

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

**July 16, 2018 (6:30 p.m.)**

Visitor's / Depot Center  
6730 Front Street  
Rio Linda, CA 95673

## **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. 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, ROLL CALL and PLEDGE OF ALLEGIANCE**

### **2. PUBLIC COMMENT**

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

### **3. CONSENT CALENDAR**

*Action items: Approve Consent Calendar Items*

#### **3.1 Minutes**

June 18, 2018

*The Board is being asked to approve the Minutes from the June 18, 2018 Regular Board meeting.*

#### **3.2 Expenditures**

*The Finance & Administrative Committee recommends the Board approve the June Expenditures.*

#### **3.3 Financial Reports**

*The Finance & Administrative Committee recommends the Board approve the June Financial Reports.*

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

##### **ITEMS FOR DISCUSSION AND ACTION**

- 4.1 GM Report**
- 4.2 Consider authorizing a form of engagement with Coleman Engineering for professional services.**
- 4.3 Report on the status of discussions with Elverta Specific Plan Owners Group and Elverta Associates LLC.**
- 4.4 Consider proposed revision to policy 2.01.150 and further consider rescinding Resolution No. 2008-08.**
- 4.5 Consider proposed revision to the District's surplus property policies, 3.06.600 through 3.06.800.**
  - 4.5.1 Considering declaring surplus status and authorizing disposition for the following assets:**
    - A. Ricoh 6001 refurbished copier/printer - Electronic Auction.**
    - B. Ricoh 2000 refurbished copier/printer – Electronic Auction.**
    - C. Vehicles:2004 Ford Ranger 2-door Supercab 3.0L XL, 2001 Ford F-150 Supercab 139" XL, 1995 Ford F350 Super-Duty.- Electronic Auction.**
    - D. 1998 Ingersoll Rand Compressor (broken and disassembled) – Electronic Auction.**
    - E. Dell Power Edge T110 Server, (old file server, “Topaz”) warranty expires next month. – Destruction by IT consultant to avoid unauthorized file recovery**
    - F. Blanket authorization of surplus status for brass (old meters) and copper tubing. - Brass and copper tube less than 10-ft to be recycled, copper longer than 5-ft to be electronic auctioned.**
- 4.6 Consider confirming any new Board Member assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065.**
  - 4.6.1 General Unit MOU Renewal Negotiating Ad Hoc.**
  - 4.6.2 General Manager Employment Agreement Ad Hoc.**
- 4.7 Consider approving revisions to the new employee selection section of the RLECWD Personnel Handbook.**
- 4.8 Consider reporting out on the probationary status of the General Manager (no staff report associated with this item).**

## **5. INFORMATION ITEMS**

### **5.1. DISTRICT ACTIVITY REPORT**

- a. Water Operations Report
- b. Conservation Report

### **5.2. BOARD REPORTS**

- a. Announce ad hoc committee(s) dissolved by the criteria in Policy 2.01.065.
- b. Regional Water Authority – Henrici
- c. Sacramento Groundwater Authority – Green
- d. LAFCO – Green
- e. Planning Committee – Dills, Harris
- f. Finance / Administrative Committee – Ridilla, Henrici
- g. AD Hoc Committees –
  - 1. None currently assigned.

## **6. PUBLIC COMMENT FOR CLOSED SESSION**

**7. CLOSED SESSION** - The Board of Directors will convene to Closed Session to discuss the following item:

### **A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

**Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one potential case).**

## **8. RECONVENE OPEN SESSION**

### **8.1 REPORT OF ACTIONS TAKEN IN CLOSED SESSION.**

The Board will disclose any reportable actions taken and/or directed in closed session.

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

## **10. ADJOURNMENT**

Upcoming meetings:

Planning Committee

August 3, 2018, Friday, 2:00 pm at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Strategic Planning Workshop

August 6, 2018, Monday, 6:00 pm at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Finance / Administrative Committee

August 13, 2018, Monday, 6:30 pm at the Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673.

Regular Board Meeting

August 20, 2018, Monday, 6:30 pm at Visitor's /Depot Center, 6730 Front Street, Rio Linda, CA 95673.



## Consent Calendar Agenda Item: 3.1

**Date:** July 16, 2018

**Subject:** Minutes

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

**Recommended Committee Action:**

It is recommended that the Board of Directors approve the Regular Meeting minutes from June 18, 2018 meeting.

**Current Background and Justification:**

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

**Conclusion:**

**Board Action / Motion**

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

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Ridilla: \_\_\_\_\_ Henrici: \_\_\_\_\_ Harris: \_\_\_\_\_.

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

**MINUTES OF THE  
JUNE 18, 2018  
BOARD OF DIRECTORS REGULAR MEETING  
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

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

The June 18, 2018 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. at the Depot/Visitor Center located at 6730 Front Street, Rio Linda, CA. General Manager Tim Shaw took roll call of the Board of Directors. Director Dills, Director Harris, Director Henrici, Director Ridilla, Director Green and General Manager Tim Shaw were present. Director Henrici led the pledge of allegiance.

**2. PUBLIC COMMENT**

No public comment.

**3.3 CONSENT CALENDAR**

**3.1 Minutes**

May 21, 2018

**3.2 Expenditures**

**3.3 Financial Reports**

*It was moved by Director Ridilla and seconded by Director Dills to approve the Consent Calendar. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

**4. REGULAR CALENDAR**

**ITEMS FOR DISCUSSION AND ACTION**

**4.1 General Manager's Report**

General Manager Tim Shaw provided the Board a written report of special events and meetings attended since the last Board meeting.

*The Board made no action on this item*

**4.2 District Engineer's Report**

District Engineer, Jim Carson provided the Board of Directors a written report of current projects since the last Board meeting. Mr. Carson provided the Board with updates on MSA Contract and Task Orders, Hexavalent Chromium Treatment Evaluation, Replace spend media with new media, Regenerate spend media onsite, Regenerate spent media offsite, River Arc Meeting, Well 16, Well 17.

*The Board made no action on this item*

**4.3. Consider authorizing the reallocation of a portion of the unexpended AMI metering loan proceeds.**

Fathom was a subcontract to the AMI metering infrastructure contract. Fathom was ultimately unable to fully deliver their contracted service and will not be paid the previously allocated \$41,000 for a customer water consumption data interface program (so-called “presentment program”). When combined with other as yet unspent proceeds from the 2015 AMI metering loan, the District has approximately \$92,000 in unallocated loan proceeds. The District is paying 3.1% interest on the loan, which has 7-years remaining in its 10-year term. Due to other restrictive loan terms, the only way to avoid paying interest is to payoff the loan in full. In short, if we’re going to pay interest, the District should consider getting some value out of the unallocated loan proceeds.

The Board is being asked to authorize reallocation of up to \$35,000 of AMI loan proceeds to partially fund billing software upgrade of \$ and to fund the purchase of a new Ricoh multi-function printer, and further authorize staff to execute all documents necessary to implement this action including purchase documents.

*It was moved by Director Dills and seconded by Director Ridilla to authorize reallocation of up to \$35k of AMI loan proceeds to fund CUSI billing software upgrade and purchase of new Ricoh multi-function printer, and further authorize staff to execute all documents necessary to implement this action including purchase documents. Henrici, Dills, Harris, Green, and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

**4.4 Consider accepting the private fire service rate study addendum prepared by Bartle Wells Associates, and further consider directing staff to make minor adjustments effectively decreasing the bimonthly rate for one private fire services customer.**

The BWA rates addendum study documents and BWA proposal document were submitted to the Board. Although the fire services rates addendum study submitted could justify a rate increase for the very limited number of services, a Prop 218 process would need to be performed to facilitate any increase even though it would affect only a few ratepayers. The cost of the Prop 218 process, relative to the small increase in revenue, does not justify undertaking the Prop 218 process at this time.

The rates addendum study indicates one of the fire services with a small diameter service should be adjusted downward. Prop 218 process is not required to decrease a rate

*It was moved by Director Dills and seconded by Director Ridilla accept the BWA fire services rates addendum study, and further act to authorize issuing a credit to the ratepayer with a 1.5-inch private fire protection service pursuant to existing District policy 4.31.274. Henrici, Dills, Harris, Green and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

**4.5 Consider authorizing a revision to District Policy 2.01.065, Committees and Other Assignments.**

The proposed revision to District Policy 2.01.065, in both redline and clean versions documents were presented to the Board.

Director Harris asked for the statement “the Board President cannot assign an unwilling Board Member” be removed from the revised policy.

*It was moved by Director Ridilla and seconded by Director Henrici to approve the revisions to District Policy 2.01.065, Committees and Other Assignments pending legal review and remove “the Board President cannot assign an unwilling Board member”. Henrici, Dills, Harris, Green and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

**4.6 Review District Policy 2.01.150 and discuss the need for revisions to increase clarity.**

A printed e-mail and text thread document were provided to the Board to provide some context for this item. There has been occasional dialog between the Board President (Director Harris) and the General Manager regarding the process for posting meeting agendas. The issue resurfaced recently after the Board President expressed disappointment and disagreement over the cancellation of the June 1st Planning Committee meeting.

*It was moved by Director Henrici and seconded by Director Dills to bring Policy 2.01.150 to the next Finance and Administrative Committee for review. Henrici, Dills, Green and Ridilla voted yes. The motion carried with a vote of 4-0-1. Director Harris abstained.*

**4.7 Consider authorizing a letter in response to the May 18<sup>th</sup> letter from the Elverta Specific Plan Owners Group (ESPOG), which notified the District ESPOG has declined to prefund development costs.**

The draft letter in response to the May 18<sup>th</sup> letter from the Elverta Specific Plan Owners Group (ESPOG) was prepared by the General Manager and revised by Legal Counsel.

Director Harris wanted a copy of the letter sent to the Board of Supervisors and the name of the person at the Sacramento Planning Dept included in the letter. Director Dills wanted the letter to highlight that the developers have know about RiverArc for years.

*It was moved by Director Dills and seconded by Director Green to authorize the chair to sign the letter and direct staff to submit the signed letter to ESPOG. Henrici, Dills, Harris, Green and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

**5. INFORMATION ITEMS**

**5.1. DISTRICT ACTIVITY REPORT**

- a. Water Operations Report
- b. Conservation Report

**5.2. BOARD REPORTS**

- a. Regional Water Authority – No Meeting.
- b. Sacramento Groundwater Authority – Agenda and Executive Summary provided.
- c. LAFCO – Green – Gave an oral report.
- d. Planning Committee – Brent, Harris – Meeting Canceled. RiverArc Tour took place.
- e. Finance / Administrative Committee – Minutes provided.
- f. AD Hoc Committees –
  - 1. Employee Neg. - No report
  - 2. Water Supply Development – No report
- g. Completed and Pending Items-

**6. PUBLIC COMMENT FOR CLOSED SESSION**

**7. CLOSED SESSION** - The Board of Directors will convene to Closed Session to discuss the following item:

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager:**  
The Board will conduct a performance evaluation of the General Manager pursuant to subdivision (b) of California Government Code Section 54957

**8. RECONVENE OPEN SESSION**

**8.1 REPORT OF ACTIONS TAKEN IN CLOSED SESSION.**

The Board will disclose any reportable actions taken and/or directed in closed session.

No reportable action was taken.

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

**10. ADJOURNMENT**

President Harris adjourned the meeting at 8:20 p.m.

Respectfully submitted,

\_\_\_\_\_  
Timothy R. Shaw, Secretary

\_\_\_\_\_  
Mary Harris, President of the Board





## **Consent Calendar Agenda Item: 3.2**

**Date:** July 16, 2018

**Subject:** Expenditures

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

### **Recommended Committee Action:**

The Finance and Administrative Committee recommends approval of the Expenditures for the month of June 2018.

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

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

### **Conclusion:**

### **Board Action / Motion**

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

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Ridilla: \_\_\_\_\_ Henrici: \_\_\_\_\_ Harris: \_\_\_\_\_.

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

**Rio Linda Elverta Community Water District**  
**Operating Account GL 10000 Expenditure Report**  
 June 2018

Type	Date	Num	Name	Memo	Amount
Liability Check	06/04/2018	EFT	QuickBooks Payroll Service	For PP Ending 05/31/2018 Paydate 06/05/2018	18,284.88
Liability Check	06/05/2018	EFT	CalPERS	For PP Ending 05/31/2018 Paydate 06/05/2018	1,761.47
Liability Check	06/05/2018	EFT	CalPERS	For PP Ending 05/31/2018 Paydate 06/05/2018	1,865.71
Liability Check	06/05/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	06/05/2018	EFT	Nationwide	Employee Benefits	1,153.57
Liability Check	06/05/2018	EFT	Internal Revenue Service	Employment Taxes	6,404.52
Liability Check	06/05/2018	EFT	Employment Development	Employment Taxes	1,354.53
Bill Pmt -Check	06/05/2018	EFT	Adept Solutions	Computer Maintenance	1,259.13
Bill Pmt -Check	06/05/2018	EFT	Comcast	Phone/Internet	413.45
Bill Pmt -Check	06/05/2018	EFT	Republic Services	Utilities	87.16
Bill Pmt -Check	06/05/2018	EFT	Sprint	Field Communication	347.05
Bill Pmt -Check	06/05/2018	EFT	Voyager Fleet Card	Transportation Fuel	541.31
Check	06/05/2018	EFT	RLECWD - Operating	Transfer Capacity Fees to Capital Improvement	59,676.17
Check	06/05/2018	5427	Employee	For PP Ending 05/31/2018 Paydate 06/05/2018	92.35
Check	06/05/2018	5428	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Liability Check	06/05/2018	5429	Franchise Tax Board	Employee Garnishment	404.54
Check	06/05/2018	5430	Customer	Final Bill Refund	1.54
Bill Pmt -Check	06/05/2018	5431	ACWA/JPIA	Employee Benefits	21.15
Bill Pmt -Check	06/05/2018	5432	BHI Management Consulting	Professional Fees-Strategic Planning	7,027.08
Bill Pmt -Check	06/05/2018	5433	Corix Water Products	Distribution Supplies	504.27
Bill Pmt -Check	06/05/2018	5434	Neopost USA	Annual Contract Maintenance 2018-19	1,598.11
Bill Pmt -Check	06/05/2018	5435	Oreilly Automotive	Shop Supplies	11.84
Bill Pmt -Check	06/05/2018	5436	Rio Linda Elverta Recreation & Park Dist	Meeting Fees	50.00
Bill Pmt -Check	06/05/2018	5437	RW Trucking	Distribution Supplies	664.33
Bill Pmt -Check	06/05/2018	5438	Safety-Kleen Systems	Transportation Maintenance	190.84
Bill Pmt -Check	06/05/2018	5439	Sierra Chemical Company	Chemical Supplies	1,743.92
Bill Pmt -Check	06/05/2018	5440	SMUD	Utilities	12,932.77
Bill Pmt -Check	06/05/2018	5441	Staples	Office Expense	135.30
Bill Pmt -Check	06/05/2018	5442	Postmaster	Postage	250.00
Bill Pmt -Check	06/05/2018	5443	Vanguard Cleaning Systems	Janitorial	195.00
Liability Check	06/19/2018	EFT	AFLAC	Employee Benefits	584.98
Liability Check	06/19/2018	EFT	QuickBooks Payroll Service	For PP Ending 06/15/18 Pay date 06/20/18	17,159.98
Liability Check	06/20/2018	EFT	CalPERS	For PP Ending 06/15/18 Pay date 06/20/18	1,662.71
Liability Check	06/20/2018	EFT	CalPERS	For PP Ending 06/15/18 Pay date 06/20/18	1,760.92
Liability Check	06/20/2018	EFT	Internal Revenue Service	Employment Taxes	6,006.82
Liability Check	06/20/2018	EFT	Employment Development	Employment Taxes	1,262.39
Liability Check	06/20/2018	EFT	Nationwide	Employee Benefits	1,147.04
Liability Check	06/20/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	06/20/2018	EFT	Western Health Advantage	Employee Benefits	11,406.71
Check	06/20/2018	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	50,000.00
Check	06/20/2018	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	44,928.50
Check	06/20/2018	EFT	RLECWD - Operating	Transfer funds for Security Deposits paid with Credit Card	1,100.00
Check	04/20/2018	EFT	RLECWD - Capital Improvement	Transfer Capacity Fees to Capital Improvement	14,062.01
Check	04/20/2018	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-Monthly Transfer	36,342.90
Bill Pmt -Check	06/20/2018	EFT	Bankcard Center 2911	Computer,Mgmt Training, Office, Postage, Publishing	3,398.39
Bill Pmt -Check	06/20/2018	EFT	Bankcard Center 4506	Fuel	85.56

Rio Linda Elverta Community Water District  
 Operating Account GL 10000 Expenditure Report  
 June 2018

