

Agenda
Rio Linda / Elverta Community Water District
Finance / Administrative Committee

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

January 14, 2019
6:30 p.m.

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

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

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

Call to Order

Public Comment

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

Items for Discussion:

1. Review and discuss the expenditures of the District for the month of December 2018.
2. Review and discuss the Financial Reports for the month of December 2018.
3. Review and discuss Mid-Year 2017-18 Budget Review
4. Discuss the process and timing for discontinuing the practice of the District paying the convenience fee for customers who use credit/debit cards for payments.
5. Discuss the need to review and revise some of the District's service fees practices/policies in preparation for the requirements of SB-998.
6. Discuss the need for allocating the unspent proceeds of the AMI metering loan.
7. Review and discuss the District's policy on travel reimbursements for meals.
8. Discuss the feedback received from Legal Counsel regarding the draft ordinance for opting out of inactive service fees.

Directors' and General Manager Comments

Items Requested for Next Month's Committee Agenda

GM recommends a future agenda item for discussing the need to review conservation rebates program.

Adjournment

Next Finance / Administrative Committee meeting: Monday, February 11, 2019 at 6:30 p.m.

ADA COMPLIANCE STATEMENT

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



Finance /Administrative Committee Agenda Item: 1

Date: January 14, 2019

Subject: Expenditure Summary

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Finance / Administrative Committee approve the Expenditure Summary for the month of December 2018 and forward to the January 28, 2018 meeting of the Board.

Current Background and Justification:

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

Conclusion:

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

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

Type	Date	Num	Name	Memo	Amount
Liability Check	12/04/2018	EFT	QuickBooks Payroll Service	For PP Ending 11/30/2018 Paydate 12/05/2018	17,449.25
Liability Check	12/05/2018	EFT	CalPERS	For PP Ending 11/30/2018 Paydate 12/05/2018	1,714.81
Liability Check	12/05/2018	EFT	CalPERS	For PP Ending 11/30/2018 Paydate 12/05/2018	1,830.99
Liability Check	12/05/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	12/05/2018	EFT	Nationwide	Employee Benefits	1,186.89
Bill Pmt -Check	12/05/2018	EFT	Adept Solutions	Computer Maintenance	1,419.00
Bill Pmt -Check	12/05/2018	EFT	Comcast	Phone/Internet	416.60
Bill Pmt -Check	12/05/2018	EFT	Sprint	Field Communication	528.23
Bill Pmt -Check	12/05/2018	EFT	Republic Services	Utilities	87.86
Bill Pmt -Check	12/05/2018	EFT	Voyager Fleet Commander	Transportation Fuel	1,057.48
Liability Check	12/05/2018	EFT	Internal Revenue Service	Employment Taxes	5,931.72
Liability Check	12/05/2018	EFT	Employment Development	Employment Taxes	1,223.02
Paycheck	12/05/2018	5706	Employee	For PP Ending 11/30/2018 Paydate 12/05/2018	277.05
Liability Check	12/05/2018	5707	Franchise Tax Board	Employee Garnishment	376.33
Check	12/05/2018	5708	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Bill Pmt -Check	12/05/2018	5709	ACWA/JPIA	Employee Benefits	23.50
Bill Pmt -Check	12/05/2018	5710	BSK Associates	Lab Fees	2,415.00
Bill Pmt -Check	12/05/2018	5711	Buckmaster Office Solutions	Office Equipment	116.55
Bill Pmt -Check	12/05/2018	5712	Cintas Corporation	Safety	37.01
Bill Pmt -Check	12/05/2018	5713	Coleman Engineering	Engineering	3,167.00
Bill Pmt -Check	12/05/2018	5714	Corix Water Products	Distribution Supplies	1,078.06
Bill Pmt -Check	12/05/2018	5715	O'Reilly Automotive	Transportation Maintenance	23.63
Bill Pmt -Check	12/05/2018	5716	Regional Water Authority	Meeting Expense	140.00
Bill Pmt -Check	12/05/2018	5717	Rio Linda Hardware and Building Supply	Shop Supplies	163.01
Bill Pmt -Check	12/05/2018	5718	Sacramento Business Journal	Subscription	90.00
Bill Pmt -Check	12/05/2018	5719	Sierra Chemical Company	Chemical Supplies	811.80
Bill Pmt -Check	12/05/2018	5720	SMUD	Utilities	15,295.86
Bill Pmt -Check	12/05/2018	5721	State Water Resource Control Board	Permit	300.00
Bill Pmt -Check	12/05/2018	5722	UniFirst Corporation	Uniform Expense	190.28
Bill Pmt -Check	12/05/2018	5723	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	12/05/2018	5724	BEC Appraisal & Consulting	Capital Improvement: Well 16	1,400.00
Liability Check	12/15/2018	EFT	AFLAC	Employee Benefits	738.92
Liability Check	12/19/2018	EFT	QuickBooks Payroll Service	For PP Ending 12/15/18 Pay date 12/20/18	16,299.46
Liability Check	12/20/2018	EFT	CalPERS	For PP Ending 12/15/18 Pay date 12/20/18	1,603.58
Liability Check	12/20/2018	EFT	CalPERS	For PP Ending 12/15/18 Pay date 12/20/18	1,764.37
Liability Check	12/20/2018	EFT	Internal Revenue Service	Employment Taxes	5,429.32
Liability Check	12/20/2018	EFT	Employment Development	Employment Taxes	1,086.61
Liability Check	12/20/2018	EFT	Kaiser Permanente	Employee Benefits	684.86
Liability Check	12/20/2018	EFT	Nationwide	Employee Benefits	1,090.50
Liability Check	12/20/2018	EFT	Principal	Employee Benefits	1,483.03
Liability Check	12/20/2018	EFT	Western Health Advantage	Employee Benefits	10,939.43
Liability Check	12/20/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Check	12/20/2018	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	42,000.00
Check	12/20/2018	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	44,985.50

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

Type	Date	Num	Name	Memo	Amount
Check	12/20/2018	EFT	RLECWD - SURCHARGE ACCOUNT 2	Current Bi-Monthly Transfer	72,751.10
Check	12/20/2018	EFT	RLECWD - Operating	Transfer funds for Security Deposits paid with Credit Card	1,200.00
Check	12/20/2018	EFT	RLECWD - Capital Improvement	Transfer Capacity Fees to Capital Improvement	14,062.01
Bill Pmt -Check	12/20/2018	EFT	Bankcard Center 2911	Computer, Meetings, Office, Postage	2,422.86
Bill Pmt -Check	12/20/2018	EFT	Bankcard Center 4506	Uniform	177.79
Bill Pmt -Check	12/20/2018	EFT	Verizon	Field Communication, Field IT	262.96
Paycheck	12/20/2018	5725	Employee	For PP Ending 12/15/18 Pay date 12/20/18	92.35
Liability Check	12/20/2018	5726	Teamsters Local #150	Union Dues	661.00
Check	12/20/2018	5727	Sacramento County Clerk/Recorder	Lien Fees	131.00
Check	12/20/2018	5728	Customer	Final Bill Overpayment Refund	110.93
Check	12/20/2018	5729	Customer	Final Bill Overpayment Refund	94.33
Check	12/20/2018	5730	Customer	Final Bill Overpayment Refund	98.96
Bill Pmt -Check	12/20/2018	5731	BSK Associates	Lab Fees	360.00
Bill Pmt -Check	12/20/2018	5732	Churchwell White	Legal Fees	6,565.80
Bill Pmt -Check	12/20/2018	5733	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	12/20/2018	5734	Corix Water Products	Shop Supplies	74.90
Bill Pmt -Check	12/20/2018	5735	County of Sacramento	Election	2,008.00
Bill Pmt -Check	12/20/2018	5736	County of Sacramento	Permit Fees	87.00
Bill Pmt -Check	12/20/2018	5737	DirectHit Pest Control	Building Maintenance	75.00
Bill Pmt -Check	12/20/2018	5738	Energy Systems	Pump Maintenance	1,305.81
Bill Pmt -Check	12/20/2018	5739	GM Construction & Developers	Contract Repairs	1,200.00
Bill Pmt -Check	12/20/2018	5740	Government Finance Office Association	CAFR Financial Award Application	370.00
Bill Pmt -Check	12/20/2018	5741	Henrici, Mary	Retiree Insurance	900.00
Bill Pmt -Check	12/20/2018	5742	O'Reilly Automotive	Pump Maintenance	123.01
Bill Pmt -Check	12/20/2018	5743	PG&E	Utilities	81.72
Bill Pmt -Check	12/20/2018	5744	Quill	Office Expense	361.74
Bill Pmt -Check	12/20/2018	5745	Rio Linda Elverta Recreation & Park	Meeting Fees	50.00
Bill Pmt -Check	12/20/2018	5746	Sacramento Metropolitan AQMD	Permit Fees	5,673.00
Bill Pmt -Check	12/20/2018	5747	Spok, Inc.	Field Communication	15.19
Bill Pmt -Check	12/20/2018	5748	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	12/20/2018	5749	Water Rite Products	Pump Maintenance	43.16
Total 10000 - Bank - Operating Account					<u>316,035.88</u>

Accrual Basis

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

10100 - Security Deposits

Type	Date	Num	Payee	Memo	Amount
Check	12/20/2018	EFT	RLECWD - Operating Account	November 2018 Security Deposits Applied	2,500.00

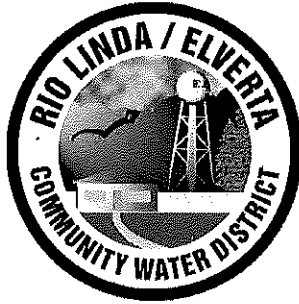
10100 - Security Deposits

2,500.00

Type	Date	Num	Payee	Memo	Amount
Check	12/05/2018	EFT	RLECWD - Operating	Transfer see operating checks numbers 5724	1,400.00
Check	12/20/2018	EFT	RLECWD - Operating	Transfer see operating checks numbers 5559, 5676, 5582	29,609.50

10455 - Capital Improvement Reserve

31,009.50



Finance /Administrative Committee Agenda Item: 2

Date: January 14, 2019

Subject: Financial Reports

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Finance / Administrative Committee review the Finance Reports of the District for the month of December 2018.

