

Agenda
Rio Linda / Elverta Community Water District
Executive Committee

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

November 4, 2019
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 September 2019.
2. Review and discuss the financial reports for the Month of September 2019.
3. Discuss the Well 16 Bid Specification.
4. Discuss the fees for Non-Sufficient Funds (NSF) for returned checks and ACH payment methods.
5. Discuss the Operations Foreman position description.
6. Discuss the needed changes to Sick Leave policy and Payroll Admin policy in Personnel Handbook.
7. Discuss a new policy in Personnel Handbook to clarify how 9/80s alternative work schedules are treated for vacation, sick leave, work on observed holidays etc.
8. Update from Contract District Engineer.

Directors' and General Manager Comments

Items Requested for Next Month's Committee Agenda

- Written policies and new practices to comply with SB-998.

Adjournment

Next Executive Committee meeting: Monday, December 2, 2019 at 6:00 p.m.

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: November 4, 2019

Subject: Expenditure Summary

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Executive Committee review the expenditures for September 2019, then forward the item to the November 18th 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
September 2019**

Type	Date	Num	Name	Memo	Amount
Liability Check	09/03/2019	EFT	QuickBooks Payroll Service	For PP Ending 08/31/2019 Paydate 09/05/2019	19,579.88
Liability Check	09/05/2019	EFT	CalPERS	For PP Ending 08/31/2019 Paydate 09/05/2019	2,097.20
Liability Check	09/05/2019	EFT	CalPERS	For PP Ending 08/31/2019 Paydate 09/05/2019	2,019.65
Liability Check	09/05/2019	EFT	Nationwide	Deferred Compensation Plan	1,217.78
Liability Check	09/05/2019	EFT	Nationwide	Deferred Compensation Plan	25.00
Bill Pmt -Check	09/05/2019	EFT	Adept Solutions	Computer Maintenance	1,333.00
Bill Pmt -Check	09/05/2019	EFT	Comcast	Phone/Internet	227.22
Bill Pmt -Check	09/05/2019	EFT	Republic Services	Utilities	87.28
Liability Check	09/05/2019	EFT	Internal Revenue Service	Employment Taxes	6,758.12
Liability Check	09/05/2019	EFT	Employment Development	Employment Taxes	1,366.27
Bill Pmt -Check	09/05/2019	EFT	Voyager Fleet Commander	Transportation Fuel	327.72
Bill Pmt -Check	09/05/2019	EFT	Bankcard Center 2911	Computer, Postage	77.99
Bill Pmt -Check	09/05/2019	EFT	Bankcard Center 6418	Uniform	226.21
Transfer	09/05/2019	EFT	RLECWD	Wire Transfer to Umpqua Bank - Operating Reserve Funds	300,000.00
Check	09/05/2019	6058	Franchise Tax Board	Employee Garnishment	430.99
Check	09/05/2019	6059	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Check	09/05/2019	6060	Customer	Final Bill Refund	93.30
Bill Pmt -Check	09/05/2019	6061	ACWA/JPIA	EAP	23.50
Bill Pmt -Check	09/05/2019	6062	Buckmaster Office Solutions	Office Equipment Expense	217.42
Bill Pmt -Check	09/05/2019	6063	Churchwell White, LLP	Legal Services-July 2019	1,119.34
Bill Pmt -Check	09/05/2019	6064	Employee Relations, Inc.	Employee Background Check	135.50
Bill Pmt -Check	09/05/2019	6065	Ferguson Enterprises, Inc.	Meter Maintenance	39,027.05
Bill Pmt -Check	09/05/2019	6066	Intermedia.net, Inc.	Phone/Internet	82.65
Bill Pmt -Check	09/05/2019	6067	O'Reilly Automotive	Transportation Maintenance	61.65
Bill Pmt -Check	09/05/2019	6068	Rio Linda Elverta Recreation & Park District	Meeting Expense	25.00
Bill Pmt -Check	09/05/2019	6069	Rio Linda Hardware & Building Supply	Shop Supplies	516.87
Bill Pmt -Check	09/05/2019	6070	Sierra Chemical Company	Treatment	2,140.10
Bill Pmt -Check	09/05/2019	6071	SMUD	Utilities	18,149.11
Bill Pmt -Check	09/05/2019	6072	Staples	Office Expense	326.07
Bill Pmt -Check	09/05/2019	6073	USA BlueBook	Treatment	427.49
Bill Pmt -Check	09/05/2019	6074	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	09/05/2019	6075	EKI Environment & Water	Engineering - July & August 2019	10,000.00
Liability Check	09/16/2019	EFT	WageWorks	FSA	71.00
Check	09/17/2019	EFT	ARCO	Transportation: Fuel	771.03
Liability Check	09/19/2019	EFT	QuickBooks Payroll Service	For PP Ending 09/15/19 Pay date 09/20/19	19,456.94
Liability Check	09/19/2019	EFT	AFLAC	Employee Paid Insurance	651.04
Bill Pmt -Check	09/19/2019	EFT	WageWorks	FSA	48.27
Liability Check	09/20/2019	EFT	CalPERS	For PP Ending 09/15/19 Pay date 09/20/19	2,007.71
Liability Check	09/20/2019	EFT	CalPERS	For PP Ending 09/15/19 Pay date 09/20/19	1,969.00
Liability Check	09/20/2019	EFT	Internal Revenue Service	Employment Taxes	6,947.18
Liability Check	09/20/2019	EFT	Employment Development	Employment Taxes	1,453.76
Liability Check	09/20/2019	EFT	Nationwide	Deferred Compensation Plan	1,199.17
Liability Check	09/20/2019	EFT	Nationwide	Deferred Compensation Plan	25.00

**Rio Linda Elverta Community Water District
Expenditure Report
September 2019**

Type	Date	Num	Name	Memo	Amount
Liability Check	09/20/2019	EFT	Principal	Dental & Vision Insurance	1,474.78
Liability Check	09/20/2019	EFT	Western Health Advantage	Health Insurance	11,656.42
Bill Pmt -Check	09/20/2019	EFT	Verizon	Field Communication	371.39
Check	09/20/2019	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	42,500.00
Bill Pmt -Check	09/20/2019	EFT	Umpqua Bank Credit Card	Backflow Expense	184.95
Check	09/20/2019	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	34,000.00
Check	09/20/2019	6076	Postmaster	Postage	2,114.19
Liability Check	09/20/2019	6077	Teamsters Local #150	Union Dues	621.00
Bill Pmt -Check	09/20/2019	6078	Customer	Final Bill Reimbursement	130.69
Bill Pmt -Check	09/20/2019	6079	Anytime Garage Door	Building Maintenance	606.96
Bill Pmt -Check	09/20/2019	6080	BSK Associates	Lab Fees	690.00
Bill Pmt -Check	09/20/2019	6081	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	09/20/2019	6082	Demsey, Filliger & Associates	Auditor Fees	500.00
Bill Pmt -Check	09/20/2019	6083	ICONIX Waterworks	Distribution Supplies	3,516.97
Bill Pmt -Check	09/20/2019	6084	Med 7 Urgent Care Centers	Background Check	189.00
Bill Pmt -Check	09/20/2019	6085	Opus Bank	Surcharge 2 Loan Payment	114,389.24
Bill Pmt -Check	09/20/2019	6086	PG&E	Utilities	49.17
Bill Pmt -Check	09/20/2019	6087	Quill	Office Expense	52.56
Bill Pmt -Check	09/20/2019	6088	Sacramento County Utilities	Utilities	113.70
Bill Pmt -Check	09/20/2019	6089	Sierra Chemical Company	Treatment	1,349.32
Bill Pmt -Check	09/20/2019	6090	Spok Inc.	Field Communication	15.27
Bill Pmt -Check	09/20/2019	6091	State Treasurer's Office	Staff Training	150.00
Bill Pmt -Check	09/20/2019	6092	Tees Unlimited	Uniforms	15.09
Bill Pmt -Check	09/20/2019	6093	Void	Void	0.00
Bill Pmt -Check	09/20/2019	6094	Wickham, Gerald	Retiree Benefits	350.70
Bill Pmt -Check	09/20/2019	6095	Unifirst Corporation	Uniforms	280.49
Bill Pmt -Check	09/27/2019	EFT	WageWorks	FSA	200.00
Total 10000 · Bank - Operating Account					<u>675,071.10</u>

