

Agenda
Rio Linda / Elverta Community Water District
Executive Committee

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

April 6, 2020
6:00 p.m.

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

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

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

Call to Order

Public Comment

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

Items for Discussion:

1. Review and discuss the expenditures of the District for the month of February 2020.
2. Review and discuss the financial reports for the month of February 2020.
3. Discuss the April 2, 2020 Governor's Executive Order N-42-20 Prohibiting Service Terminations for Non-Payment.
4. Discuss the status of meter replacements backlog and the staffing shortage limiting recovery.
5. Update from the Contract District Engineer.
 - a. Capital Improvement Plan Projects List, next steps.
6. Discuss the biannual (election years) submittals to Sacramento County Elections Office.
7. Discuss the form of meeting (regular, electronic, cancelled or rescheduled) to be held for the April 20th Board of Directors meeting.

Directors' and General Manager Comments

Items Requested for Next Month's Committee Agenda

Adjournment

Next Executive Committee meeting: Monday, May 4, 2020 at 6:00 p.m. Visitor's/Depot Center, 6730 Front Street, Rio Linda, CA 95673

ADA COMPLIANCE STATEMENT

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



Executive Committee Agenda Item: 1

Date: April 6, 2020

Subject: Expenditure Summary

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Executive Committee review the expenditures for February 2020, then forward the item to the April 20th Board agenda, consent section, with a recommendation for approval.

Current Background and Justification:

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

Conclusion:

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

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

Type	Date	Num	Name	Memo	Amount
Liability Check	02/07/2020	EFT	QuickBooks Payroll Service	For PP Ending 02/06/20 Paydate 02/10/2020	6,653.27
Liability Check	02/12/2020	EFT	QuickBooks Payroll Service	For PP Ending 02/08/20 Paydate 02/13/2020	17,829.94
Liability Check	02/13/2020	EFT	CalPERS	For PP Ending 02/08/20 Paydate 02/13/2020	2,063.28
Liability Check	02/13/2020	EFT	CalPERS	For PP Ending 02/08/20 Paydate 02/13/2020	1,925.77
Liability Check	02/13/2020	EFT	Nationwide	Deferred Compensation Plan	1,522.51
Liability Check	02/13/2020	EFT	Nationwide	Deferred Compensation Plan	75.00
Bill Pmt -Check	02/13/2020	EFT	Adept Solutions	Computer Maintenance	1,333.00
Bill Pmt -Check	02/13/2020	EFT	Comcast	Phone/Internet	234.98
Bill Pmt -Check	02/13/2020	EFT	Republic Services	Utilities	87.49
Liability Check	02/13/2020	EFT	Internal Revenue Service	Employment Taxes	9,823.48
Liability Check	02/13/2020	EFT	Employment Development	Employment Taxes	2,217.04
Check	02/13/2020	EFT	Umpqua Bank Credit Card	Computer, Office, Postage, Trans Maint	315.84
Bill Pmt -Check	02/13/2020	EFT	Verizon	Field Communication, Field IT	453.43
Transfer	02/13/2020	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Transfer	02/13/2020	EFT	RLECWD	Transfer Capacity Fees from Operating to LAIF Account	86,000.00
Check	02/14/2020	EFT	WageWorks	FSA Administration Fee	76.25
Check	02/17/2020	EFT	ARCO	Transportation: Fuel	526.84
Check	02/13/2020	1131	Customer	Final Bill Refund	20.93
Check	02/13/2020	1132	Customer	Hydrant Meter Deposit Refund	995.20
Check	02/13/2020	1133	Customer	Current Customer Refund for Overbilling	2,590.54
Check	02/13/2020	1134	Customer	Final Bill Refund	3.53
Check	02/13/2020	1135	Customer	Final Bill Refund	66.87
Bill Pmt -Check	02/13/2020	1136	ABS Direct, Inc.	Printing	666.02
Bill Pmt -Check	02/13/2020	1137	Continental Utility Solutions Inc.	Annual Maintenance	3,960.00
Bill Pmt -Check	02/13/2020	1138	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	02/13/2020	1139	DirectHit Pest Control	Office Maintenance	75.00
Bill Pmt -Check	02/13/2020	1140	Intermedia.net	Telephone	72.93
Bill Pmt -Check	02/13/2020	1141	Oreilly Automotive	Transportation: Maintenance	13.61
Bill Pmt -Check	02/13/2020	1142	PG&E	Utilities	130.01
Bill Pmt -Check	02/13/2020	1143	Quill	Office Expense	115.22
Bill Pmt -Check	02/13/2020	1144	Rio Linda Elverta Recreation & Park Dist	Meeting Expense	50.00
Bill Pmt -Check	02/13/2020	1145	Rio Linda Hardware & Building Supply	Shop Supplies	529.25
Bill Pmt -Check	02/13/2020	1146	RW Trucking	Distribution Supplies	1,098.94
Bill Pmt -Check	02/13/2020	1147	SMUD	Utilities	12,130.76
Bill Pmt -Check	02/13/2020	1148	Spok, Inc.	Field Communication	15.21
Bill Pmt -Check	02/13/2020	1149	Two Brothers Cathodic Services, Inc.	Tank Maintenance	750.00
Bill Pmt -Check	02/13/2020	1150	Unifirst Corporation	Uniforms	233.32
Bill Pmt -Check	02/13/2020	1151	Vanguard Cleaning	Janitorial	195.00
Bill Pmt -Check	02/13/2020	1152	WellTec, Inc.	Pump Maintenance	5,124.07
Liability Check	02/26/2020	EFT	QuickBooks Payroll Service	For PP Ending 02/22/2020 Paydate 02/27/2020	21,337.79
Liability Check	02/27/2020	EFT	CalPERS	For PP Ending 02/22/2020 Paydate 02/27/2020	2,063.28
Liability Check	02/27/2020	EFT	CalPERS	For PP Ending 02/22/2020 Paydate 02/27/2020	1,521.92
Liability Check	02/27/2020	EFT	Nationwide	Deferred Compensation Plan: Employer & Employee Share	1,489.48

