

RESOLUTION NO. 2015-01

**A RESOLUTION OF THE BOARD OF THE RIO LINDA / ELVERTA
COMMUNITY WATER DISTRICT AUTHORIZING THE REFUNDING OF THE
DISTRICT'S OUTSTANDING 2003 WATER REVENUE REFUNDING BONDS
AND APPROVING AND DIRECTING THE EXECUTION AND DELIVERY OF
CERTAIN FINANCING DOCUMENTS IN CONNECTION THEREWITH, AND
PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO**

WHEREAS, the Rio Linda / Elverta Community Water District (the "District") has heretofore caused the issuance of its Series 2003 Lease Revenue Refunding Bonds in the original amount of \$3,970,000, which are presently outstanding in the approximate aggregate principal amount of \$2,915,000 (the "2003 Obligations"), pursuant to an Indenture, dated as of January 1, 2003 (the "2003 Indenture") by and among the District, the California District Financing Authority and The Bank of New York Mellon Trust Company, N. A., as trustee (the "2003 Trustee"); and

WHEREAS, the Board, after due investigation and deliberation, for the purpose of providing financing for the prepayment and refunding (the "Refunding") of the 2003 Obligations, desires at this time to provide for the execution and delivery of its "Rio Linda / Elverta Community Water District, Series 2015 Water Revenue Refunding Loan (Debt Consolidation and Refunding Project), Bank Qualified" (the "Loan"), pursuant to terms and conditions of a Loan Agreement (the "Loan Agreement") related to the District's water enterprise (the "Enterprise"), dated as of April 1, 2015, by and between the District and the best responsible bidder for the Loan, as determined by staff upon review evaluation of all qualified bid proposals (hereafter referred to as the "Lender"), a copy of which has been presented at this meeting and is on file with the Secretary to the Board; and

WHEREAS, pursuant to the Loan Agreement, the District will make loan payments (the "Loan Payments") from the net revenues of its Enterprise operations, sufficient in amount to pay back the debt service on the Loan, as more particularly set forth in the Loan Agreement; and

WHEREAS, the District is authorized under the provisions of Articles 10 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with section 53570 of said Code (the "Refunding Bond Law"), to procure, execute and deliver the Loan Agreement for the purpose of refunding the 2003 Obligations; and

WHEREAS, it is now appropriate and necessary to call in for redemption all of the outstanding 2003 Obligations, in order to complete the Refunding; and

WHEREAS, in order to properly account for the Refunding, as well as the legal defeasance of all 2003 Obligations it is now appropriate and necessary for the District to (i) make, execute and deliver the Loan in the aggregate principal amount necessary to refund and legally defease the entire issue of outstanding 2003 Obligations in advance of their scheduled maturities, and (ii) approve the form of Escrow Agreement, dated as of April 1, 2015, in connection with the

Refunding of the 2003 Obligations (the “Escrow Agreement”), copies of which have been presented at this meeting and are on file with the Secretary to the Board; and

WHEREAS, the Board, with the aid of its staff, has reviewed the Loan Agreement and Escrow Agreement, the forms of which are on file with the Secretary to the Board, and the Board wishes at this time to approve the foregoing documents as being within the public interests of the District; and

WHEREAS, the Board desires to designate the Loan for purposes of Paragraph (3) of Section 265(b) of the Internal Revenue Code of 1986 (the “Code”) as a “Qualified Tax-Exempt Obligation;” and

WHEREAS, the Board wishes at this time to authorize all actions and proceedings relating to the procurement of the Loan, the execution and delivery of the Loan Agreement and Escrow Agreement, as well as the Refunding and defeasance of the 2003 Obligations; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of such financing authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such financing for the purpose, in the manner and upon the terms herein provided.

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

Section 1. The Board hereby specifically finds and declares that each of the statements, findings and determinations of the District set forth in the recitals set forth above and in the preambles of the documents approved herein are true and correct and that the Refunding will result in significant public benefits for the District. The District’s execution and delivery of the Loan Agreement and Escrow Agreement, as well as the Refunding and defeasance of the 2003 Obligations, is hereby authorized and approved, and this Board does hereby consent to the application of the proceeds of the Loan for the purposes contemplated by the District and the Lender, as provided for in the Loan Agreement and Escrow Agreement.

Section 2. The President, and General Manager, and any other person authorized by the Board to act on behalf of the District shall each be an “Authorized Representative” of the District for the purposes of structuring and providing for the execution and delivery of the Loan Agreement and Escrow Agreement, and are hereby authorized, jointly and severally, for and in the name of and on behalf of the District, to execute and deliver any and all documents and certificates that may be required to be executed in connection with the consummation of the Loan and the Refunding, and to do any and all things and take any and all actions which may be necessary or advisable, in their discretion, to effectuate the actions which the Board has approved in this Resolution.

Section 3. The Board hereby authorizes and approves the Loan pursuant to the terms and conditions of the Loan Agreement. The Board hereby approves the Loan Agreement in substantially the form on file with the Secretary to the Board, together with any additions thereto or changes therein (including, but not limited to, the final amount of the Loan, the final Loan payment schedules, and prepayment provisions) deemed necessary or advisable by an Authorized Representative of the District. Any Authorized Representative of the District is hereby authorized and directed to execute, and the Secretary to the Board is hereby authorized and directed to attest and affix the seal of the District to, the final form of the Loan Agreement for and in the name and on behalf of the District, and the execution thereof shall be conclusive evidence of the Board's approval of any such additions and changes. The Board hereby authorizes the delivery and performance of the Loan Agreement.

Section 4. The Board hereby approves the Escrow Agreement in substantially the form on file with the Secretary to the Board, together with any additions thereto or changes therein (including, but not limited to, the final amount of the escrow, the final payment schedules, prepayment notices and investment instructions) deemed necessary or advisable by an Authorized Representative of the District. Any Authorized Representative of the District is hereby authorized and directed to execute, and the Secretary to the Board is hereby authorized and directed to attest and affix the seal of the District to, the final form of the Escrow Agreement for and in the name and on behalf of the District, and the execution thereof shall be conclusive evidence of the Board's approval of any such additions and changes. The Board hereby authorizes the delivery and performance of the Escrow Agreement, and directs each Authorized Representative to take such action as deemed necessary or appropriate to cause the prepayment and defeasance of the 2003 Obligations.

Section 5. The 2003 Obligations were designated as "Qualified Tax-Exempt Obligations" by the District for purposes of paragraph (3) of Section 265(b) of the Code, and not more than \$10,000,000 aggregate principal amount of obligations the interest on which is excludable (under Section 103(a) of the Code) from gross income for federal income tax purposes, including the 2003 Obligations, were issued by the District and all of its subordinate entities during the 2003 calendar year. The average maturity of the Loan is not later than the average maturity of the 2003 Obligations. The last maturity date of the Loan is not more than 30 years after the date of issuance of the 2003 Obligations. The aggregate face amount of the Loan does not exceed \$10,000,000. By reason of the statements set forth in this Section 5, the Loan and Loan Agreement are deemed designated as "Qualified Tax-Exempt Obligations" for purposes of paragraph (3) of Section 265(b) of the Code.

Section 6. The President and General Manager, and any other person authorized by the Board to act on behalf of the District and all other officers of the District are each authorized and directed in the name and on behalf of the District to make any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents which they or any of them might deem necessary or appropriate in order to consummate any of the transactions contemplated by this Resolution, the Loan Agreement and the Escrow Agreement. Whenever any officer of the District is authorized to execute or countersign any document or take any action contemplated by this Resolution, the Loan

Agreement and the Escrow Agreement, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 7. The Board hereby finds and determines that it has taken all of the foregoing actions, and made all of the foregoing findings, in full compliance with the law, and that all prior proceedings taken with respect to the Refunding were duly considered, and are hereby considered valid and in conformity with the requirements of law.

Section 8. This Resolution shall take effect from and after the date of its passage and adoption.

INTRODUCED AND ADOPTED on this 16th day of March, 2015, by the following vote: 5-0-0

AYES: Duane Anderson, Paul R Green Jr., Mary Harris, Brent Dills, John Ridilla

NOES: None

ABSENT: None

ABSTAIN: None

Attest:

Mary Henrici, Secretary to the Board

Duane Anderson, President

**Rio Linda/Elverta Community Water District
Resolution No. 2015-02
Revising the Censure Procedure to Chapter 2.01 of the Policy Manual
Regarding Director Conduct**

Whereas, at its meeting of February 26, 2007, the Rio Linda Elverta Community Water District Board of Directors directed the General Counsel to prepare a censure policy to be added to the District's Policy Manual.