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/20/2018	EFT	Bankcard Center 7806	Meetings, Office, Staff Training	457.94
Bill Pmt -Check	06/20/2018	EFT	Bankcard Center 8200	Fuel	78.18
Bill Pmt -Check	06/20/2018	EFT	Bankcard Center 8900	Fuel	64.48
Bill Pmt -Check	06/20/2018	EFT	Verizon	Field IT	260.64
Liability Check	06/20/2018	5444	Teamsters Local #150	Union Dues	560.00
Check	06/20/2018	5445	Customer	Customer Final Bill Refund	14.58
Check	06/20/2018	5446	Customer	Customer Final Bill Refund	16.37
Check	06/20/2018	5447	Customer	Customer Final Bill Refund	87.15
Bill Pmt -Check	06/20/2018	5448	Affinity Engineering	Engineering; ESP; Northborough; Rite Aid	13,545.00
Bill Pmt -Check	06/20/2018	5449	BSK Associates	Lab Fees	10,360.00
Bill Pmt -Check	06/20/2018	5450	Churchwell White	Legal Services	5,678.90
Bill Pmt -Check	06/20/2018	5451	Cintas Corporation	Safety	72.67
Bill Pmt -Check	06/20/2018	5452	Communication Systems Unlimited	Building Maintenance	89.00
Bill Pmt -Check	06/20/2018	5453	Continental Utility Solutions	Computer Maintenance	1,500.00
Bill Pmt -Check	06/20/2018	5454	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	06/20/2018	5455	DirectHit Pest Control	Building Maintenance	75.00
Bill Pmt -Check	06/20/2018	5456	GM Construction & Developers	Contract Repair Services	1,200.00
Bill Pmt -Check	06/20/2018	5457	Henrici, Mary	Retiree Insurance Reimbursement	900.00
Bill Pmt -Check	06/20/2018	5458	PG&E	Utilities	38.78
Bill Pmt -Check	06/20/2018	5459	Quill Corporation	Office Expense	378.13
Bill Pmt -Check	06/20/2018	5460	Rio Linda Hardware & Building Supply	Shop Supplies	90.54
Bill Pmt -Check	06/20/2018	5461	Spok, Inc.	Field Communication	15.17
Bill Pmt -Check	06/20/2018	5462	UniFirst Corporation	Uniforms	160.65
Bill Pmt -Check	06/20/2018	5463	Affinity Engineering	Capital Improvement: Well 10	4,850.00
Bill Pmt -Check	06/20/2018	5464	Nor-Cal Pump & Well Drilling	Capital Improvement: Well 16	1,260.00
Bill Pmt -Check	06/20/2018	5465	Wood Rodgers	Capital Improvement: Well 16	1,475.00
Liability Check	06/25/2018	EFT	Dental and Vision Ins.com	Employee Benefits	1,961.10
<b>Total 10000 - Bank - Operating Account</b>					<b><u>372,499.93</u></b>

Accrual Basis

**Rio Linda Elverta Community Water District  
Other Accounts Expenditure Report  
June 2018**

Type	Date	Num	Payee	Memo	Amount
Transfer	06/20/2018	EFT	RLECWD - Operating Account	May 2018 Security Deposits Applied	1,700.00
<b>10100 · Security Deposits</b>					<b><u>1,700.00</u></b>

Type	Date	Num	Payee	Memo	Amount
Check	06/28/2018	EFT	State Water Resources Control Board	Safe Drinking Water State Revolving Fund Loan Payment	230,677.32
<b>10300 · Surcharge Account</b>					<b><u>230,677.32</u></b>

Type	Date	Num	Payee	Memo	Amount
Transfer	06/20/2018	EFT	RLECWD - Operating	CIP Expense Transfer: Refer to operating check numbers: 5463, 5464, & 5465	7,585.00
<b>10455 · Capital Improvement Reserve</b>					<b><u>7,585.00</u></b>



**Consent Calendar  
Agenda Item: 3.3**

**Date:** July 16, 2018

**Subject:** Financial Reports

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

**Recommended Committee Action:**

The Finance and Administrative Committee recommends approval of the Districts Financial Reports for the month of June 2018.

**Current Background and Justification:**

The financial reports are for the District's balance sheet, profit and loss, and capital improvements year to date.

**Conclusion:**

These financials are to be presented to the Board of Directors in order to inform them of the District's current financial condition.

**Board Action / Motion**

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

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Ridilla: \_\_\_\_\_ Henrici: \_\_\_\_\_ Harris: \_\_\_\_\_.

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

**Rio Linda Elverta Community Water District**  
**DRAFT Balance Sheet**  
 As of June 30, 2018

**ASSETS**

<b>Current Assets</b>	
Checking/Savings	
100 · Cash & Cash Equivalents	
10000 · Operating Account	
10005 · Operating Fund	370,745.50
10010 · Operating Reserve Fund	250,000.00
Total 10000 · Operating Account	<u>620,745.50</u>
10100 · Trust/Security Deposit Account	
	43,452.00
10450 · Capital Improvement	
10455 · Capital Improvement Fee Reserve	690,152.22
10460 · Vehicle Replacement Reserve	0.00
10465 · Cr6 Project	11,994.40
Total 10450 · Capital Improvement	<u>702,146.62</u>
10600 · LAIF GASB 45	15,992.96
Total 100 · Cash & Cash Equivalents	<u>1,382,337.08</u>
102 · Restricted Assets	
102.1 · Restricted Capital Improvements	
10700 · ZIONS Inv/Surcharge Reserve	491,624.20
Total 102.1 · Restricted Capital Improvements	<u>491,624.20</u>
102.2 · Restricted for Debt Service	
10300 · Surcharge 1 Account	492,894.85
10325 · Community Business Bank	92,985.66
10350 · Umpqua Bank	40,752.38
10350 · Surcharge 2 Account	399,724.34
Total 102.2 · Restricted for Debt Service	<u>1,026,357.23</u>
Total 102 · Restricted Assets	<u>1,517,981.43</u>
Total Checking/Savings	2,900,318.51
Accounts Receivable	8,668.47
Other Current Assets	
12000 · Water Utility Receivable	55,622.74
12200 · Accrued Revenue	192,500.00
12250 · Accrued Interest Receivable	1,632.50
15000 · Inventory Asset	132,606.59
16000 · Prepaid Expense	39,242.52
Total Other Current Assets	<u>421,604.35</u>
Total Current Assets	<u>3,330,591.33</u>
Fixed Assets	
17000 · General Plant Assets	606,506.95
17100 · Water System Facilites	20,577,899.79
17300 · Intangible Assets	373,043.42
17500 · Accum Depreciation & Amort	-8,241,347.85
18000 · Construction in Progress	595,995.98
18100 · Land	496,673.45
Total Fixed Assets	<u>14,408,771.74</u>
Other Assets	
19000 · Deferred Outflows	297,772.00
19900 · Suspense Account	0.00
Total Other Assets	<u>297,772.00</u>
<b>TOTAL ASSETS</b>	<u><u><b>18,037,135.07</b></u></u>

## Rio Linda Elverta Community Water District

## DRAFT Balance Sheet

As of June 30, 2018

## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

Accounts Payable	61,686.37
Credit Cards	1,166.62
Other Current Liabilities	693,399.63

<b>Total Current Liabilities</b>	<b>756,252.62</b>
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## Long Term Liabilities

23000 · OPEB Liability	22,453.00
23500 · Lease Buy-Back	804,307.27
25000 · Surcharge 1 Loan	4,706,951.66
25050 · Surcharge 2 Loan	99,140.82
26000 · Water Rev Refunding	2,224,769.00
27000 · Community Business Bank	389,303.55
29000 · Net Pension Liability	902,961.00
29500 · Deferred Inflows-Pension	40,436.00

<b>Total Long Term Liabilities</b>	<b>9,190,322.30</b>
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<b>Total Liabilities</b>	<b>9,946,574.92</b>
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## Equity

31500 · Invested in Capital Assets, Net	6,698,923.46
32000 · Restricted for Debt Service	699,786.24
38000 · Unrestricted Equity	819,658.26
Net Income	-127,807.81

<b>Total Equity</b>	<b>8,090,560.15</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,037,135.07</b>
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**Rio Linda Elverta Community Water District**  
**DRAFT Profit & Loss Budget Performance**  
**June 2018**

	<u>Annual Budget</u>	<u>Jun 18</u>	<u>Jul 17- Jun 18</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
40000 · Operating Revenue	2,615,811.00	158,148.84	2,442,979.34	93.39%	172,831.66
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	10.77	426.67	106.67%	-26.67
Total 41110 · Investment Revenue	400.00	10.77	426.67	106.67%	-26.67
41120 · Taxes and Assessments	70,000.00	0.00	81,652.88	116.65%	-11,652.88
41140 · Other Non-Operating Revenue	2,000.00	0.00	0.00	0.00%	2,000.00
Total 41000 · Non-Operating Revenue	72,400.00	10.77	82,079.55	113.37%	-9,679.55
Total Income	2,688,211.00	158,159.61	2,525,058.89	93.93%	163,152.11
<b>Gross Income</b>	2,688,211.00	158,159.61	2,525,058.89	93.93%	163,152.11
<b>Expense</b>					
60000 · Operating Expenses					
60010 · Officers, Auditor & Legal Fees	112,383.00	2,228.08	79,455.86	70.70%	32,927.14
60110 · Salaries & Wages	643,156.00	52,423.39	605,041.20	94.07%	38,114.80
60150 · Employee Benefits & Expense	372,167.00	33,577.50	370,792.84	99.63%	1,374.16
60200 · Office Operations	343,576.00	35,587.13	321,063.57	93.45%	22,512.43
65000 · Field Operations	408,753.00	29,813.26	344,587.74	84.30%	64,165.26
Total 60000 · Operating Expenses	1,880,035.00	153,629.36	1,720,941.21	91.54%	159,093.79
69000 · Non-Operating Expenses					
69110 · Revenue Bond					
69105 · Principle	129,077.00	0.00	129,077.00	100.00%	0.00
69110 · Interest	69,617.00	0.00	69,616.40	100.00%	0.60
69120 · Admin Fees	0.00	0.00	0.00	0.00%	0.00
Total 69110 · Revenue Bond	198,694.00	0.00	198,693.40	100.00%	0.60
69125 · AMI Meter Loan					
69130 · Principle	45,400.00	0.00	45,399.73	100.00%	0.27
69135 · Interest	13,114.00	0.00	13,114.19	100.00%	-0.19
Total 69150 · Revenue Bond	58,514.00	0.00	58,513.92	100.00%	0.08
69400 · Other Non-Operating Expense	2,000.00	0.00	0.00	0.00%	2,000.00
Total 69000 · Non-Operating Expenses	259,208.00	0.00	257,207.32	99.23%	2,000.68
Total Expense	2,139,243.00	153,629.36	1,978,148.53	92.47%	161,094.47
<b>Net Ordinary Income</b>	548,968.00	4,530.25	546,910.36		
<b>Net Income</b>	548,968.00	4,530.25	546,910.36		



**Rio Linda Elverta Community Water District  
 Surcharge 1 Profit & Loss Budget Performance  
 DRAFT June 2018**

	<u>Annual Budget</u>	<u>Jun 18</u>	<u>Jul 17- Jun 18</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
<b>Income</b>					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41111 · Dividend Revenue	0.00	208.53	230.64	100.0%	-230.64
41112 · Interest Revenue	8,000.00	2,204.19	9,635.10	120.44%	-1,635.10
41113 · Market Value Adjustment	0.00	-1,156.94	-6,811.67	100.0%	6,811.67
	<u>8,000.00</u>	<u>1,255.78</u>	<u>3,054.07</u>	<u>38.18%</u>	<u>4,945.93</u>
43010 · Surcharge Revenue	523,374.00	209.00	465,517.78	88.95%	57,856.22
43020 · Bi-Mo Accrued Surcharge Revenue	0.00	42,500.00	42,500.00	0.0%	0.00
43000 · SRF Surcharge Revenue	<u>523,374.00</u>	<u>42,709.00</u>	<u>508,017.78</u>	<u>97.07%</u>	<u>15,356.22</u>
<b>Total Income</b>	<u>531,374.00</u>	<u>43,964.78</u>	<u>511,071.85</u>	<u>96.18%</u>	<u>20,302.15</u>
<b>Gross Income</b>	531,374.00	43,964.78	511,071.85	96.18%	20,302.15
<b>Income</b>					
69010 · Debt Service					
69150 · Surcharge (SRF)					
69155 · Principle	333,902.00	168,016.91	333,901.62	100.0%	0.38
69160 · Interest	127,453.00	62,660.41	127,453.02	100.0%	-0.02
69170 · Admin Fees	1,942.00	535.82	2,209.28	113.76%	-267.28
<b>Total 69150 · Surcharge (SRF)</b>	<u>463,297.00</u>	<u>231,213.14</u>	<u>463,563.92</u>	<u>100.06%</u>	<u>-266.92</u>
<b>Total 69010 · Debt Service</b>	<u>463,297.00</u>	<u>231,213.14</u>	<u>463,563.92</u>	<u>100.06%</u>	<u>-266.92</u>
<b>Total Expense</b>	<u>463,297.00</u>	<u>231,213.14</u>	<u>463,563.92</u>		
<b>Net Income</b>	<u>68,077.00</u>	<u>-187,248.36</u>	<u>47,507.93</u>		

CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2017-2018  
DRAFT July 2017 through June 2018

	GENERAL		CONNECTIONS		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
	\$ 1,080,092.00	\$ 1,080,092.00	\$ 62,680.00	\$ 62,680.00	\$ (23,521.00)	\$ (23,521.00)	\$ 32,771.00	\$ 32,771.00
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
<b>BEGINNING FUND BALANCE</b>								
<b>FUNDING SOURCES</b>								
Fund Transfers								
Operating Fund Transfers In	600,000.00	600,000.00	-	-	-	-	-	-
CIP Fund Intrafund Transfers	(18,629.00)	(18,626.02)	-	-	-	-	18,629.00	18,626.02
Surcharge 2 Rate	-	-	-	-	218,230.00	193,609.42	-	-
Contributed Funding								
Capacity Fee Revenue	-	-	25,000.00	129,808.05	-	-	-	-
Contributed Facilities (Developers)	-	-	-	-	-	-	-	-
Grant Revenue	-	-	-	-	-	-	-	-
Loan Proceeds-OPUS Bank 3-1-18	-	-	-	-	146,105.00	99,140.82	-	-
Investment Revenue	350.00	194.78	-	-	20.00	27.82	-	-
Sale of Fixed Assets	-	-	-	-	-	-	-	-
<b>TOTAL FUNDS AVAILABLE FOR CIP PROJECTS</b>	<b>1,661,813.00</b>	<b>1,661,660.76</b>	<b>87,680.00</b>	<b>192,488.05</b>	<b>340,834.00</b>	<b>269,257.06</b>	<b>51,400.00</b>	<b>51,397.02</b>
<b>PROJECTS</b>								
<b>A - WATER SUPPLY</b>								
A-1 - River Arc	-	-	62,500.00	62,500.00	-	-	-	-
A-2 - El Dorado County Water & Power	14,442.00	14,441.63	-	-	-	-	-	-
A-3 - Well 2A - Cr6 Treatment	-	-	-	-	-	-	-	-
A-4 - Well 10 - Cr6 Treatment	-	-	-	-	81,220.00	85,748.60	-	-
A-5 - Well 15 - Cr6 Treatment	-	-	-	-	81,000.00	80,886.79	-	-
A-6 - Well 16	-	-	-	-	562,665.00	512,553.90	-	-
A-7 - Well 17	-	-	-	-	57,885.00	16,885.00	-	-
A-8 - Miscellaneous Pump Replacements	40,000.00	16,679.68	-	-	-	-	-	-
A-9 - Master Plan	26,000.00	5,635.00	-	-	-	-	-	-
A-10 - Well 9 Rehab	53,000.00	38,788.82	-	-	-	-	-	-
<b>Total A - WATER SUPPLY</b>	<b>133,442.00</b>	<b>75,545.13</b>	<b>62,500.00</b>	<b>62,500.00</b>	<b>782,770.00</b>	<b>696,074.29</b>	<b>-</b>	<b>-</b>
<b>B - WATER DISTRIBUTION</b>								
B-1 - System Valve Replacements	35,000.00	26,784.55	-	-	-	-	-	-
B-2 - Paving Replacements	30,000.00	25,200.00	-	-	-	-	-	-
B-3 - Service Replacements	30,000.00	11,797.90	-	-	-	-	-	-
B-4 - Large Meter Replacements	5,000.00	-	-	-	-	-	-	-
B-5 - Small Meter Replacements	60,000.00	50,561.70	-	-	-	-	-	-
<b>Total B - WATER DISTRIBUTION</b>	<b>160,000.00</b>	<b>114,344.15</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>M - GENERAL PLANT ASSETS</b>								
M-1 - Computer Server	7,805.00	7,804.58	-	-	-	-	-	-
M-2 - Trucks (2)	-	-	-	-	-	-	51,400.00	51,397.02
M-3 - Office & Shop Roof	38,201.00	38,201.00	-	-	-	-	-	-
<b>Total M - GENERAL PLANT ASSETS</b>	<b>46,006.00</b>	<b>46,005.58</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,400.00</b>	<b>51,397.02</b>
<b>FO - PROJECTS FUNDED BY OTHERS</b>								
<b>TOTAL FO - PROJECTS FUNDED BY OTHERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>C - CONTINGENCY</b>								
C-1 - Contingency (10% of Est A,B,M, & FO)	29,344.20	-	6,250.00	-	78,277.00	-	-	-
<b>TOTAL BUDGETED PROJECT EXPENDITURES</b>	<b>368,792.20</b>	<b>235,894.86</b>	<b>68,750.00</b>	<b>62,500.00</b>	<b>861,047.00</b>	<b>696,074.29</b>	<b>51,400.00</b>	<b>51,397.02</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,293,020.80</b>	<b>\$ 1,425,765.90</b>	<b>\$ 18,930.00</b>	<b>\$ 129,988.05</b>	<b>\$ (520,213.00)</b>	<b>\$ (426,817.23)</b>	<b>\$ -</b>	<b>\$ -</b>



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

**Date:** July 16, 2018

**Subject:** General Manager's Report

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

**Recommended Committee Action:**

There is no committee recommendation on this item.