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

Type	Date	Num	Name	Memo	Amount
Liability Check	02/27/2020	EFT	Nationwide	Deferred Compensation Plan: Employer & Employee Share	75.00
Liability Check	02/27/2020	EFT	Internal Revenue Service	Employment Taxes	8,280.88
Liability Check	02/27/2020	EFT	Employment Development	Employment Taxes	1,930.33
Liability Check	02/27/2020	EFT	Kaiser Permanente	Health Insurance	862.39
Liability Check	02/27/2020	EFT	Principal	Dental & Vision Insurance	1,380.22
Liability Check	02/27/2020	EFT	Western Health Advantage	Health Insurance	10,039.50
Bill Pmt -Check	02/27/2020	EFT	Voyager Fleet Commander	Transportation Fuel	298.16
Check	02/27/2020	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	45,151.27
Check	02/27/2020	EFT	RLECWD - SURCHARGE ACCOUNT 2	Bi-monthly Transfer	72,869.94
Check	02/27/2020	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	34,000.00
Liability Check	02/27/2020	1153	Teamsters Local #150	Union Dues	658.00
Check	02/27/2020	1155	Customer	Final Bill Refund	88.96
Check	02/27/2020	1154	Customer	Final Bill Refund	83.61
Check	02/27/2020	1156	Customer	Final Bill Refund	5.00
Check	02/27/2020	1157	ABS Direct, Inc.	Printing	182.93
Bill Pmt -Check	02/27/2020	1158	ACWA/JPIA	EAP	18.80
Bill Pmt -Check	02/27/2020	1159	BSK Associates	Lab Fees	240.00
Bill Pmt -Check	02/27/2020	1160	Buckmaster Office Solutions	Office Equipment Expense	41.59
Bill Pmt -Check	02/27/2020	1161	Churchwell White	Legal	1,946.38
Bill Pmt -Check	02/27/2020	1162	Continental Utility Solutions	Field IT	1,000.00
Bill Pmt -Check	02/27/2020	1163	County of Sacramento	Permits	1,097.25
Bill Pmt -Check	02/27/2020	1164	EKI Enviornment & Water	Engineering	5,000.00
Bill Pmt -Check	02/27/2020	1165	Ferguson Enterprises	Meter Maintenance	26,128.66
Bill Pmt -Check	02/27/2020	1166	Sierra Chemical Company	Chemical Supplies	861.30
Bill Pmt -Check	02/27/2020	1167	Churchwell White	Capital Improvement: Well 16	1,715.50
Bill Pmt -Check	02/27/2020	1168	EKI Enviornment & Water	Capital Improvement: Well 16	3,330.00
Total 10000 - Bank - Operating Account					<u>420,307.42</u>

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

Type	Date	Num	Payee	Memo	Amount
Transfer	02/27/2020	EFT	RLECWD - Operating	CIP Expense Transfer: Refer to operating check numbers: 1167 & 1168	5,045.50
10475 · Capital Improvement-Umpqua Bank					<u>5,045.50</u>



Executive Committee Agenda Item: 2

Date: April 6, 2020

Subject: Financial Reports

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the Finance Reports of the District for the month of February 2020, then forward the report onto the April 20th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

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

Conclusion:

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

Rio Linda Elverta Community Water District

Balance Sheet

As of February 29, 2020

ASSETS

Current Assets

Checking/Savings

100 - Cash & Cash Equivalents

10000 - Operating Account

10020 - Operating Fund-Umpqua 673,173.10

Total 10000 - Operating Account 673,173.10

10475 - Capital Improvement

10480 - General 1,728,346.75

10485 - Vehicle Replacement Reserve 15,000.00

Total 10450 - Capital Improvement 1,743,346.75

Total 100 - Cash & Cash Equivalents 2,416,519.85

102 - Restricted Assets

102.1 - Restricted Capital Improvements

10700 - ZIONS Inv/Surcharge Reserve 511,512.22

Total 102.1 - Restricted Capital Improvements 511,512.22

102.2 - Restricted for Debt Service

10300 - Surcharge 1 Account 676,695.14

10350 - Umpqua Bank Debt Service 86,112.16

10380 - Surcharge 2 Account 344,790.05

10385 - OpusBank Checking 3,120,625.96

Total 102.2 - Restricted for Debt Service 4,228,223.31

102.4 - Restricted Other Purposes

10600 - LAIF Account 293,949.73

10650 - Operating Reserve Fund 301,501.07

Total 102.4 - Restricted Other Purposes 595,450.80

Total 102 - Restricted Assets 5,335,186.33

Total Checking/Savings 7,751,706.18

Accounts Receivable 200.00

Other Current Assets

12000 - Water Utility Receivable 91,183.88

12200 - Accrued Revenue 150,000.00

12250 - Accrued Interest Receivable 1,443.51

15000 - Inventory Asset 56,276.61

16000 - Prepaid Expense 48,510.46

Total Other Current Assets 347,414.46

Total Current Assets 8,099,320.64

Fixed Assets

17000 - General Plant Assets 727,153.00

17100 - Water System Facilities 20,760,310.67

17300 - Intangible Assets 373,043.42

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

18000 - Construction in Progress 1,313,099.20

18100 - Land 576,673.45

Total Fixed Assets 14,467,506.55

Other Assets

19000 - Deferred Outflows 262,764.00

19900 - Suspense Account 0.00

Total Other Assets 262,764.00

TOTAL ASSETS 22,829,591.19

Rio Linda Elverta Community Water District
Balance Sheet
 As of February 29, 2020

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 15,524.88

Credit Cards 0.00

Other Current Liabilities 576,067.42

Total Current Liabilities 591,592.30

Long Term Liabilities

23000 · OPEB Liability 211,573.00

23500 · Lease Buy-Back 705,797.27

25000 · Surcharge 1 Loan 4,189,831.90

25050 · Surcharge 2 Loan 3,210,040.16

26000 · Water Rev Refunding 1,952,591.00

27000 · Community Business Bank 294,204.88

29000 · Net Pension Liability 987,630.00

29500 · Deferred Inflows-Pension 5,192.00

29600 · Deferred Inflows-OPEB 26,811.00

Total Long Term Liabilities 11,583,671.21

Total Liabilities 12,175,263.51

Equity

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

32000 · Restricted for Debt Service 702,232.24

38000 · Unrestricted Equity 1,674,622.00

Net Income 596,406.00

Total Equity 10,654,327.70

TOTAL LIABILITIES & EQUITY 22,829,591.21

Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
As of February 29, 2020

	<u>Annual Budget</u>	<u>Feb 20</u>	<u>Jul 19-Feb 20</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
Total 40000 · Operating Revenue	2,715,475.00	151,871.47	1,731,937.03	63.78%	983,537.97
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	150.99	2,983.88	745.97%	-2,583.88
Surcharg Total 41110 · Investment Revenue	400.00	150.99	2,983.88	745.97%	-2,583.88
41120 · Property Tax	81,856.00	0.00	55,178.14	67.41%	26,677.86
Total 41000 · Nonoperating Revenue	82,256.00	150.99	58,162.02	70.71%	24,093.98
Total Income	<u>2,797,731.00</u>	<u>152,022.46</u>	<u>1,790,099.05</u>	<u>63.98%</u>	<u>1,007,631.95</u>
Gross Income	2,797,731.00	152,022.46	1,790,099.05	63.98%	1,007,631.95
Expense					
60000 · Operating Expenses					
60010 · Professional Fees	142,212.00	5,905.70	54,945.24	38.64%	87,266.76
60100 · Personnel Services					
60110 · Salaries & Wages	716,752.00	68,960.95	475,031.49	66.28%	241,720.51
60150 · Employee Benefits & Expense	472,661.00	30,168.33	271,925.60	57.53%	200,735.40
Total 60100 · Personnel Services	<u>1,189,413.00</u>	<u>99,129.28</u>	<u>746,957.09</u>	<u>62.80%</u>	<u>442,455.91</u>
60200 · Administration	211,230.00	9,372.50	150,947.37	71.46%	60,282.63
64000 · Conservation	300.00	0.00	0.00	0.00%	300.00
65000 · Field Operations	496,200.00	48,448.94	294,550.68	59.36%	201,649.32
Total 60000 · Operating Expenses	2,039,355.00	162,856.42	1,247,400.38	61.17%	791,954.62
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	139,015.00	0.00	55,015.00	39.58%	84,000.00
69110 · Interest	61,717.00	0.00	31,269.51	50.67%	30,447.49
Total 69100 · Revenue Bond	<u>200,732.00</u>	<u>0.00</u>	<u>86,284.51</u>	<u>42.99%</u>	<u>114,447.49</u>
69125 · AMI Meter Loan					
69130 · Principle	48,281.00	0.00	48,280.64	100.00%	0.36
69135 · Interest	10,233.00	0.00	10,233.28	100.00%	-0.28
Total 69125 · AMI Meter Loan	<u>58,514.00</u>	<u>0.00</u>	<u>58,513.92</u>	<u>100.00%</u>	<u>0.08</u>
Total 69010 · Debt Service	<u>259,246.00</u>	<u>0.00</u>	<u>144,798.43</u>	<u>55.85%</u>	<u>114,447.57</u>
69400 · Other Non-Operating Expense	38,290.00	0.00	0.00	0.00%	38,290.00
Total 69000 · Non-Operating Expenses	<u>297,536.00</u>	<u>0.00</u>	<u>144,798.43</u>	<u>48.67%</u>	<u>152,737.57</u>
Total Expense	<u>2,336,891.00</u>	<u>162,856.42</u>	<u>1,392,198.81</u>	<u>59.58%</u>	<u>944,692.19</u>
Net Ordinary Income	<u>460,840.00</u>	<u>-10,833.96</u>	<u>397,900.24</u>		
Net Income	<u><u>460,840.00</u></u>	<u><u>-10,833.96</u></u>	<u><u>397,900.24</u></u>		

