

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

March 13, 2024 @ 6:00 P.M.

Visitors / Depot Center  
6730 Front St.  
Rio Linda, CA 95673

THIS MEETING WILL BE PHYSICALLY OPEN TO THE PUBLIC.

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

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

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

**Call to Order**

**Public Comment**

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

**Items for Discussion:**

1. Contract District Engineer's Update.
2. Discuss Submittals Required for Sacramento County Elections.
3. Discuss the Need for Changes to the Operations Reports.
4. Continue Discussing the Need for Revisions to the District's Board Member Email Policy.
5. Status Report on District File Server Replacement.
6. Update for the May 2024 Association of California Water Agencies (ACWA) Conference in Sacramento.
7. Discuss Expenditures for January.
8. Discuss Financial Reports for January.

**Directors' and General Manager Comments:**

X – Known upcoming dates of General Manager unavailability.

Y – Letter from Provost and Pritchard

**Items Requested for Next Month's Committee Agenda:**

**Adjournment**

Next Executive Committee meeting: Wednesday, April 10, 2024, Visitors / Depot Center.

**ADA COMPLIANCE STATEMENT**

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



## Executive Committee Agenda Item: 1

**Date:** March 13, 2024

**Subject:** General Status Update from the District Engineer

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

### **Recommended Committee Action:**

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

### **Current Background and Justification:**

Subjects anticipated for discussion include:

1. 2023/2024 FY Dry Creek Road Pipeline Replacement Project
2. L Street Reservoirs Cathodic Protection
3. Elkhorn Boulevard Valve Cover Lowering/Raising
4. Well 15 Hexavalent Chromium Treatment

### **Conclusion:**

I recommend the Executive Committee receive the status report from the District Engineer. Then, if necessary and appropriate, forward an item(s) onto the March 25, 2024 Board of Directors Meeting agenda with recommendations as necessary.



## Executive Committee Agenda Item: 2

**Date:** March 13, 2024

**Subject:** Sacramento County Requirements for November 5<sup>th</sup> General Election

**Staff Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

The Executive committee should engage staff in discussion of the logistics and details for the requirement prescribed by Sacramento County Elections Office for District participation in the November 5, 2024 Elections. Then, forward an item onto the March 25th Board agenda with the Committee's recommendation for approval.

### **Current Background and Justification:**

As detailed in the packet received from the Sacramento County Elections Office, the District is required to adopt a Resolution. Among other things, the required Resolution obligates the District to pay the County for the costs associated with the election for RLECWD Board Members.

The District must also confirm its service area boundaries in the specific, detailed method required by the County. In general, this submittal entails work by the Contract District Engineer.

There are also a few attestation statements required, e.g. attesting to publishing a notice of election.

### **Conclusion:**

I recommend the Executive Committee forward an item onto the March 25th Board agenda with the Committee's recommendation for Board approval.

**Voter Registration & Elections**

Hang Nguyen  
Director

**County of Sacramento****Divisions**

Administrative Services  
Campaign Services  
Precinct Operations  
Registration & Outreach  
Vote by Mail  
Voting Systems & Technology

February 16, 2024

*Sent via e-mail*

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

Dear Timothy R. Shaw:

Preparations are currently in progress for the November 5, 2024, Presidential General Election. Several items will need to be acted upon by your district board in conjunction with the required "election resolution". Please provide in writing the information outlined below.

1. **RESOLUTION CALLING THE ELECTION**

The district election will be held on the same date as the November 5, 2024, Presidential General Election. Pursuant to Elections Code §10403, your district is required to file a resolution with the Board of Supervisors and a copy with our office, requesting consolidation and setting forth the exact form of any question(s) or office(s) to be voted upon at such election. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election.

*Please include in the resolution, in case of a tie vote, the method for determining the winner, and who is responsible for determining winner.*

A. **Elective Offices**

Date and purpose of the election.

*Please note: If a vacancy occurs between the date of your resolution and the beginning of the nomination period, please notify our office immediately.*

**B. Candidate's Statement — number of words**

The district board must determine whether to limit candidate statements of qualifications to 200 words or authorize an extension to 400 words. Due to formatting criteria within the County Voter Information Guide, we recommend 200 words. (Elections Code §13307(a))

**C. Candidate's Statement Costs**

The district board must determine whether the individual candidate(s) or the district will pay for the publication of the voluntary candidates' statements included in the County Voter Information Guide. Whether the Candidate or the district pays the cost of the candidate's statement, the candidate statement payment is required at the Voter Registration and Elections office at the time the candidate(s) files their nomination documents, and a statement to this effect must be included in the resolution.

**2. NOTICE OF DISTRICT ELECTION AND PUBLICATION OF ELECTION NOTICE**

Elections Code §12112 requires that we publish a notice of election that contains the date of the election, the offices for which candidates may file, qualifications required by your principal act, and other information. To reduce costs to the district(s) while still meeting requirements of code, we will publish one election notice, combining information on all districts scheduled for election on November 5, 2024.

**3. REIMBURSEMENT OF COSTS**

The Board of Supervisors has adopted an ordinance establishing a schedule of fees and charges for the administration of elections by Sacramento County Voter Registration and Elections. Elections Code §10520

**Please refer to the current fee schedule to calculate your cost.**

**Fee Schedule**

*Please note: An invoice for the actual cost of election administration will be submitted to your district after the certification of the November 5, 2024, Election.*

**4. CERTIFICATION OF MAPS AND BOUNDARIES**

Please provide a current map and boundary description to our office. **Our recommended deadline is June 5, 2024,** for the November 5, 2024, Election.

