

Agenda
Rio Linda / Elverta Community Water District
Executive Committee

Visitors/Depot Center
6730 Front Street
Rio Linda, CA 95673

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August 3, 2020
6:00 P.M.

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

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

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

Call to Order

Public Comment

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

Items for Discussion:

1. Review and discuss the expenditures of the District for the month of June 2020.
2. Review and discuss the financial reports for the month of June 2020.
3. Review the Rate Study Status Report.
4. Discuss the process and content of fiscal year 2020/2021 Final Budget adoption via public hearing.
5. Discuss the process of annual performance review for the General Manager.
6. Update from Sacramento Regional Water Utilities Collaboration Study.
7. Update from the Contract District Engineer.

Directors' and General Manager Comments

When and where to hold September 2020 Executive Committee meeting due to Labor Day.

Items Requested for Next Month's Committee Agenda

Adjournment

Next Executive Committee meeting: Monday, September ?, 2020 at 6:00 p.m. Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673

ADA COMPLIANCE STATEMENT

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



Executive Committee Agenda Item: 1

Date: August 3, 2020

Subject: Expenditure Summary

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Executive Committee review the expenditures for June 2020, then forward the item to the August 17th Board agenda, consent section, with a recommendation for approval.

Current Background and Justification:

These expenditures were necessary and prudent for operation of the District and consistent with the policies and budget adopted by the Board of Directors. The Expenditure Summary provides the listing of expenditures which have occurred since the last regular meeting of the Board.

Conclusion:

Consistent with the District policies, the Expenditure Summary is to be reviewed by the Executive Committee and approved by the Board of Directors.

**Rio Linda Elverta Community Water District
Expenditure Report
June 2020**

Type	Date	Num	Name	Memo	Amount
Liability Check	06/03/2020	EFT	QuickBooks Payroll Service	For PP Ending 05/30/20 Paydate 06/04/2020	19,333.77
Liability Check	06/04/2020	EFT	CalPERS	For PP Ending 05/30/20 Paydate 06/04/2020	2,682.67
Liability Check	06/04/2020	EFT	CalPERS	For PP Ending 05/30/20 Paydate 06/04/2020	1,055.60
Liability Check	06/04/2020	EFT	Nationwide	Deferred Compensation Plan: Employer & Employee Share	1,219.49
Bill Pmt -Check	06/04/2020	EFT	Adept Solutions	Computer Maintenance	1,333.00
Bill Pmt -Check	06/04/2020	EFT	Comcast	Phone/Internet	234.80
Bill Pmt -Check	06/04/2020	EFT	PGE	Utilities	111.38
Bill Pmt -Check	06/04/2020	EFT	Republic Services	Utilities	84.45
Liability Check	06/04/2020	EFT	Internal Revenue Service	Employment Taxes	7,177.04
Liability Check	06/04/2020	EFT	Employment Development	Employment Taxes	1,344.67
Bill Pmt -Check	06/04/2020	EFT	Voyager Fleet Commander	Transportation Fuel	55.58
Transfer	06/04/2020	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Check	06/04/2020	1266	Customer	Hydrant Deposit Refund	966.00
Bill Pmt -Check	06/04/2020	1267	ABS Direct, Inc.	Postage, Printing	846.51
Bill Pmt -Check	06/04/2020	1268	VOID	VOID	0.00
Bill Pmt -Check	06/04/2020	1269	BSK Associates	Lab Fees	8,975.00
Bill Pmt -Check	06/04/2020	1270	Buckmaster Office Solutions	Office Equipment Expense	88.42
Bill Pmt -Check	06/04/2020	1271	ICONIX Waterworks	Distribution Supplies	2,699.14
Bill Pmt -Check	06/04/2020	1272	Quill	Office Expense	129.25
Bill Pmt -Check	06/04/2020	1273	Regional Water Authority	Member Withdrawal Liability	17,451.00
Bill Pmt -Check	06/04/2020	1274	Rio Linda Elverta Recreation & Park Dist	Meeting Expense	50.00
Bill Pmt -Check	06/04/2020	1275	Rio Linda Hardware & Building Supply	Shop Supplies	318.05
Bill Pmt -Check	06/04/2020	1276	Rio Linda Messenger - John Todd	Computer Maintenance	140.00
Bill Pmt -Check	06/04/2020	1277	Sierra Chemical Company	Treatment	1,485.82
Bill Pmt -Check	06/04/2020	1278	SMUD	Utilities	16,871.43
Bill Pmt -Check	06/04/2020	1279	Tesco Controls	Pumping Maintenance	2,578.95
Bill Pmt -Check	06/04/2020	1280	USA Bluebook	Treatment; Shop Supplies	878.36
Bill Pmt -Check	06/04/2020	1281	Postmaster	Postage	288.00
Bill Pmt -Check	06/04/2020	1282	Vanguard Cleaning	Janitorial	195.00
Bill Pmt -Check	06/04/2020	1283	Ferguson Enterprises	Capital Improvement: Large Meter Replacement	3,543.07
Bill Pmt -Check	06/04/2020	1284	ACWA/JPIA	EAP	25.70
Check	06/15/2020	EFT	WageWorks	FSA Administration Fee	76.25
Check	06/17/2020	EFT	ARCO	Transportation: Fuel	483.75
Liability Check	06/17/2020	EFT	QuickBooks Payroll Service	For PP Ending 06/13/2020 Paydate 06/18/2020	18,742.80
Liability Check	06/18/2020	EFT	CalPERS	For PP Ending 06/13/2020 Paydate 06/18/2020	2,695.56
Liability Check	06/18/2020	EFT	CalPERS	For PP Ending 06/13/2020 Paydate 06/18/2020	1,055.60
Liability Check	06/18/2020	EFT	Nationwide	Deferred Compensation Plan: Employer & Employee Share	1,657.50
Liability Check	06/18/2020	EFT	Internal Revenue Service	Employment Taxes	7,203.90
Liability Check	06/18/2020	EFT	Employment Development	Employment Taxes	1,388.16
Liability Check	06/18/2020	EFT	Kaiser Permanente	Health Insurance	2,178.78
Liability Check	06/18/2020	EFT	Principal	Dental & Vision Insurance	1,363.75
Liability Check	06/18/2020	EFT	Western Health Advantage	Health Insurance	9,358.06

**Rio Linda Elverta Community Water District
Expenditure Report
June 2020**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/18/2020	EFT	Verizon	Field Communication, Field IT	493.40
Bill Pmt -Check	06/18/2020	EFT	Umpqua Bank Credit Card	Backflow, Computer, Office, Postage, Safety, Shop	3,174.37
Check	06/18/2020	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	35,940.00
Check	06/18/2020	EFT	RLECWD - SURCHARGE ACCOUNT 1	Bi-monthly Transfer	87,666.32
Check	06/18/2020	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-monthly Transfer	72,901.46
Check	06/18/2020	EFT	RLECWD - LAIF	Transfer Capacity Fees	9,000.00
Check	06/18/2020	1286	Customer	Final Bill Refund	52.11
Check	06/18/2020	1287	Customer	Final Bill Refund	100.00
Bill Pmt -Check	06/18/2020	1288	Churchwell White	Legal	410.90
Bill Pmt -Check	06/18/2020	1289	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	06/18/2020	1290	County of Sacramento	Permits	123.00
Bill Pmt -Check	06/18/2020	1291	DirectHit Pest Control	Building Maintenance	75.00
Bill Pmt -Check	06/18/2020	1292	EKI Enviornmental	Engineering	5,000.00
Bill Pmt -Check	06/18/2020	1293	Hopkins Technical Products	Pumping Maintenance	1,801.08
Bill Pmt -Check	06/18/2020	1294	Intermedia.net	Telephone	79.20
Bill Pmt -Check	06/18/2020	1295	Oreilly Automotive	Transportation: Maintenance	6.71
Bill Pmt -Check	06/18/2020	1296	Quill	Office Expense	7.53
Bill Pmt -Check	06/18/2020	1297	RW Trucking	Distribution Supplies	711.16
Bill Pmt -Check	06/18/2020	1298	Sierra Chemical Company	Treatment	861.30
Bill Pmt -Check	06/18/2020	1299	Spok Inc.	Field Communication	15.19
Bill Pmt -Check	06/18/2020	1300	T.W.L. Construction	Building Maintenance	124.00
Bill Pmt -Check	06/18/2020	1301	Unifirst Corporation	Uniforms	291.61
Bill Pmt -Check	06/18/2020	1302	County of Sacramento	Capital Improvement: Well 16 Construction	492.00
Bill Pmt -Check	06/18/2020	1303	Ferguson Enterprises	Capital Improvement: Large Meters	1,520.43
Liability Check	06/30/2020	EFT	Nationwide	Deferred Compensation Plan: Employer & Employee Share	316.62
Total 10000 - Bank - Operating Account					376,164.40