**Current Background and Justification:**

The General Manager will report to the Board of Directors on meetings attended and an update on projects since the last meeting of the Board.

**Board Action / Motion**

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

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Ridilla: \_\_\_\_\_ Henrici: \_\_\_\_\_ Harris: \_\_\_\_\_.

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

# RLECWD Agenda Item Checklist

## Item 4.1

Date

**Initial Potential Meeting Date**

07/16/18

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

GM Report

---

07/13/18

**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**

N/A

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

**GM Review**

07/13/18

**Actual Meeting Date Set for Agenda Item**

07/16/18



**Date:** July 16, 2018

**Subject:** General Manager Report

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

For the given month, I participated in the following reoccurring meetings and special events: The theme for this month has been meetings, lots of them. In a 10-day period from July 6<sup>th</sup> through July 16<sup>th</sup>, I will have attended seven (7) meetings (including one Saturday and two evening meetings) for the District. I received some criticism that all these meetings do not yield any action. If this is a common feeling amongst the Board Members, I'd like the opportunity to discuss. The Brown Act and the underlying principles thereto defends the public the right and legitimate expectation to always have the opportunity to participate in the decision making process. RLECD cannot take action without the affirmative vote of at least three elected Board Members having met with a properly noticed agenda telling the public what they will act upon.

*"In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created". (Legislative Intent for Ralph M. Brown Act, 1953)*

1. On June 20<sup>th</sup>, I met with XIO at the District to see if the XIO founder could retrieve the historical data that was rendered inaccessible after the update to our SCADA system performed by Tesco and Inductive Automation. You may recall that Tesco and Inductive Automation were pointing at one another for blame, and Tesco wanted additional money (beyond the \$20K for the upgrade) to fix the problem. Affinity brought two different service providers to the District, each took several weeks and only yielded a quote (approximately \$9,000) to fix the problem and each wanted to be engaged to support SCADA. XIO retrieved the data for free. We meet with XIO again next week to clarify the some of the tags on the data labels so that all fields may be provided to Inductive Automation to create a date retrieval tool to retrieve date before June 2017 (data we could not retrieve before XIO) and after June 2017 (the only data we've been able to retrieve since the "update").
2. On the afternoon of June 20<sup>th</sup>, Legal Counsel and I met with Elverta Specific Plan Owner Group (ESPOG) to discuss the Water Service Agreement Term Sheet Agreement and (we

had hoped) the donation of the Well #16 property being withheld by one of the ESPOG owners. ESPOG agreed to rescind their request to defer the surface water component of the RLECWD capacity fee and proposed a pay as you go funding strategy. The District expressed concern about building out the Elverta Specific Plan on ground water only, and the County Planning et al likely objection for such an outcome, i.e. slim chance of completing surface water facilities. ESPOG believes they have Sacramento County Planning et al unconditional approval to build out on ground water.

3. On June 22nd, I met with Coleman Engineering to discuss the feasibility of limited engagement in response to the termination of engagement submitted by Affinity Engineering two days prior.
4. On June 25<sup>th</sup> I had a follow up meeting Simon Gray of Coleman Engineering to further discuss engagement.
5. On June 27<sup>th</sup>, I met with Director Henrici to bring her up to speed on Planning Committee issues in preparation for the July 6<sup>th</sup> meeting where she would substitute for the anticipated absence of Director Harris.
6. On July 3rd, the District Auditor (Fechter & Company) was at the District to test the schedule of assets. Additional annual audit functions will follow.
7. On July 5<sup>th</sup>, I attended the Tri-Counties Lunch Bunch meeting at the Pancake Palace. I was invited to speak (along with Dan York of Sac Suburban) on the topic of major development in our region. Attendees also asked questions about SB-606 and the inadequacies of electronic banking for service payment of service charges.
8. On July 10<sup>th</sup>, Legal Counsel (Barbara Brenner and Robin Baral) met with ESPOG. After the June 20<sup>th</sup> meeting and prior to this meeting, ESPOG had submitted another marked up version of the Water Service Agreement Term Sheet Agreement. This mark up did not have any new language from the March version I provided to ESPOG. Instead the mark up was all comments, mostly expressing aversion to the deletes and additions I made in March. Legal Counsel conveyed that in the pay as you go approach ESPOG is now proposing, there is little value in a Term Sheet. We should instead go straight to drafting an actual Water Services Agreement. ESPOG continued to redirect all concerns about the Well #16 property to the ESPOG owner who has agreed to donate the property, but continues to withhold the donation.
9. On July 11<sup>th</sup> I attended an RWA session of water agencies managers to receive a presentation on the RWA Regional Water Reliability Plan. This plan centers on expanding conjunctive use in our region. This plan needs more agencies to participate in the funding of Environmental Impact Reports and CalSIMS modeling. (a highly technical and expensive hydrological balance analysis required before project approval will be granted. Coincidentally, these as the same challenges RiverArc faces.
10. On July 12<sup>th</sup> Director Henrici and I attended the RWA bimonthly board meeting. Director Henrici and I questioned the assumptions and conclusions in the Other Post Employment

Benefits (OPEB) analysis and funding item on the agenda. The RWA consultant and Executive Director were not able to answer some of our concerns, e.g. their funding of the so-called Cadillac Tax on high priced medical insurance for RWA retirees.

Other initiatives in progress are:

I suggested Legal Counsel (Barbara) continue to consider looking for opportunities to send other attorneys from Churchwell White to attend RLECWD Board meetings, which would serve the District in the event Barbara is unable to attend and/or has more pressing matters.

I continue to stay abreast of what other water agencies are doing with rates and policies in preparation for SB-606 implementation. ACWA, RWA, CSDA and BBK Law all have circulated helpful information on SB-606 (among other topical issues) and the recent Janus ruling by the Supreme Court, which provides that paying union dues can no longer be mandated.



## **Items for Discussion and Action**

### **Agenda Item: 4.2**

**Date:** July 16, 2018

**Subject:** Consider authorizing a form of engagement with Coleman Engineering for professional services.

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

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

The Planning Committee recommended the temporary engagement with Coleman Engineering be extended as necessary to accommodate selection of an engineering consultant via the RFQ process (estimated to take at least 3-months).

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

Affinity Engineering submitted formal notice of contract termination on June 20th. Subsequent correspondence with Affinity confirmed the consultant's obligation to submit all outstanding work products and files which are District property. To evaluate the completeness of the Affinity submittal, and to support the District's engineering critical-path needs, the General Manager and Coleman Engineering executed a succinct engagement letter on June 25th.

The current engagement letter with Coleman Engineering is intentionally minimal, with a limited scope. Such a limited engagement is likely not suitable for more substantial engineering critical path items, e.g. revising the design of the Well #10 project. A small-scope Professional Services Agreement and associated Master Services Agreement (contractually and legally sufficient) with task order structure is more likely the appropriate engagement for such critical path engineering needs. The appropriate temporary engagement needs indemnification clauses and stipulated insurance requirements, etc.

In the interest of time sensitivity and critical path items, a pre-existing contract format with flexible terms is advantageous. The Affinity Master Services Agreement (MSA) and small-scope Professional Services Agreement, which incorporates the MSA, was reviewed by Legal Counsel in conjunction



with the Affinity contract revision a few months ago (March). The Affinity MSA and small-scope Professional Services Agreement could be modified (e.g. replace “Affinity” with “Coleman”, then execute the documents. This would allow three objectives to be addressed; 1)This agreement could stand until the RFQ process runs its course, 2)the contract form has a termination by either party with 7-days notice (temporary, yet contractually sufficient), and 3) The Task Order structure could facilitate Well #10 design modifications to revise the mobile media regeneration elements in the current design.

**Conclusion:**

I recommend the Board authorize a Master Service Agreement (MSA) and short-form Professional services agreement with Coleman Engineering, and further authorize staff to execute the documents. I also recommend the Board direct staff to initiate a Request For Qualifications (RFQ) process to begin the selection of a new District Engineer. Coleman Engineering should be encouraged to submit a response to our RFQ.

**Board Action / Motion**

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

Dills:\_\_\_\_ Green:\_\_\_\_ Ridilla:\_\_\_\_ Henrici:\_\_\_\_ Harris:\_\_\_\_.  
**(A) Yea (N) Nay (Ab) Abstain (Abs) Absent**

# RLECWD Agenda Item Checklist

## Item 4.2

Date

**Initial Potential Meeting Date**

07/16/18

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

**Consider authorizing a form of engagement with Coleman Engineering for professional services.**

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06/25/18

**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**

07/06/18

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

**Formal Legal Counsel Review**

06/21/18  
06/29/18

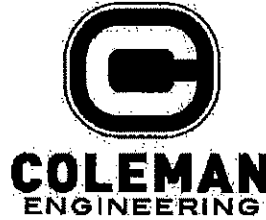
Legal Counsel should have enough time to review all potential legal matters for correctness and legality

**GM Review**

07/13/18

**Actual Meeting Date Set for Agenda Item**

07/16/18



June 25, 2018

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

(Sent via e-mail to: GM@rlcwd.com)

Re: **TASK AUTHORIZATION FOR INTERIM DISTRICT ENGINEERING SERVICES**

Dear Mr. Shaw:

As we discussed last Friday, the Rio Linda Elverta Community Water District needs immediate Interim District Engineering Services due to the resignation of the former District Engineer. Coleman Engineering is pleased to offer immediate District Engineering services as requested by the District.

We anticipate that a formal written Agreement will be authorized and executed by the Board at the regularly scheduled meeting on July 16. To allow Coleman Engineering to begin providing services immediately, we agree together that there are three initial tasks we should plan to execute early in our engagement:

- Task 1: General Engineering Support – as defined in the Scope and Agreement with the former District Engineer.
- Task 2: Evaluate the services of the former District Engineer related to the feasibility of other media regeneration for the Chrome 6 treatment plant that was designed by them.
- Task 3: Review, catalog, and evaluate deliverables and other instruments of professional services that is submitted to you by the former District Engineer as a result of their resignation.

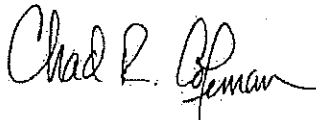
Coleman Engineering will provide services as directed by the General Manager on a Time and Materials basis, not to exceed a total of \$10,000.

Mr. Tim Shaw  
June 25, 2018  
Page 2 of 2

We will mutually determine the Scope and Schedule of each task assigned at the time that the assignment is given. Following execution of the written Agreement for Consulting Services, this letter authorization will be superseded.

We look forward to providing excellent services to the District.


Sincerely,



Chad R. Coleman, P.E.  
President & Principal Engineer

Cc: Simon Gray – Vice President & Project Manager

Agreed:



Tim Shaw  
General Manager, Rio Linda Elverta Community Services District



## Items for Discussion and Action

### Agenda Item: 4.3

**Date:** July 16, 2018

**Subject:** Report on the status of discussions with Elverta Specific Plan Owners Group and Elverta Associates LLC.

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

**Recommended Committee Action:**

Update the Board on the status of discussion with Elverta Specific Plan Owners Group (ESPOG) and Elverta Associates LLC.

**Current Background and Justification:**

The July 6<sup>th</sup> Planning Committee received an update on the subject discussions. The Planning Committee update included that additional meeting(s) were scheduled after the Planning Committee, but prior to the July 16<sup>th</sup> Board meeting.

A background level of detail is summarized in the Planning Committee staff report for these matters (document included with your Board packets). The remainder of this update builds from that Planning Committee staff report.

The July 10<sup>th</sup> meeting with ESPOG yielded a concurrence that the Water Services Agreement Term Sheet Agreement concept should be scrapped due to the relatively simple approach ESPOG is currently proposing; pay as you go. This allows both sides to focus on negotiating a Water Service Agreement, obviating the need for a prerequisite agreement (signed term sheet). District request to meet with ESPOG and Elverta Associates in the same room have not yet yielded a meeting. ESPOG continues to deflect all discussions on Well #16 property donation to Elverta Associates LLC. Alternatively, ESPOG representatives expressed a desire to attend the August 3, 2018 Planning Committee.

**Conclusion:**

No action required. Direct staff as deemed appropriate by the Board following discussion.

**Board Action / Motion**

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

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Ridilla: \_\_\_\_\_ Henrici: \_\_\_\_\_ Harris: \_\_\_\_\_

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

# RLECWD Agenda Item Checklist

## Item 4.3

Date

**Initial Potential Meeting Date**

07/16/18

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

Report on the status of discussions with Elverta Specific Plan Owners Group and Elverta Associates LLC

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07/03/18

**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**

07/06/18

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

**Formal Legal Counsel Review**

06/20/18

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

**GM Review**

07/13/18

**Actual Meeting Date Set for Agenda Item**

07/16/18



## **Planning Committee**

### **Agenda Item: 3**

**Date:** July 6, 2018

**Subject:** Update on the status of discussions with Elverta Specific Plan Owners Group regarding Water Services Agreement and Property Donation Agreement.

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

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

Forward an item onto the July 16<sup>th</sup> agenda for Board discussion and action (if appropriate) regarding the appropriate steps to take for resolving the currently stalled discussions with Elverta Specific Plan Owners Group and Elverta Associates LLC.

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

As of the writing of this staff report, there were no substantive changes to the status of discussions with ESP developers. I submitted a marked-up Water Services Agreement Term Sheet to the developers in March. The developers hosted a meeting with District staff and proposed deferred payment of the surface water component of District capacity fees. The developers declined to pre-fund development costs. The developers rescinded their request for deferral of surface water component of capacity fees. Elverta Associates LLC conveyed their desire to withhold Well #16 property donation until the Water Services Agreement is executed. Legal Counsel and I met with the ESP developers (sans Elverta Assoc. LLC) on June 20<sup>th</sup>, with very little change in status resulting. Effectively, the ESP developers suggested the District address their concern about Well #16 property donation with Elverta Assoc. LLC and re-initiate the process of negotiating a Water Services Agreement Term Sheet with the Elverta Specific Plan Owners Group (ESPOG). ESPOG indicated they had a newly

marked up draft of the Term Sheet to reflect recent concessions. After the June 20<sup>th</sup> meeting, on June 26<sup>th</sup> I requested an ETA on the newly marked up Term Sheet. The response from ESPOG was they expected to send the Term Sheet to the District following an ESPOG meeting that same day...nothing yet has been received. I also sent an e-mail to Elverta Associates LLC on June 26<sup>th</sup> requesting a meeting to resolve the unreasonable withholding of the Well #16 property donation, I received a read-receipt, but no response.

**Staff recommendation:**

Optimistically, we may receive some information between the written of this staff report and the July 6<sup>th</sup> Planning Committee. If so, the Committee should direct actions accordingly. If not, a status report item and discussion of actions the District could direct should be placed on the July 16<sup>th</sup> Board agenda.

Included with the items in your Planning Committee packets are documents intended to provide insights of the current stall in progress, which effectively distill down to a difference in priority between the District and ESPOG for surface water facilities.





## Items for Discussion and Action

### Agenda Item: 4.4

**Date:** July 16, 2018

**Subject:** Consider proposed revision to policy 2.01.150 and rescind Resolution No. 2008-08.

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

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

The Finance & Admin. Committee reviewed two options for revision to Policy 2.01.150. The committee recommended Option 1 and further recommends rescinding Resolution No. 2008-08 be considered by the full Board on the July 16<sup>th</sup> agenda.

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

The Finance & Admin Committee's recommended modification to Policy 2.01.150 is minor in volume, but significant for the intent of the policy. The Board President consultation prior to posting the agenda has been deleted.

The recommendation for rescinding Resolution 2008-08 stems from the reference to Resolution 2008-08 in the current version of Policy 2.01.150. Resolution 2008-08 adopts several policies in the District Policy Manual. The District Policy Manual has been adopted and re-adopted by Board action several times since Resolution 2008-08 was adopted. This sets up the potential for inconsistency in Board actions, i.e. two different versions of the same policy both having been adopted by the Board. Rescinding Resolution 2008-08 effectively establishes that the most recent adoption of policies by the Board is the effective version.