In addition, jurisdictions that elect by area or division must have their new area or division legal boundary descriptions and maps in our office by July 3, 2024.

Any pending annexation will need to be completed prior to this date and be reflected on the map you provide or certify. This certification may be done by letter or by completion of a certification form in this office. Please contact our mapping department at (916) 875-6248 if you have any questions in this regard.

**5. OTHER**

If your district is contemplating placing a measure on the November 5, 2024, Presidential General Election ballot, please coordinate this with our office at the earliest date possible. The recommended deadline for a district measure to be consolidated with the November election is July 29, 2024. If this deadline cannot be met, contact our office immediately. It is important for your district and our

office to coordinate the details of what and how items need to be submitted to our office. Here is a link to our measure calendar on our website. [Measure Calendar](#)

If any resolutions necessitate special requirements that the Department of Voter Registration and Elections needs to fulfill, such requirements need to be listed in the resolution.

6. **RETURN TO VOTER REGISTRATION AND ELECTIONS**

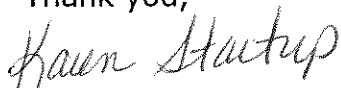
- ▶ Your Resolution
- ▶ Publication of Notice of Election Form
- ▶ Notice of Election
- ▶ Certification of Maps and Boundaries

Enclosed is a sample resolution which may be of assistance to you in providing the required information. The deadline for submission of the resolution requesting consolidation with the November 5, 2024, Presidential General Election is July 3, 2024.

The nomination period for the November 5, 2024, election is July 15, 2024, through August 9, 2024. A Candidate's Guide for the election is being prepared and will be available to all candidates at the time they obtain their nomination papers.

If you have any questions regarding the election, or require additional clarification of the above, please call (916) 875-6276 or email [voters-campaignservices@saccounty.gov](mailto:voters-campaignservices@saccounty.gov).

Thank you,



Karen Startup  
Campaign Services Manager

Enclosures

RESOLUTION CALLING PRESIDENTIAL GENERAL ELECTION

RESOLUTION NO. \_\_\_\_\_

\_\_\_\_\_ DISTRICT

WHEREAS, an election will be held within the \_\_\_\_\_ District that will affect the following county or counties \_\_\_\_\_ on November 5, 2024, for the purpose of electing \_\_\_\_\_; and

WHEREAS a Presidential General Election will be held within the County of Sacramento on the same day.

WHEREAS Elections Code §10403 requires jurisdictions to file with the Board of Supervisors, and a copy with the Registrar of Voters, a resolution requesting consolidation with a statewide election.

THEREFORE, BE IT RESOLVED, that the \_\_\_\_\_ District requests the Board of Supervisors of Sacramento County to consolidate the regularly scheduled Presidential General Election, November 5, 2024; and

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

Incumbent's Name	Division Number	Regular/ Short Term

1. Said election shall be to fill a vacancy for the following Board Member(s) who resigned and/or whose term(s) expired:

2. Said Directors for this District are elected in the following manner:

\_\_\_\_\_ At Large

There are no divisions in the district, all voters in the district vote for all candidates.

\_\_\_\_\_ By District, Division or Area

The candidates are qualified and elected by district, division, or area.

3. For the publication of the candidate's statement, pursuant to Elections Code §13307. The limitation on the number of words that a candidate may use in their candidate's statement shall not exceed 200 words; and

**BE IT FURTHER RESOLVED** that the cost of the Candidate Statement shall be paid by the candidate at the Sacramento County Voter Registration and Elections Department. If the District is shared, candidate(s) shall pay at their respective election's office.

- In the case of a tie vote, the election shall be determined by LOT. Elections Code § 10551(b)
- The district hereby certifies that there are District Boundary changes since our last election, \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

If so, the district will provide a current map and boundary description to the Registrar of Voters.

**BE IT FURTHER RESOLVED** that the district agrees to reimburse the Registrar of Voters for actual costs accrued, such costs to be calculated by the method set forth in the County's current Election Fee Schedule.

**THEREFORE, BE IT RESOLVED**, that the \_\_\_\_\_ District requests the Board of Supervisors of Sacramento County consolidate the regularly scheduled General District Election with the Presidential General Election to be held on November 5, 2024; and

**PASSED AND ADOPTED** by the following vote on \_\_\_\_\_, 20\_\_.

YES Votes _____ (Number)	NO Votes _____ (Number)	ABSENT _____ (Number)	ABSTAIN _____ (Number)
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**ATTEST:**

\_\_\_\_\_  
**General Manager**

\_\_\_\_\_  
**District Secretary**



## NOTICE OF DISTRICT ELECTION

\_\_\_\_\_DISTRICT

Name of District

Notice is hereby given that a Presidential General Election will be held November 5, 2024, in this district. The offices for which candidates may declare their candidacy are (list title of office and number of positions):

Qualifications: Each candidate must meet the following qualifications for office as specified in the principal act or code under which this district is organized:

Code Reference:

Official declarations of candidacy for eligible candidates desiring to file for any of the elective offices may be obtained from the office of the Registrar of Voters at 7000 65<sup>th</sup> Street, Suite A, Sacramento, CA 95823-2315, on and after July 15, 2024, and must be filed not later than 5:00 p.m. on August 9, 2024. However, if a declaration of candidacy for an incumbent is not filed by August 9, 2024, any person other than the incumbent shall have until 5:00 p.m. on August 14, 2024, to file a declaration of candidacy for such office.

