

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

**March 25, 2024 (6:30 p.m.)**

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

*Our Mission is to provide a safe and reliable water supply in a cost-effective manner.*

**AGENDA**

The Board may discuss and take action on any item listed on this agenda, including items listed as information items. The Board may also listen to the other items that do not appear on this agenda, but the Board will not discuss or take action on those items, except for items determined by the Board pursuant to state law to be of an emergency or urgent nature requiring immediate action. The Board may address any item(s) in any order as approved by the Board.

The public will be given the opportunity to directly address the Board on each listed item during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or any majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection at the District office at 730 L Street, Rio Linda, CA 95673. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the District office at (916) 991-1000. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

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

**2. PUBLIC COMMENT**

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

**3. CONSENT CALENDAR (Action items: Approve Consent Calendar Items)**

**3.1. Minutes**

*The Board is being asked to approve the Minutes from the February 26, 2024 Regular Board Meeting.*

**3.2. Expenditures**

*The Executive Committee recommends the Board approve the January 2024 Expenditures.*

**3.3. Financial Reports**

*The Executive Committee recommends the Board approve the January 2024 Financial Report.*

**4. REGULAR CALENDAR**

**ITEMS FOR DISCUSSION AND ACTION**

**4.1. GM Report.**

*4.1.1. The General Manager will provide his monthly report to the Board of Directors*

**4.2. Public Works Projects Report.**

*4.2.1. The Contract District Engineer will provide his monthly report to the Board of Directors.*

**4.3. Consider Providing Direction to Staff for Method of Procuring Engineering Design Services for Well 15 Hexavalent Chromium Treatment.**

**4.4. Consider Adopting Resolution 2024-01, Calling for an Election.**

- 4.5. **Continuing Consideration of the Need for Revisions to Board Members Email Policy.**
- 4.6. **Discuss the process for a Resolution of Censure.**
- 4.7. **Authorize any New Board Member Assignments (committees and other) Proposed by the Chair Pursuant to District Policy 2.01.065.**

**5. INFORMATION ITEMS**

**5.1. District Activities Reports**

- 5.1.1. Water Operations Report
- 5.1.2. Completed and Pending Items Report
- 5.1.3. Leak Repair Report
- 5.1.4. Conservation Report

**5.2. Board Member Reports**

- 5.2.1. Report any ad hoc committees dissolved by requirements in Policy 2.01.065
- 5.2.2. Sacramento Groundwater Authority – Garrison (primary)
- 5.2.3. Executive Committee – Gifford, Cline
- 5.2.4. ACWA/JPIA – Cline

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

**7. ADJOURNMENT –**

Upcoming meetings:

Executive Committee Meeting

April 10, 2024, Wednesday, 6:00 P.M. Visitors / Depot Center 6730 Front St Rio Linda, CA

Board Meeting

April 22, 2024, Monday, 6:30 P.M. Visitors / Depot Center 6730 Front St Rio Linda, CA



**Consent Calendar  
Agenda Item: 3.1**

**Date:** March 25, 2024

**Subject:** Minutes

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

**Recommended Committee Action:**

N/A -Minutes of Board meetings are not reviewed by committees.

**Current Background and Justification:**

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

**Conclusion:**

I recommend the Board review and approve (as appropriate) the minutes of meetings provided with your Board packets.

**Board Action / Motion**

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

Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Garrison \_\_\_\_\_ Young \_\_\_\_\_

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

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**MINUTES OF THE FEBRUARY 26, 2024  
BOARD OF DIRECTORS REGULAR MEETING  
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

**The Link below provides access the video of this meeting.**

<https://vimeo.com/917205348?share=copy>

**The numbers in parentheses next to each action item correlate to time marks on the video of the meeting.**

**1. CALL TO ORDER, ROLL CALL**

The February 26, 2024 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. Visitor's/Depot Center 6730 Front Street, Rio Linda, CA 95673. This meeting was physically open to the public.

General Manager Tim Shaw took roll call of the Board of Directors. Director Jason Green, Director Chris Gifford, Director Anthony Cline, Director Vicky Young, Director Mary Garrison, General Manager Tim Shaw, Mike Vasquez, Vasquez Engineering, and Legal Counsel were present. Public member Suela led the pledge of allegiance.

**2. PUBLIC COMMENT**—Public member commented on content from the prior Board meeting that was not covered with regards to the Cola negotiations included in the Board packet. Public member commented on a leak on Belcamp that wasn't in the prior Board discussions.

**3. CONSENT CALENDAR (10:49)**

**3.1. January 22, 2024 Minutes**

**3.2 December Expenditures**

**3.3 December Financials**

Comments/Questions –No public comment.

*(11:20) It was moved by Director Gifford and seconded by Director Green to approve the Consent Calendar. Directors Green, Young, Garrison, Cline and Gifford voted yes. The motion passed with a roll call vote of 5-0-0.*

**4. REGULAR CALENDAR  
ITEMS FOR DISCUSSION AND ACTION**

**4.1 GM Report (11:38)**

The General Manager, Tim Shaw provided his monthly report to the Board of Directors.

Comments/Questions – No public comment.

*The Board took no action on this item.*

**4.2 Public Works Projects Report (13:49)**

Mike Vasques, Vasquez Engineering report provided, General District Engineering.

Comments/Questions – General questions by the Board with regard to the maintenance on the L St reservoir.

Comments/Questions – No Public comment.

*The Board took no action on this item.*

#### **4.3 Consider Approving a Professional Services Agreement for Cathodic Protection Maintenance. (16:50)**

Comments/Questions – General questions by the Board

Comments/Questions – No Public comment.

*(18:45) It was moved by Director Cline and seconded by Director Gifford to approve the Professional Services Agreement for Cathodic Protection Maintenance. Directors Green, Young, Cline, Garrison, and Gifford voted yes. The motion carried with a roll call vote of 5-0-0.*

#### **4.4 Consider Providing Direction to Staff for Method of Procuring Engineering Design Services for Well 15 Hexavalent Chromium Treatment. (19:35)**

Comments/Questions – Discussion by the Board members on the statement of facts provided and clarification that this is just for the design with the company. The cost of savings up to 10K for the District not to do an RFP. The Board discussed litigations by this company.

Comments/Questions – Public member commented on a lawsuit involving Provost and Pritchard.

*(45:20) It was moved by Director Cline and seconded by Director Green to table the contract on Provost and Pritchard and provide information on past, current and/or pending litigations. Directors Green, Young, Cline, and Garrison voted yes. Director Gifford voted no. The motion carried with a roll call vote of 4-1-0.*

#### **4.5 Consider Authorizing Revisions to the District Policy on Board Member Email Accounts. (48:10)**

Comments/Questions – The Boards general discussion was about one Board member not complying with the email policy. Further discussion was to schedule a time with the Board President on assisting the Board member with additional help on using the program.

Comments/Questions – Public member commented on the user verses the program.

