

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

**December 13, 2023 (6:30 p.m.)**

Rio Linda Elverta Recreation and Parks District Community Center  
810 Oak Ln  
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. Election of Officers and 2024 Board Member Assignments**

3.1. *The Board will elect officers, President and Vice President of the Board. Following the election of the new officers, the new President (if applicable) will assume the Chair responsibilities for the remainder of the agenda.*

3.1.1. *Comments from outgoing President.*

3.1.2. *Comments from incoming President.*

**3.2. Confirmation of Committee Appointments and other Board Member Assignments**

*The Board will consider voting to confirm appointments and assignment and/or discuss alternative timing / accommodations for ratification of appointment & assignments.*

3.2.1. *Executive Committee (two Board Members)*

3.2.2. *Association of California Water Agencies (ACWA)*

3.2.3. *ACWA Joint Powers Insurance Authority (JPIA)*

3.2.4. *Sacramento Groundwater Authority (Primary and Alternate)*

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

**4.1. Minutes**

*The Board is being asked to approve the Minutes from the November 27, 2023 Regular Board Meeting.*

**4.2. Expenditures**

*The Executive Committee recommends the Board approve the October 2023 Expenditures.*

**4.3. Financial Reports**

*The Executive Committee recommends the Board approve the October 2023 Financial Report.*

**5. REGULAR CALENDAR**

**ITEMS FOR DISCUSSION AND ACTION**

**5.1. GM Report.**

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

**5.2. Public Works Projects Report.**

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

**5.3. Consider Authorizing the Annual Inflation Adjustment to Drinking Water Capacity Fees.**

**5.4. Authorize any New Board Member Assignments (committees and other) Proposed by the Chair Pursuant to District Policy 2.01.065.**

**6. INFORMATION ITEMS**

**6.1. District Activities Reports**

6.1.1. Water Operations Report

6.1.2. Completed and Pending Items Report

6.1.3. Leak Repair Report

6.1.4. Conservation Report

6.1.5. ACWA JPIA Recognitions Awards

**6.2. Board Member Reports**

6.2.1. Report any ad hoc committees dissolved by requirements in Policy 2.01.065

6.2.2. Sacramento Groundwater Authority – Harris (primary)

6.2.3. Executive Committee – Gifford, Cline

6.2.4. ACWA/JPIA – Cline

6.2.5. 2023 COLA Negotiation Ad Hoc – Young, Gifford

**7. PUBLIC COMMENT PRIOR TO CLOSED SESSION**

**8. CLOSED SESSION - The Board of Directors will meet in Closed Session to discuss the following item:**

8.1. CONFERENCE WITH LABOR NEGOTIATORS - (Pursuant to Government Code Section 54957.6) District Negotiators; Shaw, Young, & Gifford. RLECWD Employee General Unit, Teamster Local 150 regarding 2023 Cost of Living Adjustment.

**9. RETURN TO OPEN SESSION, REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

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

**11. ADJOURNMENT –**

Upcoming meetings:

Executive Committee Meeting

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

Board Meeting

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



## Items for Discussion and Action Agenda Item: 3.1

**Date:** December 13, 2023

**Subject:** Election of Officers

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

**Recommended Committee Action:**

N/A Not Discussed at Committee.

**Current Background and Justification:**

It is the District's policy for the Board to annually elect a President and Vice President at the December regular meeting. The Board will take nominations and vote for the offices of President and Vice President of the Board of Directors. These offices typically remain in effect until December the following year unless impacted by vacancy or subsequent reconsideration by the Board.

**Clarifications:**

- In voting for a nominated office, the nominee is not required to abstain from voting.
- It is acceptable to nominate the current officer(s) for a consecutive term.
- Each office (President and Vice-President) should be nominated and voted upon separately.
- The current President should entertain motions for electing an officer, e.g. the President, then when all motions are complete, the Secretary will be directed to call role. If more than one Board Member has been nominated, each Board Member is to respond by indicating which nominee is his/her choice for the office. The elected officer will be the Board Member who receives at least 3 votes. If only one Board Member is nominated, the appropriate role call response would be "Yea" (yes) or "Nay" (no).

This item is necessary in order to carry on the business of the District.

**Conclusion:**

I recommend the Board nominate and fill these positions. Upon completion of the process, the newly elected President immediately assumes the duties and responsibilities of President.

**Board Action / Motion**

Motioned by: Director \_\_\_\_\_ Seconded by Director \_\_\_\_\_  
Cline \_\_\_\_\_ Gifford \_\_\_\_\_ Green \_\_\_\_\_ Harris \_\_\_\_\_ Young \_\_\_\_\_

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



## Items for Discussion and Action Agenda Item: 3.2

**Date:** December 13, 2023

**Subject:** Committee Appointments and Board Assignments

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

**Recommended Committee Action:**

N/A committees do not review this item.

**Current Background and Justification:**

District Policy requires that the President, with the concurrence of a majority of Board Members, assigns participation for standing committees, ad hoc committees and various membership agencies. Then, the Board must approve these assignments for, among other things, conformance with director compensation statutes/policies.

The currently established standing committee is *Executive Committee*.

The current membership agency assignments, which are subject to Board assignment are Association of California Water Agencies (ACWA) and ACWA Joint Powers Insurance Authority (ACWA-JPIA). Note: additional assignments for Sacramento Groundwater Authority (SGA), and Sacramento County Local Agency Formation Commission (LAFCo), entail a District nomination and subsequent confirmation process by another agency.

The SGA nominations (primary and alternate) are due. Assignments to the SGA Board of Directors is a four-year term. The RLECWD Board nominations are conveyed to the Sacramento County Board of Supervisors for confirmation. It typically takes a couple of months for Board of Supervisors actions.

Failure to appoint and approve the appointment to the Executive Committee may result in the need for cancelation / postponement of the January 2024 (special meeting of the Executive Committee or temporary extension of the current appointments to the Executive Committee, followed by additional consideration for assignment at the January 2024 Board meeting.

**Conclusion:**

I recommend the newly elected President recommend Board Member assignments/appointments for 2024, and I further recommend the Board vote to confirm such assignments as required.

**Board Action / Motion**

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

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



**Consent Calendar  
Agenda Item: 4.1**

**Date:** December 13, 2023

**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 \_\_\_\_\_ Harris \_\_\_\_\_ Young \_\_\_\_\_

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

**MINUTES OF THE NOVEMBER 27, 2023  
BOARD OF DIRECTORS REGULAR MEETING  
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

4

The Link below provides access the video of this meeting.

<https://vimeo.com/889173237?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 November 27, 2023 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. Visitor Depot Center 6730 Front St., 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 Vicky Young, Director Mary Harris, General Manager Tim Shaw, Mike Vasquez, Vasquez Engineering, and Legal Counsel were present. Director Anthony Cline was absent. Director Gifford led the pledge of allegiance.

**2. PUBLIC COMMENT**—No public member comment.

**3. CONSENT CALENDAR (1:48)**

**3.1. October 23, 2023 Minutes**

**3.2 September Expenditures**

**3.3 September Financials**

Comments/Questions —No public comment.

*(3:10) It was moved by Director Gifford and seconded by Director Green to approve the Consent Calendar with a correction on the October 23, 2023 minutes under the Board Members report stated provided and it was a verbal report. Directors Green, Young, Harris, and Gifford voted yes. Director Cline was absent. The motion passed with a roll call vote of 4-0-0.*

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

**4.1 GM Report (3:30)**

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 (4:28)**

Mike Vasques, Vasquez Engineering report provided, Active Development Reviews (only projects with updates from the last Board Meeting), CIP Dry Creek Road Pipe Replacement Project Phase 1 & 2.