**Rio Linda Elverta Community Water District
Expenditure Report
September 2019**

Type	Date	Num	Payee	Memo	Amount
Transfer	09/20/2019	EFT	RLECWD - Operating	Wire Transfer Correction on 9/5/19	1,542,275.39
10650 · Operating Reserve Account					<u>1,542,275.39</u>



Executive Committee Agenda Item: 2

Date: November 4, 2019

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 September 2019, then forward the report onto the November 18th 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
Balance Sheet
 As of September 30, 2019

ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10005 · Operating Fund-CB&Trust 282,665.35

10020 · Operating Fund-Umpqua 32,163.62

Total 10000 · Operating Account 314,828.97

10475 · Capital Improvement

10480 · General 1,561,621.67

10485 · Vehicle Replacement Reserve 15,000.00

Total 10450 · Capital Improvement 1,576,621.67

Total 100 · Cash & Cash Equivalents 1,891,450.64

102 · Restricted Assets

102.1 · Restricted Capital Improvements

10700 · ZIONS Inv/Surcharge Reserve 507,807.92

Total 102.1 · Restricted Capital Improvements 507,807.92

102.2 · Restricted for Debt Service

10300 · Surcharge 1 Account 686,873.37

10325 · Community Business Bank 5,818.96

10350 · Umpqua Bank Debt Service 89,744.46

10380 · Surcharge 2 Account 239,984.70

10385 · OpusBank Checking 3,200,026.28

Total 102.2 · Restricted for Debt Service 4,222,447.77

102.4 · Restricted Other Purposes

10600 · LAIF Account 205,495.39

10650 · Operating Reserve Fund 300,802.29

Total 102.4 · Restricted Other Purposes 506,297.68

Total 102 · Restricted Assets 5,236,553.37

Total Checking/Savings 7,128,004.01

Accounts Receivable 6,731.51

Other Current Assets

12000 · Water Utility Receivable 685,316.02

12200 · Accrued Revenue 0.00

12250 · Accrued Interest Receivable 2,616.28

15000 · Inventory Asset 56,276.61

16000 · Prepaid Expense 89,056.89

Total Other Current Assets 833,265.80

Total Current Assets 7,968,001.32

Fixed Assets

17000 · General Plant Assets 727,153.00

17100 · Water System Facilites 20,760,310.67

17300 · Intangible Assets 373,043.42

17500 · Accum Depreciation & Amort -9,282,773.19

18000 · Construction in Progress 1,313,099.20

18100 · Land 576,673.45

Total Fixed Assets 14,467,506.55

Other Assets

19000 · Deferred Outflows 262,764.00

19900 · Suspense Account 0.00

Total Other Assets 262,764.00

TOTAL ASSETS 22,698,271.87

Rio Linda Elverta Community Water District
Balance Sheet
 As of September 30, 2019

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	71,412.27
Credit Cards	60.00
Other Current Liabilities	564,053.31

Total Current Liabilities	635,525.58
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Long Term Liabilities

23000 · OPEB Liability	211,573.00
23500 · Lease Buy-Back	705,797.27
25000 · Surcharge 1 Loan	4,189,831.90
25050 · Surcharge 2 Loan	3,210,040.16
26000 · Water Rev Refunding	1,952,591.00
27000 · Community Business Bank	294,204.88
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	11,583,671.21
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Total Liabilities	12,219,196.79
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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	421,153.38

Total Equity	10,479,075.08
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TOTAL LIABILITIES & EQUITY	22,698,271.87
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Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
 As of September 30, 2019

	<u>Annual Budget</u>	<u>Sept 19</u>	<u>Jul 19-Sept 19</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
Total 40000 · Operating Revenue	2,714,575.00	393,599.15	720,629.38	26.55%	1,993,945.62
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	876.36	945.10	236.28%	-545.10
Surcharg Total 41110 · Investment Revenue	400.00	876.36	945.10	236.28%	-545.10
41120 · Property Tax	81,856.00	0.00	2,117.03	2.59%	79,738.97
Total 41000 · Nonoperating Revenue	82,256.00	876.36	3,062.13	3.72%	79,193.87
Total Income	<u>2,796,831.00</u>	<u>394,475.51</u>	<u>723,691.51</u>	<u>25.88%</u>	<u>2,073,139.49</u>
Gross Income	2,796,831.00	394,475.51	723,691.51	25.88%	2,073,139.49
Expense					
60000 · Operating Expenses					
60010 · Professional Fees	170,731.00	6,410.50	12,529.84	7.34%	158,201.16
60100 · Personnel Services					
60110 · Salaries & Wages	711,238.00	57,380.00	147,016.30	20.67%	564,221.70
60150 · Employee Benefits & Expense	456,863.00	34,687.09	97,837.97	21.42%	359,025.03
Total 60100 · Personnel Services	<u>1,168,101.00</u>	<u>92,067.09</u>	<u>244,854.27</u>	<u>20.96%</u>	<u>923,246.73</u>
60200 · Administration	224,313.00	18,798.74	70,959.83	31.63%	153,353.17
64000 · Conservation	300.00	0.00	0.00	0.00%	300.00
65000 · Field Operations	492,200.00	39,251.31	131,131.33	26.64%	361,068.67
Total 60000 · Operating Expenses	2,055,645.00	156,527.64	459,475.27	22.35%	1,596,169.73
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	139,015.00	0.00	0.00	0.00%	139,015.00
69110 · Interest	61,717.00	0.00	0.00	0.00%	61,717.00
Total 69100 · Revenue Bond	<u>200,732.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>200,732.00</u>
69125 · AMI Meter Loan					
69130 · Principle	48,281.00	0.00	23,954.67	49.62%	24,326.33
69135 · Interest	10,233.00	0.00	5,302.29	51.82%	4,930.71
Total 69125 · AMI Meter Loan	<u>58,514.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>50.00%</u>	<u>29,257.04</u>
Total 69010 · Debt Service	<u>259,246.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>11.29%</u>	<u>229,989.04</u>
69400 · Other Non-Operating Expense	2,000.00	0.00	-3.14	-0.16%	2,003.14
Total 69000 · Non-Operating Expenses	<u>261,246.00</u>	<u>0.00</u>	<u>29,253.82</u>	<u>11.20%</u>	<u>231,992.18</u>
Total Expense	<u>2,316,891.00</u>	<u>156,527.64</u>	<u>488,729.09</u>	<u>21.09%</u>	<u>1,828,161.91</u>
Net Ordinary Income	<u>479,940.00</u>	<u>237,947.87</u>	<u>234,962.42</u>		
Net Income	<u><u>479,940.00</u></u>	<u><u>237,947.87</u></u>	<u><u>234,962.42</u></u>		