#### **Conclusion**

I recommend the Board authorize the revision to Policy 2.01.150 shown in the Board packet document associated with this item. I further recommend the Board rescind Resolution 2008-08 (also included with your Board packets).

#### **Board Action / Motion**

Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_  
Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Ridilla: \_\_\_\_\_ Henrici: \_\_\_\_\_ Harris: \_\_\_\_\_  
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

# RLECWD Agenda Item Checklist

## Item 4.4

Date

**Initial Potential Meeting Date**

07/16/18

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

Consider proposed revision to policy 2.01.150 and further consider rescinding Resolution No. 2008-08.

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07/03/18

**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**

07/09/18

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

**GM Review**

07/13/18

**Actual Meeting Date Set for Agenda Item**

07/16/18

**Option 1**

**2.01.150 Agendas.** (*Amended Resolution 2008-08, 3/30/09 minutes*) The Secretary shall prepare the agenda for the meeting containing a brief description of each agenda item and post it at least 72 hours prior to the regular Board meeting. ~~after consultation with the President.~~ If a Board member twenty-four (24) hours prior to the posting of the agenda requests a matter be placed on an agenda, the Secretary shall include an item on the agenda to permit discussion of the matter, subject to approval by the President. Agendas for Special Board meetings shall be posted at least twenty-four (24) hours prior to the meeting. The Board by majority vote, or as otherwise provided by law, may modify the agenda prior to proceeding to the consideration of the first matter. All matters shall be considered by the Board in the order listed on the agenda as posted or modified, to the extent of time available. No action may be taken on any matter which did not appear on the posted agenda except as permitted by State law. Agenda items not considered or completed at a meeting for lack of time become agenda items at the following meetings in accordance with the forgoing policies

**Option 2**

**2.01.150 Agendas.** (*Amended Resolution 2008-08, 3/30/09 minutes*) The Secretary shall prepare the agenda for the meeting containing a brief description of each agenda item and post it at least 72 hours prior to the regular Board meeting after consultation with the President as necessary. If a Board member twenty-four (24) hours prior to the posting of the agenda requests a matter be placed on an agenda, the Secretary shall include an item on the agenda to permit discussion of the matter, subject to approval by the President. Agendas for Special Board meetings shall be posted at least twenty-four (24) hours prior to the meeting. The Board by majority vote, or as otherwise provided by law, may modify the agenda prior to proceeding to the consideration of the first matter. All matters shall be considered by the Board in the order listed on the agenda as posted or modified, to the extent of time available. No action may be taken on any matter which did not appear on the posted agenda except as permitted by State law. Agenda items not considered or completed at a meeting for lack of time become agenda items at the following meetings in accordance with the forgoing policies.

Notes and Comments:

The current version of Policy 2.01.150 cites the minutes of the March 30, 2009 meeting (relevant excerpt shown below).

*It was motioned by Director Spicer-Johnson and seconded by Director Paine to revise the policy manual section 2.08.150 to read "If a Board member 24 hours prior to the posting of the agenda requests a matter be placed on an agenda, the Secretary shall include an item on the agenda to permit discussion of the matter". The motion carried by a unanimous vote of 5-0-0.*

Resolution 2008-08 is also cited in the current policy. It may be appropriate to rescind Resolution 2008-08 because the Board has acted repeatedly since 2008 to revise policies, and the entire policy manual was adopted in July 2015.

**RESOLUTION NO. 2008-08**

**A RESOLUTION OF THE BOARD OF  
DIRECTORS OF THE RIO LINDA/ELVERTA  
COMMUNITY WATER DISTRICT AMENDING  
THE POLICY MANUAL**

WHEREAS, the Rio Linda/Elverta Community Water District ("District") Board of Directors reviewed Subchapter 2.01.100 "Board Proceedings," adopted by Resolution No. 1996-02-01 and Subchapter 2.01.400 "Compliance and Enforcement," adopted by Resolution No. 2007-02, at its regular meeting on November 10, 2008; and

WHEREAS, the Board of Directors now wishes to amend and/or repeal the above-referenced subchapters of the Policy Manual.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT DOES HEREBY RESOLVE:

SECTION 1. Subchapter 2.01.100 "Board Proceedings," adopted by Resolution No. 1996-02-01, is hereby amended to read, in its entirety, as follows:

**2.01.100 BOARD PROCEEDINGS**

**2.01.110 Regular Meetings.** The regular meeting of the Board of Directors shall be held on the second Monday of each month at 7:00 p.m. at the Depot/Visitor Center at 6730 Front Street, Rio Linda..

**2.01.120 Ralph M. Brown Act.** The Board shall hold its meeting in the manner required by the Ralph M. Brown Act. (See CA Gov. Code § 54950 et. seq.)

**2.01.130 Meetings to be Informal; Robert's Rules of Order.** It is the intent of the Board that meetings shall remain as informal as reasonably possible consistent with the business needs of the District. Failure to comply with these rules shall not invalidate an otherwise lawful action of the Board. Nevertheless, whenever the President, or a majority of the Board, deems it necessary for the orderly conduct of business, formal proceedings may be initiated. In such case, the meeting shall be conducted pursuant to Robert's Rules of Order except as otherwise provided in this Chapter.

**2.01.140 Posting Notice.** Notices and other items required to be posted by law or Board direction shall be posted on the bulletin board at 810 Oak Lane, in the window of the

District Office, and on the District's website.

**2.01.150 Agendas.** The Secretary shall prepare the agenda for the meeting containing a brief description of each agenda item and post it at least 72 hours prior to the regular Board meeting after consultation with the President. If a Board member twenty-four (24) hours prior to the posting of the agenda requests a matter be placed on an agenda, the Secretary may include an item on that agenda to permit discussion of the matter, subject to approval by the President. Agendas for special Board meetings shall be posted at least twenty-four (24) hours prior to the meeting. The Board by majority vote, or as otherwise provided by law, may modify the agenda prior to proceeding to the consideration of the first matter. All matters shall be considered by the Board in the order listed on the agenda as posted or modified, to the extent of time available. No action may be taken on any matter which did not appear on the posted agenda except as permitted by State law. Agenda items not considered or completed at a meeting for lack of time become agenda items at the following meetings in accordance with the foregoing policies.

**2.01.160 Public Comment.** An item shall be placed on each regular meeting agenda labeled "Public Comment" to provide citizens with an opportunity to express views on matters not otherwise on the agenda. Whether on this agenda item or on another item, such public expression shall be subject to the rules provided herein. No person may address the Board without the permission of the presiding officer, or a majority of the quorum, or as otherwise required by law. Except as required by law, the presiding officer may not recognize anyone other than a Board member or member of the Board staff until Board members have discussed the agenda item under consideration. A person addressing the Board shall begin by offering his name and address. Each speaker shall limit his remarks to two (2) minutes, except as otherwise specifically provided for in these rules, or except as time is extended by the presiding officer with the consent of a majority. Each speaker shall avoid repetition of the remarks of prior speakers and speak only to the agenda item under consideration. Following each speaker's remarks, each Board member shall be given the opportunity to comment further and to address questions to the speaker.

**2.01.170 Form of Action.** The Board may act through the enactment of an ordinance whenever appropriate. A resolution shall be adopted to amend, repeal or otherwise modify the Policy Manual. Other actions may be taken in the form of a minute order.

**2.01.175 Ordinances.** An ordinance may be adopted at a special or regular meeting. An ordinance shall take effect immediately upon adoption, and the Secretary shall post the full text of said ordinance in the District office and publish a summary of the ordinance in a newspaper printed, published and circulated in the District at least five (5) days prior to and within fifteen (15) days after adoption of the ordinance. The latter posting and publishing shall also include the names of those directors voting for and against the ordinance.

**2.01.180 Quorum; Vote Required.** The majority of the Board shall constitute a quorum for the transaction of business. No ordinance, resolution, or motion shall be passed or become effective without the affirmative votes of at least a majority of the full board. An

Rio Linda / Elverta Community Water District  
Resolution 2008-08

December 3, 2008

abstention shall be recorded as an abstention and shall have the effect of a non-vote.

SECTION 2. Subchapter 2.01.400 "Compliance and Enforcement" (Sections 2.01.405 through 2.01.435) and Resolution No. 2007-02 are hereby repealed.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

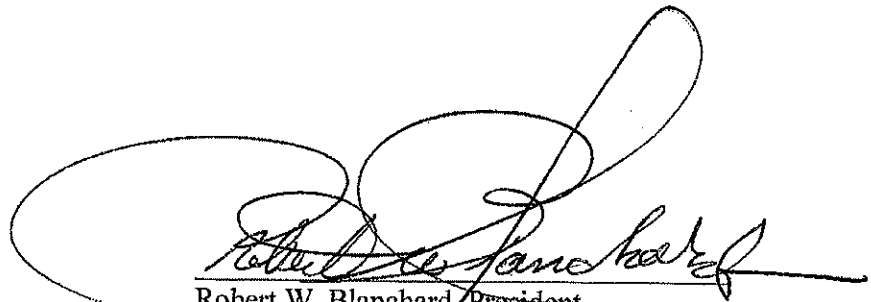
PASSED, APPROVED AND ADOPTED this 3rd day of December, 2008, by the following vote:

**AYES:**

**NOES:**

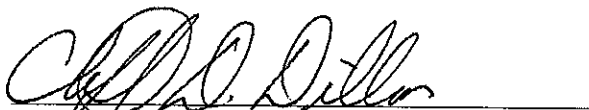
**ABSENT:**

**ABSTAIN:**

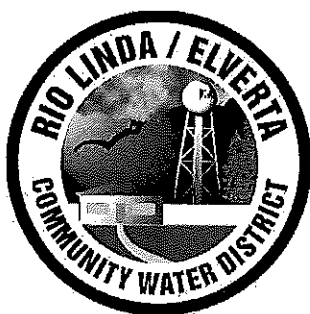


Robert W. Blanchard, President

*Attest:*



Clifford D. Dillon, Secretary to the Board



## Items for Discussion and Action Agenda Item: 4.5

**Date:** July 16, 2018

**Subject:** Consider proposed revision to the District's surplus property policy 3.06.600 through 3.06.800

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

### **Recommended Committee Action:**

The Finance & Admin. Committee recommend revisions to the District's surplus property policies, 3.06.600 through 3.06.800, subject to review by Legal Counsel.

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

The recent purchase of a new copier/printer emphasized the need to disposition surplus attest. The recommended update to the relevant District policies were reviewed and improved by the Finance/Admin Committee, then sent to Legal Counsel for review as directed.

### **Conclusion**

I recommend the Board authorize the revisions to District Policies 3.06.600, 3.06.700 and 3.06.800 included in your Board packets.

### **Board Action / Motion**

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

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Ridilla: \_\_\_\_\_ Henrici: \_\_\_\_\_ Harris: \_\_\_\_\_.

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

# RLECWD Agenda Item Checklist

## Item 4.5

Date

**Initial Potential Meeting Date**

07/16/18

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

Consider proposed revision to the District's surplus property policy 3.06.600 through 3.06.800

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07/03/18

**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**

07/09/18

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

**Formal Legal Counsel Review**

07/11/18

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

**GM Review**

07/13/18

**Actual Meeting Date Set for Agenda Item**

07/16/18



**3.06.100 Purpose.**

The primary purpose of this policy is to allow management staff to determine if a parcel of real property, easement, vehicle or large equipment or other personal property is no longer needed for daily, emergency and/or future operations of the District. A staff report is generated to document why a parcel of real property, easement, vehicle or large equipment or other District property should not be retained.

**3.06.200 Definitions.**

**Real Property** – Any ownership interest in any parcel of land, buildings and improvements owned by the District.

**Easement** – An interest in another’s real property that permits the District to make limited use of that real property for a District purpose.

**Vehicles and Large Equipment** – Any ownership interest in utility trucks, dump trucks, tractors, backhoes, and other significant self-propelled equipment used in District operations.

**Personal Property** – Any ownership interest in any moveable or intangible thing that is subject to ownership and not classified as real property including: shop tools (cut-off saws, drills, etc), computer equipment (monitors, printers, etc), furniture.

**3.06.300 Yearly Inventory of Real Property.**

Pursuant to Government Code Section 50569, every year before December 31st, the District shall inventory all of the real property it owns or controls and shall determine if any real property owned or controlled is in excess of the District’s foreseeable needs (“Surplus Real Property”). If any real property is found to be in excess, the District shall list such real property in a document, which will be public record. Title 3 Page 4

**3.06.400 Disposal of Real Property.**

1. District management determines if a parcel of real property no longer meets the needs of daily, emergency and/or future operations. A staff report is generated to document why the parcel should not be retained.

2. District management determines if a parcel falls within the notice and offer procedures provided in Government Code sections 54220 through 54232, as they may be amended from time to time. A parcel of real property is exempt from the statutory notice and offer procedures if it:

a) Is less than 5,000 square feet; or

b) Is less than “the minimum legal residential building lot size for the jurisdiction in which the parcel is located”; or

c) Is sold to a Landowner of contiguous land; and;

i. Is not: (a) contiguous to land owned by a state or local agency that is used for park, recreational, open-space, low- or moderate-income housing; or (b) located in an enterprise zone or high-density, economically-distressed areas involved in certain redevelopment program; **and**

ii. Has no recorded access and is less than 10,000 square feet;

3. If the statutory notice and offer procedures must be followed, the District must obtain a qualified appraisal of the parcel and offer the surplus real property to specified public agencies before it can sell the property to other public agencies or a private party. The specified public agencies are as follows:

a) Sacramento County for developing low- and moderate-income housing;

b) Sacramento County Parks and Recreation Department for park and recreational purposes;

c) Any regional park authority that has jurisdiction over the area in which the surplus real property is located if it is to be used for park and recreational purposes;

d) The State Resources Agency for park and recreational purposes; and

e) The school district in whose jurisdiction the parcel is located.

4. The Board of Directors declares real property as surplus and determines if a parcel must be offered to the designated public agencies under the statutory notice and offer procedures prescribed by the Government Code or is exempt from such procedures. If the District must sell a surplus parcel under the statutory notice and offer procedures, the General Manager will give qualifying public agencies notice of the parcel's availability for purchase. If none of the agencies to which notice must be given notifies the District within 60 days after receiving notice that they are interested in buying the surplus parcel, then the District may sell the parcel by advertised public sale. If the District receives notice from an agency that it wishes to purchase or lease the Surplus Real Property, the District and the interested agency shall enter into good faith negotiations for a period of at least sixty (60) days. If the parties fail to reach an agreement within sixty (60) days, the District may proceed with disposing of the real property through a public sale as described in this section.

Title 3 Page 5

5. In the event that more than one agency responds to the statutory notice by expressing an interest in purchasing the surplus real property, the District will give first priority to the agency that agrees to use the surplus real property for low or moderate income housing. However, if the surplus real property is already being used for a park or a recreational purpose, or if the surplus real property is designated for park or recreational purpose in the applicable general plan, then the District will give first priority to an agency that agrees to use the real property for a park or recreational use.

6. In all cases where the statutory notice and offer procedures have not resulted in disposal of a parcel, the District will sell surplus real property by public sale. The General Manager will notice the parcel's sale at the appraised value unless the Board of Directors authorizes a different price. The notice of sale will contain a description of the surplus real property; a statement of time and place for opening bids. Bids for the purchase of surplus real property will be accepted or rejected by a resolution of the District Board of Directors. Alternatively, the District may list the surplus parcel for public sale with a licensed real estate broker in good standing who advertises the parcel through a multiple listing service or similar listing system at a fair market value determined by the broker using comparable sales data. Documents for the conveyance of title to surplus real property will be executed by the President of the Board upon authorization by the Board of Directors.

7. If the General Manager determines that a surplus parcel is exempt from the Government Code's notice and offer procedures, it will not be necessary to obtain a formal appraisal of the property. If circumstances warrant and the Board of Directors determines it is in the best interest of the public the surplus parcel may be sold for less than fair market value. In such cases, the General Manager or his/her designee will prepare a staff report documenting why the parcel was not appraised, why it may be sold for less than fair market value, the fiscal impact of selling the parcel and why it is exempt from the Government Code notice and offer procedures. After review of the staff report, the Board of Directors may approve the sale of the surplus parcel by motion. A staff report and a certified copy of the Board of Directors Meeting minutes reflecting the Board's approval of the sale is sufficient to authorize the General Manager to make the sale.

#### **3.06.500 Procedure for Relinquishment of District Interest in Easements.**

1. Staff determines if an easement no longer meets the needs of daily, emergency and/or future operations of the District. Staff then will generate a report that documents the justification for relinquishing the easement and makes a determination whether the easement has any fair market value. Staff then will forward the report to the General Manager for review. If staff determines that the easement has some marketable value, the General Manager will present the staff report to the Board at a subsequent meeting with a recommendation for Board of Directors action on relinquishing the easement in exchange for valuable consideration.