Whereas, the Rio Linda/Elverta Community Water District Board took formal action to adopt a Censure Procedure by adopting Resolution No. 2007-02 "Censure Procedure to Chapter 2.01 of the Policy Manual Regarding Director Conduct" which was incorporated into Section 2.01.400 "Compliance and Enforcement" of Chapter 2.01 of the District Policy Manual.

Whereas, during the June 2015 review of the policy manual it was determined that the policy needed to be revised to ensure that the Rio Linda/Elverta Community District Board has procedures and remedies available to implement its censure policy.

Whereas, in order to ensure that the District's censure policy, as adopted by resolution, is consistent with the proposed policy manual, the Board of Directors must take formal action to revise the policy.

Now, Therefore be it Resolved by the Rio Linda/Elverta Community Water District Board of Directors that:

1. The Rio Linda/Elverta Community Water District Board hereby approves and adopts the amended Censure Procedure, which is attached hereto as **Exhibit A** and incorporated herein by this reference.
2. Resolution No. 2007-02 "Censure Procedure to Chapter 2.01 of the Policy Manual Regarding Director Conduct" is hereby repealed and replaced by this Resolution 2015-02.
3. The revised Censure Procedure, as set forth in Exhibit A shall replace the existing Section 2.01.400 "Compliance and Enforcement" of Chapter 2.01 of the District Policy Manual.

PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT ON THE 20 DAY OF July, 2015, BY THE FOLLOWING VOTE:

Ayes: Brent Dills, Mary Harris, Duane Anderson, Paul R Green Jr., John Ridilla

Noes: None

Absent: None



Duane Anderson, Board President

Attest: None



Mary Henrick, Board Secretary

EXHIBIT A

2.01.400 COMPLIANCE AND ENFORCEMENT

2.01.405 Purpose. The purpose of this policy is to establish a process for enforcement of the duties and standards of conduct for District Directors as set forth in this Chapter 2.01. Directors themselves have the primary responsibility to assure that these duties and standards of conduct are understood and met, and that the public can continue to have full confidence in the integrity of local government.

2.01.410 Responsibility to Intervene. The chairs of committees, the Board President and all Board and committee members have the additional responsibility to intervene when actions of Directors that appear to be in violation of this Chapter are brought to their attention.

2.01.415 Grounds for Disciplinary Action. The failure of a Director to comply with the provisions of this Chapter or Chapter 2.30 shall constitute grounds for disciplinary action against him/her. Any Director may submit a request to consider disciplinary action of another Director or Directors. The request should contain specific allegations of conduct that, if true, violate this Chapter or any other portion of the Policy Manual.

2.01.420 Disciplinary Actions. The Board may impose the following disciplinary actions on a Director found to have violated the Policy Manual, depending upon the severity or frequency of the violation:

1. Admonishment. An admonishment is appropriate for allegations of a violation of law or District policy. An admonishment serves as a formal reminder of the rules and is not disciplinary in nature.
2. Reprimand. A reprimand is appropriate when the council finds that a Board member has committed misconduct but determines that the misconduct does not rise to the level of requiring censure.
3. A censure is a formal resolution to reprimand an individual for misconduct and is a disciplinary action.

2.01.425 Notice. Notice and the request shall be served upon the accused Director or Directors through personal service or certified mail, unless the Director accepts an alternative method of service, at least ten (10) days before the Board meeting where the request will be evaluated. Such notice shall be prepared by District staff and reviewed by legal counsel. The notice will include the time, place, and date of the meeting, as well as state the Director's right to submit oral or written evidence.

2.01.430 Participation of Director who is Subject to Disciplinary Action. A Director who is the subject of an alleged violation will have the opportunity to respond to the accusations at the hearing. However, an accused Director shall be ineligible to vote on any matter related to a disciplinary action including, but not limited to, agendaizing the hearing and adopting a Resolution of Censure.

2.01.435 Opportunity to be Heard. At the disciplinary action hearing, the Director shall have an opportunity to be heard concerning the allegations. The Director may submit a written response to the allegations in addition to, or in lieu of, speaking at the disciplinary action hearing if he/she so chooses. The hearing may be continued from time to time at the discretion of the Board.

2.01.440 Resolution of Censure. If, at the close of the disciplinary action hearing, the Board finds that the Director's conduct does not comply with the District's standards, the Board may direct staff to prepare a resolution of censure which may include the imposition of sanctions against the Director as a majority of the Board deems appropriate. Such sanctions may include removal from a committee and restrictions on District-related travel privileges. At the next Board meeting, the Board may consider and adopt the Resolution of Censure including any sanctions imposed by the Board.

2.01.445 Alternative Discipline. If the Board finds that a Director or Directors has violated the Policy Manual, but the violation does not rise to the level requiring formal censure, the Board may impose an admonishment or reprimand.

2.01.450 No Basis for Challenging a Board Decision. A violation of this Chapter shall not be considered a basis for challenging the validity of a Board decision.

2.01.455 Conflicts. In the event that a majority of the Board is unable to vote at a disciplinary hearing due to a conflict of interest, the General Manager may appoint an ad hoc committee of nonbiased members of the community to conduct an investigation and present a formal report to the Board during a regular open session meeting.

**Rio Linda/Elverta Community Water District
Resolution 2015-03
Revising the Records Retention Policy in Chapter 3.15 of the Policy Manual**

Whereas, at its meeting of September 16, 2002 the Rio Linda/Elverta Community Water District Board of Directors took formal action by adopting Resolution 2002-09 Establishing a District Policy for Records Retention.

Whereas, The Board of Directors incorporated this policy into its Policy Manual under Title 3 – FINANCE Chapter 3.15 Records Retention Policy.

Whereas, during the June 2015 review of the Policy Manual it was determined that the policy needed to be revised to ensure that the Rio Linda/Elverta Community Water District has current and consistent procedures in place regarding the retention of records.

Whereas, in order to ensure that the District's records retention policy, as adopted by resolution, is consistent with the proposed updated Policy Manual, the Board of Directors must take formal action to revise the policy.

Now, Therefore be it Resolved by the Rio Linda/Elverta Community Water District Board of Directors that:

1. The Rio Linda/Elverta Community Water District Board hereby approves and adopts the amended Records Retention Policy, which is attached hereto as **Exhibit A** and incorporated herein by this reference.
2. Resolution 2002-09 "Establishing District Policy for Records Retention" is hereby repealed and replaced by this Resolution 2015-03.
3. The revised records retention policy, as set forth in Exhibit A shall replace the existing Records Retention Policy in Chapter 3.15 of the District Policy Manual.

PASSED AND ADOPTED AT THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT ON THE 20TH DAY OF JULY, 2015, BY THE FOLLOWING VOTE: 5-0-0

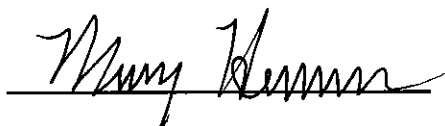
AYES: Brent Dills, Mary Harris, Duane Anderson, Paul R Green Jr., John Ridilla

NOES: None

ABSENT: None



Duane Anderson, President



Mary Henrici, Board Secretary

EXHIBIT A

3.15 RECORDS RETENTION POLICY

Sections:

- 3.15.100 Purpose**
- 3.15.200 Description of Vital Records**
- 3.15.300 Record Destruction Authority**
- 3.15.400 Qualifications for Retention and Disposal of Records**
- 3.15.500 Minutes**
- 3.15.600 Definitions for Records Retention and Disposal Policy**
- 3.15.700 Vital Records**

3.15.100 Purpose. The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Rio Linda/Elverta Community Water District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

3.15.200 Description of Vital Records. Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3.15.300 Record Destruction Authority. The General Manager is authorized by the Board to interpret and implement this policy, authorize the transfer of records to the records center and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications governing the retention and disposal of records specified herein.

3.15.400 Qualifications for Retention and Disposal of Records. Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Rio Linda/Elverta Community Water District.

3.15.410 Duplicate Records. Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3.15.420 Uncategorized Records. Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media, unless a longer retention period is specifically provided.

3.15.430 Documents in Use. In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, auditing purposes, project financing or regulatory agency reporting purposes.

