, Ravi Mehta stated that he has reviewed the original agreement and has not reviewed it since it was amended.

Director Anderson asked why there was a clause included for attorney / client privilege. General Counsel, Mr. Mehta explained in detail why this clause was provided.

Public Member, Mary Harris commented on the attorney / client privilege in the funding agreement and that she is against not putting detail on the bills.

Public Member, Vivien Johnson commented on the owners group and who it consisted of. She disagreed that the Board President would make the final changes to the wording and that should be a Board decision.

***It was moved by Director Green and seconded by Director Longo to approve the funding agreement as revised by the committee contingent upon approval of the owners group. The motion failed by a vote of 2-3-0, with Director's Longo and Green voting yes and Director's Dills, Anderson and Caron voting no.***

President Dills suggested that all of the bubble words be placed back into the document.

***It was moved by Director Anderson and seconded by President Dills to accept this revised agreement with the deletion of the first bubble and amend the seconded bubble with respect to the General Counsel shall only provide Landowners with a summary of work done and the total amount invoiced. The motion passed by a unanimous vote of 5-0-0.***

Director Caron commented that this is the second time a document has been brought before the Board for a vote and not being reviewed beforehand. G.M. Henrici noted that there was once again a conflict between Legal and Committee recommendations so it was brought before the full Board for a decision.

#### **4.6 Legal Bills**

President Dills commented that this is to consider waiving client / privilege confidentiality for future billings.

General Manager, Mary Henrici stated that the public has requested complete copies of General Counsel's bills several times. She further said that per General Counsel the District could only provide summary copies of the bills.

The Board took no action on this agenda item.

#### **4.7 Engineering for L Street Reservoir**

Public Member, Vivien Johnson asked when and who made the decision to place the reservoir at the District office site, as it was her understanding it was to be placed at the Well #15 site.

General Manager, Mary Henrici stated that the Planning Committee had made the decision at a previous public meeting. A request for proposal was done and two engineering companies (KASL Engineering and Affinity Engineering) submitted proposals. After reviewing the proposal's it was recommended that Affinity Engineering be selected to perform the environmental and general engineering for this project.

Director Longo explained that it was the opinion of the committee that both engineering firms could complete the project in the time requested and to the specifications needed.

The pros and cons of each engineering firm were discussed and evaluated.

Mr. Scroggs stated that KASL Engineering submitted their proposal based on the engineer budget submitted to CDPH. He further stated that proposal was completed using the guidelines of the RFP.

Public Member, John Ridilla commented on the criteria used for selection in the RFP's that he has seen.

Due to the significant price difference between the two firms Affinity Engineering was chosen.

Mr. Scroggs requested the opportunity to provide the Board with a revised cost proposal.

Public Member, Vivien Johnson commented that it would have been wise to ask each engineering firm how long they have been in business and if they have a full team or would they have to subcontract.

*It was moved by Director Green and seconded by Director Caron to approve Affinity Engineering to perform the general engineering for the L Street Reservoir. The motion carried by a unanimous vote of 5-0-0.*

#### **4.8 EN2 Resources, L Street Reservoir proposal to complete Environmental Analysis, CEQA Documentation and Federal Cross-Cutting Checklist.**

Mr. Carson informed the Board that EN2 Resources also did the environmental work for Well #15 and projects at other well sites. He also stated that after talking with the Environmental Office of CDPH and getting a cost for the project from EN2 it is his recommendation to use EN2 Resources for this project.

*It was moved by President Dills and seconded by Director Caron to approve the recommendation of the Planning Committee and appoint EN2 Resources to complete the Environmental Analysis, CEQA Documentation and Federal Cross-Cutting checklist for the L Street Reservoir. The motion carried by a unanimous vote of 5-0-0.*

#### **4.9 Management Training**

General Manager, Mary Henrici stated that as per her contract she is required to get the approval of the Board for any training. Since the last meeting she has had the opportunity to spend \$500 for a full year of training that this Board wants her to do such as "*Project Management*" and "*Strategic Thinking*".

*It was moved by Director Longo and seconded by Director Caron to approve the Management Training for the General Manager. The motion carried by a unanimous vote of 5-0-0.*

The Board went into closed session at 9:30 pm.

#### **5. CLOSED SESSION**

1. CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Potential Litigation. Mary Harris legal fees, Board to approve language in settlement agreement.

The Board returned from closed session at 9:50 pm and made announcements from Closed Session.

1. Received update from Legal Counsel and a previous offer was made which was rejected by the party which stands and no further action is being taken.

#### **6. INFORMATION ITEMS**

##### **1. DISTRICT ACTIVITY REPORT**

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

##### **2. BOARD REPORTS**

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

President Dills asked for an update on the District's employment practices insurance. General Manager, Mary Henrici stated that the District will receive an update from JPIA at the conference in May. She also informed the Board that LAFCo is putting the District on their consent calendar.

The Board discussed various reports provided in the Board packet.

President Dills commented on a new Tenant / Owner Service Agreement and G.M. Henrici stated that she is working with legal on finalizing that document.

#### **7. DIRECTORS' AND GENERAL MANAGER COMMENTS**

Director Green gave a report on the various meetings he has attended as a representative of the District.

Director Anderson thanked the Board on their positive attitude and projection to the Community.

There was Board discussion on the size and number of pages of the Board packets.

**8. ADJOURNMENT**

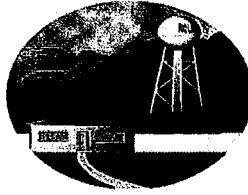
President Dills adjourned the meeting at 10:15 pm.

Respectfully submitted,

\_\_\_\_\_  
Mary Henrici, Secretary

\_\_\_\_\_  
Brent Dills, President

**RIO LINDA**



**ELVERTA**

**Consent Calendar  
Agenda Item: b**

**Date:** May 20, 2013

**Subject:** Expenditures

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

**Recommended Committee Action:**

It is the recommendation of the Finance / Administrative Committee that the Board approve the expenditures of April 2013.

**Comments:**

**Conclusion:**

**Board Action / Motion**

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

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

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

Rio Linda/Elverta Community Water District  
 All Other Expenditures  
 April 2013

12:55 PM  
 05/08/13  
 Accrual Basis

Type	Date	Num	Name	Memo	Amount
1002 - CA Bank & Trust Surcharge				NO ACTIVITY	0.00
1005 - Sherrill Reserve				NO ACTIVITY	0.00
1007 - Construction-SRF					
Bill Pmt -Check	04/15/2013	6001	Affinity Engineering SRF	1264 Well#15 & L St.	-4,000.00
					-4,000.00
1032 - CA Bank & Trust Security Acct					
Bill Pmt -Check	04/15/2013	1056	Customer	Final Bill Bal Refun	-12.72
Bill Pmt -Check	04/15/2013	1057	Customer	Final Bill Bal Refund	-100.00
					-112.72
1033 - CA Bank & Trust Capital Improve					
Bill Pmt -Check	04/15/2013	1041	Affinity Engineering Inc	1265 HydroTank	-320.00
Bill Pmt -Check	04/15/2013	1042	Bankcard Center4054	4/13 Tuff Sheds	-3,874.71
Bill Pmt -Check	04/15/2013	1043	CA Urban Water Conservation Council	2013_G1_278 Dues	-2,515.12
Bill Pmt -Check	04/15/2013	1044	Neopost USA	13919812 Inserter	-11,880.00
					-18,589.83

Rio Linda/Elverta Cc Community Water District  
Expenditures Listing  
Operating Account  
April 2013

Type	Date	Num	Name	Memo	Amount
1009 - CA Bank & Trust Operating					
Bill Pmt -Check	04/01/2013	1995	Cathy Hood	Ck#1995 Reported Lost - Cashed after it was re-issued on Ck#2126	-100.00
Bill Pmt -Check	04/01/2013	2220	Paul Green	3 March 2013 Mlgs	-300.00
Bill Pmt -Check	04/04/2013	2221	Thomas Ray	4-5-6/2013 Ins Retiree	-900.00
Liability Check	04/12/2013	EFT	QuickBooks Payroll Service	Created by Payroll Service on 04/11/2013	-11,808.98
Liability Check	04/12/2013	EFT	QuickBooks Payroll Service	Created by Payroll Service on 04/11/2013	-279.95
Liability Check	04/12/2013	E-pay	Employment Development	002-4351-9 QB Tracking # 91692162	-679.31
Liability Check	04/12/2013	E-pay	Ins	68-0107697 QB Tracking # 91695412	-4,103.72
Liability Check	04/12/2013	E-pay	Employment Development	1st QTR Unemployment & CA Training PR Taxes	-2,793.00
Bill Pmt -Check	04/15/2013	EFT	CalPERS	PayDate 4-15-13	-4,106.88
Paycheck	04/15/2013	2222	Employee	PayDate 4-15-13	-1,649.21
Bill Pmt -Check	04/15/2013	2223	Employee	PayDate 4-15-13	-191.84
Bill Pmt -Check	04/15/2013	2224	Affinity Engineering Inc	1265 O & M Budget Work & Elverta Specific Plan	-3,040.00
Bill Pmt -Check	04/15/2013	2225	AFLAC	028454 3/2013	-318.84
Bill Pmt -Check	04/15/2013	2226	Allied Waste Services, Inc.	0922-002077683	-86.38
Bill Pmt -Check	04/15/2013	2227	VOID	VOID:	0.00
Bill Pmt -Check	04/15/2013	2228	Bank of New York	4/2013 Bond Pymt	-20,000.00
Bill Pmt -Check	04/15/2013	2229	BSK Labs Fresno, inc.	March Charges / April bill	-405.00
Bill Pmt -Check	04/15/2013	2230	California State Disbursement Unit	PR Wage Garnishment 4-15-13	-397.50
Bill Pmt -Check	04/15/2013	2231	Comcast	3/2013	-392.31
Bill Pmt -Check	04/15/2013	2232	Corelogic Information Solutions Inc	80816711	-134.75
Bill Pmt -Check	04/15/2013	2233	Elk Grove Security Systems	5581 4/1 - 6/30/2013	-78.00
Bill Pmt -Check	04/15/2013	2234	Equarius Waterworks, Inc.	3061 Antennas	-972.06
Bill Pmt -Check	04/15/2013	2235	Fritz & Company	Annual 2-Generators Service with necessary repairs	-2,168.07
Bill Pmt -Check	04/15/2013	2236	GM Construction & Developers	2539 Serv. Install @ 6233 Blacktop Way	-3,200.00
Bill Pmt -Check	04/15/2013	2237	Customer	Over-Payment	-8.94
Bill Pmt -Check	04/15/2013	2238	Labor Ready Southwest, Inc.	Contract Labor W/E 3/22 & W/E 3/29	-1,222.40
Bill Pmt -Check	04/15/2013	2239	Mason A Adams	4-5-6/2013InsRetiree	-900.00
Bill Pmt -Check	04/15/2013	2240	Maverick Office Systems	Repairs Copier Fuser Frame Assembly	-155.20
Bill Pmt -Check	04/15/2013	2241	McCrometer, Inc.	413128 RI Meter Repairs	-1,235.14
Bill Pmt -Check	04/15/2013	2242	Michael Phelan	1-2-3/2013 Ins Retiree (Rate Increase)	-2,653.80
Bill Pmt -Check	04/15/2013	2243	NAPA Auto Parts	Battery, Oil Filters, Oil - Truck Oil changes	-395.02
Bill Pmt -Check	04/15/2013	2244	Prudential Overall Supply, Inc	March Charges / April bill	-246.43
Bill Pmt -Check	04/15/2013	2245	Quill Corporation	1625688 Report Covers, Labels, Office Supplies	-115.75
Bill Pmt -Check	04/15/2013	2246	VOID	VOID:	0.00
Bill Pmt -Check	04/15/2013	2247	VOID	VOID:	0.00
Bill Pmt -Check	04/15/2013	2248	Richardson & Company	106756 Forensic Audit	-12,550.00
Bill Pmt -Check	04/15/2013	2249	SimplexGrinnel	76078945 Extinguisher Test & Inspect	-193.40
Bill Pmt -Check	04/15/2013	2250	VOID	VOID:	0.00
Bill Pmt -Check	04/15/2013	2251	Sprint	54566846-074	-245.65
Bill Pmt -Check	04/15/2013	2252	Standard Insurance Company	4/13 Mar PR fig.	-234.56
Bill Pmt -Check	04/15/2013	2253	T & T Valve and Instrument, Inc.	45051 Air Release Valve	-233.18
Bill Pmt -Check	04/15/2013	2254	USA BlueBook	917512 Protective Eye Wear, Gloves, Tubing	-393.13
Bill Pmt -Check	04/15/2013	2255	USA Mobility Wireless, Inc.	W3556693D	-15.10
Bill Pmt -Check	04/15/2013	2256	Vanguard Cleaning Systems	17241	-195.00
Bill Pmt -Check	04/15/2013	2257	Rio Linda Hardware and Building Supply	March Charges / April bill	-134.06

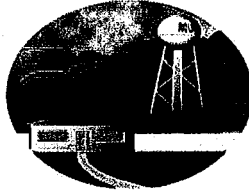
Rio Linda/Elverta Community Water District  
 Expenditure Listing  
 Operating Account  
 April 2013

11:52 AM  
 05/09/13  
 Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill Pmt - Check	04/15/2013	2258	Bankcard Center 3452	4/2013 Statement March Fuel/ April bill Plus parts Serv Connections	-691.98
Bill Pmt - Check	04/15/2013	2259	Bankcard Center 3551	4/2013 Statement ALL FUEL	-451.47
Bill Pmt - Check	04/15/2013	2260	Bankcard Center 3957	4/2013 Statement Fuel, Serv Connection Parts, Meter Maint.shipping	-1,136.33
Bill Pmt - Check	04/15/2013	2261	Bankcard Center 4054	4/2013 Statement Fuel, Postage, Off. Supp. Trg Seminars, Tires,	-2,692.13
Bill Pmt - Check	04/15/2013	2262	County of Sacramento PO Box 1887	917443 enac2013-00030 Permits various county locations	-604.25
Bill Pmt - Check	04/15/2013	2263	Delta Health Systems	May 2013	-7,554.00
Bill Pmt - Check	04/15/2013	2264	Duane Anderson	2/11, 3/2, 3/18 MTCSS	-300.00
Bill Pmt - Check	04/15/2013	2265	Fritz & Company	7097 Generator Service & Test run	-548.25
Bill Pmt - Check	04/15/2013	2266	Labor Ready Southwist, Inc.	637199 W/E 405	-764.00
Bill Pmt - Check	04/15/2013	2267	VOID	VOID:	0.00
Bill Pmt - Check	04/15/2013	2268	Law Offices of Ravi Mehta	3/1 - 3/31/2013	-10,209.70
Bill Pmt - Check	04/15/2013	2269	Mathew Longo	1/29, 3/5, 3/18, 4/2 Meetings	-400.00
Bill Pmt - Check	04/15/2013	2270	PG & E762-9	3/8 - 4/5/13	-7.84
Bill Pmt - Check	04/15/2013	2271	PG&E/24-1	3/8 - 4/5/13	-11.48
Bill Pmt - Check	04/15/2013	2272	Customer	Refund Final Bill Overpayment	-265.91
Bill Pmt - Check	04/15/2013	2273	Law Offices of Ravi Mehta	3/1-3/31/13 Elverta Specific Plan	-2,307.75
Bill Pmt - Check	04/15/2013	2274	Rio Linda / Elverta Community Water Distr	March 2013 Surcharge	-23,818.59
Bill Pmt - Check	04/15/2013	2275	Rio Linda / Elverta Community Water Distr	Cap Improv 4/2013	-7,500.00
Bill Pmt - Check	04/18/2013	2276	Employment Development	00243519 6-9-12/2012 Qtrs balance owing	-784.86
Bill Pmt - Check	04/19/2013	2277	Employment Development	94404597 3-6/2012 Qtrs Self Funded Account	-272.19
Paycheck	04/30/2013	2278	Employee	PayDate 4-30-13	-1,140.11
Paycheck	04/30/2013	2279	Employee	PayDate 4-30-13	-191.84
Bill Pmt - Check	04/26/2013	2280	BBSK Labs Fresno, inc.	A308140	-13.00
Bill Pmt - Check	04/26/2013	2281	Duane Anderson	4/15 Bd Mtg	-100.00
Bill Pmt - Check	04/26/2013	2282	Equarius Waterworks, Inc.	3472 10- T-10 1" Meters	-6,021.75
Bill Pmt - Check	04/26/2013	2283	Evergreen Oil, Inc.	INV0790741 Discard Used Oil Filters	-65.00
Bill Pmt - Check	04/26/2013	2284	Frank Caron	4/13 & 4/15 Migs	-200.00
Bill Pmt - Check	04/26/2013	2285	Haueter Company	Replace Garage & Shop Doors	-1,290.00
Bill Pmt - Check	04/26/2013	2286	Labor Ready Southwest, Inc.	16963394 W/E 4/12	-821.30
Bill Pmt - Check	04/26/2013	2287	Quill Corporation	1770470 Folders, Hanging Files, DVD 100Pk	-73.40
Bill Pmt - Check	04/26/2013	2288	Ryan D Anderson	04182013 Identify Ricoth/Savin, scan to folder/mail	-99.00
Bill Pmt - Check	04/26/2013	2289	Sierra Chemical Company	74341 multichlor, Sodium Hypochlorite 330Gal	-719.40
Bill Pmt - Check	04/26/2013	2290	SMUD	All March Chrgs/April bills	-12,238.68
Bill Pmt - Check	04/26/2013	2291	USA BlueBook	927836 Cable Grab	-434.42
Bill Pmt - Check	04/30/2013	2292	Employee	Reim Mileage-Trg	-25.88
Bill Pmt - Check	04/30/2013	2293	AIG Vaic	April 2013	-100.00
Bill Pmt - Check	04/30/2013	2294	California State Disbursement Unit	Garnishment PayDate 4-30-13	-397.50
Bill Pmt - Check	04/30/2013	2295	Rio Linda / Elverta Community Water Distr	4/2013 Surchng Trsr	-44,406.00
Liability Check	04/29/2013	eft	QuickBooks Payroll Service	Created by Payroll Service on 04/25/2013	-8,902.61
Liability Check	04/29/2013	eft	QuickBooks Payroll Service	Created by Payroll Service on 04/25/2013	-197.73
Bill Pmt - Check	04/30/2013	eft	CalPERS	PayDate 4-30-13	-3,317.16
Liability Check	04/25/2013	E-pay	Employment Development	002-4351-9 QB Tracking # 96417577	-609.93
Liability Check	04/25/2013	E-pay	Irs	68-0107697 QB Tracking # 96417827	-3,898.10
					-224,816.10