Rio Linda Elverta Community Water District
CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2019-20
 As of February 29, 2020

	GENERAL		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
BEGINNING FUND BALANCE	\$ 1,903,391.00	\$ 1,903,391.00	\$ (29,592.00)	\$ (29,592.00)	\$ 10,000.00	\$ 10,000.00
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
FUNDING SOURCES						
Fund Transfers						
Operating Fund Transfers In	409,940.00	238,000.00	-	-	-	-
CIP Fund Intrafund Transfers	(5,000.00)	(5,000.00)	-	-	5,000.00	5,000.00
Surcharge 2 Surplus Repayment	-	-	110,201.00	-	-	-
Contributed Funding						
Contributed Facilities (Developers)	-	-	-	-	-	-
Grant Revenue	-	-	400,000.00	-	-	-
Loan Proceeds	-	-	450,000.00	-	-	-
Investment Revenue	4,500.00	4,354.27	-	-	-	-
Sale of Fixed Assets	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	2,312,831.00	2,140,745.27	930,609.00	(29,592.00)	15,000.00	15,000.00
PROJECTS						
A · WATER SUPPLY						
A-1 · Well XX - Cr6 Treatment/Design	-	-	50,000.00	-	-	-
A-2 · Well 16	-	-	800,000.00	86,459.30	-	-
A-3 · Miscellaneous Pump Replacements	40,000.00	2,004.72	-	-	-	-
Total A · WATER SUPPLY	40,000.00	2,004.72	850,000.00	86,459.30	-	-
B · WATER DISTRIBUTION						
B-1 · Service Replacements	30,000.00	-	-	-	-	-
B-2 · Large Meter Replacements	5,000.00	-	-	-	-	-
Total B · WATER DISTRIBUTION	35,000.00	-	-	-	-	-
C · CONTINGENCY						
C-1 · Contingency (10% of Est A,B,& M)	7,500.00	-	85,000.00	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	82,500.00	2,004.72	935,000.00	86,459.30	-	-
ENDING FUND BALANCE	\$ 2,230,331.00	\$ 2,138,740.55	\$ (4,391.00)	\$ (116,051.30)	\$ 15,000.00	\$ 15,000.00



Executive Committee Agenda Item: 3

Date: April 6, 2020

Subject: Discuss Executive Order N-42-20 Prohibiting Service Terminations for Non-Payment

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should consider the information provided in the documents associated with this item.

Current Background and Justification:

Governor Newsom issued Executive Order N-42-20 at 12:00 P.M. on April 2, 2020. Staff had already compiled a report and documents for matters related to the subject matter of Executive Order N-42-020. With the unforetold release, contradicting the Governor's previously stated position on the subject, staff has scrambled to revise/amend the documents for the April 6th Executive Committee.

Conclusion:

I recommend the Committee review and discuss this issue, then forward an appropriate item onto the April 20th Board agenda.

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-42-20

WHEREAS on March 4, 2020, I proclaimed a state of emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS it is the established policy of the State under Water Code section 106.3 that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes; and

WHEREAS to limit the spread of COVID-19 it is crucial that Californians wash their hands regularly and thoroughly; and

WHEREAS many Californians are experiencing or will experience substantial losses of income as a result of business closures, the loss of work hours or wages, or layoffs related to COVID-19, which may hinder their ability to make payments for water service and subject them to water shutoffs due to non-payment; and

WHEREAS many small businesses that provide services essential to the health and well-being of Californians have experienced substantial reductions in income, which may hinder their ability to make payments for water service and subject them to water shutoffs due to non-payment; and

WHEREAS the California Public Utilities Commission has directed private water utilities under its jurisdiction to implement customer service protections, including a moratorium on service disconnections, during the COVID-19 emergency; and

WHEREAS more than 100 public and private water systems have voluntarily agreed to halt disconnections as well; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with the various statutes and regulations concerning water shutoffs specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and the statutes of the State of California, and in particular, Government Code sections 8567, 8570, 8571, and 8627, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

- 1) The authority of urban and community water systems, as defined in Health and Safety Code section 116902, subdivision (d), to discontinue residential service, as defined in Health and Safety Code section 116902, subdivision (c), for non-payment under Health and Safety Code sections 116908 and 116910, is suspended.
- 2) Water systems not subject to the requirements of Health and Safety Code sections 116908 and 116910 shall not discontinue residential

service, as defined in Health and Safety Code section 116902, subdivision (c), for non-payment.