**Rio Linda Elverta Community Water District
Expenditure Report
June 2020**

Type	Date	Num	Payee	Memo	Amount
Check	06/30/2020	EFT	State Water Resources Control Board	Safe Drinking Water State Revolving Fund Loan Payment	230,677.32

10300 - Surcharge 1 Account **230,677.32**

Type	Date	Num	Payee	Memo	Amount
Transfer	06/04/2020	EFT	RLECWD - Operating	CIP Expense Transfer: Refer to operating check numbers: 1283	3,543.07
Transfer	06/18/2020	EFT	RLECWD - Operating	CIP Expense Transfer: Refer to operating check numbers: 1302 & 1303	2,012.43

10475 - Capital Improvement-Umpqua Bank **5,555.50**



Executive Committee Agenda Item: 2

Date: August 3, 2020

Subject: Financial Reports

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the Finance Reports of the District for the month of June 2020, then forward the report onto the August 17th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

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

Conclusion:

Consistent with District policies, these financials are to be reviewed by this committee and presented to the Board of Directors to inform them of the District's current financial situation.

Rio Linda Elverta Community Water District
Unaudited Balance Sheet
As of June 30, 2020

ASSETS**Current Assets****Checking/Savings****100 - Cash & Cash Equivalents****10000 - Operating Account**

10020 - Operating Fund-Umpqua	773,355.20
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Total 10000 - Operating Account	773,355.20
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10475 - Capital Improvement

10480 - General	1,472,933.97
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10485 - Vehicle Replacement Reserve	15,000.00
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Total 10450 - Capital Improvement	1,487,933.97
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Total 100 - Cash & Cash Equivalents	2,261,289.17
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102 - Restricted Assets**102.1 - Restricted Capital Improvements**

10700 - ZIONS Inv/Surcharge Reserve	524,881.94
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Total 102.1 - Restricted Capital Improvements	524,881.94
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102.2 - Restricted for Debt Service

10300 - Surcharge 1 Account	663,939.93
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10350 - Umpqua Bank Debt Service	37,695.92
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10380 - Surcharge 2 Account	224,645.29
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10385 - OpusBank Checking	3,079,765.58
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Total 102.2 - Restricted for Debt Service	4,006,046.72
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102.4 - Restricted Other Purposes

10600 - LAIF Account	304,201.01
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10650 - Operating Reserve Fund	301,615.90
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Total 102.4 - Restricted Other Purposes	605,816.91
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Total 102 - Restricted Assets	5,136,745.57
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Total Checking/Savings	7,398,034.74
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Accounts Receivable	9.70
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Other Current Assets

12000 - Water Utility Receivable	78,987.94
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12200 - Accrued Revenue	150,000.00
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12250 - Accrued Interest Receivable	1,033.61
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15000 - Inventory Asset	193,469.20
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16000 - Prepaid Expense	12,141.77
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Total Other Current Assets	435,632.52
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Total Current Assets	7,833,676.96
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Fixed Assets

17000 - General Plant Assets	737,153.00
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17100 - Water System Facilities	20,759,002.47
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17300 - Intangible Assets	373,043.42
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17500 - Accum Depreciation & Amort	-9,282,773.19
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18000 - Construction in Progress	1,313,099.20
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18100 - Land	576,673.45
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Total Fixed Assets	14,476,198.35
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Other Assets

19000 - Deferred Outflows	262,764.00
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19900 - Suspense Account	0.00
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Total Other Assets	262,764.00
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TOTAL ASSETS	22,572,639.31
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Rio Linda Elverta Community Water District
Unaudited Balance Sheet
 As of June 30, 2020

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 620,625.12

Credit Cards 60.00

Other Current Liabilities 607,622.22

Total Current Liabilities 1,228,307.34

Long Term Liabilities

23000 · OPEB Liability 211,573.00

23500 · Lease Buy-Back 705,797.27

25000 · Surcharge 1 Loan 3,833,912.47

25050 · Surcharge 2 Loan 3,000,040.16

26000 · Water Rev Refunding 1,806,855.00

27000 · Community Business Bank 244,415.94

29000 · Net Pension Liability 987,630.00

29500 · Deferred Inflows-Pension 5,192.00

29600 · Deferred Inflows-OPEB 26,811.00

Total Long Term Liabilities 10,822,226.84

Total Liabilities 12,050,534.18

Equity

31500 · Invested in Capital Assets, Net 7,681,067.46

32000 · Restricted for Debt Service 702,232.24

38000 · Unrestricted Equity 1,674,622.00

Net Income 454,183.43

Total Equity 10,512,105.13

TOTAL LIABILITIES & EQUITY 22,562,639.31

Rio Linda Elverta Community Water District
Unaudited Operating Profit & Loss Budget Performance
As of June 30, 2020

	<u>Annual Budget</u>	<u>Jun 20</u>	<u>Jul 19-Jun 20</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
Total 40000 · Operating Revenue	2,715,475.00	157,569.10	2,583,859.13	95.15%	131,615.87
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	13.87	1,941.72	485.43%	-1,541.72
Surcharg Total 41110 · Investment Revenue	400.00	13.87	1,941.72	485.43%	-1,541.72
41120 · Property Tax	81,856.00	0.00	95,163.73	116.26%	-13,307.73
Total 41000 · Nonoperating Revenue	82,256.00	13.87	97,105.45	118.05%	-14,849.45
Total Income	<u>2,797,731.00</u>	<u>157,582.97</u>	<u>2,680,964.58</u>	<u>95.83%</u>	<u>116,766.42</u>
Gross Income	2,797,731.00	157,582.97	2,680,964.58	95.83%	116,766.42
Expense					
60000 · Operating Expenses					
60010 · Professional Fees	142,212.00	10,739.41	86,735.45	60.99%	55,476.55
60100 · Personnel Services					
60110 · Salaries & Wages	722,042.00	70,753.88	702,249.57	97.26%	19,792.43
60150 · Employee Benefits & Expense	455,210.00	33,450.44	413,395.31	90.81%	41,814.69
Total 60100 · Personnel Services	<u>1,177,252.00</u>	<u>104,204.32</u>	<u>1,115,644.88</u>	<u>94.77%</u>	<u>61,607.12</u>
60200 · Administration	228,681.00	9,266.64	207,358.27	90.68%	21,322.73
64000 · Conservation	300.00	0.00	0.00	0.00%	300.00
65000 · Field Operations	529,200.00	56,721.21	495,490.08	93.63%	33,709.92
Total 60000 · Operating Expenses	2,077,645.00	180,931.58	1,905,228.68	91.70%	172,416.32
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	139,015.00	0.00	139,015.00	100.00%	0.00
69110 · Interest	61,717.00	0.00	61,716.55	100.00%	0.45
Total 69100 · Revenue Bond	<u>200,732.00</u>	<u>0.00</u>	<u>200,731.55</u>	<u>100.00%</u>	<u>0.45</u>
69125 · AMI Meter Loan					
69130 · Principle	48,281.00	0.00	48,280.64	100.00%	0.36
69135 · Interest	10,233.00	0.00	10,233.28	100.00%	-0.28
Total 69125 · AMI Meter Loan	<u>58,514.00</u>	<u>0.00</u>	<u>58,513.92</u>	<u>100.00%</u>	<u>0.08</u>
Total 69010 · Debt Service	259,246.00	0.00	259,245.47	100.00%	0.53
69400 · Other Non-Operating Expense	0.00	0.00	0.00	0.00%	0.00
Total 69000 · Non-Operating Expenses	<u>259,246.00</u>	<u>0.00</u>	<u>259,245.47</u>	<u>100.00%</u>	<u>0.53</u>
Total Expense	<u>2,336,891.00</u>	<u>180,931.58</u>	<u>2,164,474.15</u>	<u>92.62%</u>	<u>172,416.85</u>
Net Ordinary Income	460,840.00	-23,348.61	516,490.43		
Net Income	<u>460,840.00</u>	<u>-23,348.61</u>	<u>516,490.43</u>		