3.15.440 Procedure for Destroying Records. Records, papers or documents that are not expressly required by law to be filed and preserved, but required under this policy to be kept, may be destroyed if all of the following conditions are met:

3.15.441 The record, paper or document is photographed, micro photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copies are made to an approved electronic media;

3.15.442 The device used to reproduce such, record paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

1. The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving and examining said documents.
2. Any accounting record, except journals and ledgers, that are more than three years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
 - (A) There is no continuing need for said record for pending litigation, auditing purposes, project financing or regulatory agency reporting and;
 - (B) There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
 - (C) Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and
 - (D) Said audit or audits contain the expression of an unqualified opinion.

3.15.460 Accounting Record. Any accounting record created for a specific event or action may be destroyed three years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction three years from the end of the fiscal period to which it applies.

The following may be destroyed at any time:

1. Duplicated Documents (original-subject to aforementioned requirements).
2. Rough drafts, notes or working papers.
3. Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3.15.470 All payroll and personnel records shall be retained indefinitely. Originals for terminated employees may be destroyed after three years retention, provided said records have been preserved in accordance with Section 3.15.440 above. Payroll and personnel records shall include the following:

1. Accident reports, injury claims and settlements.
2. Medical histories.
3. Worker Compensation Records.
4. Applications, changes, and terminations of employees.
5. Insurance records of employees.
6. Time Sheets or cards.
7. W-2's and other IRS forms.
8. Performance evaluations.
9. Earning records and summaries.
10. Retirement documents.
11. Such other documents as determined by the General Manager to be retained.

3.15.480 District Property Appraisal Records. All District property appraisal records may be destroyed after three years retention provided such records do not have to be retained to satisfy other requirements established for financing or grant award purposes.

3.15.490 District Financing Records. Records authorizing long-term debt, bonds, warrants, loans, grants or other financing methods may be destroyed after issuance or execution, provided they are reproduced in accordance with Section 3.15.440 above. Terms and conditions of bonds, warrants, loans, grants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed after five years. Paid bonds, warrant certificates, and interest coupons may be destroyed after six months if detailed payment records are kept for five years.

3.15.500 Public Meetings. Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon specific Board authorization, be destroyed if said minutes are reproduced as provided for in Section 3.15.440 above. Recording tapes (or other media) of Board meetings will be kept for a period of three years from the date of the recorded meeting, after which they will be destroyed.

3.15.510 Construction Records. Construction records, such as bids, correspondence, change orders, contracts, certified payrolls, progress payment claims, claims for changed conditions and related construction documents shall be kept for three years after the Notice of Completion is approved and any warranty period has expired. Provided, however, such retention period shall not be less than the time periods required by any state or federal funding agency involved in the financing of any specific project. As-built plans for any public facility or works shall be retained as long as deemed necessary by the General Manager for the proper operation and maintenance of the system.

3.15.520 Contracts. Contracts should be retained for its life plus three years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work that is more than two years old may be destroyed.

3.15.530 Property Records. Unless otherwise provided herein, property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

3.15.540 Confidentiality. Nothing in this policy shall be interpreted to make District records deemed confidential by state or federal statute, regulation, order or court adjudication available for public review.

3.15.600 DEFINITIONS FOR RECORDS RETENTION AND DISPOSAL

3.15.610 Authorization. Approval from the General Manager, as authorized under this policy by the District's Board of Directors.

3.15.620 Records (Financial, Accounting, Payroll, Personnel and Miscellaneous) including, but are not limited to the following:

1. SOURCE DOCUMENTS
 - A. Invoices
 - B. Warrants
 - C. Requisitions/Purchase Orders (attached to invoices)
 - D. Cash Receipts
 - E. Claims (attached to warrants in place invoices)
 - F. Bank Statements
 - G. Bank Deposits

- H. Checks
 - I. Bills
 - J. Various accounting authorizations taken from Board minutes, resolutions or contracts
2. JOURNALS
- A. Cash Receipts
 - B. Accounts Receivable or Payable Register
 - C. Check or Warrant (payables)
 - D. General Journal
 - E. Payroll Journal
 - F. Assets/Depreciation
3. LEDGERS
- A. Expenditure
 - B. Revenue
 - C. Accounts Payable or Receivable Ledger
 - D. Construction
 - E. General Ledger
 - F. Assets/Depreciation
4. TRIAL BALANCE
5. STATEMENTS (Interim or Certified- Individual or All Fund)
- A. Balance Sheet
 - B. Analysis of Changes in Available Fund Balance
 - C. Cash Receipts and Disbursements
 - D. Inventory of Fixed Assets (Purchasing)
6. JOURNAL ENTRIES (i.e. Master Ledger)
7. PAYROLL AND PERSONNEL RECORDS include but are not limited to the following:
- A. Accident reports, injury claims and settlements
 - B. Applications, changes or terminations of employees

- C. Earnings records and summaries, including 'vV-2 and other IRS forms
- D. Fidelity Bonds
- E. Garnishments
- F. Insurance records of employees
- G. Workers Compensation records
- H. Medical Histories
- I. Retirements
- J. Time Sheets or Cards

8. OTHER RECORDS

- A. Inventory Records (Purchasing)
- B. Capital Asset Records (Purchasing)
- C. Depreciation Schedule
- D. Cost Accounting Records
- E. Board Meeting Minutes
- F. Board Authorized Committee Meeting Minutes not retained by an outside agency
- G. Tapes or other audio or video recordings of Board Meetings
- H. Insurance Policies and Claims

3.15.630 Life. The term or operational or valid dates of a document.

3.15.640 Record. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, electronic media, microfilm, or other document, issued by or received by the District, and maintained and used as information in the conduct of its operations. A record shall not include notes, working papers, drafts not released for public review, or any other similar document.

3.15.650 Record copy. The official District copy of a document, record or file.

3.15.660 Record series. A group of records, generally filed together, and having the same reference and retention value.

3.15.670 Records Center. The site selected for storage of inactive records.

3.15.680 Records Disposal. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

3.15.690 Records Retention Schedule. The consolidated, approved schedule list of

District records provided in Section 3.15.700 that establishes a timetable for the life and disposal of records.

3.15.700 Vital Records. Records that because of the information they contain, are essential to one or all of the following:

1. The resumption and/or continuation of operations;
2. The re-creation of the legal and financial operations of the District in case of a disaster;
3. The fulfillment of obligations to bondholders, customers, and employees.

3.15.710 Examples of Vital Records. Vital records include but are not limited to the following:

- | | |
|---|---|
| (1) Contract and Agreements (Active) | (28) System Maps |
| (2) Annexations and Attachments | (29) Minutes of Board Meetings |
| (3) As-built Drawings | (30) Payroll Register |
| (4) Audits | (31) Policies, Rules & Regulations (Current) |
| (5) Engineered Drawings and Standard Specifications | (32) Purchase Orders & Requisitions (Current Fiscal Year) |
| (6) Customer Billing Records (Current) | (33) Restricted Materials Permits |
| (7) Deeds, Easements, Right of Ways Property Records | (34) Employee Personnel Files |
| (8) Depreciation Schedule | (35) Title to Vehicles and Equipment |
| (9) District Insurance Records (Current) | (36) Security Plans |
| (10) District Water Rights Permits, and Documents | (37) Computer Backup Files |
| (11) Employee Accident Reports, Claims, Settlements (Current Fiscal Year) | (38) Warrant Voucher Register |
| (12) Employee Earning Records | (39) Warrants (with backup) |
| (13) Employee Fidelity Bonds | |
| (14) Employee Insurance Records | |
| (15) Water Service Permits (by others) | |
| (16) Encroachment Permits | |
| (17) Water Master Plan | |
| (18) Improvement District Documents | |
| (19) Environment Documents and Permits (Current) | |
| (20) Current-year Budget | |
| (21) Active Litigation Files | |
| (22) Individual Claims/settlements (within 2 Years) | |
| (23) Inventory | |
| (24) Journal Vouchers | |
| (25) Ledgers | |
| (26) Licenses & Permits (to operate) | |
| (27) Loans, Bonds and Grant Materials (active) | |

3.15.720 Records Retention Schedule. The following retention schedule identifies the length of time a District record must be retained in active storage before it can be placed in permanent storage or destroyed. The retention period is the period of time during which records must be kept before final disposition into permanent storage or destruction. The column for retention period includes a coded abbreviation and a number. The coded abbreviation represents the triggering event that commences the retention period. The number represents the number of years (unless otherwise noted) that the District must keep the record. The retention schedule provides a time period that each record must be kept in active storage in District facility and a time period that the original record must be kept in archived storage.

