

Agenda
Rio Linda / Elverta Community Water District
Executive Committee

Join Zoom Meeting
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September 8, 2020
6:00 P.M.

Meeting ID: 832 2084 1901
Passcode: 984283
669 900 6833 US

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20, ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT.

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA VIDEO CONFERENCE OR BY TELEPHONE

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 July 2020.
2. Review and discuss the financial reports for the month of July 2020.
3. Discuss a request for Board consideration of billing issues.
4. Discuss the need to process a Board approved budget revision to correct an error in the FY 2020/2021 Capital Budget.
5. Discuss the timing and process for initiating a pipe replacement project.
6. Discuss quotes for service to enhance customer consumption data, e.g. WaterSmart and DropCounter.
7. Discuss the timing and preferences for re-establishing in-person public meetings.
8. Update from Contract District Engineer

Directors' and General Manager Comments

Items Requested for Next Month's Committee Agenda

Adjournment

Next Executive Committee meeting: Monday, October 5, 2020 at 6:00 p.m. TBD

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: September 8, 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 July 2020, then forward the item to the September 21st 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
July 2020**

Type	Date	Num	Name	Memo	Amount
Liability Check	07/01/2020	EFT	QuickBooks Payroll Service	For PP Ending 06/27/2020 Paydate 07/02/2020	20,269.08
Liability Check	07/02/2020	EFT	CalPERS	For PP Ending 06/27/2020 Paydate 07/02/2020	2,772.67
Liability Check	07/02/2020	EFT	CalPERS	For PP Ending 06/27/2020 Paydate 07/02/2020	1,055.60
Liability Check	07/02/2020	EFT	Nationwide	Deferred Compensation Plan: Employer & Employee Share	1,378.80
Liability Check	07/06/2020	EFT	CalPERS	2020-21 Unfunded Accrued Liability	68,603.00
Bill Pmt -Check	07/06/2020	EFT	Adept Solutions	Computer Maintenance	1,333.00
Bill Pmt -Check	07/06/2020	EFT	Comcast	Phone/Internet	234.80
Bill Pmt -Check	07/06/2020	EFT	Republic Services	Utilities	84.04
Liability Check	07/06/2020	EFT	Internal Revenue Service	Employment Taxes	7,454.38
Liability Check	07/06/2020	EFT	Employment Development	Employment Taxes	1,387.41
Liability Check	07/06/2020	EFT	Voyager Fleet Commander	Transportation Fuel	237.20
Transfer	07/06/2020	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Check	07/06/2020	1305	Suncrest Bank	AMI Meter Loan Payment	29,256.96
Check	07/06/2020	1306	Customer	Final Bill Refund	20.58
Check	07/06/2020	1307	Customer	Final Bill Refund	52.11
Check	07/06/2020	1308	Customer	Final Bill Refund	10.93
Bill Pmt -Check	07/06/2020	1309	ABS Direct, Inc.	Postage, Printing	213.72
Bill Pmt -Check	07/06/2020	1310	ACWA/JPIA	EAP	25.70
Bill Pmt -Check	07/06/2020	1311	BSK Associates	Lab	955.00
Bill Pmt -Check	07/06/2020	1312	Buckmaster Office Solutions	Office Equipment Expense	59.71
Bill Pmt -Check	07/06/2020	1313	Energy Systems	Pumping Maintenance	1,122.51
Bill Pmt -Check	07/06/2020	1314	Henrici, Mary	Retiree Insurance	900.00
Bill Pmt -Check	07/06/2020	1315	ICONIX Waterworks	Distribution Supplies	2,810.14
Bill Pmt -Check	07/06/2020	1316	Intermedia.net, Inc.	Phone	84.44
Bill Pmt -Check	07/06/2020	1317	Johnson Controls Fire Protection	Safety	473.02
Bill Pmt -Check	07/06/2020	1318	Lechowicz & Tseng Muniipal Consultants	Professional Fees-Rate Study	7,015.00
Bill Pmt -Check	07/06/2020	1319	Phelan, Michael	Retiree Insurance	3,150.00
Bill Pmt -Check	07/06/2020	1320	Quill	Office Expense	44.02
Bill Pmt -Check	07/06/2020	1321	Rio Linda Elverta Recreation & Park Dist	Meeting Fee	50.00
Bill Pmt -Check	07/06/2020	1322	Rio Linda Hardware & Building Supply	Shop Supplies	223.37
Bill Pmt -Check	07/06/2020	1323	Sacramento Suburban Water District	Regional Collaboration Project	407.91
Bill Pmt -Check	07/06/2020	1324	Special District Riusk Management Auth.	Workers Compensation 2020-21	18,115.23
Bill Pmt -Check	07/06/2020	1325	Sierra Chemical Company	Chemical Supplies	1,284.32
Bill Pmt -Check	07/06/2020	1326	SMUD	Utilities	22,509.71
Bill Pmt -Check	07/06/2020	1327	USA BlueBook	Safety	224.01
Bill Pmt -Check	07/06/2020	1328	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	07/06/2020	1329	Wired & Wireless Low Voltage	Building Maintenance	306.25
Check	07/17/2020	EFT	ARCO	Transportation: Fuel	689.66
Liability Check	07/15/2020	EFT	QuickBooks Payroll Service	For PP Ending 07/11/20 Pay date 07/16/20	19,545.18
Liability Check	07/15/2020	EFT	WageWorks	FSA Administration Fee	76.25
Liability Check	07/16/2020	EFT	CalPERS	For PP Ending 07/11/20 Pay date 07/16/20	2,839.11
Liability Check	07/16/2020	EFT	CalPERS	For PP Ending 07/11/20 Pay date 07/16/20	1,106.49

Rio Linda Elverta Community Water District
Expenditure Report
July 2020

Type	Date	Num	Name	Memo	Amount
Liability Check	07/16/2020	EFT	Internal Revenue Service	Employment Taxes	7,474.12
Liability Check	07/16/2020	EFT	Employment Development	Employment Taxes	1,445.18
Liability Check	07/16/2020	EFT	Nationwide	Deferred Compensation Plan: Employer & Employee Share	1,365.40
Check	07/16/2020	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	48,000.00
Bill Pmt -Check	07/16/2020	EFT	PG&E	Utilities	45.04
Bill Pmt -Check	07/16/2020	EFT	Umpqua Bank CC	Computer, Office, Postage, Transporation Maint	1,266.29
Liability Check	07/16/2020	1330	Teamsters Local #150	Union Dues	619.00
Check	07/16/2020	1331	Customer	Final Bill Refund	212.81
Check	07/16/2020	1332	Customer	Final Bill Refund	58.98
Check	07/16/2020	1333	Customer	Final Bill Refund	46.11
Check	07/16/2020	1334	Customer	Final Bill Refund	147.55
Bill Pmt -Check	07/16/2020	1335	ACWA/JPIA Powers Insurance Authority	2020-21 Property Insurance	6,099.28
Bill Pmt -Check	07/16/2020	1336	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	07/16/2020	1337	EKI Environment & Water	Engineering	5,000.00
Bill Pmt -Check	07/16/2020	1338	Elk Grove Security Systems	Security	84.00
Bill Pmt -Check	07/16/2020	1339	GM Construction & Developers	Contract Repairs	1,200.00
Bill Pmt -Check	07/16/2020	1340	Government Financie Officers Association	Annual Membership Dues	160.00
Bill Pmt -Check	07/16/2020	1341	ICONIX Waterworks	Distribution Supplies	2,866.17
Bill Pmt -Check	07/16/2020	1342	Lechowicz & Tseng Muniipal Consultants	Professional Fees-Rate Study	8,805.00
Bill Pmt -Check	07/16/2020	1343	Sacramento County Utilities	Utilities	113.70
Bill Pmt -Check	07/16/2020	1344	Sacramento Suburban Water District	Regional Collaboration Project	522.55
Bill Pmt -Check	07/16/2020	1345	Sierra Chemical Company	Chemical Supplies	861.30
Bill Pmt -Check	07/16/2020	1346	Spok, Inc.	Field Communication	15.30
Bill Pmt -Check	07/16/2020	1347	Unifirst Corporation	Uniforms	233.32
Liability Check	07/29/2020	EFT	QuickBooks Payroll Service	For PP Ending 07/25/20 Pay date 07/30/20	19,232.75
Liability Check	07/30/2020	EFT	CalPERS	For PP Ending 07/25/20 Pay date 07/30/20	2,852.32
Liability Check	07/30/2020	EFT	CalPERS	For PP Ending 07/25/20 Pay date 07/30/20	1,106.49
Liability Check	07/30/2020	EFT	Nationwide	Deferred Compensation Plan: Employer & Employee Share	1,358.27
Liability Check	07/30/2020	EFT	Internal Revenue Service	Employment Taxes	7,106.72
Liability Check	07/30/2020	EFT	Employment Development	Employment Taxes	1,318.28
Liability Check	07/30/2020	EFT	Employment Development	Employment Taxes	470.17
Liability Check	07/30/2020	EFT	Kaiser Permanente	Health Insurance	2,178.78
Liability Check	07/30/2020	EFT	Principal	Dental & Vision Insurance	1,363.75
Liability Check	07/30/2020	EFT	Western Health Advantage	Health Insurance	9,358.06
Bill Pmt -Check	07/30/2020	EFT	Verizon	Field Communication, Field IT	559.78
Bill Pmt -Check	07/30/2020	1348	BSK Associates	Lab Fees	840.00
Bill Pmt -Check	07/30/2020	1349	Buckmaster Office Solutions	Office Equipment Expense	46.52
Bill Pmt -Check	07/30/2020	1350	Churchwell White LLP	Legal Fees	530.40
Bill Pmt -Check	07/30/2020	1351	County of Sacramento	Permit Fees	936.00
Bill Pmt -Check	07/30/2020	1352	ICONIX Waterworks	Distribution Supplies	1,861.92
Bill Pmt -Check	07/30/2020	1353	Oreilly Automotive	Transportation Maintenance	163.54
Bill Pmt -Check	07/30/2020	1354	Pacific Shredding	Office Expense	27.00