2. If staff determines that the easement has *nominal* fair market value, with Board approval, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign and record a quitclaim deed to relinquish the District's interest in the easement. *If the easement*

*is a Public Utility Easement, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign an easement relinquishment letter.*

3. If, upon recommendation of staff, the General Manager authorizes disposal of an easement under this section, then the General Manager will report the disposal of the easement to the Board at its next regular meeting following the recording of the quitclaim deed relinquishing the easement. Title 3 Page 6

### **3.06.600 Disposal of Vehicles and ~~Large Equipment~~ Other District Assets.**

1. Purpose and scope -Rio Linda Elverta Community Water District ("the District") must from time to time surplus equipment/property which has become outdated, worn-out, or unnecessary. Accordingly, this policy prescribes the methods and means to remove these items from the District's inventory, provide accurate information for insurance purposes, and assure the District receives fair market value for the surplus assets in the most efficient means practical under varying circumstances.

~~At least once each fiscal year, the General Manager will prepare a list of District vehicles and items of large equipment that are deemed surplus because the burden of maintaining or storing the vehicle or large equipment exceeds its use to the District taking into consideration: (a) needed repairs to the vehicle or large equipment, (b) insurance costs, (c) other vehicles or large equipment owned or controlled by the District; and (d) usefulness of the vehicle or large equipment to the District. To determine overall value of a vehicle or large equipment, the District will consider age/depreciation, maintenance and repairs, miles, type of service, reliability, and condition as criteria for this determination. If beneficial to the District, the surplus vehicle or large equipment may be traded in with a dealer in the process of procuring an updated vehicle or large equipment.~~

#### 2. Sale of Surplus Vehicles, Equipment and Materials

Board of Directors acts to declare vehicles and/or equipment surplus, and additionally act to declare the manner each item is to be dispositioned (sealed-bid or internet). Board of Directors then authorize General Manager to review bids and authorize sale of item(s) to the highest bidder.

##### A. Sealed-bid Basis:

- 1) Item is advertised for sale in a newspaper of local general circulation with information about the location/hours/days it can be seen and the deadline date for submission of sealed bids.
- 2) Sealed bids are opened after the submission deadline by the General Manager. The General Manager then determines if the bid is adequate for acceptance.

##### B. Internet Basis:

- 1) Item is posted on eBay or similar user-friendly internet system that allows a user of the system to place ongoing bids on an item they are interested in purchasing. The system should allow

bidder to see the last highest bid made and post a higher bid, if they choose, until the sale deadline.

- 2) A link to the Internet-posted items will be added to the District's website.
- 3) Photos of the surplus item (subject to the General Manager's discretion), as well as contact and site-inspection information, will be provided at both the eBay/user friendly internet system and the District's website.
- 4) The minimum bidding period will be seven days after the advertisement is published or posted.
- 5) If the item is large, sale specifications may include the requirement that the buyer retrieve it at District facility.
- 6) Once bidding is complete, the General Manager will review bids received and authorize sale of the item to the highest bidder.
- 7) Buyers will be allowed to pay by cashier's check.
- 8) Minimum bid recommendations by Department Managers will be subject to approval by the General Manager.

- i. Buyers will typically be given one week from the date of sale to retrieve the purchased item, unless the General Manager determines that circumstances warrant an extended period. If the item is not traded in District staff will establish values and set minimum bid prices for each vehicle or item of large equipment to be sold by public auction. If staff determines that the particular vehicle or large equipment has diminutive or no value or the costs of preparation and sale exceeds the value of the vehicle or equipment, then the General Manager is authorized to dispose of the property in accordance with Sections 3.05.600.00 (5) and (6) of this policy.

3. The General Manager may authorize the sale of surplus vehicles and large equipment with an estimated value of \$1,000 or less. Vehicles and large equipment with an estimated value greater than \$1,000 will be sold as surplus following authorization by the Board of Directors at a public meeting.

4. After sale of a vehicle or large equipment has been authorized by the Manager or Board of Directors as required in Section 3.06.400(3), vehicles or large equipment are to be sold at public auction. The General Manager will consign the vehicles or large equipment to a public auctioneer after posting a notice concerning the sale of the vehicle and/or large equipment.

### **3.06.700 Guidelines Concerning the Sale of Surplus Vehicles and Large Equipment.**

Prior to the sale of surplus vehicles or large equipment, the General Manager will direct staff to assist in the following:

1. Remove all District equipment from the vehicle or large equipment (radio, decals, etc.).

2. Clean and repair the vehicle or large equipment if it is an immediate safety issue.

~~3. The sale of the vehicle or large equipment at public auction.~~

~~4. Establish vehicle or large equipment value using an appropriate, publicly available valuation tool such as the Kelley Blue Book, qualified appraisal, trade publications or classified newspaper advertisements. Staff will prepare a written report concerning the valuation of the item and attach appropriate documentation.~~

~~5. Arrange for the delivery and consignment of the item and, in consultation with the General Manager and auctioneer, determine an appropriate reserve or minimum price for the item.~~

~~6. Prepare and post a notice of sale. The notice and advertisement will include the vehicle or large equipment description, minimum bid, conditions of sale, and place of public auction.~~

~~Title 3 Page 7~~

~~7. When the vehicle or large equipment is sold, the General Manager or his/her designee will sign the "pink slip", bill of sale and any other documents required to complete the sale.~~

~~83.~~ After the vehicle or large equipment is sold, the General Manager or his/her designee will complete paperwork as required by the Department of Motor Vehicles (DMV) to report the sale of the vehicle or large equipment, and return all completed forms and vehicle license plates to DMV.

**3.06.800 Disposal of ~~Other Personal Property~~ Scrap Material ~~Other than Vehicles/Large Equipment.~~**

In the normal course of business, the District will require disposal of items which do not have value as assets but have value as recycled material, such as glass, paper, scrap metal, and copper wire and pipe. For large quantity items with a combined total value estimated to be less than \$500, the following terms shall apply:

1. Board action for designation as surplus assets is not required for each transaction, i.e. the Board may provide blanket authorization for disposition at a reputable recycling facility.
2. The recycling facility must compensate the District by means of a check payable to the District.

3. Copper pipe of sufficient lengths, which may be used in the construction industry instead of recycled, may be dispositioned in accordance with the Surplus Vehicles, Equipment and Materials section above (3.06.600 B).

~~1. At least once each fiscal year, the General Manager will prepare a list of District personal property, other than vehicles and large equipment, which is deemed surplus personal property because the District no longer uses the item and it is not foreseeable that the District will need to use the item in the future.~~

~~2. District management staff will establish values and set minimum bid prices for each item of personal property to be sold by public auction. If staff, during the process of establishing value to an item of personal property, determines it to be of diminutive or no value, the General Manager is authorized to dispose of the property in accordance with Sections 3.06.600 (5) and (6) of this policy.~~

~~3. The General Manager may authorize the sale of personal property with an estimated value of \$1,000 or less. Personal property with an estimated value greater than \$1,000 will be sold as surplus following authorization by the Board of Directors at a public meeting. Surplus personal property is to be sold at public auction. The General Manager will consign the personal property to a public auctioneer after posting a notice concerning the District's sale of the property. The District reserves the right to place items of surplus property in a group or lot for sale to the highest bidder.~~

~~4. For surplus items not sold, the General Manager has the authority to donate such items to another government agency or any non-discriminatory, tax-exempt non-profit organization qualified under Internal Revenue Code section 501(c)(3).~~

~~5. If an item of surplus property is not sold during sale and the General Manager is unable to donate the surplus items to a qualified government agency or tax-exempt organization, the General Manager may properly dispose of such items at a legal disposal site.~~

**3.06.900 Revenue from Disposal of Surplus Property.**

All revenue received from the disposal of surplus real or personal property will be deposited in the District's General Operating Fund unless otherwise specified by the Board of Directors.

**3.06.1000 Prohibition against Upgrades.**

Unless necessary to ensure the safety, merchantability and/or serviceability of surplus property, District staff may not make any repairs or upgrades to any real or personal property recommended or already deemed to be surplus. For example, staff may not replace a vehicle's worn but serviceable tires with new tires, nor may staff add or replace optional equipment that enhances a vehicle's value. Before sale

## Agenda item 4.5 (Redlined Draft)

and upon the General Manager's authorization, District staff may repair or replace parts on a surplus item if it is necessary to ensure that it is safe, serviceable and/or merchantable.



**3.06.100 Purpose.**

The primary purpose of this policy is to allow management staff to determine if a parcel of real property, easement, vehicle or large equipment or other personal property is no longer needed for daily, emergency and/or future operations of the District. A staff report is generated to document why a parcel of real property, easement, vehicle or large equipment or other District property should not be retained.

**3.06.200 Definitions.**

**Real Property** – Any ownership interest in any parcel of land, buildings and improvements owned by the District.

**Easement** – An interest in another’s real property that permits the District to make limited use of that real property for a District purpose.

**Vehicles and Large Equipment** – Any ownership interest in utility trucks, dump trucks, tractors, backhoes, and other significant self-propelled equipment used in District operations.

**Personal Property** – Any ownership interest in any moveable or intangible thing that is subject to ownership and not classified as real property including: shop tools (cut-off saws, drills, etc), computer equipment (monitors, printers, etc), furniture.

**3.06.300 Yearly Inventory of Real Property.**

Pursuant to Government Code Section 50569, every year before December 31st, the District shall inventory all of the real property it owns or controls and shall determine if any real property owned or controlled is in excess of the District’s foreseeable needs (“Surplus Real Property”). If any real property is found to be in excess, the District shall list such real property in a document, which will be public record. Title 3 Page 4

**3.06.400 Disposal of Real Property.**

1. District management determines if a parcel of real property no longer meets the needs of daily, emergency and/or future operations. A staff report is generated to document why the parcel should not be retained.

2. District management determines if a parcel falls within the notice and offer procedures provided in Government Code sections 54220 through 54232, as they may be amended from time to time. A parcel of real property is exempt from the statutory notice and offer procedures if it:

a) Is less than 5,000 square feet; **or**

b) Is less than “the minimum legal residential building lot size for the jurisdiction in which the parcel is located”; **or**

c) Is sold to a Landowner of contiguous land; and;

i. Is not: (a) contiguous to land owned by a state or local agency that is used for park, recreational, open-space, low- or moderate-income housing; or (b) located in an enterprise zone or high-density, economically-distressed areas involved in certain redevelopment program; **and**

ii. Has no recorded access and is less than 10,000 square feet;

3. If the statutory notice and offer procedures must be followed, the District must obtain a qualified appraisal of the parcel and offer the surplus real property to specified public agencies before it can sell the property to other public agencies or a private party. The specified public agencies are as follows:

a) Sacramento County for developing low- and moderate-income housing;

b) Sacramento County Parks and Recreation Department for park and recreational purposes;

c) Any regional park authority that has jurisdiction over the area in which the surplus real property is located if it is to be used for park and recreational purposes;

d) The State Resources Agency for park and recreational purposes; and

e) The school district in whose jurisdiction the parcel is located.

4. The Board of Directors declares real property as surplus and determines if a parcel must be offered to the designated public agencies under the statutory notice and offer procedures prescribed by the Government Code or is exempt from such procedures. If the District must sell a surplus parcel under the statutory notice and offer procedures, the General Manager will give qualifying public agencies notice of the parcel's availability for purchase. If none of the agencies to which notice must be given notifies the District within 60 days after receiving notice that they are interested in buying the surplus parcel, then the District may sell the parcel by advertised public sale. If the District receives notice from an agency that it wishes to purchase or lease the Surplus Real Property, the District and the interested agency shall enter into good faith negotiations for a period of at least sixty (60) days. If the parties fail to reach an agreement within sixty (60) days, the District may proceed with disposing of the real property through a public sale as described in this section.

5. In the event that more than one agency responds to the statutory notice by expressing an interest in purchasing the surplus real property, the District will give first priority to the agency that agrees to use the surplus real property for low or moderate income housing. However, if the surplus real property is already being used for a park or a recreational purpose, or if the surplus real property is designated for park or recreational purpose in the applicable general plan, then the District will give first priority to an agency that agrees to use the real property for a park or recreational use.

6. In all cases where the statutory notice and offer procedures have not resulted in disposal of a parcel, the District will sell surplus real property by public sale. The General Manager will notice the parcel's sale at the appraised value unless the Board of Directors authorizes a different price. The notice of sale will contain a description of the surplus real property; a statement of time and place for opening bids. Bids for the purchase of surplus real property will be accepted or rejected by a resolution of the District Board of Directors. Alternatively, the District may list the surplus parcel for public sale with a licensed real estate broker in good standing who advertises the parcel through a multiple listing service or similar listing system at a fair market value determined by the broker using comparable sales data. Documents for the conveyance of title to surplus real property will be executed by the President of the Board upon authorization by the Board of Directors.

7. If the General Manager determines that a surplus parcel is exempt from the Government Code's notice and offer procedures, it will not be necessary to obtain a formal appraisal of the property. If circumstances warrant and the Board of Directors determines it is in the best interest of the public the surplus parcel may be sold for less than fair market value. In such cases, the General Manager or his/her designee will prepare a staff report documenting why the parcel was not appraised, why it may be sold for less than fair market value, the fiscal impact of selling the parcel and why it is exempt from the Government Code notice and offer procedures. After review of the staff report, the Board of Directors may approve the sale of the surplus parcel by motion. A staff report and a certified copy of the Board of Directors Meeting minutes reflecting the Board's approval of the sale is sufficient to authorize the General Manager to make the sale.

### **3.06.500 Procedure for Relinquishment of District Interest in Easements.**

1. Staff determines if an easement no longer meets the needs of daily, emergency and/or future operations of the District. Staff then will generate a report that documents the justification for relinquishing the easement and makes a determination whether the easement has any fair market value. Staff then will forward the report to the General Manager for review. If staff determines that the easement has some marketable value, the General Manager will present the staff report to the Board at a subsequent meeting with a recommendation for Board of Directors action on relinquishing the easement in exchange for valuable consideration.

2. If staff determines that the easement has *nominal* fair market value, with Board approval, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign and record a quitclaim deed to relinquish the District's interest in the easement. *If the easement is a Public Utility Easement, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign an easement relinquishment letter.*

3. If, upon recommendation of staff, the General Manager authorizes disposal of an easement under this section, then the General Manager will report the disposal of the easement to the Board at its next regular meeting following the recording of the quitclaim deed relinquishing the easement. Title 3 Page 6

### **3.06.600 Disposal of Vehicles and Other District Assets.**

1. ***Purpose and scope*** -Rio Linda Elverta Community Water District ("the District") must from time to time surplus equipment/property which has become outdated, worn-out, or unnecessary. Accordingly, this policy prescribes the methods and means to remove these items from the District's inventory, provide accurate information for insurance purposes, and assure the District receives fair market value for the surplus assets in the most efficient means practical under varying circumstances.

#### ***2. Sale of Surplus Vehicles, Equipment and Materials***

Board of Directors acts to declare vehicles and/or equipment surplus, and additionally act to declare the manner each item is to be dispositioned (sealed-bid or internet). Board of Directors then authorize General Manager to review bids and authorize sale of item(s) to the highest bidder.

##### **A. Sealed-bid Basis:**

- 1) Item is advertised for sale in a newspaper of local general circulation with information about the location/hours/days it can be seen and the deadline date for submission of sealed bids.

- 2) Sealed bids are opened after the submission deadline by the General Manager. The General Manager then determines if the bid is adequate for acceptance.

B. Internet Basis:

- 1) Item is posted on eBay or similar user-friendly internet system that allows a user of the system to place ongoing bids on an item they are interested in purchasing. The system should allow bidders to see the last highest bid made and post a higher bid, if they choose, until the sale deadline.
- 2) A link to the Internet-posted items will be added to the District's website.
- 3) Photos of the surplus item (subject to the General Manager's discretion), as well as contact and site-inspection information, will be provided at both the eBay/user friendly internet system and the District's website.
- 4) The minimum bidding period will be seven days after the advertisement is published or posted.
- 5) If the item is large, sale specifications may include the requirement that the buyer retrieve it at District facility.
- 6) Once bidding is complete, the General Manager will review bids received and authorize sale of the item to the highest bidder.
- 7) Buyers will be allowed to pay by cashier's check.
- 8) Minimum bid recommendations by Department Managers will be subject to approval by the General Manager.

a. Buyers will typically be given one week from the date of sale to retrieve the purchased item, unless the General Manager determines that circumstances warrant an extended period.

**3.06.700 Guidelines Concerning the Sale of Surplus Vehicles and Large Equipment.**

Prior to the sale of surplus vehicles or large equipment, the General Manager will direct staff to assist in the following:

1. Remove all District equipment from the vehicle or large equipment (radio, decals, etc.).
2. Clean and repair the vehicle or large equipment if it is an immediate safety issue.
3. After the vehicle or large equipment is sold, the General Manager or his/her designee will complete paperwork as required by the Department of Motor Vehicles (DMV) to report the sale of the vehicle or large equipment and return all completed forms and vehicle license plates to DMV.