Comments/Questions — Directors had general discussion on the report provided.

*The Board took no action on this item.*



**4.3 Consider Authorizing the Filling of Three Water System Operator Positions via the District's Lateral Transfer/Promotion Policy. (7:36)**

Comments/Questions – General discussion by a Board member on the requirements, reason, and costs associated with this agenda item. Further requested to table the item, request a committee review the need of the position and reopen negotiations.

A few of the Board members requested a copy of the MOU regarding the new positions.

*(24:00) It was moved by Director Harris and seconded by Director Young to table the item. Directors Harris and Young voted yes. Director Green and Gifford voted no. Director Cline was absent. The motion failed with a roll call vote of 2-2-0.*

*There was a five-minute recess for the GM to make a copy of the MOU agreement for the Board members.*

Comments/Questions – No public comment.

*(31:51) It was moved by Director Gifford and seconded by Director Green to authorize the filling of the three Water System Operator Positions. Directors Green, Young, and Gifford voted yes. Director Harris voted no. Director Cline was absent. The motion carried with a roll call vote of 3-1-0.*

**4.4 Consider Adopting Resolution 2023-08, to Update Exhibit 3 of Ordinance 2031-01, Hydrant Use Charges (32:19)**

Comments/Questions – No public comment.

*(36:35) It was moved by Director Harris and seconded by Director Gifford to adopt Res. No. 2023-08 to update the Exhibit 3 of Ordinance 2013-01, Hydrant Use Charges. Directors Green, Harris, Gifford, and Young voted yes. Director Cline was absent. The motion carried with a roll call vote of 4-0-0.*

**4.5 Board of Directors Vote for Sacramento County LAFCo Vacancies and Voting Method (37:11)**

Comments/Questions – Director Harris selected Robert and Director Green selected Lindsey.

No public comment.

*(38:55) It was moved by Director Young and seconded by Director Harris to select Lindsey Carter for Sacramento County LAFCo. Directors Green, Harris, Young, Gifford and voted yes. Director Cline was absent. The motion carried with a roll call vote of 4-0-0.*

*(39:35) President Young asked for a roll call vote on approving to vote by email for LAFCo election ballots. Directors Green, Harris, Young, Gifford and voted yes. Director Cline was absent. The motion carried with a roll call vote of 4-0-0.*

**4.6 Approving the Annual Comprehensive Financial Report for Fiscal Year 2022/2023. (40:00)**

Comments/Questions – No public comment.

*(40:25) It was moved by Director Harris and seconded by Director Gifford to approve the ACFR for FY 2022-23. Directors Green, Young, Harris and Gifford voted yes. Director Cline was absent. The motion carried with a roll call vote of 4-0-0.*

**4.7 Authorize any New Board Member Assignments (committees and other) Proposed by the Chair Pursuant to District Policy 2.01.065 (41:00)**

Comments/Questions – No public comments.

*(42:42) It was moved by Director Young and seconded by Director Green to approve Director Harris to be paid to attend the SGA Holiday social. Directors Green, Young, and Gifford voted yes. Director Harris abstained. Director Cline was absent. The motion carried with a roll call vote of 3-0-1.*

**5. INFORMATION ITEMS**

**5.1 District Activities Reports (43:00)**

- 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 Clarification on FY 2023/2024 Capital Budget Funding for Pipe Replacement

Comments/Questions – No public comments.

Director Cline arrived at the meeting.

**5.2 Board Member Report (45:12)**

- 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) – No Meeting.
- 5.2.3 Executive Committee – Gifford, Cline – Minutes provided.
- 5.2.4 ACWA/JPIA – Cline – Nothing to report.
- 5.2.5 2023 COLA Negotiation Ad Hoc – Young, Gifford

**6 PUBLIC COMMENT PRIOR TO CLOSED SESSION- NO PUBLIC COMMENT**

**7 CLOSED SESSION - The Board of Directors will meet in Closed Session to discuss the following items:**

**7.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:** Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); Rio Linda Elverta Community Water District v. The 3M Company, et al., United States District Court for the District Of South Carolina, Charleston Division, MDL No. 2873 (PFAS contamination claims).

**7.2 CONFERENCE WITH LABOR NEGOTIATORS -** (Pursuant to Government Code Section 54957.6) District Negotiators; Shaw, Young, & Gifford. RLECWD Employee General Unit, Teamster Local 150 regarding 2023 Cost of Living Adjustment.

**8 RETURN TO OPEN SESSION, REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

The Board reconvened to open session and announced to be a part of the claim and directed staff on exploring the options to submitting the claim.

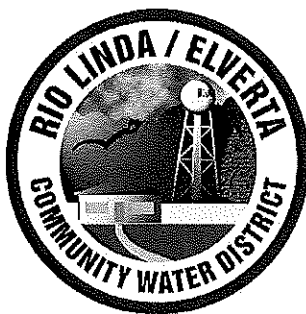
**9. DIRECTORS' AND GENERAL MANAGER COMMENTS –** The next Board Meeting is December 13<sup>th</sup> at the Community Center.

**10. ADJOURNMENT -** The meeting was adjourned at 7:30 pm.

Respectfully submitted,

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

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



**Consent Calendar  
Agenda Item: 4.2**

**Date:** December 13, 2023

**Subject:** Expenditures

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

**Recommended Committee Action:**

Due to conflicts for use of the normal venue, the Executive Committee did Not meet in December 2023.