Appointment to each elective office will be made by the supervising authority as prescribed by Elections Code §10515 in the event there are no candidates or an insufficient number of candidates for such office and a petition for an election is not filed within the time prescribed by Elections Code §10515; that is, by 5:00 p.m. on August 9, 2024.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

(District Seal)

District Secretary

**PUBLICATION OF NOTICE OF ELECTION**

Elections Code §12112 requires the publication of a "Notice of Election." The notice shall contain the date of the Presidential General Election, name the offices for which candidates may file, and state the qualifications required by the principal act for each office, as well as other pertinent information.

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Name of District

The Registrar of Voters will publish a combined election notice for all districts scheduled for election on November 5, 2024.

Dated:

District Secretary

**MAP AND BOUNDARY CERTIFICATION**

The \_\_\_\_\_ District hereby certifies that:  
Name of District

No map and boundary changes have occurred since the November 8, 2022, Election, and that the map and boundary description that you have on file is current.

Yes, the map and boundaries have changed since the November 8, 2022, Election. I have enclosed/mailed the updated map and boundary descriptions.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

(District Seal)

District Secretary



## Executive Committee

### Agenda Item: 3

**Date:** March 13, 2024

**Subject:** Evaluate Need for Changes to Operations Reports

**Contact:** Timothy R. Shaw, General Manager

#### **Recommended Committee Action:**

The Executive Committee should engage staff in discussion regarding the recurring questions from the same public members regarding work orders accounting.

#### **Current Background and Justification:**

The current Operations Report format includes accounting of the number of work orders opened and closed during the reporting period. Over the years, that aspect of the report has generated questions and complaints from the same individuals. Regardless of the number of times the question / complaint has been answered, the question / complaint seems to re-manifest.

The information is intended to be a barometer of the level of operational repairs during a reporting period (monthly) A secondary facet of the information is accountability, i.e. tracking builds accountability.

Options for revision of the subject aspect to the Operations Report include:

1. Deleting that section.
2. Adding a recurring note that the number of closed work orders includes work orders that were opened in prior months (or wording to that effect).
3. Switch to reporting the number of work orders that remain open for more than 30-days.

#### **Conclusion:**

The Executive Committee should engage staff in discussion, then provide direction to staff as deemed appropriate. Note: changes to the Operations Report do not require Board approval.





## Executive Committee Agenda Item: 4

**Date:** March 13, 2024  
**Subject:** Continued Discussions on Email Policy Revisions  
**Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

The Executive Committee should engage staff in discussion regarding the need for changes to the District's board members email policy.

### **Current Background and Justification:**

At the February 26<sup>th</sup> Board meeting, an agenda item enabled Board consideration of proposed changes to the subject policy, 2.01.090. With the ardent comments from the Chair, the Board agreed to table the item to allow time for another attempt at training, which if successful, might eliminate the current, ongoing waste of public resources resulting from a Board Members inability to log into the Office 365 application.

Even if the proposed policy revisions are NOT implemented, Board Members need to be cognizant of the potential ramifications of noncompliant alternative forms of digital correspondence between Board Members, e.g. texts and personal email account to personal email account.

The proposed changes to District policy 2.01.090 is a document associated with this item.

### **Conclusion:**

The Executive Committee should engage staff in discussion, then provide direction to staff as deemed appropriate.

## Item 4

### 2.01.090 Email Accounts (Current) (Approved 12/6/2010)

In order for the public to contact the Board of Directors, each Director must establish an email account through email accounts for District business. An email account will be assigned to Board members as they take office.

(Approved by 4/16/2018 Board Minutes)

Director correspondence on matters of District business which are conducted using text messaging are to be copied (e.g. using the multiply recipients feature in text messaging) to the following District e-mail address:

PRA@RLECWD.COM. This email account will not be routinely monitored but will be reviewed by appropriate staff if the District receives a Public Records on Private Accounts request. Directors are thereby enabled to delete their text messages on their personal devices after copying the text to the email address stipulated above. The settings of this email account will be such that messages greater than one year old, will be deleted to conserve resources. Director written correspondence regarding District business on social media, e.g. Facebook Private Messaging, Twitter, Instagram etc., are prohibited due to the impracticality of compliance with Public Records on Private Accounts requests when using such correspondence methods.

### 2.01.090 Email Accounts (Proposed)

In consideration of compliance with the California Public Records Act, court rulings regarding public records on personal devices, and transparency protocols inherent to good governance; Board Members are strongly encouraged to use their assigned District email account for all digital correspondence within the subject matter jurisdiction of the District.

- A. If a Board Member is consistently unable and/or unwilling to use the District email account established for them at the onset of their service to the District, the District email account for that Board Member may be deleted to avoid wasting public funds. In such circumstances, the General Manager will notify the affected Board Member after all attempts to resolve the unused District email account have been unsuccessful.
- B. Whenever the circumstances described in paragraph 'A' materialize, then all other Board Members will be notified for the purpose of avoiding compounding the issue, e.g. Board Members corresponding on District subject matter via personal account to personal account. Additionally, public members who reach out to staff for email addresses for Board Members affected by paragraph 'A' will be advised of the unavailability of such Board Member's email address and offer alternative means of communication, e.g. US Postal Service using the District's address or email to the General Manager who will print and hand deliver the public's correspondence.
- C. In consideration of the foregoing, all Board Members are discouraged from accepting District subject matter messages (emails, texts, social media messages, etc.) from other RLECWD Board Members' personal accounts which are NOT sent to the receiving Board Members' District email account.



## Executive Committee Agenda Item: 5

**Date:** March 13, 2024

**Subject:** Status Report on File Server Replacement

**Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

The Executive Committee should receive the staff report on the status of the file server replacement. Board action is neither required nor anticipated.