*(54:25) It was moved by Director Young and seconded by Director Green to not revise the current District policy on Board Member Email accounts. Directors Green, Young, Cline, Garrison, and Gifford voted yes. The motion carried with a roll call vote of 5-0-0.*

#### **4.6 Informational Item to Enable Discussion on the Associations of California Water Agencies (ACWA) Conference in Sacramento. (59:20)**

Comments/Questions – General discussion by the Board on this item. This item was informational only. Director Cline is the representative for this committee.

Comments/Questions – No public comment.

*The Board took no action on this item.*

#### **4.7 Consider Authorizing Board Member Late Compensation. (1:04:25)**

Comments/Questions – General discussion by the Board members was whether to reimburse the Board member for the late meetings submitted. Per the District policy, anything after 30 day requires Board consideration.

Comments/Questions – Public member stated the Board members names used to be on the Expense report.

*(1:08:31) It was moved by Director Young and seconded by Director Green to authorize reimbursement to Director Cline for the meetings submitted that he had not been paid for. Directors Green, Young, and Gifford voted yes. Director Garrison voted no. Director Cline abstained. The motion carried with a roll call vote of 3-1-1.*

#### **4.8 Consider Alternate Dates for the May 2024 Regular Board Meeting. (1:15:43)**

Comments/Questions – General discussion by a Board on this item.

Comments/Questions – Public comment was in favor for keeping the meeting on a Monday.

(1:16:36) It was moved by Director Young and seconded by Director Cline to move the Regular Board Meeting in May to May 20th . Directors Green, Young, Cline, Garrison, and Gifford voted yes. The motion carried with a roll call vote of 5-0-0.

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**4.9 Authorize any New Board Member Assignments (committees and other) Proposed by the Chair Pursuant to District Policy 2.01.065 (1:17:35)**

Comments/Questions – No public or Board comments.

**5. INFORMATION ITEMS**

**5.1 District Activities Reports (1:17:45)**

- 5.1.1 Water Operations Report – Written report provided.
- 5.1.2 Completed and Pending Items Report – Written report provided.
- 5.1.3 Leak Repair Report – Report provided.
- 5.1.4 Conservation Report – Report Provided.
- 5.1.5 Revised FPPC Form 806
- 5.1.6 Revised Operating Budget (Early Payoff of AMI Meter Loan).

Comments/Questions – Public commented on inconsistent numbers reported on Water Operations Report.

**5.2 Board Member Report (1:18:22)**

- 5.2.1 Report any ad hoc committees dissolved by requirements in Policy 2.01.065 – No action.
- 5.2.2 Sacramento Groundwater Authority – Harris (primary) – Agenda provided.
- 5.2.3 Executive Committee – Garrison, Cline – Minutes provided.
- 5.2.4 ACWA/JPIA – Cline – Nothing to report.

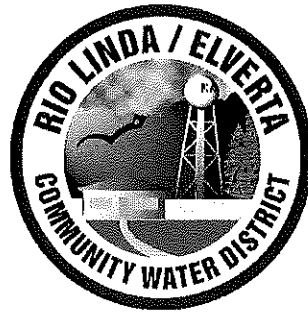
**6. DIRECTORS' AND GENERAL MANAGER COMMENTS – Nothing to report.**

**7. ADJOURNMENT** - The meeting was adjourned at 8:01 pm.

Respectfully submitted,

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

\_\_\_\_\_  
Vicky Young, President of the Board



**Consent Calendar  
Agenda Item: 3.2**

**Date:** March 25, 2024

**Subject:** Expenditures

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

**Recommended Committee Action:**

The Executive Committee forwarded the January 2024 Expenditures report to the March 25th Board agenda.

**Current Background and Justification:**

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

**Conclusion:**

I recommend the Board approve the Expenditures for January 2024.

**Board Action / Motion**

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

Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Harris \_\_\_\_\_ Young \_\_\_\_\_

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

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

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





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

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

Rio Linda Elverta Community Water District  
Expenditure Report  
January 2024

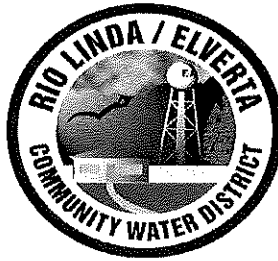
Type	Date	Num	Payee	Memo	Amount
Transfer	01/25/2024	EFT	RLECWD	Capital Improvement Transfer for Funds paid with Operating: Refer to check 2895	3,430.78
<b>10475 · Capital Improvement-Umpqua Bank</b>					<b>3,430.78</b>



Board Member Compensation  
January - March 2024

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Pay Date	Meeting Date	Meeting Description	Board Member
2/8/2024	1/22/2024	RLECWD Board Meeting	Anthony Cline
3/7/2024	1/17/2023	RLECWD Board Meeting-Board Authoized on 2/26/24	Anthony Cline
3/7/2024	2/6/2023	Executive Committee-Board Authorized on 2/26/24	Anthony Cline
3/7/2024	2/21/2023	RLECWD Board Meeting-Board Authoized on 2/26/24	Anthony Cline
3/7/2024	3/8/2023	Executive Committee-Board Authorized on 2/26/24	Anthony Cline
3/7/2024	3/27/2023	RLECWD Board Meeting-Board Authoized on 2/26/24	Anthony Cline
3/7/2024	4/12/2023	Executive Committee-Board Authorized on 2/26/24	Anthony Cline
3/7/2024	4/24/2023	RLECWD Board Meeting-Board Authoized on 2/26/24	Anthony Cline
3/7/2024	5/10/2023	Executive Committee-Board Authorized on 2/26/24	Anthony Cline
3/7/2024	5/22/2023	RLECWD Board Meeting-Board Authoized on 2/26/24	Anthony Cline
3/7/2024	6/14/2023	Executive Committee-Board Authorized on 2/26/24	Anthony Cline
3/7/2024	7/24/2023	RLECWD Board Meeting-Board Authoized on 2/26/24	Anthony Cline
3/7/2024	8/9/2023	Executive Committee-Board Authorized on 2/26/24	Anthony Cline
3/7/2024	9/13/2023	Executive Committee-Board Authorized on 2/26/24	Anthony Cline
3/7/2024	9/25/2023	RLECWD Board Meeting-Board Authoized on 2/26/24	Anthony Cline
2/8/2024	1/10/2024	Executive Committee	Mary Garrison
2/8/2024	1/22/2024	RLECWD Board Meeting	Mary Garrison
2/22/2024	2/8/2024	SGA	Mary Garrison
3/7/2024	2/26/2024	RLECWD Board Meeting	Mary Garrison
2/8/2024	1/22/2024	RLECWD Board Meeting	Christopher Gifford
2/22/2024	2/14/2024	Executive Meeting	Christopher Gifford
3/7/2024	2/26/2024	RLECWD Board Meeting	Christopher Gifford
2/8/2024	1/22/2024	RLECWD Board Meeting	Jason Green
3/7/2024	2/26/2024	RLECWD Board Meeting	Jason Green
3/7/2024	1/22/2024	RLECWD Board Meeting	Vicky Young
3/21/2024	2/26/2024	RLECWD Board Meeting	Vicky Young



### Consent Calendar Agenda Item: 3.3

**Date:** March 25, 2024

**Subject:** Financial Reports

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

**Recommended Committee Action:**

The Executive Committee forwarded the Financial Report onto the March 25th Board agenda.