**3.06.800 Disposal of Scrap Material**

In the normal course of business, the District will require disposal of items which do not have value as assets but have value as recycled material, such as glass, paper, scrap metal, and copper wire and pipe.

For large quantity items with a combined total value estimated to be less than \$500, the following terms shall apply:

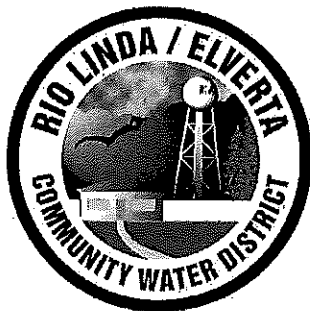
1. Board action for designation as surplus assets is not required for each transaction, i.e. the Board may provide blanket authorization for disposition at a reputable recycling facility.
2. The recycling facility must compensate the District by means of a check payable to the District.
3. Copper pipe of sufficient lengths, which may be used in the construction industry instead of recycled, may be dispositioned in accordance with the Surplus Vehicles, Equipment and Materials section above (3.06.600 B).

**3.06.900 Revenue from Disposal of Surplus Property.**

All revenue received from the disposal of surplus real or personal property will be deposited in the District's General Operating Fund unless otherwise specified by the Board of Directors.

**3.06.1000 Prohibition against Upgrades.**

Unless necessary to ensure the safety, merchantability and/or serviceability of surplus property, District staff may not make any repairs or upgrades to any real or personal property recommended or already deemed to be surplus. For example, staff may not replace a vehicle's worn but serviceable tires with new tires, nor may staff add or replace optional equipment that enhances a vehicle's value. Before sale and upon the General Manager's authorization, District staff may repair or replace parts on a surplus item if it is necessary to ensure that it is safe, serviceable and/or merchantable.



## Items for Discussion and Action Agenda Item: 4.6

**Date:** July 16, 2018

**Subject:** Consider confirming any new Board Member assignments (committees or other) announced by the Chair pursuant to District Policy 2.01.065.

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

### **Recommended Committee Action:**

This item did not need to be reviewed by the committee. The requirement is now stipulated in the District Policy 2.01.065, adopted by the Board at the previous regular meeting.

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

Policy 2.01.065 stipulates that ad hoc committees that were appointed more than 6-months ago, or which have not reported to the Board for 3-consecutive months are deemed to be dissolved. Accordingly, the Negotiating Ad Hoc and the Water Supply Ad Hoc are now dissolved.

Nevertheless, the Board has expressed a desire to discuss revisions to the General Manager's contract. Additionally, the time for discussing a renewal of the General Unit MOU is upon us. Assuming the Board President concurs with the need to appoint two new ad hoc committees (agenda items 4.6.1 and 4.6.2), the process now entails confirmation of the appointments via Board action.

### **Conclusion:**

I recommend the Board confirm the appointment of a General Manager Contract Revision Ad Hoc Committee, and further confirm the appointment of a MOU Renewal Negotiating Committee.

### **Board Action / Motion**

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

Dills: \_\_\_\_\_ Green: \_\_\_\_\_ Ridilla: \_\_\_\_\_ Henrici: \_\_\_\_\_ Harris: \_\_\_\_\_.

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

# RLECWD Agenda Item Checklist

## Item 4.6

Date

**Initial Potential Meeting Date**

07/16/18

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

Consider confirming any new Board Member assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065.

---

N/A

**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**

N/A

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

**GM Review**

07/13/18

**Actual Meeting Date Set for Agenda Item**

07/16/18



## Items for Discussion and Action Agenda Item: 4.7

**Date:** July 16, 2018

**Subject:** Revision to Personnel Handbook, Employment Process, Selection Section

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

### **Recommended Committee Action:**

The Finance and Admin Committee reviewed the proposed revisions and justifications provided by staff and Legal Counsel, then recommended the revisions be considered by the Board at the July 16<sup>th</sup> meeting.

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

The selection process for the vacant Conservation Coordinator/Customer Service Tech 1 position is underway. The process illuminated the need to update sections of the District Personnel Handbook. Pre-employment drug screening is restricted to safety-sensitive positions. Additionally, clarification that medical examinations, background checks and drug screenings are to be preformed after the selection but prior to starting work.

The revised policy included with your Board packets achieves the necessary changes.

### **Conclusion**

I recommend the Board approve the revisions to the Selection section of the District Personnel Handbook, and further direct staff to make minor edits to the existing District position descriptions to designate which positions are safety-sensitive and which are non-safety-sensitive.

### **Board Action / Motion**

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

Dills:\_\_\_ Green:\_\_\_ Ridilla:\_\_\_ Henrici:\_\_\_ Harris:\_\_\_.

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



# RLECWD Agenda Item Checklist

## Item 4.7

Date

**Initial Potential Meeting Date**

07/16/18

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

Revisions to the new employee selection section of the RLECWD Personnel Handbook.

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07/03/18

**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**

07/09/18

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

**Formal Legal Counsel Review**

06/18/18

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

**GM Review**

07/13/18

**Actual Meeting Date Set for Agenda Item**

07/16/18

### **Selection Process**

The selection process shall include personal interviews and may include such recognized techniques as achievement tests, aptitude tests, performance tests, evaluation of previous work performance, ~~psychological evaluation,~~ work samples, physical agility tests, ~~review and investigation of personal background and references,~~ ~~drug screening and fingerprinting.~~ Subsequent to appointment, but before beginning work, ~~all applicants~~ new employees may be requested to participate in drug screening (safety-sensitive employees), background checks, and medical evaluations. ~~shall provide the Rio Linda/Elverta Community Water District with the results of a pre-employment medical examination performed by a doctor selected by the Rio Linda/Elverta Community Water District. Upon recommendation of the examining physician, the employee may be refused employment.~~ Selection techniques will be impartial and shall relate to those areas which will adequately and fairly indicate the relative ability and quality of candidates under consideration to execute the duties and responsibilities of the position to which they seek to be appointed. Upon completion of the selection process, the General Manager shall make appointments from those candidates who, on the basis of their performance in the selection process, appear most qualified for the position under consideration. The appointment shall become effective when the selected applicant has signed all papers required by the Rio Linda/Elverta Community Water District, and those papers bear the appropriate signatures confirming the appointment.

### **Ineligibility or Disqualification**

The General Manager may withdraw anyone from consideration whose appointment will be deemed contrary to the best interest of the Rio Linda/Elverta Community Water District. Reasons for disqualifications may include but shall not be limited to the following deficiencies:

- Lack of any of the requirements established for the position for which application has been made
- ~~Physical or mental disabilities such as to render the applicant unfit to perform the duties of the position to which appointment is being sought.~~
- ~~Use of intoxicating beverages to excess.~~
- ~~Unlawful use of habit forming drugs.~~
- ~~Conviction of a felony or conviction of a misdemeanor involving moral turpitude.~~
- ~~Infamous or notoriously disgraceful conduct.~~
- Dismissal from any position for any cause which would be cause for dismissal by the Rio Linda/Elverta Community Water District.
- Resignation from any position to avoid dismissal. Deception or fraud in making the application.

Rio Linda/Elverta Community Water District Personnel Handbook Revision 3/15/2015

- Request by applicant that his name be withdrawn from consideration. Failure to reply within reasonable time to communication concerning availability for employment.
- Failure to accept appointment within two days after notification or to report for duty within the time prescribed in the offer of employment.
- ~~Positive results from the pre-employment drug screening.~~

Applicants disqualified shall be notified immediately. All records related to disqualifications shall be maintained for a period of at least two years.

### **Selection Process**

The selection process shall include personal interviews and may include such recognized techniques as achievement tests, aptitude tests, performance tests, evaluation of previous work performance, work samples, physical agility tests, and references. Subsequent to appointment, but before beginning work, new employees may be requested to participate in drug screening (safety-sensitive employees), background checks, and medical evaluations. Selection techniques will be impartial and shall relate to those areas which will adequately and fairly indicate the relative ability and quality of candidates under consideration to execute the duties and responsibilities of the position to which they seek to be appointed. Upon completion of the selection process, the General Manager shall make appointments from those candidates who, on the basis of their performance in the selection process, appear most qualified for the position under consideration. The appointment shall become effective when the selected applicant has signed all papers required by the Rio Linda/Elverta Community Water District, and those papers bear the appropriate signatures confirming the appointment.

### **Ineligibility or Disqualification**

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Reasons for disqualifications may include but shall not be limited to the following deficiencies:

- Lack of any of the requirements established for the position for which application has been made.
- Dismissal from any position for any cause which would be cause for dismissal by the Rio Linda/Elverta Community Water District.
- Resignation from any position to avoid dismissal. Deception or fraud in making the application.
- Request by applicant that his name be withdrawn from consideration. Failure to reply within reasonable time to communication concerning availability for employment.
- Failure to accept appointment within two days after notification or to report for duty within the time prescribed in the offer of employment.

Applicants disqualified shall be notified immediately. All records related to disqualifications shall be maintained for a period of at least two years.

**Tim Shaw**

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**From:** Debra H. Vierra <Debra@churchwellwhite.com>  
**Sent:** Monday, June 18, 2018 8:30 AM  
**To:** Tim Shaw  
**Cc:** Helane Seikaly; Barbara Brenner  
**Subject:** Pre-employment drug testing

Hi Tim:

I am following up on our conversation regarding the District's policies and practices regarding pre-employment drug testing. Our conversation stemmed from a your concern over a recent applicant's question about a job posting for a customer service position which stated it required a pre-employment drug test. You noted that your understanding was that the law does not allow pre-employment testing for positions which are not safety sensitive. The District's policy provides that applicants "may" be subjected to a myriad of testing (including, among others, psychological testing, agility testing and drug screening). While the policy is permissive, it has apparently been administered to require drug tests for all applicants, regardless of position. You are concerned that absent revision, it might continue to be administered erroneously.

As we discussed, this area has been fraught with confusion for employers. California courts have long held that blanket pre-employment drug testing is acceptable. And, in the case of Loder v. City of Glendale, 927 P.2d 200 (Cal. 1997), the California Supreme Court upheld pre-employment drug testing for a public employer. In that case, the City of Glendale tested all applicants after offering them jobs. The Court found this pre-employment testing was justified under the California Constitution because of the significant problems posed for the city by employees who abused drugs and alcohol. The Court found that applicants typically are required to disclose information in the hiring process and thus they had a reduced expectation of privacy, which was outweighed by the city's legitimate and substantial interest in determining whether an applicant was currently engaged in drug use before hiring.

However, the Ninth Circuit's holding in Lanier v. City of Woodburn, 518 F3d 1147 (9<sup>th</sup> Cir. 2008), indicated that a pre-employment drug test is a suspicionless search and, as such, is permissible under the federal constitution in only very limited circumstances. In that case, the city had a blanket pre-employment testing policy, which it applied to an applicant for a library page position. The city argued that drug abuse is a societal problem which negatively impacts job performance and children. The court found that there was no evidence the library page was responsible for children's safety or security and the need to test by the employer must be more specific than a the general existence of a societal problem ; i.e. rampant drug use. Rather, the city needed a compelling interest to justify a suspicionless search and thus, court limited pre-employment testing to "safety or security sensitive positions."

Thus, there is a split in California and federal courts on the subject. However, federal law is applicable to California public agencies and, under Lanier, a blanket drug testing policy will not be upheld under the 4<sup>th</sup> amendment unless the employer can show that the position sought is one that involves safety or security. The Lanier court did not discuss what qualifies a position as such, but other cases have discussed the issue in post-employment context. Those cases focus on the degree, severity and immediacy of the harm imposed; such as whether an error in judgement, inattentiveness or diminished coordination or dexterity could result in mistakes that endanger the health and safety of others.

In light of the foregoing, as you suggested in our conversation, best practice would be to review the job descriptions and identify and designate safety/security sensitive positions in those descriptions in advance of pre-employment drug testing. Also, in reviewing the portion of the applicant screening policy you sent to us, I noted that it refers to other medical and psychological testing. The District should be aware that those tests are subject to similar privacy concerns, as well as concerns under the ADA. All such tests should be conducted only after a conditional offer of employment, and

## Agenda Item 4.7

must be carefully analyzed to be sure they are job related, necessary and do not create an adverse impact on any protected group. Additionally, all such tests require a proper release under the California laws related to confidential medical records.

Please let us know if you have further questions or would like us to help in review/revision of the District's policies.

Deb

Churchwell **White** LLP

**Debra Hinshaw Vierra** | Of Counsel  
916.468.4243 | [Debra@churchwellwhite.com](mailto:Debra@churchwellwhite.com)

**Churchwell White LLP**  
1414 K Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814  
T 916.468.0950 | F 916.468.0951  
[churchwellwhite.com](http://churchwellwhite.com)





**Information Items**  
**Agenda Item: 5.1**

**Date:** July 16, 2018

**Subject:** District Reports

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

**1. DISTRICT ACTIVITY REPORT**

- a. Operations Report
- b. Conservation Report

# RIO LINDA/ELVERTA C.W.D. 2018

## REPORT OF DISTRICT OPERATIONS

### SOURCE WATER DATA

#### Water Production (Million Gallons)

January	February	March	April	May	June	<b>Year To Date</b>
34.8	34.5	36.5	43.7	78.5	102.9	
34,761,308	34,533,300	36,538,945	43,675,247	78,471,746	102,941,005	
July	August	Sept.	Oct.	Nov.	Dec.	
						<b>330.90</b>

		Monthly Total		
Gallons = Multiply M.G. by:	1,000,000	102,941,005	Gallons	330,921,551
Cubic Feet = Divide gallons by:	7.48	13,762,166	Cubic Feet	44,240,849
Hundred Cu Ft. = Divide cu. ft. by:	100	137,622	Hundred Cubic Feet	442,408
Acre Ft. = Divide gallons by:	325,829	315.94	Acre Ft.	1,016

### DISTRIBUTION SYSTEM DATA

#### Water Quality Complaints

#### Complaints Total (Low Psi Complaints)

January	February	March	April	May	June	<b>Year To Date</b>
1	1	1	3 (3)	1	1 (1)	
July	August	Sept.	Oct.	Nov.	Dec.	
						<b>8</b>

#### New Services

New Construction	1		4
Existing Homes	0		0
Paid prior to increase. (2 not installed)	0		0
Total of Service Connections to Date ----->			<b>4635</b>

#### Distribution System Failures

Deterioration June 1 thru 30	9		24
Damaged June 1 thru 30	0		1

#### Bacteriological Sampling

Routine	16		104
Raw Water Well Samples	12		24

#### June 1, 2018 - June 30, 2018

**9 - Distribution leaks repaired by District staff, 1 - by Contractor or with contractor assistance.**

Work Orders Issued - 38	Work Orders Completed - 61	USA's Issued - 142
Backflow Test - 1	Backflow Test - 2	
Change Out Meter - 1	Change Out Meter - 25	
Conservation - 1	Conservation - 1	
Flow Test - 1	Flow Test - 1	
Get Current Read - 4	Get Current Read - 4	
Install New Service - 1	Install New Service - 1	
Lock Service Off - 1	Line Leak - 5	
Line Leak - 5	Other Work - 2	
Other Work - 2	Possible Leak - 7	
Possible Leak - 7	Repair - 1	
Pressure Complaint - 1	New Service Quote - 1	
Repair - 1	Tag Property - 5	
New Service Quote - 1	Turn Off Service - 1	
Tag Property - 5	Turn On Service - 4	
Turn Off Service - 1	Water Waster - 1	
Turn On Service - 4		
Water Waster - 1		

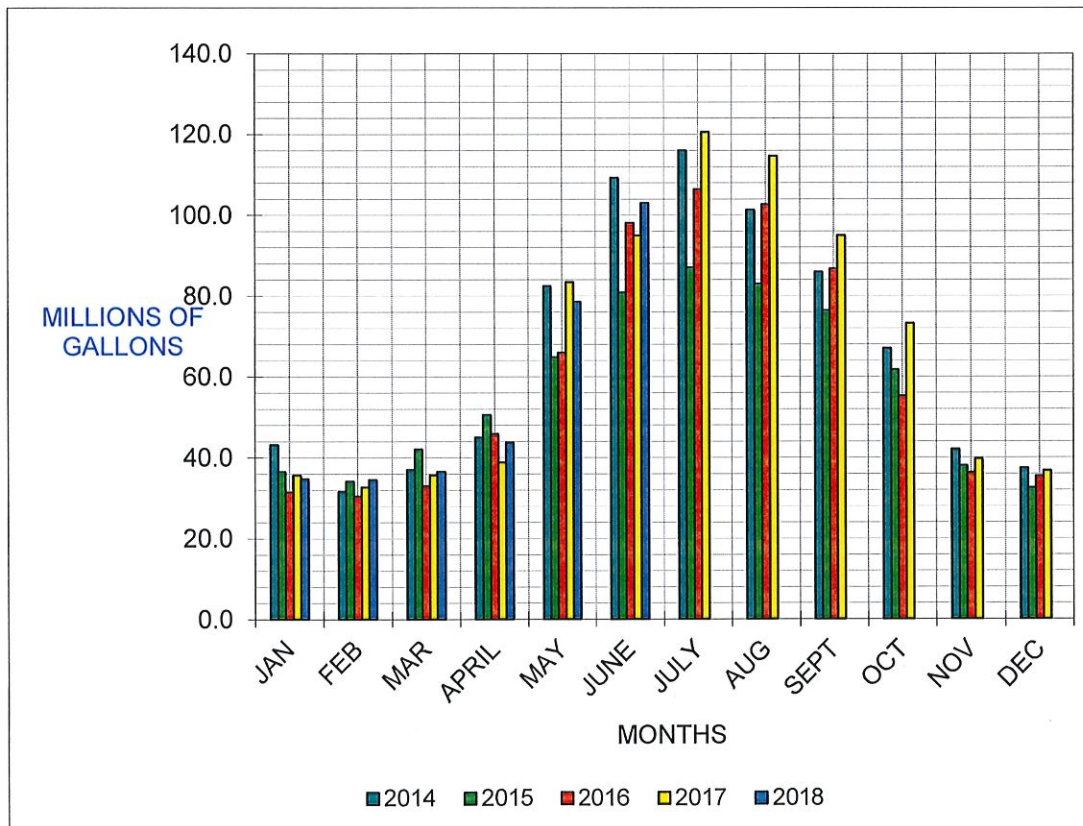


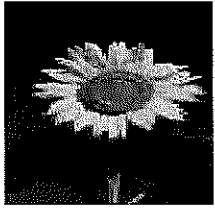
# RIO LINDA/ELVERTA C.W.D.