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

	GENERAL		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
BEGINNING FUND BALANCE	\$ 1,903,391.00	\$ 1,903,391.00	\$ (29,592.00)	\$ (29,592.00)	\$ 10,000.00	\$ 10,000.00
FUNDING SOURCES						
Fund Transfers						
Operating Fund Transfers In	409,940.00	102,000.00	-	-	-	-
CIP Fund Intrafund Transfers	(5,000.00)	(5,000.00)	-	-	5,000.00	5,000.00
Surcharge 2 Surplus Repayment	-	-	110,201.00	-	-	-
Contributed Funding						
Contributed Facilities (Developers)	-	-	-	-	-	-
Grant Revenue	-	-	516,500.00	-	-	-
Loan Proceeds	-	-	2,033,500.00	-	-	-
Investment Revenue	350.00	588.97	-	-	-	-
Sale of Fixed Assets	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	2,308,681.00	2,000,979.97	2,630,609.00	(29,592.00)	15,000.00	15,000.00
PROJECTS						
A · WATER SUPPLY						
A-1 · Well XX - Cr6 Treatment/Design	-	-	50,000.00	-	-	-
A-2 · Well 16	-	-	2,500,000.00	-	-	-
A-3 · Miscellaneous Pump Replacements	40,000.00	-	-	-	-	-
Total A · WATER SUPPLY	40,000.00	-	2,550,000.00	-	-	-
B · WATER DISTRIBUTION						
B-1 · Service Replacements	30,000.00	-	-	-	-	-
B-2 · Large Meter Replacements	5,000.00	-	-	-	-	-
Total B · WATER DISTRIBUTION	35,000.00	-	-	-	-	-
C · CONTINGENCY						
C-1 · Contingency (10% of Est A,B,& M)	7,500.00	-	255,000.00	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	82,500.00	-	2,805,000.00	-	-	-
ENDING FUND BALANCE	\$ 2,226,181.00	\$ 2,000,979.97	\$ (174,391.00)	\$ (29,592.00)	\$ 15,000.00	\$ 15,000.00

Rio Linda Elverta Community Water District
Capacity Revenue Profit & Loss Budget Performance
 July - September 2019

	<u>Annual Budget</u>	<u>Jul-Sept 19 Current QTR</u>	<u>Jul-Sept 19 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	495.39	495.39	99.08%	4.61
	<u>500.00</u>	<u>495.39</u>	<u>495.39</u>	<u>99.08%</u>	<u>4.61</u>
44100 · Capacity Fee Revenue	40,000.00	82,148.01	82,148.01	205.37%	-42,148.01
Total Income	<u>40,500.00</u>	<u>82,643.40</u>	<u>82,643.40</u>	<u>204.06%</u>	<u>-42,143.40</u>
Gross Income	<u>40,500.00</u>	<u>82,643.40</u>	<u>82,643.40</u>	204.06%	-42,143.40
Net Income	<u><u>40,500.00</u></u>	<u><u>82,643.40</u></u>	<u><u>82,643.40</u></u>		

**Rio Linda Elverta Community Water District
Surcharge 1 Profit & Loss Budget Performance
July - September 2019**

	<u>Annual Budget</u>	<u>Jul-Sept 19 Current QTR</u>	<u>Jul-Sept 19 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	901.17	901.17	75.1%	298.83
41112 · Interest Revenue	6,800.00	3,039.73	3,039.73	44.7%	3,760.27
41113 · Market Value Adjustment	0.00	1,895.50	1,895.50	100.0%	-1,895.50
	<u>8,000.00</u>	<u>5,836.40</u>	<u>5,836.40</u>	<u>72.96%</u>	<u>2,163.60</u>
43010 · Surcharge 1 Revenue	523,374.00	115,644.37	115,644.37	22.1%	407,729.63
Total Income	<u>531,374.00</u>	<u>121,480.77</u>	<u>121,480.77</u>	<u>22.86%</u>	<u>409,893.23</u>
Gross Income	531,374.00	121,480.77	121,480.77	22.86%	409,893.23
Expense					
69150 · Surcharge (SRF)					
69155 · Principle	351,403.00	0.00	0.00	0.0%	351,403.00
69160 · Interest	109,952.00	0.00	0.00	0.0%	109,952.00
69170 · Admin Fees	2,100.00	505.76	505.76	24.08%	1,594.24
Total 69150 · Surcharge (SRF)	<u>463,455.00</u>	<u>505.76</u>	<u>505.76</u>	<u>0.11%</u>	<u>462,949.24</u>
Total Expense	<u>463,455.00</u>	<u>505.76</u>	<u>505.76</u>		
Net Income	<u><u>67,919.00</u></u>	<u><u>120,975.01</u></u>	<u><u>120,975.01</u></u>		

Rio Linda Elverta Community Water District
Surcharge 2 Profit & Loss Budget Performance
 July - September 2019

	<u>Annual Budget</u>	<u>Jul-Sept 19 Current QTR</u>	<u>Jul-Sept 19 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	205.32	205.32	1,026.6%	-185.32
	<u>20.00</u>	<u>205.32</u>	<u>205.32</u>	<u>1,026.6%</u>	<u>-185.32</u>
43050 · Surcharge 2 Revenue	439,019.00	96,167.50	96,167.50	21.91%	342,851.50
Total Income	<u>439,039.00</u>	<u>96,372.82</u>	<u>96,372.82</u>	<u>21.95%</u>	<u>342,666.18</u>
Gross Income	439,039.00	96,372.82	96,372.82	21.95%	342,666.18
Expense					
69175 · Surcharge 2 Loan					
69180 · Principle	210,000.00	105,000.00	105,000.00	50.0%	105,000.00
69185 · Interest	118,818.00	9,389.24	9,389.24	7.9%	109,428.76
Total 69175 · Surcharge 2 Loan	<u>328,818.00</u>	<u>114,389.24</u>	<u>114,389.24</u>	<u>34.79%</u>	<u>214,428.76</u>
Total Expense	<u>328,818.00</u>	<u>114,389.24</u>	<u>114,389.24</u>		
Net Income	<u><u>110,221.00</u></u>	<u><u>-18,016.42</u></u>	<u><u>-18,016.42</u></u>		



CALIFORNIA STATE TREASURER FIONA MA, CPA



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
09/16/19	2.28	2.35	182
09/17/19	2.27	2.35	188
09/18/19	2.27	2.35	187
09/19/19	2.27	2.35	186
09/20/19	2.26	2.35	185
09/21/19	2.26	2.34	185
09/22/19	2.26	2.34	185
09/23/19	2.26	2.34	186
09/24/19	2.26	2.34	185
09/25/19	2.25	2.34	184
09/26/19	2.25	2.34	186
09/27/19	2.25	2.34	187
09/28/19	2.25	2.34	187
09/29/19	2.25	2.34	187
09/30/19	2.25	2.34	185
10/01/19	2.22	2.22	200
10/02/19	2.22	2.22	200
10/03/19	2.21	2.22	198
10/04/19	2.21	2.22	198
10/05/19	2.21	2.21	198
10/06/19	2.21	2.21	198
10/07/19	2.21	2.21	197
10/08/19	2.21	2.21	197
10/09/19	2.21	2.21	196
10/10/19	2.20	2.21	199
10/11/19	2.20	2.21	200
10/12/19	2.20	2.21	200
10/13/19	2.20	2.21	200
10/14/19	2.20	2.21	197
10/15/19	2.20	2.21	198
10/16/19	2.19	2.21	197