Current Background and Justification:

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

Conclusion:

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

Rio Linda Elverta Community Water District

Balance Sheet

As of December 31, 2018

ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10005 · Operating Fund

441,878.98

10010 · Operating Reserve Fund

250,000.00

Total 10000 · Operating Account

691,878.98

10100 · Trust/Security Deposit Account

43,422.00

10450 · Capital Improvement

10455 · Capital Improvement Fee Reserve

853,618.90

10460 · Vehicle Replacement Reserve

10,000.00

10465 · Cr6 Project

11,026.90

Total 10450 · Capital Improvement

874,645.80

10600 · LAIF GASB 45

16,156.16

Total 100 · Cash & Cash Equivalents

1,626,102.94

102 · Restricted Assets

102.1 · Restricted Capital Improvements

10700 · ZIONS Inv/Surcharge Reserve

496,314.17

Total 102.1 · Restricted Capital Improvements

496,314.17

102.2 · Restricted for Debt Service

10300 · Surcharge 1 Account

755,396.24

10325 · Community Business Bank

83,266.61

10350 · Umpqua Bank

53,445.77

10350 · Surcharge 2 Account

489,659.69

Total 102.2 · Restricted for Debt Service

1,381,768.31

Total 102 · Restricted Assets

1,878,082.48

Total Checking/Savings

3,504,185.42

Accounts Receivable

2,443.97

Other Current Assets

12000 · Water Utility Receivable

91,427.33

12200 · Accrued Revenue

150,000.00

12250 · Accrued Interest Receivable

1,662.64

15000 · Inventory Asset

95,018.40

16000 · Prepaid Expense

73,899.67

Total Other Current Assets

412,008.04

Total Current Assets

3,918,637.43

Fixed Assets

17000 · General Plant Assets

712,766.63

17100 · Water System Facilites

20,717,058.49

17300 · Intangible Assets

373,043.42

17500 · Accum Depreciation & Amort

-8,702,559.39

18000 · Construction in Progress

1,250,105.87

18100 · Land

496,673.45

Total Fixed Assets

14,847,088.47

Other Assets

19000 · Deferred Outflows

347,606.00

19900 · Suspense Account

-185.33

Total Other Assets

347,420.67

TOTAL ASSETS

19,113,146.57

Rio Linda Elverta Community Water District
Balance Sheet
As of December 31, 2018

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	26,150.00
Credit Cards	750.09
Other Current Liabilities	526,061.07
Total Current Liabilities	<u>552,961.16</u>
Long Term Liabilities	
23000 · OPEB Liability	262,349.00
23500 · Lease Buy-Back	755,052.27
25000 · Surcharge 1 Loan	4,536,774.26
25050 · Surcharge 2 Loan	99,140.82
26000 · Water Rev Refunding	2,091,606.00
27000 · Community Business Bank	342,485.52
29000 · Net Pension Liability	1,033,555.00
29500 · Deferred Inflows-Pension	33,279.00
29600 · Deferred Inflows-OPEB	8,293.00
Total Long Term Liabilities	<u>9,162,534.87</u>
Total Liabilities	<u>9,715,496.03</u>
Equity	
31500 · Invested in Capital Assets, Net	7,519,910.46
32000 · Restricted for Debt Service	699,786.24
38000 · Unrestricted Equity	642,702.76
Net Income	535,251.08
Total Equity	<u>9,397,650.54</u>
TOTAL LIABILITIES & EQUITY	<u><u>19,113,146.57</u></u>

Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
 December 2018

	<u>Annual Budget</u>	<u>Dec 18</u>	<u>Jul-Dec 18</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
Total 40000 · Operating Revenue	2,664,429.00	166,295.48	1,318,034.93	49.47%	1,346,394.07
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	14.93	192.58	48.15%	207.42
Total 41110 · Investment Revenue	400.00	14.93	192.58	48.15%	207.42
41120 · Property Tax	70,000.00	710.23	2,656.55	3.80%	67,343.45
Total 41000 · Nonoperating Revenue	70,400.00	725.16	2,849.13	4.05%	67,550.87
Total Income	<u>2,734,829.00</u>	<u>167,020.64</u>	<u>1,320,884.06</u>	<u>48.30%</u>	<u>1,413,944.94</u>
Gross Income	2,734,829.00	167,020.64	1,320,884.06	48.30%	1,413,944.94
Expense					
60000 · Operating Expenses					
60010 · Professional Fees	163,331.00	6,375.80	86,051.40	52.69%	77,279.60
60100 · Personnel Services					
60110 · Salaries & Wages	665,414.00	49,943.19	293,985.19	44.18%	371,428.81
60150 · Employee Benefits & Expense	451,439.00	32,677.07	195,503.18	43.31%	255,935.82
Total 60100 · Personnel Services	<u>1,116,853.00</u>	<u>82,620.26</u>	<u>489,488.37</u>	<u>43.83%</u>	<u>627,364.63</u>
60200 · Administration	254,977.00	17,852.45	142,850.33	56.03%	112,126.67
64000 · Conservation	6,748.00	0.00	5,733.00	84.96%	1,015.00
65000 · Field Operations	428,175.00	-4,330.82	182,131.92	42.54%	246,043.08
Total 60000 · Operating Expenses	1,970,084.00	102,517.69	906,255.02	46.00%	1,063,828.98
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	133,163.00	0.00	53,163.00	39.92%	80,000.00
69110 · Interest	65,726.00	0.00	33,260.30	50.60%	32,465.70
Total 69100 · Revenue Bond	<u>198,889.00</u>	<u>0.00</u>	<u>86,423.30</u>	<u>43.45%</u>	<u>112,465.70</u>
69125 · AMI Meter Loan					
69130 · Principle	46,818.00	0.00	23,228.99	49.62%	23,589.01
69135 · Interest	11,696.00	0.00	6,027.97	51.54%	5,668.03
Total 69125 · AMI Meter Loan	<u>58,514.00</u>	<u>0.00</u>	<u>29,256.96</u>	<u>50.00%</u>	<u>29,257.04</u>
Total 69010 · Debt Service	<u>257,403.00</u>	<u>0.00</u>	<u>115,680.26</u>	<u>44.94%</u>	<u>141,722.74</u>
69400 · Other Non-Operating Expense	2,000.00	0.00	0.00	0.00%	2,000.00
Total 69000 · Non-Operating Expenses	<u>259,403.00</u>	<u>0.00</u>	<u>115,680.26</u>	<u>44.60%</u>	<u>143,722.74</u>
Total Expense	<u>2,229,487.00</u>	<u>102,517.69</u>	<u>1,021,935.28</u>	<u>45.84%</u>	<u>1,207,551.72</u>
Net Ordinary Income	<u>505,342.00</u>	<u>64,502.95</u>	<u>298,948.78</u>		
Net Income	<u>505,342.00</u>	<u>64,502.95</u>	<u>298,948.78</u>		

CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2018-2019
July through December 2018

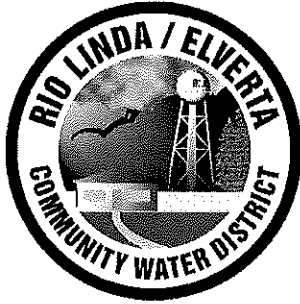
	GENERAL		CONNECTIONS		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
BEGINNING FUND BALANCE	\$ 1,426,064.00	\$ 1,426,064.00	\$ 129,988.00	\$ 129,988.00	\$ (454,317.00)	\$ (454,317.00)	\$ -	\$ -
FUNDING SOURCES								
Fund Transfers								
Operating Fund Transfers In	500,000.00	250,000.00	-	-	-	-	-	-
CIP Fund Intrafund Transfers	(10,000.00)	(10,000.00)	-	-	-	-	10,000.00	10,000.00
Surcharge 2 Surplus Repayment	-	-	-	-	435,752.00	-	-	-
Contributed Funding								
Capacity Fee Revenue	-	-	40,000.00	28,124.02	-	-	-	-
Contributed Facilities (Developers)	-	-	-	-	-	-	-	-
Grant Revenue	-	-	-	-	20,000.00	-	-	-
Loan Proceeds-OPUS Bank	-	-	-	-	2,468,239.00	-	-	-
Investment Revenue	350.00	323.82	-	-	-	-	-	-
Sale of Fixed Assets	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	1,916,414.00	1,666,387.82	169,988.00	158,112.02	2,469,674.00	(454,317.00)	10,000.00	10,000.00
PROJECTS								
A - WATER SUPPLY								
A-1 - Well 10 - Cr6 Treatment	-	-	-	-	40,000.00	-	-	-
A-2 - Well 16	-	-	-	-	2,448,239.00	2,800.00	-	-
A-3 - Well 17	25,000.00	-	-	-	-	-	-	-
A-4 - Miscellaneous Pump Replacements	40,000.00	-	-	-	-	-	-	-
Total A - WATER SUPPLY	65,000.00	-	-	-	2,488,239.00	2,800.00	-	-
B - WATER DISTRIBUTION								
B-1 - System Valve Replacements	35,000.00	-	-	-	-	-	-	-
B-2 - Paving Replacements	25,000.00	-	-	-	-	-	-	-
B-3 - Service Replacements	30,000.00	29,609.50	-	-	-	-	-	-
B-4 - Large Meter Replacements	5,000.00	-	-	-	-	-	-	-
Total B - WATER DISTRIBUTION	95,000.00	29,609.50	-	-	-	-	-	-
M - GENERAL PLANT ASSETS								
M-1 - Ice Machine	3,500.00	2,803.96	-	-	-	-	-	-
M-2 - Billing Software Upgrade	25,000.00	25,000.00	25,000.00	5,138.50	-	-	-	-
Total M - GENERAL PLANT ASSETS	28,500.00	27,803.96	25,000.00	5,138.50	-	-	-	-
FO - PROJECTS FUNDED BY OTHERS								
TOTAL FO - PROJECTS FUNDED BY OTHERS	-	-	-	-	-	-	-	-
C - CONTINGENCY								
C-1 - Contingency (10% of Est A,B,M, & FO)	18,850.00	-	2,500.00	-	248,823.90	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	207,350.00	57,413.46	27,500.00	5,138.50	2,737,062.90	2,800.00	-	-
ENDING FUND BALANCE	\$ 1,709,064.00	\$ 1,608,974.36	\$ 142,488.00	\$ 152,973.52	\$ (267,388.90)	\$ (457,117.00)	\$ 10,000.00	\$ 10,000.00

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

	<u>Annual Budget</u>	<u>Dec 18</u>	<u>Jul-Dec 18</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41111 · Dividend Revenue	0.00	337.71	630.13	100.0%	-630.13
41112 · Interest Revenue	8,000.00	2,317.09	4,584.23	57.3%	3,415.77
41113 · Market Value Adjustment	0.00	219.80	751.05	100.0%	-751.05
	<u>8,000.00</u>	<u>2,874.60</u>	<u>5,965.41</u>	<u>74.57%</u>	<u>2,034.59</u>
43010 · Surcharge 1 Revenue	523,374.00	87,605.52	202,915.00	38.77%	320,459.00
Total Income	<u>531,374.00</u>	<u>90,480.12</u>	<u>208,880.41</u>	<u>39.31%</u>	<u>322,493.59</u>
Gross Income	531,374.00	90,480.12	208,880.41	39.31%	322,493.59
Expense					
69150 · Surcharge (SRF)					
69155 · Principle	342,540.00	0.00	0.00	0.0%	342,540.00
69160 · Interest	118,814.00	0.00	0.00	0.0%	118,814.00
69170 · Admin Fees	2,210.00	539.11	1,075.91	48.68%	1,134.09
Total 69150 · Surcharge (SRF)	<u>463,564.00</u>	<u>539.11</u>	<u>1,075.91</u>	<u>0.23%</u>	<u>462,488.09</u>
Total Expense	<u>463,564.00</u>	<u>539.11</u>	<u>1,075.91</u>		
Net Income	<u>67,810.00</u>	<u>89,941.01</u>	<u>207,804.50</u>		

**Rio Linda Elverta Community Water District
Surcharge 2 Profit & Loss Budget Performance
December 2018**

	<u>Annual Budget</u>	<u>Dec 18</u>	<u>Jul-Dec 18</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	20.00	33.23	47.89	239.45%	-27.89
	<u>20.00</u>	<u>33.23</u>	<u>47.89</u>	<u>239.45%</u>	<u>-27.89</u>
43050 · Surcharge 2 Revenue	439,019.00	72,866.39	157,210.11	35.81%	281,808.89
Total Income	<u>439,039.00</u>	<u>72,899.62</u>	<u>157,258.00</u>	<u>35.82%</u>	<u>281,781.00</u>
Gross Income	439,039.00	72,899.62	157,258.00	35.82%	281,781.00
Expense					
69175 · Surcharge 2 Loan					
69180 · Principle	195,000.00	0.00	90,000.00	46.15%	105,000.00
69185 · Interest	136,038.00	0.00	1,856.08	1.36%	134,181.92
Total 69175 · Surcharge 2 Loan	<u>331,038.00</u>	<u>0.00</u>	<u>91,856.08</u>	<u>27.75%</u>	<u>239,181.92</u>
Total Expense	<u>331,038.00</u>	<u>0.00</u>	<u>91,856.08</u>		
Net Income	<u>108,001.00</u>	<u>72,899.62</u>	<u>65,401.92</u>		



Finance /Administrative Committee

Agenda Item: 3

Date: January 14, 2019

Subject: Mid-Year Budget Review and Revisions

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance / Administrative Committee should review the documents associated with this item and recommend adoption of the minor budget revisions identified by staff, subject to any clarifications requested by the Committee.