The coded abbreviations are as follows:

A = Active	AD = Adoption
AU = Audit	CL = Closed/Completion
CU = Current Year	DOB = Date of Birth
E = Election	L = Life
P = Permanent	T = Date of Termination
S = Record is Superseded	

The following is the District's retention schedule:

Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
FINANCE		
Accounting Records		
Bank Deposits	AU	AU + 2
Bank Statements	AU	AU + 5
Purchase Orders (retained copy)	AU	AU + 2
Warrants, Checks	AU	AU + 7
Journal Vouches	AU	AU + 7
Ledgers	AU	AU + 7
Trial Balance (general ledger)	AU	AU + 2
Balance Sheet	AU	AU + 2
Budget	AU + 5	P
Audits	AU + 10	P
Audit Review or Hearing Documentation	AU	AU + 2
Improvement Districts	L + 5	P
Loans & Grants	L	L + 5
Registers		

• Cash Receipts	AU	AU + 5
• Security Deposits	AU	AU + 5
• Payroll	AU	AU + 5
• Warrant Voucher	AU	AU + 5
Meter Books	AU	AU + 5
Depreciation Schedules	AU	AU + 5
Annual Financial Report	CL	CL + 2
Bonds (Final Bond Documentation)	CL	CL + 10
Grants	CL	CL + 5
PERSONNEL		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Payroll, personnel forms and authorizations	CU	CU + 3
Vehicle Mileage Reimbursement Rates	S	S + 2
Travel Records	CU + 2	CU + 2
Bonds and Garnishments	T	T + 3
Accident Reports, Injury Claims & Settlements	CL	CL + 3
Employee Rights (grievances, union requests, sexual harassment, civil rights, disciplinary actions, etc.)	T	T + 6
Benefit Plan Claims	P	P
Denial of Benefit Plan Enrollment	CL	CL + 4
DMV Reports	CL	CL + 7

Immigration Earning Records	T	T + 3
IRS Forms	CU	CU + 3
Employee Handbook	S	S + 2
Employee Programs (EAP, etc.)	CL	CL + 2
Medical Leave	CL	CL + 30
Negotiation (notes, correspondence, MOUs)	S + 2	P
Employment Test Results (Non Hires)	CL	CL + 2
Employment Applications, Tests, Changes, Terminations	T	T + 3
Employee Insurance Records	T	T
Job Descriptions	S	S + 3
Job Announcements, Recruitment Materials, Eligibility Lists	CL	CL + 3
Performance Evaluations & Disciplinary Actions	T	T + 6
Retirements	L	L
Time Sheets or Cards	CL	CL + 5
Employee Training Records	CU + 7	
OPERATIONS AND MAINTENANCE RECORDS		
Bacteriological Analysis	CU	CU + 5
Chemical Analysis	CU	CU + 10

Reports and Surveys from State Agencies	CU	CU + 10
Customer Complains	CU	CU + 2
Work Orders	CU	CU + 2
Water Rights and Water Permits and Licenses	L	L + 5
Master Plans	L + 5	P
Groundwater and Project Studies	L + 5	P
Construction photos and videos	L	L + 5
OSHA and other agency Certificates and Permits	L	L + 2
Underground Service Alert	CU	CU + 2
Monthly Operations Reports	CU	CU + 2
ENGINEERING		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Construction Project Inspection Reports	CL	L + 7
Construction Videos and Photos	CL	L + 7
Reports, Plans, Studies Contracted by District	CL	CL + 7
Bids, Proposals and Notices	CL	CL + 3
Contract and As-Built Drawings and Submittals	CL + 7	P
Construction Related Correspondence	CL	CL + 7
Permits (Issued by Others_	L	L + 3

Environmental Impact Studies and Reports	L	L + 3
Maps	L	P
Easements, Encroachments and Deeds	L	L
MISCELLANEOUS		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Correspondence (To or From District)	CU	CU + 2
Staff and Committee Reports	CU	CU + 2
Agreements, Contracts, Leases	T + 4	P
Legal Opinions	CU	CU + 5
Annexations and Detachments	S	P
Policies, Rules and Regulations	S	S + 5
Press Releases and Newsletters	CU	CU + 2
PURCHASING RECORDS		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Purchase Orders and Requisitions (with backup)	CL	CL + 3
Inventory Records	CU	CU + 3
Disposal of Surplus Property	CU	CU + 3
Bids and Quotes	CL	CL + 2
Maintenance Agreements	L	L + 4

ADMINISTRATION		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Agendas (Board)	CU + 2	P
Minutes (Board)	CU + 5	P
Resolutions and Ordinances	P	P
Public Records Act requests	CU+1	CU+1
ELECTIONS/POLITICAL		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Elections Materials and Results	E	E + 5
Proposition 218 Ballots	E	P
Canvass	E	P
Campaign Statements, Conflict of Interest	CU	CU + 5
Campaign Disclosure (Elected)	E	P
Campaign Disclosure (Not Elected)	E	E + 5
Candidate Statements	E	E + 4
Statement of Economic Interest (Elected)	T	T + 7
Statement of Economic Interest (Not Elected)	E	E + 5
Oaths of Office	T	T + 6
RISK MANAGEMENT		

Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Insurance	CU	CU + 5
Accident Reports	CL	CL + 7
Bonds, Insurance	CU + 3	P
Incident Reports	CL	CL + 7
Insurance (Joint Powers Agreement)	CL + 4	P
Worker's Compensation Insurance and Claims	CU + 4	P
Risk Management Reports	CU	CU + 5
Suits, Claims, Liens where District is Party	CL + 5	P

RESOLUTION 2015-04

**Resolution of Adoption of the
American River Basin Integrated Regional Water Management Plan**

Whereas, the stakeholders of the American River Basin (ARB) support a vision of responsibly managing water resources for the lasting health of the region's community, economy, and environment;

Whereas, the stakeholders of the American River Basin recognize the development and implementation of an Integrated Regional Water Management Plan (IRWMP) will support realization of this vision;

Whereas, Regional Water Authority (RWA) was designated in November 2009 by the California Department of Water Resources as the Regional Water Management Group (RWMG) authorized to prepare and implement an IRWMP within the ARB planning area;

Whereas, since November 2009, RWA has collaborated extensively with regional stakeholders to develop a vision, principles, goals, and objectives to support the ARB IRWMP;

Whereas, the ARB IRWMP is not a legally binding document on the stakeholders adopting the plan, but rather serves as a framework for coordinated planning in the region;

Whereas, the ARB IRWMP is a living document, with defined processes for updating plan components;

Whereas, RWA, serving as the RWMG, adopted the ARB IRWMP at a public meeting held on July 11, 2013.

THEREFORE, BE IT RESOLVED, that Rio Linda/Elverta Community Water District hereby adopts the ARB IRWMP that provides a broadly supported vision, principles, goals, and objectives to help ensure sustainable water resources in the region. Rio Linda/Elverta Community Water District will strive to ensure that projects it submits into the ARB IRWMP have considered opportunities for achieving integrated benefits. Furthermore, Rio Linda/Elverta Community Water District will update information on any of its projects included in the ARB IRWMP on at least an annual basis.

PASSED AND ADOPTED AT THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT ON THE 20TH DAY OF JULY, 2015, BY THE FOLLOWING VOTE: 5-0-0


AYES: Brent Dills, Mary Harris, Duane Anderson, Paul R Green Jr., John Ridilla

NOES: None

ABSENT: None



Mary Henrici, Board Secretary

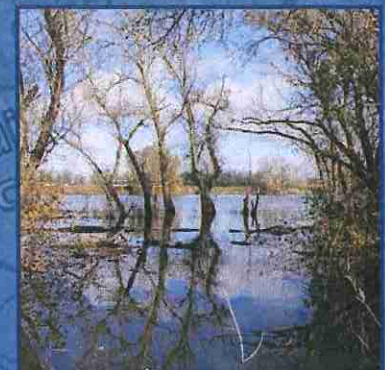
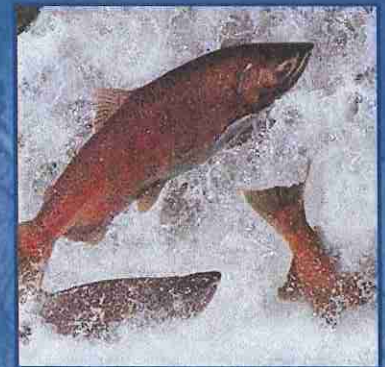
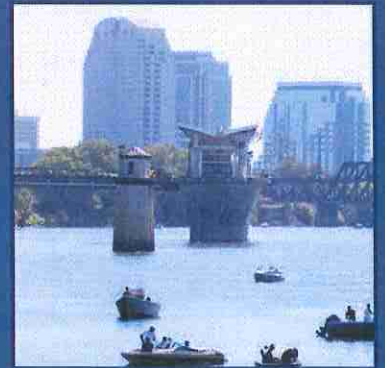


Duane Anderson, President

INTEGRATED REGIONAL WATER MANAGEMENT

A Plan for the
American River Basin

2013 UPDATE



Sacramento River
Hydrologic Region

Sacramento

ARB Region

San Joaquin
Hydrologic

What is Integrated Regional Water Management?