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/30/2020	1355	Quill	Office Expense	173.44
Bill Pmt -Check	07/30/2020	1356	RW Trucking	Distribution Supplies	648.26
Bill Pmt -Check	07/30/2020	1357	Sierra Chemical Company	Chemical Supplies	1,284.32
Bill Pmt -Check	07/30/2020	1358	Staples	Office Expense	60.79
Bill Pmt -Check	07/30/2020	1359	State Water Resources Control Board	License Fees	50.00
Bill Pmt -Check	07/30/2020	1360	TWL Construction	Building Maintenance	1,316.00
Bill Pmt -Check	07/30/2020	1361	The News	Publication Fee	53.56
Bill Pmt -Check	07/30/2020	1362	Underground Service Alert	Distribution Supplies	1,428.04
Bill Pmt -Check	07/30/2020	1363	Anvil Builders	Capital Improvement: Well 16	557,276.51
Bill Pmt -Check	07/30/2020	1364	County of Sacramento	Capital Improvement: Well 16	184.50

Total 10000 - Bank - Operating Account

935,638.33

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

Type	Date	Num	Payee	Memo	Amount
Transfer	07/29/2020	EFT	RLECWD	CIP Expense Transfer: Refer to operating check numbers: 1363 & 1364	557,953.01
10385 - OPUS Bank Checking					<u>557,953.01</u>



Executive Committee Agenda Item: 2

Date: September 8, 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 July 2020, then forward the report onto the September 21st 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 July 31, 2020

ASSETS

Current Assets

Checking/Savings

100 - Cash & Cash Equivalents

10000 - Operating Account

10020 - Operating Fund-Umpqua	511,276.21
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Total 10000 - Operating Account	511,276.21
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10475 - Capital Improvement

10480 - General	1,521,425.97
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10482 - Future Capital Imp Projects	63.48
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10485 - Vehicle Replacement Reserve	15,000.00
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Total 10450 - Capital Improvement	1,536,489.45
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Total 100 - Cash & Cash Equivalents	2,047,765.66
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102 - Restricted Assets

102.1 - Restricted Capital Improvements

10700 - ZIONS Inv/Surcharge Reserve	524,881.94
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Total 102.1 - Restricted Capital Improvements	524,881.94
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102.2 - Restricted for Debt Service

10300 - Surcharge 1 Account	663,962.42
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10350 - Umpqua Bank Debt Service	54,198.11
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10380 - Surcharge 2 Account	224,654.83
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10385 - OpusBank Checking	2,522,197.81
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Total 102.2 - Restricted for Debt Service	3,465,013.17
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102.4 - Restricted Other Purposes

10600 - LAIF Account	305,282.96
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10650 - Operating Reserve Fund	301,628.71
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Total 102.4 - Restricted Other Purposes	606,911.67
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Total 102 - Restricted Assets	4,596,806.78
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Total Checking/Savings	6,644,572.44
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Accounts Receivable	505,040.00
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Other Current Assets

12000 - Water Utility Receivable	654,925.10
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12200 - Accrued Revenue	0.00
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12250 - Accrued Interest Receivable	1,033.61
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15000 - Inventory Asset	68,727.94
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16000 - Prepaid Expense	106,353.22
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Total Other Current Assets	1,336,079.87
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Total Current Assets	7,980,652.31
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Fixed Assets

17000 - General Plant Assets	709,029.25
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17100 - Water System Facilites	20,760,495.17
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17300 - Intangible Assets	373,043.42
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17500 - Accum Depreciation & Amort	-9,894,836.59
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18000 - Construction in Progress	2,498,738.27
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18100 - Land	576,673.45
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Total Fixed Assets	15,023,142.97
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Other Assets

19000 - Deferred Outflows	262,764.00
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19900 - Suspense Account	72.38
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Total Other Assets	262,836.38
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TOTAL ASSETS	23,266,631.66
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Rio Linda Elverta Community Water District

Balance Sheet
As of July 31, 2020

LIABILITIES & EQUITY**Liabilities****Current Liabilities**

Accounts Payable	44,442.19
Credit Cards	60.00
Other Current Liabilities	816,263.71

Total Current Liabilities	<u>860,765.90</u>
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Long Term Liabilities

23000 · OPEB Liability	211,573.00
23500 · Lease Buy-Back	656,542.27
25000 · Surcharge 1 Loan	3,833,912.47
25050 · Surcharge 2 Loan	2,790,040.16
26000 · Water Rev Refunding	1,806,855.00
27000 · Community Business Bank	244,415.94
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	<u>10,562,971.84</u>
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Total Liabilities	<u>11,423,737.74</u>
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Equity

31500 · Invested in Capital Assets, Net	5,763,114.46
32000 · Restricted for Debt Service	702,232.24
38000 · Unrestricted Equity	5,359,419.45
Net Income	18,127.77

Total Equity	<u>11,842,893.92</u>
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TOTAL LIABILITIES & EQUITY	<u><u>23,266,631.66</u></u>
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Rio Linda Elverta Community Water District
Operating Profit & Loss Budget Performance
As of July 31, 2020

	<u>Annual Budget</u>	<u>Jul 20</u>	<u>Jul 20</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
Total 40000 - Operating Revenue	2,719,575.00	166,491.24	166,491.24	6.12%	2,553,083.76
41000 - Nonoperating Revenue					
41110 - Investment Revenue					
41112 - Interest Revenue	400.00	15.00	15.00	3.75%	385.00
Surcharg Total 41110 - Investment Revenue	400.00	15.00	15.00	3.75%	385.00
41120 - Property Tax	88,500.00	0.00	0.00	0.00%	88,500.00
Total 41000 - Nonoperating Revenue	88,900.00	15.00	15.00	0.02%	88,885.00
Total Income	<u>2,808,475.00</u>	<u>166,506.24</u>	<u>166,506.24</u>	<u>5.93%</u>	<u>2,641,968.76</u>
Gross Income	2,808,475.00	166,506.24	166,506.24	5.93%	2,641,968.76
Expense					
60000 - Operating Expenses					
60010 - Professional Fees	135,000.00	16,872.95	16,872.95	12.50%	118,127.05
60100 - Personnel Services					
60110 - Salaries & Wages	729,867.00	78,978.57	78,978.57	10.82%	650,888.43
60150 - Employee Benefits & Expense	489,145.00	43,368.03	43,368.03	8.87%	445,776.97
Total 60100 - Personnel Services	<u>1,219,012.00</u>	<u>122,346.60</u>	<u>122,346.60</u>	<u>10.04%</u>	<u>1,096,665.40</u>
60200 - Administration	205,010.00	12,047.55	12,047.55	5.88%	192,962.45
64000 - Conservation	300.00	0.00	0.00	0.00%	300.00
65000 - Field Operations	436,400.00	20,741.45	20,741.45	4.75%	415,658.55
Total 60000 - Operating Expenses	<u>1,995,722.00</u>	<u>172,008.55</u>	<u>172,008.55</u>	<u>8.62%</u>	<u>1,823,713.45</u>
69000 - Non-Operating Expenses					
69010 - Debt Service					
69100 - Revenue Bond					
69105 - Principle	145,736.00	0.00	0.00	0.00%	145,736.00
69110 - Interest	57,490.00	0.00	0.00	0.00%	57,490.00
Total 69100 - Revenue Bond	<u>203,226.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>203,226.00</u>
69125 - AMI Meter Loan					
69130 - Principle	48,281.00	24,703.02	24,703.02	51.17%	23,577.98
69135 - Interest	10,233.00	4,553.94	4,553.94	44.50%	5,679.06
Total 69125 - AMI Meter Loan	<u>58,514.00</u>	<u>29,256.96</u>	<u>29,256.96</u>	<u>50.00%</u>	<u>29,257.04</u>
Total 69010 - Debt Service	<u>261,740.00</u>	<u>29,256.96</u>	<u>29,256.96</u>	<u>11.18%</u>	<u>232,483.04</u>
69400 - Other Non-Operating Expense	2,000.00	0.00	0.00	0.00%	2,000.00
Total 69000 - Non-Operating Expenses	<u>263,740.00</u>	<u>29,256.96</u>	<u>29,256.96</u>	<u>11.09%</u>	<u>234,483.04</u>
Total Expense	<u>2,259,462.00</u>	<u>201,265.51</u>	<u>201,265.51</u>	<u>8.91%</u>	<u>2,058,196.49</u>
Net Ordinary Income	<u>549,013.00</u>	<u>-34,759.27</u>	<u>-34,759.27</u>		
Net Income	<u><u>549,013.00</u></u>	<u><u>-34,759.27</u></u>	<u><u>-34,759.27</u></u>		

Rio Linda Elverta Community Water District
CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2020-21
 As of July 31, 2020

	GENERAL		FUTURE CAPITAL IMPROVEMENT PROJECTS		VEHICLE REPLACEMENT	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
FUNDING SOURCES						
Fund Transfers						
Operating Fund Transfers In	549,013.00	48,000.00	-	-	-	-
CIP Fund Intrafund Transfers	(456,670.00)	-	381,670.00	-	75,000.00	-
Beginning Balance Redistribution	(1,396,338.00)	-	1,396,338.00	-	-	-
Surcharge 2 Surplus Repayment	107,171.00	-	-	-	-	-
Investment Revenue	-	-	3,500.00	63.48	-	-
PROJECTS	-	-	-	-	-	-
A · WATER SUPPLY	-	-	-	-	-	-
A-1 · Miscellaneous Pump Replacements	40,000.00	-	-	-	-	-
Total A · WATER SUPPLY	40,000.00	-	-	-	-	-
B · WATER DISTRIBUTION	-	-	-	-	-	-
B-1 · Service Replacements	30,000.00	-	-	-	-	-
B-2 · Small Meter Replacements	120,000.00	-	-	-	-	-
B-3 · Large Meter Replacements	5,000.00	-	-	-	-	-
Total B · WATER DISTRIBUTION	155,000.00	-	-	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	195,000.00	-	-	-	-	-



Executive Committee Agenda Item: 3

Date: September 8, 2020

Subject: Customer Request for Board Consideration of Billing Issues

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the request received from the requesting customer, receive clarifications from staff and forward the request onto the September 21st Board agenda.