Current Background and Justification:

Staff reviewed the budget to actual expenditures data through the half-way point in the fiscal year. The revisions needed are relatively minor, which has been the typical nature of this annual process. Accordingly, the Finance Committee should consider a future agenda item to considering adopting Finance Policies to enable the GM to move limited amounts of budget allocation between line items with the proviso that total budget does not increase. This is common among similar public agencies and is usually accompanied by reporting requirements to retain transparency.

Conclusion:

I recommend the mid-year budget revisions be forwarded to the January 28th agenda with Finance/Adminin Committee recommendation for Board adoption.

**MID-YEAR OPERATING BUDGET
2018-19**

	JUL-DEC 2018 ACTUAL UNAUDITED	CURRENT 2018-2019 BUDGET	2018-2019 MIDYEAR BUDGET	DIFFERENCE	EXPLANATION
REVENUE					
40000 OPERATING REVENUE					
40100 Water Service Rates					
40101 Basic Service Charge	759,718.00	1,863,992.00	1,863,992.00	0.00	
40102 Usage Charge	466,703.00	637,187.00	637,187.00	0.00	
40105 Backflow Charge	12,833.00	25,000.00	25,000.00	0.00	
40106 Fire Prevention	7,473.00	10,600.00	10,600.00	0.00	
Total Water Service Rates	1,246,727.00	2,536,779.00	2,536,779.00	0.00	
40200 Water Services					
40201 Application Fees	7,000.00	15,000.00	15,000.00	0.00	
40202 Late Payment Fee	13,638.00	26,000.00	26,000.00	0.00	
40203 Disconnect Tag/NSF Fee	27,875.00	54,000.00	54,000.00	25,000.00	Increased to reflect unspent loan proceeds from Meter Loan. Refer to 6-18-18 board approval for CUSI billing software upgrade.
40204 Termination/Reconnection	4,240.00	7,000.00	7,000.00	0.00	
40209 Other Account Service Charges	645.00	2,000.00	2,000.00	0.00	
Total Water Services	53,398.00	104,000.00	104,000.00	25,000.00	Net Increase \$25,000
40300 Other Water Service Fees					
40301 New Construction QC	1,987.00	4,000.00	4,000.00	0.00	
40302 Service Connection Fees	8,300.00	10,000.00	10,000.00	0.00	
40303 Other Field Service Fees	1,010.00	3,000.00	3,000.00	0.00	
40304 Other Operating Revenue	6,450.00	6,000.00	6,000.00	0.00	
40305 Grant Revenue-Operating	163.00	650.00	650.00	0.00	
Total Other Water Service Fees	17,910.00	23,650.00	23,650.00	0.00	
TOTAL OPERATING REVENUE	1,318,035.00	2,664,429.00	2,664,429.00	25,000.00	
41000 NON-OPERATING REVENUES					
41110 Investment Revenue	193.00	400.00	400.00	0.00	
41120 Property Taxes & Assessments	2,656.00	70,000.00	70,000.00	0.00	
TOTAL NON-OPERATING REVENUE	2,849.00	70,400.00	70,400.00	0.00	
TOTAL REVENUE	\$1,320,884.00	\$2,734,829.00	\$2,734,829.00	25,000.00	

**MID-YEAR OPERATING BUDGET
2018-19**

	JUL-DEC 2018 ACTUAL UNAUDITED	CURRENT 2018-2019 BUDGET	2018-2019 MIDYEAR BUDGET	DIFFERENCE	EXPLANATION
OPERATING EXPENSE					
60010 PROFESSIONAL FEES					
60011 General Counsel fees-Legal	\$27,481.00	\$65,000.00	\$65,000.00	\$0.00	
60012 Auditor Fees	13,379.00	10,731.00	13,379.00	2,648.00	Increased to adjust for GASB 75 actual
60013 Engineering Services	34,407.00	70,000.00	70,000.00	0.00	
60015 Other Professional Fees	10,785.00	17,600.00	17,600.00	0.00	
TOTAL PROFESSIONAL FEES	86,052.00	163,331.00	165,979.00	2,648.00	
60100 PERSONNEL SERVICES					
60110 Salaries & Wages					
60111 Salary - General Manager	49,681.00	109,664.00	109,664.00	0.00	
60112 Staff Regular Wages	230,547.00	525,000.00	525,000.00	0.00	
					Decreased to adjust for increases in 60012, 60504, 60505 &
60113 Contract Extra Help	0.00	5,000.00	0.00	(5,000.00)	60560
60114 Staff Standby Pay	8,400.00	18,250.00	18,250.00	0.00	
60115 Staff Overtime Pay	5,357.00	7,500.00	10,200.00	2,700.00	Increased to adjust for projected costs
Total Salaries & Wages	293,985.00	665,414.00	663,114.00	(2,300.00)	
60150 Employee Benefits and Expenses					
60151 PERS Retirement	67,861.00	138,987.00	138,987.00	0.00	
60152 Workers Compensation	6,490.00	14,937.00	14,937.00	0.00	
60153 Group Insurance	78,944.00	203,340.00	203,340.00	0.00	
60154 Retirees Insurance	10,732.00	22,110.00	22,110.00	0.00	
60155 Staff Training	536.00	3,500.00	3,500.00	0.00	
60156 Management Training	0.00	1,500.00	1,500.00	0.00	
60157 Uniforms	1,834.00	4,350.00	4,350.00	0.00	
60158 Payroll Taxes	24,777.00	53,400.00	53,400.00	0.00	
60159 Payroll Services	334.00	550.00	550.00	0.00	
60160 457 Employer Contribution	3,995.00	8,765.00	8,765.00	0.00	
Total Employee Benefits and Expenses	195,503.00	451,439.00	451,439.00	0.00	
TOTAL PERSONNEL SERVICES	\$489,488.00	\$1,116,853.00	\$1,114,553.00	(\$2,300.00)	

MID-YEAR OPERATING BUDGET

2018-19

	JUL-DEC 2018 ACTUAL UNAUDITED	CURRENT 2018-2019 BUDGET	2018-2019 MIDYEAR BUDGET	DIFFERENCE	EXPLANATION
60200 ADMINISTRATION					
60205 Bank and Merchant Fees	\$14,081.00	\$26,000.00	\$26,000.00	\$0.00	
60207 Board of Director-Meeting Fees	8,075.00	16,770.00	16,770.00	0.00	
60210 Building Expenses					
60211 Office Utilities	2,791.00	6,000.00	6,000.00	0.00	
60212 Janitorial	1,170.00	2,340.00	2,340.00	0.00	
60213 Maintenance	3,732.00	7,500.00	7,500.00	0.00	
60214 Security	168.00	400.00	400.00	0.00	
Total Building Expenses	7,861.00	16,240.00	16,240.00	0.00	
60220 Computer & Equipment Maint.					
60221 Computer Systems	12,797.00	23,000.00	23,000.00	0.00	
60222 Office Equipment	1,697.00	2,200.00	2,200.00	0.00	
Total Computer & Equipment Maint.	14,494.00	25,200.00	25,200.00	0.00	
60230 Office Expense	3,109.00	7,000.00	7,000.00	0.00	
60240 Postage and Delivery	8,016.00	17,500.00	17,500.00	0.00	
60250 Printing	4,010.00	4,500.00	4,500.00	0.00	
60255 Meetings & Conferences	4,546.00	10,000.00	10,000.00	0.00	
60260 Publishing	353.00	1,300.00	1,300.00	0.00	
60270 Telephone & Internet	2,489.00	5,500.00	5,500.00	0.00	
60430 Insurance					
60431 General Liability	11,055.00	22,997.00	22,997.00	0.00	
60432 Property	2,664.00	5,329.00	5,329.00	0.00	
Total Insurance	13,719.00	28,326.00	28,326.00	0.00	
60500 Water Memberships					
60501 SAWWA	0.00	225.00	225.00	0.00	
60502 Regional Water Authority	9,667.00	9,667.00	9,667.00	0.00	
60503 SGA	24,866.00	24,866.00	24,866.00	0.00	
60504 ACWA	9,450.00	8,904.00	9,450.00	546.00	Increased to reflect actual expense
60505 CSDA	6,740.00	6,676.00	6,740.00	64.00	Increased to reflect actual expense
60506 AWWA	0.00	420.00	420.00	0.00	
60507 CRWA	0.00	1,263.00	1,263.00	0.00	
Total Water Memberships	50,723.00	52,021.00	52,631.00	610.00	
60550 Permits & Fees	8,268.00	40,000.00	40,000.00	0.00	
60555 Subscriptions & Licensing	958.00	2,120.00	2,120.00	0.00	
60560 Elections	2,008.00	0.00	2,008.00	2,008.00	Increased to reflect actual expense
60565 Uncollectable Accounts	0.00	2,000.00	2,000.00	0.00	
60570 Other Operating Expenditures	140.00	500.00	500.00	0.00	
TOTAL ADMINISTRATION	\$142,850.00	\$254,977.00	\$257,595.00	\$2,618.00	
64000 CONSERVATION					
64001 Community Outreach	10.00	1,000.00	1,000.00	0.00	
64002 Rebate Program	675.00	700.00	700.00	0.00	
64003 Regional Conservation Program	5,048.00	5,048.00	5,048.00	0.00	
64005 Other Conservation Programs	0.00	0.00	0.00	0.00	
TOTAL CONSERVATION	5,733.00	6,748.00	6,748.00	0.00	

MID-YEAR OPERATING BUDGET

2018-19

	JUL-DEC 2018 ACTUAL UNAUDITED	CURRENT 2018-2019 BUDGET	2018-2019 MIDYEAR BUDGET	DIFFERENCE	EXPLANATION
65000 FIELD OPERATIONS					
65100 Other Field Operations					
65110 Backflow Testing	\$375.00	\$3,000.00	\$3,000.00	\$0.00	
65120 Construction Equipment Maintenance	4,003.00	5,000.00	5,500.00	500.00	Increased to adjust for projected costs
65130 Field Communication	2,203.00	4,500.00	4,500.00	0.00	
					Decreased to reflect Inductive Automation refund from
65140 Field IT	10,881.00	22,175.00	20,775.00	(1,400.00)	prior fiscal years.
65150 Laboratory Services	20,234.00	23,500.00	23,500.00	0.00	
65160 Safety Equipment	189.00	5,000.00	5,000.00	0.00	
65170 Shop Supplies	2,741.00	5,000.00	5,000.00	0.00	
Total Other Field Operations	40,626.00	68,175.00	67,275.00	(900.00)	
65200 Treatment	11,573.00	15,000.00	15,000.00	0.00	
65300 Pumping					
65310 Maintenance	7,967.00	25,000.00	25,000.00	0.00	
65320 Electricity and Fuel	91,265.00	180,000.00	180,000.00	0.00	
Total Pumping	99,232.00	205,000.00	205,000.00	0.00	
65400 Transmission & Distribution					
65410 Distribution Supplies	21,617.00	37,000.00	37,000.00	0.00	
65420 Meter Maintenance	808.00	60,000.00	56,534.00	(3,466.00)	Decreased to adjust for increases in 60560, 60115 & 65120
65430 Tank Maintenance	0.00	3,000.00	3,000.00	0.00	
65440 Contract Repairs	1,200.00	21,000.00	21,000.00	0.00	
Total Transmission & Distribution	23,625.00	121,000.00	117,534.00	(3,466.00)	
65500 Transportation					
65510 Fuel	6,596.00	13,000.00	13,000.00	0.00	
65520 Maintenance	480.00	6,000.00	6,000.00	0.00	
Total Transportation	7,076.00	19,000.00	19,000.00	0.00	
TOTAL FIELD OPERATIONS	\$182,132.00	\$428,175.00	\$423,809.00	(\$4,366.00)	
TOTAL OPERATING EXPENSES	\$906,255.00	\$1,970,084.00	\$1,968,684.00	(\$1,400.00)	