Rio Linda Elverta Community Water District
UNAUDITED CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2019-20
 As of June 30, 2020

	GENERAL		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
BEGINNING FUND BALANCE	\$ 1,903,391.00	\$ 1,903,391.00	\$ (29,592.00)	\$ (29,592.00)	\$ 10,000.00	\$ 10,000.00
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
FUNDING SOURCES						
Fund Transfers						
Operating Fund Transfers In	409,940.00	409,940.00	-	1,308.20	-	-
CIP Fund Intrafund Transfers	(5,000.00)	(5,000.00)	-	-	5,000.00	5,000.00
Surcharge 2 Surplus Repayment	-	-	110,201.00	110,201.00	-	-
Contributed Funding						
Contributed Facilities (Developers)	-	-	-	-	-	-
Grant Revenue	-	-	400,000.00	505,000.00	-	-
Loan Proceeds	-	-	450,000.00	681,947.27	-	-
Investment Revenue	4,500.00	5,002.29	-	-	-	-
Sale of Fixed Assets	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	2,312,831.00	2,313,333.29	930,609.00	1,268,864.47	15,000.00	15,000.00
PROJECTS						
A · WATER SUPPLY						
A-1 · Well XX - Cr6 Treatment/Design	-	-	50,000.00	-	-	-
A-2 · Well 16	-	-	800,000.00	1,186,947.27	-	-
A-3 · Miscellaneous Pump Replacements	40,000.00	2,004.72				
Total A · WATER SUPPLY	40,000.00	2,004.72	850,000.00	1,186,947.27	-	-
B · WATER DISTRIBUTION						
B-1 · Service Replacements	30,000.00		-	-	-	-
B-2 · Large Meter Replacements	5,000.00	5,063.50	-	-	-	-
Total B · WATER DISTRIBUTION	35,000.00	5,063.50	-	-	-	-
C · CONTINGENCY						
C-1 · Contingency (10% of Est A,B,& M)	7,500.00	-	85,000.00	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	82,500.00	7,068.22	935,000.00	1,186,947.27	-	-
ENDING FUND BALANCE	\$ 2,230,331.00	\$ 2,306,265.07	\$ (4,391.00)	\$ 81,917.20	\$ 15,000.00	\$ 15,000.00

**Rio Linda Elverta Community Water District
Capacity Revenue Profit & Loss Budget Performance
April - June 2020**

	<u>Annual Budget</u>	<u>Apr-Jun 20 Current QTR</u>	<u>Jul 19-Jun 20 YTD</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	500.00	1,251.28	4,201.01	840.2%	-3,701.01
	<u>500.00</u>	<u>1,251.28</u>	<u>4,201.01</u>	<u>840.2%</u>	<u>-3,701.01</u>
44100 · Capacity Fee Revenue	40,000.00	8,751.87	90,899.88	227.25%	-50,899.88
Total Income	<u>40,500.00</u>	<u>10,003.15</u>	<u>95,100.89</u>	<u>234.82%</u>	<u>-54,600.89</u>
Gross Income	<u>40,500.00</u>	<u>10,003.15</u>	<u>95,100.89</u>	234.82%	-54,600.89
Net Income	<u><u>40,500.00</u></u>	<u><u>10,003.15</u></u>	<u><u>95,100.89</u></u>		

**Rio Linda Elverta Community Water District
Surcharge 1 Profit & Loss Budget Performance
April - June 2020**

	<u>Annual Budget</u>	<u>Apr-Jun 20 Current QTR</u>	<u>Jul 19-Jun 20 YTD</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41111 · Dividend Revenue	1,200.00	43.73	1,510.68	125.89%	-310.68
41112 · Interest Revenue	6,800.00	2,535.36	10,443.21	153.58%	-3,643.21
41113 · Market Value Adjustment	0.00	6,707.26	11,221.22	100.0%	-11,221.22
	<u>8,000.00</u>	<u>9,286.35</u>	<u>23,175.11</u>	<u>289.69%</u>	<u>-15,175.11</u>
43010 · Surcharge 1 Revenue	<u>523,374.00</u>	<u>86,926.34</u>	<u>465,636.78</u>	<u>88.97%</u>	<u>57,737.22</u>
Total Income	<u>531,374.00</u>	<u>96,212.69</u>	<u>488,811.89</u>	<u>91.99%</u>	<u>42,562.11</u>
Gross Income	531,374.00	96,212.69	488,811.89	91.99%	42,562.11
Expense					
69150 · Surcharge 1 Loan					
69155 · Principle	351,403.00	176,823.32	351,402.68	100.0%	0.32
69160 · Interest	109,952.00	53,854.00	109,951.96	100.0%	0.04
69170 · Admin Fees	2,100.00	551.66	2,154.30	102.59%	-54.30
Total 69150 · Surcharge 1 Loan	<u>463,455.00</u>	<u>231,228.98</u>	<u>463,508.94</u>	<u>100.01%</u>	<u>-53.94</u>
Total Expense	<u>463,455.00</u>	<u>231,228.98</u>	<u>463,508.94</u>		
Net Income	<u><u>67,919.00</u></u>	<u><u>-135,016.29</u></u>	<u><u>25,302.95</u></u>		

**Rio Linda Elverta Community Water District
Surcharge 2 Profit & Loss Budget Performance
April - June 2020**

	<u>Annual Budget</u>	<u>Apr-Jun 20 Current QTR</u>	<u>Jul 19-Jun 20 YTD</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	20.00	26.87	2,802.67	14,013.35%	-2,782.67
	<u>20.00</u>	<u>26.87</u>	<u>2,802.67</u>	<u>14,013.35%</u>	<u>-2,782.67</u>
43050 · Surcharge 2 Revenue	439,019.00	72,440.73	387,367.22	88.24%	51,651.78
Total Income	<u>439,039.00</u>	<u>72,467.60</u>	<u>390,169.89</u>	<u>88.87%</u>	<u>48,869.11</u>
Gross Income	439,039.00	72,467.60	390,169.89	88.87%	48,869.11
Expense					
69175 · Surcharge 2 Loan					
69180 · Principle	210,000.00	0.00	210,000.00	100.0%	0.00
69185 · Interest	118,818.00	0.00	60,311.89	50.76%	58,506.11
Total 69175 · Surcharge 2 Loan	<u>328,818.00</u>	<u>0.00</u>	<u>270,311.89</u>	<u>82.21%</u>	<u>58,506.11</u>
Total Expense	<u>328,818.00</u>	<u>0.00</u>	<u>270,311.89</u>		
Net Income	<u><u>110,221.00</u></u>	<u><u>72,467.60</u></u>	<u><u>119,858.00</u></u>		