**RIO LINDA**



**ELVERTA**

**Consent Calendar  
Agenda Item: c**

**Date:** May 20, 2013

**Subject:** Financial Reports

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

**Recommended Committee Action:**

It is the recommendation of the Finance / Administrative Committee that the Board approve the Financial Reports for the period ending April 30, 2013

**Comments:**

**Board Action / Motion**

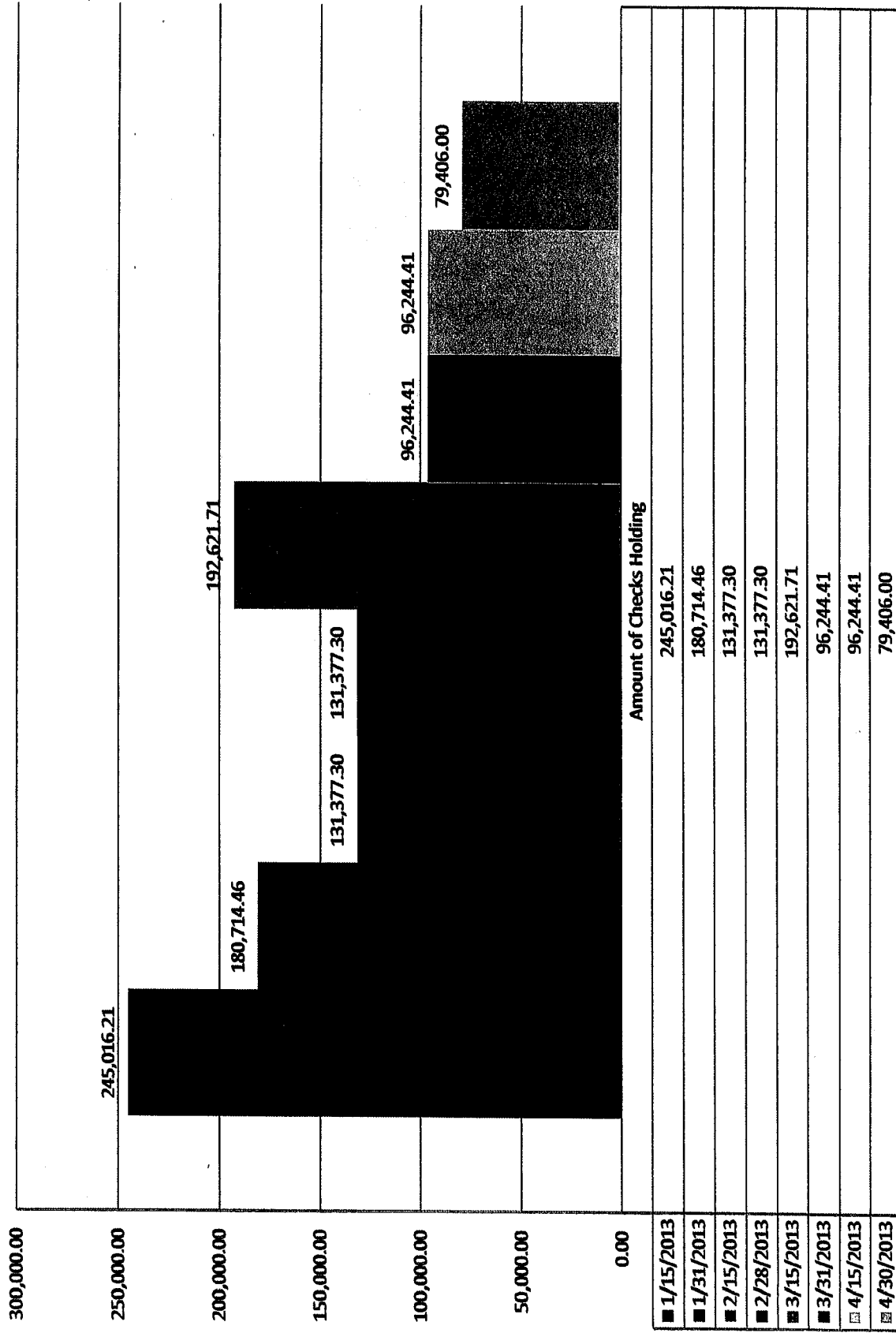
Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_

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

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

# Holding Checks Trend Report

■ 1/15/2013 ■ 1/31/2013 ■ 2/15/2013 ■ 2/28/2013 ■ 3/15/2013 ■ 3/31/2013 ■ 4/15/2013 ■ 4/30/2013



Amount of Checks Holding

■ 1/15/2013	245,016.21
■ 1/31/2013	180,714.46
■ 2/15/2013	131,377.30
■ 2/28/2013	131,377.30
■ 3/15/2013	192,621.71
■ 3/31/2013	96,244.41
■ 4/15/2013	96,244.41
■ 4/30/2013	79,406.00

<b>Cash Flow Trend Report</b>		
<b>Date</b>	<b>Checks Holding</b>	<b>Difference from one period to another period</b>
1/15/2013	245,016.21	
1/31/2013	180,714.46	-64,301.75
2/15/2013	131,377.30	-49,337.16
2/28/2013	131,377.30	
3/15/2013	192,621.71	61,244.41
3/31/2013	96,244.41	-96,377.30
4/15/2013	96,244.41	
4/30/2013	79,406.00	-16,838.41

**Rio Linda/Elverta Community Water District**  
**BANKING**  
**As Of April 30, 2013**

**CHECKING & SAVINGS BANK ACCOUNT BALANCES**

GL Acct No#	Bank Account Name	Bank Balance
1002	CB&T Surcharge	361,128.49
1015	CB&T Surcharge Restricted Reserve	481,975.76
1009	CB&T Operating	74,140.51
1032	CB&T Security Dep Acct	50,502.63
1033	CB&T Capital Improve	79,453.66
1041	Bank of New York-Debt Service	120,000.00
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	190,530.00

**TOTAL    \$    1,641,793.82**

**OPERATING BANK ACCOUNT - CHECKS HOLDING:**

Date Written	Payee	Ck#	Description	Amount
3/15/2013	RLECWD	2164	Capital Improvements 3/2013	7,500.00
4/15/2013	RLECWD	2275	Capital Improvements 4/2013	7,500.00
3/15/2013	Bank of New York	2228	Bond Payment 04/2013	20,000.00
4/30/2013	RLECWD	2295	Surcharge Account 04/2013	44,406.00
<b>TOTAL</b>				<b>79,406.00</b>

Rio Linda/Elverta Community Water District

Profit and Loss Budget Performance

April 30, 2013

	Annual Budget	Apr 13	Jul '12 - Apr 13	% of Budget	Balance
<b>Income:</b>					
<b>4 · OPERATING REVENUES</b>					
Total 40 · Water Service Rates	1,932,206.00	151,265.37	1,633,905.75	84.56%	298,300.25
Total 41 · Account Service Charges	92,000.00	4,326.01	98,584.35	104.98%	-4,584.35
Total 42 · Field Water Service Fees	16,250.00	50.00	14,952.36	92.01%	1,297.64
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>155,641.38</b>	<b>1,747,033.63</b>	<b>85.41%</b>	<b>298,422.37</b>
<b>6000 · NON-OPERATING REVENUES</b>					
6001 · Tower Leases	75,000.00	6,535.75	64,455.45	85.94%	10,544.55
6002 · Earnings on Monies	1,000.00	176.07	756.34	75.63%	243.66
6003 · Property Taxes & Related	60,000.00	39,425.42	39,425.42	65.71%	20,574.58
6004 · Miscellaneous Non-Operating	2,500.00	-88.00	2,624.48	104.98%	-124.48
6007 · Lawsuit Settlements-One Time	0.00	-25,000.00	0.00	0.0%	0.00
<b>Total 6000 · NON-OPERATING REVENUES</b>	<b>138,500.00</b>	<b>21,049.24</b>	<b>107,261.69</b>	<b>77.45%</b>	<b>31,238.31</b>
<b>Total Income</b>	<b>2,183,956.00</b>	<b>176,690.62</b>	<b>1,854,295.32</b>	<b>84.91%</b>	<b>329,660.68</b>
<b>Expense:</b>					
5800 · Other Expense - Prior Year	0.00	1,360.87	32,292.14	0.0%	-32,292.14
5999 · Other Expenses	5,000.00	0.00	0.00	0.0%	5,000.00
<b>7 · NON-OPERATING EXPENDITURES</b>					
7007 · Sherrill Settlement Expense	0.00	-21,000.00	64,000.00	0.0%	-64,000.00
<b>Total 70 · Debt Service</b>	<b>240,263.00</b>	<b>-24,204.17</b>	<b>163,380.22</b>	<b>68.0%</b>	<b>76,862.78</b>
7002 · Non-Operating Expense		0.00	215.00		-215.00
<b>Total 7 · NON-OPERATING EXPENDITURES</b>	<b>240,263.00</b>	<b>-45,204.17</b>	<b>227,595.22</b>	<b>94.73%</b>	<b>12,667.78</b>
<b>5 · OPERATING EXPENDITURES</b>					
<b>Total 51 · Officers Fees</b>	<b>307,000.00</b>	<b>22,768.45</b>	<b>490,422.77</b>	<b>159.75%</b>	<b>-183,422.77</b>
<b>52 · Wages &amp; Benefits</b>					
Total 520 · Benefits & Expenses	248,418.50	6,653.39	207,236.45	83.42%	41,182.05
Total 522 · Salary	437,311.00	38,816.74	366,634.70	83.84%	70,676.30
<b>Total 52 · Wages &amp; Benefits</b>	<b>685,729.50</b>	<b>45,470.13</b>	<b>552,026.15</b>	<b>80.5%</b>	<b>133,703.35</b>
<b>Total 524 · Office Operations</b>	<b>88,212.00</b>	<b>10,266.34</b>	<b>75,986.38</b>	<b>86.14%</b>	<b>12,225.62</b>
<b>Total 5300 · Field Operations</b>	<b>367,450.00</b>	<b>31,664.62</b>	<b>244,030.66</b>	<b>66.41%</b>	<b>123,419.34</b>
<b>Total 537 · Conservation</b>	<b>8,176.00</b>	<b>0.00</b>	<b>7,551.12</b>	<b>92.36%</b>	<b>624.88</b>
<b>Total 538 · Contractual Services/Agreements</b>	<b>50,000.00</b>	<b>2,580.00</b>	<b>10,240.00</b>	<b>20.48%</b>	<b>39,760.00</b>
<b>Total 539 · Insurance</b>	<b>47,500.00</b>	<b>2,580.25</b>	<b>36,424.26</b>	<b>76.68%</b>	<b>11,075.72</b>
<b>Total 540 · Memberships</b>	<b>38,008.00</b>	<b>40.00</b>	<b>34,135.00</b>	<b>89.81%</b>	<b>3,873.00</b>
5207 · Governmental Fees/Lien Fees	10,000.00	0.00	8,117.99	81.18%	1,882.01
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>115,329.79</b>	<b>1,467,179.35</b>	<b>91.11%</b>	<b>143,141.15</b>
<b>Total Expense</b>	<b>1,855,583.50</b>	<b>71,486.49</b>	<b>1,727,066.71</b>	<b>93.07%</b>	<b>128,516.79</b>
<b>Net Income</b>	<b>328,372.50</b>	<b>105,204.13</b>	<b>127,228.61</b>	<b>38.75%</b>	<b>201,143.89</b>

10:22 AM  
 05/09/13  
 Accrual Basis

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

Apr 30, 13

**ASSETS**

**Current Assets**

**Checking/Savings**

1009 · CA Bank & Trust Operating	74,140.51
1005 · Sherrill Reserve	25,000.00
1007 · Construction-SRF	190,530.00
1002 · CA Bank & Trust Surcharge	361,128.49
1015 · CA Bank & Trust Surcharge Reser	481,975.76
1032 · CA Bank & Trust Security Acct	50,502.63
1033 · CA Bank & Trust Capital Improve	79,453.66
1041 · Bank of New York-Debt Service	120,000.00
1044 · Bank of NY-Reserve Fund	243,491.76
1051 · Restricted for GASB 45	15,571.01

**Total Checking/Savings** 1,641,793.82

**Accounts Receivable**

1202 · State Revolving Fund Receivable	-198,507.62
--	-------------

**Total Accounts Receivable** -198,507.62

**Other Current Assets**

1205 · Returned Checks Clearing Accoun	164.15
1201 · Water Utililty Receivables	63,910.83
1210 · Restricted Accrued Revenue Surc	42,500.00
1220 · Accrued Revenues	150,000.00
1500 · Inventory	62,365.98
1602 · Prepaid Insurance	18,554.97
1620 · Elverta Specific Plan Receivable	8,336.50

**Total Other Current Assets** 345,832.43

**Total Current Assets** 1,789,118.63

**Fixed Assets**

1722 · Urban Water Management Plan	10,680.00
1700 · Construction in Process Well 15	2,838,190.24
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	11,166,400.29
1706 · Land	498,673.45
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 · Tranmission & 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
1825 · 2003 Bond Cost-Accum Amort	-77,045.29

**Total 1820 · 2003 Bond Debt Issuance Cost** 165,472.72

10:22 AM  
 05/09/13  
 Accrual Basis

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

	Apr 30, 13
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	30,101.80
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>12,645,659.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	4,923.25
2002 · Accounts Payable SRF	65,614.51
2205 · Capital Improvements Payables	16,912.71
<b>Total Accounts Payable</b>	<b>87,450.47</b>
<b>Other Current Liabilities</b>	
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	426.31
<b>Total 2107 · Insurance Payable</b>	<b>-707.69</b>
2114 · Union Dues	402.22
<b>Total 2100 · Payroll Liabilities</b>	<b>-305.47</b>
2200 · Security Deposits Payable	34,226.37
2500 · Bond-2003 issue-ST	95,000.00
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>242,618.61</b>
<b>Total Current Liabilities</b>	<b>330,069.08</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	-95,000.00
<b>Total Long Term Liabilities</b>	<b>5,232,267.00</b>
<b>Total Liabilities</b>	<b>5,562,336.08</b>
<b>Equity</b>	
3100 · Capital Assets, Net	5,348,202.00
3200 · Restricted Fund Balances	

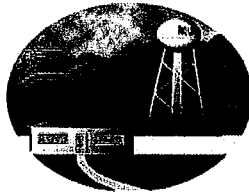
10:22 AM  
05/09/13  
Accrual Basis

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

	<u>Apr 30, 13</u>
3201 · 2003 Bond Reserve with Trustee	<u>329,876.58</u>
<b>Total 3200 · Restricted Fund Balances</b>	<b>329,876.58</b>
3210 · Restricted for Surcharge	670,002.00
3300 · Retained Earnings	198,123.52
Net Income	<u>537,119.50</u>
<b>Total Equity</b>	<b><u>7,083,323.60</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>12,845,659.68</u></u></b>



**RIO LINDA**



**ELVERTA**

**Consent Calendar  
Agenda Item: d**

**Date:** May 20, 2013

**Subject:** Single Audit Act

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

**Recommended Committee Action:**

It is the recommendation of Finance / Administrative Committee that the Board approve conducting an audit of the District's Financial Operations to meet the requirements of OMB Circular A-133 (Office of Management and Budget).

**Current Background and Justification:**

The Federal Office of Management and Budget requires that any agency that expends \$500.00 or more in federal funding in its fiscal year to conduct such a single audit of its financial operations as per OMB Circular A-133. It is a combination of the District's annual financial statement audit with additional audit coverage of federal funds. It is performed by an independent certified public who is qualified to conduct a single audit and must comply with the requirements outlined in OMB Circular A-133.

The District received the notification for this requirement April 6, 2013 and it was due March 31, 2013. The District had not been told how much of the funds received from the State Revolving Fund were Federal Funds before this letter was received.

The District's auditing firm Richardson & Company is qualified to perform such an audit. The fee for the audit service covering the Safe Drinking Water State Revolving Fund loan for the year ending June 30, 2012 will be \$3,200 and for June 30, 2013 is \$2,800 and for the year ended June 30, 2014 will be \$2,800.

**Conclusion:**

The Single audit is normally completed and submitted to the Federal Audit Clearinghouse within nine months of the end of the fiscal year. Therefore, I recommend that the Board approve this proposal.