MID-YEAR OPERATING BUDGET

2018-19

	JUL-DEC 2018 ACTUAL UNAUDITED	CURRENT 2018-2019 BUDGET	2018-2019 MIDYEAR BUDGET	DIFFERENCE	EXPLANATION
NON OPERATING EXPENSES					
69100 Revenue Bond 2015					
69105 Revenue Bond 2015-Principle	53,163.00	133,163.00	133,163.00	0.00	Per Loan Payment Schedule
69120 Interest	33,260.00	65,726.00	65,726.00	0.00	Per Loan Payment Schedule
Total Revenue Bond 2015	86,423.00	198,889.00	198,889.00	0.00	
69125 AMI Meter Loan					
69130 Principle	23,229.00	46,818.00	46,818.00	0.00	Per Loan Payment Schedule
69135 Interest	6,028.00	11,696.00	11,696.00	0.00	Per Loan Payment Schedule
Total AMI Meter Loan	29,257.00	58,514.00	58,514.00	0.00	
69400 Other Non Operating Expense	0.00	2,000.00	2,000.00	0.00	
TOTAL NON OPERATING EXPENSES	\$115,680.00	\$259,403.00	\$259,403.00	\$0.00	
TOTAL EXPENSE	\$1,021,935.00	\$2,229,487.00	\$2,228,087.00	(\$1,400.00)	
NET INCOME (Income-Expense)	\$298,949.00	\$505,342.00	\$506,742.00	\$26,400.00	
OPERATING FUND BALANCE					
Operating Account Balance June 30		\$564,750.00	\$263,699.00		
Net Revenue		\$298,949.00	\$506,742.00		
Transfer to Capital Improvement Funds		(600,000.00)	(500,000.00)	(100,000.00)	Decreased to adjust for available funds
Estimated Operating Fund Balance June 30		\$263,699.00	\$270,441.00	(\$100,000.00)	
SURCHARGE 1 FUND BALANCE					
Surcharge 1 Fund Balance June 30		\$429,526.00	\$497,603.00		
43010 Surcharge Revenue		523,374.00	523,374.00	0.00	
41110 Investment Revenue		8,000.00	8,000.00	0.00	
69155 SRF Principle		(333,902.00)	(342,540.00)	8,638.00	Per Loan Payment Schedule
69160 SRF Interest		(127,453.00)	(118,814.00)	(8,639.00)	Per Loan Payment Schedule
69220 SRF Administration		(1,942.00)	(2,210.00)	268.00	Zions Investment Advisor Fees per prior FY actual
Estimated Surcharge 1 Fund Balance June 30		\$497,603.00	\$565,413.00	\$267.00	
SURCHARGE 2 FUND BALANCE					
Surcharge 2 Fund Balance June 30		\$181,437.00	\$399,687.00		
43050 Surcharge 2 Revenue		218,230.00	439,019.00	220,789.00	Increased per Rate Study Table 2.1
41110 Investment Revenue		20.00	20.00	0.00	
Surcharge 2 Surplus Repayment		0.00	(435,752.00)	435,752.00	Per Loan Payment Schedule
69180 Principle		0.00	(195,000.00)	195,000.00	Per Loan Payment Schedule
69185 Interest		0.00	(136,038.00)	136,038.00	Per Loan Payment Schedule
Estimated Surcharge 2 Fund Balance June 30		\$399,687.00	\$71,936.00	\$987,579.00	

CAPITAL MIDYEAR BUDGET
2018-19

BEGINNING FUND BALANCE	GENERAL			CONNECTIONS			CHROMIUM MITIGATION & NEW WELLS			VEHICLE REPLACEMENT		
	1,426,064.00	\$ 1,426,064.00		\$ 129,988.00	\$ 129,988.00		\$ (454,317.00)	\$ (454,317.00)		\$ -	\$ -	
	Current Budget	Midyear Budget	Explanation	Current Budget	Midyear Budget	Explanation	Current Budget	Midyear Budget	Explanation	Current Budget	Midyear Budget	Explanation
FUNDING SOURCES												
Fund Transfers												
Operating Fund Transfers In	500,000.00	500,000.00		-	-		-	-		-	-	
CIP Fund Intrafund Transfers	(10,000.00)	(10,000.00)		-	-		-	-		10,000.00	10,000.00	
Surcharge 2 Surplus Repayment	-	-		-	-		435,752.00	435,752.00		-	-	
Contributed Funding												
Capacity Fee Revenue				40,000.00	40,000.00		-	-		-	-	
Contributed Facilities (Developers)	-	-		-	-		-	-		-	-	
Grant Revenue	-	-		-	-		20,000.00	20,000.00		-	-	
Loan Proceeds	-	25,000.00	Increased to reflect unspent loan proceeds from Meter Loan. Refer to 6-18-18 board approval for CUSI billing software upgrade.	-	-		2,468,239.00	2,468,239.00		-	-	
Investment Revenue	350.00	350.00		-	-		-	-		-	-	
Sale of Fixed Assets	-	-		-	-		-	-		-	-	
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	1,916,414.00	1,941,414.00	Net Increase \$25,000	169,988.00	169,988.00	Net Decrease \$3,990	2,469,674.00	2,469,674.00		10,000.00	10,000.00	

CAPITAL MIDYEAR BUDGET
2018-19

BEGINNING FUND BALANCE	GENERAL			CONNECTIONS			CHROMIUM MITIGATION & NEW WELLS			VEHICLE REPLACEMENT		
	1,426,064.00	\$ 1,426,064.00		\$ 129,988.00	\$ 129,988.00		\$ (454,317.00)	\$ (454,317.00)		\$ -	\$ -	
	Current Budget	Midyear Budget	Explanation	Current Budget	Midyear Budget	Explanation	Current Budget	Midyear Budget	Explanation	Current Budget	Midyear Budget	Explanation
PROJECTS												
A - WATER SUPPLY												
A-1 · Well 10 - Cr6 Treatment	-	-		-	-		40,000.00	40,000.00		-	-	
A-2 · Well 16	-	-		-	-		2,448,239.00	2,448,239.00		-	-	
A-3 · Well 17 - Monitoring Well Destruction	25,000.00	28,000.00	Increased to reflect contract amount	-	-		-	-		-	-	
A-4 · Miscellaneous Pump Replacements	40,000.00	40,000.00		-	-		-	-		-	-	
Total A · WATER SUPPLY	65,000.00	68,000.00	Net Increase \$3000	-	-	Net Decrease \$2,500	2,488,239.00	2,488,239.00		-	-	
B - WATER DISTRIBUTION												
B-1 · System Valve Replacements	35,000.00	30,000.00	Reduced to adjust for B-3 Increase	-	-		-	-		-	-	
B-2 · Paving Replacements	25,000.00	25,000.00		-	-		-	-		-	-	
B-3 · Service Replacements	30,000.00	35,000.00	Increased to adjust for projected costs	-	-		-	-		-	-	
B-4 · Large Meter Replacements	5,000.00	5,000.00		-	-		-	-		-	-	
Total B · WATER DISTRIBUTION	95,000.00	95,000.00	Net Change \$0	-	-		-	-		-	-	
M - GENERAL PLANT ASSETS												
M-1 · Ice Machine	3,500.00	2,804.00	(696.00)									
M-2 · Billing Software Upgrade	25,000.00	25,000.00		25,000.00	25,000.00							
Total M · GENERAL PLANT ASSETS	28,500.00	27,804.00	Net Decrease \$696	25,000.00	25,000.00		-	-		-	-	
C - CONTINGENCY												
C-1 · Contingency (10% of Est A,B,M)	18,850.00	19,080.00	Increased to reflect 10% of new CIP Budget	2,500.00	2,500.00	Reduced to reflect 10% of new CIP Budget	248,823.90	248,823.90		-	-	
TOTAL BUDGETED PROJECT EXPENDITURES	207,350.00	209,884.00	Total Net Increase \$2534	27,500.00	27,500.00	Total Net Decrease \$2,750	2,737,062.90	2,737,062.90		-	-	
ENDING FUND BALANCE	\$ 1,709,064.00	\$ 1,731,530.00		\$ 142,488.00	\$ 142,488.00		\$ (267,388.90)	\$ (267,388.90)		\$ 10,000.00	\$ 10,000.00	



Finance /Administrative Committee Agenda Item: 4

Date: January 14, 2019

Subject: Credit/Debit Card Payment Convenience Fees

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Finance and Admin Committee should discuss and recommend timing for the discontinuance of District paid convenience fees for customers paying with credit/debit cards.

Current Background and Justification:

The need to discontinue District payment of the convenience fee associated with customers who pay their bills with credit/debit cards has been discussed at several Finance/Admin Committee meetings spanning almost a year. One of the criteria for waiting on the change in policy was associated with the availability of a relatively painless alternative incorporated in the new billing software, Automated Clearing House (ACH) payments method is virtually free (insignificant costs). ACH payment method is now on the cusp of being available through the new CUSI billing software (staff is working through a few remaining glitches with the software vendor).

Additionally, there are required certifications and programs, currently non-existent at the District, which we would need to implement in order to keep doing what we've always done. The certifications and programs include PCI certifications and Red Flag Rule programs. These certifications, policies, practices and training requirements, which are necessary to preclude sensitive data breaches, factor into the decision to discontinue current practices

It is necessary and appropriate at this time to begin the transition away from taking credit card payments in the office and over the phone, to set a date when the District will no longer pay the convenience fees charged by the credit/debit card companies (in excess of \$20,000 per year, and

provide notice of such to our customers who may have become accustomed to this practice and free (to them) service.

Conclusion:

I recommend the Committee consider recommending a target date for the discontinuance of District paid convenience fees and further target a date to discontinue the practices of taking credit card payments over the phone.



Finance /Administrative Committee

Agenda Item: 5

Date: January 14, 2019

Subject: Review of District Fees and Billing Practices

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Review the current District policies, practices and charges associated with initiation and termination of service. Then recommend a threshold of past-due amount, below which the District will not initiate termination of services, and recommend Board approval at a future meeting.

Current Background and Justification:

The District transition to the new billing software has identified some current practices that likely need to be discontinued or revised. Once these practices are discontinued/revised, the District should stipulate a threshold for a past-due amount, below which the District will not initiate service termination procedures. Otherwise, the District might initiate termination of service for a past-due amount of only a few cents, which would generate substantially more in charges than the past due amount.