- 3) Water systems shall restore any residential service to occupied residences that has been discontinued for nonpayment since March 4, 2020.
- 4) Water systems shall not discontinue service to any business in the critical infrastructure sectors designated by the State Public Health Officer as critical to protect the health and well-being of all Californians that qualifies as a small business under 13 C.F.R. § 121.201 of the Small Business Administration's regulations.
- 5) The State Water Resources Control Board shall identify best practices, guidelines, or both to be implemented during the COVID-19 emergency (i) to address non-payment or reduced payments, (ii) to promote and to ensure continuity of service by water systems and wastewater systems, and (iii) to provide measures such as the sharing of supplies, equipment and staffing to relieve water systems under financial distress.

Nothing in this Order eliminates the obligation of water customers to pay for water service, prevents a water system from charging a customer for such service, or reduces the amount a customer already may owe to a water system.

Nothing in this Order modifies the obligations of urban and community waters systems to comply with provisions of the Water Shutoff Protection Act not specifically addressed by this Order or other applicable laws, regulations, and guidelines.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 2nd day of April 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

Tim Shaw

From: Tim Shaw
Sent: Wednesday, April 1, 2020 9:31 AM
To: sacdhs@saccounty.net
Cc: Dane Wadle; Neil McCormick; Ryan Ojakian; Ana Javaid; heathere@acwa.com; ijacobs@crla.org
Subject: Questions Regarding Sacramento Code Enforcement Evictions, Covid19 and Civil Code 1941.1

Importance: High

Tracking:

Recipient

Read

sacdhs@saccounty.net

Dane Wadle

Neil McCormick

Ryan Ojakian

Ana Javaid

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John Todd

Jason Green

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Renita Lehman

Read: 4/1/2020 11:00 AM

Sacramento County Public Health:

My questions are regarding a lot of ambiguous information regarding the current status of evictions in Sacramento County. The Governors Executive Order on the subject of evictions is hyper focused on evictions due to non-payment of rent due to Covid19 circumstances. Further, the Governors Executive Order defers to local jurisdictions for more specific limitations. Accordingly, Sacramento County has issued an eviction moratorium, but the Sacramento County Order is similarly specific to evictions for non-payment of rent.

My question is more particularly regarding code enforcement evictions pursuant to California Civil Code 1941.1 and other residential habitability codes stipulating a dwelling unit must have running water. Outside of the current Covid19 crisis, it is customary and standard for a code enforcement practice to condemn a property that does not have a supply of running water and a functioning sewage disposal service. During the Covid19 crisis, the Governor and other properly authorized agencies have prohibited utility disconnections due to non-payment where the utility is regulated by the Public Utility Commission (investor Owned, for-profit utilities). However, there has been no such moratorium declared for the Public Utility Districts (tax-exempt, non-profit, government agencies, not regulated by the PUC, and prohibited from gifting public funds. If these Public Utility Districts reach the point in their Discontinuation of Residential Water Service for Non-Payment policies where the service is disconnected, the dwelling unit used to be declared uninhabitable by the Public Health agency with appropriate jurisdiction.

Dr. Olivia Kasirye is the Sacramento County Director of Public Health. I am hereby requesting any and all directives and guidance documents provided by Dr. Kasirye and her office on the subject of dwelling unit habitability eviction, condemnations etc. pursuant to California Civil Code 1941.1 et al.

Note: The California Legislature is contemplating legislation which would obviate the need for the guidance I'm seeking. AB 2887 would prohibit service terminations under specific circumstances during a "State Emergency" (including declared pandemic). Unfortunately, the last legislative action on AB 2887 was on March 17, 2020. I am not a legislative advocate or otherwise involved in regular discussions with the legislators. So, I cannot tell you much about the likelihood or timing of the bill's adoption.

Timothy R. Shaw

General Manager

Rio Linda / Elverta Community Water District

(916) 991-8891



Executive Committee Agenda Item: 4

Date: April 6, 2020

Subject: Discuss the status of meter replacements backlog and the staffing shortage limiting recovery

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should receive an update on the progress made to date on the previous backlog in meter replacements

Current Background and Justification:

The backlog in meter replacements will soon be eliminated. The staffing shortage that previously precluded progress has been resolved. One of the two vacancies was filled at the end of March. The other new employee starts work at RLECWD on April 6th. The limited term (temporary employee will remain at least until the meter replacements backlog is eliminated.

Conclusion:

There is no need to forward an item onto the April 20th Board agenda.



Executive Committee Agenda Item: 5

Date: April 6, 2020

Subject: General Status Update from the District Engineer

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

Recommended Committee Action:

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

Current Background and Justification:

Subjects anticipated for discussion include:

- Well 16 Pump Station
- Capital Improvement Project List
- Electric Avenue project

Conclusion:

I recommend the Executive Committee receive the status report from the District Engineer. Then, if necessary and appropriate, forward an item(s) onto the April 20, 2020 Board of Directors Meeting agenda with recommendations as necessary.