**Current Background and Justification:**

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

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

**Conclusion:**

I recommend the Board approve the Financial Reports for January 2024.

**Board Action / Motion**

Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_  
Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Garrison \_\_\_\_\_ Young \_\_\_\_\_  
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

**Rio Linda Elverta Community Water District**  
**Balance Sheet**  
 As of January 31, 2024

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**ASSETS**

**Current Assets**

100 · Cash & Cash Equivalents	
10000 · Operating Account	
10020 · Operating Fund-Umpqua	1,646,942.73
Total 10000 · Operating Account	1,646,942.73
10475 · Capital Improvement	
10480 · General	726,324.69
10485 · Vehicle Replacement Reserve	27,948.49
Total 10450 · Capital Improvement	754,273.18

**Total 100 · Non-Restricted Cash & Cash Equivalents** **2,401,215.91**

**102 · Restricted Assets**

102.2 · Restricted for Debt Service	
10700 · ZIONS Inv/Surcharge 1 Reserve	534,707.54
10300 · Surcharge 1 Account	908,631.70
10350 · Umpqua Bank - Revenue Bond	69,988.37
10380 · Surcharge 2 Account	471,727.03
Total 102.2 · Restricted for Debt Service	1,985,054.64

102.4 · Restricted Other Purposes	
10385 · Available Funding Cr6 Projects #1	476,656.79
10481 · Available Funding Cr6 Projects #2	505,000.00
10490 · Future Capital Imp Projects	1,237,404.68
10600 · LAIF Account - Capacity Fees	929,264.92
10650 · Operating Reserve Fund	337,476.45
Total 102.4 · Restricted Other Purposes	3,485,802.84

**Total 102 · Restricted Assets** **5,470,857.48**

**Accounts Receivable** **89.73**

**Other Current Assets**

12000 · Water Utility Receivable	490,740.90
12200 · Accrued Revenue	0.00
12250 · Accrued Interest Receivable	2,586.93
15000 · Inventory Asset	49,574.32
16000 · Prepaid Expense	68,252.22

**Total Other Current Assets** **611,154.37**

**Total Current Assets** **8,483,317.49**

**Fixed Assets**

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

**Total Fixed Assets** **15,891,449.26**

**Other Assets**

18500 · ADP CalPERS Receivable	440,000.00
19000 · Deferred Outflows	1,106,047.00
19900 · Suspense Account	-271.58

**Total Other Assets** **1,545,775.42**

**TOTAL ASSETS** **25,920,542.17**

## Rio Linda Elverta Community Water District

## Balance Sheet

As of January 31, 2024

## LIABILITIES &amp; NET POSTION

Liabilities	
Current Liabilities	
Accounts Payable	29,915.18
Credit Cards	66.00
Other Current Liabilities	954,564.72
Total Current Liabilities	<u>984,545.90</u>
Long Term Liabilities	
23000 · OPEB Liability	37,482.00
23500 · Lease Buy-Back	508,777.27
25000 · Surcharge 1 Loan	2,708,943.73
25050 · Surcharge 2 Loan	2,085,040.16
26000 · Water Rev Refunding	1,349,516.00
26500 · ADP CalPERS Loan	410,000.00
27000 · AMI Meter Loan	85,138.71
29000 · Net Pension Liability	824,024.00
29500 · Deferred Inflows-Pension	97,916.00
29600 · Deferred Inflows-OPEB	44,171.00
Total Long Term Liabilities	<u>8,151,008.87</u>
Total Liabilities	9,135,554.77
Net Position	
31500 · Invested in Capital Assets, Net	9,494,326.46
32000 · Restricted for Debt Service	705,225.24
38000 · Unrestricted Equity	6,140,305.30
Net Income	445,130.40
Total Net Position	<u>16,784,987.40</u>
TOTAL LIABILITIES & NET POSTION	<u><u>25,920,542.17</u></u>

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

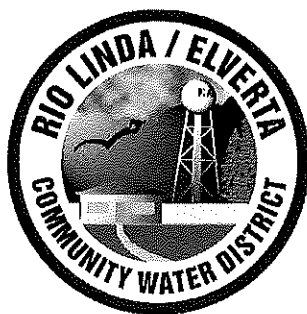
# 10

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

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

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





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

**Date:** March 25, 2024  
**Subject:** General Manager's Report  
**Staff Contact:** Timothy R. Shaw

**Recommended Committee Action:**

N/A this item is not reviewed by committee.

**Current Background and Justification:**

The General Manager will provide a written report of District activities over the period since the last regular Board meeting. The Board may ask for clarifications and may also provide direction in consideration of the reported activities.

**Conclusion:**

No Board action is anticipated for this item.

**Board Action / Motion**

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

Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Garrison \_\_\_\_\_ Young \_\_\_\_\_  
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent



**Date:** March 25, 2024

**Subject:** General Manager Report

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

For the given month, I participated in the following reoccurring meetings and special events. For the second consecutive month, responding to specialty legal counsel on discovery items demanded additional resources for this reporting period.

1. On February 27th, I met with Verizon regarding the replacement of the vehicle GPS devices, which will no longer be supported. The replacement devices are free, and the recurring charge is slightly less than the charge for the original devices.
2. On February 28th, I met with specialty legal counsel for over two hours.
3. On February 28<sup>th</sup> (afternoon) I met with the RLECWD Board Chair.
4. On February 29th, I participated in a meeting of the Water Forum. Budget shortfalls continue to dominate discussions.
5. On March 4th, I met with Streamline, a service provider on the CSDA preferred provider list, who designs and administers websites.
6. On March 5<sup>th</sup> and 6<sup>th</sup>, The Contract District Engineer and I met with specialty legal counsel.
7. On March 6<sup>th</sup> (afternoon), I participated in a Water Forum meeting.
8. On March 7<sup>th</sup>, I met with Adept Solutions to review methods of improving network security.
9. On March 11<sup>th</sup>, I met with specialty legal counsel, content privileged.
10. On March 13th, I met with Verizon to train on the new GPS device software.
11. On March 13<sup>th</sup> (afternoon), I met with specialty legal counsel.
12. On March 18<sup>th</sup>, I was away from the office.
13. On March 19<sup>th</sup>, Staff participated in Neptune 360 training.

14. On March 19th (afternoon), Contract District Engineer and I met to respond to discovery request via specialty legal counsel.