Current Background and Justification:

Pursuant to District Policy and Board affirmation, the full Board is required to consider customer's request for relief on billing issues, e.g. a customer who believes charges should be reversed.

The District has adopted the form customers are to use for requesting Board review. The public records version of the form simply redacts any sensitive information, e.g. the customer's name and address.

Staff has no influence over the content provided by the customer to support their claim. This can result in a customer request with insufficient justification and/or the need for augmentation by staff to explain what the customer may be attempting to convey.

Conclusion:

The Board needs to make the final determination regarding the customer's request, however it may be necessary and appropriate for the Executive Committee to request additional details (where available) and to provide recommendations to the Board.

Rio Linda Elverta Community Water District

Request for Consideration of Billing Issues by the Board of Directors



Account Holder: [Redacted] Account #: 24146001

Service Address: [Redacted] Rio Linda, CA 95673

Check the appropriate box(s) and specify which fees you are requesting the Board to waive:

- Account Deposit Amount: \$
Delinquency Notice Fee Amount: \$
48 Hour Notice Fee Amount: \$
Service Charges Amount: \$
Shutoff Fee Amount: \$
Tampering Fee Amount: \$
Other Amount: \$

Notice: This request may be considered at a public Board Meeting. This document may become a part of the Board meeting agenda which is accessible to the public by request or via the District website. However, the District will make reasonable attempts to preserve customer privacy via redaction, e.g. addresses, phone, email etc.

Total: \$

Justifying Information to Support Your Request: Meter had service, checked by your people four times they tell me I am not committed to the Rio Linda, water never have been, we are only getting water from my pump. I have been charged for water, back flows, and you have better records than I do. would like my money back (Attached additional sheets if necessary)

By signing below you are; attesting to the accuracy of the information you have provided and fraudulent submittal may result in Board denial, you acknowledge that all correspondence between yourself and the District is subject to California Public Records Act laws, and you further acknowledge the Board of Directors' rulings are final.

Signed: [Redacted Signature] Date: 8/14/2000

Account Holder Contact Information: In case you are unable to attend the Board Meeting, please provide with your preferred method for us to contact you regarding the Board's decision. Email Address: Phone Number: US Mail (provide mailing address):



Executive Committee Agenda Item: 4

Date: September 8, 2020

Subject: 2020-21 Capital Budget Revisions

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the staff report and supporting documents associated with this item and forward the item onto the September 21st Board agenda.

Current Background and Justification:

The Board adopted the fiscal year 2020/2021 Capital Budget via public hearing on August 17, 2020. However, this week staff discovered an accounting error in the beginning balance of accumulated capital improvement funds. The erroneous beginning balance was used in distributing accumulated funding among the Board adopted Capital Improvement Projects List. For example, the annual pipe replacement funding was given a beginning allocation equal to one year of budgeted pipe replacements. The effect would have begun the first fiscal year 20/21 with effectively two-years of funding.

The error in the beginning balance was enabled by the absence of balance reconciling. Actual budgets and audits (i.e. for operating budgets) typically entail a reconciliation process to capture any differences between budgeted funding and actual funding. However, prior to this budget adoption process, where the funding is based on actual capital improvement projects costs and timing, the funding amount was arbitrary. Additionally, the capital budget for several preceding years was comingled with other funding, e.g. capacity fees. Further distractions in the preceding Capital Budgets included representing revenue that had not materialized (and never did), i.e. a "Holeman Capital loan" In short, the beginning balances shown in preceding Capital Budgets were not reconciled. Instead, they were typically copied as text from the prior year's Capital Budget.

Moving forward, all of the above practices have been corrected. Staff has reached out to the Local Agency Investments Fund (LAIF), but LAIF restricts each agency to only one account, currently used for the capacity fees. Accordingly, staff is corresponding with our bank Umpqua to explore the best combination of interest rates and intentionally cumbersome withdrawal

limitations to be the right investment tool for the need. When we establish that Umpqua account, which will not be comingled with any other funds, the account reports will show clear and reconciled reports of the accumulated balance, deposits and withdraws over the long-term of capital improvement funding.

The budget revision, which is not intended to be a General Manager minor revision correct the total accumulated amount of capital improvement funding. No Capital Improvement Projects were modified. No timelines were extended. The annual pipe replacement item is reduced from double funding the first year to just year of funding (dropped from \$422,000 in FY 20/21 to \$211,000). The amount of annual contributions for Well 12 construction was increased by \$36,000 each year to yield the same timeline for funding completion as shown in the originally adopted Capital Budget.

Conclusion:

Forward this item with any adjustments that may be deemed appropriate by the Executive Committee onto the September 21st Board agenda with the Committee's recommendation for Board approval.

Rio Linda / Elverta Community Water District											
Capital Improvement Plan Project List											
9/21/2020	Revision 1										
Priority	Project Name	Project Budget Amount	Beginning Fund Balance	2020-21	Accumulated Funding Balance	Years to Implementation Date (as of 7/1/2020)	Annualized Cost	Last Transaction Date	Amount Paid to Date	Budget FY(s)	
1	Annual Pipeline Replacement	\$211,200	\$0	\$211,200	\$211,200	Annually	\$211,200	N/A	\$ -	Annually	
2	Well 12A Design	\$500,000	\$167,561	\$22,163	\$189,723	15	\$22,163	5/6/2015	\$ 6,542	2021-2036	
3	Well 12A Construction	\$3,750,000	\$1,228,777	\$148,307	\$1,377,085	17	\$148,307	N/A	\$ -	2021-2038	
Totals			\$1,396,338	\$381,670	\$1,778,008		\$381,670				

Rio Linda Elverta Community Water District
Balance Sheet
As of June 30, 2020

Accrual Basis

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
100 · Cash & Cash Equivalents	
10000 · Operating Account	
10020 · Operating Fund-Umpqua	773,295.20
Total 10000 · Operating Account	773,295.20
10475 · Capital Improvement-Umpqua	
10480 · General	1,472,933.97
10485 · Vehicle Fund	15,000.00
Total 10475 · Capital Improvement-Umpqua	1,487,933.97
Total 100 · Cash & Cash Equivalents	2,261,229.17
102 · Restricted Assets	
102.2 · Restricted for Debt Service	
10700 · ZIONS/Surcharge 1 Reserve	524,881.94
10300 · Surcharge 1 Account	663,939.93
10350 · Umpqua Bank Debt Service	37,695.92
10380 · Surcharge 2 Account	224,645.29
10385 · OpusBank Checking	3,079,765.58
Total 102.2 · Restricted for Debt Service	4,530,928.66
102.4 · Restricted Other Purposes	
10600 · LAIF Account	304,201.01
10650 · Operating Reserve Fund	301,615.90
Total 102.4 · Restricted Other Purposes	605,816.91
Total 102 · Restricted Assets	5,136,745.57
Total Checking/Savings	7,397,974.74
Accounts Receivable	
11150 · Accounts Receivable - Other	505,009.70
Total Accounts Receivable	505,009.70
Other Current Assets	636,266.14
Total Current Assets	8,539,250.58
Fixed Assets	
17000 · General Plant Assets	709,029.25
17100 · Water System Facilities	20,760,310.67
17300 · Intangible Assets	373,043.42
17500 · Accum Depreciation & Amort	-9,894,836.59
18000 · Construction in Progress	2,498,738.27
18100 · Land	576,673.45
Total Fixed Assets	15,022,958.47
Other Assets	
19000 · Deferred Outflows	262,764.00
Total Other Assets	262,764.00
TOTAL ASSETS	23,824,973.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	1,437,235.06
Long Term Liabilities	

Rio Linda Elverta Community Water District
Balance Sheet
As of June 30, 2020

Accrual Basis

	Jun 30, 20
23000 · OPEB Liability	211,573.00
23500 · Lease Buy-Back	656,542.27
25000 · Surcharge 1 Loan	3,833,912.47
25500 · Surcharge 2 Loan	2,790,040.16
26000 · Water Rev Refunding	1,806,855.00
27000 · Community Business Bank	244,415.94
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	10,562,971.84
Total Liabilities	12,000,206.90
Equity	
31500 · Invested in Capital Assets, Net	5,763,114.46
32000 · Restricted for Debt Service	702,232.24
38000 · Unrestricted Equity	3,592,575.00
Net Income	1,766,844.45
Total Equity	11,824,766.15
TOTAL LIABILITIES & EQUITY	23,824,973.05



Operating and Capital Budget

Fiscal Year July 1, 2020 – June 30, 2021

Budget prepared by Timothy Shaw, General Manager, District Staff, and District Engineer

8/17/2020 · Original Adoption

9/21/2020 · Capital Budget Revision 1

TABLE OF CONTENTS

Executive Summary.....	2
Understanding the Budget Document.....	5
Budgetary Control and Process.....	5
District Profile	7
District History and Service Description	7
District Mission Statement.....	7
District Officials	7
Organizational Structure.....	8
Service Area	8
Operating Budget.....	9
Operating and Non-Operating Revenue	10
Operating Expense	12
Non-Operating Expense	17
Summary Net Revenue	17
Fund Balances	18
Capital Budget.....	19
Capital Budget by Funds	19
Capital Budget Technical Memorandum	20
Glossary.....	21

EXECUTIVE SUMMARY

August 17, 2020

Board of Directors

Rio Linda Elverta Community Water District

I hereby submit the Rio Linda/Elverta Community Water District's Fiscal Year 2020-2021 Operating and Capital Budget. The budget document provides detailed information about the District's revenue and expenditure forecast for the next fiscal year and addresses the main points and major decisions made in compiling the budget.