**Board Action / Motion**

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

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

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

RLECWDC Agenda Item Checklist

Date

5/20/13

4/15/13

4/18/13

5/13/13

5/7/13

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

Single audits are required on loan federal funds. Audit is already overdue and was not known until letter received from CPA.

Staff Work Completed

(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other water or special districts, District Engineer,

Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work

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

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 \_\_\_\_\_

Actual Meeting Date Set for Agenda Item



RON CHAPMAN, MD, MPH  
Director & State Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

April 6, 2013

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

Dear Ms. Henrici:

**NOTICE TO COMPLY WITH THE SINGLE AUDIT ACT**

Your agency has received federal funding from the Department of Health Services (DHS), which is now California Department of Public Health (CDPH), Safe Drinking Water State Revolving Fund (SDWSRF) Program, during State Fiscal Year 2011/2012 (July-June) to help fund needed water system improvements under SDWSRF contract number SRF2011CX107. As federal cross-cutters apply to your contract, your agency is required to comply with the Single Audit Act per the Federal Office of Management and Budget (OMB) Circular A-133. The Single Audit Act requires any agency that expends \$500,000 or more in federal funds in its fiscal year to conduct an audit of its financial operations to meet the requirements of OMB Circular A-133. The source of federal funds expended by your agency is from Catalogue of Federal Domestic Assistance Number 66.468.

If your agency uses the accrual basis of accounting, funds are considered expended when the expenditure is incurred, not when you are reimbursed. If your agency uses the cash basis of accounting, the funds are considered expended at the time you receive payment from CDPH on the claim you submitted for reimbursement.

Accordingly, by accepting funding from the SDWSRF Program, your agency has agreed to obtain an annual single, organization wide, financial and compliance audit according to the requirements specified in OMB Circular A-133, entitled "Audits of States, Local Governments, and Non-Profit Organizations." OMB Circular A-133 designates the "Federal Audit Clearinghouse" as the centralized clearinghouse to which the single audit report must be submitted. As a recipient, you are responsible for ensuring that an audit is completed and that an audit report is prepared and submitted to the Federal Audit Clearinghouse within nine months of the end of your agency's fiscal year. You are also responsible for the submission of a data collection form described in OMB Circular A-133, Section 320, paragraph (b) and the appropriate number of reporting packages described in OMB A-133, Section 320, paragraph (c). The Clearinghouse forwards reports that

Ms. Mary Henrici  
Page 2 of 2  
April 6, 2013

have findings related to the United States Environmental Protection Agency's (USEPA) assistance agreements to USEPA's Office of the Inspector General.

You should be submitting your single audit report to the Federal Audit Clearinghouse on-line at the following address:

<http://harvester.census.gov/fac/>

Your agency is also required to submit a copy of the audit report to CDPH if the audit disclosed findings or reported the status of a prior finding related to the award made by CDPH. If there are no findings or status of prior findings related to the audit of your agency, your agency is required to provide written notification to CDPH that the audit disclosed no such findings or status of prior audit findings.

CDPH is requesting that you furnish us, as appropriate, either a copy of the audit report if this disclosed findings or written notification that the audit disclosed no findings. Please send your correspondence to Addie Aguirre, Chief, Infrastructure Funding Administration & Financial Section, at the following address:

California Department of Public Health  
Safe Drinking Water SRF Program  
1616 Capitol Avenue, MS 7418  
P.O. Box 997377, Sacramento, CA 95899-7377

If you have questions concerning single audit requirements, you may contact Leah Nikaidoh with the Office of the Inspector General at (513) 487-2365 or via email at [single.audit@epa.gov](mailto:single.audit@epa.gov).

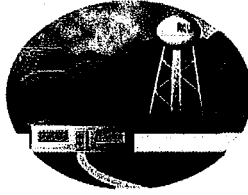
If you have questions regarding this notice, please contact me at (916) 449-5600.

Sincerely,



Josh Ziese, Chief of Fiscal Services Unit  
Safe Drinking Water State Revolving Fund  
and Small Water System Section

**RIO LINDA**



**ELVERTA**

**Consent Calendar  
Agenda Item: e**

**Date:** May 20, 2013

**Subject:** Status of District Employment Practice Insurance

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

**Update Status Report:** At the May 6, 2013 meeting of the ACWA/JPIA I presented a report to the Executive committee on the status of the District since the last semi-annual meeting. Below are some key points made to the Committee.

- Four (4) new Board, ran on same platform
- Implemented full rate increase approved in 2011 at \$200,000 a year.
- All litigation is settled
- Well #15 completed at 2,800 gpm
- Engineering contract signed for redundant source 1.1 mg tank to be completed by fall of 2014
- Still being monitored by LAFCo but on the Consent Calendar. They have been pleased with our progress.
- New Master Plan is being started next week.
- No Union Shop grievances in past 2 years.
- I am proposing and the Board is receptive to 3 new staff to do the work that has been unable to be completed do to lack of staff.
- Urban Water Management Plan update has been completed and all audits have been completed.
- Legal bills are down due to settlement of all cases which was a major drain on the income.

The committee recommended that the District's Employment Practices Insurance be reinstated with the exception of the current Manager and General Counsel contracts. I then suggested that the Managers contract could be changed to wording suited to the JPIA and they were in agreement. The committee voted to recommend to the members that the Executive committee be allowed to review the revised Management contract and approve including it in the Employment Practices Insurance coverage once modified.

Mr. Green then made a presentation at the town hall meeting later that afternoon that represented what the goals of the new Board are and I believe it gave a sense of security to the members that were still hesitant about the current District Board of Directors direction.

Later on that day the membership took a vote on the issue of reinstating the District's Employment Practices Insurance and it was approved. The membership also approved the Executive Committee's review of the revised management contract so it can also be included in the Employment Practice Insurance coverage. The Employment Practice Insurance coverage will take effect when the new policy is in effect October 2013.

**Comments:**

**Board Action / Motion**

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

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

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

**ACWA/JPIA**  
**Rio Linda/Elverta Community Water District Update**  
**May 6, 2013**

**BACKGROUND**

The Executive Committee has requested that staff provide periodic updates on the status of Rio Linda Elverta Community Water District (District).

The ACWA/JPIA Board of Directors voted to exclude coverage for employment practices claims brought against the District at the Board of Director's meeting of May 7, 2012.

**CURRENT SITUATION**

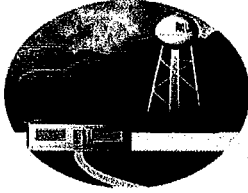
On December 12, 2012, the District participated in settlement negotiations of a partially covered employment practices lawsuit filed against it by a former general manager. The District and the JPIA contributed funds to the settlement of the lawsuit.

During the settlement negotiations, the District inquired whether or not JPIA staff would be willing to recommend to the Executive Committee that the JPIA reinstate employment practices coverage for the District given the District's cooperation in the resolution of the claim, changes in the composition of the District's Board of Directors and improvements in District operations. Staff indicated that it would be willing to do so with the exception of any employment practices claims brought against the District by the General Manager and District Legal Counsel.

**RECOMMENDATION**

Staff recommends that the Executive Committee recommend to the Board of Directors that employment practices coverage be reinstated for the District with the exception of employment practices claims brought against the District by the General Manager and District Legal Counsel.

**RIO LINDA**



**ELVERTA**

**Consent Calendar  
Agenda Item: f**

**Date:** May 13, 2013

**Subject:** 2013-14 Fiscal Year Operating and Capital Budget

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

**Recommended Committee Action:**

It is the recommendation of Staff that the Board approve the 2013-14 Fiscal Year Operating and Capital Budgets

**Current Background and Justification:**

**Conclusion:**

**Board Action / Motion**

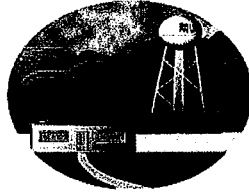
Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_

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

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



**RIO LINDA**



**ELVERTA**

**Item for Discussion and Action  
Agenda Item: 5.1**

**Date:** May 20, 2013

**Subject:** Customer requests to be removed from District Services

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

**Recommended Committee Action:**

It is recommended by staff that the Monsees property request be denied due to the fact they have improvements on their property that can be reconnected to service at anytime. It is recommended that the Board approve the Blue Oaks property request to have charges removed as there are no improvements on this property and it has been unimproved for 6 years.

**Current Background and Justification:**

Tulita Monsees and Blue Oaks Family Limited Partnership have requested that their minimum service fees be removed. Upon inspection of the properties staff found that the Monsees property has 2 homes on the property and that the Blue Oaks property is a vacant lot.

The Board had stated at a prior meeting that requests for relief from the minimum service fees could be brought to the Board on a case by case basis for final determination on individual properties.

**Conclusion:**

Based on the Board's intention to create a Resolution that provides relief to unimproved lands from the minimum service fee. I would recommend that the Blue Oaks Family Limited Partnership property be allowed a variance. While the Monsees property has homes on it that are using private well water at this time. There is the option for those homes to reconnect to District water at anytime in case of well failures or there are new property owners.

**Board Action / Motion**

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

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

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

5.1

RLECWD Agenda Item Checklist

Date  
5/20

Initial Potential Meeting Date

3/15/13

Item Prioritization

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

Customer Requests to be removed from District Services

4/26/13

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.

Committee Review of Item and Staff Work

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

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 \_\_\_\_\_

Actual Meeting Date Set for Agenda Item

## Mary Henrici

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**From:** Mary Henrici  
**Sent:** Friday, April 26, 2013 3:30 PM  
**To:** Brent Dills  
**Subject:** RE: Inactive fee

Brent, They need to contact me and it will be put on the next agenda. This item will be put on the next agenda..

Mary

-----Original Message-----

**From:** Brent Dills  
**Sent:** Friday, April 26, 2013 10:48 AM  
**To:** Mary Henrici  
**Cc:** Duane Anderson; Matthew Longo; Paul Green; Frank Caron; [jeanandbrent@sbcglobal.net](mailto:jeanandbrent@sbcglobal.net)  
**Subject:** RE: Inactive fee

Mary,

What have we done about this? Where are we on identification of folks who may be excluded from this fee on a case by case basis like we discussed at the last board meeting?

---

**From:** Tulita Monsees [tulmon@earthlink.net]  
**Sent:** Friday, March 15, 2013 11:55 AM  
**To:** Brent Dills  
**Cc:** Duane Anderson; Matthew Longo; Paul Green; Frank Caron  
**Subject:** Inactive fee

Re: John Monsees - old meter #45495965 - old account #2667001

Dear Board of Directors:

I've written you several times regarding the charges you want to bill me for water service.

First of all, I haven't had service with you for close to 10 years. We went to a well back then and when we did that, our service was not simply disconnected, you took the water meter and closed off all connections. So no, the connection or availability is not there, therefore can not charge me for "inactive" fees.

Second, I pay for fire protection through my property taxes.

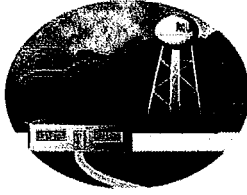
Third, you will have to find some other way to finance your costs other than trying to extract money for non-services. I will not pay any of your invoices because I receive no service.

Finally, John Monsees is not the owner of the property, he passed away almost 8 years ago.

Furthermore, if you continue to bill me or try to collect from me, I will have to look into legal steps to stop this, including (and not hesitating) going to the media.

Sincerely,

**RIO LINDA**



**ELVERTA**

**Item for Discussion and Action**  
**Agenda Item: 5.2**

**Date:** May 20, 2013

**Subject:** Labor Negotiator

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

**Recommended Committee Action:**

It is recommended by Staff that the Board approve the General Manager as the Labor Negotiator with Labor Attorney Review of the final agreement.

**Current Background and Justification:**

There are currently a few issues that need to be addressed in the MOU before new staff can be hired. The previous Board had appointed the District General Counsel to be the labor negotiator during the last negotiations of the Memorandum of Understanding. This labor negotiation went on for 3 years the negotiations were very confrontational and the legal fees were very expensive. It had been the practice of this agency in the past for management to perform labor negotiations and it is also standard practice of other agencies in the area and then legal to make sure the contract says what was negotiated in the final contract. Of course there is also Board approval of any changes to the Memorandum of understanding before the document is finalized.

**Conclusion:**

Based on past experience with the General Counsel as the contract negotiator and the potential cost savings available to the District staff recommends that the General Manager be the contract negotiator with Labor Attorney review of the final agreement.

**Board Action / Motion**

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

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

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

Date  
5/20

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

Low  
Water Negotiation

Staff Work Completed

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

Committee Review of Item and Staff Work

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

Formal Legal Counsel Review

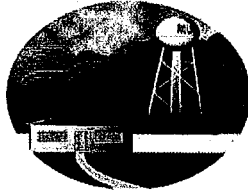
(Legal Counsel should have enough time to review all potential legal matters for correctness and legality)

Board President and GM Review

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

Actual Meeting Date Set for Agenda Item

**RIO LINDA**



**ELVERTA**

**Item for Discussion and Action  
Agenda Item: 5.3**

**Date:** May 20, 2013

**Subject:** Legal Performance Review Proposal

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

**Recommended Committee Action:**

It is the recommendation of Finance / Administrative Committee that the Board approve using outside Counsel to review General Counsels legal billings and contract.

**Current Background and Justification:**

**Conclusion:**

**Board Action / Motion**

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

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

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

RLECWD Agenda Item Checklist

Date

5/20

Initial Potential Meeting Date

Item Prioritization

5/13

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

*Legal Performance Review Proposal*

Staff Work Completed

5/13

(Includes reviewing, researching item with other resources (ACWA, IPIA, 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

5/13

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

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 \_\_\_\_\_

Actual Meeting Date Set for Agenda Item

**LEWIS  
BRISBOIS  
BISGAARD  
& SMITH LLP**  
ATTORNEYS AT LAW

2850 Gateway Oaks Drive, Suite 450  
Sacramento, California 95833  
Telephone: 916.564.5400  
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www.lbbsslaw.com

JOSEPH A. SALAZAR JR.  
DIRECT DIAL: 916.646.8201  
E-MAIL: JSALAZAR@LBBSLAW.COM

May 9, 2013

File No.  
F023.01

Brent Dills, Board President  
Rio Linda Elverta Community Water District  
7512 - 2nd Street  
Rio Linda, CA 95673-1206

Re: *Capitol Advocates Billing*

Dear Mr. Dills:

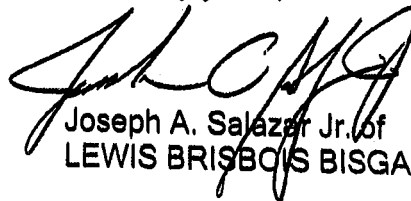
Per our meeting of last week, I propose the following scope of services with the initial budget as set forth below.

**ITEM NO. 1** - Create Excel spreadsheet database utilizing paralegal to analyze general counsel's billing practices. I estimate that this task, plus an additional set of documents that you are going to be dropping off to me, will be budgeted for 12 hours at \$125/hour.

**ITEM NO. 2** - Review current agreement for general counsel legal services with Mr. Mehta's office. I estimate that it will take approximately three hours to review the Complaint and provide an opinion as to the appropriateness of this type of contract for services as between an attorney and client. My rate for this service will be \$250/hour.

Naturally, if more services are requested, we will revise the budget accordingly. I would suggest budgeting in at least one hour for a follow-up meeting and perhaps an additional hour and a half to analyze the spreadsheet once it is constructed. Thank you in advance, and I look forward to your response.

Very truly yours,



Joseph A. Salazar Jr. of  
LEWIS BRISBOIS BISGAARD & SMITH LLP

JAS:ms



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## FIRM OVERVIEW

**E**stablished in 1979, Lewis Brisbois Bisgaard & Smith LLP is a national, full-service law firm with more than 850 attorneys and 25 offices, in 12 states from coast to coast. Our national practice is sophisticated, multi-faceted and well-versed in current legal trends, while our individual state practices provide vast resources and knowledge of procedural and legal nuances.

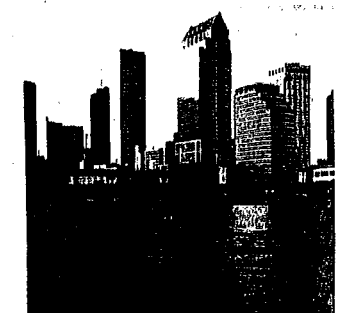
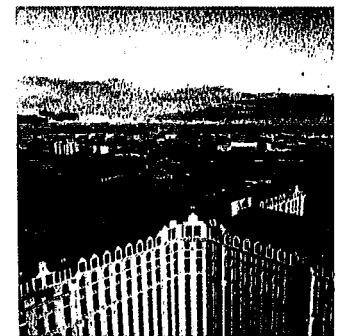
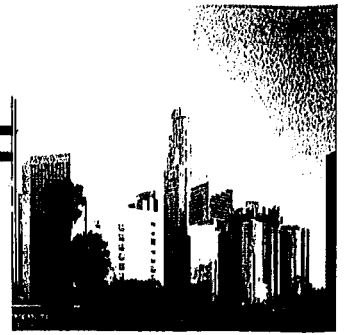
Lewis Brisbois offers legal practice in nearly 30 specialties, and a multitude of sub-specialties associated with each practice area. Our attorneys have broad knowledge, expertise, and sensitivity to their clients' unique needs. Through interaction among its practice groups, Lewis Brisbois provides a wide range of legal services to each client with a continuity of representation over multiple disciplines. We have built longstanding relationships with corporate and institutional clients based on our ability to provide comprehensive service on a national scale.