Also contributing to the need for review and revision is the recent signing into law of SB-998, which prescribes some very specific requirements water agencies must perform prior to termination of service. Many of these requirements already applied to the District. The significant changes from the District's perspective include a fine to the District for each day that a customer's service is terminated in violation of the new law and the minimum number of days in past-due status before the District can initiate service termination.

Conclusion:

Review the documents associated with this item and recommend the Board establish a minimum threshold, below which the District will not initiate service termination procedures. This recommendation by the Finance/Administrative Committee will then be forwarded on to be considered by the Board at a future meeting.



LEGAL ALERTS | OCT 3, 2018

New Restrictions on Residential Water Service Discontinuation in California

SB 998 Will Require Written Policies, Detailed Notices and Alternative Payment Options



There will be new restrictions on residential water service discontinuation when customers are delinquent in paying their water bills under Senate Bill 998, signed last week by California Gov. Jerry Brown. The legislation will impact existing practices, policies and procedures

relating to delinquent accounts and discontinuation of water service by retail water purveyors.

The new law applies to all urban and community water systems, public or private, that provide water to more than 200 service connections. For water systems regulated by the Public Utilities Commission, or those supplying water to more than 3,000 customers annually, the new requirements will go into effect on Feb. 1, 2020. For any other water systems with more than 200 service connections, the new requirements will go into effect April 1, 2020.

Among other things, SB 998 mandates:

- Water systems must adopt written discontinuation policies that are available in English, Spanish, Chinese, Tagalog, Vietnamese, Korean and any other language spoken by 10 percent or more people within the system's service area. The policies must contain certain information, and be posted on the water system's website.
- Water systems may not discontinue residential water service due to delinquent payment until payments are delinquent for at least 60 days. After that time, the water system must attempt to provide notice to customers by telephone or in writing, and provide information about appeals, extensions and alternative repayment options.
- Water systems may not discontinue residential water service if all of the following take place: 1.) a primary care provider certifies that the discontinuation of water service will pose a serious or potentially fatal threat to a resident, 2.) the customer demonstrates inability to pay and 3.) the customer is willing to enter into an alternative payment arrangement. A customer can demonstrate an inability to pay based on the receipt of certain

People



Nicholaus W. Norvell

ASSOCIATE

(619) 525-1380

Related Practices

Fees, Taxes & Assessments

Special Districts

Water

Related Industries

Municipal

Special Districts

Our Perspective

Water

public assistance by someone in the household, or a declaration from the customer that the household is below 200 percent of the federal poverty level.

- Water systems must limit certain low-income customers' reconnection fees to no more than \$50 during regular business hours, and \$150 during non-regular hours.
- Water systems must attempt to provide notice to renters and mobile home residents that their service may be discontinued due to delinquent payments by their landlords, and that the residents have the right to become customers of the water system without paying the past-due amounts on the landlords' accounts.
- Water systems must annually post on their websites the number of times the system has discontinued service due to inability to pay.

These new rules, and others contained in SB 998, are in addition to existing discontinuation of service requirements that apply to special districts that provide retail water service under Government Code section 60370, et seq.

In light of SB 998, water systems should carefully evaluate their existing policies and procedures relating to delinquent accounts and discontinuation of water service, and update any necessary policies, procedures, ordinances or administrative codes to ensure compliance with the new requirements.

If you have any questions about SB 998 and how it may impact your agency, please contact the author of this Legal Alert listed to the right in the firm's Special Districts practice group, or your BB&K attorney.

Please feel free to share this Legal Alert or subscribe by clicking [here](#). Follow us on Facebook [@BestBestKrieger](#) and on Twitter [@BBKlaw](#).

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SB-998 Discontinuation of residential water service: urban and community water systems. (2017-2018)

SHARE THIS:



Date Published: 09/28/2018 09:00 PM

Senate Bill No. 998

CHAPTER 891

An act to add Chapter 6 (commencing with Section 116900) to Part 12 of Division 104 of the Health and Safety Code, relating to water.

[Approved by Governor September 28, 2018. Filed with Secretary of State September 28, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 998, Dodd. Discontinuation of residential water service: urban and community water systems.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes.

Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including water corporations. Existing law requires certain notice to be given before a water corporation, public utility district, municipal utility district, or a municipally owned or operated public utility furnishing water may terminate residential service for nonpayment of a delinquent account, as prescribed.

This bill would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The bill would require the policy to include certain components, be available on the system's Internet Web site, and be provided to customers in writing, upon request. The bill would provide for enforcement of these provisions, including making a violation of these provisions punishable by a civil penalty issued by the board in an amount not to exceed \$1,000 for each day in which the violation occurs, and would require the enforcement moneys collected by the board to be deposited in the Safe Drinking Water Account. The bill would prohibit an urban and community water system from discontinuing residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. The bill would require an urban and community water system to contact the customer named on the account and provide the customer with the urban and community water system's policy on discontinuation of residential service for nonpayment no less than 7 business days before discontinuation of residential service, as prescribed.

This bill would prohibit residential service from being discontinued under specified circumstances. The bill would require an urban and community water system that discontinues residential service to provide the customer with information on how to restore service. The bill would require an urban and community water system to waive interest charges on delinquent bills for, and would limit the amount of a reconnection of service fee imposed on, a residential customer who demonstrates, as prescribed, to the urban and community water system household income below 200% of the federal poverty line. The bill would require an urban and community water system

that furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit structure, mobilehome park, or permanent residential structure in a labor camp, and that the owner, manager, or operator of the dwelling, structure, or park is the customer of record, to make every good faith effort to inform the residential occupants by written notice that service will be terminated and that the residential occupants have the right to become customers, as specified. The bill would require an urban and community water system to report the number of annual discontinuations of residential service for inability to pay on its Internet Web site and to the board, and the bill would require the board to post on its Internet Web site the information reported. The bill would require an urban water supplier, as defined, or an urban and community water system regulated by the commission, to comply with the bill's provisions on and after February 1, 2020, and any other urban and community water system to comply with the bill's provisions on and after April 1, 2020. The bill would provide that the provisions of the bill are in addition to the provisions in existing law duplicative of the bill and that where the provisions are inconsistent, the provisions described in the bill apply.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

(a) All Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the Water Code.

(b) It is the intent of the Legislature to minimize the number of Californians who lose access to water service due to inability to pay.

(c) Water service discontinuations threaten human health and well-being, and have disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.

(d) When there is a delinquent bill, all Californians, regardless of whether they pay a water bill directly, should be treated fairly, and fair treatment includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship.

(e) The loss of water service causes tremendous hardship and undue stress, including increased health risks to vulnerable populations.

(f) It is the intent of the Legislature that this act provide additional procedural protections and expand upon the procedural safeguards contained in the Public Utilities Code and Government Code as of January 1, 2018, relating to utility service disconnections.

SEC. 2. Chapter 6 (commencing with Section 116900) is added to Part 12 of Division 104 of the Health and Safety Code, to read:

CHAPTER 6. Discontinuation of Residential Water Service

116900. This chapter shall be known, and may be cited, as the Water Shutoff Protection Act.

116902. For the purposes of this chapter, the following definitions apply:

(a) "Board" means the State Water Resources Control Board.

(b) "Public water system" has the same meaning as defined in Section 116275.

(c) "Residential service" means water service to a residential connection that includes single-family residences, multifamily residences, mobilehomes, including, but not limited to, mobilehomes in mobilehome parks, or farmworker housing.

(d) "Urban and community water system" means a public water system that supplies water to more than 200 service connections.

(e) "Urban water supplier" has the same meaning as defined in Section 10617 of the Water Code.

116904. (a) An urban water supplier not regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020.

(b) An urban and community water system regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020. The urban and community water system regulated by the Public Utilities Commission shall file advice letters with the commission to conform with this chapter.

(c) An urban and community water system not described in subdivision (a) or (b) shall comply with this chapter on and after April 1, 2020.

116906. (a) An urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

- (1) A plan for deferred or reduced payments.
- (2) Alternative payment schedules.
- (3) A formal mechanism for a customer to contest or appeal a bill.
- (4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585 and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking Water Account established pursuant to Section 116590.

116908. (a) (1) (A) An urban and community water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential service for nonpayment, an urban and community water system shall contact the customer named on the account by telephone or written notice.

(B) When the urban and community water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the urban and community water system's policy on discontinuation of residential service for nonpayment. An urban and community water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the urban and community water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

- (i) The customer's name and address.
- (ii) The amount of the delinquency.
- (iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
- (iv) A description of the process to apply for an extension of time to pay the delinquent charges.
- (v) A description of the procedure to petition for bill review and appeal.
- (vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section 116906.

(2) If the urban and community water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the urban and community water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the urban and community water system or any other administrative or legal body to which such an appeal may be lawfully taken, the urban and community water system shall not discontinue residential service while the appeal is pending.

116910. (a) An urban and community water system shall not discontinue residential service for nonpayment if all of the following conditions are met:

(1) The customer, or a tenant of the customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

(2) The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section 116906, with respect to all delinquent charges.

(b) (1) If the conditions listed in subdivision (a) are met, the urban and community water system shall offer the customer one or more of the following options:

(A) Amortization of the unpaid balance.

(B) Participation in an alternative payment schedule.

(C) A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.

(D) Temporary deferral of payment.

(2) The urban and community water system may choose which of the payment options described in paragraph (1) the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. An urban and community water system may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(3) Residential service may be discontinued no sooner than 5 business days after the urban and community water system posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

(A) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

(B) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

116912. An urban and community water system that discontinues residential service for nonpayment shall provide the customer with information on how to restore residential service.

116914. (a) For a residential customer who demonstrates to an urban and community water system household income below 200 percent of the federal poverty line, the urban and community water system shall do both of the following:

(1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, an urban and community water system shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

(2) Waive interest charges on delinquent bills once every 12 months.

(b) An urban and community water system shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

116916. (a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If an urban and community water system furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the urban and community water system shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

(c) The urban and community water system is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the urban and community water system's rules and tariffs. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the urban and community water system, or if there is a physical means legally available to the urban and community water system of selectively terminating service to those residential occupants who have not met the requirements of the urban and community water system's rules and tariffs, the urban and community water system shall make service available to those residential occupants who have met those requirements.

(d) If prior service for a period of time is a condition for establishing credit with the urban and community water system, residence and proof of prompt payment of rent or other credit obligation acceptable to the urban and community water system for that period of time is a satisfactory equivalent.

(e) Any residential occupant who becomes a customer of the urban and community water system pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the urban and community water system for those services during the preceding payment period.

(f) In the case of a detached single-family dwelling, the urban and community water system may do any of the following:

(1) Give notice of termination at least seven days prior to the proposed termination.

(2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

116918. An urban and community water system shall report the number of annual discontinuations of residential service for inability to pay on the urban and community water system's Internet Web site, if an Internet Web site exists, and to the board. The board shall post on its Internet Web site the information reported.

116920. (a) The Attorney General, at the request of the board or upon his or her own motion, may bring an action in state court to restrain by temporary or permanent injunction the use of any method, act, or practice declared in this chapter to be unlawful.

(b) For an urban and community water system regulated by the Public Utilities Commission, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by an urban and community water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

116922. All written notices required under this chapter shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the urban and community water system's service area.

116924. Where provisions of existing law are duplicative of this chapter, compliance with one shall be deemed compliance with the other. Where those provisions are inconsistent, the provisions of this chapter shall apply. Nothing in this chapter shall be construed to limit or restrict the procedural safeguards against the disconnection of residential water service existing as of December 31, 2018.

116926. This chapter does not apply to the termination of a service connection by an urban and community water system due to an unauthorized action of a customer.