PMIA/LAIF Performance Report as of 06/10/20



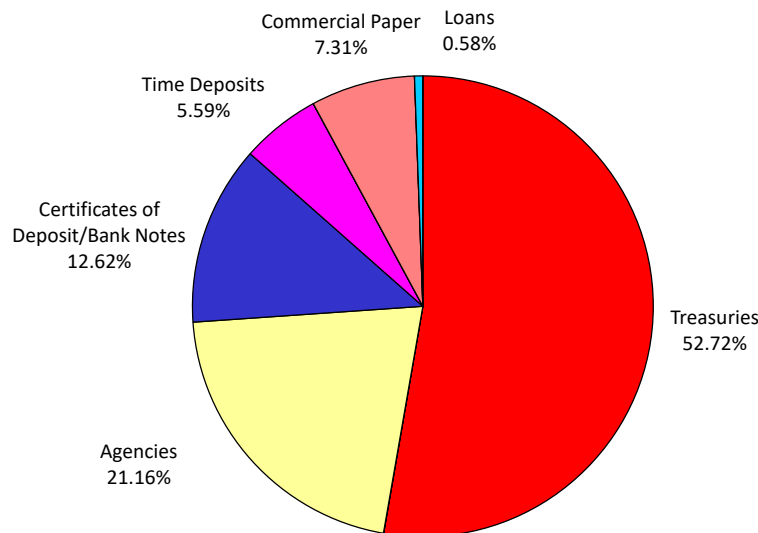
PMIA Average Monthly Effective Yields⁽¹⁾

May	1.363
Apr	1.648
Mar	1.787

Quarterly Performance Quarter Ended 03/31/20

LAIF Apportionment Rate ⁽²⁾ :	2.03
LAIF Earnings Ratio ⁽²⁾ :	0.00005535460693046
LAIF Fair Value Factor ⁽¹⁾ :	1.007481015
PMIA Daily ⁽¹⁾ :	1.73%
PMIA Quarter to Date ⁽¹⁾ :	1.89%
PMIA Average Life ⁽¹⁾ :	208

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 05/31/20 \$99.0 billion



Percentages may not total 100% due to rounding

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



Executive Committee Agenda Item: 3

Date: August 3, 2020

Subject: Rate Study / Cost of Service Analysis

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should discuss various aspects of the rate study and eventual rate restructuring process in advance of the August 5th special meeting board workshop.

Current Background and Justification:

The special meeting board workshop to enable dialog between the Board and the rate study consultant has already been scheduled for August 5th at 5:00 P.M. via Zoom. The purpose of this agenda item is to review the process and discuss any items to be passed onto Alison Lechowicz (rate study consultant) as areas of concern and emphasis.

Rate structure and adjustment can be a complex process, a process with complex statutory elements and a degree of misinformation. Generally, members of the public do not fully understand the process and limitations. New minimum water efficiency laws (SB-606 & AB-1668) for both drought and non-drought conditions and maximum water loss laws (SB-555) further exacerbate common misunderstandings.

The Executive Committee should also review the relationship between current rates and the anticipated costs for compliance with Hexavalent Chromium limits.

Conclusion:

This item is intended to provide the Executive Committee and members of the public to ask questions about the rate study and rate adjustment process, as well as questions about the laws adopted since the District's last rate structure was adopted in 2016.



Executive Committee Agenda Item: 4

Date: August 3, 2020

Subject: Fiscal Year 2020/2021 Final Budget

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the final Budget and forward this item onto the August 17th Board agenda with a recommendation for Board approval.

Current Background and Justification:

The process of final budget adoption is stipulated in District Policy. The process entails adopting the final budget via Resolution at a public hearing. The details of the public hearing are required by District policy to be published in the newspaper prior to the public hearing.

The Excel Workbook with all the revenues and expenses is included with the committee packets for the August 3rd Executive Committee meeting. The full budget, including the narrative text to make the budget more digestible for the average ratepayer/taxpayer will be included (as consistently practiced) in the August 17th Board packets.

Conclusion:

Final budget adoption is an annual requirement and appropriately an overtly public process. Transparency is one of the District's primary core values. As signified by the District's continued recognition via our Excellence in Transparency certification, the District's budget adoption process is exemplary.

RIO LINDA ELVERTA COMMUNITY WATER DISTRICT

OPERATING BUDGET

2020-2021

			2019-2020 ACTUAL JULY 19-JUN 20	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
REVENUE							
	40000 OPERATING REVENUE						
	40100 Water Service Rates						
	40101	Basic Service Charge	1,937,373.00	1,901,272.00	1,901,272.00	0.00	No change until new Water Rate Study Completed
	40102	Usage Charge	680,999.00	656,303.00	656,303.00	0.00	No change until new Water Rate Study Completed
	40105	Backflow Charge	26,358.00	25,000.00	25,000.00	0.00	
	40106	Fire Prevention	13,085.00	13,500.00	13,500.00	0.00	
		Total Water Service Rates	2,657,815.00	2,596,075.00	2,596,075.00	0.00	
	40200 Water Service Fees						
	40201	Application Fees	6,550.00	6,500.00	6,500.00	0.00	
	40202	Delinquency	92,830.00	80,000.00	90,000.00	10,000.00	Increased based on prior year actual
	40209	Misc. Charges	6,046.00	12,000.00	7,000.00	(5,000.00)	Decreased based on prior year actual
		Total Water Services	105,426.00	98,500.00	103,500.00	5,000.00	
	40300 Other Water Service Fees						
	40301	New Construction QC	6,864.00	4,000.00	4,000.00	0.00	
	40302	Service Connection Fees	12,456.00	10,000.00	10,000.00	0.00	
	40304	Other Operating Revenue	9,392.00	6,000.00	6,000.00	0.00	
	40305	Grant Revenue-Operating	900.00	900.00	0.00	(900.00)	Decreased to eliminate RWA grant reimbursements
		Total Other Water Service Fees	29,612.00	20,900.00	20,000.00	(900.00)	
	TOTAL OPERATING REVENUE		2,792,853.00	2,715,475.00	2,719,575.00	4,100.00	
	41000 NON-OPERATING REVENUES						
	41110	Investment Revenue	1,942.00	400.00	400.00	0.00	
	41120	Property Taxes & Assessments	95,164.00	81,856.00	88,500.00	6,644.00	Increased based on prior 3 year average
	TOTAL NON-OPERATING REVENUE		97,106.00	82,256.00	88,900.00	6,644.00	
TOTAL REVENUE			\$2,889,959.00	\$2,797,731.00	\$2,808,475.00	10,744.00	

RIO LINDA ELVERTA COMMUNITY WATER DISTRICT

OPERATING BUDGET

2020-2021

			2019-2020 ACTUAL JULY 19-JUN 20	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
OPERATING EXPENSE							
	60010	PROFESSIONAL FEES					
	60011	General Counsel fees-Legal	\$11,890.00	\$30,000.00	\$15,000.00	(\$15,000.00)	Decreased based on prior year actual
	60012	Auditor Fees	14,212.00	11,212.00	11,500.00	288.00	Increased to adjust for projected increase annual financial audit
	60013	Engineering Services	60,000.00	70,000.00	70,000.00	0.00	
	60015	Other Professional Fees	633.00	31,000.00	38,500.00	7,500.00	Increased \$34K for Prop 218 rate study contract. Prior FY budget was not spent and is carried over into the 20-21 FY budget. \$4500 for Sac Suburban Collaboration Study.
		TOTAL PROFESSIONAL FEES	86,735.00	142,212.00	135,000.00	(7,212.00)	
	60100	PERSONNEL SERVICES					
	60110	Salaries & Wages					
	60111	Salary - General Manager	109,746.00	114,113.00	118,087.00	3,974.00	Increased to adjust for projected cost
	60112	Staff Regular Wages	565,092.00	579,479.00	583,330.00	3,851.00	Increased to adjust for projected cost
	60113	Contract Extra Help	0.00	0.00	0.00	0.00	
	60114	Staff Standby Pay	17,450.00	18,250.00	18,250.00	0.00	
	60115	Staff Overtime Pay	9,962.00	10,200.00	10,200.00	0.00	
		Total Salaries & Wages	702,250.00	722,042.00	729,867.00	7,825.00	
	60150	Employee Benefits and Expenses					
	60151	PERS Retirement	119,688.00	124,770.00	132,665.00	7,895.00	Decreased to adjust for projected costs
	60152	Workers Compensation	16,015.00	16,054.00	18,115.00	2,061.00	Actual Annual Contribution Change
	60153	Medical & Benefit Insurance	166,810.00	200,289.00	217,740.00	17,451.00	Increased using employee allowance and GM per MOU/Contract amounts
	60154	Retirees Insurance	36,563.00	36,763.00	36,200.00	(563.00)	Decreased to adjust for projected costs
	60155	Staff Training	222.00	5,000.00	5,000.00	0.00	
	60157	Uniforms	4,661.00	4,650.00	6,550.00	1,900.00	Increased to adjust for projected costs
	60158	Payroll Taxes	57,813.00	56,916.00	57,825.00	909.00	Increased to adjust for projected costs
	60159	Payroll Services	1,196.00	1,200.00	1,200.00	0.00	
	60160	457 Employer Contribution	10,427.00	9,568.00	13,850.00	4,282.00	Increased to adjust for projected costs
		Total Employee Benefits and Expenses	413,395.00	455,210.00	489,145.00	33,935.00	
		TOTAL PERSONNEL SERVICES	\$1,115,645.00	\$1,177,252.00	\$1,219,012.00	\$41,760.00	