**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 October 2023.

**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  
October 2023**

Type	Date	Num	Name	Memo	Amount
Liability Check	10/04/2023	EFT	QuickBooks Payroll Service	For PP Ending 09/30/23 Pay date 10/05/23	19,058.50
Liability Check	10/05/2023	EFT	CalPERS	For PP Ending 09/30/23 Pay date 10/05/23	3,227.15
Liability Check	10/05/2023	EFT	CalPERS	For PP Ending 09/30/23 Pay date 10/05/23	1,285.99
Liability Check	10/05/2023	EFT	Internal Revenue Service	Employment Taxes	7,266.56
Liability Check	10/05/2023	EFT	Employment Development	Employment Taxes	1,432.99
Bill Pmt -Check	10/05/2023	EFT	Adept Solutions	Computer Maintenance	1,333.00
Liability Check	10/05/2023	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,126.59
Bill Pmt -Check	10/05/2023	EFT	Comcast	Phone	104.95
Bill Pmt -Check	10/05/2023	EFT	Ramos Oil Inc.	Transportation Fuel	883.63
Bill Pmt -Check	10/05/2023	EFT	Republic Services	Utilities	130.59
Bill Pmt -Check	10/05/2023	EFT	Voyager Fleet Commander	Transportation Fuel	26.06
Transfer	10/05/2023	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	17,000.00
Transfer	10/05/2023	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	50,984.00
Check	10/05/2023	2742	Customer	Small Claims Judgement Award 9-14-23	1,430.00
Check	10/05/2023	2743	Customer	Final Bill Refund	18.43
Check	10/05/2023	2744	Customer	Final Bill Refund	14.11
Check	10/05/2023	2745	Customer	Final Bill Refund	130.06
Bill Pmt -Check	10/05/2023	2747	ABS Direct	Printing & Postage	1,071.00
Bill Pmt -Check	10/05/2023	2748	ACWA/JPIA Powers Insurance Authority	EAP	24.80
Bill Pmt -Check	10/05/2023	2749	Buckmaster Office Solutions	Office Equipment	65.10
Bill Pmt -Check	10/05/2023	2750	Corelogic Solutions	Subscription	100.00
Bill Pmt -Check	10/05/2023	2751	County of Sacramento	Permits	1,328.00
Bill Pmt -Check	10/05/2023	2752	EKI Environmental & Water	Engineering	5,000.00
Bill Pmt -Check	10/05/2023	2753	Elk Grove Security Systems	Security	84.00
Bill Pmt -Check	10/05/2023	2754	ICONIX Waterworks	Distribution Supplies	12,719.10
Bill Pmt -Check	10/05/2023	2755	Intermedia.net	Telephone	83.11
Bill Pmt -Check	10/05/2023	2756	Maze & Associates	Auditor	18,700.00
Bill Pmt -Check	10/05/2023	2757	Phelan, Michael	Retiree Insurance	3,150.00
Bill Pmt -Check	10/05/2023	2758	Rio Linda Hardware & Building Supply	Shop Supplies	142.23
Bill Pmt -Check	10/05/2023	2759	Sierra Chemical Company	Treatment	3,118.50
Bill Pmt -Check	10/05/2023	2760	SMUD	Utilities	26,611.22
Bill Pmt -Check	10/05/2023	2761	State Water Resource Control Board	License	90.00
Bill Pmt -Check	10/05/2023	2762	UniFirst Corporation	Uniforms	397.36
Bill Pmt -Check	10/05/2023	2763	Underground Service Alert of No CA & NV	Distribution	30.00
Bill Pmt -Check	10/05/2023	2764	Verizon Wireless	Internet	45.62
Bill Pmt -Check	10/05/2023	2765	Pacific Shredding	Office Expense	81.85
Check	10/25/2023	EFT	Wageworks	FSA Administration Fee	76.25
Liability Check	10/18/2023	EFT	QuickBooks Payroll Service	For PP Ending 10/15/23 Pay date 10/19/23	19,764.18
Liability Check	10/19/2023	EFT	CalPERS	For PP Ending 10/15/23 Pay date 10/19/23	3,413.79
Liability Check	10/19/2023	EFT	CalPERS	For PP Ending 10/15/23 Pay date 10/19/23	1,285.99
Liability Check	10/19/2023	EFT	Internal Revenue Service	Employment Taxes	7,635.30
Liability Check	10/19/2023	EFT	Employment Development	Employment Taxes	1,457.59
Liability Check	10/19/2023	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	2,143.66

**Rio Linda Elverta Community Water District  
Expenditure Report  
October 2023**

Type	Date	Num	Name	Memo	Amount
Liability Check	10/19/2023	EFT	Kaiser Permanente	Health Insurance	2,387.06
Liability Check	10/19/2023	EFT	Principal	Dental & Vision Insurance	2,002.61
Bill Pmt -Check	10/19/2023	EFT	PG&E	Utilities	67.16
Bill Pmt -Check	10/19/2023	EFT	Ramos Oil Inc.	Transportation Fuel	823.89
Liability Check	10/19/2023	EFT	Western Health	Health Insurance	13,329.04
Bill Pmt -Check	10/19/2023	EFT	Umpqua Bank Credit Card	Computer, Distribution Supplies, Office, , Shop Supplies, Subscription, Maint.	1,960.67
Bill Pmt -Check	10/19/2023	EFT	Verizon	Field Communication, Field IT	617.41
Check	10/19/2023	EFT	RLECWD - SURCHARGE ACCOUNT 1	Bi-monthly Transfer	88,136.57
Check	10/19/2023	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-monthly Transfer	73,292.51
Liability Check	10/19/2023	2766	ACWA JPIA Powers Insurance Authority	Quarterly Workers Compensation Premium	2,615.44
Check	10/19/2023	2767	Customer	Final Bill Refund	51.03
Bill Pmt -Check	10/19/2023	2784	Association of California Water Agencies	Annual Dues	11,140.00
Bill Pmt -Check	10/19/2023	2783	ACWA JPIA Powers Insurance Authority	General Liability Insurance	30,471.00
Bill Pmt -Check	10/19/2023	2782	Affordable Heating & Air	Pumping Maintenance	69.00
Bill Pmt -Check	10/19/2023	2781	BSK Associates	Lab Fees	1,165.00
Bill Pmt -Check	10/19/2023	2780	DirectHit Pest Control	Building Maintenance	80.00
Bill Pmt -Check	10/19/2023	2779	Energy Systems	Pumping Maintenance	1,375.63
Bill Pmt -Check	10/19/2023	2778	ICONIX Waterworks	Distribution	803.70
Bill Pmt -Check	10/19/2023	2777	Messenger Publishing Group	Publishing	361.00
Bill Pmt -Check	10/19/2023	2776	Moen, Martin	Pumping Maintenance	3,720.00
Bill Pmt -Check	10/19/2023	2775	Oreilly Automotive	Transportation Maintenance	28.59
Bill Pmt -Check	10/19/2023	2774	Rawles Engineering	Contract Services	10,251.79
Bill Pmt -Check	10/19/2023	2773	Sacramento County	Property Taxes	120.52
Bill Pmt -Check	10/19/2023	2772	Safety-Kleen Systems	Transportation Maintenance	340.48
Bill Pmt -Check	10/19/2023	2771	Sierra Chemical Company	Treatment	1,386.00
Bill Pmt -Check	10/19/2023	2770	Spok Inc.	Field Communication	15.69
Bill Pmt -Check	10/19/2023	2769	Vanguard Cleaning	Janitorial	195.00
Bill Pmt -Check	10/19/2023	2768	White Brenner	Legal Services	1,710.00
<b>Total 10020 · Operating Account Budgeted Expenditures</b>					<b>463,588.05</b>
Check	10/05/2023	2746	Teamsters	Union Dues	748.00
Liability Check	10/05/2023	EFT	California State Disbursement Unit	Employee Garnishment	227.53
Liability Check	10/15/2023	EFT	AFLAC	Employee Funded Premiums	745.84
Liability Check	10/19/2023	EFT	California State Disbursement Unit	Employee Garnishment	227.53
EFT	09/22/2023	EFT	WageWorks	FSA Expenditures - Employee Funded	679.19
<b>Total 10020 · Operating Account Non-Budgeted Expenditures: Employee Paid Pass-throughs</b>					<b>2,628.09</b>



**Consent Calendar  
Agenda Item: 4.3**

**Date:** December 13, 2023  
**Subject:** Financial Reports  
**Staff Contact:** Timothy R. Shaw, General Manager

**Recommended Committee Action:**

Due to scheduling conflicts for the normal meeting venue, the Executive Committee did not meet in December 2023.