Finance /Administrative Committee

Agenda Item: 6

Date: January 14, 2019

Subject: Allocating Unspent Proceeds from 2015 AMI Meter Loan

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Identify priority capital improvement purchase(s) to use the unspent proceeds of the AMI meter loan and recommend the Board authorize such purchases at a future Board meeting.

Current Background and Justification:

This item has been discussed at several Finance/Admin Committee meetings over the past year. Additionally, the Board previously authorized a partial allocation of the unspent AMI meter loan proceeds for capital improvements. In its authorization, the Board directed that the remaining balance of unspent loan proceeds be "reserved" for customer consumption software (AKA presentment software) if the customer consumption element of the new CUSI software is deemed insufficient and/or does not come to fruition.

The terms of the AMI meter loan provide zero advantage for early payment, i.e. we cannot avoid interest charges by using the unspent proceeds to pay down the principal. Additionally, terms of the loan stipulate we must request approval from Holman Capital for the expenditure of the unspent loan proceeds and further advise Homan on the District's plan for using the remaining balance of unspent proceeds.

The Board and Holman authorized spending approximately \$35,000 in summer 2018 for new office printer and for partial funding of the CUSI software upgrade. The remaining balance, **approximately \$58,000**, needs to be allocated, i.e. spent on a capital improvement that Holman Capital can reasonably authorize.

Staff discussed the need to identify improvements that are similar to the improvements authorized last summer. Ideal purchases are ones that can be reasonably expected to reduce the operating cost to the District. The printers lowered the printing costs and the CUSI software will enable discontinuing the District paid credit/debit card convenience fees. Therefore, staff recommends the Board consider authorizing the purchase of a new dump truck, which would lower the cost the District currently spends on repair the existing 23-year old dump truck. An

alternative, lower-cost purchase would be a VOIP business phone system to lower the Comcast bill and reduce the recurring, frequent repair cost of the existing, donated phone system.

Conclusion

I recommend the Finance/Admin committee forward an item onto the January 28th Board agenda to consider authorizing additional spending of unspent AMI meter loan proceeds consistent with the Board direction at the June 18, 2018 meeting.

Tim Shaw

From: Lance Holman <Lance.Holman@HolmanCapital.com>
Sent: Friday, June 15, 2018 9:18 AM
To: Deborah Denning
Cc: Tim Shaw; Dianne Bryant
Subject: Re: Request for Approval

Hi Deborah,

The request to reallocate the funds have been approved by Commuity Business Bank.

Please submit a payment request form for both purchases. If you would like to be reimbursed, please provide proof of purchase as well.

Thank you,

Lance S. Holman
President & CEO
Holman Capital Corporation
25201 Paseo de Alicia
Suite 290
Laguna Hills, CA 92653
949-981-0237 Mobile
Lance.Holman@HolmanCapital.Com
HolmanCapital.com

Sent from my iPhone

On Jun 15, 2018, at 9:13 AM, Deborah Denning <ddenning@rlecwd.com> wrote:

Lance,

Here is the information you have requested:

- The billing software upgrade would enable the District to discontinue paying the convenience fee for customers who use credit or debit cards to pay their water bills. This would save the District approximately \$20,000 per year. The \$25,000 investment would pay off in 15-months. The billing software upgrade would also streamline the process of allowing ACH payment methods without a charge. Customers who currently enjoy the District paying the convenience fee might be assuaged by the alternative no-cost method.
- The new multi-function printer would be purchased through a joint powers purchasing agreement only available to government agencies. The pricing and maintenance terms are extremely attractive. The purchase eliminates two existing multi-function printers that were originally purchased as refurbished. They were inexpensive, but they break down frequently. The District cannot rely on these refurbished printers without a \$2,200 per year maintenance contract. The new printer will save the District more than \$2,200 per year. This purchase will pay for itself in 4-years.

If you have further questions please let me know.

Deborah Denning
Rio Linda/Elverta Community Water District
730 L Street
Rio Linda, CA 95648
(916) 991-1000 Ext 13

From: Lance Holman <Lance.Holman@HolmanCapital.com>
Sent: Thursday, June 14, 2018 4:06 PM
To: Deborah Denning <ddenning@rlecwd.com>
Cc: Tim Shaw <GM@rlecwd.com>; Dianne Bryant <dbryant@communitybizbank.com>
Subject: FW: Request for Approval

Hi Deborah,

Thank you for the Printer Sales Agreement and Software Upgrade Proposal . I want to accurately document the purpose of the acquisition by the District. Therefore, please provide a brief description explaining why the District acquired both assets for our credit file.

Once approved, we will need a complete payment request form for both acquisitions. Finally, please provide guidance regarding the distribution of the remaining funds.

Options

1. Request to use funds for an approved acquisition.
2. Apply the remaining funds to the next scheduled payments.

Please contact me with any questions.

Thank you,



Lance S. Holman
President & CEO
Holman Capital
Corporation

25201 Paseo de Alicia,
Suite 290
Laguna Hills, CA 92653

949-981-0237 (M)
Lance.Holman@HolmanCapital.com
www.HolmanCapital.com
Biography: [Lance S Holman](#)

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From: Deborah Denning [<mailto:ddenning@rlecwd.com>]
Sent: Thursday, June 14, 2018 3:42 PM
To: Lance Holman <Lance.Holman@HolmanCapital.com>
Cc: Tim Shaw <GM@rlecwd.com>
Subject: Request for Approval

Lance,

Attached are the following documents to request approval for capital expenditures other than those listed in the original loan document account number 902010-36-00.

1. Printer - \$9,719.05

Agenda Item 6

2. CUSI Billing Software Upgrade - \$25,000 (note this is not the full cost as we are funding the remaining \$25,000 with other district funds).

If you need additional information please contact me directly.

Deborah Denning
Rio Linda/Elverta Community Water District
730 L Street
Rio Linda, CA 95648
(916) 991-1000 Ext 13



Finance /Administrative Committee Agenda Item: 7

Date: January 14, 2019

Subject: Minor Revision to District's Travel Reimbursement Policy

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Review the existing travel reimbursement and recommend a minor change to accommodate an exception for out of town meal reimbursements when the total cost to the district can be shown to be less.

Current Background and Justification:

The current District travel policy limits the reimbursement amount for breakfast to \$12. However, there is no limit of the cost for a taxi ride to and from the dining establishment. Most cities where the District personnel travel for training have a Denny's or IHOP somewhere in the town, where District employees could find a breakfast within the \$12 limit. However, not all such restaurants are within walking distance from the hotel hosting the training/conference.

The closest Denny's type restaurant to the Hyatt in San Diego is approximately 3.5 miles from the Hyatt. The cost of a taxi ride to and from Denny's is \$42. If an ACWA attendee wanted to fully comply with the reimbursement limits, the attendee could spend \$54 (Cab ride \$42 + meal \$12). Alternatively, the attendee could spend \$24 on breakfast at the lowest cost restaurant in or near the Hyatt. Due to the existing reimbursement limits the attendee would spend \$12 of his/her own money for breakfast.

Authorizing an exception, where the total alternative cost to the District would be less, would save the District \$30 in the above scenario.

Conclusion:

I recommend the Finance/Admin committee forward an item to the January 28th Board agenda with committee recommendation to approve a minor revision to the reimbursement policy to facilitate exceptions to the meal limits where the total District cost would be less than the cost of meal plus travel.



Finance /Administrative Committee Agenda Item: 8

Date: January 14, 2019

Subject: Legal Counsel Feedback on Draft Ordinance on Inactive Service Fee

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Consider the feedback received by Legal Counsel regarding the draft Ordinance for addressing opt out of inactive service fees.

Current Background and Justification:

The Finance/Admin Committee discussed the draft Ordinance regarding opting out of inactive service fees at the December 10th meeting. The Committee noted the blank in the draft document corresponding to the estimated costs for disconnecting an existing service line from the District's water distribution system. The committee directed staff to ask Legal Counsel about the appropriateness of replacing the fixed cost with "District's Cost". Effectively, this would convey that the customer wishing to opt out would be responsible for paying the District's Cost, whatever they may be, for each individual disconnection.

As directed, I corresponded with Legal Counsel, and she strongly recommends the District stick to the fixed cost methodology. Following discussion with Legal Counsel, I agree with her conclusion. The basic rationale involves a forward-thinking perspective. The District won't know the actual cost until the work is complete. At that point (disconnection is completed) the District would lack leverage to compel the then non-customer to pay for the work. The cost spent trying to legally compel payment may then result in a higher cost to the District than the actual labor and materials expended for the disconnection. Therefore, staff is in the process of creating a written estimate for the anticipated average cost for disconnection, which will be used to fill in the current blank in the Ordinance.

I also requested and received Legal Counsel direction on the adoption of the Ordinance; e.g. first reading, public notice, second reading etc.

Conclusion:

I recommend the Finance and Administrative Committee direct staff to perform the public notice requirements for the adoption of the Ordinance to address opting out of inactive service fees. I further recommend the Committee forward an item onto the January 28th Board agenda with a Committee recommendation for Board approval.

Rio Linda/Elverta Community Water District

Ordinance No. 2018-____

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT TO ESTABLISH PERMANENT DISCONNECTION FEES AND POLICY FOR PERMANENT DISCONNECTION

WHEREAS, the Rio Linda/Elverta Community Water District (the “District”) adopted Resolution 2013-08, implementing a minimum bimonthly water service fee (“inactive service fee”) for inactive customers on parcels which still have water immediately available to them; and

WHEREAS, the inactive service fee does not apply to parcels which do not have water immediately available to them; and

WHEREAS, permanently disconnected parcels do not have water immediately available to them; and

WHEREAS, the District finds that clarity is required for District water customers who desire to permanently disconnect from the District’s water system; and

WHEREAS, California Government Code section 66016 authorizes the District to adopt a resolution or ordinance to establish and impose a permanent disconnection fee; and

WHEREAS, the District desires to consolidate the policies for imposition of the inactive service fee (Resolution 2013-08) with the policy (ordinance) providing policies, stipulations and requirements for customers who desire to permanently disconnect from the District’s water system, and

WHEREAS, the Sacramento County Rio Linda Elverta Community Plan established objectives to preserve groundwater quality. Objective PF-5 stipulates that parcels less than two acres should be connected to a public water system to limit the number of private wells.

WHEREAS, the District published notice of the initial public hearing, including a general explanation of the matter to be considered, at least ten (10) days before the hearing as required by California Government Code section 6062a and 66018; and

WHEREAS, at least ten (10) days before the public hearing, the District made data publicly available that indicates the estimated cost required to permanently disconnect a parcel from the District’s water system; and

WHEREAS, the above-described data sets forth reasonable cost estimates for permanent disconnection for parcels and establishes that the proceeds generated by the permanent disconnection fee do not exceed the total of the estimated costs.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT HEREBY DETERMINES AND ORDAINS AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated herein.

Section 2. Rescinding Resolution 2013-08. The findings and requirements of Resolution 2013-08 are hereby incorporated into this Ordinance, whereby this Ordinance supersedes Resolution 2013-08. Resolution 2013-08 is hereby rescinded.

Section 3. Inactive Services Fee. All properties that are connected to the District's water system than have no water usage during a billing period (except those identified and specifically excluded by the District as redundant connections provided by the McClellan Air Force Base), and are deemed to be inactive customers by the District, shall be required to pay a minimum bimonthly water service fee ("inactive service fee") without further waivers, as follows: the current base rate of \$58.80, Surcharge #1, and Surcharge #2, currently \$19.00 and \$15.80 respectively, and any subsequent increases to these fee components which are authorized by the District's Board of Directors.