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

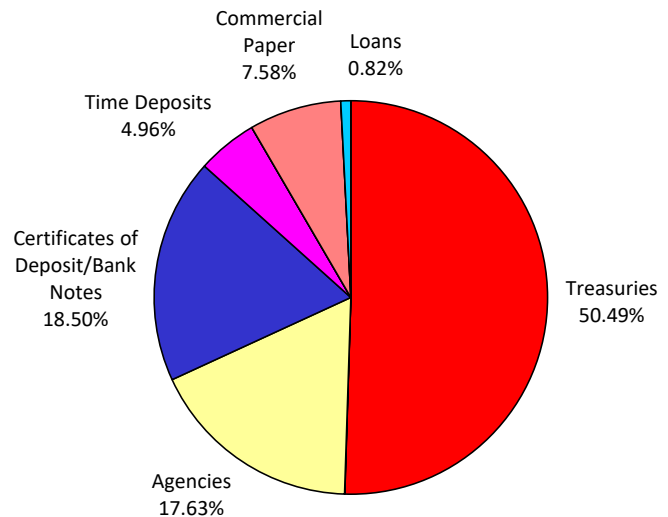
Quarter Ending 09/30/19

Apportionment Rate: 2.45
 Earnings Ratio: .00006701807521016
 Fair Value Factor: 1.001642817
 Daily: 2.25%
 Quarter to Date: 2.34%
 Average Life: 185

PMIA Average Monthly Effective Yields

Sep 2019 2.280
 Aug 2019 2.341
 July 2019 2.379

Pooled Money Investment Account Portfolio Composition 09/30/19 \$97.4 billion



Percentages may not total 100% due to rounding

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1)

Based on data available as of 10/16/2019

Rio Linda Elverta Community Water District

CERBT Strategy 2

Entity #: SKB7-3301590511-001

Quarter Ended September 30, 2019



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$16,461.38	\$16,461.38
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	321.82	321.82
Administrative Expenses	(1.97)	(1.97)
Investment Expense	(1.68)	(1.68)
Other	0.00	0.00
Ending Balance	\$16,779.55	\$16,779.55
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$16,779.55	\$16,779.55

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	957.468	957.468
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	957.468	957.468
Period Beginning Unit Value	17.192611	17.192611
Period Ending Unit Value	17.525001	17.525001

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.



Executive Committee Agenda Item: 3

Date: November 4, 2019

Subject: Well 16 Project Bid Specifications

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive committee should review staff report, documents and oral reports, then forward an item onto the November 18th Board meeting agenda with a recommendation for Board approval of the Well 16 project bid specifications.

Current Background and Justification:

The Well 16 project design is complete and ready for the bid process. The invitation to bid and contract documents are delayed in preparation by Engineers and review by Legal Counsel.

The bid specification documents include several declarations, provisions disclaimers and general conditions. All of which need to be reviewed by Legal Counsel and approved by the Board. My review of the District's past sealed-bid public works projects reflects that the District has not entirely complied with this process. For example, the bid specification for the Well 10 project was not approved by the board and the bid specification documents were not up to date even at that time. Further, similar District practices with the Well 15 project resulted in admonishments from grants/SRF loan administrators and led to criticism of staff by Board Members due to cost overages stemming from the absence of Board approved bid specifications.

The Contract District Engineer and the Design Engineer (Domenicheli) prepared the documents for Legal Counsel review, but the documents were excessively long, still not up to date for current statutes, and would have generated considerable billable hours by legal counsel to review and identify all the changes needed. Hence, the Board was unable to consider approving the bid specifications at the Oct. 21st meeting.

Many public agencies in our region conduct a sealed bid process by incorporating by reference the Sacramento County Construction Specifications into their invitations for bid and construction contract documents. The incorporation by reference eliminates redundant Legal Counsel reviews and has become somewhat a standard practice due to the comprehensiveness and cost effectiveness. The Sacramento County Construction Specifications can be obtained and downloaded at:

<http://www.saccountyspecs.saccounty.net/Pages/2016.aspx>

Conclusion:

I recommend the Committee forward the Well 16 bid specifications onto the November 18th Board agenda with the Committee's recommendation for approval.

**RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT
WELL 16 PUMP STATION PROJECT**

NOTICE TO CONTACTORS

Notice is hereby given that the Board of Directors of the Rio Linda / Elverta Community Water District (District), Sacramento County, California will receive sealed bids as follows:

BID DATE & TIME: Friday, January 3, 2020, 2 PM Local Time

SUBMIT SEALED BIDS TO: Rio Linda / Elverta Community Water District
Mike Vasquez, PE, PLS, District Engineer
730 L Street
Rio Linda, CA 95673

FOR: WELL 16 PUMP STATION PROJECT

ESTIMATED CONSTRUCTION COST: \$2,800,000

CONTRACTOR LICENSE REQUIRED: Class A - General Engineering Contractor

PROJECT DESCRIPTION

The work to be performed under this contract includes the furnishing of all labor, materials, tools, and equipment necessary for the completion of the Well 16 Pump Station Project. The work generally consists of the performance, construction, and installation of the following:

- General Requirements
- Site Work
- Fences and Gates
- Onsite Piping and Valves
- CMU Control Building and Appurtenances
- Well Pump, Motor, and Pump Base
- Painting and Coatings
- Offsite Piping
- Chlorine Feed System
- Electrical
- Flushing, Pressure Testing, and Disinfection
- Performance Testing and Facility Startup

QUESTIONS REGARDING WORK

Any questions regarding the type of work to be done may be addressed to Mike Vasquez, PE, PLS, District Engineer, at (650) 292-9112 or mvasquez@ekiconsult.com. **Responses will be**

provided to questions submitted up until December 13, 2019 at 12:00 PM.

A **mandatory pre-bid conference** will be held for the purpose of reviewing and answering questions regarding this Project at the District Office on December 10, 2019 at 10:00 am. It is suggested that each prospective bidder review the bid documents and Project location prior to the pre-bid conference. Bids from any bidder not attending this conference will be rejected as nonresponsive.

Pursuant to Public Contract Code section 2204, bids that equal or exceed \$1,000,000 must be accompanied by an Iran Contracting Act certification.

Claims for \$375,000 or less shall be in accordance with Section 20104 of the Public Contract Code.

Pursuant to Public Contract Code section 9204, all contracts entered into after January 1, 2017 must abide by the contract claims process described in this section and resolved in accordance to this section as summarized below:

- **District Review of Claim.** Within 45 days after receiving a complete Contract Claim, District shall review the claim and provide the Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. District will pay any undisputed portion of the claim within 60 days from the date of the written statement. If District fails to timely issue a written statement, the claim shall be deemed rejected in its entirety.
- **Meet and Confer Conference.** If the Contractor disputes the District's written statement or if the Contract Claim is deemed rejected, the Contractor may demand and the parties will conduct an informal conference to meet and confer regarding settlement in accordance with section 9204, subsection (d)(2). Within 10 business days following the conclusion of the meet and confer conference, District shall provide Contractor a written statement identifying the portion (if any) of the claim remaining in dispute and any undisputed portion will be paid by District within 60 days after this written statement.
- **Non-Binding Mediation.** Any remaining disputed portion of the claim shall be submitted to nonbinding mediation in accordance with section 9204, subsection (d)(2).
- **Interest.** Any amount not paid in a timely manner as required by this subsection shall bear interest at a rate of 7 percent per annum until paid.
- The foregoing is a summary of section 9204. In the event of any conflict between the summary and section 9204, the statute will govern.

CALIFORNIA CONTRACTORS LICENSE

Award of this contract requires a valid California Contractor's Class A – General Engineering license.

CONTRACTOR'S EXPERIENCE

The Contractor must demonstrate previous successful experience in the installation of groundwater well equipping, site, and pipeline improvements. The required experience includes the following:

- A. The Contractor, foreman, or installer(s) must have successfully completed a minimum of two potable groundwater well equipping projects including site work for a municipal potable groundwater well pumping more than 1,000 gallons per minute within the last five years.
- B. The Contractor, foreman, or installer(s) must have successfully installed a minimum of 25,000 lineal feet of pipelines between 8-inch diameter and 12-inch diameter in public paved roadways within the last five years.