At Lewis Brisbois, diversity is an integral part of our firm culture and our daily life. We accomplish diversity not by committee or initiative, but through the true and committed practice of hiring the best people for the job and consistently rewarding excellence. The success of these policies is reflected in the fact that Lewis Brisbois has repeatedly received national recognition for its commitment to embracing diversity. Lewis Brisbois is committed to hiring and retaining a diverse group of talented lawyers and staff, and demonstrates that commitment through non-discriminatory hiring, retention and promotion policies. The diversity of the firm's client base is matched by the diversity of our attorneys. With offices from Los Angeles to New York, our attorneys reflect the communities in which they live. The firm's culture has fostered a diverse group of professionals committed to promoting the best interests of our clients, our communities and the legal profession. We are committed to supporting diversity through new and ongoing relationships with minority and women-owned businesses.

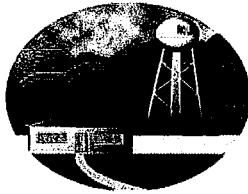
Lewis Brisbois is known for its commitment to principled advocacy, an unflinching work ethic, and unyielding recognition of our duty to provide the highest level of service to our clients, who choose us because we take the time to understand their business interests and philosophies. We have developed sophisticated proprietary risk evaluation and litigation management processes that many of our clients have incorporated into their business practices, and we help them manage and defend claims and litigation. As a result, they are avoiding and reducing losses that impact their bottom line. Our practice includes pre-suit counseling and problem solving based on a structured and accurate analysis of likely outcome. We know our clients' objectives are often best served by a pre-suit resolution, and we are often judged by the advice and counsel we provide toward that end. However, when trial is the answer and in the client's best interest, no law firm in this country understands and better executes a trial strategy than Lewis Brisbois. We are truly client driven and result oriented.

For more about Lewis Brisbois, please visit us at [www.lbbbslaw.com](http://www.lbbbslaw.com).

w w w . l b b s l a w . c o m



**RIO LINDA**



**ELVERTA**

**Item for Discussion and Action  
Agenda Item: 5.4**

**Date:** May 20, 2013

**Subject:** Backflow Prevention Device Testing Program

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

**Recommended Committee Action:**

It is the recommendation of Planning Committee to begin outsourcing the Backflow Prevention Device Testing Program with the District Staff Administering the program.

**Current Background and Justification:**

The District currently has 488 active backflow / fire prevention services. It takes 2 to 3 months for one employee to complete this task if doing the work full time. The State of California requires that testing be done annually and the results are reported. Currently there is one certified tester in the field, which leaves two field staff to complete all other tasks. By outsourcing this program, it would free up staff that could be used on other projects such as preventative maintenance, valve exercising, hydrant maintenance and automatic meter reading installation.

The District is currently collecting \$4,880 per billing cycle for these services which is used to cover the cost of reporting to the State, tracking the pass and failures as well as administering the program.

Quotes have been received from 5 different sources with the cost of testing ranging from a high of \$40.00 / each to a low of \$25.00 / each. All vendors are equally qualified.

**Conclusion:**

The Planning Committee recommends that the Board approve the request to outsource the backflow testing contingent upon the General Manager making the selection.

Also, consider customer savings of 18% or \$10.00 per year on backflow charges.

**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

5/20

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

Outsourcing of Backflow Testing @ Customer Locations

5/6/13

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.

5/7/13

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 \_\_\_\_\_

Actual Meeting Date Set for Agenda Item

Planning Committee requested Staff to research option for Backflow Testing

Backflow devices:  
 459 active backflow  
 29 active fire protection  
14 inactive backflow  
 502 total backflow devices

Received Quotes from the following:

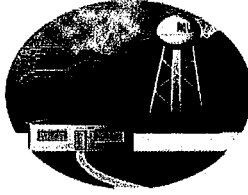
LeDoux Backflow	\$32.15 / each / \$15,689.20
Capitol Fire & Backflow	\$40.00 / each / \$19,520.00
C&M Backflow	\$25.00 / each / \$12,200.00
McMorin Backflow	\$26.25 / each / \$12,600.00
Ted Andrada	\$35.00 / each / \$17,080.00

Completed Staff Work

<u>Options</u>	<u>Cost</u>	<u>Priority</u>		
		<u>a</u>	<u>b</u>	<u>c</u>
1.) Continue to test by District Staff	\$60.00	70	0	20 = 90
2.) Have property owner responsible for testing of device	Unknown	0	?	0 = 0
3.) Outsource & Administer by District	\$25.00	70	10	20 = 100

	<u>Priority</u>
a.) Easy for customer	70%
b.) Cost to Customer	10%
c.) East to administer	20%

**RIO LINDA**



**ELVERTA**

**Item for Discussion and Action  
Agenda Item: 5.5**

**Date:** May 20, 2013

**Subject:** Determine type of Tank Materials

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

**Recommended Committee Action:**

The District's Engineer will present the options for type of tank materials to the Board.

**Current Background and Justification:**

**Conclusion:**

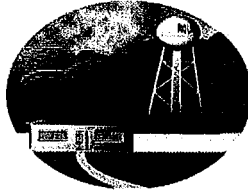
**Board Action / Motion**

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

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

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

**RIO LINDA**



**ELVERTA**

**Item for Discussion and Action  
Agenda Item: 5.6**

**Date:** May 20, 2013

**Subject:** Owner / Tenant Billing Agreement

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

**Recommended Committee Action:**

It is the recommendation of the Finance / Administrative Committee that the Board approve a new Owner / Tenant Billing Agreement.

**Current Background and Justification:**

The District currently uses a service application for customer / resident information. The District has property owners who require the tenant to place the service in the tenants name and pay the water service bill. This has created problems when the tenant vacates the property and leaves an outstanding balance on their account. Staff has recommended to the property owners that they leave the account in their name and send a copy to the tenant for payment. This will allow the property owner to be advised when the bill is late or scheduled for possible disconnection. This would also allow the Staff to discontinue service to an account that is not in the owner's name for non-payment if the tenant has signed the agreement.

**Conclusion:**

By approving the owner / tenant billing agreement it gives the District the ability to send a copy of the billing addressed to "Occupant" at the Property address. The Owner will also receive a billing at the designated mailing address.

**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

5/20

4/15

5/1

5/13

4/9  
5/8

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

Owner / Servant Billing Agreement

Staff Work Completed

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

Committee Review of Item and Staff Work

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

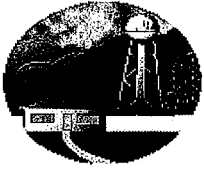
Formal Legal Counsel Review

(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 \_\_\_\_\_

Actual Meeting Date Set for Agenda Item



Rio Linda / Elverta  
Community Water District

**Owner / Tenant Billing Agreement**

730 L Street / P.O. Box 400, Rio Linda, CA 95673

Website: [www.rlecwd.com](http://www.rlecwd.com) / email: [questions@rlecwd.com](mailto:questions@rlecwd.com)

(916) 991-1000 / fax (916) 991-6616 7:00 a.m. – 4:00 p.m. / Monday – Friday

Date of Agreement: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

**Owner Information**

Legal Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

This Owner/Tenant Billing Agreement (“Agreement”) is made effective at Rio Linda, California on the date of this agreement, by and between Rio Linda / Elverta Community Water District (“RLECWD”), a California public agency (“District”), and the above noted, legal owner, (“Landlord”), for the purpose of permitting the District to mail duplicate bills for water service to the Landlord and tenant renting or leasing Landlord’s property and guarantee that Landlord will pay any water bills becoming delinquent due to non-payment by Landlord’s tenant.

**Recitals**

- A. Landlord is the owner of certain real property and improvements located at the above noted service address, Sacramento County, California, which is designated as Sacramento County Assessor’s Parcel Number : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (“Property”);
- B. Landlord has established water service to the Property and requests that the District mail a duplicate water service bill to Landlord’s tenant occupying the Property to permit the tenant to pay water bills and other fees and charges incurred on the property directly to the District.
- C. The District is willing to mail a duplicate bill to Landlord’s tenant at the Property address and permit the tenant to pay water service bills, subject to Landlord’s agreement to retain full and final financial responsibility for payment of water service fees and charges incurred on the Property on the terms and conditions set forth in this Agreement.
- D. Landlord is willing to accept duplicate bill mailing service, to guarantee full and final payment of District water service conditions set forth in this Agreement.

**Agreement**

1. The District will mail a duplicate bi-monthly water service bill to the tenant occupying the Property, subject to Landlord’s payment to  
The tenant occupying the Property, subject to Landlord’s payment of a duplicate mailing fee of \$1 established by the District to reflect the costs of generating and mailing a duplicate bill. The duplicate bill-mailing fee will be charged on the bi-monthly water service bill as a separate line item. The duplicate bill will be addressed to “Occupant” at the Property address.
2. At (his/her/its) discretion, Landlord may require a tenant occupying the property to pay the bi-monthly water service bill. If, however, such tenant fails to pay a water service bill when due, Landlord will be required to pay any delinquent water bill including any delinquency related fees upon receipt of a late notice. Ten (10) days following the mailing of late notices, the District may discontinue water service for delinquent charges that remain unpaid. A written notice will be served at the property of water service forty eight (48) hours prior to discontinuation of service. A notification charge may be applied, for which the Landlord will also be responsible to pay, if not paid by the tenant. The District shall not be obligated to adjust notification time or other procedures due to the Landlord’s/Tenant’s absence for any reason and consequential delay of receipt of such notice. Notice at the property shall be deemed sufficient notice to permit service termination for non-payment regardless of who occupies the property. Following the 48 hour period, service may be terminated for non-payment and discontinuation charge shall be applied. Service may be reinstated pursuant to Section 4.07.710 of the District’s Policy Manual following payment of delinquent charges. In addition to the above, if Landlord fails to pay the water service bill within the time permitted in the late notice, the District may exercise all remedies available to it for collecting the delinquent water service charge, including recording a lien against the Property, terminating water service to the Property, and sending the unpaid water bill to collection.

Initials. I acknowledge that I have read and consent to the terms and conditions above.



3. If the District, in its sole discretion, determines that the payment history of the tenant is unacceptable, the District may require Landlord to terminate duplicate bill mailing to the Property and to assume sole and direct responsibility for paying all water service fees and charges on the Property. The District shall provide a minimum of 30 days notice of a termination of Landlord's duplicate bill mailing privileges and imposition of the requirement that Landlord assume sole financial responsibility for all water service charges incurred on the Property.

4. Landlord may at any time voluntarily terminate duplicate bill mailings to the Property and assume sole and direct responsibility for paying all District fees and charges incurred on the Property. If Landlord desires to terminate duplicate bill mailings, (he/she/it) will provide a written termination request to the District General Manager in the manner provided in section 11 of this Agreement. The termination will take effective upon the next complete billing cycle after the notice of termination is given.

5. Landlord agrees to abide by and be subject to all of the District's regulations governing water service, except as they may specifically be amended by this Agreement.

6. Landlord, and for each of (his/her/its) successors and assigns, hereby agrees to protect, defend, indemnify and hold the District, and its directors, officers, employees and agents, harmless from and against, any and all claims, demands, causes of action, obligations, liabilities, costs, and expenses (including without limitation attorney's fees, expert witness fees and costs of litigation) based upon or arising out of any obligation, liability, loss, damage, or expense, or whatever kind or nature, contingent or otherwise, arising out of Landlord's breach of the obligations under this Agreement, except to the extent that such breach is caused by the sole negligence or willful misconduct of the District, or its directors, officers, employees and agents.

7. This agreement is freely and voluntarily entered into by the parties after having the opportunity to consult with their respective attorneys. This Agreement constitutes the entire agreement between the parties relating to the subject matters hereof. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. The parties, in entering into this Agreement, do not rely on any inducements, promises, or representations made by each other, their representatives, or any other person, other than those inducements, promises, and representations contained in this Agreement. Any amendment to this Agreement will be of no force or effect unless it is in writing and signed by the District and Landlord.

8. The District and Landlord each acknowledge that he/she/it and their attorneys have reviewed, negotiated and revised this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in the interpretation of this Agreement or any document executed and delivered by either party in connection with the transactions contemplated by this Agreement.

9. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California with venue proper only in the Superior Court for the County of Sacramento.

10. If any action at law or in equity, arbitration or other proceeding is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to its reasonable attorneys' fees, expert witness fees, and costs of such litigation, arbitration or other proceeding, in addition to any other relief to which it may otherwise be entitled.

11. Any notice or other communication under this Agreement will be in writing, and will be deemed to be properly given by a Party if delivered, mailed or sent by facsimile or other electronic communication in the manner provided in this paragraph, to the addresses noted on the front pages. Either Party may change the Party's address by giving written notice of the change to the other Party in the manner provided in this section. If sent by mail, a notice or communication will be deemed to have been given three days after it has been deposited in the United States mail, postage prepaid, and addressed as set forth above. If sent by facsimile or other form of electronic communication, any notice or other communication will be deemed to have been given only after it has been confirmed in writing as received. If delivered personally, any such notice or other communication will be deemed to have been given on the date of delivery.

Signature of Legal Owner: \_\_\_\_\_ Date: \_\_\_\_\_

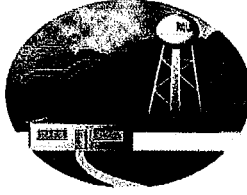
I am the legal owner of the property and consent to the terms of the agreement.

**For Use By RLECWD Only**

Date Agreement Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

Comments / Notes: \_\_\_\_\_

**RIO LINDA**



**ELVERTA**

**Item for Discussion and Action  
Agenda Item: 5.7**

**Date:** May 20, 2013

**Subject:** Resolution 2013-07

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

**Recommended Committee Action:**

It is the recommendation of the Finance / Administrative Committee that the Board approve Resolution 2013-07.

**Current Background and Justification:**

The District currently mails duplicate bills to tenants that are required to pay the water service by the Property Owner at no cost. This would give the District the ability to recover the cost of the duplicate bill.

**Conclusion:**

By approving the owner / tenant billing agreement it gives the District the ability to send a copy of the billing addressed to "Occupant" at the Property address. The Owner will also receive a billing at the designated mailing address. This Resolution allows the District to recover the costs associated with the duplicate billing.

**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

5.6

Date  
5/20

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

4/15

Resolution 2013-06 See for Duplicate Bills

Staff Work Completed

5/11

(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

5/13

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

Formal Legal Counsel Review

4/9  
5/8

(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

**Rio Linda / Elverta Community Water District**

**Resolution 2013-07**

**OWNER/TENANT BILLING AGREEMENT  
and  
DUPLICATE BILL MAILING FEE**

*WHEREAS*, Property Owners (“Landlord”) with established water service with the Rio Linda/Elverta Community Water District (“District”) desire to permit the District to mail duplicate bills for water service to tenants renting, leasing, and/or occupying Landlord’s property, and permit tenant to pay bills and other fees and charges incurred on the property directly to the District;

*WHEREAS*, the District is willing to mail a duplicate bill to Landlord’s tenant/occupant at the Property address and permit the tenant/occupant to pay water service bills, subject to Landlord’s agreement to retain full and final financial responsibility for payment of water service fees and charges incurred on the Property on the terms and conditions set forth in the Owner/Tenant Billing Agreement, attached hereto as Exhibit 1, and incorporated herein;

*WHEREAS*, it has been determined that the District will incur a cost of \$1.00 to generate and mail each duplicate bill.

*NOW THEREFORE, BE IT RESOLVED*, that Rio Linda/Elverta Community Water District Board of Directors adopts the attached Owner/Tenant Billing Agreement (Exhibit 1), as well as adopts a \$1.00 fee for duplicate billing service.

This Resolution shall be effective immediately upon approval.

Passed and adopted this 20<sup>th</sup> Day of May 2013 by the following vote:

Ayes:

Noes:

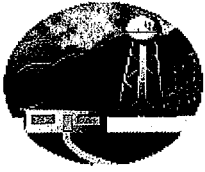
Absent:

Abstain:

\_\_\_\_\_  
Brent Dills  
President, Board of Directors

Attest:

\_\_\_\_\_  
Mary Henrici  
Secretary of the Board



Rio Linda / Elverta  
Community Water District

**Owner / Tenant Billing Agreement**

730 L Street / P.O. Box 400, Rio Linda, CA 95673

Website: [www.rlecwd.com](http://www.rlecwd.com) / email: [questions@rlecwd.com](mailto:questions@rlecwd.com)

(916) 991-1000 / fax (916) 991-6616 7:00 a.m. – 4:00 p.m. / Monday – Friday

Date of Agreement: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

**Owner Information**

Legal Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

This Owner/Tenant Billing Agreement (“Agreement”) is made effective at Rio Linda, California on the date of this agreement, by and between Rio Linda / Elverta Community Water District (“RLECWD”), a California public agency (“District”), and the above noted, legal owner, (“Landlord”), for the purpose of permitting the District to mail duplicate bills for water service to the Landlord and tenant renting or leasing Landlord’s property and guarantee that Landlord will pay any water bills becoming delinquent due to non-payment by Landlord’s tenant.