**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 October 2023.

**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

Balance Sheet

As of October 31, 2023

9

ASSETS

Current Assets

100 · Cash & Cash Equivalents	
10000 · Operating Account	
10020 · Operating Fund-Umpqua	1,686,995.67
Total 10000 · Operating Account	<u>1,686,995.67</u>
10475 · Capital Improvement	
10480 · General	583,333.23
10485 · Vehicle Replacement Reserve	27,948.49
Total 10450 · Capital Improvement	<u>611,281.72</u>
<b>Total 100 · Non-Restricted Cash &amp; Cash Equivalents</b>	<b>2,298,277.39</b>

102 · Restricted Assets	
102.2 · Restricted for Debt Service	
10700 · ZIONS Inv/Surcharge 1 Reserve	507,104.92
10300 · Surcharge 1 Account	1,046,163.99
10350 · Umpqua Bank - Revenue Bond	105,416.18
10380 · Surcharge 2 Account	398,260.48
Total 102.2 · Restricted for Debt Service	<u>2,056,945.57</u>
102.4 · Restricted Other Purposes	
10385 · Available Funding Cr6 Projects #1	558,166.26
10481 · Available Funding Cr6 Projects #2	505,000.00
10490 · Future Capital Imp Projects	1,389,410.19
10600 · LAIF Account - Capacity Fees	826,957.18
10650 · Operating Reserve Fund	337,467.94
Total 102.4 · Restricted Other Purposes	<u>3,617,001.57</u>
<b>Total 102 · Restricted Assets</b>	<b>5,673,947.14</b>

Accounts Receivable	31.30
---------------------	-------

Other Current Assets

12000 · Water Utility Receivable	81,868.54
12200 · Accrued Revenue	150,000.00
12250 · Accrued Interest Receivable	3,221.44
15000 · Inventory Asset	49,574.32
16000 · Prepaid Expense	99,687.25
<b>Total Other Current Assets</b>	<u>384,351.55</u>

<b>Total Current Assets</b>	<b>8,356,607.38</b>
-----------------------------	---------------------

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
<b>Total Fixed Assets</b>	<u>15,891,449.26</u>

Other Assets

18500 · ADP CalPERS Receivable	440,000.00
19000 · Deferred Outflows	1,106,047.00
19900 · Suspense Account	-1,586.02
<b>Total Other Assets</b>	<u>1,544,460.98</u>

<b>TOTAL ASSETS</b>	<b>25,792,517.62</b>
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## Rio Linda Elverta Community Water District

## Balance Sheet

As of October 31, 2023

## LIABILITIES &amp; NET POSTION

## Liabilities

## Current Liabilities

Accounts Payable	276,577.69
Credit Cards	66.00
Other Current Liabilities	953,851.87

<b>Total Current Liabilities</b>	<b>1,230,495.56</b>
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## 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

<b>Total Long Term Liabilities</b>	<b>8,151,008.87</b>
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<b>Total Liabilities</b>	<b>9,381,504.43</b>
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## 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	71,156.19

<b>Total Net Position</b>	<b>16,411,013.19</b>
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<b>TOTAL LIABILITIES &amp; NET POSTION</b>	<b>25,792,517.62</b>
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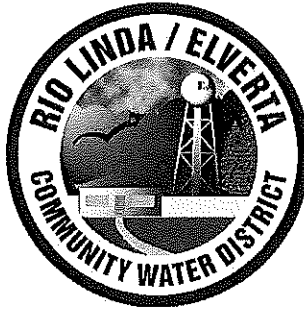
Rio Linda Elverta Community Water District  
 Operating Profit & Loss Budget Performance  
 As of October 31, 2023

10

	<u>Annual Budget</u>	<u>Oct 23</u>	<u>YTD Jul 23-Oct 23</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	163,361.03	1,076,670.21	34.22%	2,069,929.79
<b>41000 · Nonoperating Revenue</b>					
41110 · Investment Revenue					
41112 · Interest Revenue	35.00	3.74	13.92	39.77%	21.08
<b>Surcharge Total 41110 · Investment Revenue</b>	35.00	3.74	13.92	39.77%	21.08
41120 · Property Tax	138,263.00	0.00	3,421.07	2.47%	134,841.93
<b>Total 41000 · Nonoperating Revenue</b>	138,298.00	3.74	3,434.99	2.48%	134,863.01
<b>Total Income</b>	<u>3,284,898.00</u>	<u>163,364.77</u>	<u>1,080,105.20</u>	<u>32.88%</u>	<u>2,204,792.80</u>
<b>Gross Income</b>	3,284,898.00	163,364.77	1,080,105.20	32.88%	2,204,792.80
<b>Expense</b>					
<b>60000 · Operating Expenses</b>					
60010 · Professional Fees	160,300.00	8,810.00	40,120.80	25.03%	120,179.20
60100 · Personnel Services					
60110 · Salaries & Wages	823,268.00	59,771.22	227,281.66	27.61%	595,986.34
60150 · Employee Benefits & Expense	506,547.00	30,166.57	121,717.98	24.03%	384,829.02
<b>Total 60100 · Personnel Services</b>	<u>1,329,815.00</u>	<u>89,937.79</u>	<u>348,999.64</u>	<u>26.24%</u>	<u>980,815.36</u>
60200 · Administration	240,360.00	23,487.64	95,298.99	39.65%	145,061.01
64000 · Conservation	335.00	0.00	333.84	99.65%	1.16
65000 · Field Operations	539,900.00	49,350.73	217,860.04	40.35%	322,039.96
<b>Total 60000 · Operating Expenses</b>	<u>2,270,710.00</u>	<u>171,586.16</u>	<u>702,613.31</u>	<u>30.94%</u>	<u>1,568,096.69</u>
<b>69000 · Non-Operating Expenses</b>					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	156,908.00	0.00	0.00	0.00%	156,908.00
69110 · Interest	44,087.00	0.00	0.00	0.00%	44,087.00
<b>Total 69100 · Revenue Bond</b>	<u>200,995.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>200,995.00</u>
69125 · AMI Meter Loan					
69130 · Principle	54,602.00	0.00	27,076.91	49.59%	27,525.09
69135 · Interest	3,912.00	0.00	2,180.05	55.73%	1,731.95
<b>Total 69125 · AMI Meter Loan</b>	<u>58,514.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>50.00%</u>	<u>29,257.04</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>291,137.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>10.05%</u>	<u>261,880.04</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>293,437.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>9.97%</u>	<u>264,180.04</u>
<b>Total Expense</b>	<u>2,564,147.00</u>	<u>171,586.16</u>	<u>731,870.27</u>	<u>28.54%</u>	<u>1,832,276.73</u>
<b>Net Ordinary Income</b>	<u>720,751.00</u>	<u>-8,221.39</u>	<u>348,234.93</u>		
<b>Net Income</b>	<u>720,751.00</u>	<u>-8,221.39</u>	<u>348,234.93</u>		

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

	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	203,936.00	-	-	-	-	-	-
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	34.44	-	-	175.00	52.14	-	-
<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	-	-	-	-	-	-	-
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>-</b>	<b>-</b>	<b>-</b>	<b>366,000.00</b>	<b>358,947.25</b>	<b>75,000.00</b>	<b>-</b>
<b>TOTAL BUDGETED PROJECT EXPENDITURES</b>	<b>280,000.00</b>	<b>-</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: 5.1**

**Date:** December 13, 2023  
**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.

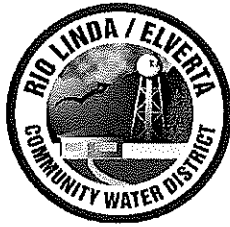
**Conclusion:**

No Board action is anticipated for this item.

**Board Action / Motion**

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

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



**Date:** November 27, 2023

**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. Negotiations for the 2023 Cost of Living Adjustment and transitioning to the new phone system were additional demands for District resources.

1. On November 27th , I met with Crexendo web phone support to resolve system setup issues that were causing unnecessary efforts and unwanted results.
2. On November 30th, I met with Adept Solutions to review their revised analysis of the District's options for replacing the file server. The findings will be next discussed at the January 10<sup>th</sup> Executive Committee.
3. On December 4th , I traveled to the Regional Water Authority office to pay for a RLECWD Board Member to participate in the Holiday Social.
4. On December 13th The Contract District Engineer and I met with a consultant to discuss hexavalent chromium treatment.

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

- Review of District Responses to United States discovery requested documents.
- Negotiations for the 2023 Cost of Living Adjustment.