### **Current Background and Justification:**

The new file server arrived at Adept Solutions the week of February 26<sup>th</sup>. The following anticipated schedule has been provided by Adept Solutions:

- Week of 3-18-24 Adept Solutions staff begins configuring the file server at Adept Solutions' facility.
- Server transported to District's office by week of April 1<sup>st</sup>.
- Migrate billing software (CUSI) to new server.
  - This part may take a bit due to coordinating multiple parties and various adjustments that will be needed.
- Design and review SharePoint structure with District team.
  - Basic design will likely mimic the existing server folder structure. Would also be a good time to perhaps change that structure if District has wanted/needed.
- Begin syncing other shared data from the old server to the new SharePoint site(s).
- Review and training of SharePoint with District team once initial data sync completed.
- Schedule time clean install Operating System on District workstations.

### **Conclusion:**

I recommend the Executive Committee request any clarification deemed necessary.





## Executive Committee Agenda Item: 6

**Date:** March 13, 2024

**Subject:** Update on Association of California Water Agencies Sacramento Conference

**Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

The Executive Committee should receive a report from staff regarding the Association of California Water Agencies (ACWA) and ACWA Joint Powers Insurance Authority (JPIA) Sacramento conference. Board Action is neither required nor anticipated.

### **Current Background and Justification:**

At the February 26<sup>th</sup> Board meeting, the Board discussed an informational item regarding the upcoming ACWA and ACWA JPIA conference in Sacramento. Included in the discussion was speculation as to whether the District would need to pay conference registration fees for District Board Members who wish to attend state mandated training for Ethics and Harassment Prevention.

In response to the above-described Board discussion, staff reached out to ACWA and ACWA JPIA staff for confirmation. ACWA JPIA's response is included as a document associated with this item. ACWA JPIA provides the Harassment Prevention training and all aspects of the ACWA JPIA program are available to all member agencies' board members without requiring payment of the conference registration fee. They do, however, require board members to register.

A corresponding outreach to ACWA staff for the state mandated Ethics training was not responded to by the drafting of this report.

### **Conclusion:**

I recommend the Executive Committee engage staff in discussion, then forward an informational item onto the March 25th Board agenda.

**Tim Shaw**

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**From:** Laura Baryak <lbaryak@acwajpia.com>  
**Sent:** Tuesday, March 5, 2024 3:16 PM  
**To:** Tim Shaw  
**Subject:** RE: ACWA JPIA Membership Summit May 6 & 7

Happy to help.

ACWA JPIA will be providing Sexual Harassment Prevention Training for Board Members & Managers (AB1825, 1661 & 2053) on Tuesday, May 7, 2024 at 10:00am in the Sheraton Grand Hotel.

As far as any Ethics Trainings, ACWA typically provides those trainings during a portion of their conference. You can find the ACWA preliminary agenda on their website.

<https://www.acwa.com/events/2024-spring-conference-expo/>

If your board members will be attending the ACWA JPIA Membership Summit on Monday, May 6 and Tuesday, May 7 there is no fee to attend any of the sessions, or ACWA JPIA activities. We are asking that attendees "Register" so we can receive an accurate headcount.

Please use this link for RSVPing to the ACWA JPIA Membership Summit - <https://www.acwajpia.com/membership-summit-request-and-rsvp-form/>

Here is our website page where more information will be updated as the event get closer -

<https://www.acwajpia.com/membershipsummit/>

Please let me know if I can further assist.

With warm regards,

**Laura Baryak****ACWA JPIA**

Event Planner

P.O. Box 619082

2100 Professional Drive

Roseville, CA 95661

(916) 786-5742 (Office)

[lbaryak@acwajpia.com](mailto:lbaryak@acwajpia.com) | [acwajpia.com](http://acwajpia.com)

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**From:** Tim Shaw <GM@rlecwd.com>  
**Sent:** Tuesday, March 5, 2024 3:03 PM  
**To:** Laura Baryak <lbaryak@acwajpia.com>  
**Subject:** RE: ACWA JPIA Membership Summit May 6 & 7

Laura:

Thank you for responding.

I assume the May 2024 ACWA JPIA Conference will include Ethics and Harassment Prevention training. I have RLECWD Board Members who could benefit from those trainings. Does the District have to pay conference attendance charges for Board Members if they only go to the training sessions?

*Timothy R. Shaw*

General Manager

Rio Linda / Elverta Community Water District

(916) 991-8891

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**From:** Laura Baryak <[lbaryak@acwajpia.com](mailto:lbaryak@acwajpia.com)>  
**Sent:** Tuesday, March 5, 2024 2:59 PM  
**To:** Tim Shaw <[GM@rlecwd.com](mailto:GM@rlecwd.com)>  
**Subject:** ACWA JPIA Membership Summit May 6 & 7

Good afternoon Timothy,

I was forwarded your contact in regards to the ACWA JPIA Membership Summit coming up in May. I would be happy to assist you with any questions you have. Please feel free to reach out.

With warm regards,



**Laura Baryak**

**ACWA JPIA**

Event Planner

P.O. Box 619082

2100 Professional Drive

Roseville, CA 95661

(916) 786-5742 (Office)

[lbaryak@acwajpia.com](mailto:lbaryak@acwajpia.com) | [acwajpia.com](http://acwajpia.com)



## Executive Committee Agenda Item: 7

**Date:** March 13, 2024

**Subject:** Expenditure Report

**Staff Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

The Executive Committee should review the Expenditures of the District for the month of January 2024, then forward the report onto the March 25, 2024 Board agenda with the Committee's recommendation for Board approval.