## WATER PRODUCTION

2014 \ 2018

Month	Water Production in Million Gallons						SSWD Water Purchases					
	2014	2015	2016	2017	2018	Avg.	2014	2015	2016	2017	2018	
JAN	43.2	36.5	31.5	35.6	34.8	36.3	0.0	0.0	0.0	0.0	0.0	
FEB	31.6	34.1	30.5	32.7	34.5	32.7	0.0	0.0	0.0	0.0	0.0	
MAR	37.0	42.0	33.0	35.6	36.5	36.8	0.0	0.0	0.0	0.0	0.0	
APRIL	45.0	50.5	45.8	38.8	43.7	44.8	0.0	0.0	0.0	0.0	0.0	
MAY	82.4	64.8	65.9	83.4	78.5	75.0	0.0	0.0	0.0	0.0	0.0	
JUNE	109.2	80.8	98.0	94.9	102.9	97.2	2.8	0.0	0.0	0.0	0.0	
JULY	116.0	87.0	106.4	120.5		107.5	0.0	0.0	0.0	0.0	0.0	
AUG	101.3	83.0	102.6	114.6		100.4	0.0	0.0	0.0	0.0	0.0	
SEPT	85.9	76.4	86.7	94.9		86.0	0.0	0.0	0.0	0.0	0.0	
OCT	67.0	61.7	55.2	73.2		64.3	0.0	0.0	0.0	0.0	0.0	
NOV	42.0	38.0	36.3	39.7		39.0	0.0	0.0	0.0	0.0	0.0	
DEC	37.4	32.5	35.4	36.7		35.5	0.0	0.0	0.0	0.0	0.0	
<b>TOTAL</b>	<b>798.0</b>	<b>687.3</b>	<b>727.3</b>	<b>800.6</b>	<b>330.9</b>	<b>753.3</b>	<b>2.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	





# Conservation Report

## June 2018



<b>Supplies (kits):</b>	Shower heads (1), Kitchen Aerators (1) Bathroom Aerators (1) Nozzle (0) Hose Timer (0) Shower Timer (0) Dish Scrapper (0)
<b>Water Waste (calls, emails, letter, leaks detected/fixed):</b>	1 Water Waste Complaints 0 Leak Follow-up calls 0 Leak Letters
<b>Water Schedule:</b>	
<b>Surveys:</b>	0
<b>Rebates:</b>	<b>Toilets: 0    Washing Machines: 0</b>
<b>Workshops, Webinars, Meetings:</b>	None
<b>Fines:</b>	NONE
<b>Other Tasks:</b>	
<b>Grant Updates:</b>	N/A



## **Information Items**

### **Agenda Item: 5.2**

**Date:** July 16, 2018

**Subject:** Board Reports

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

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

- a. Announce ad hoc committee(s) dissolved by the criteria in Policy 2.01.065
- b. Regional Water Authority – Henrici
- b. Sacramento Groundwater Authority – Green
- c. LAFCO – Green
- d. Planning Committee – Dills, Harris
- e. Finance / Administrative Committee – Ridilla, Henrici
- f. Ad Hoc Committee's
  1. None currently assigned.

**REGIONAL WATER AUTHORITY  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Thursday, July 12, 2018, 9:00 a.m.**

5620 Birdcage Street, Suite 110

Citrus Heights, CA 95610

(916) 967-7692

**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**

**3. CONSENT CALENDAR**

a. Minutes from the May 3, 2018 RWA Board meeting

**Action: Approve the Consent Calendar Item**

**4. EXECUTIVE COMMITTEE REPORT AND RECOMMENDATIONS**

a. Information: Final minutes of the April, 25, 2018 and May 23, 2018 Executive Committee meetings and draft minutes from the June 27, 2018 Executive Committee meeting

**5. OTHER POST-EMPLOYMENT BENEFITS (OPEB) FUNDING POLICY**

Information Presentation: John Woodling

**Action: Approve Changes to Policy 500.10 Other Post-Employment Benefits (OPEB) Funding Policy**

**6. RWA JULY 2017 OTHER POST EMPLOYMENT BENEFITS (OPEB) AND ACTUARIAL REPORT ON RETIREE BENEFITS**

Information Presentation: John Woodling

**Action: Approve using the 7.0% discount rate for the RWA July 2017 OPEB Actuarial Report. Continue using the CERBT, investing in Strategy 1. Continue funding the actuarial determined contribution**

**Action: Approve of RWA July 2017 Actuarial Valuation: Determination Other Post-Employment Benefits (OPEB) Funding Contributions**

**7. ARB IRWM PLAN**

Information Presentation: Rob Swartz, Manager of Technical Services

**Action: Adopt Resolution 18-01 to Approve Updated ARB IRWM Plan and Incorporate Storm Water Resource Plans**

**8. LEGISLATIVE UPDATE**

Information Presentation: John Woodling, Executive Director and Dave Brent, Water Policy Advisor

**9. EXECUTIVE DIRECTOR'S REPORT**

**10. DIRECTORS' COMMENTS**

**ADJOURNMENT**

Upcoming meetings:

Next Executive Committee Meetings – Wednesday, July 25, 2018 and August 22, 2018, 8:30 a.m. at the RWA office.

Next RWA Board of Directors' Meeting – Thursday, September 13, 2018, 9:00 a.m., at the RWA Office.

**JULY 12, 2018**

**TO: REGIONAL WATER AUTHORITY BOARD OF DIRECTORS**

**FROM: JOHN WOODLING**

**RE: EXECUTIVE DIRECTOR'S REPORT**

- a. Grants Update** – RWA staff is currently managing five grant awards totaling \$30.3 million. Over the past quarter, nearly \$2.3 million in grant reimbursements have been received. This brings the total reimbursement to date from these five grants to \$19.3 million.
- b. Water Efficiency Update** – The water use update for May 2018 is attached. Water use continues to be significantly below that recorded in 2013, and is tracking at similar levels to last year at this time (attached). RWA staff developed information that will help water provider staff communicate to the public regarding the recently passed water efficiency legislation, SB 606 and AB 1668 (attached).
- c. RWA Outreach** – Mr. Woodling was a speaker at the Groundwater Resources Association's GSA Summit on June 6, 2018 and at *An Uncommon Dialogue* on managing groundwater quality under SGMA hosted by Stanford University's Water in the West Program on June 11, 2018. In addition to chairing the ACWA Groundwater Committee and serving on the State Legislative Committee, Mr. Woodling is representing ACWA Region 4 on the selection panel for ACWA's next executive director.
- d. Powerhouse Science Center Update** – The Powerhouse Science Center held its official groundbreaking ceremony on May 31, 2018. Chair Marcus Yasutake represented RWA. Staff is meeting with Powerhouse staff to discuss the development of our two exhibits.
- e. RWA Update** – Staff and RWA's public relations consultant are producing a quarterly update highlighting RWA activities. The document is designed to be suitable for distribution to member agency boards of directors. The July edition will be distributed soon.
- f. SGA Anniversary** – The Sacramento Groundwater Authority will celebrate its 20<sup>th</sup> anniversary with a luncheon event on October 18, 2018 (attached).
- g. Financial Reports** – The RWA financial reports through April 30, 2018 are attached.

# RWA Bill Positions Active as of 6/26/2018

## OPPOSE/AMEND

**AB 3206 (Friedman D) Water conservation: water meters: accuracy and performance standards.**

**Current Text:** Amended: 6/18/2018 [html](#) [pdf](#)

**Last Amended:** 6/18/2018

**Status:** 6/18/2018-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on N.R. & W.

**Location:** 6/13/2018-S. N.R. & W.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

### Calendar:

6/26/2018 9 a.m. - Room 112 (and 1:30 p.m. in Room 113, if necessary) SENATE NATURAL RESOURCES AND WATER, HERTZBERG, Chair

### Summary:

Would require the State Energy Resources Conservation and Development Commission, on or before January 1, 2020, to the extent that funding is available, to adopt regulations setting standards for the accuracy of water meters, as described, that, on or after the effective date of those regulations, are installed by a water purveyor or manufactured and sold or offered for sale in the state. The bill would include an exception for a water meter that, as of the effective date of the regulations, a water purveyor possesses, or has entered into a contract to purchase, and has not yet installed.

**SB 623 (Monning D) Water quality: Safe and Affordable Drinking Water Fund.**

**Current Text:** Amended: 8/21/2017 [html](#) [pdf](#)

**Last Amended:** 8/21/2017

**Status:** 9/1/2017-From committee: Without recommendation. (Ayes 11. Noes 0.) (September 1) Re-referred to Com. on RLS.

**Location:** 9/1/2017-A. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

### Summary:

Would establish the Safe and Affordable Drinking Water Fund in the State Treasury and would provide that moneys in the fund are continuously appropriated to the State Water Resources Control Board. The bill would require the board to administer the fund to secure access to safe drinking water for all Californians, while also ensuring the long-term sustainability of drinking water service and infrastructure. The bill would authorize the state board to provide for the deposit into the fund of federal contributions, voluntary contributions, gifts, grants, bequests, and settlements from parties responsible for contamination of drinking water supplies.

**OPPOSE/AMEND – Continued**

**SB 831** (**Wieckowski D**) **Land use: accessory dwelling units.**

**Current Text:** Amended: 6/21/2018 [html](#) [pdf](#)

**Last Amended:** 6/21/2018

**Status:** 6/21/2018-From committee with author's amendments. Read second time and amended. Re-referred to Com. on L. GOV.

**Location:** 6/20/2018-A. L. GOV.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:**

6/27/2018 1:30 p.m. - State Capitol, Room 447 ASSEMBLY LOCAL GOVERNMENT, AGUIAR-CURRY, Chair

**Summary:**

Would require the ordinance for the creation of accessory dwelling units to designate areas where accessory dwelling units may be excluded for health and safety purposes, as specified. The bill would revise the standards for the local ordinance to, among other things, delete the authority to include lot coverage standards, and include a prohibition on considering the square footage of a proposed accessory dwelling unit when calculating an allowable floor-to-area ratio or lot coverage ratio for the lot.

**SB 998** (**Dodd D**) **Discontinuation of residential water service: urban and community water systems.**

**Current Text:** Amended: 6/14/2018 [html](#) [pdf](#)

**Last Amended:** 6/14/2018

**Status:** 6/14/2018-Referred to Com. on E.S. & T.M. From committee with author's amendments. Read second time and amended. Re-referred to Com. on E.S. & T.M.

**Location:** 6/14/2018-A. E.S. & T.M.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:**

6/26/2018 1:30 p.m. - State Capitol, Room 444 ASSEMBLY ENVIRONMENTAL SAFETY AND TOXIC MATERIALS, QUIRK, Chair

**Summary:**

Would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The bill would require the policy to include certain components, be available on the system's Internet Web site, and be provided to customers in writing, upon request. The bill would provide for enforcement of these provisions, including making a violation of these provisions punishable by a civil penalty issued by the board.



**SUPPORT**

**AB 2283 (Holden D) Income taxes: exclusion: turf removal water conservation program.**

**Current Text:** Introduced: 2/13/2018 [html](#) [pdf](#)

**Status:** 5/25/2018-In committee: Held under submission.

**Location:** 4/4/2018-A. APPR. SUSPENSE FILE

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:**

The Personal Income Tax Law and the Corporation Tax Law, for taxable years beginning on or after January 1, 2014, and before January 1, 2019, provide an exclusion from gross income for any amount received as a rebate, voucher, or other financial incentive issued by a local water agency or supplier for participation in a turf removal water conservation program. This bill would extend the operation of those provisions to January 1, 2024.

**AB 2371 (Carrillo D) Water use efficiency: landscape irrigation.**

**Current Text:** Amended: 6/20/2018 [html](#) [pdf](#)

**Last Amended:** 6/20/2018

**Status:** 6/20/2018-Read second time and amended. Re-referred to Com. on N.R. & W.

**Location:** 6/20/2018-S. N.R. & W.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:**

6/26/2018 9 a.m. - Room 112 (and 1:30 p.m. in Room 113, if necessary) SENATE NATURAL RESOURCES AND WATER, HERTZBERG, Chair

**Summary:**

Current law allows nursery stock on display for sale at retail to be labeled by a sign on any block of stock of the same kind and species and requires turf to be labeled by a sign showing the required correct name of the stock on display. This bill would also require, upon delivery to a job site, as defined, each landscape plant or a representative number of each landscape plant, as determined by the Secretary of Food and Agriculture, to be individually labeled as to its correct name in order to correctly identify nursery stock installed in outdoor landscapes that are subject to inspection under the Model Water Efficient Landscape Ordinance or any local water efficient landscape ordinance.

**SUPPORT**

**AB 2649 (Arambula D) Water rights: water management.**

**Current Text:** Amended: 6/18/2018 [html](#) [pdf](#)

**Last Amended:** 6/18/2018

**Status:** 6/20/2018-In committee: Set, first hearing. Hearing canceled at the request of author.

**Location:** 6/19/2018-S. N.R. & W.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:**

6/26/2018 9 a.m. - Room 112 (and 1:30 p.m. in Room 113, if necessary) SENATE NATURAL RESOURCES AND WATER, HERTZBERG, Chair

**Summary:**

Would authorize a groundwater sustainability agency or local agency to apply for, and the State Water Resources Control Board to issue, a conditional temporary permit for diversion of surface water to underground storage for beneficial use that advances the sustainability goal of a groundwater basin, as specified.

**AB 3170 (Friedman D) Sales and use taxes: exemptions: water efficiency.**

**Current Text:** Amended: 4/16/2018 [html](#) [pdf](#)

**Last Amended:** 4/16/2018

**Status:** 5/25/2018-In committee: Held under submission.

**Location:** 4/25/2018-A. APPR. SUSPENSE FILE

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:**

Would, until January 1, 2024, exempt from sales and use taxes the gross receipts from the sale of, and the storage, use, or other consumption of, qualified water efficiency products sold or purchased during the 3-day period beginning at 12:01 a.m. on the Saturday preceding the last Monday in March, and ending at 11:59 p.m. on the following Monday in March, or for which a layaway agreement is entered into, a raincheck is issued, or other specified orders are placed, during this period, as specified.

## SUPPORT

### **SB 966 (Wiener D) Onsite treated nonpotable water systems.**

**Current Text:** Amended: 6/19/2018 [html](#) [pdf](#)

**Last Amended:** 6/19/2018

**Status:** 6/19/2018-From committee with author's amendments. Read second time and amended. Re-referred to Com. on E.S. & T.M.

**Location:** 6/11/2018-A. E.S. & T.M.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:**

6/26/2018 1:30 p.m. - State Capitol, Room 444 ASSEMBLY ENVIRONMENTAL SAFETY AND TOXIC MATERIALS, QUIRK, Chair

**Summary:**

Would, on or before December 1, 2022, require the State Water Resources Control Board, in consultation with the California Building Standards Commission, to adopt regulations for risk-based water quality standards for the onsite treatment and reuse of nonpotable water, as provided. The bill would authorize the state board to contract with public or private entities regarding the content of the standards. The bill would require a local jurisdiction, as defined, that elects to establish a program for onsite treated nonpotable water systems to, among other things, adopt, through ordinance, a local program that includes the risk-based water quality standards established by the state board.

## SUPPORT/AMEND

### **AB 2050 (Caballero D) Small System Water Authority Act of 2018.**

**Current Text:** Amended: 6/11/2018 [html](#) [pdf](#)

**Last Amended:** 6/11/2018

**Status:** 6/21/2018-From committee: Do pass and re-refer to Com. on GOV. & F. (Ayes 6. Noes 1.) (June 20). Re-referred to Com. on GOV. & F.