CONTRACT DOCUMENTS

Contract Documents for the Well 16 Pump Station Project may be viewed at the District Office. Alternatively, plans and specifications can be obtained from the following building exchanges and/or plan rooms:

- Century Graphics, repro@csdsinc.com, (916) 344-0232
- McGraw Hill Construction Dodge, diana.boyles@mhfi.com, (530) 674-2805
- Sacramento Regional Builders Exchange, yelenam@sacregionbx.com, (916) 442-8991
- Shasta Builders Exchange, planroom@shastabe.com, (530) 221-5556
- Placer County Contractors Assoc., planroom@placerbx.com, (530) 889-3953
- Nevada County Contractors Assoc., ncrecep@pacbell.net, (530) 274-1919
- El Dorado Builder's Exchange, director@goodbuilders.org, (530) 672-2955
- Contra Costa Builders Exchange, aprilh@ccbx.com, (925) 685-8630

The latest County of Sacramento Standard Construction Specifications, which are incorporated by reference in the Contract Documents, are available in electronic format at www.saccountyspecs.net. Exceptions to the County of Sacramento Standard Construction Specifications are as follows:

- Standard Contract Agreement. The District's Agreement for Construction Services will be used and can be obtained at the above listed building exchanges and/or plan rooms.

Bids submitted must use the project specifications and contract drawings dated November 2019 unless otherwise updated by addenda.

BONDS

Each bid must be submitted on the bid forms provided in the Contract Documents. Each bid must also be accompanied by security in the form of a bid bond issued by a corporate surety, a certified check or cashier's check payable to the Rio Linda / Elverta Community Water District, or cash for an amount no less than ten percent (10%) of the aggregate sum of the bid. The successful bidder shall be required to execute a Material and Labor Payment Bond and Performance Bond, issued by a corporate surety, acceptable to the Rio Linda / Elverta Community Water District, each for not less than one hundred percent (100%) of the contract price.

Pursuant to the California Contract Code Section 22300, the contractor may, at its own expense, substitute securities for any money being withheld by the Rio Linda / Elverta Community Water District to ensure performance under this contract.

LABOR COMPLIANCE PROGRAM

To be qualified to bid on this Project, bidders must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the California Labor Code. All subcontractors listed in a qualified bidder's bid as performing any portion of the work also must be registered and qualified with the Department of Industrial Relations. This is a construction project in accordance with Section 1771.5 of the California Labor Code.

The District has an active Labor Compliance Program (LCP) approved by Department of Industrial Relations (LCP ID: 2011.00995) that is administered by Kurey & Associates Labor Compliance Management. The contractor and all subcontractors will be required to comply with this program. The LCP can be accessed by contacting Kate Kurey at (209) 946-9601.

The District affirmatively identifies this Project as a "public works project" as that term is defined by Labor Code Section 1720. Therefore, the Project is subject to prevailing wage requirements under Labor Code Section 1771. Contractor and its subcontractors shall fully comply with all the provisions of the California Labor Code governing the performance of public works contracts including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records, posting of wages at the job site, and prohibitions against discrimination. The prevailing wage rates may be obtained on the internet at: <https://www.dir.ca.gov/OPRL/dprevagedetermination.htm>. The prevailing wage rates obtained from the internet link are hereby incorporated in this Contract and made a part hereof.

The contractor and all subcontractors will be required to submit certified payrolls and labor compliance documentation at the discretion of, and in the manner specified, by the District. Certified payroll records may entail data entry of weekly payroll information including: employee identification labor classification, total hours worked on this Project, wage and benefit rates paid, etc. This requirement will also be required of every lower-tier subcontractor and vendor obligated to provide labor compliance documentation.

No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5

[with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

RESERVATION OF RIGHTS: The Board reserves the right to reject any or all bids, to waive any formality in any bid, and to determine which bid, in the judgment of the Board, is the lowest responsive bid of a responsible bidder.

By order of the Board of Directors of the Rio Linda / Elverta Community Water District,
Sacramento County, California dated November 19, 2019.

Timothy R. Shaw
General Manager
Rio Linda / Elverta Community Water District

DRAFT



Executive Committee

Agenda Item: 4

Date: November 4, 2019

Subject: Fees for NSF Returned Checks and ACH Transactions

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Committee should review the staff report and relevant supporting documents, then forward an item onto the November 18th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

Ordinance 2013-1 establishes (among other fees) a fee assessed to customers for Non-Sufficient Funds (NSF) on a returned check. Because the District did not offer Automated Clearing House (ACH) payment methods in 2013, there is no fee listed for Non-Sufficient Funds in an ACH payment.

Pursuant to the California Constitution and Proposition 26, there must be a reasonable relationship between the fee charged and the cost of providing the service. The fee the District charges for NSF returned checks and declined ACH payments should be equal to the charge the District receives from the Bank plus the staff time consumed in providing the notifications to the Customers and any billing software data entries required by staff in response to the NSF condition.

There is no current cost of service analysis associated with the current charge for NSF returned checks. Our current bank, Umpqua charges approximately \$5 for each NSF returned check or NSF declined ACH transaction. The District needs to perform a cost of service analysis for returned checks and declined ACH transactions. We know the bank charges. I have directed staff to perform time tracking for each returned check and declined ACH transaction; reference the process we performed to revise the Service Application fee.

Conclusion:

I recommend the Executive Committee forward an item onto the November 18th Board agenda with the Committee's recommendation for Board approval.

Rio Linda Elverta Community Water District
Customer Service Tech 1 Cost per Hour
 July 2019 through Oct 2019

	Customer Service Tech		Hourly Rate	
	Hours	Jul '19 - Sep 19	Hours	Jul '19 - Sep 19
Employee Wages, Taxes and Adjustments				
Total Gross Pay	521.00	13,444.27	521.00	25.8047
Employer Taxes and Contributions				
Medicare Company		199.01		0.3820
Social Security Company		850.93		1.6333
CA - Unemployment Company*		50.75		0.0974 1/4th of annual amount
457(b) Employer Contribution		403.33		0.7741
Dental Insurance (company paid)		264.06		0.5068
Health Ins WH (company paid)		3,005.70		5.7691
PERS PEPRER Rate		933.42		1.7916
Vision Insurance (company paid)		48.84		0.0937
Workers Compensation		59.82		0.1148
CA - Employment Training Tax		1.75		0.0034 1/4th of annual amount
Total Employer Taxes and Contributions		<u>5,817.61</u>		<u>36.97</u>
Hourly Staff Time to Process NSF Checks/ACH				0.2500
Total Employee Cost per Application			\$	9.24
Cost for Supervision			\$	2.00
Facilities Cost			\$	3.00
Bank Charge			\$	5.00
Total Approximate Costs			\$	19.24

Reasonable efforts will be made to confirm the Property Owner's consent to this arrangement. The applicant will be required to provide District with a current lease agreement and proof of timely payment of rent for the month immediately preceding the date of application.

The General Manager or authorized personnel may sign and approve the Payment Arrangement form. The Payment Arrangement form must be signed and received at the District office prior to disconnection of service. If the Payment Arrangement is being requested by the Occupant of a residence who is not the Owner, it must be signed by the Property Owner or have the Owners verbal approval to be valid.

The Customer's failure to comply with a Payment Arrangement as agreed shall result in:

1. The Payment Arrangement being cancelled and rendered null and void.
2. The total outstanding balance will become immediately due and payable in full. A **Turn-Off Notice tag** will be posted at the property, and the account charged an additional **Turn Off Notice tag fee** per the District's current fee Ordinance.
3. **Failure to pay the amount due** listed on the notice will result in water service to the property **being disconnected on** the date specified on the Turn-Off Notice. In the event water service is turned off, it will not be reinstated until the full account balance, and an additional **Service Turn-Off/Turn-On Fee** per the District's current fee Ordinance, is paid.
4. The District reserves the right to deny future Payment Arrangements.