15. On March 20<sup>th</sup> , I met with Verizon to set up the new GPS devices.

16. On March 20<sup>th</sup> (afternoon), I met with specialty legal counsel.

17. On March 21<sup>st</sup> , I participated in ACWA JPIA training on HR topics.

Throughout the reporting period, additional demands for resources were incurred from:

- Corresponding with specialty legal counsel.
- Coordinating with staff for responses to the United States attorneys.

Inflation remains slightly above 3%, gas prices continue to rise.



**Items for Discussion and Action  
Agenda Item: 4.2**

**Date:** March 25, 2024  
**Subject:** Public Works Projects Report  
**Contact:** Mike Vasquez

**Recommended Committee Action:**

N/A this item is not reviewed by committee.

**Current Background and Justification:**

Contract District Engineer, Mike Vasquez will provide a report of District activities over the period since the last regular Board meeting. The Board may ask for clarifications and may also provide direction in consideration of the reported activities.

**Conclusion:**

No Board action is anticipated for this item.

**Board Action / Motion**

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

Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Garrison \_\_\_\_\_ Young \_\_\_\_\_  
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent



20 March 2024

**DISTRICT ENGINEER'S REPORT**

To: Tim Shaw, General Manager, Rio Linda / Elverta Community Water District  
From: Mike Vasquez, PE, PLS, Principal (VE), Contract District Engineer (RL/ECWD)  
Subject: **District Engineer's Report for the 25 March 2024 Board of Directors Meeting**

The District Engineer is pleased to submit this brief update of duties and tasks performed for the period of 22 February 2024 to 20 March 2024:

**1. General District Engineering:**

- a. **2024 Sacramento County Paving Project:** According to a schedule update from Sacramento County, it is now anticipated for the lowering and raising of water valve frames and covers on Elkhorn Boulevard between 6th Street and Dry Creek Road to take place August through October 2024. The current Fiscal Year budget includes \$40,000 of funding for this work, and will need to be carried over into the next Fiscal Year.
- b. **Well 15 Hexavalent Chromium Treatment Project:** A Statement of Qualifications from a consulting firm to provide treatment alternatives and treatment design for hexavalent chromium at the Well 15 site was provided to the Board of Directors at the 2/26/2024 Board Meeting for discussion. A member of the public made a comment at the meeting implying that the consulting firm may have pending litigation against it. Staff discussed this item with the consulting firm and they provided a written response. This item will be further discussed under a separate agenda item at the 3/25/2024 Board Meeting.
- c. **2024/2025 FY Dry Creek Road Pipeline Replacement Project:** Staff continues to be in communication with the construction contractor and the project is anticipated to commence in August 2024.
- d. **Ground Level L Street Reservoir Cathodic Protection:** At the 2/26/2024 Board Meeting, the Board of Directors directed Staff to execute a Professional Services Agreement with Two Brothers Cathodic Service, Inc. to perform cathodic protection maintenance services for the ground level L Street reservoir. Staff issued the Notice of Award to the construction contractor and is awaiting the executed agreement with corresponding insurance documents.
- e. **Pending Litigation Item:** Staff assisted the General Manager with correspondence with outside counsel on a pending litigation item. As this correspondence is related to pending litigation, no further discussion is appropriate in open session due to attorney-client privilege.

Please contact me at (530) 682-9597, or email at [gmmasquez@vasquez-engineering.com](mailto:gmmasquez@vasquez-engineering.com) with any questions or require additional information.

Respectfully,

Mike Vasquez, PE, PLS, Principal (VE), Contract District Engineer (RL/ECWD)



**Items for Discussion and Action  
Agenda Item: 4.3**

**Date:** March 25 2024

**Subject:** Providing Direction to Staff for Method of Procuring Engineering Design Services for Well 15 Hexavalent Chromium Treatment

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

**Recommended Committee Action:**

The Executive Committee recommended the Board vote to direct staff to find that the “Special Circumstances applies. A competitive selection process is NOT required.

**Current Background and Justification:**

This item has been discussed at the prior two Board meetings with each occurrence resulting in the item being tabled. At the February 26<sup>th</sup> meeting, a public member asserted that the proposed professional services providers was involved in a lawsuit and lost the suit.

Staff has completed a robust search and confirmed the public member allegations are baseless. Furthermore, the proposed professional services provider has responded with a letter to confirm the allegations are false.

The relevant excerpt from policy 3.08.600 and the letter from the proposed services provider are documents associated with this item.

**Conclusion:**

Sample Motion - Move to find the “Special Circumstances” of policy 3.08.600 applies and direct staff to draft a professional services agreement with Provost and Pritchard for design of the Well 15 hexavalent chromium treatment facility.

**Board Action / Motion**

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

Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Garrison \_\_\_\_\_ Young \_\_\_\_\_  
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

- F. The specific method and techniques to be employed by the consultant on the project or problem.
- G. Ability of the consultant to provide appropriate insurance in adequate amounts, including errors and omissions if applicable.
- H. Responsiveness to the RFP/RFQ.

The report to the Board shall summarize the basis for staff's consultant selection recommendation and the ranking of the consultants based upon these criteria.

### 3. Renewal of Contracts for Professional Services

The District may, after following required consultant selection procedures, enter into Professional Services agreements which contain provisions authorizing their extension or renewal. Recommendations to extend or renew an existing a Professional Services agreement should include a written evaluation of the work performed by the consultant as well as a determination that the rationale for providing for the renewal option in the existing contract remains valid and that the fees being charged are comparable to fees for similar services offered by other consultants at the time of renewal or extension. A contract renewal recommendation shall be entered on the contract amendment. If the total amount of the contract renewal does not exceed \$25,000, the Purchasing Agent or his/her authorized designee may execute a contract amendment to formalize the renewal. If the total amount of the original agreement and any amendments exceed \$25,000, prior Board approval must be obtained.

### 4. Conflict of Law

These procedures are not applicable where superseded by local, state or federal law, where the terms of grant funding provide for the use of other consultant selection procedures, or where the District is obligated to select consultants through the use of different procedures, such as the requirements of an insurance or self-insurance program.

### 5. Special Circumstances

These professional consultant selection procedures are not applicable when it is appropriate and in the best interest of the District under the specific circumstances of the project at issue, to limit the number of consultants solicited. Examples of such specific circumstances may include the following: (a) the need to take immediate action on a project precludes the District's ability to follow these procedures; (b) the absence of any fiscal or competitive advantage in following these procedures; (c) only one consultant is known to be available and capable of providing needed services within the required time; (d) the services to be provided are so unique that only one known consultant is qualified and available to perform them; or (e) the terms of a legal mandate or negotiated agreement require the use of a particular consultant. The basis for such action shall be documented in writing and noted in the contract and approved by the Purchasing Agent or designee. When Board approval is required, the documented basis for such action shall be included in the report to the Board.