### **Current Background and Justification:**

The Expenditures report summarizes all payments made by the District for the reporting period.

### **Conclusion:**

Consistent with District policies, Expenditures are to be reviewed by this committee and presented to the Board of Directors to inform Board Members and the public of all expenditures of public funds.

Cash Basis

**Rio Linda Elverta Community Water District  
Expenditure Report  
January 2024**

Type	Date	Num	Name	Memo	Amount
Liability Check	01/10/2024	EFT	QuickBooks Payroll Service	For PP Ending 01/06/24 Pay date 01/11/24	20,109.62
Liability Check	01/11/2024	EFT	CalPERS	For PP Ending 01/06/24 Pay date 01/11/24	3,650.10
Liability Check	01/11/2024	EFT	CalPERS	For PP Ending 01/06/24 Pay date 01/11/24	1,385.12
Liability Check	01/11/2024	EFT	Internal Revenue Service	Employment Taxes	7,718.18
Liability Check	01/11/2024	EFT	Employment Development	Employment Taxes	1,560.82
Liability Check	01/11/2024	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,193.91
Bill Pmt -Check	01/11/2024	EFT	Adept Solutions	Computer	1,340.72
Bill Pmt -Check	01/11/2024	EFT	Comcast	Telephone	108.86
Bill Pmt -Check	01/11/2024	EFT	PG&E	Utilities	124.55
Bill Pmt -Check	01/11/2024	EFT	Ramos Oil Inc.	Transportation Fuel	550.21
Bill Pmt -Check	01/11/2024	EFT	Republic Services	Utilities	128.29
Bill Pmt -Check	01/11/2024	EFT	Voyager Fleet Commander	Fuel	18.46
Transfer	01/11/2024	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	17,000.00
Transfer	01/11/2024	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	50,984.00
Check	01/11/2024	EFT	RLECWD -LAIF	Capacity Fee Transfer	94,000.00
Bill Pmt -Check	01/11/2024	2857	ACWA/JPIA Powers Insurance Authority	Workers Compensation Premiums	3,154.69
Paycheck	01/11/2024	2859	Customer	Final Bill Refund	102.04
Check	01/11/2024	2860	Customer	Final Bill Refund	271.58
Check	01/11/2024	2861	Customer	Final Bill Refund	169.96
Check	01/11/2024	2862	Customer	Final Bill Refund	79.64
Bill Pmt -Check	01/11/2024	2863	ABS Direct	Printing & Postage	6,499.30
Bill Pmt -Check	01/11/2024	2864	ACWA/JPIA Powers Insurance Authority	EAP	24.80
Bill Pmt -Check	01/11/2024	2865	BSK Associates	Lab Fees	560.00
Bill Pmt -Check	01/11/2024	2866	Buckmaster Office Solutions	Printing	57.84
Bill Pmt -Check	01/11/2024	2867	Corelogic Solutions	Subscription	103.00
Bill Pmt -Check	01/11/2024	2868	Elk Grove Security Systems	Security	84.00
Bill Pmt -Check	01/11/2024	2869	ICONIX Waterworks	Distribution Supplies	90.91
Bill Pmt -Check	01/11/2024	2870	Oreilly Automotive	Transportation Maintenance	34.50
Bill Pmt -Check	01/11/2024	2871	Phelan, Michael	Retiree Insurance	3,150.00
Bill Pmt -Check	01/11/2024	2872	Quill	Office Expense	43.09
Bill Pmt -Check	01/11/2024	2873	RDO Equipment Co.	Construction Equipment Repairs	10.08
Bill Pmt -Check	01/11/2024	2874	Rio Linda Elverta Recreation & Park District	Meeting Expense	100.00
Bill Pmt -Check	01/11/2024	2875	Rio Linda Hardware & Building Supply	Shop Supplies	122.78
Bill Pmt -Check	01/11/2024	2876	Sacramento Metropolitan AQMD	Permit Fees	7,732.00
Bill Pmt -Check	01/11/2024	2877	Sierra Chemical Company	Treatment Supplies	3,517.70
Bill Pmt -Check	01/11/2024	2878	SMUD	Utilities	14,538.96
Bill Pmt -Check	01/11/2024	2879	State Water Resources Control Board	Permit Fees	31,442.02
Bill Pmt -Check	01/11/2024	2880	UniFirst Corporation	Uniforms	520.50
Bill Pmt -Check	01/11/2024	2881	USA BlueBook	Treatment Supplies	549.17
Bill Pmt -Check	01/11/2024	2882	Vanguard Cleaning	Janitorial-December & January	390.00
Bill Pmt -Check	01/11/2024	2883	Vasquez Engineering	Engineering	5,000.00
Bill Pmt -Check	01/11/2024	2884	Verizon Wireless	Telephone	45.14