4.31.260 Advance Payments. Advance payments (overpayments) may be deposited with the District if the consumer so submits. The overpayment will result in a credit balance on the account until charges incurred offset that balance. The District shall not be required to pay any interest or yield on such overpayment.

4.31.265 Returned Check. Customers will be notified by phone or written notice. Checks that are returned by the bank as unpaid can be returned to the issuer in the form of a check copy. A Return Check (NSF) Fee will be assessed, according to the District's current Fee Ordinance. Late fees and penalties will be assessed to the customer's account, if applicable.

1. Where an account has (2) or more returned checks, payment for District services and/or fees will be required in the form of money order, certified check or debit and/or credit card. Payments made via the District's website will be limited to debit or credit cards. No personal checks will be accepted.

a. The customer may request to make payment with a personal check after demonstrating one (1) year of timely payments on the account.

2. The District may waive the returned check fee for the following circumstances:

a. Where a customer can demonstrate a check returned by the bank as unpaid is due to fraud. Customer must supply a statement from the bank with letterhead.

b. Where a customer can demonstrate a check returned by the bank as unpaid is due to bank error. Customer must supply a statement from the bank with letterhead.

3. The Returned Check and fee is due and payable within 10 days.

4. If payment is not received within 10 days, a 48 hr. **Turn Off Notice tag** will be posted at the property as a **Turnoff Notice** for Returned Check. Applicable fees will be assessed to the account. If

Additional Charge for Service after Business Hours	§4.07.840 §4.09.210 (2)	\$50.00
<u>Description of Fee or Charge</u>	<u>Code Section*</u>	<u>Fee or Charge Rate</u>
Backflow Program and Annual Testing	§4.09.230	\$8.33 Bi-monthly; Replacement of Device at owners' expense. Time and Material for District Installations.
Penalty for Violation Conservation Policy (Third Violation)	§4.14.250 B-3	\$75.00
Service Termination for Conservation Violation (fourth, or more)	§4.14.250 B-4	\$125.00 plus \$30.00 Turn-on Fee when service is reinstated
Water Service Account Deposit	§4.07.710 §4.31.220	\$100.00. Waived on showing of Good Credit
Additional copy of billing	Resolution 2013-07	\$1.00
Late Charge	§4.31.230 §4.31.280	\$5.00
Basic Water Sample Lab Test – Private well, sample provided	Misc. Charge	\$60.00
Basic Water Sample Lab Test – private well, District samples	Misc. Charge	\$125.00
Basic Water Sample Lab Test – District water customer	Misc. Charge	\$45.00
Specialized Water Sample Lab Test	Misc. Charge	Time and Materials, plus 10% markup of Lab Fee
Service Turn-off/Turn-on for nonpayment (out of billing cycle)	§4.31.285	\$40.00
Property Lien Fee for recording uncollected charge	§4.31.290 §4.31.295	\$75.00
Return Check (NSF) Fee	§4.31.295	\$25.00
Turnoff Notice for Returned Check	§4.31.295	\$40.00



Executive Committee

Agenda Item: 5

Date: November 4, 2019

Subject: Proposed Revisions to Operator Foreman Position Description and Pay Scale

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Committee should review the staff report and relevant supporting documents, then forward an item onto the November 18th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

At the October 7th Executive Committee, the Committee reviewed and discussed the staff report, then forwarded this item onto the October 21st Board agenda. Unfortunately, due to competing interests and demands for time, the appurtenant documents for Board consideration were not completed in time for the agenda posting deadline.

The draft proposed revisions to the Operator Foreman position description as well as the related recommended change to the pay scale for the Operator Foreman are now completed. These documents should be reviewed by the Executive Committee prior to being forwarded to the Board.

The process of updating the Operator Foreman position description is subject to meet and confer requirements. I have emailed a copy of the proposed revisions to Teamster Local 150. I've also shared a copy with our Legal Counsel. I provided Teamsters and Legal Counsel with a brief explanation of the need and relevance of the revisions. Given the straightforward nature of these revisions, the meet and confer process may be complete prior to the November 18th Board meeting, thus eliminating the need to condition the Board's approval on completion of the meet and confer process.

Conclusion:

I recommend the Executive Committee forward the proposed revisions to the Operator Foreman and associated pay scale revisions to the November 18th Board agenda with the Committee's recommendation for Board approval.

DISTRIBUTION OPERATOR 3/FOREMAN

General Statement of Duties

Operates and maintains the District water system including the well, treatment, storage, and distribution facilities; prepares reports for regulatory agencies; and performs chemical tests for water quality.

Supervision Received

Works under the general-direct supervision of the Operations Superintendent who reviews work for conformance to established standards and procedures. Works under the supervision of the General Manager when the Operations Superintendent is away.

Supervision Charge Exercised

Supervises-Coordinates and directs work of Distribution System Operators 3, 2, and 1, Utility Workers and Laborers may supervise-direct trainees, part-time or temporary staff as assigned.

Essential Duties and Responsibilities

Is the designated Chief Distribution System Operator when the Operations Superintendent is away.

Operates District water system; makes necessary tests for water quality and adjusts chemical systems as indicated; performs systematic checks electrical systems, pumps, tanks and other system components; maintains operating records as required by law; keeps water system facilities in a clean, neat, and orderly fashion.

Supervises and evaluates field staff performance.

Installs and maintains pumps, valves, mains, services, meters, and related water distribution facilities and appurtenances.

Operates and maintains vehicles and equipment used in water system construction, including backhoe/front end loader, jackhammer, dump truck, tamper, etc.

Reads water meters; turns services off and on; meets with customers to identify service locations and resolve service problems.

Maintains inventory of chemicals at wells and assures the safe handling of caustic and toxic materials.

Performs routine water quality testing; gathers information for reports needed for regulatory agencies and assures conformance of operations to regulatory standards.

Conducts tours of the District utility system and responds to citizen inquiries regarding water quality or problems with pressure or volume.

Performs duties of Laborer, Utility Worker, Distribution System Operator 1, 2 and 3 as needed.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, main and pipe repair, laying and backfilling.

Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.

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

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

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

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

Peripheral Duties

Operates and performs regular routine maintenance on equipment used in water system, including vehicles and other equipment.

Serves on various employee or other committees as assigned.

Performs on call and emergency work assignments

~~Desired~~ Minimum Qualifications

Education, Certification and Experience:

Two years experience in the operation and maintenance of a water utility or four years experience in pipeline or other underground construction; possession of a current State Water Resources Control Board Water Distribution Operator Grade III certificate; possession of a valid Backflow Prevention Assembly General Tester, Certificate; possession of a valid Class C California driver's license; graduation from high school; or ~~any equivalent combination of experience, training and certification.~~

Necessary Knowledge, Skills and Abilities:

Familiarity with proper practices in the construction, maintenance and operation of a water utility; familiarity with federal and state regulations regarding water quality control and distribution of potable water; familiarity with pumps, telemetry, and other related water system equipment; ability to operate equipment such as a backhoe, tamper, etc.; ability to work harmoniously with other employees; ability to make decisions independently in accordance with established policy and to use initiative and judgment in carrying out tasks and responsibilities with only general instruction and guidance; ability to use tact and judgment when dealing with the public; ability to lift heavy objects and perform sustained manual work.

Special Requirements

~~Must be bondable.~~

Must possess a valid driver's license.

Must pass pre-employment physical.

Must pass a drug screening test.

Tools and Equipment Used

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer.

Physical Demands

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

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

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

Work Environment

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

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

Selection Guidelines

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

General

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

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

DISTRIBUTION OPERATOR 3/FOREMAN

General Statement of Duties

Operates and maintains the District water system including the well, treatment, storage, and distribution facilities; prepares reports for regulatory agencies; and performs chemical tests for water quality.