**Recitals**

- A. Landlord is the owner of certain real property and improvements located at the above noted service address, Sacramento County, California, which is designated as Sacramento County Assessor’s Parcel Number : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (“Property”);
- B. Landlord has established water service to the Property and requests that the District mail a duplicate water service bill to Landlord’s tenant occupying the Property to permit the tenant to pay water bills and other fees and charges incurred on the property directly to the District.
- C. The District is willing to mail a duplicate bill to Landlord’s tenant at the Property address and permit the tenant to pay water service bills, subject to Landlord’s agreement to retain full and final financial responsibility for payment of water service fees and charges incurred on the Property on the terms and conditions set forth in this Agreement.
- D. Landlord is willing to accept duplicate bill mailing service, to guarantee full and final payment of District water service conditions set forth in this Agreement.

**Agreement**

1. The District will mail a duplicate bi-monthly water service bill to the tenant occupying the Property, subject to Landlord’s payment to  
The tenant occupying the Property, subject to Landlord’s payment of a duplicate mailing fee of \$1 established by the District to reflect the costs of generating and mailing a duplicate bill. The duplicate bill-mailing fee will be charged on the bi-monthly water service bill as a separate line item. The duplicate bill will be addressed to “Occupant” at the Property address.
2. At (his/her/its) discretion, Landlord may require a tenant occupying the property to pay the bi-monthly water service bill. If, however, such tenant fails to pay a water service bill when due, Landlord will be required to pay any delinquent water bill including any delinquency related fees upon receipt of a late notice. Ten (10) days following the mailing of late notices, the District may discontinue water service for delinquent charges that remain unpaid. A written notice will be served at the property of water service forty eight (48) hours prior to discontinuation of service. A notification charge may be applied, for which the Landlord will also be responsible to pay, if not paid by the tenant. The District shall not be obligated to adjust notification time or other procedures due to the Landlord’s/Tenant’s absence for any reason and consequential delay of receipt of such notice. Notice at the property shall be deemed sufficient notice to permit service termination for non-payment regardless of who occupies the property. Following the 48 hour period, service may be terminated for non-payment and discontinuation charge shall be applied. Service may be reinstated pursuant to Section 4.07.710 of the District’s Policy Manual following payment of delinquent charges. In addition to the above, if Landlord fails to pay the water service bill within the time permitted in the late notice, the District may exercise all remedies available to it for collecting the delinquent water service charge, including recording a lien against the Property, terminating water service to the Property, and sending the unpaid water bill to collection.

Initials. I acknowledge that I have read and consent to the terms and conditions above.

3. If the District, in its sole discretion, determines that the payment history of the tenant is unacceptable, the District may require Landlord to terminate duplicate bill mailing to the Property and to assume sole and direct responsibility for paying all water service fees and charges on the Property. The District shall provide a minimum of 30 days notice of a termination of Landlord's duplicate bill mailing privileges and imposition of the requirement that Landlord assume sole financial responsibility for all water service charges incurred on the Property.

4. Landlord may at any time voluntarily terminate duplicate bill mailings to the Property and assume sole and direct responsibility for paying all District fees and charges incurred on the Property. If Landlord desires to terminate duplicate bill mailings, (he/she/it) will provide a written termination request to the District General Manager in the manner provided in section 11 of this Agreement. The termination will take effective upon the next complete billing cycle after the notice of termination is given.

5. Landlord agrees to abide by and be subject to all of the District's regulations governing water service, except as they may specifically be amended by this Agreement.

6. Landlord, and for each of (his/her/its) successors and assigns, hereby agrees to protect, defend, indemnify and hold the District, and its directors, officers, employees and agents, harmless from and against, any and all claims, demands, causes of action, obligations, liabilities, costs, and expenses (including without limitation attorney's fees, expert witness fees and costs of litigation) based upon or arising out of any obligation, liability, loss, damage, or expense, or whatever kind or nature, contingent or otherwise, arising out of Landlord's breach of the obligations under this Agreement, except to the extent that such breach is caused by the sole negligence or willful misconduct of the District, or its directors, officers, employees and agents.

7. This agreement is freely and voluntarily entered into by the parties after having the opportunity to consult with their respective attorneys. This Agreement constitutes the entire agreement between the parties relating to the subject matters hereof. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. The parties, in entering into this Agreement, do not rely on any inducements, promises, or representations made by each other, their representatives, or any other person, other than those inducements, promises, and representations contained in this Agreement. Any amendment to this Agreement will be of no force or effect unless it is in writing and signed by the District and Landlord.

8. The District and Landlord each acknowledge that he/she/it and their attorneys have reviewed, negotiated and revised this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in the interpretation of this Agreement or any document executed and delivered by either party in connection with the transactions contemplated by this Agreement.

9. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California with venue proper only in the Superior Court for the County of Sacramento.

10. If any action at law or in equity, arbitration or other proceeding is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to its reasonable attorneys' fees, expert witness fees, and costs of such litigation, arbitration or other proceeding, in addition to any other relief to which it may otherwise be entitled.

11. Any notice or other communication under this Agreement will be in writing, and will be deemed to be properly given by a Party if delivered, mailed or sent by facsimile or other electronic communication in the manner provided in this paragraph, to the addresses noted on the front pages. Either Party may change the Party's address by giving written notice of the change to the other Party in the manner provided in this section. If sent by mail, a notice or communication will be deemed to have been given three days after it has been deposited in the United States mail, postage prepaid, and addressed as set forth above. If sent by facsimile or other form of electronic communication, any notice or other communication will be deemed to have been given only after it has been confirmed in writing as received. If delivered personally, any such notice or other communication will be deemed to have been given on the date of delivery.

Signature of Legal Owner: \_\_\_\_\_ Date: \_\_\_\_\_

I am the legal owner of the property and consent to the terms of the agreement.

**For Use By RLECWD Only**

Date Agreement Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

Comments / Notes: \_\_\_\_\_

## Managers Report

April 9, 2013 to May 13, 2013

On April 9, 2013 I met with Brian Holloway of Holloway Engineering regarding a proposed business complex on the corner of M and Rio Linda Blvd. The proposed construction would include 5 retail stores and several small office spaces. He was informed of the building moratorium and he figures the development would not be active until the fall of 2014.

On April 10, 2013 I went to the California Financing Coordinating Committee funding fair. There were presentations from Rural Development, California Department of Public Health, Department of Housing and Community Development, State Water Resources Control Board, Bureau of Reclamation and Department of Water Resources. I received a very informative booklet on all funds available and the requirements to obtain funding under the programs offered.

On April 11, 2013 I went to SGA. They discussed adopting the labor compliance program required for Prop 84 funding. They also approved the 2013/14 budget. A Resolution was adopted to update their groundwater management.

On April 15, 2013 Mr. Green, Pat Goyet and I met with the Montgomery's they own property on 22<sup>nd</sup> St. with an inactive service and asked that we locate their service and backflow as they plan to reconnect to the system.

On April 16, 2013 Two operators went to electrical safety training provided by our insurance carrier ACWA/JPIA free of charge.

April 18 and 19 one office staff member went to completed staff work training. Now all front office staff have completed this course. When there is an item that needs detailed information to make a determination on what course the District should take all of the staff will now be able to contribute to the process of determining the best option.

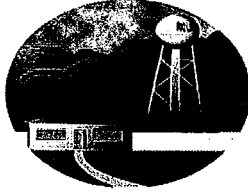
April 22-25, 2013 I went to the California Rural Water Assoc. annual conference and obtained contact hours to maintain my State Licenses. I took classes on Understanding CEQA, Water tank design, selection, maintenance and inspection, revisions to the total coliform rule, the groundwater rule, drinking water regulations and leak detection principals and equipment. I also attended their annual meeting and networked with many other managers of Districts large and small.

On April 30, 2013 I met with Director Anderson and went over the 2013/14 budget.

On May 1, 2013 I went to the Lafco meeting. Our agency was on the consent calendar this month and it is my hope that it will remain that way. I informed them that our insurance will be reviewed on May 6, 2013.

On May 3, 2013 I met with Director Dills on the 2013-14 budget.

**RIO LINDA**



**ELVERTA**

**Information Items  
District Activity Reports**

**Date:** May 20, 2013

**Subject:** District Activity Reports

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

**Update Status Report:**

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

**Comments:**

**Board Action / Motion**

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

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

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



On May 7, 2013 the Planning committee met and discussed the proposal to outsource backflow preventer testing. They were also updated on the Elverta Specific Plan and L St. reservoir projects.

May 6-9 2013 I went to the ACWA/ JPIA conference. I am happy to report that we will have our Employment Practices Liability Insurance reinstated when our insurance comes up for renewal on October 2014. The District will then be covered for all risks with the exception of the General Counsel's contract. On May 6 and 7 I attended ACWA /JPIA meetings and on May 8 and 9 I attended the following ACWA meetings: Water conservation rate structures and BMP 1.4, Public-Private partnership for water and wastewater facilities, demographic economic analysis and psychological investing. Our District is in Region 4 and I also attended their meeting.

On May 13, 2013 The single audit which is required for agencies who receive Federal funds was performed for fiscal year 2011-12. I was informed by the audit staff it appears that there were no issues with this audit. Later that evening the Finance committee met and discussed the single audit, legal performance review, preliminary budget, tenant/owner application for service and the new \$1.00 fee for duplicate billings and future request for proposal procedures.

**Mary Henrici**

---

**From:** Cecilia Partridge [cecilia@rwah2o.org]  
**Sent:** Thursday, May 9, 2013 12:27 PM  
**Subject:** SAVE THE DATE - MAY 30 - RWA Workshop on the Delta

**Save the Date!**

**Thursday - May 30, 2013**

**7:45 a.m. – 10:30 a.m.**

**North Ridge Country Club, 7600 Madison Ave, Fair Oaks, CA**

**Regional Water Authority**

**Presents**

**An Update on the Sacramento-San Joaquin Delta**

**Featuring**

**Congressman John Garamendi**

*and including speakers representing*

**California Department of Water Resources**

**State Water Resources Control Board**

**Delta Stewardship Council**

**Sacramento Valley Water Users**

*and*

**a technical presentation on the potential impacts of a Delta solution**

*Management and elected officials from Regional Water Authority  
members are urged to attend*



# JPIA OFFERS REQUIRED BOARD TRAINING

## **Brown Act & Public Records Act Training (10:00 am ~ 12:00 pm)**

This session—for Board Members, Board Secretaries, and district management—will focus on how to keep your hands clean and your decisions transparent. It is a legal primer on how to avoid impropriety and keep governmental decision making open and fair.

## **Ethics Training (12:30 pm ~ 2:30 pm)**

This workshop—for Board Members and General Managers—is an overview course on all public service ethics laws and principles necessary to satisfy state law (AB1234) requirements. “Ethics laws” are defined as including: those relating to personal financial gain by public officials; those relating to office-holder perks; those relating to fair processes; and government transparency laws.

## **Speaker**

**Joseph Byrne** - Mr. Byrne advises public entities and special districts on a broad range of legal issues, including the Brown Act, the Public Records Act, CEQA, many different kinds of water-related issues, employment and pension issues, contracts, conflicts of interest, and litigation.

**Sacramento Area  
Tuesday June 11, 2013  
JPIA Offices  
2100 Professional Dr. Roseville**

**\$25 for JPIA Members — \$50 for non-members**

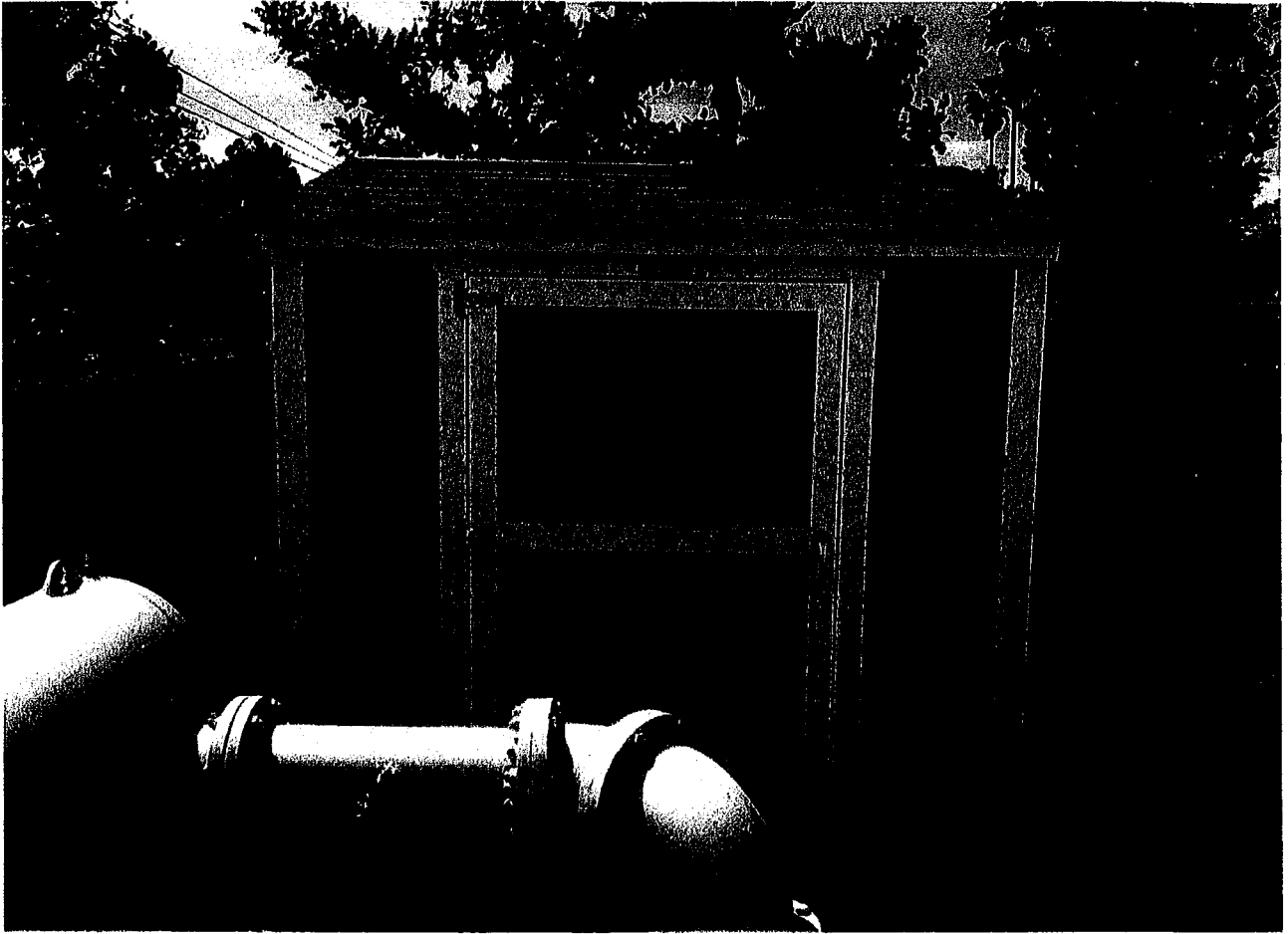
Continental breakfast (served at 9:30 am) and lunch included

[www.acwajpia.com/training.aspx](http://www.acwajpia.com/training.aspx); 800.231.5742 x3421; or [Training@acwajpia.com](mailto:Training@acwajpia.com)

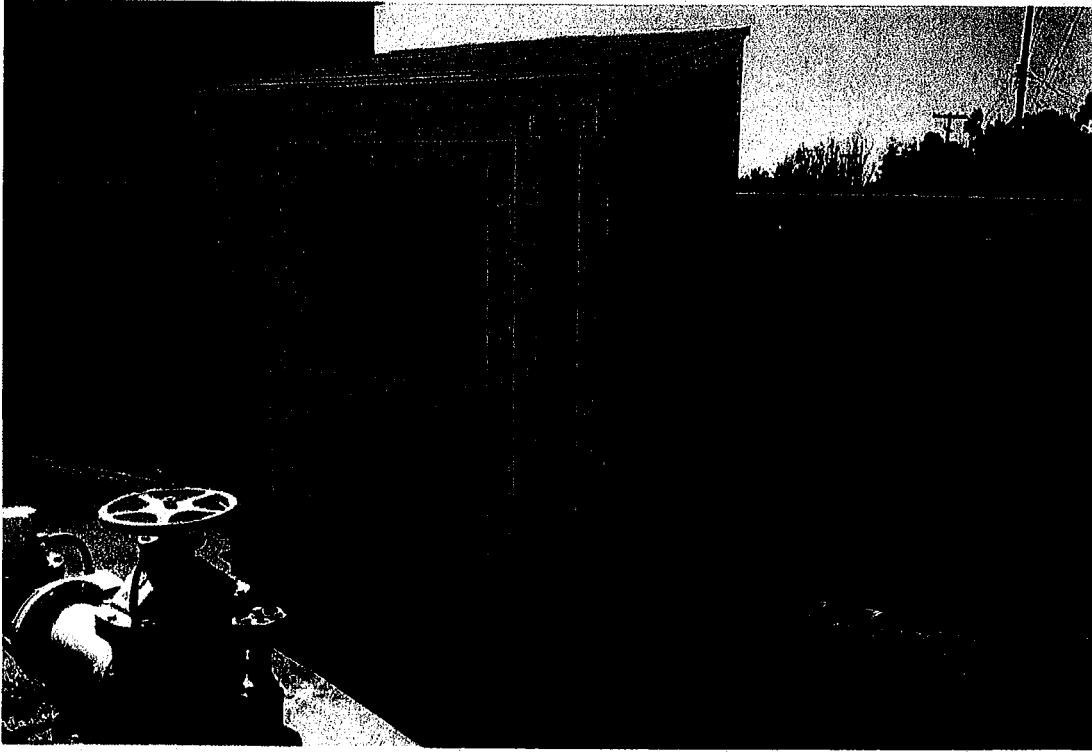
*If you need to cancel your reservation, please do so within one week of the event or your district will be charged.*



WELL 7 CHLORINE SHED  
INSTALLED 4/11/13



WELL 8 CHLORINE SHED  
INSTALLED 4/11/13



WELL 6 CHLORINE SHED  
INSTALLED 4/11/13

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

## REPORT OF DISTRICT OPERATIONS

### SOURCE WATER DATA

#### Water Production (Million Gallons)

January	February	March	April	May	June	<b>Year To Date</b>
39	36.5	51.7	68.2	0	0	
39,040,780	36,450,779	51,711,372	68,171,558			
July	August	Sept.	Oct.	Nov.	Dec.	
0	0	0	0	0	0	

	<b>Monthly Total</b>			
Gallons = Multiply M.G. by:	1,000,000	68,171,558		Gallons
Cubic Feet = Divide gallons by:	7.48	9,113,945		Cubic Feet
Hundred Cu Ft. = Divide cu. ft. by:	100	91,139		Hundred Cubic Feet
Acre Ft.= Divide gallons by:	325,829	209.22		Acre Ft.