Fuel prices continue to trend downward.

I sincerely wish all Board Members, staff and the community happy holidays.



**Items for Discussion and Action**  
**Agenda Item: 5.2**

**Date:** December 13, 2023  
**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.

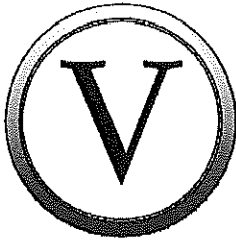
**Conclusion:**

No Board action is anticipated for this item.

**Board Action / Motion**

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

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



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PHONE: 530-682-9597  
gmvasquez@vasquez-engineering.com

14

6 December 2023

**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 13 December 2023 Board of Directors Meeting**

The District Engineer is pleased to submit this brief update of duties and tasks performed for the period of 21 November 2023 to 6 December 2023:

**1. General District Engineering:**

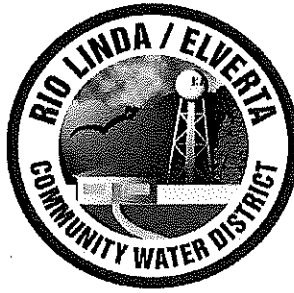
- a. Prepared a Technical Memorandum evaluating a recommended adjustment to the District's 2024 Connection Fee. This will be discussed under a separate agenda item at the 12/13/2023 Board Meeting.
- b. Water Use Efficiency Objective: Received an "Interim Reporting Packet" template on 11/21/2023 as released by DWR that will need to be completed by District Staff by 1/1/2024. Staff is currently working on the packet.
- c. Well 15 Hexavalent Chromium Treatment Project: A meeting with District Staff and a treatment consultant is being scheduled for the week of 12/11/2023 to explore the feasibility of treating hexavalent chromium at the Well 15 site in a similar fashion as the California American Water groundwater well in Antelope, CA.

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

Respectfully,

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

---



**Items for Discussion and Action  
Agenda Item: 5.3**

**Date:** December 13, 2023

**Subject:** Annual Capacity Fee Adjustments

**Staff Contact:** Mike Vasquez, Contract District Engineer

**Recommended Committee Action:**

This item was discussed at the November 8<sup>th</sup> Executive Committee. The Executive Committee recommends Board approval of the annual inflation adjustment of capacity fees.

**Current Background and Justification:**

Ordinance 2016-01 stipulates an annual adjustment for the RLECWD capacity fees be implemented on January 1st each year. Adjustment of capacity fees for inflation of construction costs is standard practice and delineated in the Ordinance. The Board needs to review the construction cost index report provided by the Contract District Engineer at the December Board meeting, then authorize the adjustment of capacity fees for inflation via adopting revision 6 to Exhibits in Resolution 2018-03.

Failure to adjust capacity fees is a lapse in the District’s obligation to the existing customers, customers already having paid the capacity fees. Capacity fees directly correlate to the cost of current and future infrastructure. Lapses in the administration of the capacity fee program threaten the viability of the program.

The Exhibits of Resolution 2018-03 in the Board meeting packets are preliminary due to the timing of the publishing of the Construction Cost Index. Staff will bring the final drafts of the Exhibits in hardcopy form to the December 13<sup>th</sup> meeting.

**Conclusion:**

I recommend the Board approve the adjustment for inflation of construction cost in the capacity fees by adopting Revision 6 to Exhibits 1 and 2 of Resolution 2018-03.

**Board Action / Motion**

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

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

Cap Fees Adjustment Computation Documentation 12-13-2023

Diameter (inches)	Current Cap Fee	8.4% Increase	2024 Cap Fee
1	\$16,815	1.084	\$18,227
1 1/2	\$33,629	1.084	\$36,454
2	\$53,807	1.084	\$58,326
3	\$117,702	1.084	\$127,589
4	\$211,862	1.084	\$229,659
6	\$470,807	1.084	\$510,354
8	\$807,097	1.084	\$874,893

Private Fire Hydrants

6 Inch	\$21,704	1.084	\$23,527
8 INCH	\$37,207	1.084	\$40,333
10 INCH	\$58,911	1.084	\$63,860
12 INCH	\$77,515	1.084	\$84,026

Fire Sprinkler Systems

1 inch	\$775	1.084	\$840
1½ inch	\$1,551	1.084	\$1,681
2 inch	\$2,480	1.084	\$2,689
3 inch	\$5,426	1.084	\$5,882
4 inch	\$9,766	1.084	\$10,587
6 inch	\$21,704	1.084	\$23,527
8 inch	\$37,207	1.084	\$40,333

**Preliminary Computations based on 8.4% assumed inflation. Final inflation percentage projected to be published on 12-11-2023**



**EXHIBIT 1**

**WATER SERVICE CAPACITY FEES**

The provisions of Exhibit 1 of Ordinance No. 2016-01 are hereby amended and superseded by the following:

**Water Service Capacity Fees**

METER SIZE (IN INCHES)	DEVELOPER FEE
5/8	N/A*
3/4	N/A*
1	\$16,814.51-\$18,227
1 1/2	\$33,629.04-\$36,454
2	\$53,806.72-\$58,326
3	\$117,701.65-\$127,589
4	\$211,862.46-\$229,659
6	\$470,806.59-\$510,354
8	\$807,097.02-\$874,893
Greater than 8 inches	The fees shall reflect the actual costs of providing service capacity, and shall be approved through an agreement with the Board of Directors

\*Uniform Fire Code requires higher capacity so no less than 1” will be installed.

The above fees shall be charged based on the meter size installed at the service location in accordance with § 4.07.012 (2) of the Water Systems Regulations. In the event an existing service is upsized, the applicant shall pay the difference between the current rate for the existing meter size and the appropriate rate charged for the new meter size.

All Water Service Capacity Fees shall be paid prior to plan approval by the General Manager. Provided, however, commercial or industrial projects and residential projects or subdivisions involving more than four (4) units may be phased in accordance with an agreement approved by the Board of Directors. Water service will not be turned on prior to the receipt of the fees and the fee charged shall be that which is in effect at the time of receipt of payment by District.

**The fees in this “EXHIBIT 1” shall increase annually based on the change in Engineering News Record (“ENR”) magazine Construction Cost Index (“CCI”) for California each January 1, beginning January 1, 2017.**

## EXHIBIT 2

### FIRE PROTECTION FACILITIES FEES

The provisions of Exhibit 2 of Ordinance No. 2016-01 are hereby amended and superseded by the following:

#### Fire Protection Capacity Fees

PRIVATE FIRE HYDRANTS	SPRINKLER SYSTEM LINES
<b>6 INCH (minimum) \$21,704.16 \$23,527</b>	<b>1 inch (minimum) - \$774.83 \$840</b>
<b>8 INCH - \$37,207.15 \$40,333</b>	<b>1½ inch - \$1,550.94 \$1,681</b>
<b>10 INCH - \$58,911.31 \$63,860</b>	<b>2 inch - \$2,480.21 \$2,689</b>
<b>12 INCH - \$77,514.89 \$84,026</b>	<b>3 inch - \$5,426.38 \$5,882</b>
<b>GREATER THAN 12 INCH – The fees shall be relative to the charges above and increase in proportion to the size of the pipe. The fee shall be approved through an agreement with the Board of Directors.</b>	<b>4 inch - \$9,766.43 \$10,587</b>
<b>Penalty for Unauthorized Use of Fire Lines</b>	<b>6 inch - \$21,704.16 \$23,527</b>
<b>Use of fire lines for purposes other than fire suppression, system testing or system repair shall constitute unauthorized use. Such unauthorized use shall be subject to a \$105.00 fee. Any subsequent violations shall be subject to a \$165.00 Fee and the water shall be turned-off until brought into compliance.</b>	<b>8 inch - \$37,207.15 \$40,333</b>
<b>Fire Protection Facilities Flat Rate Charge</b>	<b>Greater than 8 inch – The fees shall be relative to the charges above and increase in proportion to the size of the pipe. The fee shall be approved through an agreement with the Board of Directors.</b>
	<b>With the adoption of Resolution 2021-03 on August 16, 2021 these charges were incorporated into the rates structure.</b>

The fees above shall be for dedicated fire service only. No other use is allowed on these water lines. In the event the private fire protection facilities are used for other purposes, the normal “Water Service Capacity” fee shall apply. Applicants shall be required to install meters and/or detector check valves and backflow devices to the satisfaction of the General Manager on all fire protection facilities. Minimum pipe sizes as indicated above shall be enforced.

