

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

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

May 14, 2018
6:30 p.m.

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

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

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

Call to Order

Public Comment

This is an opportunity for the public to comment on non-agenda items with 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 April 2018
2. Review and discuss the Financial Reports of the District as of April 30, 2018
3. Review and discuss the Proposed Budgets (Operating and Capital Improvement) for FY 2018/2019.
4. Discuss the process for filling the current vacancy for Conservation Coordinator/Customer Service Tech 1 position.
5. Status report on options for payment of the District's service charges.
6. Review and discuss RLECWD Resolution 2018-04 Exhibit 1 Revision.

Directors' and General Manager Comments

Items Requested for Next Month's Committee Agenda

Adjournment

Next Finance / Administrative Committee meeting: Monday, June 11, 2018 at 6:30 p.m.

ADA COMPLIANCE STATEMENT

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



Finance /Administrative Committee Agenda Item: 1

Date: May 14, 2018

Subject: Expenditure Summary

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

It is recommended that the Finance / Administrative Committee approve the Expenditure Summary for the month of April 2018 and forward to the May 21, 2018 meeting of the Board.

Current Background and Justification:

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

Conclusion:

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

Rio Linda Elverta Community Water District
 Operating Account GL 10000 Expenditure Report
 April 2018

Type	Date	Num	Name	Memo	Amount
Liability Check	04/04/2018	EFT	QuickBooks Payroll Service	For PP Ending 03/31/2018 Paydate 04/05/2018	17,562.46
Liability Check	04/05/2018	EFT	CalPERS	For PP Ending 03/31/2018 Paydate 04/05/2018	1,662.69
Liability Check	04/05/2018	EFT	CalPERS	For PP Ending 03/31/2018 Paydate 04/05/2018	1,760.92
Liability Check	04/05/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	04/05/2018	EFT	Nationwide	Employee Benefits	995.06
Liability Check	04/05/2018	EFT	Internal Revenue Service	Employment Taxes	5,944.50
Liability Check	04/05/2018	EFT	Employment Development	Employment Taxes	1,241.08
Bill Pmt -Check	04/05/2018	EFT	Comcast	Phone/Internet	413.93
Bill Pmt -Check	04/05/2018	EFT	Republic Services	Utilities	86.12
Bill Pmt -Check	04/05/2018	EFT	Sprint	Field Communication	346.40
Check	04/05/2018	5345	Employee	For PP Ending 03/31/2018 Paydate 04/05/2018	92.35
Check	04/05/2018	5346	Franchise Tax Board	Employee Garnishment	331.03
Check	04/05/2018	5347	RLECWD	Umpqua Bank Monthly Debt Service Transfer	16,500.00
Check	04/05/2018	5348	Customer	Customer Final Bill Refund	21.98
Check	04/05/2018	5349	Customer	Customer Final Bill Refund	21.03
Check	04/05/2018	5350	Customer	Customer Final Bill Refund	29.55
Check	04/05/2018	5351	Customer	Toilet Rebate	75.00
Bill Pmt -Check	04/05/2018	5352	ACWA/JPIA	Property Insurance 2018/19	5,329.00
Bill Pmt -Check	04/05/2018	5353	ACWA/JPIA	Employee Benefits	21.15
Bill Pmt -Check	04/05/2018	5354	Bullet Information Technology	Computer Maintenance	490.00
Bill Pmt -Check	04/05/2018	5355	California Rural Water Association	Annual Dues	1,240.00
Bill Pmt -Check	04/05/2018	5356	Elk Grove Security Systems	Security	84.00
Bill Pmt -Check	04/05/2018	5357	Ferguson Enterprises	Field IT-Annual Software/Equip Maint	9,385.37
Bill Pmt -Check	04/05/2018	5358	Mitch's Certified Classes	Backflow	1,100.00
Bill Pmt -Check	04/05/2018	5359	O'Reilly Automotive	Shop Supplies	43.09
Bill Pmt -Check	04/05/2018	5360	Phelan, Michael	Retiree Insurance: Lifetime	3,150.00
Bill Pmt -Check	04/05/2018	5361	Quill Corporation	Office Expense	215.62
Bill Pmt -Check	04/05/2018	5362	Rio Linda Elverta Recreation & Park Dist	Meeting Expense	50.00
Bill Pmt -Check	04/05/2018	5363	Rio Linda Hardware and Building Supply	Shop Supplies	309.11
Bill Pmt -Check	04/05/2018	5364	Sierra Chemical Company	Chemical Expense	644.12
Bill Pmt -Check	04/05/2018	5365	SMUD	Utilities	10,842.15
Bill Pmt -Check	04/05/2018	5366	UniFirst Corp	Uniforms	199.50
Bill Pmt -Check	04/05/2018	5367	Vanguard Cleaning Systems	Janitorial	195.00
Liability Check	04/17/2018	EFT	AFLAC	Employee Benefits	584.98
Liability Check	04/19/2018	EFT	QuickBooks Payroll Service	For PP Ending 04/15/18 Pay date 04/20/18	16,071.51
Liability Check	04/20/2018	EFT	CalPERS	For PP Ending 04/15/18 Pay date 04/20/18	1,563.90
Liability Check	04/20/2018	EFT	CalPERS	For PP Ending 04/15/18 Pay date 04/20/18	1,656.10
Liability Check	04/20/2018	EFT	Internal Revenue Service	Employment Taxes	5,524.36
Liability Check	04/20/2018	EFT	Employment Development	Employment Taxes	1,120.44
Liability Check	04/20/2018	EFT	Nationwide	Employee Benefits	1,236.91
Liability Check	04/20/2018	EFT	California State Disbursement Unit	Employee Garnishment	397.50
Liability Check	04/20/2018	EFT	Western Health Advantage	Employee Benefits	11,406.71
Check	04/20/2018	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	50,000.00
Check	04/20/2018	EFT	RLECWD - SURCHARGE ACCOUNT 1	Current Monthly Transfer	44,871.50
Check	04/20/2018	EFT	RLECWD - Operating	Transfer funds for Security Deposits paid with Credit Card	1,300.00
Check	04/20/2018	EFT	RLECWD - Capital Improvement	Transfer Capacity Fees to Capital Improvement	14,062.01

**Rio Linda Elverta Community Water District
Operating Account GL 10000 Expenditure Report
April 2018**

Type	Date	Num	Name	Memo	Amount
Check	04/20/2018	EFT	RLECWWD - SURCHARGE ACCOUNT 2	Bi-Monthly Transfer	36,367.65
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 2911	Computer, Meetings, Postage	410.04
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 4506	Fuel	309.63
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 6669	Fuel	105.46
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 7806	Shop Supplies, Backflow Testing	660.02
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 8200	Fuel	135.51
Bill Pmt -Check	04/20/2018	EFT	Bankcard Center 8900	Fuel	183.17
Bill Pmt -Check	04/20/2018	EFT	Verizon	Field IT	260.54
Check	04/20/2018	5368	Employee	For PP Ending 04/15/18 Pay date 04/20/18	92.35
Liability Check	04/20/2018	5369	Teamsters Local #150	Union Dues	560.00
Check	04/20/2018	5370	Customer	Toilet Rebate	150.00
Bill Pmt -Check	04/20/2018	5371	Affinity Engineering	Engineering: February & March Services	20,794.00
Bill Pmt -Check	04/20/2018	5372	Bullet Information Technology Solutions	Computer Maintenance	420.00
Bill Pmt -Check	04/20/2018	5373	Churchwell White	Legal - March Services	3,047.10
Bill Pmt -Check	04/20/2018	5374	CoreLogic Solutions	Metro Scan	134.75
Bill Pmt -Check	04/20/2018	5375	DirectHit Pest Control	Building Maintenance	75.00
Bill Pmt -Check	04/20/2018	5376	Oreilly Automotive	Transportation Expense	25.01
Bill Pmt -Check	04/20/2018	5377	PG&E	Utilities	101.41
Bill Pmt -Check	04/20/2018	5378	Sierra Chemical Company	Chemical Supplies	811.80
Bill Pmt -Check	04/20/2018	5379	SimplexGrinnell	Safety	218.82
Bill Pmt -Check	04/20/2018	5379	Spok, Inc.	Field Communication	15.17
Bill Pmt -Check	04/20/2018	5381	Churchwell White	Capital Improvement - Well 10	590.00
Liability Check	04/25/2018	EFT	Dental and Vision Ins.com	Employee Benefits	1,961.10
Liability Check	04/27/2018	EFT	Employment Development	Employment Taxes	1,832.23

Total 10000 - Bank - Operating Account

299,836.39

Accrual Basis

Rio Linda Elverta Community Water District
Other Accounts Expenditure Report
April 2018

Type	Date	Num	Payee	Memo	Amount
Transfer	04/20/2018	EFT	RLECWD - Operating Account	March 2018 Security Deposits Applied	2,100.00
10100 - Security Deposits					<u>2,100.00</u>

Type	Date	Num	Payee	Memo	Amount
Transfer	04/20/2018	EFT	RLECWD - Operating	Transfer see operating checks: Churchwell White Check #5381	590.00
10465 - Capital Improvement Cr6 Project					<u>590.00</u>



**Finance /Administrative Committee
Agenda Item: 2**

Date: May 14, 2018
Subject: Financial Report
Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

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

Current Background and Justification:

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

Conclusion:

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

Rio Linda Elverta Community Water District

Balance Sheet

As of April 30, 2018

ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10005 · Operating Fund

368,909.91

10010 · Operating Reserve Fund

250,000.00

Total 10000 · Operating Account

618,909.91

10100 · Trust/Security Deposit Account

42,752.00

10450 · Capital Improvement

10455 · Capital Improvement Fee Reserve

540,648.53

10460 · Vehicle Replacement Reserve

0.00

10465 · Cr6 Project

21,135.22

Total 10450 · Capital Improvement

561,783.75

10600 · LAIF GASB 45

15,992.96

Total 100 · Cash & Cash Equivalents

1,239,438.62

102 · Restricted Assets

102.1 · Restricted Capital Improvements

10700 · ZIONS Inv/Surcharge Reserve

490,045.48

Total 102.1 · Restricted Capital Improvements

490,045.48

102.2 · Restricted for Debt Service

10300 · Surcharge 1 Account

636,155.73

10325 · Community Business Bank

92,985.66

10350 · Umpqua Bank

120,161.91

10350 · Surcharge 2 Account

363,375.34

Total 102.2 · Restricted for Debt Service

1,212,678.64

Total 102 · Restricted Assets

1,702,724.12

Total Checking/Savings

2,942,162.74

Accounts Receivable

7,925.76

Other Current Assets

12000 · Water Utility Receivable

50,559.41

12200 · Accrued Revenue

192,500.00

12250 · Accrued Interest Receivable

2,462.50

15000 · Inventory Asset

132,606.59

16000 · Prepaid Expense

36,318.36

Total Other Current Assets

414,446.86

Total Current Assets

3,364,535.36

Fixed Assets

17000 · General Plant Assets

606,506.95

17100 · Water System Facilities

20,577,899.79

17300 · Intangible Assets

373,043.42

17500 · Accum Depreciation & Amort

-8,241,347.85

18000 · Construction in Progress

595,995.98

18100 · Land

496,673.45

Total Fixed Assets

14,408,771.74

Other Assets

19000 · Deferred Outflows

297,772.00

19900 · Suspense Account

-95.81

Total Other Assets

297,676.19

TOTAL ASSETS

18,070,983.29

Rio Linda Elverta Community Water District
Balance Sheet
 As of April 30, 2018

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	43,860.61
Credit Cards	1,725.93
Other Current Liabilities	687,558.31

Total Current Liabilities	733,144.85
----------------------------------	------------

Long Term Liabilities

23000 · OPEB Liability	22,453.00
23500 · Lease Buy-Back	804,307.27
25000 · Surcharge 1 Loan	4,706,951.66
25050 · Surcharge 2 Loan	99,140.82
26000 · Water Rev Refunding	2,224,769.00
27000 · Community Business Bank	389,303.55
29000 · Net Pension Liability	902,961.00
29500 · Deferred Inflows-Pension	40,436.00

Total Long Term Liabilities	9,190,322.30
------------------------------------	--------------

Total Liabilities	9,923,467.15
--------------------------	--------------

Equity

31500 · Invested in Capital Assets, Net	6,698,923.46
32000 · Restricted for Debt Service	699,786.24
38000 · Unrestricted Equity	819,658.26
Net Income	-70,851.82

Total Equity	8,147,516.14
---------------------	--------------

TOTAL LIABILITIES & EQUITY	18,070,983.29
---------------------------------------	---------------

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

	Annual Budget	Apr 18	Jul 17- Apr 18	% of Annual Budget	YTD Annual Budget Balance
Ordinary Income/Expense					
Income					
40000 · Operating Revenue	2,615,811.00	165,643.11	2,033,842.96	77.75%	581,968.04
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	400.00	92.57	409.80	102.45%	-9.80
Total 41110 · Investment Revenue	400.00	92.57	409.80	102.45%	-9.80
41120 · Taxes and Assessments	70,000.00	0.00	49,953.45	71.36%	20,046.55
41140 · Other Non-Operating Revenue	2,000.00	0.00	0.00	0.00%	2,000.00
Total 41000 · Non-Operating Revenue	72,400.00	92.57	50,363.25	69.56%	22,036.75
Total Income	2,688,211.00	165,735.68	2,084,206.21	77.53%	604,004.79
Gross Income	2,688,211.00	165,735.68	2,084,206.21	77.53%	604,004.79
Expense					
60000 · Operating Expenses					
60010 · Officers, Auditor & Legal Fees	112,383.00	3,136.10	71,135.88	63.30%	41,247.12
60110 · Salaries & Wages	643,156.00	49,186.30	502,066.23	78.06%	141,089.77
60150 · Employee Benefits & Expense	372,167.00	28,978.36	304,410.43	81.79%	67,756.57
60200 · Office Operations	343,576.00	33,242.63	260,057.78	75.69%	83,518.22
65000 · Field Operations	408,753.00	9,976.36	243,949.42	59.68%	164,803.58
Total 60000 · Operating Expenses	1,880,035.00	124,519.75	1,381,619.74	73.49%	498,415.26
69000 · Non-Operating Expenses					
69110 · Revenue Bond					
69105 · Principle	129,077.00	0.00	51,077.00	39.57%	78,000.00
69110 · Interest	69,617.00	0.00	35,190.00	50.55%	34,427.00
69120 · Admin Fees	0.00	0.00	0.00	0.00%	0.00
Total 69110 · Revenue Bond	198,694.00	0.00	86,267.00	43.42%	112,427.00
69125 · AMI Meter Loan					
69130 · Principle	45,400.00	0.00	45,399.73	100.00%	0.27
69135 · Interest	13,114.00	0.00	13,114.19	100.00%	-0.19
Total 69150 · Revenue Bond	58,514.00	0.00	58,513.92	100.00%	0.08
69400 · Other Non-Operating Expense	2,000.00	0.00	0.00	0.00%	2,000.00
Total 69000 · Non-Operating Expenses	259,208.00	0.00	144,780.92	55.86%	114,427.08
Total Expense	2,139,243.00	124,519.75	1,526,400.66	71.35%	612,842.34
Net Ordinary Income	548,968.00	41,215.93	557,805.55		
Net Income	548,968.00	41,215.93	557,805.55		

CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2017-2018
 July 2017 through April 2018

	GENERAL		CONNECTIONS		CHROMIUM MITIGATION & NEW WELLS		VEHICLE REPLACEMENT	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
BEGINNING FUND BALANCE	\$ 1,080,092.00	\$ 1,080,092.00	\$ 62,680.00	\$ 62,680.00	\$ (23,521.00)	\$ (23,521.00)	\$ 32,771.00	\$ 32,771.00
FUNDING SOURCES								
Fund Transfers								
Operating Fund Transfers In	600,000.00	500,000.00	-	-	-	-	-	-
CIP Fund Intrafund Transfers	(18,629.00)	(18,626.02)	-	-	-	-	18,629.00	18,626.02
Surcharge 2 Rate	-	-	-	-	218,230.00	157,233.53	-	-
Contributed Funding								
Capacity Fee Revenue	-	-	25,000.00	58,169.87	-	-	-	-
Contributed Facilities (Developers)	-	-	-	-	-	-	-	-
Grant Revenue	-	-	-	-	-	-	-	-
Loan Proceeds-OPUS Bank 3-1-18	-	-	-	-	146,105.00	99,140.82	-	-
Investment Revenue	350.00	164.59	-	-	20.00	21.72	-	-
Sale of Fixed Assets	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	1,661,813.00	1,561,630.57	87,680.00	120,849.87	340,834.00	232,875.07	51,400.00	51,397.02
PROJECTS								
A - WATER SUPPLY								
A-1 - River Arc	-	-	62,500.00	62,500.00	-	-	-	-
A-2 - El Dorado County Water & Power	14,442.00	14,441.63	-	-	-	-	-	-
A-3 - Well 2A - Cr6 Treatment	-	-	-	-	-	-	-	-
A-4 - Well 10 - Cr6 Treatment	-	-	-	-	81,220.00	76,808.60	-	-
A-5 - Well 15 - Cr6 Treatment	-	-	-	-	81,000.00	80,886.79	-	-
A-6 - Well 16	-	-	-	-	562,665.00	509,818.90	-	-
A-7 - Well 17	-	-	-	-	57,885.00	16,885.00	-	-
A-8 - Miscellaneous Pump Replacements	40,000.00	16,679.68	-	-	-	-	-	-
A-9 - Master Plan	26,000.00	5,635.00	-	-	-	-	-	-
A-10 - Well 9 Rehab	53,000.00	38,788.82	-	-	-	-	-	-
Total A - WATER SUPPLY	133,442.00	75,545.13	62,500.00	62,500.00	782,770.00	684,399.29	-	-
B - WATER DISTRIBUTION								
B-1 - System Valve Replacements	35,000.00	26,784.55	-	-	-	-	-	-
B-2 - Paving Replacements	30,000.00	25,200.00	-	-	-	-	-	-
B-3 - Service Replacements	30,000.00	11,797.90	-	-	-	-	-	-
B-4 - Large Meter Replacements	5,000.00	-	-	-	-	-	-	-
B-5 - Small Meter Replacements	60,000.00	50,561.70	-	-	-	-	-	-
Total B - WATER DISTRIBUTION	160,000.00	114,344.15	-	-	-	-	-	-
M - GENERAL PLANT ASSETS								
M-1 - Computer Server	7,805.00	7,804.58	-	-	-	-	-	-
M-2 - Trucks (2)	-	-	-	-	-	-	51,400.00	51,397.02
M-3 - Office & Shop Roof	38,201.00	38,201.00	-	-	-	-	-	-
Total M - GENERAL PLANT ASSETS	46,006.00	46,005.58	-	-	-	-	51,400.00	51,397.02
FO - PROJECTS FUNDED BY OTHERS								
TOTAL FO - PROJECTS FUNDED BY OTHERS								
C - CONTINGENCY								
C-1 - Contingency (10% of Est A,B,M, & FO)	29,344.20	-	6,250.00	-	78,277.00	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	368,792.20	235,894.86	68,750.00	62,500.00	861,047.00	684,399.29	51,400.00	51,397.02
ENDING FUND BALANCE	\$ 1,293,020.80	\$ 1,325,735.71	\$ 18,930.00	\$ 58,349.87	\$ (520,213.00)	\$ (451,524.22)	\$ -	\$ -



Finance /Administrative Committee

Agenda Item: 3

Date: May 14, 2018

Subject: Review and discuss the Proposed Budgets (Operating and Capital Improvement) for FY 2018/2019.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

I recommend the Finance Committee review the draft proposed budget and forward the proposed budget onto the 5-21-2018 agenda.

Current Background and Justification:

District policy prescribes the adoption of a proposed budget by June of each calendar year. This is necessary and appropriate because the final data for the previous fiscal year is not available in time to adopt a final budget before the beginning of the next fiscal year. Yet, the District needs to have a form of budget in place on or before July 1st each year to authorize spending for operations. Once all the final number are tabulated after June 30th, the updated numbers will be used to modify (if necessary) the proposed budget, and the Board will be asked to consider adopting a final budget for FY 2018/2019.

Proposed prepared budget carries over less than \$600,000 for the capitol budget and does not fully fund a vehicle replacement as previously scheduled. These shortfalls are due to a lack of funding available for full attainment of these previously established objectives.

Conclusion:

Review the staff submitted proposed budget for FY 2018/2019, request any clarifications or corrections, and forward the item onto the May 21, 2018 agenda.

**PROPOSED OPERATING BUDGET
2018-19**

			2017-2018 ACTUAL JULY 17-MAR 18	2017-2018 BUDGET	2018-2019 BUDGET	DIFFERENCE	EXPLANATION
REVENUE							
	40000 OPERATING REVENUE						
	40100 Water Service Rates						
	40101	Basic Service Charge	1,252,191.00	1,827,443.00	1,863,992.00	36,549.00	Ordinance 2016-02 Increase; Water Rate Study Table 2.1
	40102	Usage Charge	492,561.00	618,628.00	637,187.00	18,559.00	Ordinance 2016-02 Increase; Water Rate Study Table 2.1
	40105	Backflow Charge	20,772.00	24,140.00	24,140.00	0.00	483 billable backflow devices @8.33 each
	40206	Fire Protection/Hydrant Meter	9,911.00	10,600.00	10,600.00	0.00	
		Total Water Service Rates	1,775,435.00	2,480,811.00	2,535,919.00	55,108.00	
	40200 Water Services						
	40201	Service App/New Location Fee	11,100.00	15,000.00	15,000.00	0.00	
	40202	Late Payment Fee	17,790.00	26,000.00	26,000.00	0.00	
	40203	Disconnect Tag Fee/NSF Fees	42,895.00	54,000.00	54,000.00	0.00	
	40204	Termination/Reconnection	7,440.00	7,000.00	7,000.00	0.00	
	40209	Other Account Service Charges	760.00	2,000.00	2,000.00	0.00	
		Total Water Services	79,985.00	104,000.00	104,000.00	0.00	
	40300 Field Water Service Fees						
	40301	Plan Check/Inspections/FireFlow	2,415.00	4,000.00	4,000.00	0.00	
	40302	Service Install/Modification	5,091.00	10,000.00	10,000.00	0.00	
	40303	Other Field Service Fees	570.00	3,000.00	3,000.00	0.00	
		Total Field Water Service Fees	8,076.00	17,000.00	17,000.00	0.00	
	40400 Other Operating Revenue		4,479.00	4,000.00	4,000.00	0.00	
	40450 Grant Revenue-Operating		225.00	10,000.00	650.00	(9,350.00)	Decrease to adjust expired Regional Water Authority: Outdoor Water Efficiency Grant - \$10,000; 50% Reimbursement for Toilet & Washing Machine Rebates
	TOTAL OPERATING REVENUE		1,868,200.00	2,615,811.00	2,661,569.00	45,758.00	
	41000 NON-OPERATING REVENUES						
	41110	Investment Revenue	317.00	400.00	400.00	0.00	
	41120	Property Taxes & Assessments	49,954.00	70,000.00	70,000.00	0.00	
	41140	Other Non-Operating Revenue	0.00	2,000.00	2,000.00	0.00	
	TOTAL NON-OPERATING REVENUE		50,271.00	72,400.00	72,400.00	0.00	
TOTAL REVENUE			\$1,918,471.00	\$2,688,211.00	\$2,733,969.00	45,758.00	

**PROPOSED OPERATING BUDGET
2018-19**

		2017-2018 ACTUAL JULY 17-MAR 18	2017-2018 BUDGET	2018-2019 BUDGET	DIFFERENCE	EXPLANATION
OPERATING EXPENSE						
60010 OFFICERS, AUDITOR & LEGAL FEES						
60011	General Counsel fees-Legal	\$42,036.00	\$70,000.00	\$70,000.00	\$0.00	
60012	Auditor Fees	10,113.00	13,613.00	10,731.00	(2,882.00)	Decrease to adjust for GASB 75 (replaced GASB 45) non full acturial year; includes 2.5% increase annual financial audit
60014	Board of Director-Meeting Fees	12,650.00	18,770.00	16,770.00	(2,000.00)	Decreased to adjust for reduced BOD fees
60015	Meetings & Conferences	3,202.00	10,000.00	10,000.00	0.00	
	Total Officers, Auditor & Legal Fees	68,001.00	112,383.00	107,501.00	(4,882.00)	
60100 WAGES AND BENEFITS						
60100 Salaries & Wages						
60111	Salary - General Manager	65,815.00	97,126.00	109,664.00	12,538.00	Increase reflects current GM Salary
60112	Staff Regular Wages	344,690.00	494,912.00	525,000.00	30,088.00	Increase to project known costs
60113	Contract Extra Help	25,368.00	25,368.00	5,000.00	(20,368.00)	Decreased to adjust for projected costs
60114	Staff Standby Pay	12,900.00	18,250.00	18,250.00	0.00	
60115	Staff Overtime Pay	4,107.00	7,500.00	7,500.00	0.00	
	Total Salaries & Wages	452,880.00	643,156.00	665,414.00	22,258.00	
60150 Employee Benefits and Expenses						
60151	PERS Retirement	97,139.00	130,172.00	136,642.00	6,470.00	Increase to adjust for projected costs; includes decreased cost adj for PEPRA Employees see GL 60160
60152	Workers Compensation	9,038.00	13,400.00	13,400.00	0.00	Actual Annual Contribution Change
60153	Group Insurance	108,114.00	142,849.00	203,340.00	60,491.00	Increased using employee allowance and GM per MOU/Contract amounts
60154	Retirees Insurance	15,981.00	22,110.00	22,110.00	0.00	
60155	Staff Training	2,848.00	3,500.00	3,500.00	0.00	
60156	Management Training	0.00	1,500.00	1,500.00	0.00	
60157	Uniforms	2,833.00	4,500.00	3,950.00	(550.00)	Decreased to adjust for projected costs
60158	Payroll Taxes	37,665.00	51,254.00	53,400.00	2,146.00	Increased to adjust for projected costs
60159	Payroll Services	429.00	550.00	550.00	0.00	
60160	457 Employer Contribution	1,385.00	2,332.00	8,765.00	6,433.00	Increased to reflect GM Contract & PEPRA Employees
	Total Employee Benefits and Expenses	275,432.00	372,167.00	447,157.00	74,990.00	
	TOTAL WAGES AND BENEFITS	\$728,312.00	\$1,015,323.00	\$1,112,571.00	\$97,248.00	

**PROPOSED OPERATING BUDGET
2018-19**

		2017-2018 ACTUAL JULY 17-MAR 18	2017-2018 BUDGET	2018-2019 BUDGET	DIFFERENCE	EXPLANATION
60200 OFFICE OPERATIONS						
60205	Bank and Merchant Fees	\$19,436.00	\$21,500.00	\$26,000.00	\$4,500.00	Increase to adjust for projected costs
60210	Building Expenses					
60211	Office Utilities	4,642.00	6,000.00	6,000.00	0.00	
60212	Janitorial	1,755.00	2,340.00	2,340.00	0.00	
60213	Maintenance	6,526.00	7,500.00	5,000.00	(2,500.00)	Decreased to adjust for projected costs
60214	Security	252.00	400.00	400.00	0.00	
	Total Building Expenses	13,175.00	16,240.00	13,740.00	(2,500.00)	
60220	Computer & Equipment Maint.					
60221	Computer Systems	14,572.00	22,500.00	20,000.00	(2,500.00)	Decreased using 2017-18 actual expenses & new IT contract
60222	Office Equipment	3,654.00	4,868.00	4,868.00	0.00	
	Total Computer & Equipment Maint.	18,226.00	27,368.00	24,868.00	(2,500.00)	
60230	Office Expense	5,000.00	11,000.00	7,000.00	(4,000.00)	Decreased using 2017-18 actual expenses
60240	Postage and Delivery	13,676.00	19,000.00	19,000.00	0.00	
60250	Printing	2,502.00	5,500.00	4,000.00	(1,500.00)	Decreased using 2017-18 actual expenses
60260	Publishing	904.00	1,000.00	1,300.00	300.00	Increased using 2017-18 actual expenses
60270	Telephone & Internet	3,819.00	5,500.00	5,500.00	0.00	
60400	Conservation					
60401	Community Outreach	223.00	3,500.00	3,500.00	0.00	
60402	Contract Services (CUWCC)	0.00	2,688.00	2,742.00	54.00	Increase includes 2% annual dues increase
60403	Regional Conservation Program	5,048.00	5,048.00	5,300.00	252.00	Increase includes 5% annual dues increase
60404	Toilet Replacement Program	450.00	1,000.00	1,000.00	0.00	
60405	Washing Machine Rebates	0.00	300.00	300.00	0.00	
60406	Other Conservation Programs	0.00	10,000.00	0.00	(10,000.00)	Reduced to reflect expired Water Efficiency Grant
	Total Conservation	5,721.00	22,536.00	12,842.00	(9,694.00)	
60420	Engineering Services	40,994.00	70,000.00	70,000.00	0.00	Reflects new contract \$5K monthly plus task orders
60430	Insurance					
60431	General Liability	16,700.00	20,885.00	22,997.00	2,112.00	Increase to reflect actual premium October 17/18
60432	Property	5,157.00	6,876.00	5,329.00	(1,547.00)	Decrease to reflect actual premium April 18/19
	Total Insurance	21,857.00	27,761.00	28,326.00	565.00	
60500	Water Memberships					
60501	SAWWA	206.00	500.00	225.00	(275.00)	Decreased to reflect membership type
60502	Regional Water Authority	9,319.00	9,319.00	9,785.00	466.00	Increase includes 5% annual dues increase
60503	SGA	25,346.00	25,346.00	27,374.00	2,028.00	Increase includes 8% annual dues increase
60504	ACWA	8,480.00	8,480.00	8,904.00	424.00	Increase includes 5% annual dues increase
60505	CSDA	6,358.00	6,358.00	6,676.00	318.00	Increase includes 5% annual dues increase
60506	AWWA	0.00	420.00	420.00	0.00	Increase to change to a Utility membership
60507	CRWA	0.00	1,203.00	1,263.00	60.00	Increase includes 5% annual dues increase
	Total Water Memberships	49,709.00	51,626.00	54,647.00	3,021.00	
60550	Permits & Fees	29,748.00	40,000.00	40,000.00	0.00	
60555	Subscriptions & Licensing	1,508.00	2,120.00	2,120.00	0.00	
60560	Elections	0.00	0.00	9,000.00	9,000.00	Increased for Election Year
60565	Uncollectable Accounts	0.00	2,000.00	2,000.00	0.00	
60570	Other Operating Expenditures	540.00	20,425.00	20,425.00	0.00	Includes \$20K for Strategic Planning
	TOTAL OFFICE OPERATIONS	\$226,815.00	\$343,576.00	\$340,768.00	(\$2,808.00)	

**PROPOSED OPERATING BUDGET
2018-19**

			2017-2018 ACTUAL JULY 17-MAR 18	2017-2018 BUDGET	2018-2019 BUDGET	DIFFERENCE	EXPLANATION
	65000 FIELD OPERATIONS						
	65005 Backflow Testing		\$440.00	\$3,000.00	\$3,000.00	\$0.00	
	65010 Chemicals and Supplies		12,515.00	15,000.00	15,000.00	0.00	
	65015 Construction Equipment Maintenance		3,083.00	5,000.00	5,000.00	0.00	Increased to adjust for projected cost; Backhoe Service
	65020 Field Communication		3,221.00	4,500.00	4,500.00	0.00	
	65023 Field IT		16,640.00	19,000.00	22,175.00	3,175.00	Increased to adjust for projected costs; Verizon, SEMS, Tesco, Inductive Automation, & Ferguson Waterworks
	65025 Laboratory Services						
	65026 Coliform Test and non-customer		2,775.00	4,000.00	4,000.00	0.00	
	65027 Physical and Chemical Tests		9,689.00	19,000.00	19,000.00	0.00	
	65028 Lab Supplies		460.00	500.00	500.00	0.00	
	Total Laboratory Services		12,924.00	23,500.00	23,500.00	0.00	
	65030 Pumping						
	65031 Maintenance		20,327.00	21,500.00	25,000.00	3,500.00	
	65032 Electricity and Fuel		123,219.00	187,000.00	180,000.00	(7,000.00)	Reduced to reflect estimated costs
	Total Pumping		143,546.00	208,500.00	205,000.00	(3,500.00)	
	65040 Safety Equipment		951.00	3,000.00	5,000.00	2,000.00	Increased to project road sign replacements
	65045 Shop Supplies		3,392.00	5,000.00	5,000.00	0.00	
	66000 Transmission & Distribution						
	66001 Distribution Supplies		22,609.00	37,000.00	37,000.00	0.00	
	66002 Meter Maintenance		414.00	43,253.00	60,000.00	16,747.00	Increased to project estimated meter replacements
	66003 Tank Maintenance		750.00	3,000.00	3,000.00	0.00	
	66004 Contract Repairs		2,359.00	21,000.00	21,000.00	0.00	
	Total Transmission & Distribution		26,132.00	104,253.00	121,000.00	16,747.00	
	67000 Transportation						
	67001 Fuel		9,093.00	12,000.00	13,000.00	1,000.00	Increase reflects higher fuel costs
	67002 Maintenance		2,036.00	6,000.00	6,000.00	0.00	
	Total Transportation		11,129.00	18,000.00	19,000.00	1,000.00	
	TOTAL FIELD OPERATIONS		\$233,973.00	\$408,753.00	\$428,175.00	\$19,422.00	
	TOTAL OPERATING EXPENSES		\$1,257,101.00	\$1,880,035.00	\$1,989,015.00	\$108,980.00	

**PROPOSED OPERATING BUDGET
2018-19**

		2017-2018 ACTUAL JULY 17-MAR 18	2017-2018 BUDGET	2018-2019 BUDGET	DIFFERENCE	EXPLANATION
NON OPERATING EXPENSES						
	69100 Revenue Bond 2015					
	69105 Revenue Bond 2015-Principle	51,077.00	129,077.00	133,163.00	4,086.00	Per Loan Payment Schedule
	69120 Interest	35,190.00	69,617.00	65,726.00	(3,891.00)	Per Loan Payment Schedule
	Total Revenue Bond 2015	86,267.00	198,694.00	198,889.00	195.00	
	69125 AMI Meter Loan					
	69130 Principle	45,400.00	45,400.00	46,818.00	1,418.00	Per Loan Payment Schedule
	69135 Interest	13,114.00	13,114.00	11,696.00	(1,418.00)	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	2,000.00	2,000.00	0.00	
	Contingencies	0.00	0.00	0.00	0.00	
	TOTAL NON OPERATING EXPENSES	\$144,781.00	\$259,208.00	\$259,403.00	\$195.00	
	TOTAL EXPENSE	\$1,401,882.00	\$2,139,243.00	\$2,248,418.00	\$109,175.00	
	NET INCOME (Income-Expense)	\$516,589.00	\$548,968.00	\$485,551.00	-\$63,417.00	
OPERATING FUND BALANCE						
	Operating Account Balance June 30		\$564,750.00	\$513,718.00		
	Net Revenue		\$548,968.00	\$485,551.00		
	Transfer to Capital Improvement Funds		(600,000.00)	(600,000.00)	0.00	
	Estimated Operating Fund Balance June 30		\$513,718.00	\$399,269.00	\$0.00	
SURCHARGE 1 FUND BALANCE						
	Surcharge 1 Fund Balance June 30		\$429,526.00	\$497,603.00		
	43010 Surcharge Revenue		523,374.00	523,374.00	0.00	
	41110 Investment Revenue		8,000.00	8,000.00	0.00	Decreased using 2016-17 actual revenue
	69155 SRF Principle		(333,902.00)	(342,540.00)	(8,638.00)	Per Loan Payment Schedule
	69160 SRF Interest		(127,453.00)	(118,814.00)	8,639.00	Per Loan Payment Schedule
	69220 SRF Administration		(1,942.00)	(1,942.00)	0.00	Fidelity Investment Advisor Fees
	Estimated Surcharge 1 Fund Balance June 30		\$497,603.00	\$565,681.00	\$1.00	
SURCHARGE 2 FUND BALANCE						
	Surcharge 2 Fund Balance June 30		\$181,437.00	\$399,686.60		
	52R Surcharge 2 Revenue		218,229.60	439,019.00	220,789.40	Increased per Rate Study Table 2.1
	41110 Investment Revenue		20.00	20.00	0.00	
	Surplus Revenue Reimbursement		0.00	(435,752.00)	(435,752.00)	Per Loan Payment Schedule
	69180 Principle		0.00	(195,000.00)	(195,000.00)	Per Loan Payment Schedule
	69185 Interest		0.00	(136,038.00)	(136,038.00)	Per Loan Payment Schedule
	Estimated Surcharge 2 Fund Balance June 30		\$399,686.60	\$71,935.60	(\$546,000.60)	

**PROPOSED CAPITAL BUDGET
2018-19**

	GENERAL	CONNECTIONS	CHROMIUM MITIGATION & NEW WELLS	VEHICLE REPLACEMENT	TOTAL
ESTIMATED BEGINNING BALANCE	1,426,219.00	58,350.00	(399,523.00)	0.00	1,085,046.00
FUNDING SOURCES					
Fund Transfers	0.00	0.00	0.00	0.00	0.00
Operating Fund Transfers In	480,000.00	0.00	0.00	0.00	480,000.00
CIP Fund Intrafund Transfers	(10,000.00)	0.00	0.00	10,000.00	0.00
Surcharge 2 Surplus Repayment	0.00	0.00	435,752.00	0.00	435,752.00
Contributed Funding	0.00	0.00	0.00	0.00	0.00
Capacity Fee Revenue	0.00	40,000.00	0.00	0.00	40,000.00
Contributed Facilities (Developers)	0.00	0.00	0.00	0.00	0.00
Grant Revenue	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	2,488,239.00	0.00	2,488,239.00
Investment Revenue	350.00	0.00	0.00	0.00	350.00
Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS	1,896,569.00	98,350.00	2,524,468.00	10,000.00	4,529,387.00
PROJECTS					
A - WATER SUPPLY					
A-1 - Well 10 - Cr6 Treatment	0.00	0.00	40,000.00	0.00	40,000.00
A-2 - Well 16	0.00	0.00	2,448,239.00	0.00	2,448,239.00
A-3 - Well 17: Monitoring Well Destruction	25,000.00	0.00	0.00	0.00	25,000.00
A-4 - Miscellaneous Pump Replacements	40,000.00	0.00	0.00	0.00	40,000.00
Total A - WATER SUPPLY	65,000.00	0.00	2,488,239.00	0.00	2,553,239.00
B - WATER DISTRIBUTION					
B-1 - System Valve Replacements	35,000.00	0.00	0.00	0.00	35,000.00
B-2 - Paving Replacements	25,000.00	0.00	0.00	0.00	25,000.00
B-3 - Service Replacements	30,000.00	0.00	0.00	0.00	30,000.00
B-4 - Large Meter Replacements	5,000.00	0.00	0.00	0.00	5,000.00
Total B - WATER DISTRIBUTION	95,000.00	0.00	0.00	0.00	95,000.00
M - GENERAL PLANT ASSETS					
M-1 - Ice Machine	3,500.00	0.00	0.00	0.00	3,500.00
M-2 - Billing Software Upgrade	25,000.00	25,000.00	0.00	0.00	50,000.00
Total M - GENERAL PLANT ASSETS	28,500.00	25,000.00	0.00	0.00	53,500.00
C - CONTINGENCY					
C-1 - Contingency (10% of Est A,B,M)	18,850.00	2,500.00	248,824.00	0.00	270,174.00
TOTAL BUDGETED PROJECT EXPENDITURES	207,350.00	27,500.00	2,737,063.00	0.00	2,971,913.00
ESTIMATED ENDING BALANCE	1,689,219.00	70,850.00	(212,595.00)	10,000.00	1,557,474.00



Finance /Administrative Committee Agenda Item: 4

Date: May 14, 2018

Subject: Discuss the process for filling the current vacancy for Conservation Coordinator/Customer Service Tech 1 position

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

I recommend the Finance Committee forward an item onto the 5-21-2018 agenda to consider authorizing the selection process for filling the current vacancy in the Conservation Coordinator/Customer Service Tech 1 position.

Current Background and Justification:

At the 2-21-2018 meeting, the Board reviewed the proposed changes to the Conservation Coordinator/Customer Service Tech 1 position and directed their negotiator to engage in meet and confer with Teamsters Local 150. The Union notified the negotiator of their approval of the proposed changes on April 16th. The proposed position description (in redline and clean versions) is included in your committee package.

The changes to the position description effectively makes the Water Use Efficiency Practitioner Certification desirable instead of mandatory. The changes further provide a pay incentive if the employee obtains such certification.

Conclusion:

We need to begin the selection process to fill this position. The position has been vacant since January, and the void is stressing the functionality of the District. Among other issues, the absence of the customer service role has lead to missed lunches and field staff performing Customer Service Tech duties.

CONSERVATION COORDINATOR/CUSTOMER SERVICE TECH 1

General Statement of Duties

Organizes and directs the District's conservation program. Assists Customer Service Tech 1 when needed.

Supervision Received

Works under the general direction of the General Manager who reviews work for effectiveness in conformance to established policy.

Supervision Exercised

Supervision ordinarily is not a responsibility of this class, may supervise part-time or temporary staff as assigned.

Essential Duties and Responsibilities

- Organizes and conducts the District conservation program pursuant to generally accepted standards; carries out water audits on site; calculates water budgets for customers; assists customers in development of irrigation practices.
- Develops and maintains a procedure manual for conservation department operations.
- Performs the duties of Customer Service Tech 1 as needed and related duties as required.
- Maintains the District website.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Completes reports required by local, State and Federal Agencies.
- Performs public relations work regarding water conservation including attending public meetings, fairs and school functions.
- Tracks rebate program usage.
- Tracks complaint calls
- Assists Manager with Conservation budget.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
- Receives and stamps incoming mail, reviews mail with the General Manager and distributes as directed; processes outgoing mail.
- Maintains District filing system and filing indices and District DVD library.
- Develops and maintains office forms and procedures.
- Answers central telephone system and mobile communication system.

- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons. Other admin work as needed or required.
- Serves as cashier including receipting of utility payments and various other payments and posting monies to appropriate accounts.

Peripheral Duties

As needed or as directed, composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Serves on various employees, regional association, or other committees as assigned.

Desired Minimum Qualifications

Education and Experience:

Possession of certification as a Water Use Efficiency Practitioner from the American Water Works Association (or equivalent) is desirable. Possession of, or ability to obtain Water Use Efficiency Practitioner certification will result in additional base pay compensation; possession of a valid California Driver's License.

Necessary Knowledge, Skills and Abilities:

Knowledge of water conservation practices and landscape irrigation auditing; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion without supervision; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers. Ability to interact with public by giving presentations and demonstrations to large groups of people.

Special Requirements

Must have a valid driver's license.

Must be bondable.

Must pass a drug screening test.

Must pass pre-employment physical.

Tools and Equipment Used

Personal computer, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, and mail processing equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if

the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

General

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CONSERVATION COORDINATOR/CUSTOMER SERVICE TECH 1

General Statement of Duties

Organizes and directs the District's conservation program. Assists Customer Service Tech 1 when needed.

Supervision Received

Works under the general direction of the General Manager who reviews work for effectiveness in conformance to established policy.

Supervision Exercised

Supervision ordinarily is not a responsibility of this class, may supervise part-time or temporary staff as assigned.

Essential Duties and Responsibilities

- Organizes and conducts the District conservation program pursuant to generally accepted standards; carries out water audits on site; calculates water budgets for customers; assists customers in development of irrigation practices.
- Develops and maintains a procedure manual for conservation department operations.
- Performs the duties of Customer Service Tech 1 as needed and related duties as required.
- Maintains the District website.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Completes reports required by local, State and Federal Agencies.
- Performs public relations work regarding water conservation including attending public meetings, fairs and school functions.
- Tracks rebate program usage.
- Tracks complaint calls
- Assists Manager with Conservation budget.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
- Receives and stamps incoming mail, reviews mail with the General Manager and distributes as directed; processes outgoing mail.
- Maintains District filing system and filing indices and District DVD library.
- Develops and maintains office forms and procedures.
- Answers central telephone system and mobile communication system.

- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons. Other admin work as needed or required.
- Serves as cashier including receipting of utility payments and various other payments, and posting monies to appropriate accounts.

Peripheral Duties

As needed or as directed, composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Serves on various employees, regional association, or other committees as assigned.

Desired Minimum Qualifications

Education and Experience:

Possession of certification as a Water ~~Conservation-Use Efficiency~~ Practitioner from the American Water Works Association ~~(or equivalent) is desirable. or the Possession of, or~~ ability to obtain Water Use Efficiency Practitioner certification ~~within one year of employment will result in additional base pay compensation~~; possession of a valid California Driver's License.

Necessary Knowledge, Skills and Abilities:

Knowledge of water conservation practices and landscape irrigation auditing; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion without supervision; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers. Ability to interact with public by giving presentations and demonstrations to large groups of people.

Special Requirements

Must have a valid driver's license.

Must be bondable.

Must pass a drug screening test.

Must pass pre-employment physical.

Tools and Equipment Used

Personal computer, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, ~~fax machine~~ and mail processing equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if

the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

General

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**Finance /Administrative Committee
Agenda Item: 5**

Date: May 14, 2018
Subject: Status Report on options for payment of the District's service charges.
Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

None, this item will require additional processing before it is ready for Board consideration

Current Background and Justification:

At the 4-16-2018 meeting, the Board directed staff to research and develop an additional option for customers wishing to pay their service charges via credit/debit cards. This addition option, which entails a third-party convenience payment entity is how most publicly owned utilities enable convenience payment methods.

Although the method is clearly vetted, the costs, process for conversion, and third-party vendor interaction with our existing billing software must be examined carefully (completed staff work) before the item is ready for your consideration.

Conclusion:

Your patience and cooperation is appreciated.



Finance /Administrative Committee Agenda Item: 6

Date: May 14, 2018
Subject: Review and discuss RLECWD Resolution 2018-04 Exhibit 1 Revision
Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

Authorized Revision 1 to Exhibit 1 of Resolution 2018-04.

Current Background and Justification:

At the 2-26-2018, the Board approved Resolution 2018-04 based on the notices received from the Sacramento County Recorders Office, effectively implementing new increased charges for recording documents, e.g. liens against delinquent water customer accounts.

Subsequent to that approval, RLECWD staff researched the statutes to determine if the District should be exempt from recording fees, including the new fees established with the adoption of California SB-2. Staff worked with Recorders Office and determined that the public agency exemption for recording fees is still valid. The issue, whereby the Recorders Office began charging RLECWD fees for the lien process, preceded the SB-2 implementation by some time. The issue stems from a change in the form of lien document RLECWD started using some time ago, which stopped citing the relevant Government Codes exempting the recorders fees.

Staff has now run a few cycles (record and release) of properly formatted documents and confirmed the charges. Staff used such information to prepare a new nexus of charges for the lien cycle. The nexus is included in your committee package.

Conclusion:

This revision needs to be approved by the Board so that staff may lien delinquent accounts for the proper amount to assure service charges are paid by the persons appropriately responsible for the charges.

Agenda item 6

Nexus for RLECWD Resolution 2018-04 Exhibit A Update 5-21-2018

Item Description	Approx. Cost
Employment costs for Document Preparation per cycle (45-minutes)	\$27
Employment costs for Document Approval per cycle (15-minutes)	\$18
Notary charge for lien release	\$15
Sacramento County charge for lien release	\$8
Miscellaneous office supplies: postage, fuel, envelopes, etc	\$2
Total Cost per Cycle	\$70