### 6. Prequalified Consultant File

District staff may maintain a current file of consultants in their appropriate professional services categories after the selection procedures have been followed in this policy and a determination made that a consultant is qualified and competent. District staff may maintain this "prequalified consultant" file for a period of two (2) years from determination of the qualification of such consultant. District may select a prequalified consultant from this file for services.

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

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

Agenda Item 4.3

17

February 29, 2024

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

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

Dear Mr. Shaw:

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

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

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

Respectfully,

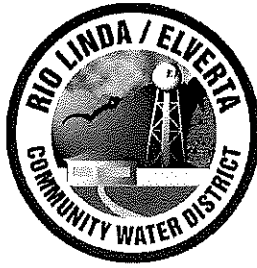


Kevin Berryhill, P.E.  
Project Manager

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

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**Items for Discussion and Action  
Agenda Item: 4.4**

**Date:** March 25, 2024

**Subject:** Consider Adopting Resolution 2024-01, Calling for an Election

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

**Recommended Committee Action:**

The Executive Committee recommends the Board adopt Resolution 2024-01.

**Current Background and Justification:**

For each general election (every other November), the Sacramento County Elections Office stipulates governing bodies, who consolidate their elections with the statewide general election, adopt a resolution with specific terms included.

Staff has drafted Resolution 2024.01 for this purpose.

Additionally, the correspondence from Sacramento County Elections requires submittal(s) from the staff to:

- Confirm the service area boundaries for the November 5, 2024 election.
- Confirm the stipulated public notices have been posted.

The correspondence from Sacramento County Elections is included as a document associated with this item.

**Conclusion:**

Sample Motion - Move to adopt Resolution 2024-01 and direct staff to respond to Sacramento County Elections requested information.

**Board Action / Motion**

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

Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Garrison \_\_\_\_\_ Young \_\_\_\_\_  
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

**RESOLUTION 2024-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT  
CALLING THE 2024 GENERAL DISTRICT ELECTION**

*WHEREAS*, an election will be held within the Rio Linda / Elverta Community Water District on November 5, 2024, for the purpose of electing three (3) directors, each for four (4) year terms; and

*WHEREAS*, a statewide general election will be held within the County of Sacramento on the same day; and

*WHEREAS*, Election Code § 10403 requires each jurisdiction to file with the Board of Supervisors of the county, and a copy with the Registrar of Voters, a resolution requesting consolidation with a statewide election.

*NOW THEREFORE, BE IT RESOLVED* by the Board of Directors of Rio Linda / Elverta Community Water District as follows:

1. District requests the Board of Supervisors of Sacramento County to consolidate the regularly scheduled General District Election with the statewide election to be held on November 5, 2024.
2. The Election notice shall be combined with all other Special Districts for publication purposes and the consolidated election will be held and conducted in the manner prescribed in the Election code section 10418.
3. In the event of a tie between two or more candidate seeking the same seat on the Board of Directors (ref. California Elections Code 10551(b), the Board Members not involved in the tie shall, based solely on the merits of each candidate, select which of the candidates involved in the tie will serve as the elected Board Member.
4. The candidates for Director at said election are to pay at the Voter Registrar & Elections Office for the publication of the candidate’s statement, pursuant to Election Code §13307.
5. The limitation on the number of words that a candidate may be used in his or her candidate’s statement shall be 200 words.
6. The District hereby agrees to reimburse the Registrar of Voters for actual costs accrued, such costs to be calculated by the method set forth in the County’s current Election Cost Allocation Procedures.

*APPROVED AND ADOPTED* by the Board of Directors of the Rio Linda / Elverta Community Water District on this 25th day of March 2024. By the following vote:

AYES  
NAYS None  
ABSENT None  
ABSTAIN None

ATTEST

\_\_\_\_\_  
Timothy R. Shaw  
Secretary of the Board of Directors

\_\_\_\_\_  
Vicky Young  
President, Board of Directors

**Voter Registration & Elections**

Hang Nguyen  
Director



**County of Sacramento**

Agenda item 4.4

20

**Divisions**

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

February 16, 2024

*Sent via e-mail*

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

Dear Timothy R. Shaw:

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

1. **RESOLUTION CALLING THE ELECTION**

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

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

A. **Elective Offices**

Date and purpose of the election.

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

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

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

**C. Candidate's Statement Costs**

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

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

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

**3. REIMBURSEMENT OF COSTS**

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

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

**Fee Schedule**

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

**4. CERTIFICATION OF MAPS AND BOUNDARIES**

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

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

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

**5. OTHER**

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

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

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

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

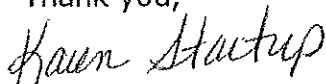
- ▶ Your Resolution
- ▶ Publication of Notice of Election Form
- ▶ Notice of Election
- ▶ Certification of Maps and Boundaries

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

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

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

Thank you,



Karen Startup  
Campaign Services Manager

Enclosures

**RESOLUTION CALLING PRESIDENTIAL GENERAL ELECTION**

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

\_\_\_\_\_ **DISTRICT**

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

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

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

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

**NOMINATION OF CANDIDATES FOR THE GOVERNING BODY**

Incumbent's Name	Division Number	Regular/ Short Term

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

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

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

       **By District, Division or Area**  
The candidates are qualified and elected by district, division, or area.

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

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

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

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

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

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

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

YES Votes _____ (Number)	NO Votes _____ (Number)	ABSENT _____ (Number)	ABSTAIN _____ (Number)
--------------------------------	-------------------------------	-----------------------------	------------------------------

ATTEST:

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

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

**NOTICE OF DISTRICT ELECTION**

\_\_\_\_\_DISTRICT  
Name of District

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

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

Code Reference:

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

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

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

(District Seal)

District Secretary



**PUBLICATION OF NOTICE OF ELECTION**

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

---

Name of District

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

Dated:

District Secretary

**MAP AND BOUNDARY CERTIFICATION**

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

- No map and boundary changes have occurred since the November 8, 2022, Election, and that the map and boundary description that you have on file is current.
- Yes, the map and boundaries have changed since the November 8, 2022, Election. I have enclosed/emailed the updated map and boundary descriptions.

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

(District Seal)

District Secretary



**Items for Discussion and Action  
Agenda Item: 4.5**

**Date:** March 25, 2024

**Subject:** Continuing Consideration of the Need for Revisions to Board Members Email Policy

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

**Recommended Committee Action:**

The Executive Committee recommends the Board approve the proposed revisions to the Board Member email policy.

**Current Background and Justification:**

This item was discussed at the February 26<sup>th</sup> Board meeting. The item was tabled at the recommendation from the Chair. The Chair specifically opined that one more attempt to train the affected Board Member should be undertaken.

The Executive Committee inquired if the Chair and/or the affected Board Member had reached out or visited the office for Office 365 log in training. Staff confirmed no such outreach/visit occurred.

The current and proposed versions of District policy 2.01.090 is a document associated with this item.

**Conclusion:**

Sample Motion – Move to approve the proposed revision to District policy 2.01.090.