Installation of Fire Protection Facilities shall be in accordance with Chapter 4.21 of the Water System Regulations as amended by **Resolution No. 2002-01-01**.



**VASQUEZ ENGINEERING**  
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13 December 2023

**TECHNICAL MEMORANDUM**

To: Tim Shaw, General Manager, Rio Linda/Elverta Community Water District

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

Subject: **2024 Connection Fee Adjustment**

Pursuant to Ordinance No. 2016-01, it is recommended that the Rio Linda/Elverta Community Water District (District) adjust connection fees by \_\_\_\_% in January 2024. The ordinance states: "The fees in this "EXHIBIT 2" shall increase annually based on the change in Engineering News-Record (ENR) magazine CCI for California each January 1, beginning January 1, 2017."

The adjustment percentage was calculated using ENR's Construction Cost Indexes (CCI). Ordinance No. 2016-01 uses "California" for reference data, and the only two California cities listed in the ENR index are San Francisco and Los Angeles.

The average yearly CCI change from January 2023 to December 2023 was \_\_\_\_% for San Francisco and \_\_\_\_% for Los Angeles. These two yearly change CCI's were taken from ENR's Cost Indexes by Cities for December 2023. The average of the two is \_\_\_\_% and is the recommended connection fee adjustment.

Respectfully,

**VASQUEZ ENGINEERING**

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



**Information Items  
Agenda Item: 6.1**

**Date:** December 13, 2023

**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
5. ACWA JPIA Recognition Awards

# RIO LINDA/ELVERTA C.W.D. 2023

## REPORT OF DISTRICT OPERATIONS

### SOURCE WATER DATA

#### Water Production (Million Gallons)

January	February	March	April	May	June	Year To Date
42	36.1	39.6	47.3	74.9	88.1	
42,034,558	36,097,520	39,545,256	47,285,568	74,863,944	88,145,580	
July	August	Sept.	Oct.	Nov.	Dec.	
110.9	105.1	79.6	65.3	45.9		734.80
110,932,208	105,101,196	79,614,528	65,304,518	45,886,602		
			<b>Monthly Total</b>			
Gallons = Multiply M.G. by:			1,000,000	45,886,602	Gallons	734,811,478
Cubic Feet = Divide gallons by:			7.48	6,134,572	Cubic Feet	98,236,829
Hundred Cu Ft. = Divide cu. ft. by:			100	61,346	Hundred Cubic Feet	982,368
Acre Ft.= Divide gallons by:			325,829	140.83	Acre Ft.	2,255

### DISTRIBUTION SYSTEM DATA

#### Water Quality Complaints

#### Complaints Total (Low Psi Complaints)

January	February	March	April	May	June	Year To Date
0	2 (2)	0	0	3 (2)	0	
July	August	Sept.	Oct.	Nov.	Dec.	
1	0	2 (1)	3 (3)	0		11

#### New Services

New Construction	0	1
Existing Homes	0	3
Paid prior to increase. (2 not installed)	0	0
Total of Service Connections to Date ----->		4671

#### Distribution System Failures/Repairs

Deterioration November 1 thru 30	4	80
Damaged November 1 thru 30	0	2

#### Bacteriological Sampling

Routine Bacteriological Samples (Distribution System)	16	192
Raw Water Bacteriological Samples (at Wells)	0	33

#### November 1, 2023 - November 30, 2023

**4 - Distribution leaks repaired by District staff, 0 - by Contractor or with Contractor assistance.**

Work Orders Issued - 52	Work Orders Completed - 52	USA's Issued - 156
Change Out Meter - 25	Change Out Meter - 26	
Disconnect Service - 5	General Complaint - 1	
Flow Test - 2	Disconnect Service - 5	
Get Current Read - 1	Flow Test - 1	
Install New Service - 1	Line Leak - 3	
Repair/Replace Lid - 1	Other Work - 2	
Line Leak - 4	Possible Leak - 7	
Other Work - 2	Re-Install Meter - 1	
Possible Leak - 4	Turn Off Service - 3	
Raise Existing Service - 1	Turn On Service - 2	
Re-Install Meter - 1	Water Waster - 1	
Turn Off Service - 3		
Turn On Service - 1		
Water Waster - 1		