Supervision Received

Works under the direct supervision of the Operations Superintendent who reviews work for conformance to established standards and procedures. Works under the supervision of the General Manager when the Operations Superintendent is away.

Charge Exercised

Coordinates and directs work of Distribution System Operators 3, 2, and 1, Utility Workers and Laborers may direct trainees, part-time or temporary staff as assigned.

Essential Duties and Responsibilities

- Is the designated Chief Distribution System Operator when the Operations Superintendent is away.
- Operates District water system; makes necessary tests for water quality and adjusts chemical systems as indicated; performs systematic checks electrical systems, pumps, tanks and other system components; maintains operating records as required by law; keeps water system facilities in a clean, neat, and orderly fashion.
- Supervises and evaluates field staff performance.
- Installs and maintains pumps, valves, mains, services, meters, and related water distribution facilities and appurtenances.
- Operates and maintains vehicles and equipment used in water system construction, including backhoe/front end loader, jackhammer, dump truck, tamper, etc.
- Reads water meters; turns services off and on; meets with customers to identify service locations and resolve service problems.
- Maintains inventory of chemicals at wells and assures the safe handling of caustic and toxic materials.
- Performs routine water quality testing; gathers information for reports needed for regulatory agencies and assures conformance of operations to regulatory standards.
- Conducts tours of the District utility system and responds to citizen inquiries regarding water quality or problems with pressure or volume.
- Performs duties of Laborer, Utility Worker, Distribution System Operator 1, 2 and 3 as needed.

- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, main and pipe repair, laying and backfilling.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
- Supervises, instructs and assists assigned crews in installing and relocating water lines, valves, fire hydrants and meters, and maintaining the existing water supply system.
- Responds to or assures the proper response to complaints regarding water quality, leaks, pressure loss or no water; explains findings to property owners if necessary.
- Trains and supervises subordinate employees performing the duties of maintenance, construction and operation of the District water system.
- Supervises the use of and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and operation of the District water system; requisitions such materials, supplies and equipment as needed and budgeted; insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room.

Peripheral Duties

Operates and performs regular routine maintenance on equipment used in water system, including vehicles and other equipment.

Serves on various employee or other committees as assigned.

Performs on call and emergency work assignments

Minimum Qualifications

Education, Certification and Experience:

Two years' experience in the operation and maintenance of a water utility or four years' experience in pipeline or other underground construction; possession of a current State Water Resources Control Board Water Distribution Operator Grade III certificate; possession of a valid Backflow Prevention Assembly General Tester, Certificate; possession of a valid Class C California driver's license; graduation from high school; or equivalent.

Necessary Knowledge, Skills and Abilities:

Familiarity with proper practices in the construction, maintenance and operation of a water utility; familiarity with federal and state regulations regarding water quality control and distribution of potable water; familiarity with pumps, telemetry, and other related water system equipment; ability to operate equipment such as a backhoe, tamper, etc.; ability to work harmoniously with other employees; ability to make decisions independently in accordance with established policy and to use initiative and judgment in carrying out tasks and responsibilities with only general instruction and guidance; ability to use tact and judgment when dealing with the public; ability to lift heavy objects and perform sustained manual work.

Special Requirements

- Must possess a valid driver's license.
- Must pass pre-employment physical.
- Must pass a drug screening test.

Tools and Equipment Used

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer.

Physical Demands

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

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

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

Work Environment

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

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

General

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

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

Proposed Change to Distribution Operator Foreman Wage Scale Commensurate with Position Description Change. Backflow Tester Cert Incorporated into base pay (removed from incentive pay) All steps increased 3%, equal to the previous incentive pay percentage.

RLECWD Distribution Operator Foreman Wage Scale

Steps	1	2	3	4	5	6	
Current Wage Scale	\$27.25	\$28.34	\$29.47	\$30.65	\$31.88	\$33.15	Hourly
Proposed Wage Scale	\$28.07	\$29.19	\$30.35	\$31.57	\$32.84	\$34.14	Hourly



Executive Committee

Agenda Item: 6

Date: November 4, 2019

Subject: Proposed Minor Revisions to Sick Leave Policy and Payroll Admin Policy in Personnel Handbook

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Committee should review the staff report and relevant supporting documents, then forward an item onto the November 18th Board agenda with the Committee's recommendation for Board approval. If the Committee deems appropriate, the Payroll Admin Policy could be considered on Consent Agenda.

Current Background and Justification:

There is a sentence in the existing Sick Leave policy that was necessary prior to the MOU renewal. The sentence provided 8-hours of sick leave to first-day new employees to comply with the California Labor Code. The previous 48-hours of sick leave per year sick leave accrual rate did not comply with code. Now that the new MOU provides 96-hours per year of sick leave accrual, the 8-hour award of sick leave for new employees is unwarranted and unjustified. The sentence needs to be deleted.

The MOU negotiations and other employee -employer dialog regarding alternative work schedules (e.g. 9/80s) over more than the past year have now reached implementation stage. The current Payroll Administration Policy in the Personnel Handbook is inconsistent with the 9/80 schedule and transitioning from semi-monthly to biweekly pay periods. It is questionable as to whether the entire Payroll Administration Policy is even necessary and/or requires a Board action to modify. Regardless, leaving the Payroll Administration Policy as-is would be the least appropriate choice.

For consistency of practice, I recommend the proposed changes to the Payroll Administration Policy included with you Committee packets.

Conclusion:

I recommend the Executive Committee forward the proposed revised Sick Leave Policy onto the November 18th Board agenda for discussion and action, with the Committee's recommendation for approval.

I recommend the Executive Committee forward the proposed revised Payroll Administration Policy onto the November 18th Board agenda, under the consent items section.

Proposed Minor Change to Sick Leave Policy in Personnel Handbook. Deleted sentence obviated by increased sick leave accrual rate in MOU renewal.

Sick Leave

(Amended by Minute Order 9-17-18 and MOU 11-12-18)

Purpose

Sick leave is granted to provide financial security to employees by providing for salary continuation when the employee is unable to work because of illness, injury, or quarantine due to exposure to a contagious disease. In addition, it is granted to allow the employee to maintain his or her health by providing paid leave so that the employee can visit medical practitioners during normal working hours, subject to advance approval. Sick leave is not a privilege that an employee may use at his or her discretion. Administration of sick leave is subject to the applicable provisions of the California Labor Code, Division 2.

Accrual

Regular full-time employees shall accrue sick leave, pro-rata, at a rate of ninety-six (96) hours per year. ~~New employees shall also be credited with 8 hours of sick leave on their first day of employment, or otherwise be credited with sick leave for compliance with California Labor Code, Section 2.~~ No employee may accrue sick leave during such time as the employee is not receiving wages from the District. Sick leave begins to accrue on the first day of employment.

Use

The applicable definitions and requirements for sick leave shall be those provided in California Labor Code, Division 2:

It shall be the responsibility of each employee absent from work to notify his or her immediate supervisor as soon as possible on the first day of absence due to use of paid sick leave.

A written statement from a properly licensed medical professional authorizing the employee's return to work and listing any work restrictions may be required for sick leave absences of 3 or more days. If the medical clearance is required, the General Manager shall notify the employee of his or her requirement to bring a medical clearance to perform normal work duties from a properly licensed medical professional prior to returning to work. The medical clearance shall not provide any description of the medical condition(s) at issue. The medical clearance shall only focus on the employee's ability to perform routine work duties, with or without restrictions.

No employee may accrue more than two hundred forty (240) hours of sick leave. Upon reaching the maximum accrual, sick leave accrual shall cease until the accrual is reduced below the maximum.

Upon retirement or termination from the District, all unused sick leave shall be forfeited, and employee will not be paid for any unused sick leave under any circumstances. If an employee is rehired by the District within 12 months, he or she may reclaim what had been accrued in paid sick leave prior to leaving employment with the District.