The District's overall operation is achieved, in part, by annually reviewing its goals, compliance mandates and means to accomplish such goals and mandates. These relationships are considered during the budget development process to provide the basis for prioritizing efforts, activities, needs, human resources, and financial resources.

Monitoring the budget and responding to both anticipated and unanticipated events is a continuous process. The District maintains a proactive response in regularly performing budget reviews if adjustments are required. The District amended its budget adoption policy in 2019 to:

- Associate the public hearing / public notice requirement with the final budget adoption (in August) instead of the preliminary budget adoption (in May).
- Allow for minor budget revisions by the General Manager where the overall spending is not increased. Examples include moving funding from a relatively over-funded line item to an under-funded line item.

The pending hexavalent chromium (Cr+6) Maximum Contaminant Level (MCL) and other mandates continue to influence our operating and capital budgets. Although the District's current rate structure (adopted in 2016) partially provides funding for capital improvements to comply with anticipated re-adoption of the Cr+6 MCL, the 2016 rate structure does not provide any additional funding for operating costs associated with treating drinking water to remove Cr+6. Additionally, the rates analysis for the 2016 rates presumed the District would receive Cr+6 mitigation funding through grants and low interest loans, which assumed that the District would qualify as a Disadvantaged Community (DAC). The District is **not** eligible for DAC funding because the median household income for the service area is above the income defined to be disadvantaged. Consequently, the District narrowed its Cr+6 mitigation efforts to two projects, Well #16 Pumping Station and a future wellhead treatment project using ion exchange treatment of existing groundwater facilities.

The District secured a loan from Opus Bank using Surcharge #2 as debt service. The construction of the Well #16 Pumping Station has been underway since March of 2020. Construction of the Well #16 facility, which produces drinking water with hexavalent chromium substantially below the anticipated re-adopted MCL, is scheduled for completion in September 2020. To supplement the current rate structure for Cr+6 mitigation infrastructure, staff continues to stay abreast of additional funding opportunities as may materialize by legislative or other action. The District Board of Directors has also engaged a rate study / cost of service consultant to analyze the foreseeable cost of Cr+6 compliance, as well as other

regulatory mandates (e.g. SB-555, SB-606 and AB 1668) already adopted by the California legislature. The study will quantify any foreseeable shortfalls in funding for compliance with state and federal drinking water requirements, mandates, and enforcement provisions.

Last fiscal year, the District adopted the Capital Improvements Projects List. Such action by the District enables capital budget adoption based on actual projected capital improvement needs instead of the former basis, which was essentially an arbitrary basis formerly associated with an enforcement provision (compliance order). The improved basis for capital budget presents focus, clarity, and transparency. Since the ultimate sources of funding for the capital budget is the operating budget, the two are inextricably linked; benefits to one transcend to the other. Lastly, the cumulative capital budget funding from prior years has been applied to the current capital budget. This provides a realistic gauge of the timing (e.g. when each project will achieve full funding) and annual contribution needed to bring each capital improvement project to fruition.

The District amended its finance policies to reflect statutory requirements and staffing realities. The previous finance policies were adopted subsequent to significant findings in annual independent audits performed in 2011 and 2012. The previously adopted finance policies assumed the District staff and/or consultants included the services of a properly credentialed finance officer. The new policies simplify the District's investment options, which are now the right tool for the job. The previous funding for retiree medical was transitioned to the California Employers Retiree Benefit Trust (CERBT), which is generating higher dividends than the prior investment tool. The District's capacity fees were transferred to our Local Agency Investment Fund (LAIF). Capacity fees are by statute "restricted" and should not have been comingled with District capital improvement funds. This will enable required statutory reporting of capacity fee account status. Only the Board, at properly noticed public meetings, can make changes to the District's investments.

Looking ahead; several laws already signed by the Governor have current and future increases in operating cost to the District. Some new laws have direct financial burdens and others have burdens via increased demands for staff time by requiring additional reporting and more complex compliance elements. Among these new laws are SB-998, SB-555, SB-606 and AB-1668. The District has partially mitigated the costs and personnel burdens from SB-998, the new requirements for discontinuation of residential water service for non-payment. The District hopes to similarly offset the cost burdens associated with SB-555, the water loss audit and audit validation mandates, by collaborating with neighboring water agencies to share the costs for compliance. Collaboration is being discussed at the organizations the District already participates, e.g. Sacramento Groundwater Authority. Other more focused and dedicated discussions on collaboration are through a Sacramento Regional Water Utilities, who have partnered to engage a collaboration study.

Even though some of the cost for compliance with new mandates, limits and requirements may be softened via partnerships and creative staffing adjustments, the District's current (2016) rate structure is substantively incompatible with the mandates for water loss (SB-555) and water efficiency (SB-606, AB-1668). Failure to address these incompatibilities will result in the state assessing fines for non-compliance, e.g. \$10,000 per day for not achieving efficient water usage during drought conditions.

The District withdrew its membership in the Regional Water Authority (RWA) in May 2020. The roughly \$17,000 withdrawal liability will be offset by no longer paying membership operating costs in RWA. After approximately two fiscal years of not paying RWA annual membership costs, the District will recover the withdrawal liability.

The District is required to contribute approximately \$27,000 in annual administrative membership dues this fiscal year to the Sacramento Ground Water Authority (SGA) to remain in good standing. The SGA is a Joint Powers Authority (JPA) created to manage and maintain the long-term sustainable yield of the American River North Basin and facilitate the implementation of an appropriate conjunctive use program by water purveyors. SGA has been granted extensive powers and functions to accomplish its sustainable groundwater management mission.

Along with SGA, other water association memberships for the District include Association of California Water Agencies (ACWA), California Special Districts Association (CSDA), and California Rural Water Association (CRWA). We can expect an increase in annual dues from these associations due to inflation. We can also expect beyond inflation increases in property and workers compensation insurance due to the impact of COVID-19 and wildfires on the insurance industry. The increases in funding for SGA also goes beyond inflation. SGA operating cost increases also reflect generous funding (relative to the District's approach) of employee compensation and benefits, as well as additional operating costs associated with Groundwater Sustainability Act mandates and an adopted SGA policy for steadily eliminating unfunded pension liabilities.

Continuing the streamlining improvements made in last year's budget, the District has made minor revisions to the chart of accounts to match those used by the Auditor. These changes include transitioning some operations and maintenance cost out of the capital improvement budget.

In summary, the budget reflects the Board of Directors' priorities and goals which are conveyed to staff and more thoroughly conveyed in the Board's adoption of the Strategic Plan. The budgeting process continues to improve, and the staff has embraced cost avoidance strategies to improve the District's fiscal status wherever feasible. We are taking advantage of joint powers purchasing agreements available only to government agencies. The District is purchasing fuel without the charge for excise taxes. and purchasing equipment to reduce long-term costs. The District is outsourcing where the total cost supports such. We have implemented contract improvements to exercise greater control and focus on our engineering needs. The District has embraced a completed staff work approach to assure elements are not overlooked and future obligation have a greater amount of lead time for planning and funding.

Teamwork and cohesiveness are often used as buzz words. However, the dramatic improvements in District finances and financial position would literally not be possible without cohesive teamwork. From the staff to the Board Members, we are all pulling in the same direction, and our collective efforts are reflected in the improvements our team continues to achieve for the benefit of our ratepayers.

Sincerely,

Timothy R. Shaw, General Manager

UNDERSTANDING THE BUDGET DOCUMENT

On an annual basis, the District's Board of Directors adopts a budget for the subsequent fiscal year. The budget is an instrument used by management to present the proposed plan of financial operations of the District to the Board of Directors. The budget incorporates Operating, Capital, and includes all supporting statements, details, summaries, and other information deemed appropriate by the General Manager.

The budget is divided into several sections as follows:

INTRODUCTION This section contains a description of the District and its organizational structure and budget process.

OPERATING BUDGET This section describes the philosophy and process used to develop the operating budget.

CAPITAL BUDGET This section describes the philosophy and process used to develop the capital budget.

GLOSSARY This section contains a description of the District and its organizational structure and budget process.

Budgetary Control and Process

Budgetary Control

The District prepares budgets as a matter of policy and financial control. The budget is a financial plan detailing operating expenses, capital infrastructure investments, debt obligations, and designation of reserves. The following items are reviewed as part of preparing the budget:

- Assess current conditions and needs, including system quality and safety;
- Develop goals, objectives, policies, and plans based upon the assessment;
- Prioritize projects and develop work programs, based upon short-term and long-term cost effectiveness, and
- Implement plans, policies, and assess shortcomings.

Budget Process

The District follows an incremental budgetary process (see glossary), which is prepared on a cash basis and is used as a management tool for projecting and measuring revenues and expenses. To commence the process, the Finance committee provides an extensive review of the proposed budget. After review, the District invites customers to a public hearing so that the District can provide budget information and receive feedback. Public hearings are designed to educate and inform customers about the District's financial operations and requirements. It is during this forum that the budget is adopted by Board of Directors.

To summarize, the District's guideline for its policy, procedures, and timeline involved in creating and approving the annual budget is outlined below.

PRESENTATION AND REVIEW

In June of each year, the General Manager shall present the draft budget documents to the Board of Directors, including the "Preliminary Budget, for the following fiscal year. The Board may adopt the Preliminary Budget and schedule a Public Hearing for consideration of the Final Budget (typically August regular Board of Directors meeting).

PUBLIC HEARING

On or before the regular Board meeting in August, the Board of Directors shall hold a public hearing to adopt the Final Budget. Copies of the Budget document shall be available to the public.