### DISTRIBUTION SYSTEM DATA

#### Water Quality Complaints

#### Complaints Total (Low Psi Complaints)

January	February	March	April	May	June	<b>Year To Date</b>
0	1(1)	1(1)	2(1)			
July	August	Sept.	Oct.	Nov.	Dec.	

#### New Services

New Construction	0	
Existing Homes	0	
Paid prior to increase. ( 2 not installed)	0	
Total of Service Connections to Date ----->		
Deterioration April 1 - April 30	7	
Damaged April 1 - April 30	0	
<b>Water Sampling</b>		
Routine	20	
Non Routine	0	

#### April 1, 2013 - April 30, 2013

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

**Work Orders Issued - 69 USA's Issued - 42**

Get Current Read - 32

Tag Property - 8

Repair - 2

Change Out Meter - 10

Line Leak - 1

Turn On - 1

Possible Leak - 7

Meter Downsize Request - 2

Pressure Complaint - 1

Other Work - 3

Disconnect Service - 1

Taste or Odor Complaint - 1

District staff completed installation of 3 new chlorine sheds at well sites.

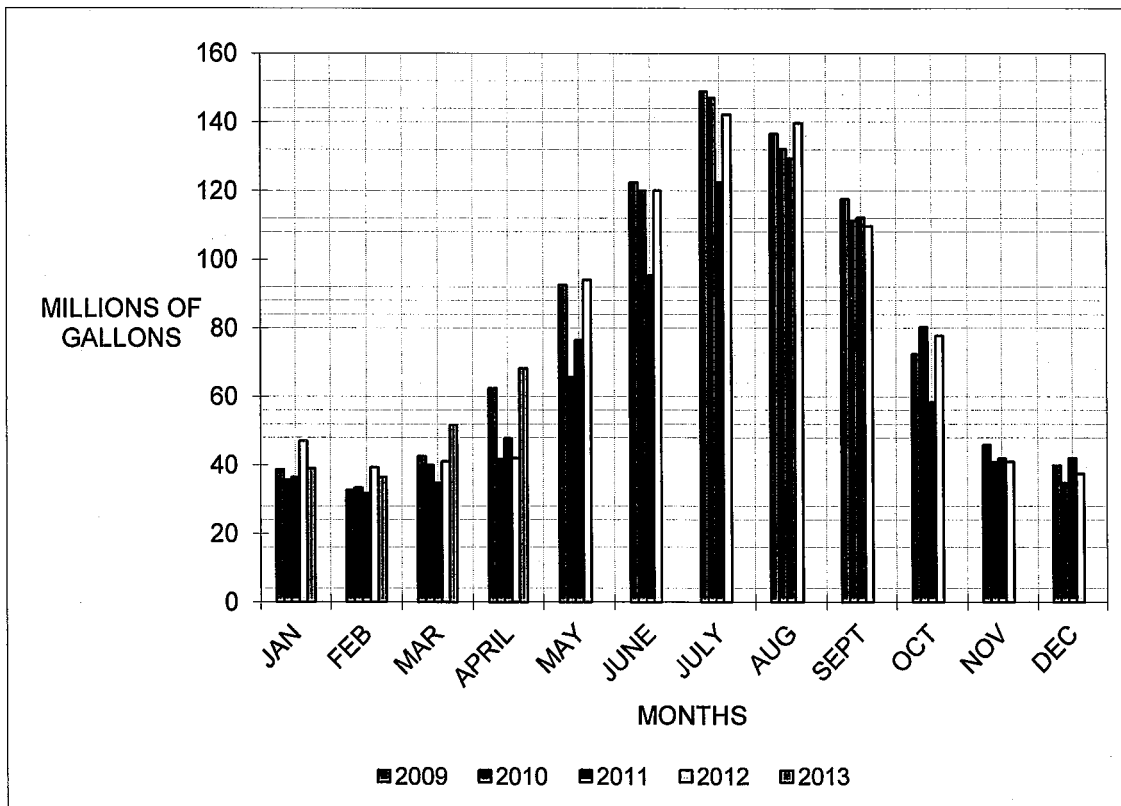
District staff raised 9 street valve boxes covered by Sac County Paving Projects.

# RIO LINDA/ELVERTA C.W.D.

## WATER PRODUCTION

2009 \ 2013

Month	Water Production in Million Gallons					Avg.	SSWD Water Purchases			
	2009	2010	2011	2012	2013		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	
MAY	92.6	65.7	76.4	94		82.18	0.002	0.019	0.01	
JUNE	122.3	120	95.3	120		114.40	0.4	0.71	0.12	
JULY	148.8	147	122.4	142.2		140.10	0.028	0.025	0.26	
AUG	136.6	132.2	129.4	139.7		134.48	0.038	0.012	0.3	
SEPT	117.6	111.4	112.2	109.7		112.73	0.094	0.003	7.6	
OCT	72.5	80.3	58.4	77.8		72.25	0	0.001	0	
NOV	45.9	40.8	41.9	41		42.40	0.004	0	0	
DEC	39.9	34.8	42	37.5		38.55	0	0	0	
<b>TOTAL</b>	<b>952.6</b>	<b>882.9</b>	<b>828.7</b>	<b>931.3</b>	<b>195.4</b>	<b>898.875</b>	<b>0.566</b>	<b>0.77</b>	<b>8.301</b>	<b>0</b>





## TECHNICAL MEMORANDUM

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To: Mary Henrici – General Manager  
From: Jim Carson, District Engineer (Affinity Engineering)  
Subject: District Engineering Staff Report – May 2013  
Date: May 12, 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 May 7, 2013 and discussed several planning projects. The planning committee is scheduled to meet the first Tuesday of each month. The next scheduled meeting is June 4, 2013.

### 2. 2013/14 Capital Budget

The 2013/14 Capital Budget was created and revised per District comments.

### 3. State Revolving Fund Project – “L” Street Reservoir and Booster Station

- a. Engineering Design: The engineering contract was written and submitted to the District's Attorney for his review. The attorney made changes to the contract and it was signed May 2, 2013. The kick off meeting for the project was April 22, 2013. Attendees from the District were Mary Henrici and Director Paul Green. Project objectives were decided and a preliminary site layout has been completed (See Attachment). The District is considering going with a partially buried concrete tank 10 feet in the ground to minimize visual impacts. The current reservoir size is 80-ft diameter by 32-ft high with a volume of 1.1 million gallons. The project site is scheduled to be surveyed Wednesday May 15, 2013 to geographically tie down the proposed improvements.
- b. Environmental Consultant: A contract for the environmental consultant was written and submitted to the District's Attorney for his review. The attorney made changes to the contract and it was signed the week of May 6, 2013. A kick off meeting with the environmental consultant is scheduled for Tuesday May 14, 2013.

### 4. Well 3 – Arsenic Exceedance Impact

Since Well 3 went back online as an active well, the arsenic levels have fluctuated around the maximum contaminate level of 10 ppb. A Well 3 Arsenic Exceedance Impact Technical

Memorandum was created to analyze the water supply impacts if Well 3's arsenic level increased and the District is required to remove the well from active service (See Attachment).

Based on the analysis, if Well 3's arsenic level exceeds the MCL, the recommended plan is to have the Well's status changed from active to standby. This will enable the Well to be used as emergency backup and will only impact the District during peak hours in the summer where it currently has a water supply deficit. The new L Street Reservoir will eliminate the peak hour supply deficit when it is constructed.

**5. Well 9 and 10 Electrical Panel Replacements**

The electrical engineering for the electrical panel replacements for Wells 9 and 10 is currently under design.

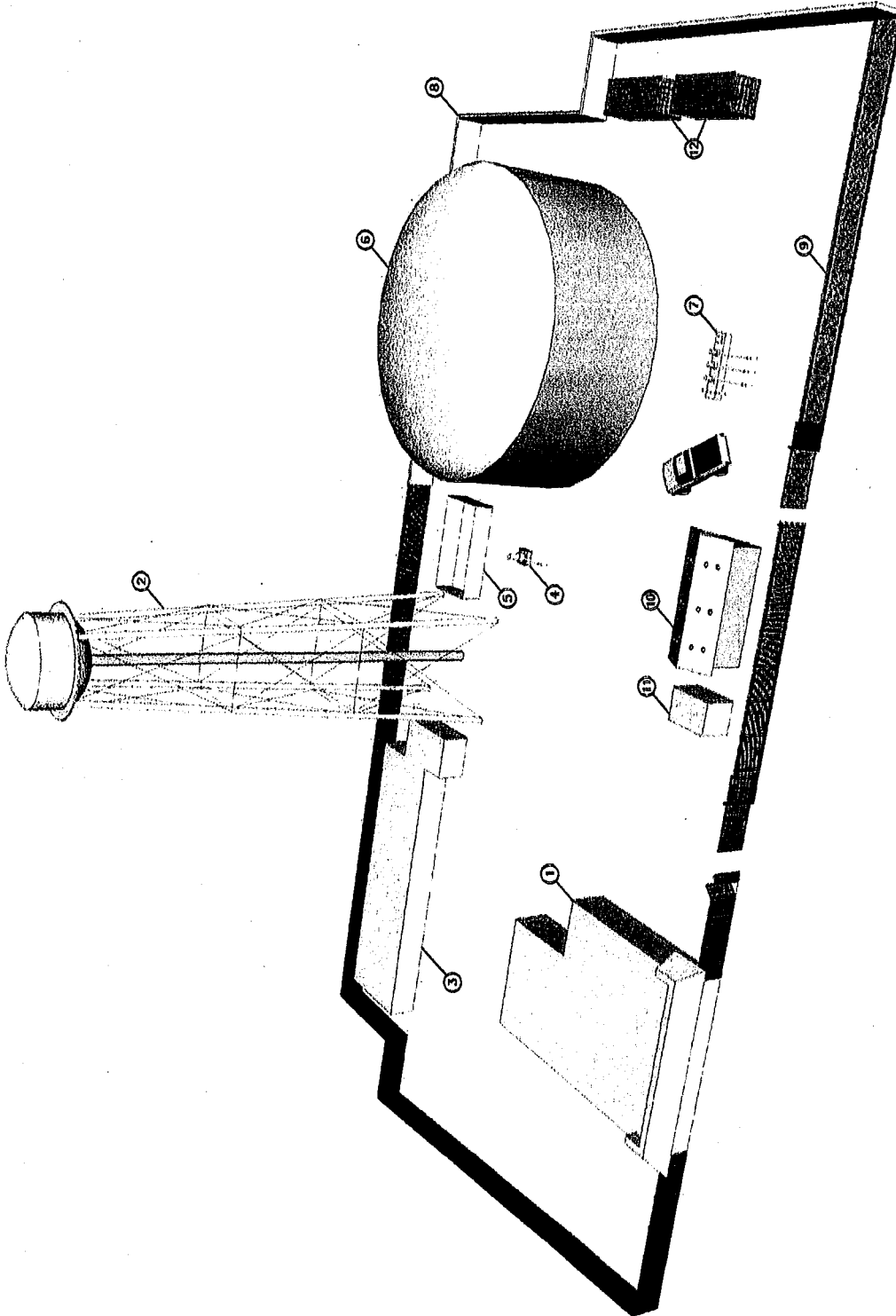
**6. Elverta Specific Plan**

The Elverta Specific Plan Landowners signed the agreement and deposited \$25,000 with the District on May 2, 2013. A meeting was held with the Landowner's representative Jeff Pemstein to discuss the project objectives and schedule on May 9, 2013.

With the signing of this contract, updating the District's Master Plan has begun. A TM was created and submitted to the Planning Committee that outlines the District's Strategic Plan Objectives that was taken from the District's Strategic Plan Meeting (See Attached). These objectives will form the basis of the updated Master Plan.

SITE FEATURES:

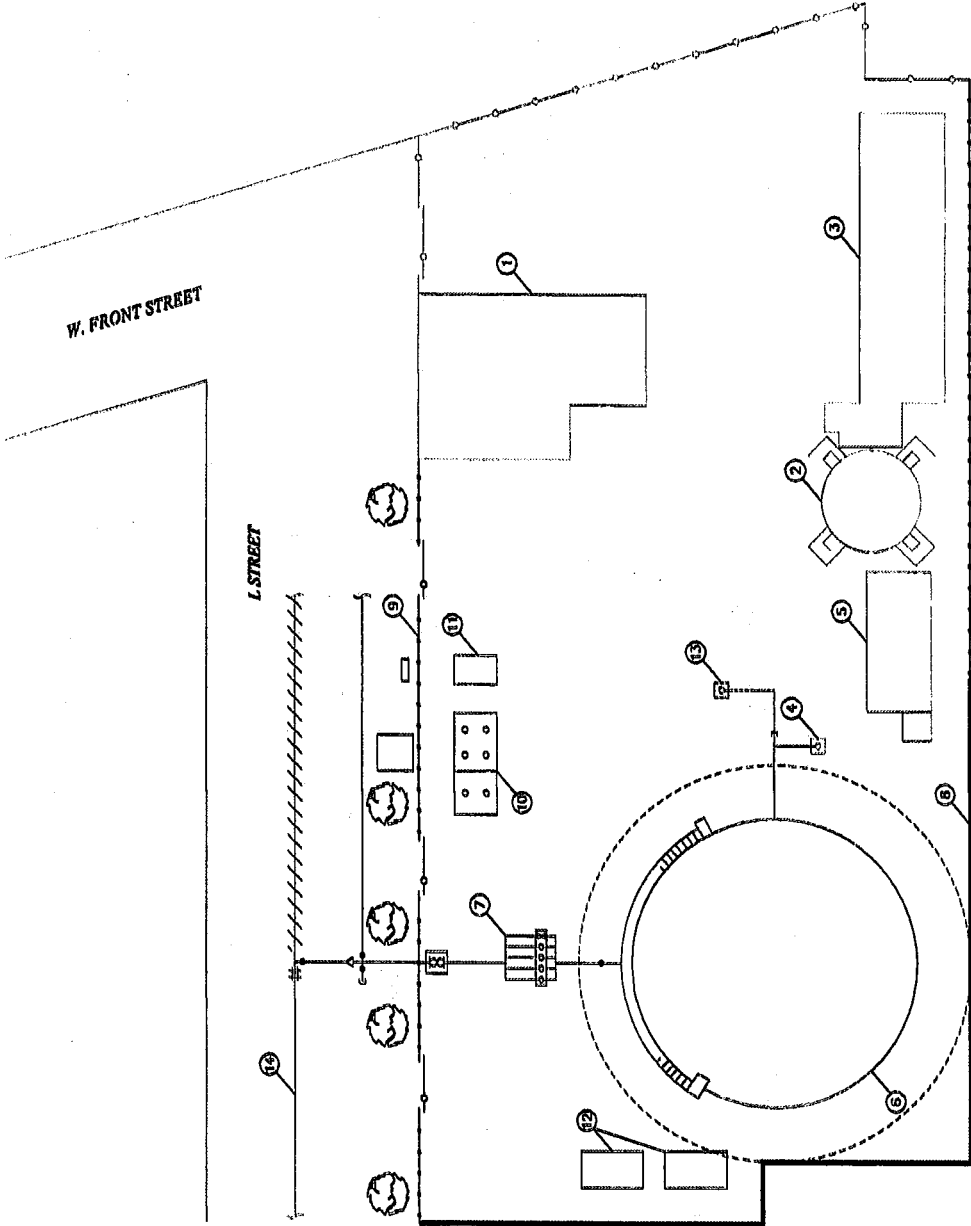
- ① DISTRICT OFFICE (EXISTING)
- ② ELEVATED RESERVOIR (EXISTING)
- ③ GARAGES (EXISTING)
- ④ WELL 12 (EXISTING)
- ⑤ CELLULAR EQUIPMENT AREA (EXISTING)
- ⑥ 1.1 MG STORAGE RESERVOIR
- ⑦ BOOSTER PUMP STATION AND RESERVOIR INLET BUTTERFLY VALVE
- ⑧ PERIMETER BLOCK WALL
- ⑨ PERMETER WROUGHT IRON FENCE AND GATES
- ⑩ CONTROL BUILDING
- ⑪ STANDBY POWER GENERATOR
- ⑫ STORAGE CONTAINERS (EXISTING)