Integrated Regional Water Management (IRWM) is an effective way to address complex water resources challenges. IRWM is driven by stakeholders that identify major water and related resource management issues and their proposed solutions. It maximizes economic and societal benefits in an equitable manner, while maintaining the ecosystem critical to water resource sustainability.

IRWM provides the following benefits:

- Establishes a common vision and goals and a stronger regional understanding of water resources issues and potential solutions.
- Creates opportunities to identify projects that align with the vision and goals.
- Creates opportunities to develop multi-partner projects with better economies of scale and more potential funding sources.
- Establishes a framework to monitor and evaluate the region's progress toward meeting its goals.
- Establishes an adaptive process to address tomorrow's water resources challenges.

History of Regional Planning in the Greater Sacramento Area

The greater Sacramento area has been involved in integrated water planning and implementation for two decades. In 1993, a diverse group of stakeholders began a 7-year facilitated effort to develop regional solutions to meet municipal, agricultural, and environmental water needs. More than 40 signatories signed the Water Forum Agreement (WFA) in 2000, which includes the co-equal objectives of: (1) providing water reliability for planned development to the year 2030, and (2) protecting and preserving the lower American River. The WFA remains the foundation of regional integrated planning to this day.

In 2001, water suppliers in the Sacramento area formed the Regional Water Authority (RWA) as a joint powers authority to help implement elements of the WFA. RWA developed the first American River Basin (ARB) Integrated Regional Water Management Plan (IRWMP) in 2006. RWA was approved by the California Department of Water Resources as the Regional Water Management Group (RWMG) in 2009 and is responsible for developing and maintaining an IRWMP on behalf of the region.

History Leading to the 2013 ARB IRWMP Update

LEGEND

ARB	American River Basin
ARBCA	American River Basin Cooperating Agencies
DWR	California Department of Water Resources
FRWA	Freeport Regional Water Authority
IRWMP	Integrated Regional Water Management Plan
RWA	Regional Water Authority
RWMG	Regional Water Management Group
RWMP	Regional Water Master Plan
WFA	Water Forum Agreement

1993 – Water Forum process begins to resolve conflict over growth in region and impacts to the lower American River.



1994

1995

1996

1997

1998

1999

2000

2001

2002

2003

2004

2005

2006

2007

2008

2009

2010

2011

2012

2013

1998 – ARBCA begins with 15 agencies to develop RWMP to identify projects and operations in support of Water Forum.



2001 – RWA formed to assist local agencies in implementing components of WFA.

2002 – RWA receives \$21 million Prop 13 grant award on behalf of local agencies to construct 12 projects in support of WFA.

2004 – RWA works with 18 agencies to begin developing IRWMP.

2006 – RWA receives \$25 million Prop 50 grant award on behalf of local agencies to construct 14 priority projects from adopted ARB IRWMP.

2009 – RWA holds initial stakeholder meetings to begin a comprehensive ARB IRWMP Update.



2013 – RWA adopts 2013 ARB IRWMP Update following 20 stakeholder and work group meetings held over more than 3 years. More than 60 distinct local, state, and federal agencies and other organizations participated in IRWMP development.

2000 – WFA is completed with 40 signatories. WFA serves as foundation of integrated regional planning effort.

2003 – ARBCA completes RWMP. Recommends RWA take over coordination of future regional water management planning.

2005 – RWA partners with FRWA to broaden area covered by IRWMP.

2006 – RWA and FRWA adopt initial ARB IRWMP.



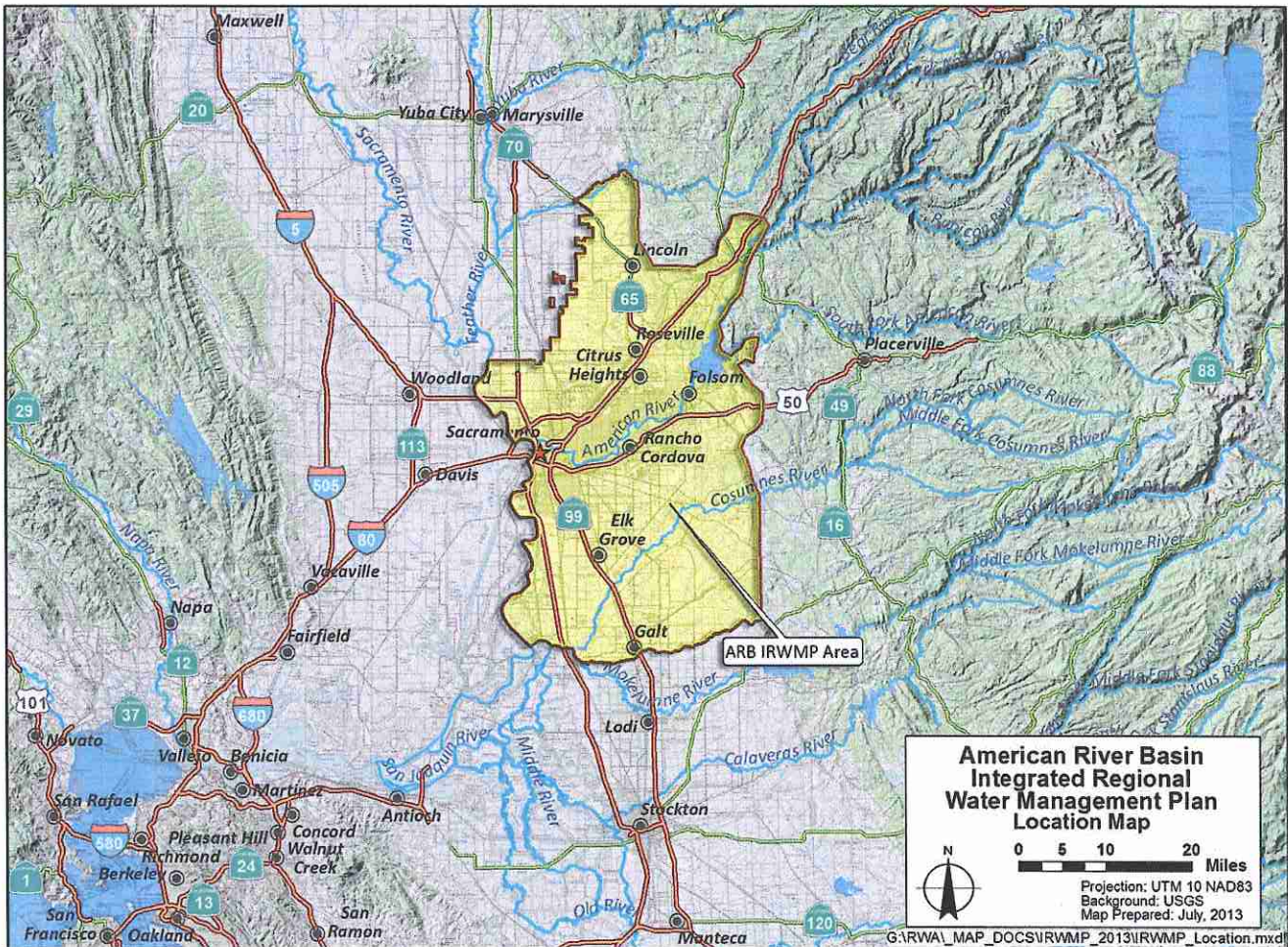
2009 – RWA approved by DWR as RWMG for purpose of developing and implementing the ARB IRWMP.

2011 – RWA receives \$16 million Prop 84 grant award on behalf of local agencies and organizations to implement 17 priority integrated projects.