Section 4 Vacant Unimproved Property/Parcels. Vacant unimproved property/parcel owners may apply to be excluded from the inactive service fee, If upon application and approval by the District, the owner of such vacant/unimproved parcel agrees in writing to forfeit the previously paid capacity fees, and further agrees that they will pay the capacity fees in affect at the time the owner requests to reconnect to the District's water system.

Section 5 Minimum Parcel Size Eligibility. In addition to the parcels described in Sections 3 and 4 above, parcels greater than two (2) acres in size may apply for disconnection in accordance with the subsequent Sections.

Section 6 Disconnection Fee. The District hereby adopts the Permanent Disconnection Fee set forth in Exhibit I attached hereto, to reflect the costs of permanently disconnecting a parcel from its water system.

Section 7. Declaration of Policy. This Permanent Disconnection Policy is established to clarify procedures that District customers should take if they desire to permanently disconnect their parcel from the District's water system.

Section 8. Definitions. The following definitions apply to this Permanent Disconnection Policy, unless specified otherwise:

- (a) "Customer" means the individual requesting permanent disconnection from the District's water system.
- (b) "District" means the Rio Linda/Elverta Community Water District.
- (c) "Policy" means the Permanent Disconnection Policy.
- (d) "Manager" or "General Manager" means the General Manager of the Rio Linda/Elverta Community Water District.

Section 9. Disconnection Procedures.

9.01 Written Request Required. Customers desiring permanent disconnection from the District's water system shall submit a written request to permanently disconnect to the District's General Manager. The written request shall include the Customer's

full name, phone number, e-mail, address, and APN number of the parcel to be permanently disconnected, and the date that permanent disconnection is requested.

9.01.01 Payment of Permanent Disconnection Fee. The Customer shall include a permanent disconnection fee of \$_____ with the written request. The disconnection fee includes material, labor, and equipment hours to perform the disconnection.

9.01.02 Additional Information. The Customer shall be required to furnish such additional information as requested by the General Manager to permanently disconnect the parcel from the District's water system.

9.02 Reconnecting to the District's Water System. If the Customer or the owner of the parcel desires to reconnect to the District's water system, the Customer or owner of the parcel shall follow the procedures for new service described in Chapter 4.07 of the District's Policy Manual. The Customer shall pay the water service connection charges provided in Ordinance No. 2016-01.

9.03 Permanently Disconnected Parcels Not Subject to Inactive Water Service Fee.

9.03.01 Finding. The District finds that the District incurs no cost for providing water service to permanently disconnected parcels, as water service is not immediately available to those parcels.

9.03.02 Inactive Service Fee. Parcels which do not have water immediately available to them from the District's water system are not subject to the inactive water service fee established pursuant to Resolution 2013-08.

Section 10. California Environmental Quality Act Compliance. Pursuant to California Public Resources Code section 21080(b)(8), the requirements of the California Environmental Quality Act do not apply to water disconnection fees, as the fee caused by this Ordinance is to meet operating expenses for permanently disconnecting a parcel from the District's water system.

Section 11. Ordinance Effective Date. This Ordinance shall be effective thirty (30) days after the date of its second reading and adoption. A summary shall be published once, with names of members voting for and against the same in a newspaper of general circulation published in the County of Sacramento. A certified copy of the full text of this Ordinance shall be posted at the office of the Clerk of the District Board of Directors, 730 L Street, Rio Linda, CA 95673, with the names of those Board members voting for and against the Ordinance.

APPROVED AND ADOPTED by the Board of Directors of the Rio Linda/Elverta Community Water District on this 19th day of November, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

RIO LINDA ELVERTA COMMUNI
Invoice Transaction Report

Semiannual Gallons Projected Annual Savings Projected Monthly Savings
2,203.51 **\$1,542.46** **\$128.54**

Semannual Tax Saved	Projected Annual Savings	Projected Monthly Savings
\$376.13	\$ 752.26	\$62.69

ACCOUNT NUMBER: 869392381 ate: UNBILLED

Card Number	Transaction Date / T	Ven ID	Location / Description	Msg C	Prod CD	Quantity	Transaction Amount	Exempted Taxes
100005	12-26 11:15	FS	6401 RIO LINDA BLV 000	1	UNLD	35.24	112.75	6.45
	12-26 11:18	FS	6401 RIO LINDA BLV 000	1	DISL	17.55	64.94	4.26
	12-26 14:06	FS	6401 RIO LINDA BLV 000	1	UNLD	16.06	51.40	2.94
RIO LINDA ELVERTA CWD								
Total for Card: 100005						68.85	229.09	13.65
100006	12-28 09:53	FS	6401 RIO LINDA BLV 000	1	UNLD	20.17	64.53	3.69
RIO LINDA ELVERTA CWD								
Total for Card: 100006						20.17	64.53	3.69
Total for Statement:						89.02	293.62	17.34

Message Codes: 1 - Electronic Sale with Authorization 2 - Keyed Sale with Authorization 4 - Electronic Sale without Authorization
5 - Keyed Sale without Authorization 8 - Electronic Sale at Pump 9 - Manual Sale

RIO LINDA ELVERTA COMMUNI
Invoice Transaction Report

RIO LINDA ELVERTA COMMUNI
ATTN DEBORAH DENNING
730 L STREET
RIO LINDA, CA 95673-3433

ACCOUNT NUMBER: 869392381 ate: 12/24/2018

Card Number	Transaction Date / T	Ven ID	Location / Description	Msg C	Prod CD	Quantity	Transaction Amount	Exempted Taxes
100003	11-27 14:36	FS	6401 RIO LINDA BLV 000	1	UNLD	24.74	86.57	4.53
	12-20 12:50	FS	6401 RIO LINDA BLV 000	1	UNLD	24.76	79.23	4.53
RIO LINDA ELVERTA CWD								
Total for Card: 100003						49.50	165.80	9.06
100004	11-26 10:01	FS	6401 RIO LINDA BLV 000	1	UNLD	19.88	71.58	3.64
	11-29 14:32	FS	6401 RIO LINDA BLV 000	1	UNLD	15.77	55.21	2.89
	12-04 11:53	FS	6401 RIO LINDA BLV 000	1	DISL	17.45	69.81	4.24
	12-04 14:48	FS	6401 RIO LINDA BLV 000	1	UNLD	15.73	53.49	2.88
	12-12 08:51	FS	6401 RIO LINDA BLV 000	1	UNLD	18.73	61.80	3.43

	12-21 14:59	FS	6401 RIO LINDA BLV 000(1	UNLD	18.93	60.58	3.46
RIO LINDA ELVERTA CWD							
Total for Card: 100004					106.49	372.47	20.54
100005	11-27 15:16	FS	6401 RIO LINDA BLV 000(1	UNLD	16.87	59.05	3.09
	12-04 14:58	FS	6401 RIO LINDA BLV 000(1	UNLD	16.13	54.84	2.95
	12-12 15:17	FS	6401 RIO LINDA BLV 000(1	UNLD	16.28	53.72	2.98
	12-14 08:04	FS	6401 RIO LINDA BLV 000(1	UNLD	24.62	81.25	4.51
RIO LINDA ELVERTA CWD							
Total for Card: 100005					73.90	248.86	13.53
100006	12-19 11:06	FS	6401 RIO LINDA BLV 000(1	UNLD	20.67	66.14	3.78
RIO LINDA ELVERTA CWD							
Total for Card: 100006					20.67	66.14	3.78
100007	12-04 07:55	FS	6401 RIO LINDA BLV 000(1	UNLD	25.29	85.97	4.63
	12-06 13:31	FS	6401 RIO LINDA BLV 000(1	UNLD	2.17	7.19	.40
	12-10 10:18	FS	6401 RIO LINDA BLV 000(1	UNLD	24.59	81.12	4.50
	12-20 11:40	FS	6401 RIO LINDA BLV 000(1	UNLD	23.92	76.52	4.38
RIO LINDA ELVERTA CWD							
Total for Card: 100007					75.97	250.80	13.91
Total for Statement:					326.53	1,104.07	60.82

Message Codes: 1 - Electronic Sale with Authorization 2 - Keyed Sale with Authorization 4 - Electronic Sale without Authorization
5 - Keyed Sale without Authorization 6 - Electronic Sale at Pump 9 - Manual Sale

RIO LINDA ELVERTA COMMUNI Invoice Transaction Report

RIO LINDA ELVERTA COMMUNI
ATTN DEBORAH DENNING
730 L STREET
RIO LINDA, CA 95673-3433

ACCOUNT NUMBER: 869392381 ate: 11/24/2018

Card Number	Transaction Date / T	Ven ID	Location / Desc	Msg CL	Prod CD	Quantity	Transaction Amount	Exempted Taxes
100002	11-19 13:57	FS	6401 RIO LINDA BLV 000(1	UNLD		16.16	59.80	2.96
RIO LINDA ELVERTA CWD								
Total for Card: 100002						16.16	59.80	2.96
100003	10-25 15:24	FS	6401 RIO LINDA BLV 000(1	UNLD		23.04	85.22	4.22
	11-15 07:18	FS	6401 RIO LINDA BLV 000(1	UNLD		21.71	80.33	3.97
RIO LINDA ELVERTA CWD								
Total for Card: 100003						44.75	165.55	8.19
100004	10-29 08:45	FS	6401 RIO LINDA BLV 000(1	UNLD		19.12	70.75	3.50
	11-02 13:41	FS	6401 RIO LINDA BLV 000(1	UNLD		17.40	64.38	3.18

	11-13 08:50	FS	6401 RIO LINDA BLV 000(1	UNLD	17.50	64.74	3.20
	11-14 12:33	FS	6401 RIO LINDA BLV 000(1	UNLD	32.82	121.42	6.01
	11-16 12:57	FS	6401 RIO LINDA BLV 000(1	UNLD	17.23	63.76	3.15
RIO LINDA ELVERTA CWD							
Total for Card: 100004					104.07	385.05	19.04
100005	10-30 07:38	FS	6401 RIO LINDA BLV 000(1	UNLD	16.11	59.62	2.95
	11-05 14:43	FS	6401 RIO LINDA BLV 000(1	UNLD	16.75	61.97	3.07
	11-13 13:40	FS	6401 RIO LINDA BLV 000(1	UNLD	16.31	60.36	2.98
	11-19 08:49	FS	6401 RIO LINDA BLV 000(1	UNLD	16.05	59.37	2.94
RIO LINDA ELVERTA CWD							
Total for Card: 100005					65.22	241.32	11.94
100007	11-01 10:13	FS	6401 RIO LINDA BLV 000(1	UNLD	23.93	88.53	4.38
	11-08 12:22	FS	6401 RIO LINDA BLV 000(1	UNLD	22.25	82.32	4.07
	11-15 07:32	FS	6401 RIO LINDA BLV 000(1	UNLD	24.31	89.94	4.45
RIO LINDA ELVERTA CWD							
Total for Card: 100007					70.49	260.79	12.90
Total for Statement:					300.69	1,112.51	55.03

Message Codes: 1 - Electronic Sale with Authorization 2 - Keyed Sale with Authorization 4 - Electronic Sale without Authorization
5 - Keyed Sale without Authorization 8 - Electronic Sale at Pump 9 - Manual Sale