 AFFINITY ENGINEERING 1401 Main Street, Suite 200, San Diego, CA 92108 www.affinityengineering.com	SHEET NO.: G2 SHEET NAME: N or NN 5/10/13
	GENERAL PROJECT OVERVIEW
NO SCALE ATTENTION LINE IS 7' AT FINAL SIZE SCALE ACCURACIES	PROJECT: L Street Plant
Rio Linda / Everta Community Water District 730 L Street Rio Linda, CA 95673	DATE: _____ BY: _____ CHECKED: _____ APPROVED: _____

**SITE FEATURES:**

- ① DISTRICT OFFICE (EXISTING)
- ② ELEVATED RESERVOIR (EXISTING)
- ③ GARAGES (EXISTING)
- ④ WELL 12 (EXISTING)
- ⑤ CELLULAR EQUIPMENT AREA (EXISTING)
- ⑥ 1.1 MG STORAGE RESERVOIR
- ⑦ BOOSTER PUMP STATION AND RESERVOIR INLET BUTTERFLY VALVE
- ⑧ PERIMETER BLOCK WALL
- ⑨ PERIMETER BROUGHT IRON FENCE AND GATES
- ⑩ CONTROL BUILDING
- ⑪ STANDBY POWER GENERATOR
- ⑫ STORAGE CONTAINERS (EXISTING)
- ⑬ FUTURE WELL 12
- ⑭ DISTRIBUTION PIPING



<p><b>AFFINITY ENGINEERING</b> 3433 Mission Oaks Drive, Thousand Oaks, CA, 91320 www.affinityengineering.com</p>	<p><b>PROJECT:</b> Rio Linda / Elverta Community Water District 730 L Street Rio Linda, CA 95673</p>	<p><b>SCALE:</b> NO SCALE <b>ATTENTION:</b> SCALE IS AT FULL SIZE SCALE ACCORDING TO</p>	<p><b>GENERAL:</b> SITE PLAN</p>	<p><b>SHEET NAME:</b> G3</p>
				<p><b>SHEET NUMBER:</b> N of NN 57/10713</p>

**TECHNICAL MEMORANDUM**

---

To: Mary Henrici, General Manager  
From: Jim Carson, District Engineer  
Subject: Water Supply Impact of Arsenic Exceedance in Well 3  
Date: May 6, 2013

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This Technical Memorandum (TM) describes the impact of the arsenic exceedance at Well 3 (Well) has on the District's overall water supply, discusses the Well's water supply options and provides a recommendation for Well 3. Well 3 was recently put back into service because its Arsenic levels were at the California Department of Public Health's (CDPH) maximum contaminant level (MCL) of 10 ppb. Since it has been operating over the last two months, the Arsenic sample results for the Well have been varying around the arsenic MCL of 10 ppb. The following are the resent sample results since the Well was recently put into service:

<b>Arsenic Sampling Results</b>	
<b>Month</b>	<b>Arsenic Level</b>
February 2013	11 ppb
March 2013	10 ppb
April (CLS)	10 ppb
April (BSK)	9.9

If the average arsenic level increases above the CDPH's MCL of 10 ppb, the District will need to determine how to address this issue with its overall water supply strategy. This TM analyzes the impact of the loss of water supply from the Well and discusses water supply options. A recommendation of which water supply option the District should select is also included in this TM.

**1. Well 3 Arsenic Exceedance Impact:**

The following analysis is based on the water supply and demand information taken from the SRF Applicant Engineering Report Update Dated September 2012 and Amendment to SRF Applicant Engineering Report dated January 2013.

Total Connections = 4,800 active and potentially active services

**Water Demand:**

Maximum Day Demand

Maximum Day Demand = 1.38 gpm per connection

Maximum Day Demand = 1.38 x 4,800 = 6,624 gpm ≈ 6,600 gpm

**Peak Hour Demand**

Peak Hour Demand = 2.07 gpm per connection

Peak Hour Demand =  $2.07 \times 4,800 = 9,937 \approx 9,900$  gpm

**Water Supply:**

**Total Water Supply**

All Wells = 9,175 gpm

All Wells (less Well 3) =  $9,200 \text{ gpm} - 600 \text{ gpm}^* = 8,575 \approx 8,600$  gpm

\* Well 3's Capacity is approximately 600 gpm

**Water Supply Evaluation:**

**Emergency Supply without Proposed Reservoir**

- a. Max Day Supply with Well 3 converted to standby source
  - = All Wells – Largest Well out of service + Interconnection + Well 3
  - =  $8,600 \text{ gpm} - 2,800 \text{ gpm} + 1,000 \text{ gpm} + 600 \text{ gpm} = 7,400$  gpm
- b. Maximum Day Supply vs. Demand
  - 7,400 gpm (available max day supply) > 6,600 gpm (max day demand)
  - Good – Surplus of 800 gpm
- c. Peak Hour Supply with Well 3 converted to Standby Source
  - = 7,400 gpm (same as Section "a")
- d. Peak Hour Supply vs. Demand
  - 7,400 gpm (available peak hour supply) < 9,900 gpm (peak hour demand)
  - No Good – Deficit of 2,500 gpm

**Emergency Supply with Proposed Reservoir**

- a. Peak Hour Supply with Well 15 offline
  - = All Wells – Well 15 + reservoir boosters + interconnection + Well 3
  - =  $8,600 \text{ gpm} - 2,800 \text{ gpm} + 3,500 \text{ gpm} + 1,000 \text{ gpm} + 600 \text{ gpm} = 10,900$  gpm
- b. Peak Hour Supply with Reservoir Offline and Well 15 Online
  - = All Wells + Well 15 + interconnection + Well 3
  - =  $8,600 \text{ gpm} + 2,800 \text{ gpm} + 1,000 \text{ gpm} + 600 \text{ gpm} = 10,200$  gpm ← Lowest
- c. Peak Hour Supply vs. Demand
  - 10,200 gpm (available peak hour supply) < 9,900 gpm (peak hour demand)
  - Good – Surplus of 300 gpm

The impact of Well 3 being converted from an active well to a standby well will have no impact on the overall supply versus demand of the District. Currently, the existing supply and emergency supply is able to meet the maximum day demand of the District. For peak hour the District has a 2,500 gpm deficit. The new reservoir and booster station will increase the peak hour supply and eliminate the District's peak hour deficit.

**2. Well 3 Options**

The District has three options for Well 3:

- Destroy the Well
- Modify the Well
- Convert the Well from Active to Standby

Destroy the Well

The Well was drilled in approximately 1948 when the District was formed and is close to the end of its economic life. Operating staff have indicated that when the well casing was last inspected, there were some separations in the casing. Over the last several years, the District has invested in the facility by installing a new electrical panel with a variable speed drive, and a new chemical feed system and building. If the Well were to be destroyed, all usable equipment would be reused at other well facilities.

The water supply that Well 3 provides even if it were reclassified as a standby source helps to reduce the District's current peak hour supply deficit. In the future when the District increases its supply, this Well could be destroyed due to its age. The cost for this option would be as follows:

• Destroy Well	\$20,000
• Relocate usable facilities	15,000
• Raze Site	<u>10,000</u>
	\$45,000

It is not recommended that the Well be destroyed at this time.

Modify the Well

Well modifications could be done that would seal off the higher levels of arsenic in Well 3. This would require a professional hydrogeologist to analyze the Well and its hydrogeology to determine if a modification to the Well could reduce the Arsenic level to below the MCL of 10 ppb. A proposal from a hydrogeologist from Wood Rodgers who is experienced in the area that could perform this work is included in Attachment A. Under this option, the work would include the following:

• Hydrogeological Analysis	\$ 5,000
• Pulling the Pump	5,000
• Modifying the Well	20,000
• Reinstalling the Pump	5,000
• Pump Testing	<u>1,000</u>
	\$ 36,000

Modifying the Well to restore the active status of the Well could be an alternative for the District to consider. Based on conversation with operating staff, it may be better to keep the Well as a standby source and not invest any more money in the Well but rather replace this well with a new well that has better accessibility and lower arsenic concentrations.

Convert the Well from Active to Standby

This Well could be converted from an active source to a standby source. As a standby source, CDPH would allow the District to operate the Well for 5 consecutive days or two weeks per year without being required to meet the Arsenic

MCL. Under this status the Well would be used for emergencies. The water supply evaluation done as part of Section 1 of this TM shows that the status change would not affect the District's water supply deficit. The District's cost is only the status filing change with CDPH.

This is a short term fix for the District while it is constructing a new reservoir and pump station to address its peak hour supply deficit and while the District is building up its cash reserves. Once the District is in a better financial position, this Well should be destroyed and its capacity replaced with the construction of a new well.

### **3. Well 3 Recommendation**

The District should continue monitoring the Wells Arsenic levels and work with CDPH to determine if or when the Well will need to be taken out of service due to the average arsenic levels exceeding the MCL.

When CDPH has determine that the Well can no longer be operated as an active source due to arsenic, then the Well's operational status should be changed from active to standby and only operate during emergencies. Once the District's financial position improves, the Well's water supply should be replaced by adding a new well. Once the new well is installed, the Well should be removed from service, destroyed, with the property sold. Any usable equipment should relocated and used at other well sites.





# WOOD RODGERS

April 19, 2013

Job No. 8425

Mr. Jim Carson  
District Engineer  
Rio Linda/Elverta Community Water District  
730 L Street  
Rio Linda, CA 95673

Dear Mr. Carson,

**Subject: Rio Linda/Elverta Community Water District Well 3 Water Quality Assessment - Proposal**

In response to your request, Wood Rodgers is pleased to provide the Rio Linda/Elverta Community Water District (District) with this proposal to perform a well and water quality assessment for Well 3 (Well), located in the western portion of the District in Rio Linda, California. Recent water quality analysis shows elevated arsenic levels that exceed the maximum contaminant level (MCL) standard set by the California Department of Public Health (CDPH). The work encompassed in this proposal includes a review of data and a written assessment with recommendations.

Wood Rodgers will begin work by conducting a review of available data for the Well. Research will include reviewing well construction information, water quality records, and studying the local hydrogeologic setting. After review of the available data, Wood Rodgers will prepare a written assessment that will include recommendations for additional assessments or procedures to attempt to reduce the arsenic concentration. Recommendations may include performing zone-specific water quality sampling or well modification.

The estimated cost to perform the work described herein shall not exceed \$4,500 without prior written authorization. All Tasks would be conducted on a Time and Materials basis. All billing will be made in accordance with the enclosed Wood Rodgers, Inc. Invoicing, Payments & Liability Policies (Exhibit "A"), Special Conditions, and Wood Rodgers' 2013 Schedule of Fees (Exhibit "B").

To authorize this work, please sign and return a copy of this agreement.

We look forward to assisting the District to meet CDPH arsenic standards for Well 3. If you have any questions or require additional information, please contact me at (916) 341-7447 (office) or (916) 417-7687 (cell).



Mr. Carson  
April 19, 2013  
Page 2 of 5

Sincerely,

Wood Rodgers, Inc.

*Lawrence H. Ernst*

\_\_\_\_\_  
Lawrence H. Ernst, PG, CEG, CHG  
Principal Hydrogeologist

IN AGREEMENT WITH THE ABOVE TERMS:

Rio Linda/Elverta Community Water District

\_\_\_\_\_  
By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

**EXHIBIT "A"**  
**WOOD RODGERS, INC. INVOICING PAYMENT & LIABILITY POLICIES**

1. "Reimbursable expenses" (blueprints, reproductions, travel, etc.) were estimated in the proposal costs, and shall be charged at vendor invoice without markup.
2. Invoices are submitted monthly by Wood Rodgers, Inc, Client shall notify Wood Rodgers, Inc. in writing of any and all objections, if any, to an invoice within ten (10) days of the date of the invoice. Otherwise, the invoice shall be deemed proper and accepted by the Client. Amounts invoiced are due and payable upon receipt. Client's account shall be considered delinquent if Wood Rodgers, Inc. does not receive full payment within thirty (30) days after the invoice date.
3. A service charge shall be applied to delinquent accounts at the rate of 1.5% per month. Payment thereafter shall be applied first to accrued interest and then to unpaid principal. Client shall pay all costs and expenses, including without limitation, reasonable attorney's fees, incurred by Wood Rodgers, Inc. in connection with collection of delinquent accounts of Client.
4. If a delinquency occurs, Wood Rodgers, Inc. may choose to suspend work upon ten- (10) days written notice to Client. Wood Rodgers, Inc. shall recommence work once such delinquency is completely cured and any and all attendant collection costs, fees, or other amounts required to be paid by Client under this contract are paid in full. If a delinquency by Client occurs and Wood Rodgers, Inc. chooses not to suspend work, no waiver or estoppel shall be implied. Client agrees and understands that if Wood Rodgers, Inc. suspends its work pursuant to this paragraph, Wood Rodgers, Inc. shall not be liable for any costs or damages, including but not limited to delay and consequential damages, to the Client, other owner of the property where such work is being performed, or any other third party, that may arise from or be related to such work suspension. Client agrees to indemnify and hold Wood Rodgers, Inc. harmless from and against any and all damages, costs, attorney's fees, and/or other expenses which Wood Rodgers, Inc. may incur as a result of any claim by any person or entity arising out of such suspension of work.
5. In providing services under this Agreement, Wood Rodgers, Inc. will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
6. Client and Wood Rodgers, Inc. recognize the risks, rewards and benefits of the project and Wood Rodgers, Inc. total fee for services. The risks have been allocated such that Client and Wood Rodgers, Inc. agrees that, to the fullest extent permitted by law, Wood Rodgers, Inc. total liability to Client and to all construction contractors and subcontractors on the project for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes shall not exceed the total contract amount for consulting services (\$4,500). Such causes include but are not limited to Wood Rodgers, Inc. negligence, errors, omissions, strict liability, and breach of contract and breach of warranty.
7. This agreement between Wood Rodgers, Inc. and Rio Linda/Elverta Community Water District constitutes the entire agreement between the parties and there are no conditions, agreements or representations between the parties except as expressed in said documents. It is not the intent of the parties to this agreement to form a partnership or joint venture.
8. Each party agrees to hold harmless and indemnify the other party from and against liability to the extent caused by the first party's negligence, recklessness, or willful misconduct.

### **SPECIAL CONDITIONS**

1. Any scope of work completed after December 31, 2013 will be subject to cost of living increases.
2. This scope of work does not include NPDES permitting or monitoring. It is assumed that all water will be discharged on the owner's property, and consequently no NPDES permitting or monitoring would be required. If NPDES permitting or monitoring is required, Wood Rodgers would provide a separate scope of work and cost estimate to provide these services.
3. Client understands that the time & materials estimated costs provided herein are estimates only, that our work will be performed on a time & materials basis, and that various line items included herein may be either exceeded or reduced by actual billing.
4. Any cost estimates prepared represent preliminary amounts that are subject to change. Wood Rodgers, Inc. will not assume responsibility for the use of these costs in budget analysis or be held liable for potential development cost increases associated with the development of this project.
5. Wood Rodgers, Inc. shall maintain the following insurance for this project:
  - Commercial general liability insurance with limit of no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.
  - Workers compensation and employer's liability insurance as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.
  - Auto liability insurance with a limit of no less than \$1,000,000 per accident.
  - Professional liability insurance with a limit of no less than \$1,000,000 per claim.



**EXHIBIT "B"**

**FEE SCHEDULE**  
*Effective January 1, 2013*

<b>CLASSIFICATION</b>	<b>STANDARD RATE</b>
Principal Engineer/Geologist/Surveyor/Planner/LA* II	\$195
Principal Engineer/Geologist/Surveyor/Planner/LA*	\$160
Associate Engineer/Geologist/Surveyor/Planner/LA* II	\$160
Associate Engineer/Geologist/Surveyor/Planner/LA*	\$140
Engineer/Geologist/Surveyor/Planner/LA* III	\$130
Engineer/Geologist/Surveyor/Planner/LA* II	\$120
Engineer/Geologist/Surveyor/Planner/LA* I	\$105
CAD Technician III	\$100
CAD Technician II	\$90
CAD Technician I	\$80
Project Coordinator	\$80
Administrative Assistant	\$70
2-Person Survey Crew**	\$230
3-Person Survey Crew**	\$310
Materials and Direct Charges	Cost Plus 10%
Outside Services and Sub-Consultants	Cost Plus 10%
Overtime Work and Expert Witness Testimony	Rate Plus 50%

\*LA = Landscape Architect.

Blueprints, reproduction, and travel expenses will be charged at vendor invoice.  
Auto mileage will be charged at the IRS standard rate, currently 56.5 cents per mile.

Fee Schedule subject to change in January 1, 2014.



## TECHNICAL MEMORANDUM 3

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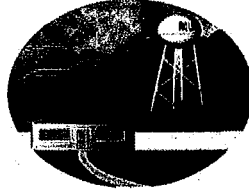
To: Planning Committee  
From: Jim Carson, Affinity Engineering Inc.  
Subject: Master Plan Objectives  
Date: May 9, 2013

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The purpose of this Technical Memorandum is to document the District's Strategic Objectives for which the District's Master Plan will be based on. The objectives were taken from the March Strategic Planning Meeting.