Cash Basis

## Rio Linda Elverta Community Water District Expenditure Report January 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/23/2024	EFT	Citizens Business Bank	Meter Loan Payoff	114,441.05
Liability Check	01/24/2024	EFT	QuickBooks Payroll Service	For PP Ending 1/20/24 Pay date 1/25/24	19,172.93
EFT	01/25/2024	EFT	WageWorks	FSA Administration Fee	76.25
Liability Check	01/25/2024	EFT	CalPERS	For PP Ending 1/20/24 Pay date 1/25/24	3,446.36
Liability Check	01/25/2024	EFT	CalPERS	For PP Ending 1/20/24 Pay date 1/25/24	1,385.12
Liability Check	01/25/2024	EFT	Internal Revenue Service	Employment Taxes	7,191.00
Liability Check	01/25/2024	EFT	Employment Development	Employment Taxes	1,467.33
Liability Check	01/25/2024	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,131.66
Liability Check	01/25/2024	EFT	Kaiser Permanente	Health Insurance	2,387.06
Liability Check	01/25/2024	EFT	Principal	Dental & Vision Insurance	1,779.83
Bill Pmt -Check	01/25/2024	EFT	Ramos Oil Inc.	Transportation Fuel	890.31
Liability Check	01/25/2024	EFT	Western Health	Health Insurance	12,559.18
Bill Pmt -Check	01/25/2024	EFT	Umpqua Bank Credit Card	Computer, Office, Postage, Telephone	728.02
Bill Pmt -Check	01/25/2024	EFT	Verizon	Field Communication, Field IT	496.14
Check	01/25/2024	2885	Sacramento County Clerk/Recorder	Lien Fees	80.00
Check	01/25/2024	2886	Customer	Final Bill Refund	376.37
Bill Pmt -Check	01/25/2024	2887	Chacon, Socorro	Notary	205.00
Bill Pmt -Check	01/25/2024	2888	ICONIX Waterworks	Distribution Supplies	381.44
Bill Pmt -Check	01/25/2024	2889	Pacific Shredding	Office Expense	40.32
Bill Pmt -Check	01/25/2024	2890	Rawles Engineering	Contract Repairs	2,200.00
Bill Pmt -Check	01/25/2024	2891	Rio Linda Elverta Recreation & Park District	Meeting Expense	100.00
Bill Pmt -Check	01/25/2024	2892	Sacramento County Utilities	Utilities	113.70
Bill Pmt -Check	01/25/2024	2893	Spok Inc.	Field Communication	16.11
Bill Pmt -Check	01/25/2024	2894	White Brenner	Legal Services	327.20
Liability Check	01/25/2024	2895	Ferguson Enterprises	Capital Improvement: Small Meter Replacements	3,430.78
<b>Total 10020 - Operating Account Budgeted Expenditures</b>					<b><u>454,689.70</u></b>
Liability Check	01/11/2024	2858	Teamsters	Union Dues	748.00
Liability Check	01/11/2024	EFT	California State Disbursement Unit	Employee Garnishment	227.53
Liability Check	01/15/2024	EFT	AFLAC	Employee Funded Premiums	745.84
Liability Check	01/25/2024	EFT	California State Disbursement Unit	Employee Garnishment	227.53
EFT	01/31/2024	EFT	WageWorks	FSA Expenditures - Employee Funded	811.31
<b>Total 10020 - Operating Account Non-Budgeted Expenditures: Employee Paid Pass-throughs</b>					<b><u>2,760.21</u></b>

Cash Basis

Rio Linda Elverta Community Water District  
Expenditure Report  
January 2024

Type	Date	Num	Payee	Memo	Amount
Transfer	01/25/2024	EFT	RLECWD	Capital Improvement Transfer for Funds paid with Operating: Refer to check 2895	3,430.78
<b>10475 - Capital Improvement-Umpqua Bank</b>					<b><u>3,430.78</u></b>



## Executive Committee Agenda Item: 8

**Date:** March 13, 2024

**Subject:** Financial Statements

**Staff Contact:** Timothy R. Shaw, General Manager

### **Recommended Committee Action:**

The Executive Committee should review the Financial Reports of the District for the month of January 2024, then forward the report onto the March 25, 2024 Board agenda with the Committee's recommendation for Board approval.

### **Current Background and Justification:**

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

Once each quarter (including this report) staff provides an expanded version of the Finance Reports to provide additional finance details to the Board and public.

### **Conclusion:**

Consistent with District policies, these financials are to be reviewed by this committee and presented to the Board of Directors to inform the Board Members and the public on the District's financial condition.



Accrual Basis

## Rio Linda Elverta Community Water District

## Balance Sheet

As of January 31, 2024

## ASSETS

## Current Assets

100 · Cash & Cash Equivalents	
10000 · Operating Account	
10020 · Operating Fund-Umpqua	1,646,942.73
Total 10000 · Operating Account	<u>1,646,942.73</u>
10475 · Capital Improvement	
10480 · General	726,324.69
10485 · Vehicle Replacement Reserve	27,948.49
Total 10450 · Capital Improvement	<u>754,273.18</u>
<b>Total 100 · Non-Restricted Cash &amp; Cash Equivalents</b>	<b>2,401,215.91</b>

## 102 · Restricted Assets

102.2 · Restricted for Debt Service	
10700 · ZIONS Inv/Surcharge 1 Reserve	534,707.54
10300 · Surcharge 1 Account	908,631.70
10350 · Umpqua Bank - Revenue Bond	69,988.37
10380 · Surcharge 2 Account	471,727.03
Total 102.2 · Restricted for Debt Service	<u>1,985,054.64</u>
102.4 · Restricted Other Purposes	
10385 · Available Funding Cr6 Projects #1	476,656.79
10481 · Available Funding Cr6 Projects #2	505,000.00
10490 · Future Capital Imp Projects	1,237,404.68
10600 · LAIF Account - Capacity Fees	929,264.92
10650 · Operating Reserve Fund	337,476.45
Total 102.4 · Restricted Other Purposes	<u>3,485,802.84</u>
<b>Total 102 · Restricted Assets</b>	<b><u>5,470,857.48</u></b>

Accounts Receivable	89.73
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## Other Current Assets