Executive Committee Agenda Item: 5a

Date: April 6, 2020

Subject: Capital Improvement Plan (CIP) Projects List: Next Steps

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

Recommended Committee Action:

The Executive Committee forwarded this item on March 2, 2020 onto the March 16, 2020 Board of Directors Meeting Agenda to allow discussion by all Board Members and seek feedback on the next steps for adopting the CIP Projects List. The Board of Directors directed staff to bring the CIP Projects List back to the Executive Committee for refinement and for the Committee to provide recommendations back to the Board at the April 20, 2020 Board Meeting.

Current Background and Justification:

The ultimate goal is for the District Board of Directors to adopt a CIP Projects List that will be used as a tool to establish the District's Capital Budget to implement capital improvement projects. The final and adopted CIP Projects List will allow the District to proactively designate specific annual amounts in its Capital Budget for specific capital improvement projects that are deemed necessary to be constructed by an established future date. Currently, the District has a cumulative capital improvement project funding balance of \$1.8 million for undefined projects.

Conclusion:

I recommend the Executive Committee review, discuss, and provide feedback to staff on the draft CIP Projects List, and provide direction to staff on next steps to finalize the CIP Projects List and present the List to the Board of Directors for review and seek feedback. Then, if necessary and appropriate, forward an item onto the April 20, 2020 Board of Directors Meeting agenda with recommendations as necessary.

Rio Linda / Elverta Community Water District											
Capital Improvement Plan Project List											
4/2/2020											
Suggested Priority or Note	Project Name	Funding Source	Budget Amount	Years to Implementation Date (as of 7/1/2020)	Annualized Cost	Project Description (per budget documents)	Last Transaction Date	Amount Paid to Date	Status	Budget FY(s)	
1	Annual Pipeline Replacement	District	\$192,000	Annually	\$192,000	This budget item is to develop and complete a pipe replacement project for replacement of approximately 1,000 feet of existing 8-inch diameter pipeline as needed.	N/A	\$ -	Discuss with the Executive Committee Meeting the applicability of this item.	2021-22	
This is complete with funding already allocated. This will be removed from this CIP list and moved to a separate budget list.	Well 16 Equipping Design	Proposition 84 Grant Funding and Opus Bank Loan	\$270,000	N/A	N/A	The budget item is for the design of Well 16 detailed as follows: Design by a consultant of the above-grade improvements including pump and motor, piping, site work (pavement, walls and fencing), back-up generator, building, electrical, SCADA, and other appurtenances. Includes bidding support and District Engineer review.	12/18/2019	\$ 176,939	Design is complete. Waiting for final invoice from the design consultant.	2018-19 2019-20	
This project is underway with funding already allocated. This will be removed from this CIP list and moved to a separate budget list.	Well 16 Equipping Construction	Proposition 84 Grant Funding and Opus Bank Loan	\$3,270,000	N/A	N/A	The budget item is for the construction of Well 16 detailed as follows: Construction of the above-grade improvements including pump and motor, piping, site work (pavement, walls and fencing), back-up generator, building, electrical, SCADA, and other appurtenances. Includes construction management, inspection, and labor compliance. The project is expected to be constructed by December 31, 2020.	N/A	\$ -	Construction contract has been awarded and the notice to begin construction has been issued.	2019-20 2020-21	
This project has restricted funding. This will be removed from this CIP list and moved to a separate budget list.	Hexavalent Chromium (Cr6) Well Treatment Project	Opus Bank Loan and District	\$1,000,000	N/A	N/A	This budget item is for the installation of a pre-packaged and skid-mounted Cr6 treatment system at a District well site yet to be determined. The appropriate well site will be selected upon State Water Board Cr6 MCL determination and well site water quality data.	N/A	\$ -	On hold pending the construction of Well 16 and State Water Board Cr6 MCL determination.	2018-19	
2	Well 12A Design	District	\$500,000	15	\$33,333	This budget item is for the plans and specifications to replace Well 12 with a new well that is more efficient and has an expected capacity of 1,500 gpm. The replacement well will be called Well 12A and is anticipated to be located at the Well 12 site. This includes separate designs for (1) tests wells, (2) production well, and (3) above grade improvements (equipping, no treatment), along with preparation of environmental documents and permitting.	5/6/2015	\$ 6,542	On hold pending funding availability. Currently existing Well 12 is pumping 325 gpm into the reservoir.	2021-2036	
3	Well 12A Construction	District	\$3,750,000	17	\$220,588	The budget item is for the construction of Well 12A at the Well 12 site detailed as follows: Construction of test wells, production well, and above grade improvements including pump and motor, piping, site work, back up generator, building, electrical, SCADA, demolition of Well 12, and other appurtenances (No treatment). Includes water quality and water capacity testing, construction management, inspection, and labor compliance.	N/A	\$ -	On hold pending funding availability. Currently existing Well 12 is pumping 325 gpm into the reservoir.	2021-2038	
4	Install 100 feet of 8" DIP in Paladin Way	District	\$20,000	1	\$20,000	This budget item will close a loop in Paladin Way eliminating two dead ends and providing better water quality and circulation to customers on this water line.	9/15/2015	\$ 2,120	On hold pending funding availability.	2021-2022	
5	El Dorado County Water & Power Supply MOU	District	\$275,000	20	\$13,750	This budget item is a carryover project from previous capital budget. The cost was approved by the Board of Directors as part of a signed Memorandum of Understanding (MOU) between El Dorado Water and Power Authority (EDWAPA) and the District. The purpose of the MOU is for the District and EDWAPA to work together to put EDWAPA's surface water right to use by the District until EDWAPA has a need for them. The project is being administrated by EDWAPA.	9/27/2017	\$ 39,442	Active.	2021-2041	
6	River Arc Participation	District	\$115,000	20	\$5,750	The River Arc Project consists of six local water purveyors (Rio Linda / Elverta Community Water District, City of Sacramento, Sacramento County Water Agency, California American Water Company, Placer County Water Agency, and City of Roseville) that are working together to construct a surface water treatment plant that treats Sacramento River water and delivers treated water to the region. The District is participating in this project to bring supplemental surface water into the District to supply the current and future customers with a combination of ground and surface water. This is a long range project that is planned to be built within the next 10 to 20 years.	7/21/2017	\$ 125,011	Suspended, but can opt back in.	2021-2041	
7	District Office Design and Permitting	District	\$30,000	20	\$1,500	This budget item is to complete plans and specifications for a new District Office that was planned to be built in the 2016/17 capital budget year. The existing office is not large enough for District operations and would require extensive upgrades to meet current code requirements.	12/1/2015	\$ 4,870	Two Rivers Architects: Preliminary Architect for District Office Building. On hold pending funding availability.	2021-2041	
Total annualized cost:					\$486,922						