- A) Maintain the Water System
  - a. Meet Regulatory Requirements
    - i. California Department of Public Health
    - ii. California OSHA
  - b. Manage Risk of Catastrophic Failure
  - c. Maintain Infrastructure
  - d. Replace Infrastructure
  - e. Provide Facility Security
- B) Maintain a Safe Work Place
- C) Provide for Future Customers
- D) Use Water Efficiently
- E) Meet Financial Requirements
  - a. Stabilize Rates
  - b. Asset Management
  - c. Maintain Insurance
  - d. Build up District Reserves
  - e. Pay Monthly Obligations
  - f. Secure Grants and Loans

**RIO LINDA**



**ELVERTA**

**Information Items  
Board Reports**

**Date:** May 20, 2013

**Subject:** Board Reports

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

**Update Status Report:**

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

**Comments:**

**Board Action / Motion**

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

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

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

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

**Thursday, April 11, 2013; 9:30 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. LABOR COMPLIANCE PROGRAM**  
**Action: Adopt Resolution 2013-03 approving an SGA labor compliance plan for purposes of implementing projects funded under the Proposition 84 grant program and authorizing staff to submit an application for approval of the plan to the California Department of Industrial Relations.**
- 4. DIRECTORS' COMMENTS**

**ADJOURNMENT**

**Next SGA Board of Director's Meeting – June 13, 2013, 9:00 a.m., RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights.**



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

**Thursday, April 11, 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.

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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 February 14, 2013 meeting.  
*Action: Approve Consent Calendar Item.*
4. **FISCAL YEAR 2013-2014 BUDGET**

Information: Staff discussion of proposed FY 2013-2014 budget and fees.
5. **SGA GROUNDWATER MANAGEMENT PLAN UPDATE**

Public Hearing to receive comment on SGA's intent to update its Groundwater Management Plan.  
*Action: Adopt Resolution 2013-02 declaring SGA's intent to prepare an update to its groundwater management plan and adopting a statement of public participation.*
6. **SGA GROUNDWATER MANAGEMENT PROGRAM UPDATE**

Information Update: Rob Swartz, Principal Project Manager.
7. **EXECUTIVE DIRECTOR'S REPORT**
  - a) Government Affairs Update
  - b) Hydrologic Modeling Tools Evaluation
  - c) SGA Financial Report

**8. DIRECTORS' COMMENTS**

**ADJOURNMENT**

**Next SGA Board of Director's Meeting – June 13, 2013, 9:00 a.m., RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights.**



## AGENDA

Wednesday May 1, 2013

5:30 P.M., Board Chambers, County Administration Center,  
700 H Street, Sacramento, California 95814

### COMMISSIONERS:

Chair: Jimmie Yee  
Vice-Chair: Mike Singleton  
Ron Greenwood  
Gay Jones  
Susan Peters  
Kevin McCarty  
Christopher Tooker

### ALTERNATE COMMISSIONERS:

Phil Serna  
Jeannie Bruins  
Jerry Fox  
Jerry Fox  
Phil Serna  
Steve Cohn  
John Messner

### PUBLIC COMMENT FROM THE FLOOR

The public is encouraged to address the Commission concerning any matter not on the Agenda. Public comments are limited to three minutes. The Commission is prohibited from discussing or taking any action on any item not appearing on the posted Agenda

### CONSENT CALENDAR

1. Approve the Meeting Minutes of April 3, 2013
2. Claims dated thru April 25, 2013
3. Monthly Budget Report
4. Legislation Status Report
5. Update Rio Linda/Elverta Community Water District MSR (L AFC 07-10) [CEQA Exempt]

### BUSINESS ITEMS

None

### PUBLIC HEARINGS

6. Recirculated Draft Environmental Impact Report (RDEIR) Public Comment - City of Elk Grove Sphere of Influence Amendment (L AFC 09-10) [CEQA - EIR SCH#2010092076]
7. Fiscal Year 2013-14 Proposed Budget

### QUESTIONS/ANNOUNCEMENTS

8. Executive Officer/Staff/Commission Counsel
9. Commission Chair/Commissioners

### MEETING SCHEDULE

5:30 P.M., Board Chambers  
700 H Street, Sacramento CA

#### Dates

June 5  
July Recess  
August 7

## SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

### SUMMARY OF RULES AND PROCEDURES

**AGENDA ITEMS:** The Commission may reschedule items on the agenda. The Commission will generally hear uncontested matters first, followed by discussions of contested matters, and staff announcements in that order. Anyone who wishes to address the Commission should obtain a form from either the Commission Clerk or from the table located near the entrance of the hearing chamber.

**CONDUCT OF HEARINGS:** A contested matter is usually heard as follows: (1) discussion of the staff report and the environmental document; (2) testimony of proponent; (3) testimony of opponent; (4) Public Testimony (5) rebuttal by proponent; (6) provision of additional clarification by staff as required; (7) close of the public hearing; (8) Commission discussion and Commission vote.

**ADDRESSING THE COMMISSION:** Any person who wishes to address the Commission should submit a speaker's request form at the beginning of the meeting; move to the front of the chambers when an item is called; and, when recognized by the chair, state their name, address and affiliation. Please attempt to make your statements concise and to the point. It is most helpful if you can cite facts to support your contentions. Groups of people with similar viewpoints should appoint a spokesperson to represent their views to the Commission. The Commission appreciates your cooperation in this matter.

**PUBLIC COMMENT TIME LIMITS:** The Sacramento Local Agency Formation Commission welcomes and encourages participation in its meetings. Rules of the Commission provide for the following limitations of discussion: The Commission will hear public comment prior to the consideration of any item. (1) a principal proponent will be allowed a 5-minute statement; (2) other proponents will be allowed a 3-minute statement; (3) opponents are allowed 3-minute statements with the exception of spokespersons for any group who shall be permitted 5-minutes; (4) the principal proponent shall have a 3-minute rebuttal; (5) staff will provide clarification, as required.

**VOTING:** A quorum consists of four members of the Commission, including any alternate. No action or recommendation of the Commission is valid unless a majority (4 votes) of the entire membership of the Commission concurs therein.

**OFF AGENDA ITEMS:** Matters under the jurisdiction of the Commission, and not on the posted agenda, may be addressed by the general public under "Public Comment From the Floor" on the Agenda. The Commission limits testimony on matters not on the agenda to three minutes per person and not more than fifteen minutes for a particular subject. The Commission cannot take action on any unscheduled items.

**SPECIAL NEEDS:** Meeting facilities are accessible to persons with disabilities. Requests for assistive listening devices or other considerations should be made 48 hours in advance through the Commission Clerk at (916)874-6458.

**AB 745 DISCLOSURES:** The Political Reform Act requires all interested parties to disclose contributions and expenditures for "political purposes" related to proposals for changes of organization or reorganization (annexations, incorporations, etc.) as well as contributions and expenditures in connection with Conducting Authority protest proceedings. Such contributions and expenditures must be reported to LAFCo's Executive Officer to the same extent, and subject to the same requirements, as local initiative measures under the Political Reform Act. Additional information regarding these requirements can be found on LAFCo's website at: <http://www.saclafco.org/Forms/index.htm>.

**STAFF REPORTS:** Staff Reports are available on line at [www.SacLAFCo.org](http://www.SacLAFCo.org) or upon request to Diane Thorpe, Commission Clerk at (916)874-6458.

**VIDEO BROADCASTS:** The meeting is video taped in its entirety and will be cablecast live on Metro Cable channel 14, the government affairs channel on the Comcast, and SureWest Cable Systems and is closed captioned for our hearing impaired viewers. The meeting is webcast live at <http://www.saccounty.net>. The current meeting is broadcast live and will be rebroadcast; check the Metro Cable schedule for dates and times.

*Agenda Item No. 5*

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

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

**May 1, 2013**

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

**RECOMMENDATION**

Receive and file status report.

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

**DISCUSSION**

This report summarizes the actions, developments, and events related to the Rio Linda Elverta Community Water District that have occurred since April 3, 2013.

**I. Board of Directors**

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

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

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

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

CDPH has agreed to amend the Scope of Work for to add a Reservoir Tank and Booster Station in lieu of constructing another well. However, the District needs to develop plans and complete an environmental review of the project before CHDP will approve a change to the Funding Agreement. The District has 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
In Progress:	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 environmental review will take several months to complete. It is possible construction could commence in the Fall of 2013.

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

### **Overall Operations**

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

### **Urban Water Management Plan**

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

### **Status of CDPH Compliance Orders**

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

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

### **III. Sacramento Suburban Water District Interconnection**

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

### **IV. Status of District Operations**

#### **District Financial Condition**

No significant changes in the overall financial situation of the District. Cash Flow remains tight. Accounts Payables are not current and the District is operating at a loss or in the "red" for last several months. The financial condition of the District appears to be improving and is actually beginning to stabilize. The General Manager has estimated that the operating fund balance is currently \$27,000 in the red or about 1 ½ months behind.

The District has been able to pay creditors and vendors because it is basically using money that should be deposited into capital and debt service accounts. In addition, over the last several years, the District did not deposit capital construction and debt service funds into the appropriate accounts. Currently, the District needs to put in approximately \$150,000. The District is proposing to repay these funds over a five-year period with annual payments of approximately \$30,000. To date, the District is current with its reserve and debt service accounts per the various agreements.

Also, the Board is attempting to contain and control legal costs.

The General Manager will be presenting the proposed budget at the May Board meeting.

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

No significant issues to report.

#### **Liability Insurance**

The Association of California Water Agencies (ACWA) has extended the District's liability coverage for a 6 month period; however, this amended policy does not cover "employment practices". The District has not been able to get coverage for this exclusion. The General Manager has contacted ten (10) carriers. This continues to be a significant issue.

At the May, 2013 ACWA meeting, the Board will reconsider providing the District with Employment Practices Insurance.

## **District Operations**

The General Manager's report for March 12, 2013 to April 8, 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 original Developer group is negotiating with the District to update the District's Master Plan to evaluate the service needs and requirements of the proposed development project. The Developers will be required to comply with Sacramento County Policy PF 8 related to providing surface water to this development.

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.

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

Currently, there is no pending litigation. A Settlement Agreement was reached regarding the Joseph Sherrill litigation.

## **V. Summary of Issues**

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

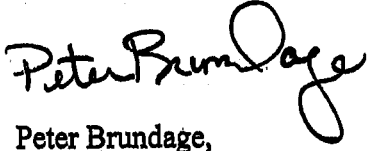
## **VI. Next Steps**

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



Respectfully Submitted;

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

A handwritten signature in cursive script that reads "Peter Brundage". The signature is written in black ink and is positioned to the left of the typed name.

Peter Brundage,  
Executive Officer

Attachments

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

730 L Street  
Rio Linda, CA 95673

Tuesday, May 7, 2013  
4:30 pm

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

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

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

**Call to Order**

**Public Comment**

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

**Items for Discussion and Action**

1. State Revolving Fund Project Status Update  
*Staff Recommendation – Discussion Only*
2. Elverta Specific Plan Planning Project Update  
*Staff Recommendation – Discussion Only*
3. Backflow Prevention Device Testing Program  
Discuss alternative testing options  
*Staff Recommendation – Discussion Only*
4. Wells 3 – Arsenic Issue  
Discuss recent Arsenic Sample results for Well 3 and District’s options to mitigate this issue.  
*Staff Recommendation – Discussion Only.*

**Items Requested for Next Month’s Committee Agenda**

**Adjournment**

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Next Planning Committee Meeting: Tuesday, June 4, 2013

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Attendees: Mary Henrici, Jim Carson, Paul Green and Matt Longo

Meeting called to order 4:45 pm

Public Comment: No public comment was heard at this time as there was not public in attendance. It should be noted that Mary Harris arrived at 6:02 PM and was allowed to join the discussion for a short timer thereafter.

Items for discussion:

1. State Revolving Fund Project:

The contract between Affinity and RLECWD was signed and executed May 2<sup>nd</sup>. Legal review of the contract took longer than expected. The contract with EN2 for the environmental work has just now final review and sent to EN2. According to Mary Henrici the changes were difficult to get from legal causing the delay.

The kick off meeting was successful at which time the District and Engineering defined our objectives for design and timeline. Safety concerns were also considered.

Affinity is considering the benefits of in ground cement tank as apposed to a steel tank. The feeling of the Planning Committee is that an in ground cement tank is considerably more neighborly as it is not so high.

Surveying is the next item, to be worked on.

No actionable items for the Board at this time.

2. Elverta Specific Plan:

The Funding Agreement contract was signed between District and ESP. This will allow consulting work that must be done by Affinity to meld our Master Plan with the ESP to begin. ESP deposited \$25k to get things started.

Jim Carson provided a report with regard to the Districts Strategic Objective and how this will influence the District's Master Plan. The objectives were taken from the March Strategic Planning Meeting.

No actionable items for the Board at this time.

3. Backflow Device Testing:

Mary Henrici made a recommendation to the Planning Committee that our District begin outsourcing the Backflow Prevention Testing Program. Mary provided a report that showed the benefits to the District and the customers. It looks as though there could be an 18% savings to the customer and free up man hours for much needed work in the District.

The recommendation of the Planning Committee is that we approve Mary's request to outsource backflow testing upon, GM making a selection of provider and providing further details.

4. Well 3 Arsenic Update:

Well 3 continues to be on the high but allowable state arsenic levels. Some thought is being given to what to do with well 3 if it's levels rise above state levels. There are 3 potential options at this time:

1. Modify well to try to alleviate arsenic
2. Put well in standby mode
3. Scuttle the well all together

At this time if the arsenic levels rise above State standard the best option is #2.

No actionable items for the Board at this time.

Meeting adjourned at 6:17 PM

**Agenda**  
**Rio Linda / Elverta Community Water District**  
**Finance / Administrative Committee**

730 L Street  
Rio Linda, CA 95673

Monday, May 13, 2013  
5:30 pm

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

**Call to Order**

**Public Comment**

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

**Items for Discussion and Action**

1. Review and Discuss the Expenditures of the District for the month of April.
2. Review the Financial Reports of the District as of April 30, 2013.
3. Single Audit  
Richardson & Company
4. 2013-14 Preliminary Budget Review  
The Committee will review the 2013-14 Preliminary Budget
5. Legal Performance Review Proposal  
The Committee will discuss a procedure for Legal Performance Review.
6. Owner / Tenant Billing Agreement  
The Committee will discuss revising and / or approving the Billing Agreement.
7. Resolution 2013-06 Duplicate Mailing Fee  
The Committee will discuss adding a fee for mailing of Duplicate Water Service Bills.
8. Request for Proposals and Quotes  
The Committee will discuss the process and possible procedures for requesting proposals and quotes for projects.

## Items Requested for Next Month's Committee Agenda

### Adjournment

Next Finance / Administrative Committee Meeting: Monday, June 10, 2013

#### **ADA COMPLIANCE STATEMENT**

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

Rio Linda Elverta Community Water District  
Finance and Administration Committee Meeting

May 13, 2013

Director Anderson began meeting at 5:30 p.m.

**Attendees:**

District-Duane Anderson, Brent Dills, Mary Henrici, Jim Carson

Public-Erwin Hayer, John Ridilla, Mary Harris

**Agenda Item # 4 Preliminary Budget Review:**

Item was moved to the beginning of the meeting so the District Engineer could make his presentation and provide a summary of Capital Budget. The budget includes meters and a new Master Plan. The Master Plan should be complete in approximately 3 months according to Mr. Carson.

**Agenda Item #1 District Expenses:**

Brent Dills asked why there were so many voided checks and Mary Henrici said it was because of a mis-feeding printer. Director Anderson asked a couple of questions about the names of accounts. Mary Henrici said the accounts had been split up to make them clearer. Mr. Ridilla asked questions about McCrometer costs which was answered by Ms. Henrici. Mary Harris had questions about the Forensic Audit and made a comment about Frank Caron and Kathy Santos Reed late bills getting fees waived by RLECWD office staff. Ms. Henrici said Ms. Harris could submit a Public Records Act Request for that kind of information.

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

Mr. Dills asked if the District's finances were within on target or were there any problems. Ms. Henrici said the Officer Fees were high because of the legal bills being so far over budget. Mary Harris would like to see more details regarding the gas usage in the vehicles. Ms. Henrici said the new board did not want those details and that Ms. Harris could submit a Public Records Act Request.

**Agenda Item #3 Single Audit:**

This audit is required by the Federal Government OMB. State CDPH Fiscal Services notified RLECWD past the due date of an audit. Mr. Dills asked if the District had called to request an extension. Ms. Henrici said she would do that. Mr. Ridilla thought the 2011 amount of \$3200 should be added to the letter that included the other \$5600 of two separate bills of \$2800 each for 2012 and 2013. The audit item will be put in the consent section of the next board meeting.

**Agenda Item #4 Preliminary Budget Review**

Mary Harris raised an issue about hiring back full time permanent employees who have left the district under a cloud in the past. Mr. Dills asked Ms. Henrici to take a look at this and she shook her head affirmatively. Mary Harris requested documents. Director Anderson said the GM had done a good job on the budget and Director Dills agreed with some public members agreeing also.

**Agenda Item #5 Legal Performance Review Proposal:**

Mr. Dills recommended that the board pay an independent firm a couple of thousand dollars to review legal bills and contract in advance of the legal performance review due in June. Committee agreed to seek board approval.

**Agenda Item #6 Owner Tenant Billing Agreement:**

After a brief discussion the committee agreed to propose the board approve this item.

**Agenda Item #7 Resolution 2013-06 Duplicate Mailing Fee:**

After a brief discussion the committee agreed to propose the board approve this item.

**Agenda Item #8 Request for Proposals and Quotes:**

Mr. Ridilla recommended that future district RFP's contain a cost component. The committee agreed.

Meeting was adjourned by Finance and Administrative Committee Chairman Anderson at 7:20 p.m.