ADOPTION

During or before the regular Board meeting in August, the Board of Directors shall make any changes it deems desirable to the Preliminary Budget and shall adopt by resolution the Budget as finally determined. The resolution shall include all adopted revenue and expenditure figures.

REVISIONS

Occasionally, it is necessary and appropriate for Board of Directors to revise the budget. Examples of necessary budget revisions include but are not limited to; unforeseen regulatory requirements and expenses, operational costs beyond those originally budgeted, and catastrophic equipment/facilities failures. As required, the General Manager will present budget revisions to the Board and the Board will consider these revisions at regular meetings of the Board of Directors.

MINOR ALLOCATIONS AND REVISIONS BETWEEN LINE ITEMS

When the budget revisions are minor in scope and/or consist merely of reallocating a surplus from one line item to cover reasonably anticipated shortfalls in another line item, the General Manager is authorized to make such minor budget revisions and report the revision, including submitting the revised budget to the Board review at the subsequent Board of Directors meeting. General Manager authorized minor budget revisions are limited in that the total budgeted expenses must remain unchanged.

DISTRICT PROFILE

District History and Service Description

The Rio Linda/Elverta Community Water District (RLECWD) was formed in 1948 after a public vote under County Water District Law (Water Code section 30000 et seq.). The District is governed by a Board of Directors that consists of five (5) members elected at large. The District includes the communities of Rio Linda and Elverta and encompasses approximately 17.8 square miles. The District has 10 full-time employees, a contracted engineer, and an attorney.

The District water system consists of 11 wells and 61.72 miles of distribution mains. The overall system capacity is currently 14.4 MGD. The District pumps approximately 2110 acre-feet of water annually to its 4,618 customers with a daily average of approximately 1.9 million gallons.

To improve the water system and ensure the delivery of high-quality drinking water to customers, the District constructed Well # 15 in 2012 and a 1.2 million gallon reservoir tank in 2014.

District Mission Statement

The mission of the Rio Linda/Elverta Community Water District is to provide, in a manner responsive to District customers, a water supply that is adequate, safe and potable (according to state and federal standards) and that meets both current and future needs.

District Officials

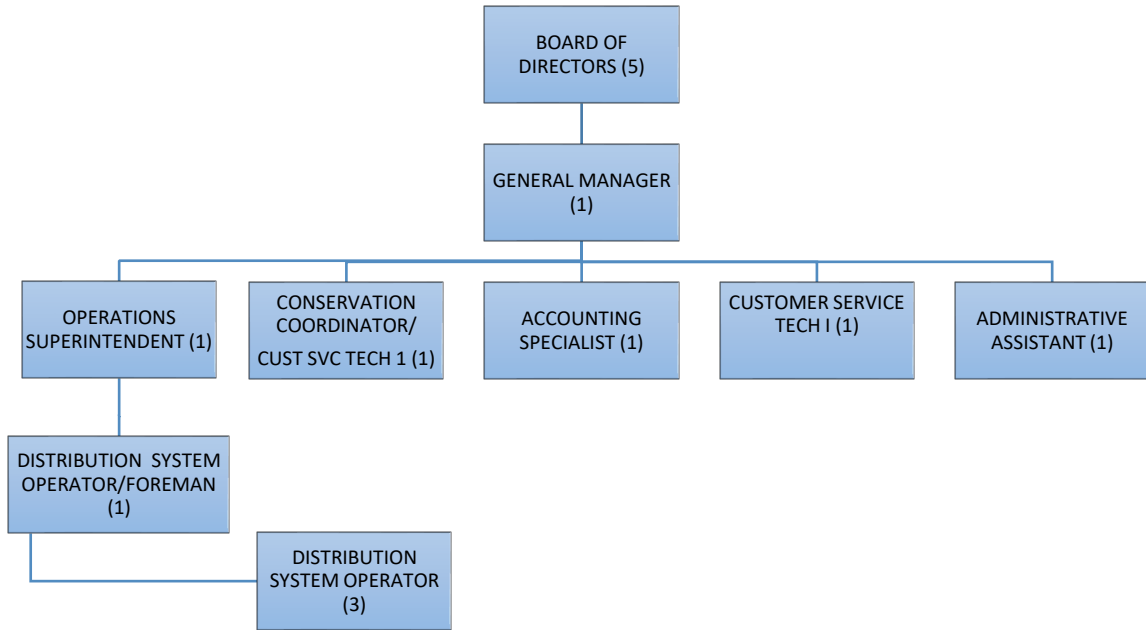
Board of Directors

Jason A. Green, President/Director
Chris Gifford, Vice President/Director
Mary Harris, Director
Robert Reisig, Director
John Ridilla, Director

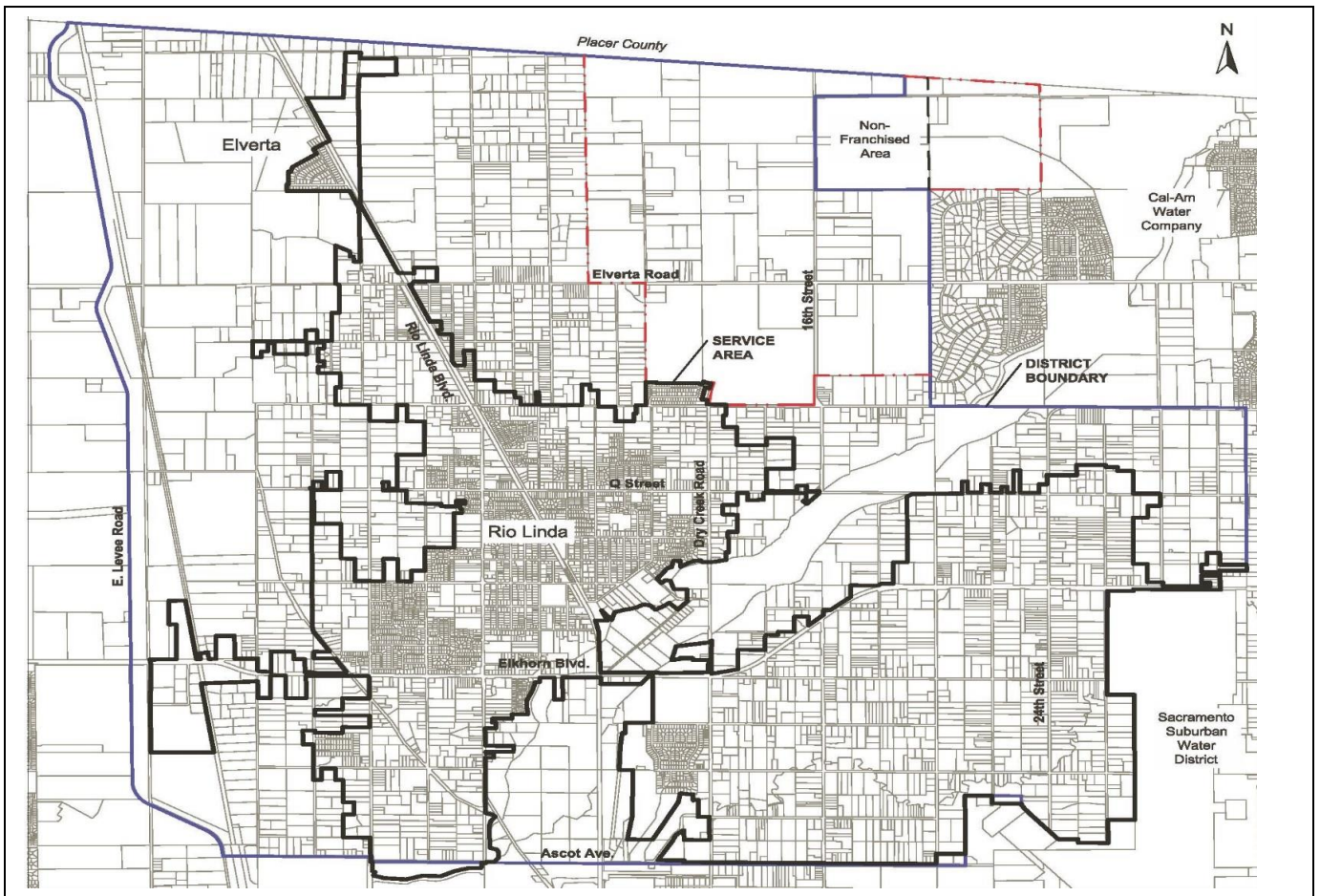
Appointed Official

Timothy Shaw, General Manager

Organizational Structure



Service Area



OPERATING BUDGET

The Incremental Budgeting Method is used to prepare the Operating Budget. See Glossary for definitions. The District uses the same structure and format for the chart of accounts as the Annual Financial Audit Report to establish symmetry. The Operating Budget is described below outlining the categories, and columns.

The budget is divided into the following categories:

REVENUE – Includes both operating and non-operating revenue.

OPERATING EXPENSE – Includes all expenses considered operating and includes the following categories: Professional Fees, Personnel Services, Administration, Conservation, and Field Operations.

- **PROFESSIONAL FEES** – A category of expenditures are fees charged by service providers in occupations requiring special training in the arts or sciences including legal services, auditors, engineers, and other specialized consultants.
- **PERSONNEL SERVICES** – A category of expenditures, which primarily covers salaries and wages, benefits, and other costs related to District personnel.
- **ADMINISTRATION** – A category of expenditures directly related to the cost of providing services including building maintenance, computer systems, office, insurance, and water memberships.
- **CONSERVATION** – A category of expenditures directly relating to providing services related to water conservation including community outreach and rebate programs.
- **FIELD OPERATIONS** – A category of expenditures directly relating to providing services related to field operations including pumping, transmission and distribution, and transportation.

NON-OPERATING EXPENSES – Includes all expenses considered non-operating such as Debt Service expenses. The total Net Revenue follows.

OPERATING AND SURCHARGE FUND BALANCES – Reflects total estimated beginning and ending fund balances.

The budget is divided into the following columns:

COLUMN 1 - ACTUAL YTD – Actual revenue and expenses beginning July 1st and ending June 30th. An incremental budget is prepared using a previous period's budget or actual performance as a basis with incremental amounts added for the new budget period.

COLUMN 2 - 2019-2020 BUDGET – The prior fiscal year budget.

COLUMN 3 - 2020-2021 BUDGET – The new fiscal year budget.

COLUMN 4 - DIFFERENCE – The calculated total taking Column 3 less Column 2.

COLUMN 5 - EXPLANATION – An explanation or description of the differences between the two fiscal year budgets Column 2 and Column 3.

Operating and Non-Operating Revenue

		2019-2020 ACTUAL UNAUDITED	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
OPERATING REVENUE						
40100 Water Service Rates						
40101	Basic Service Charge	\$1,942,033.00	\$1,901,272.00	\$1,901,272.00	\$0.00	No change until new Water Rate Study completed
40102	Usage Charge	680,999.00	656,303.00	656,303.00	0.00	No change until new Water Rate Study completed
40105	Backflow Charge	26,358.00	25,000.00	25,000.00	0.00	
40106	Fire Prevention	13,085.00	13,500.00	13,500.00	0.00	
Total Water Service Rates		2,662,475.00	2,596,075.00	2,596,075.00	0.00	
40200 Water Services						
40201	Application Fee	6,550.00	6,500.00	6,500.00	0.00	
40202	Delinquency	92,830.00	80,000.00	90,000.00	10,000.00	Increased based on prior year actual
40209	Misc. Charges	6,046.00	12,000.00	7,000.00	-5,000.00	Decreased based on prior year actual
Total Water Services		105,426.00	98,500.00	103,500.00	5,000.00	
40300 Other Water Service Fees						
40301	New Construction QC	6,864.00	4,000.00	4,000.00	0.00	
40302	Service Connection Fees	12,456.00	10,000.00	10,000.00	0.00	
40304	Other Operating Revenue	9,392.00	6,000.00	6,000.00	0.00	
40305	Grant Revenue-Operating	900.00	900.00	0.00	-900.00	Decrease to eliminate RWA grant reimbursements
Total Other Water Service Fees		29,612.00	20,900.00	20,000.00	- 900.00	
TOTAL OPERATING REVENUE		\$2,797,513.00	\$2,715,475.00	\$2,719,575.00	\$4,100.00	

		2019-2020 ACTUAL UNAUDITED	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
NON-OPERATING REVENUE						
41110	Interest Revenue	1,942.00	400.00	400.00	0.00	
41120	Property Taxes & Assessments	95,164.00	81,856.00	88,500.00	6,644.00	Increased based on prior 3 year average
TOTAL NON-OPERATING REVENUE		\$97,106.00	\$82,256.00	\$88,900.00	\$6,644.00	
TOTAL OPERATING & NON-OPERATING REVENUE		\$2,894,619.00	\$2,797,731.00	\$2,808,475.00	\$10,744.00	

Operating Expense

		2019-2020 ACTUAL UNAUDITED	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
60010 PROFESSIONAL FEES						
60011	General Counsel-Legal	11,890.00	30,000.00	15,000.00	-15,000.00	Decreased based on prior year actual
60012	Auditor Fees	14,212.00	11,212.00	11,500.00	288.00	Increased to adjust for projected increase annual financial audit
60013	Engineering Services	60,000.00	70,000.00	70,000.00	0.00	
60015	Other Professional Fees	633.00	31,000.00	38,500.00	7,500.00	Increased \$34K for Prop 218 rate study contract. Prior FY budget was not spent and is carried over into the 20-21 FY budget. \$4500 for Sac Suburban Collaboration Study.
TOTAL PROFESSIONAL FEES		\$86,735.00	\$142,212.00	\$135,000.00	\$-7,212.00	
60100 PERSONNEL SERVICES						
60110 Salaries & Wages						
60111	Salary - General Manager	109,746.00	114,113.00	118,087.00	3,974.00	Increased to adjust for projected cost
60112	Staff Regular Wages	565,092.00	579,479.00	583,330.00	3,851.00	Increased to adjust for projected cost
60113	Contract Extra Help	0.00	0.00	0.00	0.00	
60114	Staff Standby Pay	17,450.00	18,250.00	18,250.00	0.00	
60115	Staff Overtime Pay	9,962.00	10,200.00	10,200.00	0.00	
	Total Salaries & Wages	702,250.00	722,042.00	729,867.00	7,825.00	
60150 Employee Benefits & Expense						
60151	PERS Retirement	119,688.00	124,770.00	132,665.00	7,895.00	Increased to adjust for projected costs
60152	Workers Compensation	14,643.00	16,054.00	18,115.00	2,061.00	Actual Annual Contribution Change
60153	Group Insurance	166,810.00	200,289.00	217,740.00	17,451.00	Increased using employee allowance and GM per MOU/Contract amounts
60154	Retirees Insurance	36,563.00	36,763.00	36,200.00	-563.00	Decreased to adjust for projected costs
60155	Staff Training	222.00	5,000.00	5,000.00	0.00	
60157	Uniforms	4,661.00	4,650.00	6,550.00	1,900.00	Increased to adjust for projected costs
60158	Payroll Taxes	57,813.00	56,916.00	57,825.00	909.00	Increased to adjust for projected costs
60159	Payroll Services	1,196.00	1,200.00	1,200.00	0.00	
60160	457 Employer Contribution	10,427.00	9,568.00	13,850.00	4,282.00	Increased to adjust for projected costs
	Total Employee Benefits & Expense	412,023.00	455,210.00	489,145.00	33,935.00	
TOTAL PERSONNEL SERVICES		\$1,114,573.00	\$1,177,252.00	\$1,219,012.00	\$41,760.00	

		2019-2020 ACTUAL UNAUDITED	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
60200 ADMINISTRATION						
60205	Bank and Merchant Fees	4,035.00	4,500.00	4,500.00	0.00	
60207	Board Meeting Expense	10,975.00	10,770.00	11,370.00	600.00	Increased based on prior year actual
60210 Building Expenses						
60211	Office Utilities	5,655.00	6,000.00	6,000.00	0.00	
60212	Janitorial	2,340.00	2,340.00	2,340.00	0.00	
60213	Maintenance	2,999.00	5,700.00	4,200.00	-1,500.00	Reduced based on prior 3 year average
60214	Security	336.00	400.00	400.00	0.00	
	Total Building Expenses	11,330.00	14,440.00	12,940.00	-1,500.00	
60220 Computer & Equipment Maint.						
60221	Computer Systems	21,784.00	25,000.00	25,000.00	0.00	
60222	Office Equipment	2,864.00	3,650.00	660.00	-2,990.00	Reduced to adjust contract printer usage fees (see GL 60250 outsourced billing) and expired Neopost Maintenance Contract
	Total Computer & Equipment Maint.	24,648.00	28,650.00	25,660.00	-2,990.00	
60230	Office Expense	2,995.00	6,000.00	6,000.00	0.00	
60240	Postage and Delivery	16,285.00	20,000.00	20,000.00	0.00	
60250	Printing	4,005.00	3,400.00	6,000.00	-2,600.00	Increased to adjust for outsourced printing costs; refer to GL 60222
60255	Meetings & Conferences	73.00	4,000.00	3,000.00	-1,000.00	Reduced based on prior 3 year average
60260	Publishing	88.00	800.00	200.00	-600.00	Decreased to adjust for prior year actual
60270	Telephone & Internet	3,651.00	5,500.00	3,700.00	-1,800.00	Decreased to adjust for prior year actual
60430 Insurance						
60431	General Liability	22,387.00	21,221.00	22,775.00	1,554.00	Increased to reflect actual premium
60432	Property	5,611.00	5,611.00	5,611.00	0.00	
	Total Insurance	27,998.00	26,832.00	28,386.00	1,554.00	

		2019-2020 ACTUAL UNAUDITED	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
60500 Water Memberships						
60501	SAWWA	0.00	110.00	110.00	0.00	
60502	Regional Water Authority	26,806.00	26,806.00	0.00	-26,806.00	Decreased to adjust for cancellation in membership
60503	SGA	24,210.00	24,210.00	26,179.00	1,969.00	Increase includes 8.133% annual increase
60504	ACWA	9,640.00	9,640.00	10,122.00	482.00	Increase includes 5% annual increase
60505	CSDA	7,077.00	7,077.00	7,431.00	354.00	Increase includes 5% annual increase
60507	CRWA	0.00	1,326.00	1,392.00	66.00	Increase includes 5% annual increase
	Total Water Memberships	67,733.00	69,169.00	45,234.00	-23,935.00	
60550	Permits & Fees	30,954.00	30,000.00	31,000.00	1,000.00	Increased to adjust for prior year actual
60555	Subscriptions & Licensing	1,787.00	2,120.00	2,120.00	0.00	
60560	Elections	0.00	0.00	2,400.00	2,400.00	Increased for Election Year
60565	Uncollectable Accounts	0.00	2,000.00	2,000.00	0.00	
60570	Other Operating Expenditures	800.00	500.00	500.00	0.00	
TOTAL ADMINISTRATION		\$207,357.00	\$228,681.00	\$205,010.00	\$-23,671.00	

		2019-2020 ACTUAL UNAUDITED	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
64000 CONSERVATION						
64001	Community Outreach	0.00	300.00	300.00	0.00	
64005	Other Conservation Programs	0.00	0.00	0.00	0.00	
TOTAL CONSERVATION		\$ 0.00	\$ 300.00	\$ 300.00	\$ 0.00	
65000 FIELD OPERATIONS						
65100 Other Field Operations						
65110	Backflow Testing	2,363.00	3,000.00	3,000.00	0.00	
65120	Construction Equipment Maint.	6,868.00	7,500.00	7,500.00	0.00	
65130	Field Communication	2,574.00	2,600.00	2,600.00	0.00	
65140	Field IT	14,136.00	17,500.00	19,800.00	2,300.00	Increased for SCADA backup service; AMI Meter Cloud Service
65150	Laboratory Services	26,607.00	23,500.00	23,500.00	0.00	
65160	Safety Equipment	5,554.00	5,000.00	5,000.00	0.00	
65170	Shop Supplies	6,494.00	7,000.00	7,000.00	0.00	
Total Other Field Operations		64,596.00	66,100.00	68,400.00	2,300.00	
65200 Treatment		22,269.00	18,000.00	18,000.00	0.00	
65300 Pumping						
65310	Maintenance	27,384.00	25,000.00	25,000.00	0.00	
65320	Electricity and Fuel	200,515.00	180,000.00	205,000.00	25,000.00	Increased to adjust for SMUD's rate increase
Total Pumping		227,899.00	205,000.00	230,000.00	25,000.00	

		2019-2020 ACTUAL UNAUDITED	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
65400 Transmission & Distribution						
65410	Distribution Supplies	30,440.00	37,000.00	37,000.00	0.00	
65420	Meter Maintenance	116,106.00	120,100.00	0.00	-120,100.00	Decreased to move to Capital Budget; removed GL account from Operating Budget
65430	Tank Maintenance	768.00	3,000.00	3,000.00	0.00	
65440	Contract Repairs	3,933.00	21,000.00	21,000.00	0.00	
65450	Valve Replacements	0.00	15,000.00	15,000.00	0.00	
65460	Paving Repairs	10,909.00	25,000.00	25,000.00	0.00	
	Total Transmission & Distribution	162,156.00	221,100.00	101,000.00	-120,100.00	
67000 Transportation						
67001	Fuel	9,829.00	13,000.00	13,000.00	0.00	
67002	Maintenance	5,505.00	6,000.00	6,000.00	0.00	
	Total Transportation	15,334.00	19,000.00	19,000.00	0.00	
TOTAL FIELD OPERATIONS		\$492,254.00	\$529,000.00	\$436,400.00	\$-92,800.00	
TOTAL OPERATING EXPENSE		\$1,900,919.00	\$2,077,645.00	\$1,995,722.00	\$-81,923.00	

Non-Operating Expense

		2019-2020 ACTUAL UNAUDITED	2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
69010 Debt Service						
69100	Revenue Bond 2015					
69105	Revenue Bond 2015-Principle	139,015.00	139,015.00	145,736.00	6,721.00	Per Loan Payment Schedule
69120	Interest	61,024.00	61,717.00	57,490.00	-4,227.00	Per Loan Payment Schedule
	Total Revenue Bond 2015	200,039.00	200,732.00	203,226.00	2,494.00	
69125 AMI Meter Loan						
69130	Principle	48,281.00	48,281.00	49,789.00	1,508.00	Per Loan Payment Schedule
69135	Interest	10,233.00	10,233.00	8,725.00	-1,508.00	Per Loan Payment Schedule
	Total AMI Meter Loan	58,514.00	58,514.00	58,514.00	0.00	
69400	Other Non-Operating Expense	0.00	0.00	2,000.00	2,000.00	Increased to normal budget amount
TOTAL NON-OPERATING EXPENSE		\$258,553.00	\$259,246.00	\$263,740.00	\$4,494.00	
TOTAL OPERATING & NON-OPERATING EXPENSE		\$2,159,472.00	\$2,336,891.00	\$2,259,462.00	\$-77,429.00	
NET REVENUE (Revenue-Expense)		\$735,147.00	\$460,840.00	\$549,013.00	\$88,173.00	

Summary Net Revenue

TOTAL OPERATING & NON-OPERATING REVENUE	\$2,894,619.00	\$2,797,731.00	\$2,808,475.00	\$10,744.00
TOTAL OPERATING & NON-OPERATING EXPENSE	\$2,159,472.00	\$2,336,891.00	\$2,259,462.00	\$-77,429.00
NET REVENUE (Revenue-Expense)	\$735,147.00	\$460,840.00	\$549,013.00	\$88,173.00

Fund Balances

OPERATING FUND BALANCE		2019-2020 BUDGET	2020-2021 BUDGET	DIFFERENCE	EXPLANATION
Operating Account Balance June 30		\$764,769.00	\$764,769.00		
Net Revenue		460,840.00	549,013.00		
Transfer to Operating Reserve		-50,000.00	0.00	-50,000.00	Decreased to adjust for no transfer
Transfer to Capital Improvement Funds		-410,840.00	-549,013.00	-140,060.00	Increased to adjust for available funds
Estimated Operating Fund Balance June 30		\$764,769.00	\$764,769.00		
SURCHARGE 1 FUND BALANCE					
Surcharge 1 Fund Balance June 30		\$556,621.00	\$627,540.00		
43010	Surcharge Revenue	523,374.00	523,374.00	0.00	
41110	Investment Revenue	11,000.00	11,000.00	0.00	
69155	SRF Principle	-351,403.00	-360,494.00	9,091.00	Per Loan Payment Schedule
69160	SRF Interest	-109,952.00	-100,860.00	-9,092.00	Per Loan Payment Schedule
69220	SRF Administration	-2,100.00	-2,100.00	0.00	
Estimated Surcharge 1 Fund Balance June 30		\$627,540.00	\$698,460.00		
SURCHARGE 2 FUND BALANCE					
Surcharge 2 Fund Balance June 30		\$166,927.00	\$167,727.00		
43050	Surcharge 2 Revenue	439,019.00	439,019.00	0.00	
41110	Investment Revenue	800.00	800.00	0.00	
	Surcharge 2 Surplus Repayment	-110,201.00	-107,171.00	-3,030.00	Per District Repayment Schedule
69180	Principle	-210,000.00	-220,000.00	10,000.00	Per Loan Payment Schedule
69185	Interest	-118,818.00	-96,597.00	-22,221.00	Per Loan Payment Schedule
Estimated Surcharge 2 Fund Balance June 30		\$167,727.00	\$183,778.00		
LAIF FUND (CAPACITY FEES) BALANCE					
CERBT Fund Balance June 30		\$205,000.00	\$308,500.00		
44100	Capacity Fee Revenue	100,000.00	60,000.00	-40,000.00	Decreased for projected revenue
41110	Investment Revenue	3,500.00	2,000.00	-1,500.00	Decreased for projected revenue
Estimated CERBT Fund Balance June 30		\$308,500.00	\$370,500.00		

CAPITAL BUDGET

The Capital Budget is formatted to reflect the beginning and ending balance of each Capital Improvement Fund. Each fund will include the funding source and project expenditures. The funds are divided into the following groups:

GENERAL – Capital expenditures include those that are not grouped in the remaining following categories. All General Plant Assets expenditures will be included in this category with the exception of Vehicle and Large Equipment Replacements. Funding sources may include Operating Fund Transfers and Investment Revenue.

FUTURE CAPITAL IMPROVEMENT PROJECTS – Capital expenditures defined as future projects on the Capital Improvement project list approved by the board. Each budget year, each project is allocated a defined amount to be used for future use.

VEHICLE & LARGE EQUIPMENT REPLACEMENT – Capital expenditures identified as General Plant Assets: Transportation and Large Equipment. Funding sources may include Operating Fund Transfers and sale proceeds on disposals of transportation equipment.

TOTAL – The last column is the sum of all funding sources.

Capital Budget by Funds

	GENERAL	FUTURE CAPITAL IMPROVEMENT PROJECTS	VEHICLE & LARGE EQUIPMENT REPLACEMENT
FUNDING SOURCES			
Fund Transfers			
<i>Operating Fund Transfers In</i>	549,013.00	0.00	0.00
<i>CIP Fund Intrafund Transfers</i>	-456,670.00	381,670.00	75,000.00
<i>Beginning Balance Redistribution**</i>	-1,396,338.00	1,396,338.00	0.00
Surcharge 2 Surplus Repayment	107,171.00	0.00	0.00
Investment Revenue	0.00	3,500.00	0.00
PROJECT EXPENDITURES			
A-1 · Miscellaneous Pump Replacements	40,000.00	0.00	0.00
Total A · WATER SUPPLY	40,000.00	0.00	0.00
B-1 · Service Replacements	30,000.00	0.00	0.00
B-2 · Small Meter Replacements	120,000.00	0.00	0.00
B-3 · Large Meter Replacements	5,000.00	0.00	0.00
Total B · WATER DISTRIBUTION	155,000.00	0.00	0.00
TOTAL BUDGETED PROJECT EXPENDITURES	195,000.00	0.00	0.00

**NOTE:

The Beginning Balance Redistribution is a one-time reallocation from the General beginning fund balance to Future Capital Improvement Projects. *September 21, 2020; Revision 1*

Capital Budget Technical Memorandum

The Technical Memorandum (TM) provides the revised budget descriptions for the proposed 2018/19 Rio Linda/Elverta Water District's (District) Capital Budget. The following are a list of the budget items along with their descriptions:

A · Water Supply

A-1 · Miscellaneous Pump Replacements – 40,000

The budget item is for the replacement or repair of any well pump and/or motor that fails in the budgeted year.

B · Water Distribution

B-1 · Service Replacements – 30,000

The budget item is to replace leaking services that require replacement throughout the budgetary year.

B-2 · Small Meter Replacements – 120,000

The budget item is to replace small water meters that are underreporting their water usage due to age.

B-3 · Large Meter Replacements – 5,000

The budget item is to replace large water meters that are underreporting their water usage due to age.

GLOSSARY

ACCRUAL BASIS The method of accounting whereby income and expense items are recognized as they are earned or incurred, even though they may not have been received or actually paid in cash.

ACWA Association of California Water Agencies

AMI Advanced Metering Infrastructure (AMI) is the new term coined to represent the networking technology of fixed network meter systems that go beyond Automated Meter Readers (AMR) into remote utility management. The meters in an AMI system are often referred to as smart meters, since they often can use collected data based on programmed logic.

ASSET A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events (i.e., cash receivables, equipment, etc.)

AWWA American Water Works Association

BEGINNING BALANCE The beginning balance is comprised of residual funds brought forward from the previous fiscal year.

BUDGET A financial plan showing authorized planned expenditures and their funding sources.

BUDGET PROCESS The schedule of key dates or milestones, which the District follows in the development, preparation, adoption, and administration of the budget.

CAPITAL ASSETS Long-lived tangible and intangible assets obtained or controlled as a result of past transactions, events or circumstances. Current District policy is to capitalize any asset cost of \$1,500 with a useful life or 2 years or more.

CAPITAL IMPROVEMENT PROGRAM (CIP) Authorized expenditures for tangible and long-term physical improvements or additions of a fixed or permanent nature.

CRWA California Rural Water Association

CSDA California Special Districts Association

FISCAL YEAR (FY) A 12 month period to which the annual budget applies and at the end of which a government determines its financial position and the results of its operations. For RLECWD the fiscal year is July through June 30.

FUND Fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

HEXAVALENT CHROMIUM (Cr6) Refers to chemical compounds that contain the element chromium in the +6 oxidation state.

INCREMENTAL BUDGETING METHOD An incremental budget is a budget prepared using a previous period's budget or actual performance as a basis with incremental amounts added for the new budget period. The allocation of resources is based upon allocations from the previous period. Moreover it encourages "spending up to the budget" to ensure a reasonable allocation in the next period.

MOU Memorandum of Understanding agreement

OPERATING BUDGET An operating budget is a combination of known expenses, expected future costs, and forecasted income over the course of a year. Operating budgets are completed in advance of the accounting period, which is why they require estimated expenses and revenues.

OPERATING REVENUES AND EXPENSES Cost of goods sold and services provided to customers and the revenue thus generated.

PCWA Placer County Water Agency

PERS Public Employees Retirement System

PROPOSITION 218 Prop 218 amended the California Constitution to protect taxpayers by limiting the methods by which local governments can create or increase taxes, fees, and charges without taxpayer consent. Prop 218 requires voter approval prior to imposition or increase of general taxes, assessments, and certain user fees.

RWA Regional Water Authority

SAWWA Sacramento Area Water Works Association

SCADA Supervisory Control and Data Acquisition uses computer technology to monitor and control remote facilities such as pumps and reservoirs.

SGA Sacramento Ground Water Authority



Executive Committee Agenda Item: 5

Date: September 8, 2020

Subject: Timing and Process for Pipe Replacement Project

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the report, engage staff in discussion regarding options for moving forward, then provide direction to staff.

Current Background and Justification:

With the adoption of the fiscal year 20/21 Capital Budget and the preceding adoption of the Capital Improvements Projects List, the path is clear for initiating the first annual pipe replacement project.

There are options and project shaping that will benefit the District in gaining the most from available funding. These options need to be reasonable and feasible. Options include an RFP or RFQ process to engaging a time and materials service providers, which may reduce the cost per linear foot of pipe replaced by utilizing in-house staff for some of the construction and construction management tasks. Further optimization may be available via establishing a relatively flexible schedule where the contractor works on our projects opportunistically. These options are literally hypothetical given that we'll also need the cooperation of outside agencies, e.g. Sacramento County encroachment permits and traffic controls.

The opposite end of the public works contracting spectrum is the sealed bid process, which entails a great deal of overhead (money not spent on actual pipe replacement) by way of details plans and specifications and legal reviews of the bid package. This is expressed here to provide context to the motivation for a time and material contract.

Conclusion:

Provide Direction to staff. It is likely that further engagement with potential service providers and Sacramento County is necessary before this item could be ready for Board consideration.



Executive Committee Agenda Item: 6

Date: September 8, 2020

Subject: Options for Enhancing Customer Consumption Data

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should review the material, engage staff for clarifications, then direct staff on next, best steps.

Current Background and Justification:

This item was inspired by Director Reisig, who strongly encouraged that better consumption data for customer's access needs to be available if /when a new rate structure with greater emphasis on volume consumed is implemented. Such a relationship has been contemplated by staff and discussed by the Board prior to Director Reisig's appointment as a Board Member. To wit, the District had already procured two separate quotes for consumption data software, WaterSmart and DropCopuntr. It is also worthy to note the AMI contract originally included similar software.

Due in part to the disappointing elements of both quotes received to date, staff has been exploring the potential for a third option, which addresses the need in an entirely different way. The third option, which can be individualized instead of one large annual charge regardless of the number of enrollees, may enable implementation as a fee instead of as a rate. If the District decided to opt for WaterSmart or DropCountr, the District would likely need to add the annual charge to the ongoing rate study and increase the proposed fixed charge in the rates.

More confirmed information is needed to solidify the third option for individualized consumption (as opposed to 1 or 4,700 accounts....same price). The third option is less established and more motivated than the other two options. Therefore, the third option enables and supports trials..try before buy. We could have a few employees or Board Members accounts monitored with the third option to see if it's a good fit before choosing. The downside is that if the District ultimately elects not to pursue the third option, the rate adjustment process is ongoing, so we need to solidify our option sooner rather than later.

Conclusion:

Provide direction to staff.



7601 14th Avenue
 Sacramento, CA 95820
 Phone: 916.297.0289

Quotation # 07082020RLECD

Date: 7/8/2020

Project: Dropcountr
 AMI Specialists: Kevin Barnes
 Valid Until: 12/31/2020
 Terms: Net Thirty Days

Item	Quantity	Product or Service Description	Per Item	Extended
1	1	Dropcountr (Set-up, Implementaiton and training)	\$13,250.00	\$13,250.00
2	1	Dropcount Annual hosted Customer Portal for less than 5K connections	\$12,500.00	\$12,500.00
3	0		\$0.00	\$0.00
4	0		\$0.00	\$0.00
5	0		\$0.00	\$0.00

Ship Date	Sub Total		\$25,750.00
	Taxable Freight		\$0.00
	Estimated Sales Tax	0.00%	\$0.00
	Tax Exempt Freight		
	Total Investment		\$25,750.00

SPECIAL COMMENTS OR CONDITIONS:

Prices quoted are for this project only and do not include sales or use taxes, if any. Quoted prices are based upon receipt of the total quantity for immediate shipment or shipments within thirty (30) days of a bid opening only, and are offered contingent upon the Buyer's acceptance of Seller's terms and conditions. Seller objects to all terms and conditions. Future shipments subject to price changes. Seller not responsible for delays caused beyond our control. Purchaser's sole warranties, if any, are those provided by the manufacturer. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL SELLER BE LIABLE FOR ANY INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING DIRECTLY OR INDIRECTLY FROM THE OPERATION OR USE OF THE PRODUCT. SELLER'S LIABILITY, IF ANY, SHALL BE LIMITED TO THE NET SALES PRICE RECEIVED BY SELLER. All returns are subject to Ferguson and/or Manufactures return policy and maybe subject to a restocking fee. Complete terms and conditions are available upon request or can be view at www.ferguson.com/sales-terms.html

More Than Just Meters and Automation!



Company Address 5665 Airport Blvd
 Boulder, CO 80301
 US

Quote Number 00000912
 Created Date 9/2/2020
 Expiration Date 10/2/2020

Prepared By Travis Avila
 Email travisa@metronfarnier.com

Bill To Name Rio Linda Elverta Community Water District
 Bill To 730 L St
 Rio Linda, California 95673
 United States

Ship To Name Rio Linda Elverta Community Water District

Quantity	Product	Sales Price	Total Price
1.00	Altair	\$50.00	\$50.00
1.00	Antenna Local Paddle	\$0.00	\$0.00
1.00	Antenna Pitmount Universal	\$0.00	\$0.00
1.00	Antenna Stubby 4G	\$0.00	\$0.00
1.00	Cellular Connectivity 1 Year	\$10.00	\$10.00
1.00	Cellular Connectivity 10 Years	\$100.00	\$100.00
1.00	Innov8-VN	\$200.00	\$200.00

Subtotal \$360.00
 Total Price \$360.00
 Tax \$0.00
 Grand Total \$360.00



Executive Committee Agenda Item: 7

Date: September 8, 2020

Subject: Timing and Preferences for In-Person Public Meetings

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee should direct staff on the timing and format of foreseeable future public meetings with respect to in-person attendance.

Current Background and Justification:

Subsequent to a positive COVID19 result in July, the District transitioned to remote participation only (no in-person attendance) for all Board and Committee meetings. The purpose of this agenda item is to discuss when /if the District may resume allowing in-person attendance.

Additional aspects to consider include mitigation measures at public meetings. The District already uses physical distancing in the set up of the meeting room. The District could consider more mitigation measures including, but not limited to:

- Mandatory mask wearing.
- Requesting each attendee to confirm the absence of any COVID related symptoms.

It is possible, if not likely, that other Board members may question whether the Executive Committee has the authority to stipulate the format of RLECWD public meetings. Because present circumstances are unprecedented, there are no current District policies or guidelines. It is reasonable to conclude the Board President has the inherent authority to provide direction, given that the Board or any individual Board member can place an item on an upcoming meeting agenda and thereby consider establishing policy.

Conclusion:

Either direct staff on the format and timing of foreseeable future public meetings, and/or forward an item onto the September 21st Board agenda to enable all Board Members to consider a temporary policy.



Executive Committee Agenda Item: 8

Date: September 8, 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 Construction
- Electric Avenue Residential Development (7 Lots, between Cypress Street and Elverta Road)
- Fox Hollow Residential Development (28 lots, 6th Street between Q Street and S Street)
- 428 West Delano Street Development (5 lots, between El Rio Avenue and Marindell Street)
- Wildflower Solar Project (7501 West 6th Street)

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 September 21, 2020 Board of Directors Meeting agenda with recommendations as necessary.