12000 · Water Utility Receivable	490,740.90
12200 · Accrued Revenue	0.00
12250 · Accrued Interest Receivable	2,586.93
15000 · Inventory Asset	49,574.32
16000 · Prepaid Expense	68,252.22
Total Other Current Assets	<u>611,154.37</u>

<b>Total Current Assets</b>	<b>8,483,317.49</b>
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## Fixed Assets

17000 · General Plant Assets	685,384.68
17100 · Water System Facilites	25,221,550.97
17300 · Intangible Assets	383,083.42
17500 · Accum Depreciation & Amort	-11,848,271.81
18000 · Construction in Progress	873,029.55
18100 · Land	576,672.45
Total Fixed Assets	<u>15,891,449.26</u>

## Other Assets

18500 · ADP CalPERS Receivable	440,000.00
19000 · Deferred Outflows	1,106,047.00
19900 · Suspense Account	-271.58
Total Other Assets	<u>1,545,775.42</u>

<b>TOTAL ASSETS</b>	<b><u>25,920,542.17</u></b>
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Accrual Basis

## Rio Linda Elverta Community Water District

## Balance Sheet

As of January 31, 2024

## LIABILITIES &amp; NET POSTION

## Liabilities

## Current Liabilities

Accounts Payable 29,915.18

Credit Cards 66.00

Other Current Liabilities 954,564.72

Total Current Liabilities 984,545.90

## Long Term Liabilities

23000 - OPEB Liability 37,482.00

23500 - Lease Buy-Back 508,777.27

25000 - Surcharge 1 Loan 2,708,943.73

25050 - Surcharge 2 Loan 2,085,040.16

26000 - Water Rev Refunding 1,349,516.00

26500 - ADP CalPERS Loan 410,000.00

27000 - AMI Meter Loan 85,138.71

29000 - Net Pension Liability 824,024.00

29500 - Deferred Inflows-Pension 97,916.00

29600 - Deferred Inflows-OPEB 44,171.00

Total Long Term Liabilities 8,151,008.87

## Total Liabilities

9,135,554.77

## Net Position

31500 - Invested in Capital Assets, Net 9,494,326.46

32000 - Restricted for Debt Service 705,225.24

38000 - Unrestricted Equity 6,140,305.30

Net Income 445,130.40

## Total Net Position

16,784,987.40

## TOTAL LIABILITIES &amp; NET POSTION

25,920,542.17

Accrual Basis

**Rio Linda Elverta Community Water District**  
**Operating Profit & Loss Budget Performance**  
**As of January 31, 2024**

	<u>Annual Budget</u>	<u>Jan 24</u>	<u>YTD Jul 23-Jan 24</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Total 40000 · Operating Revenue</b>	3,146,600.00	229,512.95	1,844,040.10	58.60%	1,302,559.90
<b>41000 · Nonoperating Revenue</b>					
41110 · Investment Revenue					
41112 · Interest Revenue	35.00	3.42	23.66	67.60%	11.34
<b>Surcharg Total 41110 · Investment Revenue</b>	35.00	3.42	23.66	67.60%	11.34
41120 · Property Tax	118,000.00	0.00	4,624.90	3.92%	113,375.10
<b>Total 41000 · Nonoperating Revenue</b>	118,035.00	3.42	4,648.56	3.94%	113,386.44
<b>Total Income</b>	<u>3,264,635.00</u>	<u>229,516.37</u>	<u>1,848,688.66</u>	<u>56.63%</u>	<u>1,415,946.34</u>
<b>Gross Income</b>	3,264,635.00	229,516.37	1,848,688.66	56.63%	1,415,946.34
<b>Expense</b>					
<b>60000 · Operating Expenses</b>					
60010 · Professional Fees	166,300.00	5,327.20	57,258.00	34.43%	109,042.00
60100 · Personnel Services					
60110 · Salaries & Wages	831,113.00	62,161.62	457,579.58	55.06%	373,533.42
60150 · Employee Benefits & Expense	496,718.00	35,785.54	240,985.40	48.52%	255,732.60
<b>Total 60100 · Personnel Services</b>	<u>1,327,831.00</u>	<u>97,947.16</u>	<u>698,564.98</u>	<u>52.61%</u>	<u>629,266.02</u>
60200 · Administration	251,681.00	13,265.59	170,719.42	67.83%	80,961.58
64000 · Conservation	500.00	0.00	333.84	66.77%	166.16
65000 · Field Operations	601,900.00	25,340.35	306,298.74	50.89%	295,601.26
<b>Total 60000 · Operating Expenses</b>	<u>2,348,212.00</u>	<u>141,880.30</u>	<u>1,233,174.98</u>	<u>52.52%</u>	<u>1,115,037.02</u>
<b>69000 · Non-Operating Expenses</b>					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	156,908.00	0.00	63,908.00	40.73%	93,000.00
69110 · Interest	44,087.00	0.00	22,521.04	51.08%	21,565.96
<b>Total 69100 · Revenue Bond</b>	<u>200,995.00</u>	<u>0.00</u>	<u>86,429.04</u>	<u>43.00%</u>	<u>114,565.96</u>
69125 · AMI Meter Loan					
69130 · Principle	139,741.00	112,649.91	139,726.82	99.99%	14.18
69135 · Interest	3,972.00	1,791.14	3,971.19	99.98%	0.81
<b>Total 69125 · AMI Meter Loan</b>	<u>143,713.00</u>	<u>114,441.05</u>	<u>143,698.01</u>	<u>99.99%</u>	<u>14.99</u>
69200 · PERS ADP Loan					
69205 · Principle	30,000.00	0.00	0.00	0.00%	30,000.00
69210 · Interest	1,628.00	0.00	0.00	0.00%	1,628.00
<b>Total 69100 · PERS ADP Loan</b>	<u>31,628.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>31,628.00</u>
<b>Total 69010 · Debt Service</b>	<u>376,336.00</u>	<u>114,441.05</u>	<u>230,127.05</u>	<u>61.15%</u>	<u>146,208.95</u>
69400 · Other Non-Operating Expense	2,300.00	0.00	0.00	0.00%	2,300.00
<b>Total 69000 · Non-Operating Expenses</b>	<u>378,636.00</u>	<u>114,441.05</u>	<u>230,127.05</u>	<u>60.78%</u>	<u>148,508.95</u>
<b>Total Expense</b>	<u>2,726,848.00</u>	<u>256,321.35</u>	<u>1,463,302.03</u>	<u>53.66%</u>	<u>1,263,545.97</u>
<b>Net Ordinary Income</b>	<u>537,787.00</u>	<u>-26,804.98</u>	<u>385,386.63</u>		
<b>Net Income</b>	<u><b>537,787.00</b></u>	<u><b>-26,804.98</b></u>	<u><b>385,386.63</b></u>		