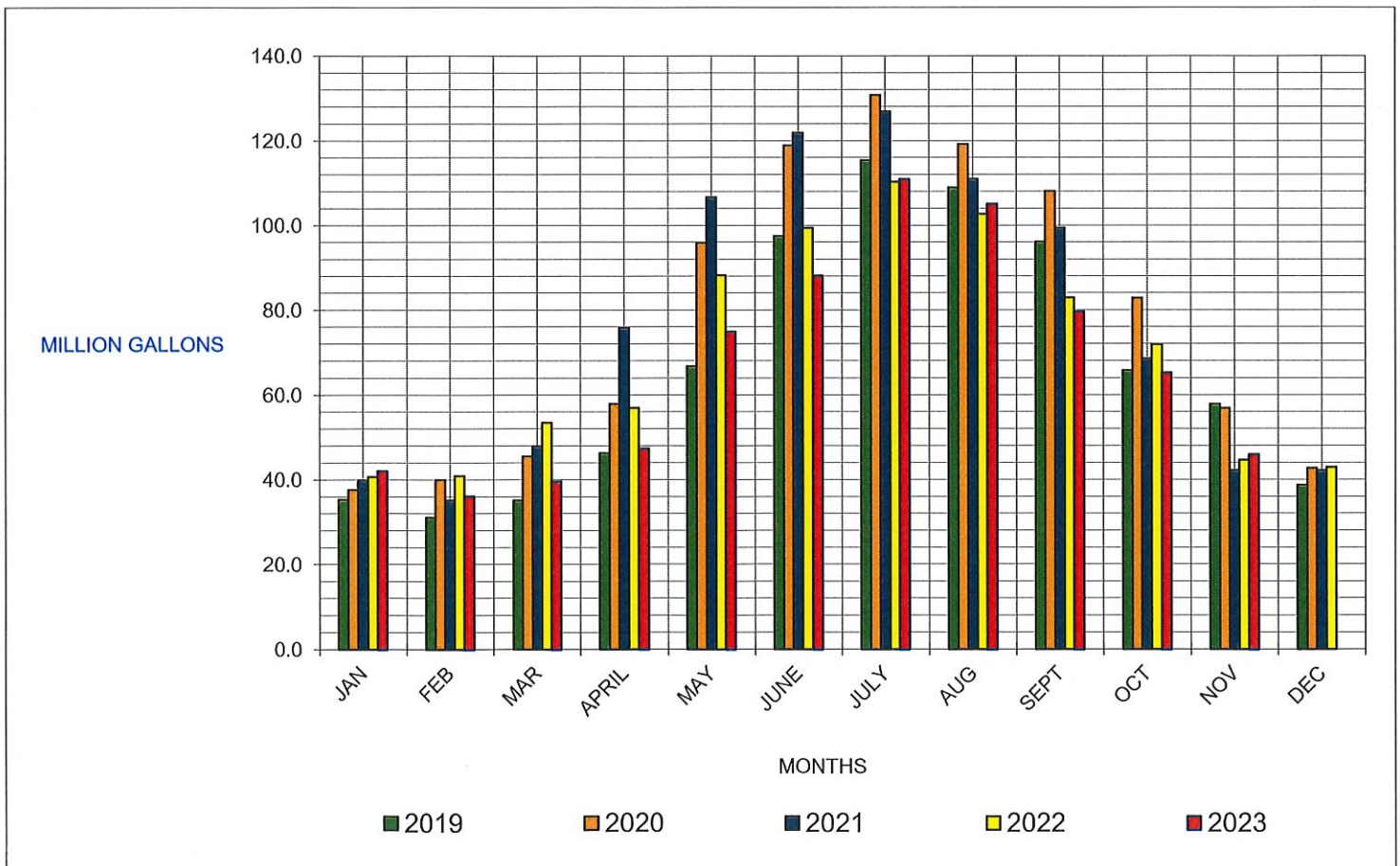


## RIO LINDA/ELVERTA C.W.D.

### WATER PRODUCTION

2019 \ 2023

Month	Water Production in Million Gallons						SSWD Water Purchases				
	2019	2020	2021	2022	2023	Avg.	2019	2020	2021	2022	2023
JAN	35.3	37.6	39.9	40.7	42.0	39.1	0.0	0.0	0.0	0.0	0.0
FEB	31.1	40.0	35.2	40.9	36.1	36.7	0.0	0.0	0.0	0.0	0.0
MAR	35.1	45.5	47.9	53.5	39.6	44.3	0.0	0.0	0.0	0.0	0.0
APRIL	46.3	57.9	75.8	57.0	47.3	56.9	0.0	0.0	0.0	0.0	0.0
MAY	66.8	95.9	106.6	88.2	74.9	86.5	0.0	0.0	0.0	0.0	0.0
JUNE	97.5	118.9	121.9	99.4	88.1	105.2	0.0	0.0	0.0	0.0	0.0
JULY	115.4	130.7	126.8	110.3	110.9	118.8	0.0	0.0	0.0	0.0	0.0
AUG	108.9	119.2	110.9	102.7	105.1	109.4	0.0	0.0	0.0	0.0	0.0
SEPT	96.1	108.1	99.4	82.9	79.6	93.2	0.0	0.0	0.0	0.0	0.0
OCT	65.8	82.8	68.5	71.9	65.3	70.9	0.0	0.0	0.0	0.0	0.0
NOV	57.8	56.9	42.2	44.6	45.9	49.5	0.0	0.0	0.0	0.0	0.0
DEC	38.7	42.7	42.2	42.9		41.6	0.0	0.0	0.0	0.0	0.0
<b>TOTAL</b>	<b>794.8</b>	<b>936.2</b>	<b>917.3</b>	<b>835.0</b>	<b>734.8</b>	<b>870.8</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  
12-13-2023 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 continues to seek leverage via cell phone service providers to address the needed maintenance on the elevated storage tank cathodic protection system. – **Pending**
2. **Submittal of the Water Use Efficiency Objective AND SB-606 and AB-1668 planning for compliance** – The District is focusing efforts to prepare and submit its Water Use Efficiency Objectives report through the agreement with Vasquez Engineering. Training and documents have been posted by the state and links thereto have been shared with Vasquez Engineering. - **Pending**
3. **–Hexavalent Chromium MCL** The State Water Resources Control Board 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. **.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. **Pending**
5. **Mandated Board Member Training** – Two Board Members are significantly overdue for mandatory training. **Pending**
6. **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 office phones and network server. Additionally, the District is discussing changing the cell phone service provider. -**Pending**
7. **Annual Water Loss Audit and Validation of the same** – Staff has completed the annual water loss audit. The certified data validator (the General Manager) has completed the data validation, but now the state has postponed the opening of the submittal portal as the transition from version 5 software to version 6. **Pending**
8. **PFOS / PFAS Litigation** –At the 11-27-2023 Board meeting, the Board directed staff. – **Completed.**
9. **Annual Comprehensive Financial Report (ACFR formerly CAFR)** – The Board accepted the Annual Comprehensive Financial Report at the November 27<sup>th</sup> meeting. – **Completed**
10. **Annual Inflation Adjustment for District Capacity Fees.** – The District Ordinance for capacity fees stipulates timing and methodology for adjusting capacity fees for inflation in construction costs. The stipulated matrix is scheduled for publication on December 11<sup>th</sup> (two days prior to the December Board meeting. - **Pending**

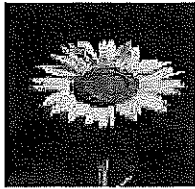
## 2023 Leak - Repair Tracking

23

Work Order #	Leak Type	Street	Date Reported	Date Repaired	Days	
1	23759	Service Line	Silver Crest Circle	1/13/2023	1/18/2023	5
2	23757	Service Line	G Street	1/10/2023	1/11/2023	1
3	23807	Service Line	Rio Linda Blvd	2/7/2023	2/13/2023	6
4	23808	Main	2nd Street	2/7/2023	2/7/2023	0.1
5	23821	Service Line	I Street	2/21/2023	2/21/2023	1
6	23823	Service Line	E Street	2/22/2023	2/22/2023	1
7	23830	Service Line	2nd Street	3/2/2023	3/9/2023	7
8	23840	Service Line	I Street	3/16/2023	3/16/2023	1
9	23819	Service Line	Dry Creek Rd	2/21/2023	4/18/2023	60
10	23827	Service Line	10th Street	3/1/2023	3/1/2023	1
11	23875	Service Line	Fallon Place Ct	3/30/2023	4/5/2023	6
12	23876	Service Line	6th Street	4/3/2023	4/6/2023	3
13	23888	Service Line	M Street	4/12/2023	4/12/2023	1
14	23891	Service Line	20th Street	4/14/2023	4/19/2023	5
15	23896	Service Line	24th Street	4/19/2023	4/20/2023	1
16		Main	Dry Creek & G Street	4/23/2023	4/23/2023	1
17	23897	Service Line	Dry Creek Rd	4/19/2023	4/26/2023	7
18	23900	Service Line	W 2nd Street	4/21/2023	4/25/2023	4
19	23909	Service Line	W 2nd Street	5/1/2023	5/1/2023	1
20	23912	Service Line	I Street	5/1/2023	5/1/2023	1
21	23925	Service Line	M Street	5/4/2023	5/4/2023	1
22	23928	Service Line	Castle Creek Way	5/9/2023	5/11/2023	2
23	23933	Service Line	Withington Ave	5/10/2023	5/16/2023	6
24	23938	Service Line	E Street	5/17/2023	5/24/2023	7
25	23941	Service Line	Dry Creek Rd	5/17/2023	5/17/2023	1
26	23942	Service Line	Elkhorn Blvd	5/17/2023	5/17/2023	1
27	23970	Service Line	Fallon Woods Way	5/28/2023	5/31/2023	3
28	23967	Service Line	I Street	5/25/2023	6/1/2023	7
29	23975	Service Line	Elwyn Ave	6/3/2023	6/3/2023	1
30	23984	Service Line	Silver Tree Ct	6/7/2023	6/7/2023	1
31	23985	Service Line	Castle Creek Wy	6/8/2023	6/8/2023	1
32	24000	Service Line	26th Street	6/21/2023	6/28/2023	7
33	24014	Service Line	E Street	7/3/2023	7/6/2023	3
34	24024	Service Line	Elkhorn Blvd	7/17/2023	7/19/2023	2
35	24033	Service Line	2nd Street	7/26/2023	7/26/2023	1
36	24009	Service Line	U St	6/29/2023	8/8/2023	40
37	24025	Service Line	Vickery Ct	7/18/2023	8/1/2023	14
38	24029	Service Line	Quebec Way	7/25/2023	8/1/2023	7
39	24047	Service Line	6th Street	7/27/2023	8/17/2023	21
40	24056	Service Line	Elkhorn Blvd	8/2/2023	8/2/2023	1
41	24061	Service Line	I Street	8/3/2023	8/3/2023	1
42	24075	Service Line	2nd Street	8/9/2023	8/22/2023	13
43	24076	Service Line	2nd Street	8/9/2023	8/17/2023	8
44	24077	Service Line	Rio Linda Blvd	8/9/2023	8/9/2023	1