RIO LINDA ELVERTA COMMUNI Invoice Transaction Report

RIO LINDA ELVERTA COMMUNI
ATTN DEBORAH DENNING
730 L STREET
RIO LINDA, CA 95673-3433

ACCOUNT NUMBER: 869392381 ate: 10/24/2018

Card Number	Transaction Date / T	Ven ID	Location / Description	Msg CL	Prod CD	Quantity	Transaction Amount	Exempted Taxes
100003	09-26 11:30	FS	6401 RIO LINDA BLV 000(1	UNLD		18.65	65.26	3.41
	10-08 10:25	FS	6401 RIO LINDA BLV 000(1	UNLD		20.87	76.59	3.82
RIO LINDA ELVERTA CWD								
Total for Card: 100003					39.52	141.85	7.23	
100004	09-26 11:02	FS	6401 RIO LINDA BLV 000(1	UNLD		17.82	62.37	3.26
	10-12 09:13	FS	6401 RIO LINDA BLV 000(1	DISL		23.48	93.93	5.71
	10-17 09:01	FS	6401 RIO LINDA BLV 000(1	UNLD		17.03	63.03	3.12
RIO LINDA ELVERTA CWD								
Total for Card: 100004					58.33	219.33	12.09	
100005	10-02 08:00	FS	6401 RIO LINDA BLV 000(1	UNLD		36.03	129.69	6.59
	10-02 13:11	FS	6401 RIO LINDA BLV 000(1	UNLD		15.81	56.90	2.89

10-08 13:56	FS	6401 RIO LINDA BLV 000(1	UNLD	16.16	59.32	2.96
10-16 10:04	FS	6401 RIO LINDA BLV 000(1	UNLD	16.74	61.94	3.06
10-22 14:06	FS	6401 RIO LINDA BLV 000(1	UNLD	16.52	61.14	3.02

RIO LINDA ELVERTA CWD

Total for Card: 100005 101.26 368.99 18.52

100006	09-26 14:07	FS	6401 RIO LINDA BLV 000(1	DISL	20.00	77.99	4.86
	10-03 11:07	FS	6401 RIO LINDA BLV 000(1	UNLD	20.28	73.00	3.71
	10-11 07:33	FS	6401 RIO LINDA BLV 000(1	UNLD	21.03	77.17	3.85
	10-18 10:14	FS	6401 RIO LINDA BLV 000(1	UNLD	17.84	66.00	3.26

RIO LINDA ELVERTA CWD

Total for Card: 100006 79.15 294.16 15.68

100007	09-27 08:08	FS	6401 RIO LINDA BLV 000(1	UNLD	24.78	86.73	4.53
	10-05 09:34	FS	6401 RIO LINDA BLV 000(1	UNLD	24.02	86.47	4.40
	10-12 10:53	FS	6401 RIO LINDA BLV 000(1	UNLD	24.62	90.33	4.51
	10-23 08:01	FS	6401 RIO LINDA BLV 000(1	UNLD	24.50	90.64	4.48

RIO LINDA ELVERTA CWD

Total for Card: 100007 97.92 354.17 17.92

Total for Statement: 376.18 1,378.50 71.44

Message Codes: 1 - Electronic Sale with Authorization 2 - Keyed Sale with Authorization 4 - Electronic Sale without Authorization
5 - Keyed Sale without Authorization 8 - Electronic Sale at Pump 9 - Manual Sale

RIO LINDA ELVERTA COMMUNI
Invoice Transaction Report

RIO LINDA ELVERTA COMMUNI
ATTN DEBORAH DENNING
730 L STREET
RIO LINDA, CA 95673-3433

ACCOUNT NUMBER: 869392381 ate: 09/24/2018

Card Number	Transaction Date / T	Ven ID	Location / Desc	Msg CL	Prod CD	Quantity	Transaction Amount	Exempted Taxes
100004	09-07 19:43	SI	732 M STREET RIO LINDA	8	UNLD	18.31	64.08	3.35
	09-18 11:18	SI	732 M STREET RIO LINDA	8	UNLD	18.45	64.58	3.38
RIO LINDA ELVERTA CWD								
Total for Card: 100004						36.76	128.66	6.73
100005	09-04 10:28	SI	732 M STREET RIO LINDA	8	UNLD	15.25	53.39	2.79
	09-21 16:09	SI	732 M STREET RIO LINDA	1	UNLD	14.28	50.00	2.61
RIO LINDA ELVERTA CWD								
Total for Card: 100005						29.53	103.39	5.40
100006	08-29 10:22	SI	732 M STREET RIO LINDA	8	UNLD	19.04	66.63	3.48
	09-06 15:18	SI	732 M STREET RIO LINDA	8	UNLD	20.36	71.24	3.73

	09-14 09:43	SI	732 M STREET RIO 100028	UNLD	20.65	72.28	3.78
	09-21 16:25	SI	732 M STREET RIO 100028	UNLD	20.55	71.91	3.76
RIO LINDA ELVERTA CWD							
Total for Card: 100006					80.60	282.06	14.75
100007	08-27 12:01	SI	732 M STREET RIO 100028	UNLD	6.84	23.96	1.25
	08-28 10:43	SI	732 M STREET RIO 100028	UNLD	24.29	85.00	4.45
	09-05 16:12	SI	732 M STREET RIO 100028	UNLD	24.14	84.48	4.42
	09-12 14:01	SI	732 M STREET RIO 100028	UNLD	19.58	68.52	3.58
	09-19 16:17	SI	732 M STREET RIO 100028	UNLD	24.25	84.87	4.44
RIO LINDA ELVERTA CWD							
Total for Card: 100007					99.10	346.83	18.14
Total for Statement:					245.99	860.94	45.02

Message Codes: 1 - Electronic Sale with Authorization 2 - Keyed Sale with Authorization 4 - Electronic Sale without Authorization

5 - Keyed Sale without Authorization 8 - Electronic Sale at Pump 9 - Manual Sale

RIO LINDA ELVERTA COMMUNI Invoice Transaction Report

RIO LINDA ELVERTA COMMUNI
ATTN DEBORAH DENNING
730 L STREET
RIO LINDA, CA 95673-3433

ACCOUNT NUMBER: 869392381 ate: 08/24/2018

Card Number	Transaction Date / T	Ven ID	Location / Description	Msg CE	Prod CD	Quantity	Transaction Amount	Exempted Taxes
100003	08-10 09:49	FS	6401 RIO LINDA BLV 000(1		UNLD	24.37	85.29	4.46
RIO LINDA ELVERTA CWD								
Total for Card: 100003						24.37	85.29	4.46
100004	08-07 09:50	SI	732 M STREET RIO 100028		UNLD	16.74	58.60	3.06
	08-13 14:48	FS	6401 RIO LINDA BLV 000(1		DISL	21.79	84.10	5.29
	08-16 16:47	SI	732 M STREET RIO 100028		UNLD	18.83	65.91	3.45
	08-22 15:20	FS	6401 RIO LINDA BLV 000(1		DISL	17.99	69.43	4.37
	08-22 15:29	FS	6401 RIO LINDA BLV 000(1		UNLD	30.17	105.57	5.52
RIO LINDA ELVERTA CWD								
Total for Card: 100004						105.52	383.61	21.69
100005	07-27 16:15	SI	732 M STREET RIO 100028		UNLD	34.14	119.47	6.25
	08-01 17:22	SI	732 M STREET RIO 100028		UNLD	16.22	56.78	2.97
	08-14 11:16	SI	732 M STREET RIO 100028		UNLD	15.79	55.27	2.89
RIO LINDA ELVERTA CWD								
Total for Card: 100005						66.15	231.52	12.11
100006	07-30 11:19	SI	732 M STREET RIO 100028		UNLD	20.11	70.39	3.68

	08-08 12:44	SI	732 M STREET RIO L00028	UNLD	20.29	71.00	3.71
	08-14 15:17	SI	732 M STREET RIO L00028	UNLD	19.48	68.18	3.56
RIO LINDA ELVERTA CWD							
Total for Card: 100006					59.88	209.57	10.95
100007	07-24 11:17	SI	732 M STREET RIO L00028	UNLD	21.59	75.55	3.95
	07-31 09:39	SI	732 M STREET RIO L00028	UNLD	23.35	81.73	4.27
	08-06 16:40	SI	732 M STREET RIO L00028	UNLD	23.54	82.40	4.31
	08-15 10:14	SI	732 M STREET RIO L00028	UNLD	22.70	79.46	4.15
	08-20 16:34	SI	732 M STREET RIO L00028	UNLD	24.21	84.71	4.43
RIO LINDA ELVERTA CWD							
Total for Card: 100007					115.39	403.85	21.11
Total for Statement:					371.31	1,313.84	70.32

Message Codes: 1 - Electronic Sale with Authorization 2 - Keyed Sale with Authorization 4 - Electronic Sale without Authorization
5 - Keyed Sale without Authorization 8 - Electronic Sale at Pump 9 - Manual Sale

RIO LINDA ELVERTA COMMUNI Invoice Transaction Report

RIO LINDA ELVERTA COMMUNI
ATTN DEBORAH DENNING
730 L STREET
RIO LINDA, CA 95673-3433

ACCOUNT NUMBER: 869392381 ate: 07/24/2018

Card Number	Transaction Date / T	Ven ID	Transaction Location / Description	Msg CE	Prod CD	Quantity	Transaction Amount	Exempted Taxes
100002	07-12 10:51	FS	6401 RIO LINDA BLV000(1		UNLD	16.36	58.90	2.99
RIO LINDA ELVERTA CWD								
Total for Card: 100002					16.36	58.90	2.99	
100003	07-17 12:52	SI	732 M STREET RIO L00028		UNLD	21.79	76.25	3.99
RIO LINDA ELVERTA CWD								
Total for Card: 100003					21.79	76.25	3.99	
100004	07-11 07:51	FS	6401 RIO LINDA BLV000(1		DISL	20.71	79.92	5.03
	07-12 11:39	SI	732 M STREET RIO L00028		UNLD	20.29	73.05	3.71
	07-13 11:00	FS	6401 RIO LINDA BLV000(1		DISL	15.11	58.32	3.67
	07-13 14:40	FS	6401 RIO LINDA BLV000(1		DISL	18.23	70.37	4.43
	07-20 14:54	SI	732 M STREET RIO L00028		UNLD	19.51	68.28	3.57
RIO LINDA ELVERTA CWD								
Total for Card: 100004					93.85	349.94	20.41	
100005	07-17 16:05	SI	732 M STREET RIO L00028		UNLD	16.92	59.20	3.10
RIO LINDA ELVERTA CWD								
Total for Card: 100005					16.92	59.20	3.10	

100006	07-05 11:54	SI	732 M STREET RIO 10008	UNLD	31.88	114.75	5.83
	07-09 11:44	SI	732 M STREET RIO 10008	UNLD	19.21	69.16	3.52
	07-23 10:27	SI	732 M STREET RIO 10008	UNLD	21.08	73.77	3.86
RIO LINDA ELVERTA CWD							
Total for Card: 100006					72.17	257.68	13.21
100007	07-05 15:10	SI	732 M STREET RIO 10008	UNLD	23.36	84.10	4.27
	07-12 10:56	SI	732 M STREET RIO 10008	UNLD	20.55	73.97	3.76
	07-18 15:20	SI	732 M STREET RIO 10008	UNLD	24.19	84.64	4.43
RIO LINDA ELVERTA CWD							
Total for Card: 100007					68.10	242.71	12.46
Total for Statement:					289.19	1,044.68	56.16

Message Codes: 1 - Electronic Sale with Authorization 2 - Keyed Sale with Authorization 4 - Electronic Sale without Authorization
5 - Keyed Sale without Authorization 8 - Electronic Sale at Pump 9 - Manual Sale