**Board Action / Motion**

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

Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Garrison \_\_\_\_\_ Young \_\_\_\_\_  
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

**2.01.090 Email Accounts (Current)**

(Approved 12/6/2010)

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

(Approved by 4/16/2018 Board Minutes)

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

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

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**2.01.090 Email Accounts (Proposed)**

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

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



**Items for Discussion and Action  
Agenda Item: 4.6**

**Date:** March 25, 2024

**Subject:** Discuss the Need for a Resolution of Censure

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

**Recommended Committee Action:**

N/A – Not discussed at Executive Committee.

**Current Background and Justification:**

This agenda item is intended to enable Board Discussion of the process of adopting a Resolution of Censure.

**Conclusion:**

Sample Motion – The Board should discuss the process for a Resolution of Censure, request any clarification from Legal Counsel, then provide direction to staff.

**Board Action / Motion**

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

Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Garrison \_\_\_\_\_ Young \_\_\_\_\_  
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent



**Items for Discussion and Action**  
**Agenda Item: 4.7**

**Date:** March 25, 2024

**Subject:** Authorize any new Board Member Assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065

**Staff Contact:** Timothy R. Shaw

**Recommended Committee Action:**

N/A, this is a standing item on all regular meeting agendas.

**Current Background and Justification:**

District policy and various statutes stipulate Board approval of any Board Member assignments.

Generally , this is a standing item, which occurs on every regular meeting agenda.

**Conclusion:**

I recommend the Board consider approving any specific nominations and assignments as may be deemed necessary and appropriate.

**Board Action / Motion**

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

Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Garrison \_\_\_\_\_ Young \_\_\_\_\_

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



## Information Items Agenda Item: 5.1

**Date:** March 25, 2024

**Subject:** District Reports

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

### **DISTRICT ACTIVITY REPORTS**

1. Operations Report
2. Completed and Pending Items Report
3. Leak Repair Report
4. Conservation Report

# RIO LINDA/ELVERTA C.W.D. 2024

## REPORT OF DISTRICT OPERATIONS

20

### SOURCE WATER DATA

#### Water Production (Million Gallons)

January	February	March	April	May	June		<b>Year To Date</b>
38.9	36.8						
38,888,906	36,769,694						
July	August	Sept.	Oct.	Nov.	Dec.		
							75.7
							<b>75,858,600</b>
							<b>10,114,786</b>
							<b>101,148</b>
							<b>232</b>

		Monthly Total		
Gallons = Multiply M.G. by:	1,000,000	36,769,694	Gallons	75,858,600
Cubic Feet = Divide gallons by:	7.48	4,915,734	Cubic Feet	10,114,786
Hundred Cu Ft. = Divide cu. ft. by:	100	49,157	Hundred Cubic Feet	101,148
Acre Ft. = Divide gallons by:	325,829	112.85	Acre Ft.	232

### DISTRIBUTION SYSTEM DATA

<b>Water Quality Complaints</b>		<b>Complaints Total - (Low Psi Complaints)</b>					<b>Year To Date</b>
January	February	March	April	May	June		
2 - (2)	1 - (1)						
July	August	Sept.	Oct.	Nov.	Dec.		
							3

#### New Services

New Construction	0	14
Existing Homes	0	0
Paid prior to increase. (2 not installed)	0	0
<b>Total of Service Connections to Date -----&gt;</b>		<b>4685</b>

#### Distribution System Failures/Repairs

Deterioration February 1 thru 29	7	10
Damaged February 1 thru 29	0	0

#### Bacteriological Sampling

Routine Bacteriological Samples (Distribution System)	16	36
Raw Water Bacteriological Samples (at Wells)	0	0

#### February 1, 2024 - February 29, 2024

<b>6 - Distribution leaks repaired by District staff, 1 - by Contractor or with Contractor assistance.</b>		
<b>Work Orders Issued - 19</b>	<b>Work Orders Completed - 39</b>	<b>USA's Issued - 92</b>
Change Out Meter - 2	Change Out Meter - 19	
Conservation - 1	Conservation - 1	<b>WORK ORDERS ISSUED:</b> All work orders issued during the current 1 month reporting period. (February 2024) <hr/> <b>WORK ORDERS COMPLETED:</b> All work orders completed during the 1 month reporting period. (February 2024) Includes any work orders issued in prior reporting periods that were completed in the current reporting period.
Disconnect Service - 1	Disconnect Service - 2	
Flow Test - 1	Flow Test - 1	
Possible Leak - 9	Install Innov8 Device - 1	
Pressure Complaint - 1	Possible Leak - 11	
New Service Quote - 1	Pressure Complaint - 1	
Tag Property - 1	New Service Quote - 1	
Turn Off Service - 2	Tag Property - 1	
	Turn On Service - 1	