45	24078	Service Line	Ascot Ave	8/10/2023	8/15/2023	5
46	24082	Service Line	16th Street	8/15/2023	8/16/2023	2
47	24084	Service Line	W Q Street	8/16/2023	8/16/2023	1
48	24086	Service Line	24th Street	8/18/2023	8/23/2023	5
49	24090	Service Line	Fallon Woods Wy	8/21/2023	8/21/2023	1
50	24091	Service Line	Fallon Woods Way	8/22/2023	8/29/2023	7
51	24092	Service Line	I Street	8/23/2023	8/24/2023	1
52	24093	Service Line	26th Street	8/23/2023	8/24/2023	1
53	24099	Service Line	8th Street	8/28/2023	8/28/2023	1
54	24103	Service Line	26th Street	8/29/2023	8/29/2023	1
55	24083	Service Line	Withington Ave	8/16/2023	9/11/2023	26
56	24098	Service Line	Silver Tree Ct	8/28/2023	9/11/2023	14
57	24108	Service Line	26th Street	9/5/2023	9/5/2023	1
58	24111	Service Line	E Street	9/6/2023	9/12/2023	6
59	24113	Service Line	20th Street	9/6/2023	9/6/2023	1
60	24117	Service Line	16th Street	9/7/2023	9/7/2023	1
61	24119	Service Line	Dry Creek Rd	9/11/2023	9/11/2023	1
62	24149	Service Line	Montague Way	9/21/2023	9/21/2023	1
63	24150	Service Line	O Street	9/21/2023	9/21/2023	1
64	24152	Service Line	24th Street	9/25/2023	9/26/2023	2
65	24167	Main	Elkhorn @ Dry Creek	9/27/2023	9/28/2023	1
66	24129	Service Line	Beamer Way	9/19/2023	10/10/2023	21
67	24155	Service Line	W 2nd Street	9/26/2023	9/26/2023	1
68	24166	Service Line	Delano St	9/28/2023	10/3/2023	5
69	24170	Service Line	Elwyn Ave	10/2/2023	10/2/2023	1
70	24173	Service Line	Ascot Ave	10/3/2023	10/3/2023	1
71	24174	Service Line	Withington Ave	10/4/2023	10/9/2023	5
72	24178	Service Line	G Street	10/4/2023	10/4/2023	1
73	24184	Service Line	Beamer Way	10/12/2023	10/25/2023	13
74	24187	Service Line	Elkhorn Blvd	10/13/2023	10/24/2023	11
75	24193	Service Line	26th Street	10/17/2023	10/17/2023	1
76	24194	Service Line	6th Street	10/19/2023	10/19/2023	1
77	24198	Service Line	G Street	10/23/2023	10/23/2023	1
78	24204	Service Line	26th Street	10/26/2023	10/26/2023	1
79	24208	Service Line	C Street	10/30/2023	11/7/2023	7
80	24222	Service Line	2nd Street	11/7/2023	11/7/2023	1
81	24232	Service Line	E Street	11/16/2023	11/16/2023	1
82	24265	Service Line	Elwyn Ave	11/30/2023	11/30/2023	1
83						
84						
85						
86						
87						
88						
89						
90						
91						



## Conservation Report November 2023



<b>Supplies (kits):</b>	Shower heads(0) Kitchen Aerators(0) Bathroom Aerators(0) Shower Timer(0) Nozzle(0) Toilet Tabs(6) Moisture Meters(1) Water Bottles(0) Toilet Tummy(0) Retro-Fit Kits(0) Welcome Kits(0) Kids Kit(0)
<b>Water Waste</b> (calls, emails, letter, leaks detected, and fixed):	0 Water Waste Call(s) 157 contacts about possible leaks using the AMI system -21 were called, 0 was mailed, 136 was emailed, 0 tag was hung 27 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>● Mailed out application requests to new owners</li> <li>● Scanned and uploaded documents into UMS</li> <li>● Reached out to customers with higher than normal water usage</li> <li>● Verbal Demands</li> <li>● Created Report for High Usage Exceptions</li> </ul>
<b>Grant Updates:</b>	None

# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

*Rio Linda/Elverta Community Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Liability Program for the period 10/01/2019 - 09/30/2022  
announced at the Board of Directors' Meeting in Indian Wells.*

*Melody McDonald*

*Melody McDonald, President*



*November 27, 2023*



# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Rio Linda/Elverta Community Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Property Program for the period 07/01/2019 - 06/30/2022  
announced at the Board of Directors' Meeting in Indian Wells.*



*Melody McDonald, President*



*November 27, 2023*



**Information Items  
Agenda Item: 6.2**

**Date:** December 13, 2023

**Subject:** Board Reports

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

**BOARD REPORTS**

- 6.2.1. Report any ad hoc committees dissolved by requirements in Policy 2.01.065
- 6.2.2. Sacramento Groundwater Authority – Harris (primary)
- 6.2.3. Executive Committee – Gifford, Cline
- 6.2.4. ACWA/JPIA – Cline
- 6.2.5. 2023 COLA Negotiation Ad Hoc – Young, Gifford



## **Agenda Item: 7**

**Date:** December 13, 2023

**Subject:** Public Comment for Closed Session

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

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

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

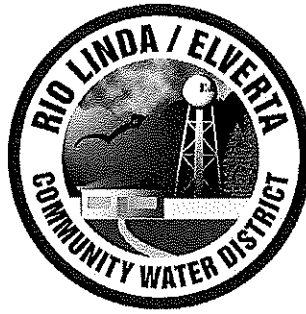


**Closed Session  
Agenda Item: 8.1**

**Date:** December 13, 2023  
**Subject:** Closed Session  
**Staff Contact:** Timothy R. Shaw, General Manager

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

**8.1 CONFERENCE WITH LABOR NEGOTIATORS** - (Pursuant to Government Code Section 54957.6) District Negotiators; Shaw, Young, & Gifford. RLECWD Employee General Unit, Teamster Local 150 regarding 2023 Cost of Living Adjustment.



**Agenda Item: 9**

**Date:** December 13, 2023  
**Subject:** Reconvene to Open Session  
**Staff Contact:** Timothy R. Shaw, General Manager

**9. RECONVENE TO OPEN SESSION**

Announcement from Closed Session