Accrual Basis

**Rio Linda Elverta Community Water District  
CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2023-24  
As of January 31, 2024**

	GENERAL		VEHICLE & LARGE EQUIPMENT REPLACEMENT		FUTURE CAPITAL IMPROVEMENT PROJECTS		HEXAVALENT CHROMIUM MITIGATION	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
<b>FUNDING SOURCES</b>								
Fund Transfers								
Operating Fund Transfers In	611,800.00	356,888.00	-	-	-	-	-	-
CIP Fund Intrafund Transfers	(362,645.00)	-	10,000.00	-	352,645.00	-	-	-
PERS ADP Loan Payment								
Principle					30,000.00	-	-	-
Interest					1,628.00	-	-	-
Investment Revenue	85.00	64.68	-	-	175.00	83.38	-	-
<b>PROJECTS</b>								
<b>A · WATER SUPPLY</b>								
A-1 · Miscellaneous Pump Replacements	40,000.00	-						
<b>Total A · WATER SUPPLY</b>	<b>40,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>B · WATER DISTRIBUTION</b>								
B-1 · Service Replacements	30,000.00	-	-	-	-	-	-	-
B-2 · Small Meter Replacements	120,000.00	9,990.78	-	-	-	-	-	-
B-3 · Large Meter Replacements	5,000.00	-	-	-	-	-	-	-
B-4 · Pipeline Replacement	-	-	-	-	366,000.00	358,947.25	-	-
B-5 · Cathodic Protection Replacement - L Street Tower	45,000.00							
B-6 · Raising/Lowering Valve Covers	40,000.00							
B-7 · Well 15 Cr6 Treatment-Design	-	-	-	-	-	-	75,000.00	-
<b>Total B · WATER DISTRIBUTION</b>	<b>240,000.00</b>	<b>9,990.78</b>	<b>-</b>	<b>-</b>	<b>366,000.00</b>	<b>358,947.25</b>	<b>75,000.00</b>	<b>-</b>
<b>M · GENERAL PLANT ASSETS</b>								
M-1 · Server Replacement	24,000.00	1,032.00	-	-	-	-	-	-
<b>Total M · GENERAL PLANT ASSETS</b>	<b>24,000.00</b>	<b>1,032.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGETED PROJECT EXPENDITURES</b>	<b>304,000.00</b>	<b>11,022.78</b>	<b>-</b>	<b>-</b>	<b>366,000.00</b>	<b>358,947.25</b>	<b>75,000.00</b>	<b>-</b>

**PROVOST & PRITCHARD**  
**CONSULTING GROUP**

455 W Fir Ave • Clovis, CA 93611 • (559) 449-2700  
www.provostandpritchard.com

February 29, 2024

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

RE: Engineering Services for Rio Linda Elverta Community Water District Well 15 Hexavalent Chromium Treatment - Provost & Pritchard Litigation History

Dear Mr. Shaw:

Pursuant to a telephone discussion with District Engineer, Mike Vasquez, regarding the Rio Linda Elverta Community Water District Well 15 Hexavalent Chromium Treatment project, it is my understanding that a member of the public raised a concern regarding potential litigation Provost & Pritchard might be involved in. No specifics were provided by the concerned party. As Provost & Pritchard is not currently a party (i.e. plaintiff or defendant) in any active litigation, as we are not aware of any pending litigation, and as we have not been a party in any litigation in the last several years, we believe this must have been a misunderstanding. The last time we were a party in any litigation was early in 2019. That matter related to a contractual dispute with a subconsultant and the judgement was in our favor.

As an employee of Provost & Pritchard I have previously served and am currently serving as a retained expert witness in several state and federal cases including those involving 1,2,3-trichloropropane (TCP), poly- and perfluoroalkyl substances (PFAS), methyl tert-butyl ether (MTBE) and 1,4-dioxane contamination of water supplies. To reiterate, Provost & Pritchard was not a plaintiff or defendant in these lawsuits but was instead retained to offer expert testimony based on our subject matter expertise. Perhaps an internet search of our company turned up a reference to one or more of these lawsuits in which we provided expert witness services.

Please don't hesitate to reach out to me if you obtain any additional details regarding this concern. Provost & Pritchard is proud of our client relationships and would be happy to address any specific concerns you may have.

Respectfully,



Kevin Berryhill, P.E.  
Project Manager

c: Mike Vasquez, P.E., P.L.S., District Engineer

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