RIO LINDA ELVERTA COMMUNITY WATER DISTRICT

OPERATING BUDGET

2020-2021

			2019-2020 ACTUAL JULY 19-JUN 20	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
	60200 ADMINISTRATION						
	60205	Bank and Merchant Fees	\$4,035.00	\$4,500.00	\$4,500.00	\$0.00	
	60207	Board Meeting Expense	10,975.00	10,770.00	11,370.00	600.00	Increased based on prior year actual
	60210	Building Expenses					
	60211	Office Utilities	5,655.00	6,000.00	6,000.00	0.00	
	60212	Janitorial	2,340.00	2,340.00	2,340.00	0.00	
	60213	Maintenance	2,999.00	5,700.00	4,200.00	(1,500.00)	Reduced based on prior 3 year average
	60214	Security	336.00	400.00	400.00	0.00	
		Total Building Expenses	11,330.00	14,440.00	12,940.00	(1,500.00)	
	60220	Computer & Equipment Maint.					
	60221	Computer Systems	21,784.00	25,000.00	25,000.00	0.00	
	60222	Office Equipment	2,864.00	3,650.00	660.00	(2,990.00)	Reduced to adjust contract printer usage fees (see GL 60250 outsourced billing) and expired Neopost Maintenance Contract
		Total Computer & Equipment Maint.	24,648.00	28,650.00	25,660.00	(2,990.00)	
	60230	Office Expense	2,995.00	6,000.00	6,000.00	0.00	
	60240	Postage and Delivery	16,285.00	20,000.00	20,000.00	0.00	
	60250	Printing	4,005.00	3,400.00	6,000.00	2,600.00	Increased to adjust for outsourced printing costs; refer to GL 60222
	60255	Meetings & Conferences	73.00	4,000.00	3,000.00	(1,000.00)	Reduced based on prior 3 year average
	60260	Publishing	88.00	800.00	200.00	(600.00)	Decreased to adjust for prior year actual
	60270	Telephone & Internet	3,651.00	5,500.00	3,700.00	(1,800.00)	Decreased to adjust for prior year actual
	60430	Insurance					
	60431	General Liability	22,387.00	21,221.00	22,775.00	1,554.00	Increased to adjust for actual
	60432	Property	5,611.00	5,611.00	5,611.00	0.00	
		Total Insurance	27,998.00	26,832.00	28,386.00	1,554.00	
	60500	Water Memberships					
	60501	SAWWA	0.00	110.00	110.00	0.00	
	60502	Regional Water Authority	26,806.00	26,806.00	0.00	(26,806.00)	Decreased to adjust for cancellation in membership
	60503	SGA	24,210.00	24,210.00	26,179.00	1,969.00	Increase includes 8.133% annual increase
	60504	ACWA	9,640.00	9,640.00	10,122.00	482.00	Increase includes 5% annual increase
	60505	CSDA	7,077.00	7,077.00	7,431.00	354.00	Increase includes 5% annual increase
	60507	CRWA	0.00	1,326.00	1,392.00	66.00	Increase includes 5% annual increase
		Total Water Memberships	67,733.00	69,169.00	45,234.00	(23,935.00)	
	60550	Permits & Fees	30,954.00	30,000.00	31,000.00	1,000.00	Increased to adjust for prior year actual
	60555	Subscriptions & Licensing	1,787.00	2,120.00	2,120.00	0.00	
	60560	Elections	0.00	0.00	2,400.00	2,400.00	Increased for Election Year
	60565	Uncollectable Accounts	0.00	2,000.00	2,000.00	0.00	
	60570	Other Operating Expenditures	800.00	500.00	500.00	0.00	
		TOTAL ADMINISTRATION	\$207,357.00	\$228,681.00	\$205,010.00	(\$23,671.00)	

**RIO LINDA ELVERTA COMMUNITY WATER DISTRICT
OPERATING BUDGET
2020-2021**

August 17, 2020

			2019-2020 ACTUAL JULY 19-JUN 20	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
	64000 CONSERVATION						
	64001	Community Outreach	0.00	300.00	300.00	0.00	
	64005	Other Conservation Programs	0.00	0.00	0.00	0.00	
	TOTAL CONSERVATION		0.00	300.00	300.00	0.00	
	65000 FIELD OPERATIONS						
	65100	Other Field Operations					
	65110	Backflow Testing	\$2,363.00	\$3,000.00	\$3,000.00	\$0.00	
	65120	Construction Equipment Maintenance	6,868.00	7,500.00	7,500.00	0.00	
	65130	Field Communication	2,574.00	2,600.00	2,600.00	0.00	
	65140	Field IT	14,136.00	17,500.00	19,800.00	2,300.00	Increased for SCADA backup service; AMI Meter Cloud Service
	65150	Laboratory Services	26,607.00	23,500.00	23,500.00	0.00	
	65160	Safety Equipment	5,554.00	5,000.00	5,000.00	0.00	
	65170	Shop Supplies	6,494.00	7,000.00	7,000.00	0.00	
		Total Other Field Operations	64,596.00	66,100.00	68,400.00	2,300.00	
	65200	Treatment	22,269.00	18,000.00	18,000.00	0.00	
	65300	Pumping					
	65310	Maintenance	25,379.00	25,000.00	25,000.00	0.00	
	65320	Electricity and Fuel	200,515.00	180,000.00	180,000.00	0.00	
		Total Pumping	225,894.00	205,000.00	205,000.00	0.00	
	65400	Transmission & Distribution					
	65410	Distribution Supplies	30,440.00	37,000.00	37,000.00	0.00	
	65420	Meter Maintenance	116,106.00	120,100.00	0.00	(120,100.00)	Decreased to move to Capital Budget; removed GL account from Operating Budget
	65430	Tank Maintenance	768.00	3,000.00	3,000.00	0.00	
	65440	Contract Repairs	3,933.00	21,000.00	21,000.00	0.00	
	65450	Valve Replacements	0.00	15,000.00	15,000.00	0.00	
	65460	Paving Repairs	10,909.00	25,000.00	25,000.00	0.00	
		Total Transmission & Distribution	162,156.00	221,100.00	101,000.00	(120,100.00)	
	65500	Transportation					
	65510	Fuel	9,829.00	13,000.00	13,000.00	0.00	
	65520	Maintenance	5,505.00	6,000.00	6,000.00	0.00	
		Total Transportation	15,334.00	19,000.00	19,000.00	0.00	
	TOTAL FIELD OPERATIONS		\$490,249.00	\$529,200.00	\$411,400.00	(\$117,800.00)	