Implementation of 2013 ARB IRWMP and continued regional coordination

The ARB Region

The ARB Region encompasses the greater Sacramento area. It includes most of Sacramento County and the western portions of Placer and El Dorado counties. The region's boundaries are shown below.



Water Resource Management Challenges in the ARB Region

The ARB Region is located at the confluence of the Sacramento and American rivers and includes Folsom Lake, one of the largest reservoirs in the state. The region also overlies a substantial groundwater basin. Despite this seemingly ideal water resources setting, there are many challenges to maintaining a sustainable water resources system that supports a healthy community, economy, and environment. These challenges include: increased future demand to support growth amid an uncertain climate future; decreased reliability due to failures of an aging water supply infrastructure; increased political and regulatory pressures that could reduce local water supply; decreased availability of clean water supply due to existing and emerging contaminants; reduced and degraded ecosystems to support healthy habitat, species, and our overall quality of life; and high risk of catastrophic flooding putting the people, property, and environmental resources of the region in harm's way.

ARB IRWM Governance

While RWA has the ultimate responsibility for developing and maintaining the ARB IRWMP, it was developed largely by the ARB stakeholders. It took nearly 4 years to collaboratively develop the IRWMP elements, which are referred to as the "Framework." Stakeholders convened in 20 workgroup meetings and workshops that had about 60 distinct organizations participating and over 120 individual participants.

These participants represented:

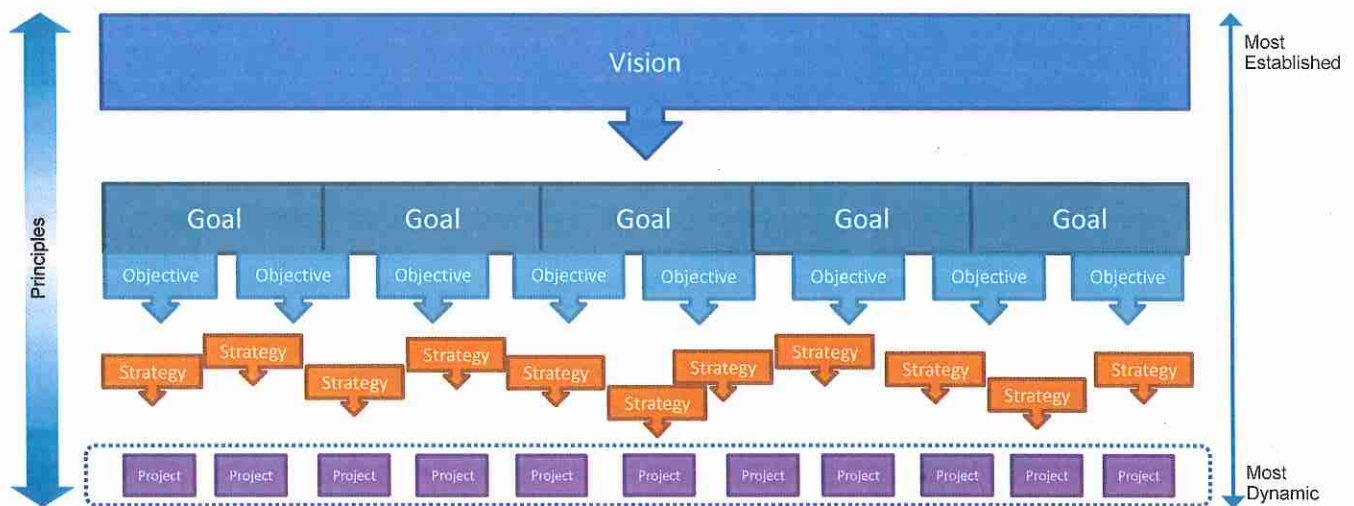
- City and County Governments
- Water Supply Agencies
- Flood Management Agencies
- Environmental Stewardship Organizations
- Community Organizations
- Industries and Businesses
- State and Federal Agencies



Collectively, this group of stakeholders serves as what is referred to as the Planning Forum. The Planning Forum will continue to convene during IRWMP implementation to discuss water-related issues and propose solutions. Also within the governance structure is an Advisory Committee (AC) composed of five representatives with broad knowledge of regional issues. The AC's oversight serves to ensure that stakeholders have an opportunity to participate in the IRWMP. The AC also makes recommendations related to IRWMP development and implementation for consideration by the RWMG. Finally, the RWMG, represented by the RWA Board of Directors, is responsible for developing, maintaining, implementing, and updating the IRWMP. Individual stakeholders are responsible for implementing specific projects in the IRWMP.

The ARB IRWM Framework

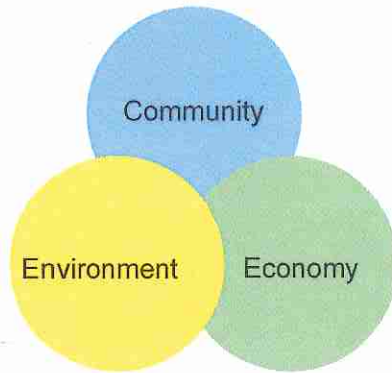
The ARB stakeholders and RWA together developed the ARB IRWM Framework shown below. The Framework serves as the heart of the ARB IRWMP. It lays out a vision for the desired end result of the IRWM effort, guiding principles, goals, and objectives. It also establishes a process for adding and modifying strategies and projects to help meet the goals and objectives of the IRWMP.



The higher level Framework elements (vision, goals, objectives) are broadly supported and foundational. These elements are not expected to change frequently. In contrast, the lower level Framework elements (strategies and projects) are more specific and dynamic. These may address a specific problem and will be adjusted as needs of the region change. The Framework provides for a living and adaptive IRWM process.

Vision

The American River Basin Region will responsibly manage water resources to provide for the lasting health of our community, economy, and environment.



Goals

To help realize the vision, the ARB stakeholders developed a series of regional goals.

1. Provide reliable and sustainable water resources, sufficient to meet the existing and future needs of the region.
2. Protect and enhance the quality of surface water and groundwater.
3. Protect and enhance the environmental resources of the watersheds within the region.
4. Protect the people, property, and environmental resources of the region from damaging flooding.
5. Promote community stewardship of our region's water resources.

Objectives

Meeting our ARB IRWMP goals will depend on addressing 17 primary objectives developed with extensive stakeholder input.

GOAL AREA	OBJECTIVE
Water Resources	<ul style="list-style-type: none"> ▪ Meet current and future water resources needs. ▪ Increase water use efficiency. ▪ Improve ability to reliably meet water demands during dry or emergency conditions. ▪ Increase the use of recycled water for appropriate uses.
Water Quality	<ul style="list-style-type: none"> ▪ Remediate contaminated groundwater and reuse it to the extent feasible. ▪ Improve protection of beneficial uses of surface water and groundwater. ▪ Recharge and reuse stormwater and urban runoff to the extent practicable.
Environmental Resources	<ul style="list-style-type: none"> ▪ Maintain and improve the ecosystem function of area streams and watersheds. ▪ Maintain and improve habitat of area watersheds. ▪ Conserve natural riparian buffers in undeveloped portions of local watersheds and restore buffers in developed areas when possible.
Flood Management	<ul style="list-style-type: none"> ▪ Increase the capacity of the flood management system to meet applicable standards for designated areas and land uses. ▪ Maintain and improve levees and other flood-related infrastructure to reduce flood risk. ▪ Maintain and restore/reconnect floodplains to provide flood storage and other benefits. ▪ Improve management of residual flood risks.
Community Stewardship	<ul style="list-style-type: none"> ▪ Increase awareness of the need for, benefits of, and practices for maintaining sustainable water resources. ▪ Improve integration of water resources planning with land-use planning. ▪ Increase sharing of information, studies, and reports to further advance integrated regional water management.

Principles

Our principles are statements that articulate our shared values. They guide how stakeholders should view planning and implementation in the ARB Region.

■ Planning for sustainability of our water resources considers all aspects of our watershed. This includes:

- Strive for balance in environmental, economic, and social impacts and benefits in decision making and actions.
- Recognize and promote the value of healthy watersheds, ecosystems, and underlying groundwater basins to provide sustainable water resources.
- Promote solutions that seek to minimize impacts to the environment.
- Promote policies and practices that enhance natural watershed functions.
- Develop projects and programs that allow for the fair treatment of people of all races, cultures, and incomes.