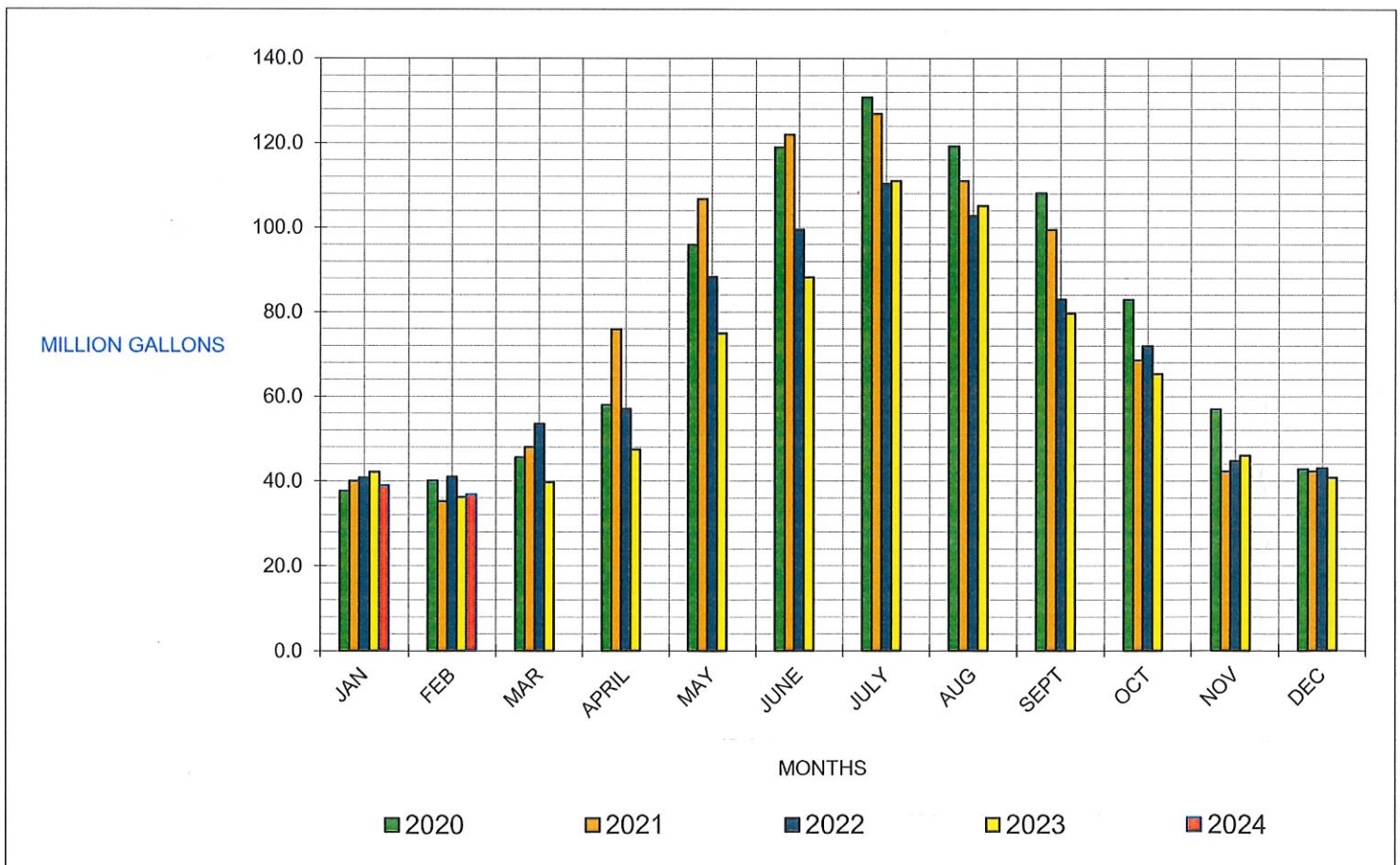


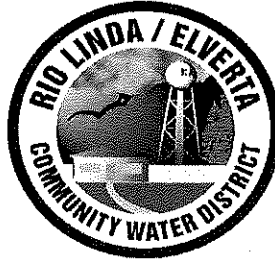
## RIO LINDA/ELVERTA C.W.D.

### WATER PRODUCTION

2020 \ 2024

Month	Water Production in Million Gallons						SSWD Water Purchases				
	2020	2021	2022	2023	2024	Avg.	2020	2021	2022	2023	2024
JAN	37.6	39.9	40.7	42.0	38.9	39.8	0.0	0.0	0.0	0.0	0.0
FEB	40.0	35.2	40.9	36.1	36.8	37.8	0.0	0.0	0.0	0.0	0.0
MAR	45.5	47.9	53.5	39.6		46.6	0.0	0.0	0.0	0.0	
APRIL	57.9	75.8	57.0	47.3		59.5	0.0	0.0	0.0	0.0	
MAY	95.9	106.6	88.2	74.9		91.4	0.0	0.0	0.0	0.0	
JUNE	118.9	121.9	99.4	88.1		107.1	0.0	0.0	0.0	0.0	
JULY	130.7	126.8	110.3	110.9		119.7	0.0	0.0	0.0	0.0	
AUG	119.2	110.9	102.7	105.1		109.5	0.0	0.0	0.0	0.0	
SEPT	108.1	99.4	82.9	79.6		92.5	0.0	0.0	0.0	0.0	
OCT	82.8	68.5	71.9	65.3		72.1	0.0	0.0	0.0	0.0	
NOV	56.9	42.2	44.6	45.9		47.4	0.0	0.0	0.0	0.0	
DEC	42.7	42.2	42.9	40.7		42.1	0.0	0.0	0.0	0.0	
<b>TOTAL</b>	<b>936.2</b>	<b>917.3</b>	<b>835.0</b>	<b>775.5</b>	<b>75.7</b>	<b>866.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>



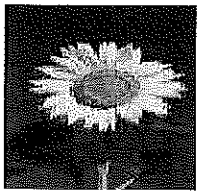


**PENDING AND COMPLETED ITEMS  
3-25-2024 BOARD OF DIRECTORS MEETING**

1. **Coordinating with cellular service lease rights holder to service the cathodic protection system on the elevated water storage tank.** – Staff have redirected it's focus on performance of cathodic protection system maintenance. One of the maintenance items was approved by the Board at the 2-26-2024 meeting. The other item will require additional Board action – **Pending**
2. **Submittal of the Water Use Efficiency Objective AND SB-606 and AB-1668 planning for compliance** – The District submitted its preliminary Water Use Efficiency Objectives report on December 30<sup>th</sup>. The report will need to be substantively expanded when the state finalizes the standards in July 2024. - **Pending**
3. **–Hexavalent Chromium MCL** The State Water Resources Control Board (SWRCB) published their Notice of Proposed Rulemaking on June 16<sup>th</sup>. Then, the Water Board held an administrative hearing on August 2<sup>nd</sup>. The General Manager participated in the public hearing held on August 2<sup>nd</sup>, which was mostly boiler plate commentary. In late November, the state published corrections to the enforcement language in statutes regarding hexavalent chromium, which initiated another 15-day comment period. The comment period closed on December 15<sup>th</sup>. SWRCB published another revision to documents relied upon, which entails another 15 day response period to conclude on March 4<sup>th</sup>. - **Pending**
4. **District outreach to customers following implementation of a new rate structure focused on consumption in compliance with SB 606 / AB 1668 requirements** – The Customer Service / Conservation Coordinator is back from leave and has resumed her practice of outreach to customers with indications of abnormal water consumption. The Neptune training this reporting period provided additional tools staff can use/modify to improve targeting customers. **Pending**
5. **Mandated Board Member Training** – Two Board Members are more than 400 days overdue for mandatory training. **Pending**
6. **Mandated annual submittals of Statement of Economic Interests (Form 700)**. The third notices were distributed. The submittals are due by April 2<sup>nd</sup>. Two Board Members have not yet submitted. **Pending**
7. **Cost of Service Reductions to Mitigate Inflation** –Staff continues to seek out inflation mitigation measures. The more recent focus on mitigation measures on costs for the network fileserver. Additionally, the District is discussing changing the cell phone service provider. -**Pending**
8. **Replacing the District's file server** – coordination with Adept solutions to undertake replacement of the District's file server and update Office 365 licenses. – **Pending**
9. **Election year submittals to Sacramento County Elections Office** – received the notices from Sacramento County elections. Necessary action items will appear on the March Executive Committee and Board meetings agendas. - **Pending**