**Proposed Clarification to Payroll Administration Section
Relevant to the transition to alternative work schedules.**

SECTION I PAYROLL ADMINISTRATION

Employee Self-Service

Employees can access their payroll and accrued sick and vacation leaves at ViewMyPaycheck gives employees 24/7 online access to their own paycheck information Contact the Accounting Specialist for details. ~~Employees can simply sign in to their ViewMyPaycheck account and see any current or prior pay stubs.~~

Time Sheets

You are required to keep an accurate record of your time on the forms provided by RLECWd. All timecards or time sheets must be completed in black or blue ink. Under no circumstances is an employee allowed to enter time in or out for another employee. Employees may correct information by lining out (single line, no write overs and no scribbling) incorrect information, entering the correct information, initialing and dating the change (see example below)

RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT					
NON-EXEMPT EMPLOYEE TIME SHEET					
Pay Date: 11/21/19		Payroll Period: 11/3/19 -11/16/19			
A.J. Squaredaway					
Total Regular Hours	Regular Hours		Leave Hours Detail		
	55 54		S = Sick	H = Holiday	C = Compassionate
Total Leave Hours	Leave Hours				
	35		V = Vacation	PH = Personal Holiday	J = Jury
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Regular Hours	Leave Hours	Leave Code	
1	16	8			
2	17	8			
3	18				
4	19				
5	20	3		5	S
6	21	8		2	S
7	22	8			
8	23	8			
9	24			8	V
10	25				
11	26				
12	27			8	V
13	28	8			
14	29	4		4	S
15	30			8	S
	31				
Total Hours		55	0	35	

If the employee is unavailable and there is a need to make a correction to a time sheet, the employee's manager/immediate supervisor should be consulted and is authorized make the needed corrections. Managers must follow the same procedure in making corrections by: lining out the incorrect information, entering the correct information, and initialing and dating the change.

~~The use of time sheets insures proper cost accounting. Exempt and non-exempt employees fill out separate forms. You must submit signed time sheets on the 16th and the 1st day of the month. Time sheets should be completed in a neat and orderly fashion so that all entries are easily read. Vacation, sick leave, standby pay and holiday time must be entered on the time sheet.~~

Payment of Wages and Salaries

~~Except for employees being terminated, pay periods are the 1st thru the 15th and the 16th through the last day of the month. All wages and salaries shall be paid on the 5th and the 20th of each month; except that biweekly with paydays every other Thursday. when said date falls on Saturday, Sunday or a holiday, payment shall be made on the last working day preceding the usual date. The time of payment, i.e. semi-monthly pay periods may be changed if required to comply with flexible work schedules. Part-time and temporary employees shall be paid the hourly wage indicated on the salary and wage plan. Full-time regular employees shall be paid the semi-monthly salary indicated on the salary and wage plan; except that if a full-time regular employee was not in pay status for part of the semi-monthly pay period, said employee shall be paid hourly for hours worked in that period.~~

Garnishments

A garnishment is a court order requiring the RLECWD to remit a part of the employee's wages to a third party in payment of a just debt. Because garnishments involve the RLECWD in its employees' private financial affairs, it is requested that you handle your finances appropriately.

Payroll Deductions

Deductions from employee's pay shall be made in accordance with prevailing laws, contracts, memorandums of understanding, and administrative rules and procedures established by the General Manager.

State and Federal laws require the RLECWD to make proper deductions on its employee's behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed. Required deductions include Federal income tax, FICA, State income tax, State Disability Insurance (SDI) and PERS.

Direct Deposit

Direct deposit of your paycheck is available. To take advantage of this service, you need to complete the "direct deposit" form available through the Accounting Specialist, attach a voided check and return them to the Accounting Specialist for processing. Direct deposit is also available through a debit card account if you prefer this option.

Changing your Employee Information

Your current address and phone number are essential for many purposes. These changes should be noted in writing or via email as soon as possible. You are solely responsible to notify the Accounting Specialist of changes in your personal status including, but not limited to:

Deferred Compensation

When you make any changes that affect the amount of money deducted from your paycheck, it is your responsibility to give a copy of the paperwork to the Accounting Specialist so that changes can be made to your paycheck



Executive Committee

Agenda Item: 7

Date: November 4, 2019

Subject: Proposed New Alternative Work Schedule Guidelines Policy in Personnel Handbook

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Committee should review the staff report and relevant supporting documents, then forward an item onto the November 18th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

The MOU renewal negotiations process, which concluded with a new MOU in May 2019, included contemplation of alternative work schedules. Specifically, the language included in various sections of the new MOU was inserted to provide flexibility for the anticipated changes associated with alternative work schedules, including but not limited to pay dates, biweekly pay periods, etc.

The proposed new section in the Personnel Handbook, Alternative Work Schedule Guidelines is intended for clarification of infrequent, yet anticipatable circumstances commonly encountered when transitioning to enable alternative work schedules. This should not be at all controversial. The clarifications and guidelines address how observed holidays, paid leave and traditional work schedules integrate with alternative work schedules.

Conclusion:

I recommend the Executive Committee forward the proposed new Alternative Work Schedules Guidelines onto the November 18th Board agenda with the Committee's recommendation for Board approval.

ALTERNATIVE WORK SCHEDULES: GENERAL GUIDELINES/CLARIFICATIONS

(Board Approved 11-21-2019)

The following guidelines and clarifications are intended to provide a clear understanding of the integration of alternative work schedules (e.g. 9/80s), where employee scheduled days off may include a weekday, and hours worked may be other than 8-hours per day. These guidelines/clarifications provide direction on compliance with Fair Labor Standards Act (FLSA) requirements, MOU(s) and other District policies for employees opting for alternative work schedules which are deemed compatible with the operational needs of the District.

- Observed holiday- The number of paid hours associated with a paid day off for the observed holiday will be equal to the scheduled hours of work for that day. For example; if the employee is scheduled to work 9-hours on Wednesdays, and July 4th is Wednesday, the employee will be paid for 9-hours.
- Vacation (or other paid leave) deducted- The hours of vacation (or other paid leave) deducted for an absence will be equal to the scheduled hours for that day. For example; if the employee works 9-hours on Thursdays, and the employee calls in sick on Thursday, the employee's sick leave balance will be reduced by 9-hours.
- Observed holiday falls on a scheduled day off -Observed holidays that occur on an employee's day off shall be observed on another workday adjacent to the observed holiday. This is similar to the existing policies and provisions for holidays falling on a weekend day. For example; if the employee's scheduled day off is Friday, July 4th, the employee would observe the paid day off on Thursday, July 3rd. Alternatively, and by coordination between employee and supervisor to meet operational needs, the employee could instead observe Monday, July 7th as the observed holiday.
- Assumption of Standard Work Schedule for Observed Holidays – Existing policies/MOU assumes a regular, Mon-Fri work schedule for determining observed holidays. When the holiday falls on a Saturday, the observed holiday is the preceding Friday. This actual holiday vs. observed holiday translation will continue even if the majority of employees opt for alternative work schedules. This translation will also continue to be used for office closures. For example, if July 4th falls on a Sunday, the Office will be closed on the succeeding Monday.
- The half-day observed holiday – December 24th is an observed half-day holiday. For employees scheduled to work 9-hours on December 24th, the paid time off will be 4.5 hours.
- Paid time off counts as time worked for FLSA compliance



Executive Committee Agenda Item: 8

Date: November 4, 2019

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
- Large Meter Accuracy Checks at Groundwater Pump Stations
- Capital Improvement Project List
- Proposition 84 RWA/DWR \$505K Grant Agreement

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 November 18, 2019 Board of Directors Meeting agenda with recommendations as necessary.