■ Further integration to achieve multiple benefits is employed throughout our water resources planning. This includes:

- Value the entirety of the water cycle and consider all forms of water as a potential resource.
- Prioritize solutions that are integrated, addressing as many objectives, and providing as many benefits as possible.
- Promote improved integration of land-use planning and management with water resources management.
- Collaborate to take advantage of the benefits and synergies of water resources planning at the regional level.
- Collaborate with other IRWM regions.

■ Adaptive management techniques and active monitoring are employed in managing our water resources. This includes:

- As needed, adapt planning processes and use the best available information, data, and tools as feasible, to address changes in a dynamic system and reflect evolving science, changing regulations, and/or program evaluation results.
- Regularly monitor and evaluate to determine if objectives and targets are met.
- Incorporate mitigation and adaptation measures in all aspects of planning and implementation in preparation for projected future changing climate conditions.



■ A broader community is engaged as stewards of our water resources. This includes:

- Promote transparency and open communication.
- Build community awareness and encourage participation in stewardship of water resources.
- Promote and educate on the value of pollution prevention and source reduction.

Strategies

Strategies are specific approaches or methods for achieving our objectives and resolving specific issues. Strategies trigger action.

In contrast to vision, goals, principles, and objectives, strategies are dynamic. Strategies state a distinct target, quantifiable if possible, and a deadline to meet that target, if possible. Multiple strategies may help achieve an objective; likewise, a single strategy may help make progress toward multiple objectives and goals. An example of these interrelationships among goals-objectives-strategies is shown below. Stakeholders may propose a new strategy at any time, and new strategies can be reviewed, vetted, and added to the IRWMP on a quarterly basis.



Projects

One of RWA's roles is to help prioritize and promote projects that help implement the ARB IRWMP. This requires a project review process to help determine which projects are in the regional interest to promote and implement. The project review process was developed with stakeholder input. Projects are given scores in two primary areas:

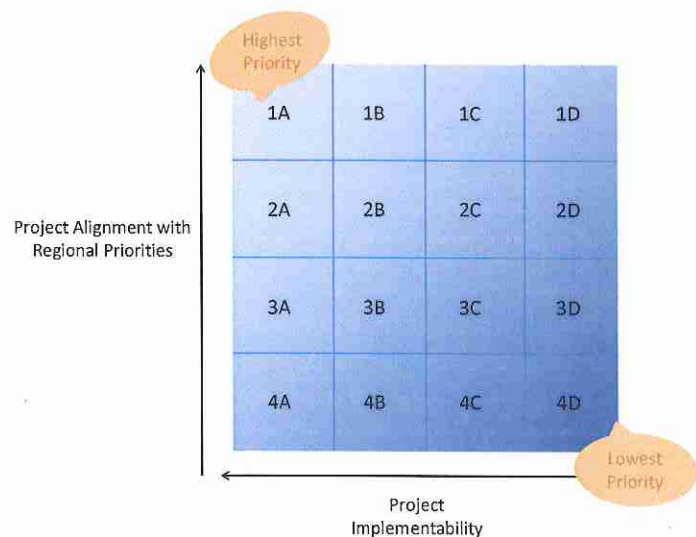
- **Project Alignment with Regional Priorities Score (rated 1 to 4)**

This score considers how a project provides benefits to the region, as defined by (1) ARB goals and objectives, and (2) level of integration with other regional projects.

- **Project Implementability Score (A to D)**

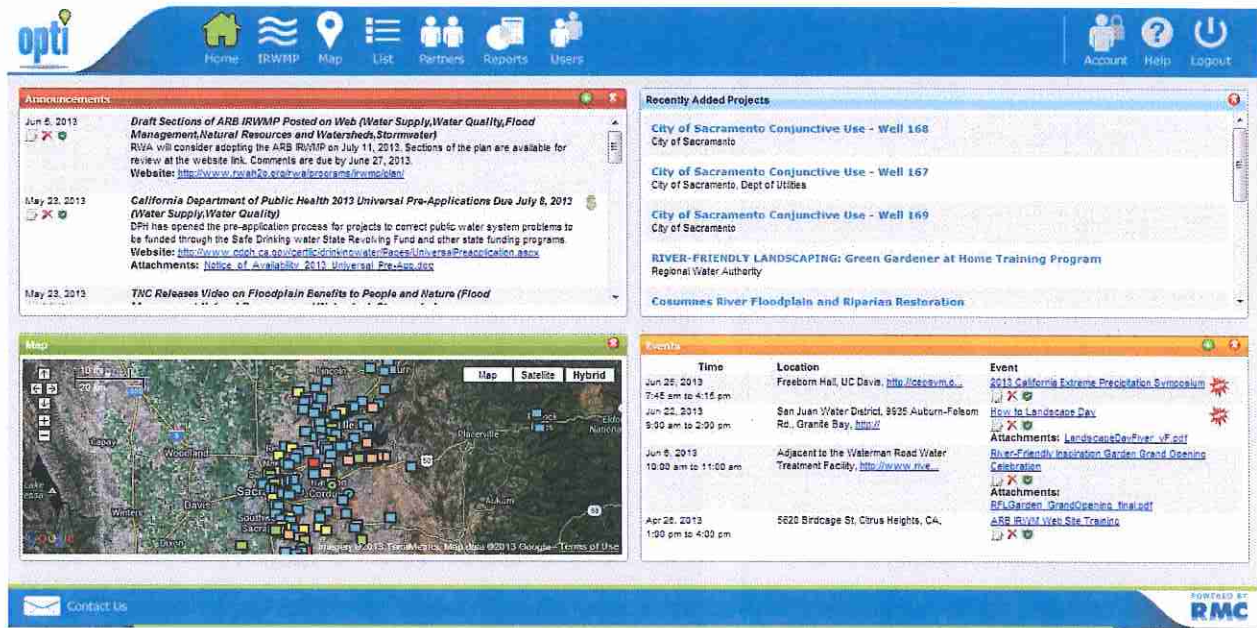
This score considers the readiness for a project to proceed and its overall feasibility.

Based on scoring, projects are placed into one of 16 alphanumeric tiers. Projects in Tier 1A are considered the most aligned with regional priorities and most ready to proceed. Projects in Tier 4D would be least aligned to regional priorities and least ready to proceed. However, these rankings are not absolute with respect to a project's priority in the region. For example, a groundwater well construction project may rank in Tier 3 on its merits, but may be regionally important as part of a conjunctive use strategy. Likewise, a low score may simply indicate that a project is not yet well developed. Project proponents may improve projects or update project information at any time to improve their ranking. Stakeholders also have an option to add a project without receiving a ranking. This encourages entering projects that might be in early development, which could expand opportunities for collaboration nearer the onset of project planning.



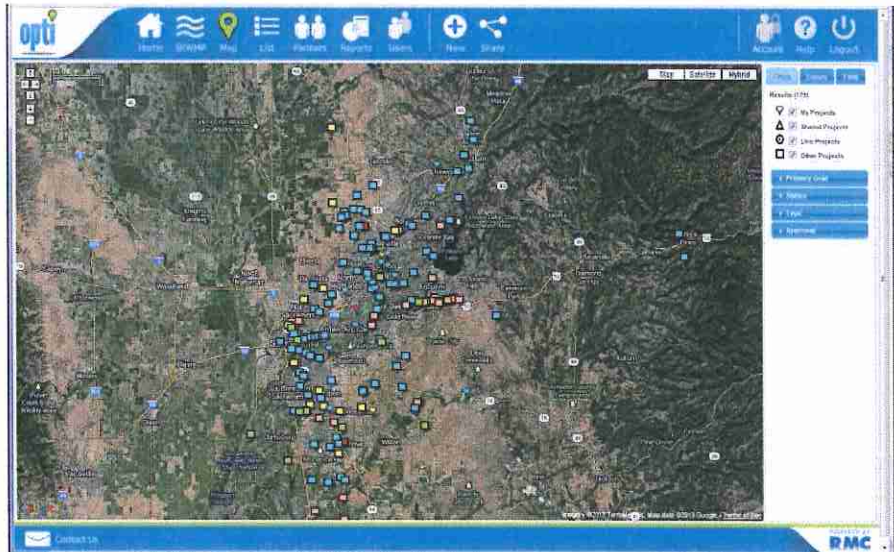
The ARB IRWM Online Community

To help ensure an engaged stakeholder community during development and implementation of the ARB IRWMP, RWA developed Opti. Opti is an online planning community where stakeholders can stay connected with issues related to IRWM. Community members can enter and share announcements, events, and information about IRWMP projects.