**RIO LINDA ELVERTA COMMUNITY WATER DISTRICT
OPERATING BUDGET
2020-2021**

August 17, 2020

			2019-2020 ACTUAL JULY 19-JUN 20	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
TOTAL OPERATING EXPENSES			\$1,899,986.00	\$2,077,645.00	\$1,970,722.00	(\$106,923.00)	
NON OPERATING EXPENSES							
	69010 Debt Service						
	69100	Revenue Bond 2015					
	69105	Revenue Bond 2015-Principle	139,015.00	139,015.00	145,736.00	6,721.00	Per Loan Payment Schedule
	69120	Interest	61,024.00	61,717.00	57,490.00	(4,227.00)	Per Loan Payment Schedule
		Total Revenue Bond 2015	200,039.00	200,732.00	203,226.00	2,494.00	
	69125	AMI Meter Loan					
	69130	Principle	48,281.00	48,281.00	49,789.00	1,508.00	Per Loan Payment Schedule
	69135	Interest	10,233.00	10,233.00	8,725.00	(1,508.00)	Per Loan Payment Schedule
		Total AMI Meter Loan	58,514.00	58,514.00	58,514.00	0.00	
	69400 Other Non Operating Expense		0.00	0.00	2,000.00	2,000.00	Increased to normal annual budget amount
TOTAL NON OPERATING EXPENSES			\$258,553.00	\$259,246.00	\$263,740.00	\$4,494.00	
TOTAL EXPENSE			\$2,158,539.00	\$2,336,891.00	\$2,234,462.00	(\$102,429.00)	

RIO LINDA ELVERTA COMMUNITY WATER DISTRICT

OPERATING BUDGET

2020-2021

		2019-2020 ACTUAL JULY 19-JUN 20	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
NET INCOME (Income-Expense)		\$731,420.00	\$460,840.00	\$574,013.00	\$113,173.00	
OPERATING FUND BALANCE						
	Operating Account Balance June 30		\$764,769.00	\$764,769.00		
	Net Revenue		\$460,840.00	\$574,013.00		
	Transfer to GL 10010 Operating Reserve		(\$50,000.00)	\$0.00	(50,000.00)	Decreased to adjust for no transfer
	Transfer to Capital Improvement Funds		(410,840.00)	(574,013.00)	163,173.00	Increased to adjust for available funds
	Estimated Operating Fund Balance June 30		\$764,769.00	\$764,769.00		
SURCHARGE 1 FUND BALANCE						
	Surcharge 1 Fund Balance June 30		\$556,621.00	\$627,540.00		
	43010 Surcharge Revenue		523,374.00	523,374.00	0.00	
	41110 Investment Revenue		11,000.00	11,000.00	0.00	
	69155 SRF Principle		(351,403.00)	(360,494.00)	9,091.00	Per Loan Payment Schedule
	69160 SRF Interest		(109,952.00)	(100,860.00)	(9,092.00)	Per Loan Payment Schedule
	69220 SRF Administration		(2,100.00)	(2,100.00)	0.00	
	Estimated Surcharge 1 Fund Balance June 30		\$627,540.00	\$698,460.00		
SURCHARGE 2 FUND BALANCE						
	Surcharge 2 Fund Balance June 30		\$166,927.00	\$167,727.00		
	43050 Surcharge 2 Revenue		439,019.00	439,019.00	0.00	
	41110 Investment Revenue		800.00	800.00	0.00	
	Surcharge 2 Surplus Repayment		(110,201.00)	(107,171.00)	(3,030.00)	Per District Repayment Schedule
	69180 Principle		(210,000.00)	(220,000.00)	10,000.00	Per Loan Payment Schedule
	69185 Interest		(118,818.00)	(96,597.32)	(22,220.68)	Per Loan Payment Schedule
	Estimated Surcharge 2 Fund Balance June 30		\$167,727.00	\$183,777.68		
LAIF FUND (CAPACITY FEES) BALANCE						
	LAIF Fund Balance June 30		\$205,000.00	\$308,500.00		
	44100 Capacity Fee Revenue		100,000.00	60,000.00	(40,000.00)	Decreased for projected revenue
	41110 Investment Revenue		3,500.00	2,000.00	(1,500.00)	Decreased for projected revenue
	Estimated LAIF Fund Balance June 30		\$308,500.00	\$370,500.00		

**RIO LINDA ELVERTA COMMUNITY WATER DISTRICT
CAPITAL BUDGET
2020-2021**

August 17, 2020

		GENERAL	FUTURE CAPITAL IMPROVEMENT PROJECTS	VEHICLE & LARGE EQUIPMENT REPLACEMENT	TOTAL
ESTIMATED BEGINNING BALANCE		2,287,796.00	0.00	15,000.00	2,302,796.00
FUNDING SOURCES					
	Fund Transfers				
	Operating Fund Transfers In	574,013.00	0.00	0.00	574,013.00
	CIP Fund Intrafund Transfers	(420,592.00)	345,592.00	75,000.00	0.00
	Beginning Balance Redistribution**	(2,211,200.00)	2,211,200.00	0.00	0.00
	Surcharge 2 Surplus Repayment	107,171.00	0.00	0.00	107,171.00
	Investment Revenue	0.00	3,500.00	0.00	3,500.00
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS		337,188.00	2,560,292.00	90,000.00	2,987,480.00
PROJECTS					
A · WATER SUPPLY					
	A-1 · Miscellaneous Pump Replacements	40,000.00	0.00	0.00	40,000.00
Total A · WATER SUPPLY		40,000.00	0.00	0.00	40,000.00
B · WATER DISTRIBUTION					
	B-1 · Service Replacements	30,000.00	0.00	0.00	30,000.00
	B-2 · Small Meter Replacements	120,000.00	0.00	0.00	120,000.00
	B-3 · Large Meter Replacements	5,000.00	0.00	0.00	5,000.00
Total B · WATER DISTRIBUTION		155,000.00	0.00	0.00	155,000.00
TOTAL BUDGETED PROJECT EXPENDITURES		195,000.00	0.00	0.00	195,000.00
ESTIMATED ENDING BALANCE		142,188.00	2,560,292.00	90,000.00	2,792,480.00
<p>**NOTE: The Beginning Balance Redistribution is a one-time reallocation from the General beginning fund balance to Future Capital Improvement Projects.</p>					



Executive Committee Agenda Item: 5

Date: August 3, 2020

Subject: GM Annual Performance Review Process

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should discuss process the annual performance review of the General Manager (GM). Then, if deemed appropriate by the Committee, forward an item onto the August 17th agenda with the Committees recommendation.

Current Background and Justification:

Although the annual performance review process detailed in the GM Employment Agreement is relatively straight forward and concise. It rarely seems to be executed in a timely, efficient manner.

Therefore, it may be worthwhile to discuss the basic elements and ways the process/practice could be improved.

Conclusion:

Annual performance reviews are important and should not be marginalized or taken lightly. There is always room for improvement in performance and room for improvement in the performance review process.



Executive Committee Agenda Item: 6

Date: August 3, 2020

Subject: Sacramento Water Utilities Collaboration Study

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the documents associated with this item and provide feedback as appropriate.

Current Background and Justification:

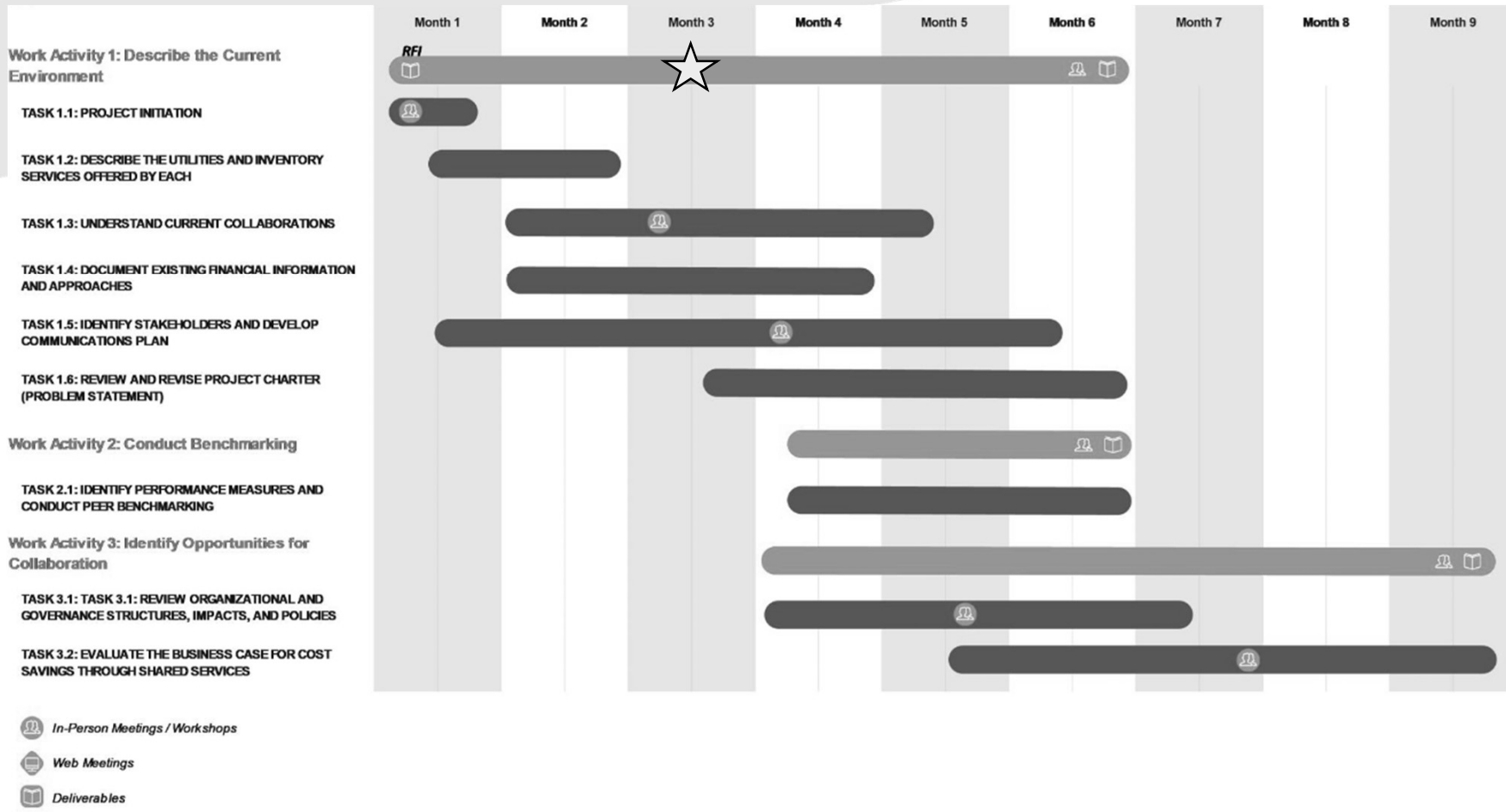
The District has an ongoing partnership with six other neighboring water agencies to explore ways we can all continue to do more with less. The trends in the state continue to entail more limits, more mandates and more requirements while the feasibility of increasing resource to comply with new limits, mandates and requirements remains strained, if not diminished.

On July 28th the water agencies participating in the study met with the study consultant, Raftelis to discuss the preliminary information and scoping performed thus far. Included with your Committee packets is a presentation of the material distributed at the 7/28/2020 meeting.

Conclusion:

The collaboration study has the potential to pay valuable dividends for the District and its ratepayers. This is one of several opportunities to help shape and improve the final product the consultant has been engaged to produce.

Study Status



Despite a late start, timeline is ***slightly ahead***. The Task 1 Draft Report was delivered in Month 3 following our April 29th kickoff.



Task 1 Review



1. Information request



2. Submission, review, and data summarization



3. Interviews conducted with agencies included the following roles:

- **Governance:** Board members
- **Leadership:** Environmental and Water Resources Director, General Manager, Contracted Study Staff, Assistant General Manager, Executive Assistant to the General Manager
- **Communications:** Public Information Officer, Communications Manager, Public Relations Consultant
- **Operations:** Operations Manager, Utilities Section Manager, Engineering Manager, Engineering Services Manager
- **Finance / Billing:** Finance Director, Customer Service Manager



Task 1 Review (cont'd)



4. Task 1 Report Draft – Description of the Current Environment:
 - › High-Level Data Summary
 - › Context & Culture
 - › Service Highlights
 - › Collaborations to Date
 - › Preliminary Opportunities
 - › Water Supply Discussion
 - › Communications Plan & Project Charter



Task 1 next steps include the Final Report.

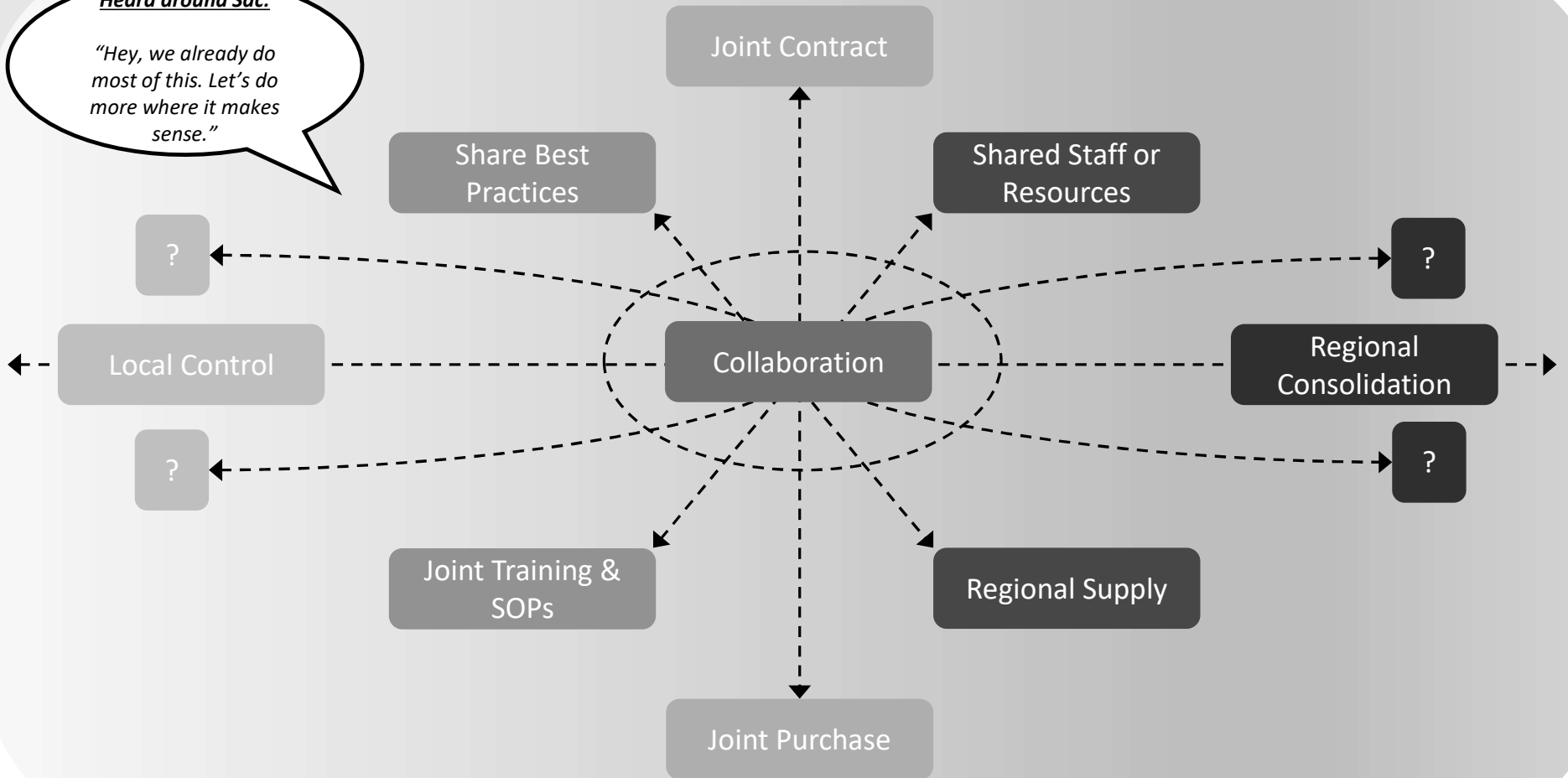
Agencies can choose their own path



The Utility Collaboration Spectrum

Heard around Sac:

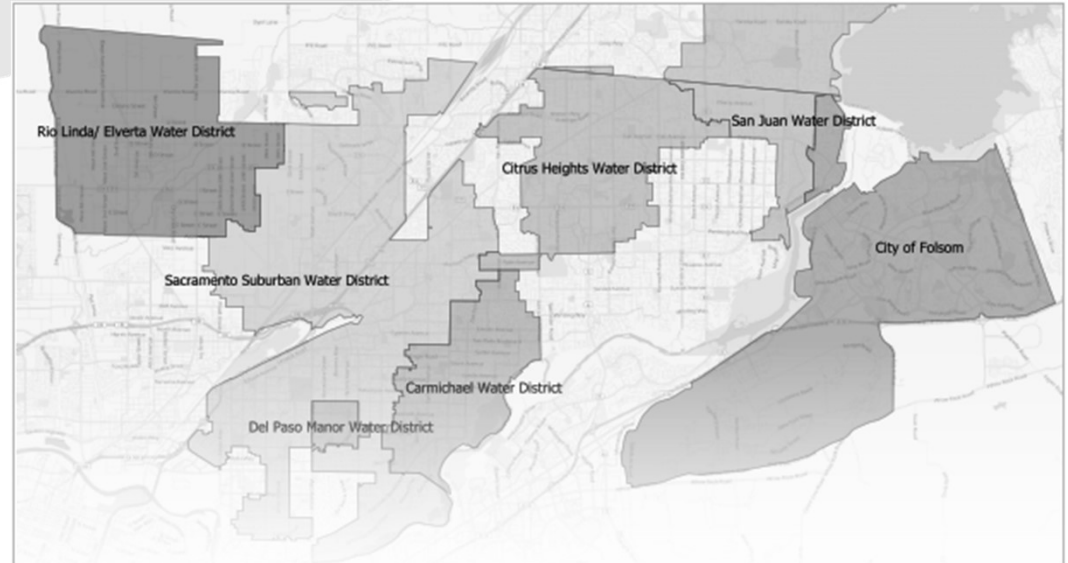
"Hey, we already do most of this. Let's do more where it makes sense."



Participation is **optional**, as symbolized by dotted lines. Nor is the collaboration spectrum a linear path, rather it reflects **degrees of intensity of coordination**.

Agency Perspectives

- Study perspectives are informed by agency's:
 - › Historical context
 - › Level of service
 - › Resources
 - › Needs
 - › Priorities
- Existing vehicles can ensure regional and local interests are best served:
 - › Existing collaborations
 - › RWA
 - › SGA
 - › SAWWA
 - › Water Forum



*The **momentum required** for success will be attained where opportunities can be shown to yield **cost advantages** that maintain or improve **water quality, reliability,** and / or **customer service.***

Data Review

	CWD	CHWD	Folsom	DPMWD	RLECWD	SSWD	SJWD
Year Established	1916	1920	?	1955	1948	2002	1954
Full-Time Equivalent Staff (#)	27	35	53	4	10	70	48
Pop. Served (#)	40,000	67,000	70,000	4,967	13,400	182,500	154,781
Avg. Day (MGD)	12.3	14.6	17.1	?	8.9	27.3	40.0
Surface / Groundwater (%)	75% / 25%	?	100% / 0%	0% / 100%	0% / 100%	57% / 43%	100% / 0%
MHI (\$)	\$60,466	\$59,008	\$109,762	\$58,456	\$64,942*	Varies	Varies
Monthly Bill (\$)***	\$79.51	\$71.09	\$50.03	\$58.25	\$81.27	\$91.89	\$83.75

*Population weighted average of Rio Linda and Elverta

**Based on a family of 4 and 143 gallons per capita per day, or about 23.26 ccf per month as per:


https://www.waterboards.ca.gov/water_issues/programs/conservation_portal/conservation_reporting.html

Task 2 analytics will further reveal key differences and help advance inter-agency understanding and opportunity identification.



Preliminary Opportunity Prioritization

- › Paving (3)
- › Vehicles (3)
- › Meter testing (2)
- › Mutual aid and intertie template agreements (2)
- › Preventative maintenance (2)
- › Training (2)
- › Clarify the role of RWA
- › Engineering drafting
- › Generating income from unused water
- › Information clearinghouse
- › Lab service and water quality testing
- › Human Resources partnering
- › Joint contracting
- › Joint equipment purchases
- › Joint lobbying
- › Leak detection
- › Leverage regional relationship with Tesco
- › Master Gardener resource
- › Protect water rights as a region
- › Purchasing and inventory for common materials and supplies
- › integrate functionally if redundancy is identified, or even organizationally?



While will revisit the list of opportunities as a group before moving into fuller assessments, an initial prioritization is underway.



Strategic Communications Plan

Communication strategy is phased:



1. Raise awareness and understanding internally—with employees and governing bodies



2. Communicate to engage key water industry stakeholders

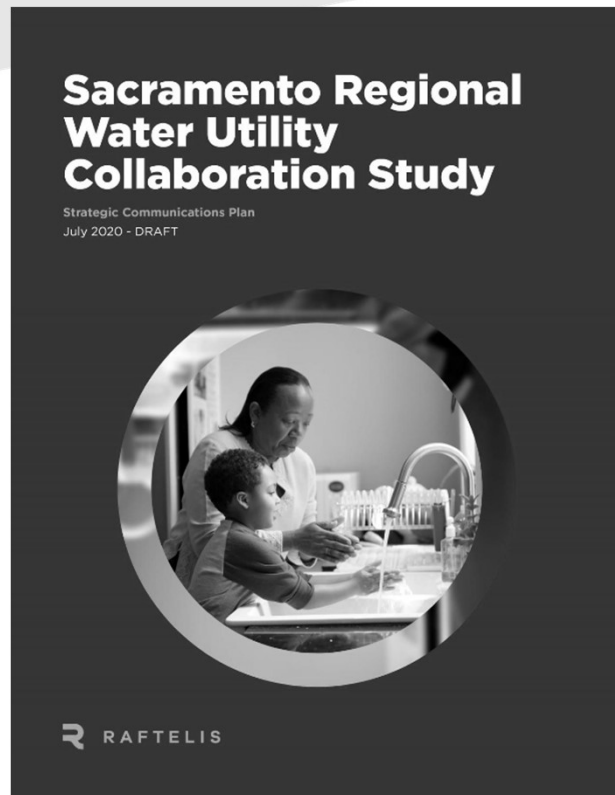


3. Communicate to demonstrate progress on the Study with customers and potentially media





Initial Communication Efforts



- Determine name and look/feel of communication materials
- Include communications as a standing agenda item for the Steering Committee agendas to ensure horizontal alignment among partner agencies
- Create FAQs, one-page summary, presentation to be used with employees and governing bodies



Next Steps

1. Agency top 5 opportunities, and comments on Task 1 Report Draft.
2. Raftelis will be available for follow-ups on data.
3. Other agencies will be sent the Task 1 Final Report, to provide them with another opportunity to participate.
4. Raftelis will begin Task 2 benchmarking analysis using industry and agency data.





Executive Committee Agenda Item: 7

Date: August 3, 2020

Subject: General Status Update from the District Engineer

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

Recommended Committee Action:

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

Current Background and Justification:

Subjects anticipated for discussion include:

- Well 16 Pump Station Construction
- Electric Avenue Residential Development (7 Lots, between Cypress Street and Elverta Road)
- Fox Hollow Residential Development (28 lots, 6th Street between Q Street and S Street)

Conclusion:

I recommend the Executive Committee receive the status report from the District Engineer. Then, if necessary and appropriate, forward an item(s) onto the August 17, 2020 Board of Directors Meeting agenda with recommendations as necessary.