2024 Leak - Repair Tracking

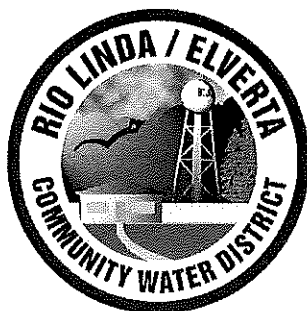
	Work Order #	Leak Type	Street	Date Reported	Date Repaired	Days
1	24280	Service	26th Street	12/13/2023	1/29/2024	47
2	24289	Service	E Street	1/5/2024	1/5/2024	1
3	24294	Service	W E Street	1/9/2024	1/9/2024	1
4	24329	Service	Quadra Ave	1/29/2024	2/6/2024	8
5	24341	Service	I Street	2/9/2024	2/13/2024	4
6	24344	Service	Fallon Woods Way	2/20/2024	2/21/2024	1
7	24345	Main	Mateo Ct	2/20/2024	2/22/2024	2
8	24347	Service	Castle Creek Way	2/20/2024	2/28/2024	8
9	24351	Service	Sun Acer Way	2/22/2024	2/27/2024	5
10	24378	Service	Silver Crest Cir	2/20/2024	2/20/2024	1
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## Conservation Report February 2024



<b>Supplies (kits):</b>	Shower heads(0) Kitchen Aerators(0) Bathroom Aerators(0) Shower Timer(0) Nozzle(0) Toilet Tabs(7) Moisture Meters(0) Water Bottles(0) Toilet Tummy(0) Retro-Fit Kits(0) Welcome Kits(0) Kids Kit(0)
<b>Water Waste (calls, emails, letter, leaks detected, and fixed):</b>	2 Water Waste Call(s) 393 contacts about possible leaks using the AMI system - 6 were called, 0 was mailed, 385 was emailed, 2 tag was hung 91 were confirmed resolved
<b>Water Schedule:</b>	given to customers with all violation letters and new applications
<b>Surveys</b>	0
<b>Workshops, Webinar, Meetings:</b>	
<b>Fines:</b>	None
<b>Other Tasks:</b>	<ul style="list-style-type: none"> <li>● Assisted with new customers</li> <li>● Created/completed work orders</li> <li>● Disconnect properties with no service application</li> <li>● Notified and offered customers the ACH payment method</li> <li>● Closed accounts and final billed customers</li> <li>● Printed stamps</li> <li>● Mailed out application requests to new owners</li> <li>● Scanned and uploaded documents into UMS</li> <li>● Verbal Demands</li> <li>● Created Report for High Usage Exceptions</li> <li>● Emailed Customers about declined autopayments</li> </ul>
<b>Grant Updates:</b>	None



## **Information Items Agenda Item: 5.2**

**Date:** March 25, 2024

**Subject:** Board Reports

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

### **BOARD REPORTS**

- 5.2.1. Report any ad hoc committees dissolved by requirements in Policy 2.01.065
- 5.2.2. Sacramento Groundwater Authority – Garrison (primary)
- 5.2.3. Executive Committee – Gifford, Cline
- 5.2.4. ACWA/JPIA – Cline

Minutes  
Rio Linda / Elverta Community Water District  
Executive Committee

35  
March 13, 2024 @ 6:00 P.M.

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

The meeting was called to order at 6:00 P.M. The meeting was attended in-person by Director Gifford General Manager Tim Shaw, and Contract District Engineer Mike Vasquez. Director Cline was absent.

**Call to Order:** 6:00 P.M.

**Public Comment:** *There were no public members present.*

**Items for Discussion:**

1.	Contract District Engineer's Update.
<i>The Contract District Engineer presented his written report and provided amplification on the topics of pipe replacement and the process of executing the Professional Services Agreement for cathodic protection. Mr. Vasquez further detailed the efforts he and the General Manager performed on researching the allegation from the public member at the February 26<sup>th</sup> Board meeting regarding Provost and Pritchard. The research and the attestation letter from Provost and Pritchard confirm the allegations are baseless.</i>	
<i>The Executive Committee directed staff to place an item on the March 25<sup>th</sup> agenda to enable Board consideration of choosing between Request for Proposals or special circumstances exemption for engaging a design engineer for hexavalent chromium treatment facilities.</i>	
2.	Discuss Submittals Required for Sacramento County Elections.
<i>The General Manager presented his written report. Director Gifford asked the General Manager to confirm which Board seats were up for election. (Garrison, Gifford and Green).</i>	
<i>The Executive Committee forwarded items requested by Sacramento County Elections onto the March 25<sup>th</sup> Board agenda with the Committee's recommendation for Board approval.</i>	
3.	Discuss the Need for Changes to the Operations Reports.
<i>The General Manager presented his written report. Director Gifford agreed that changes to the report might reduce the recurring comments from the same public members.</i>	
<i>The Operations Report will be reformatted to include a note the clarify the relationship between open and closed work orders and the absence of a correlation to the leaks report.</i>	
4.	Continue Discussing the Need for Revisions to the District's Board Member Email Policy.
<i>The General Manager presented his written report. Director Gifford asked if the Chair and/or Director Garrison had been into the District office to train on accessing Office 365, Outlook. The General Manager informed that neither Director Young nor Director Garrison had visited for that purpose.</i>	
<i>Citing the absence of follow up (in contrast to the stated objective for tabling the item at the February 26<sup>th</sup> Board meeting), the Executive Committee forwarded the item back to the March 25<sup>th</sup> Board agenda.</i>	
5.	Status Report on District File Server Replacement.
<i>The General Manager presented his written report and explained the information only item was intended to convey the level of disruption (and mitigation measures therefor) associated with the transition.</i>	

6. Update for the May 2024 Association of California Water Agencies (ACWA) Conference in Sacramento.

*The General Manager presented his written report, which was intended to address conjecture at the February 26<sup>th</sup> Board meeting regarding the absence of a registration fee for Board Member attendance of the state mandated training (Ethics and Harassment) at the Association of California Water Agencies (ACWA) conference. The General Manager was able to confirm that Harassment Prevention training is free (of registration fee) but has not received any response regarding Ethics training. Director Gifford asked if the two Board Members who are substantially overdue for state mandated training continue to be overdue. (yes). Director Gifford then asked if it is “the law” to receive the training. The General Manager confirmed it is the law, but the law has “no teeth”. However, some agencies apply an internal policy to compel compliance, e.g. Board Members who are delinquent are ineligible for assignments and/or compensation. Director Gifford opined that if the situation does not change, then the Board such discuss adopting a policy to implement consequences for non-compliance.*

*An informational item will be on the March 25<sup>th</sup> Board agenda regarding the confirmation that Harassment Prevention training at the ACWA conference does NOT require payment of a registration fee.*

7. Discuss Expenditures for January.

*The Executive Committee forwarded an item onto the March 25<sup>th</sup> Board agenda to consider approving the January Expenditures report with the Committee’s recommendation for Board approval.*

8. Discuss Financial Reports for January.

*The Executive Committee forwarded an item onto the March 25<sup>th</sup> Board agenda to consider approving the January Financial report with the Committee’s recommendation for Board approval.*

**Directors’ and General Manager Comments:**

X – Known upcoming dates of General Manager unavailability. *March 18<sup>th</sup> and March 26<sup>th</sup>,*

Y – Letter from Provost and Pritchard

**Items Requested for Next Month’s Committee Agenda:** *None.*

**Adjournment:** *6:27 P.M.*