Executive Committee Agenda Item: 6

Date: April 6, 2020

Subject: Consider Resolution No. 2020-02 Calling the 2020 General Election

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should consider the resolution and forward on the full Board for approval at the April 20th Board Meeting.

Current Background and Justification:

The February 20, 2020 notice from the Sacramento County Registrar of Voters requires that the RLECWD approve the subject Resolution to enable the RLECWD Board Member election to be consolidated with the County's general election. This evolution recurs every two years the cost of consolidating the District's election is favorable compared to the costs of independently conducting the elections.

Conclusion:

I recommend the Committee forward this item onto the April 20th Board agenda to allow for continued discussion among all Board Members.

Voter Registration and Elections

Courtney Bailey-Kanelos
Registrar of Voters



Divisions

Campaign Services
Outreach
Precincts
Registration
Vote by Mail
Voting Systems & Technology

County of Sacramento

February 20, 2020

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

Dear Timothy R. Shaw:

Preparations are currently in progress for the November 3, 2020 Presidential General Election. Several items will need to be acted upon by your district board in conjunction with the required "election resolution". Please provide in writing the information outlined below.

1. **RESOLUTION CALLING THE ELECTION**

The district election will be held on the same date as the November 3, 2020 Presidential General Election. Pursuant to Elections Code §10403, you are required to file a resolution requesting consolidation and setting forth the exact form of any question(s) or office(s) to be voted upon at such election. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election. *Please include in the resolution, in case of a tie vote, the method for determining the winner, and who is responsible for determining winner.*

A. **Elective offices**

Date and purpose of the election.

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

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

The district board must determine whether to limit candidate statements of qualifications to 200 words or authorize an extension to 400 words (We recommend 200 words). (Reference: Elections Code §13307(a))

C. **Candidate's Statement costs**

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

We proudly conduct elections with accuracy, integrity and dignity

7000 65th Street, Suite A • Sacramento, California 95823-2315
(916) 875-6451 • TTY: 711 • fax (916) 875-5130 • toll-free (800) 762-8019
www.elections.saccounty.net

Resolution Letter

Page 2 of 2

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

Elections Code §12112 requires that we publish a notice of election that contains the date of the election, the offices for which candidates may file, qualifications required by your principal act, and other information. In an effort to reduce costs to the district(s) while still meeting requirements of code, we will publish one election notice, combining information on all districts scheduled for election on November 3, 2020.

3. **REIMBURSEMENT OF COSTS**

The Board of Supervisors has adopted an ordinance establishing a schedule of fees and charges for the administration of elections by Sacramento County Voter Registration and Elections. **Please refer to the current fee schedule to calculate your cost.**

A bill will be submitted to your district after the November 3, 2020 Election certification.

4. **CERTIFICATION OF MAPS AND BOUNDARIES**

If the map and boundary description on file with our office is current, you must provide a letter verifying that there are no changes.

If there are changes to the map and boundary, please provide a current map and boundary description to the Registrar of Voters. **Our recommended deadline is June 3, 2020** for the November 3, 2020 Election.

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

5. **OTHER**

If your district is contemplating placing a measure on the November 3, 2020 Presidential General Election ballot, please coordinate this with our office at the earliest date possible. The recommended deadline for a district measure to be consolidated with the November election is July 27, 2020. If this deadline cannot be met, contact this office immediately. It is important for your district and our office to coordinate the details of what and how items need to be submitted to us.

If any resolutions necessitate special requirements that the Elections Office needs to fulfill, such requirements need to be listed in the resolution.

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

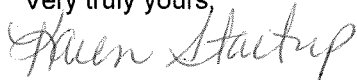
- ▶ Your Resolution
- ▶ Publication of Notice of Election Form
- ▶ Notice of Election
- ▶ Certification of maps and boundaries

Enclosed is a sample resolution which may be of assistance to you in providing the required information. The deadline for submission of the resolution requesting consolidation with the November 3, 2020 Presidential General Election is July 1, 2020.

The nomination period for the November 3, 2020 Election is July 13, 2020 through August 7, 2020. A Candidate's Guide for the election is being prepared and will be made available all candidates at the time they obtain their nomination papers.

If you have any questions regarding the election, or require additional information or clarification of the above, please call my staff at (916) 875-6276.

Very truly yours,



Karen Startup
Campaign Services Manager
Enclosures

Resolution Calling Presidential General Election

RESOLUTION NO. _____

_____ **DISTRICT**

WHEREAS, an election will be held within the _____
_____ District that will affect the following county or counties
_____ on
November 3, 2020, for the purpose of electing _____;
and

WHEREAS, a General Election will be held within the County of Sacramento on the same
day;

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

THEREFORE, BE IT RESOLVED, that the _____
_____ District requests the Board of
Supervisors of Sacramento County to consolidate the regularly scheduled Presidential General
Election with the statewide election to be held on November 3, 2020; and

BE IT FURTHER RESOLVED, that the **(check one)**

- Candidate pays at the Voter Registration and Elections office
- Candidate will be billed by the district
- District pays for the candidate statement

for the publication of the candidate's statement, pursuant to Elections Code §13307. The limitation
on the number of words that a candidate may use in his or her candidate's statement is (200 or 400)
_____ words; and

BE IT FURTHER RESOLVED that the District agrees to reimburse the Registrar of Voters
for actual costs accrued, such costs to be calculated by the method set forth in the County's current
Election Cost Allocation Procedures.

PASSED AND ADOPTED by the following vote on _____, 202__.

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

ATTEST:

General Manager

Board Secretary

PUBLICATION OF NOTICE OF ELECTION

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

_____ (Name of District)

The Registrar of Voters will publish a combined election notice for all districts scheduled for election on November 3, 2020.

Dated:

District Secretary

NOTICE OF DISTRICT ELECTION

_____DISTRICT

Notice is hereby given that a Presidential General Election will be held November 3, 2020 in this district. The offices for which candidates may declare their candidacy are (list title of office and number of positions):

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

Code Reference:

Official declarations of candidacy for eligible candidates desiring to file for any of the elective offices may be obtained from the office of the Registrar of Voters at 7000 65th Street, Suite A, Sacramento, CA 95823-2315, on and after July 13, 2020, and must be filed not later than 5:00 p.m. on August 7, 2020. However, if a declaration of candidacy for an incumbent is not filed by August 7, 2020, any person other than the incumbent shall have until 5:00 p.m. on August 12, 2020, to file a declaration of candidacy for such office.

Appointment to each elective office will be made by the supervising authority as prescribed by Elections Code §10515 in the event there are no candidates or an insufficient number of candidates for such office and a petition for an election is not filed within the time prescribed by Elections Code §10515; that is, by 5:00 p.m. on August 12, 2020.

Dated this _____ day of _____, 202__.

(District Seal)

District Secretary

RESOLUTION 2020-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT CALLING THE 2020 GENERAL DISTRICT ELECTION

WHEREAS, an election will be held within the Rio Linda / Elverta Community Water District on November 3, 2020 for the purpose of electing three (3) directors, each for four (4) year terms; and

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

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

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

1. District requests the Board of Supervisors of Sacramento County to consolidate the regularly scheduled General District Election with the statewide election to be held on November 3, 2020. The Election notice shall be combined with all other Special Districts for publication purposes and the consolidated election will be held and conducted in the manner prescribed in the Election code section 10418.
2. The candidates for Director at said election are to paid at the Voter Registrar & Elections Office for the publication of the candidate's statement, pursuant to Election Code §13307.
3. The limitation on the number of words that a candidate may be used in his or her candidate's statement shall be 200 words.
4. The District hereby agrees to reimburse the Registrar of Voters for actual costs accrued, such costs to be calculated by the method set forth in the County's current Election Cost Allocation Procedures.

APPROVED AND ADOPTED by the Board of Directors of the Rio Linda / Elverta Community Water District on this 20th day of April 2020. By the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Jason Green

President, Board of Directors

Timothy R. Shaw

Secretary of the Board of Directors



Executive Committee Agenda Item: 7

Date: April 6, 2020

Subject: Discuss the form of meeting (regular, electronic, cancelled or rescheduled) to be held for the April 20th Board of Directors meeting

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should discuss the directives and practices commonly being deployed by governing bodies for conducting public meetings, then provided direction to staff.

Current Background and Justification:

Many public agencies are either cancelling their meetings or prohibiting public physical attendance for the meetings. Agencies with the technical capacity are allowing remote public participation via digital, virtual meeting platforms.

Conclusion:

I recommend the Committee discuss the relative merits and options for the April 20th Board meeting and direct staff on the form of meeting to be held.