**Location:** 6/21/2018-S. GOV. & F.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:**

6/27/2018 9:30 a.m. - Room 112 SENATE GOVERNANCE AND FINANCE, MCGUIRE, Chair

**Summary:**

This bill would create the Small System Water Authority Act of 2018 and state legislative findings and declarations relating to authorizing the creation of small system water authorities that will have powers to absorb, improve, and competently operate noncompliant public water systems. The bill, no later than March 1, 2019, would require the state board to provide written notice to cure to all public agencies, private water companies, or mutual water companies that operate a public water system that has either less than 3,000 service connections or that serves less than 10,000 people, and are not in compliance with one or more state or federal primary drinking water standard maximum contaminant levels as of December 31, 2018, and for 4 consecutive quarters, as specified.

# American River Basin Integrated Regional Water Management Plan 2018 Update

July 12, 2018

**RWA**

Sacramento

ARB Region



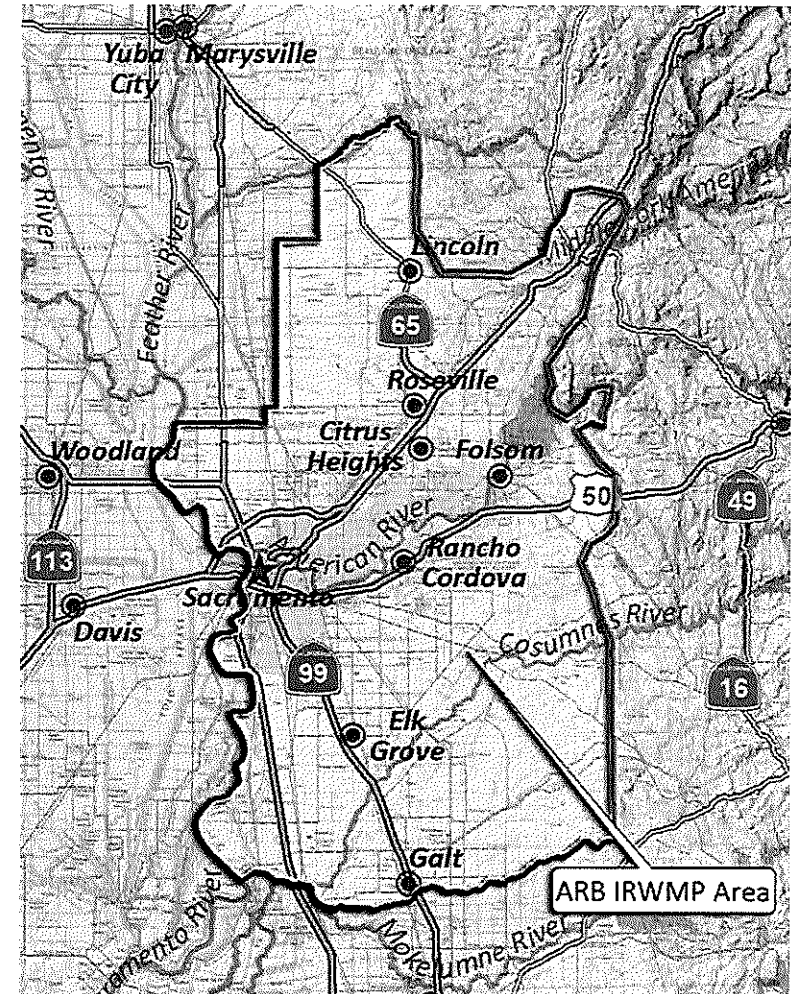
# 2018 Update Process

- 4 public workshops over 1 year
- Participation from over 30 agencies representing a range of interests
- Public draft released April 23, 2018, followed by a 30-day public comment period

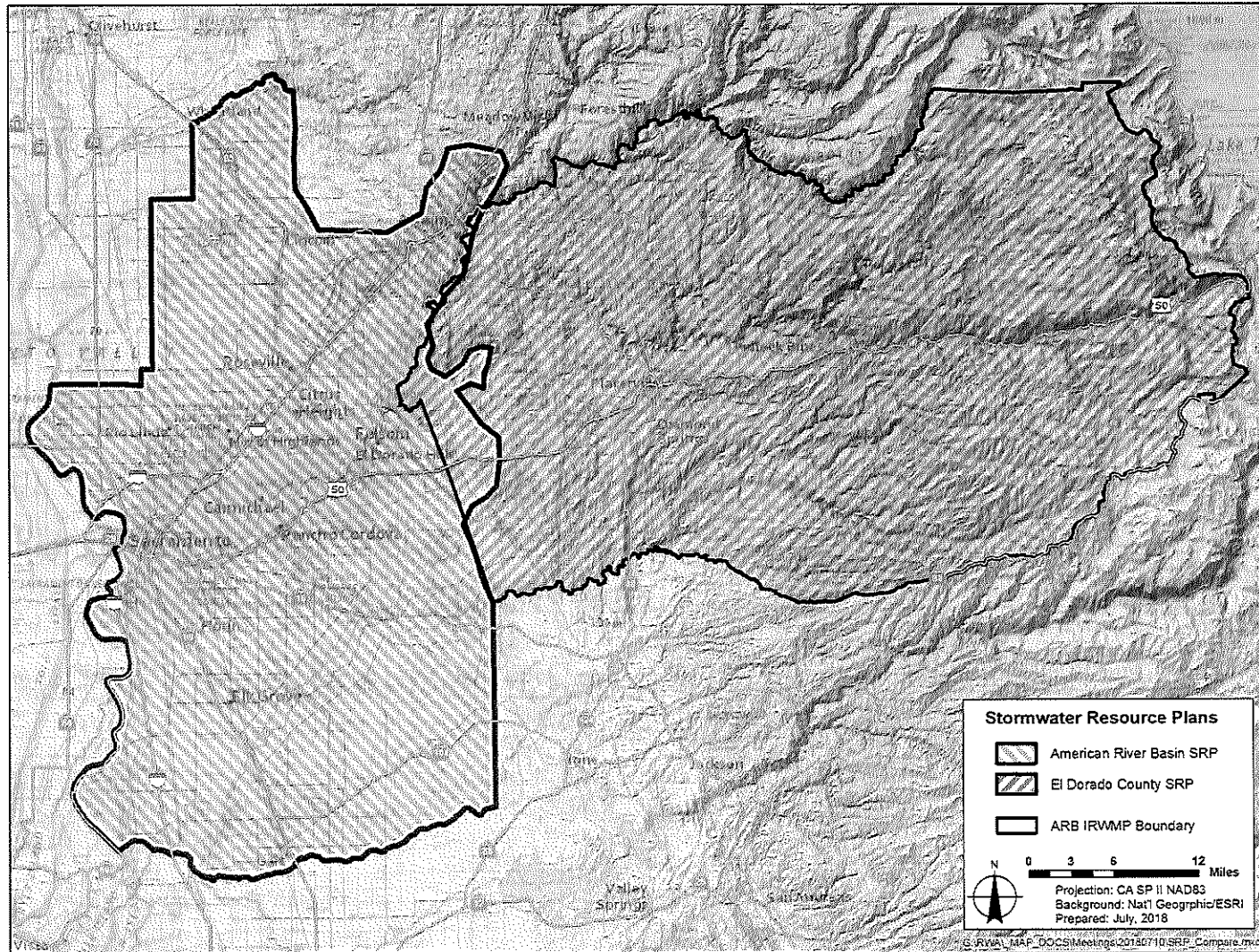


# Highlights of Changes from 2013 ARB IRWMP

- Updated ARB Region boundaries.
- Added elements associated with Sustainable Groundwater Management Act and Storm Water Resource Planning Act.
- Updated description of climate change vulnerabilities and resiliency and adaptation strategies.
- Updated principles, goals, objectives, and strategies.
- Comprehensive update of projects.



# Storm Water Resource Plans



# IRWMP Projects

- 81 new projects submitted to Opti
- 315 IRWMP projects total
- 72 IRWMP projects completed!

The screenshot displays the 'IRWMP Projects' web application. The browser address bar shows 'inwm.rmcwater.com/rwa/master.php'. The application header includes the 'opti' logo and navigation icons for Admin, Home, IRWMP, Projects, Community, Search, Profile, and Logout. The main content area features a map of the Sacramento region with numerous project markers. A sidebar on the right contains a 'Filters' section with 'Layers' and 'Tools' tabs, and a 'Results (72)' section with checkboxes for 'My Projects', 'Shared Projects', 'Like Projects', 'Other Projects', and 'SWRP Projects'. Below this are sections for 'Primary Goal', 'Status' (with options for 'Not Started', 'In Progress', and 'Completed'), and 'Type' (with an 'Approval' option). The footer includes a 'Contact Us' link and a 'POWERED BY RMC' logo.



July 6, 2018

RLECWD Planning and Project Committee Meeting

Meeting was opened at 2:00 pm by Director Dills

Public Comment: No public present.

RLECWD members present were G.M. Tim Shaw, Operations Supervisor Pat Goyet, Director Henrici for Director Harris and Director Brent Dills. Coleman Engineering was represented by Simon Gray.

- 1) Discuss the transition for District Engineer.

Affinity resigned on 6-20-18 and has been temporarily replaced by Coleman Engineering. Documents, files and plans are being handed over to the district. There are 3 defined tasks with defined scopes of work and budget amount in a temporary situation. It is recommended by the committee to proceed with the temporary situation with Coleman and proceed in the long term with a Request for Proposal (RFP) process to obtain a new District Engineer.

- 2) Discuss the Hexavalent Chromium treatment alternatives feasible for Well 10.

Coleman Engineering was provided the previous design and the GM recommends using a non-regenerative media approach and rebidding the project due to the scope of work changes. The committee agrees with the GM's recommendation.

- 3) Update of the status of discussions with Elverta Specific Plan Owners Group regarding Water Services Agreement and the Property Donation Agreement.

A meeting is scheduled for Tuesday with parties. Board may further consider this at the regular board meeting.

- 4) Strategic Planning Workshop Reminder for Saturday, July 14, 2018 at 11am.

The committee was reminded of the meeting scheduled with Brent Ives.

Director Dills adjourned the meeting at 3:25.

**Rio Linda/Elverta Community Water District**  
**Finance and Administrative Committee Meeting Minutes**

**July 9, 2018, 2018**

**Attendees:** Director Mary Henrici, Director John Ridilla and General Manager Tim Shaw were present.

Meeting was called to order by Director Henrici at 6:33 PM.

**Public Comment.** There was none.

**Agenda Items**

**1. Review and discuss expenditures of the District for the month of June 2018.**

All items were in order.

**The committee recommends approval to the full Board of Directors.**

**2. Review and discuss Financial Reports of the District for the month of June 2018.**

Director Ridilla questioned the other revenue category in the profit and loss budget performance document. Manager Shaw noted that the correct account number for Other Revenue is not reflected in the report and that in reality the District has received over 100% of the amount budgeted for the item. Manager Shaw will have the report corrected for the next meeting of the committee.

**The committee recommends approval of the financial reports to the full Board of Directors.**

**3. Discuss request of employees to consider changing hours of operation.**

General Manager Shaw provided the committee with a request signed by all staff members requesting the work schedule be changed from the existing 5 8 hour work days to 4 10 hour work days. The committee requested the Manager prepare a response to the staff and draft options for review by the finance/admin committee.

**There is no current committee recommendation on this item.**

**4. Discuss proposed revisions to policy 2.01.150.**

The committee was presented with 2 options for the revision of section 2.01.150 of the policy manual. It was also noted that Resolution 2002-08 should probably be rescinded as many parts of the Resolution have changed over the years causing a conflict in policy.

**The committee recommends Option 1 to become the new section 2.01.150 of the District policy manual and that Resolution 2008-08 is rescinded at the next meeting of the Board.**

**5. Discuss needed changes to District policies 3.06.600 through 3.06.800 disposition of surplus items.**

Upon review of the District's surplus property policy it has been determined that the current policy is out of date. The General Manager provided the committee with an updated policy. A small revision regarding the opening of bids was noted. The committee asked that the policy be reviewed by legal counsel before being provided to the full Board.

**The committee recommends the proposed revisions to sections 3.06.600 through 3.06.800 be approved by the Board after legal review.**

**6. Discuss the need for Personnel handbook employment process changes.**

Manager Shaw noted that the District's current drug testing policy of new hires is not current. The proposed revised wording for the selection process section of the manual was reviewed and it was asked that psychological testing be removed. It was asked that the Manager revise a sample drug and alcohol program document provided by ACWA JPIA and have legal review the program before Board approval.

**7. Discussion of means for changes to GM contract.**

It was noted an ad hoc committee needs to be formed in order to discuss the Manager's contract per new District policy.

**The committee recommends the Board appoint an ad hoc committee for the Manager's contract negotiation and also form an ad hoc committee for Memorandum of Understanding negotiations.**

**Directors' and General Manager comments not on the agenda.**

The past rate structures of the District were discussed with a timeline of when tiered rates were removed and the effect it has had on district revenue.

Meeting adjourned at 7:30 p.m.



## **Agenda Item: 6**

**Date:** July 16, 2018

**Subject:** Public Comment for Closed Session

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

### **6. PUBLIC COMMENT FOR CLOSED SESSION**

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



## **Agenda Item: 7**

**Date:** July 16, 2018

**Subject:** Closed Session

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

7. **CLOSED SESSION** - The Board of Directors will convene to Closed Session to discuss the following item.

- A. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION:**  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one potential case).



## Reconvene Open Session Agenda Item: 8

**Date:** July 16, 2018

**Subject:** Report of Action Taken in Closed Session

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

### 8.1 Report of Action Taken in Closed Session

The Board will disclose any reportable actions taken and/or directed in closed session.

### Board Action / Motion

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

Dills:\_\_\_\_\_Green:\_\_\_\_\_Ridilla:\_\_\_\_\_Henrici:\_\_\_\_\_Harris:\_\_\_\_\_.

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



**PENDING AND COMPLETED ITEMS  
7-16-2018 BOARD OF DIRECTORS MEETING**

1. **Land Acquisitions for District Facilities and Well sites:**  
With the dissolution of the ad hoc for this purpose, and the lack of funding via capacity fees in the near term, this item status reporting will be suspended until there is some activity. **Pending**
2. **North Precinct Project** No activity has been reported on this project.. **Pending**
3. **Credit/Debit Card Convenience Fees:** The addressing of these issues is subject to completion of the CUSI billing software upgrade. The upgrade process had been waiting until all the CUSI files were transferred from the old server to the new server. Such process concluded today (7-13-2018) with the old server being shut down this morning. We can now focus on timing and process for CUSI billing software upgrade, which will open new opportunities for convenience payments without fees. **Pending**
4. **Letter to Tesco for Disappointing Service:** XIO (the company founder, an IT wizard ☺) retrieved the historical data (data prior to June 2017, that the Tesco upgrade rendered inaccessible). We have a phone meeting next week with XIO to identify some of the tags on the data. This process, as hoped, will obviate the need to seek relieve through Tesco. **Pending**
5. **Professional Services Agreement with Affinity Engineering for the design of the Well #16:**  
Affinity Engineering terminated their engagement on June 20<sup>th</sup>. We still need the Well #16 property donated, and we will need to perform an RFQ process for completing the design of the Well #16 groundwater pumping facilities. **Pending.**
6. **Strategic Planning:** The Board workshop is scheduled for Saturday, July 14<sup>th</sup>. The community workshop (Board Member attendance is welcomed, but not essential) is being scheduled for early August. **Pending**
7. **General Unit MOU renewal:** There is an item on this agenda to confirm the appointment of a MOU Renewal Ad Hoc Committee, this will enable formal notice to Teamsters Local 150 that the District is ready to begin MOU renewal negotiations. **Pending.**
8. **GM Contract revisions:** There is an item on this agenda to confirm the appointment of a GM Contract Revisions Ad Hoc Committee. **Pending**

9. **Consideration of changing working hours:** The Finance/Admin Committee is in discussions with the employees on changes necessary to support a 4-10 work schedule. The District has and will continue to have the sole discretion to establish work schedules to meet the operational needs of the District. Dialog on changes to support 4-10 should not be allowed to morph into MOU negotiations and language. The Finance/Admin Committee has directed the GM's response to the employees' written request. The GM response will be reviewed by the Finance/Admin members prior to submittal to the employees. **Pending**
  
10. **Purchased and installed new Ricoh copier/printer:** The new copier/printer was installed. The two old, refurbished units are being stored for free at Buckmaster Office Solutions (vendor for the new unit) while the District completes the process of declaring the old units surplus and authorizes disposition via the revised District Policy 3.06.600 **Completed.**
  
11. **Limited engagement of engineering services in response to Affinity termination:** Coleman Engineering has been engaged to review the submittals of Affinity and report to the Board regarding the sufficiency in impact of the Affinity submittal of District property (design files, many of which are in AutoCAD). **Completed.**