Opti promotes IRWM in the following ways:

- Opti provides a central location for sharing information (e.g., currently proposed ARB projects, upcoming meetings, water-related events, progress on IRWM).
- Using Opti fosters collaboration and builds a community.
- Opti efficiently collects and displays details of ARB project information in real time.
- Opti's map interface adds an element for stakeholders to identify "where" potential partners are in the region.
- Opti is a project database that can be easily maintained and updated, ensuring a living IRWM process.
- Opti creates an opportunity for communication among project proponents for potential resource and cost sharing.



Opti is available at: <http://irwm.rmcwater.com/rwa/login.php>

Implementation of the ARB IRWMP

As the RWMG, RWA assumes responsibility for developing, adopting, maintaining and monitoring the ARB IRWMP. Individual stakeholders can voluntarily adopt the ARB IRWMP as well, and adoption will be required if a stakeholder desires to participate in a regional effort to pursue funding for proposed projects. Adoption may also be required for stakeholders pursuing other funding opportunities on their own, but this will be up to specific criteria for any given program.

The IRWMP Framework largely identifies the elements needed to implement the ARB IRWMP. The Framework is designed to be adaptable into the future. It establishes the IRWMP elements that should remain relatively fixed and those that should be dynamic. Changes to the Framework vision, goals, objectives, and principles are not expected to occur frequently, and they would require RWMG approval. In contrast, strategies and projects are meant to be dynamic and changes would be proposed by and vetted with stakeholders. Modifications to strategies and projects do not require any formal action by the RWMG.

Other potential future changes to the ARB IRWMP that would require RWMG approval include:

- Proposed changes to the IRWMP boundary.
- Proposed changes to the IRWMP Governance Structure.
- Proposed changes to the project review process.
- Updates to comply with revised IRWMP Guidelines.
- Updates to respond to newly available information or other policy changes that could affect the ARB Region.
- Authorizing new studies that could benefit planning in the ARB Region.



Successful implementation of the ARB IRWMP will help achieve the region's water resources vision of providing for the lasting health of our community, economy, and environment. The strong foundation created by the ARB IRWMP will continue to guide water resources management efforts to our present and our future benefit.



Want to learn about
and stay up to date on
regional water
management efforts?

Have
projects
to share?

Join the **ARB IRWM** community!

Log in at <http://irwm.rmcwater.com/rwa/login.php>

More information and the complete ARB IRWMP is also available at
<http://www.rwah2o.org/rwa/programs/irwmp/plan/>.

A M E R I C A N R I V E R B A S I N

Integrated
Regional Water
Management Plan

2013 UPDATE

REGIONAL WATER AUTHORITY
5620 BIRDCAGE STREET, SUITE 180
CITRUS HEIGHTS, CA 95610

RESOLUTION NO. 2015-05

AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT PURCHASE AGREEMENT, ESCROW AGREEMENT AND OTHER DOCUMENTS RELATED THERETO WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING, AND INSTALLATION OF WATER METERS AND SOFTWARE; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.

WHEREAS, Rio Linda/Elverta Community Water District (the "*District*"), a California public utility district, which is a body politic and corporate duly organized and existing as a political subdivision, municipal corporation, or similar public entity of the State of California, is authorized by the laws of the State of California to purchase, acquire, and finance personal property for the benefit of the District and those it provides services to and to enter into contracts with respect thereto;

WHEREAS, the District desires to purchase, acquire and finance certain equipment constituting personal property necessary for the District to perform essential governmental functions; including without limitation various AMI Towers, software and meters provided by Equarius and all other equipment and attachments thereto as the Designated Officers may deem necessary and/or desirable in an amount not more than \$500,000.00 (the "*Project*");

WHEREAS, in order to acquire such Project, the District proposes to enter into that certain Installment Purchase Agreements (together with all related exhibits, schedules, and certificates attached thereto, the "*Agreement*") with Holman Capital Corporation (the "*Corporation*") and one Escrow Agreement (together the Disbursement/Payment Request Form and Acceptance Certificate, the "*Escrow Agreement*") with the Corporation and Community Business Bank, as escrow agent, the forms of which have been presented to the Governing Body of the District at this meeting;

WHEREAS, the Corporation has agreed to assign all of its rights, title and interest in the Installment Purchase Agreement and the Escrow Agreement (collectively, the "*Transaction Documents*") to Community Business Bank and the District has consented and acknowledged to the foregoing;

WHEREAS, the Governing Body of the District deems it for the benefit of the District and for the efficient and effective administration thereof to enter into the Transaction Documents for the purchase and installation of the Project to be therein described on the terms and conditions therein provided;

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

Section 1. Approval of Documents. The Governing Body of the District hereby approves the form, terms and provisions of the Transaction Documents in substantially the forms presented to this meeting and authorizes and directs Mary Henrici, General Manager and Duane Anderson, President of Rio Linda/Elverta Community Water District, and such other persons as he/she/they may delegate (the "*Designated Officers*"), and each of them individually, for and in the name of and on behalf of the District, to execute and deliver the Transaction Documents, and any related Certificate, Exhibits, or other documents attached thereto in such forms with such changes, modification, negotiations, insertions, revisions, corrections, or amendments as shall be approved by the officer executing them. The execution of the foregoing by a Designated Officer shall constitute conclusive evidence of such officer's and the Governing Body's approval of any such changes, insertions, revisions, corrections, negotiations, or amendments to the respective forms of agreements presented to this meeting.

Section 2. Other Actions Authorized. The officers and employees of the District shall take all action necessary or reasonably required by the parties to the Transaction Documents to carry out, give effect to, and consummate the transactions contemplated thereby (including the execution and delivery of Certificates of Acceptance and Disbursement/Payment Requests, Notice and Acknowledgements of Assignments, and any tax certificate and agreement, each with respect to and as contemplated in the Agreement and/or Escrow Agreement) and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Transaction Documents. The Designated Officers and all other officers and employees of the District are hereby directed and authorized to take and shall take all action necessary or reasonably required in order to select, purchase, and take delivery of the Project. All actions heretofore taken by officers, employees, and agents of the District that are in conformity with the purposes and intent of this resolution are hereby approved, confirmed, and ratified.

Section 3. No General Liability. Nothing contained in this Resolution No 2015-05, the Transaction Documents, nor any other instrument shall be construed with respect to the District as incurring a pecuniary liability or charge upon the general credit of the District or against its taxing power, nor shall the breach of any agreement contained in this Resolution No. 2015-05, the Transaction Documents, or any other instrument or document executed in connection therewith impose any pecuniary liability

upon the District or any charge upon its general credit or against its taxing power, except to the extent that the installment sale payments payable under the Transaction Documents are special limited obligations of the District as provided therein.

Section 4. Appointment of Authorized District Representatives. The Designated Officers are each hereby designated to act as authorized representatives of the District for purposes of the Transaction Documents until such time as the Governing Body of the District shall designate any other or different authorized representative for purposes of the Transaction Documents.

Section 5. Severability. If any section, paragraph, clause, or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution No. 2015-05.

Section 6. Repealer. All bylaws, orders, and resolutions or parts thereof, inconsistent herewith, are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed as reviving any bylaw, order, resolution, or ordinance or part thereof.

Section 7. Effective Date. This Resolution 2015-05 shall be effective immediately upon its approval and adoption.

The foregoing Resolution was duly passed and adopted at a meeting of the Board of Directors of Rio Linda/Elverta Community Water District held on July 20, 2015, by the following vote: 5-0-0

AYES: Brent Dills, Duane Anderson, Paul R Green Jr., Mary Harris, John Ridilla

NOES: None

ABSENT: None

ABSTAIN: None



Duane Anderson, Board President

ATTEST:

By: 

Mary Henri, General Manager

RESOLUTION NO. 2015-06

**A RESOLUTION OF THE GOVERNING BODY OF THE
Rio Linda / Elverta Community Water District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2015-01 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2015-01 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Rio Linda / Elverta Community Water District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2015 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 25, 2015. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN**
Director/President, Groveland Community Services District

- ED GRAY (INCUMBENT)**
Director/President, Chino Valley Independent Fire District

- R. MICHAEL WRIGHT**
Director/President, Los Osos Community Services District

- SANDY SEIFERT-RAFFELSON (INCUMBENT)**
District Clerk, Herlong Public Utility District

VOID

ADOPTED this ____ day of _____, 2015 by the Rio Linda / Elverta Community Water District by the following roll call votes listed by name:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTEST:

APPROVED:
