

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
FLORIN RESOURCE CONSERVATION DISTRICT**

Wednesday, January 28, 2015

6:30 PM

**8820 Elk Grove Blvd.
Elk Grove, CA 95624**

Compliance with Government Code Section 54957.5

Public records, including writings related to an agenda item for an open session of a regular meeting of the Florin Resources Conservation District that are distributed less than 72 hours before the meeting, are available for public inspection during normal business hours at the Administration building of Elk Grove Water District, located at 9257 Elk Grove Blvd. Elk Grove, California. In addition, such writings may be posted, whenever possible, on the Elk Grove Water District website at www.egwd.org.

The Board will discuss all items on the agenda, and may take action on any item listed as an "Action" item. The Board may discuss items that do not appear on the agenda, but will not act on those items unless there is a need to take immediate action and the Board determines by a two-thirds (2/3) vote that the need for action arose after posting of the agenda.

If necessary, the Meeting will be adjourned to Closed Session to discuss items on the agenda listed under "Closed Session." At the conclusion of the Closed Session, the meeting will reconvene to "Open Session."

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Public Comment – Please complete a Request to Speak Form if you wish to address the Board.

Members of the audience may comment on matters that are not included on the agenda. Each person will be allowed three (3) minutes, or less if a large number of requests are received on a particular subject. No action may be taken on a matter raised under "Public Comment" until the matter has been specifically included on an agenda as an action item. Items listed on the agenda will be opened for public comment as they are considered by the Board of Directors.

1. Proclamations and Announcements

- a. Recognition of Jose Mendoza for five years of service
- b. Recognition of Michael Montiel for five years of service
- c. Recognition of Chris Phillips for five years of service
- d. Recognition of Marcel Wilson for ten years of service

Associate Director Comment

Public Comment

2. 2015 Election of Officers – Florin Resource Conservation District
(Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

Recommended Action: Elect a Chair and Vice-Chair for the 2015 calendar year.

3. **Consent Calendar** (Stefani Phillips, Board Secretary and Jim Malberg, Treasurer)
 - a. Minutes of the Regular Board Meeting of November 19, 2014 and Special Board Meeting of January 10, 2015.
 - b. FRCD Cash Flow Worksheet – November, 2014
 - c. FRCD Cash Flow Worksheet – December, 2014
 - d. Warrants Paid – November, 2014
 - e. Warrants Paid – December, 2014
 - f. Active Accounts – November, 2014
 - g. Active Accounts – December, 2014
 - h. Bond Covenant Status for FY 2014-15 – November, 2014
 - i. Bond Covenant Status for FY 2014-15 – December, 2014
 - j. Revenues and Expenses – Actual vs Budget FY 2014-15 – November, 2014
 - k. Revenues and Expenses – Actual vs Budget FY 2014-15 – December, 2014
 - l. Cash Accounts – November, 2014
 - m. Cash Accounts – December, 2014
 - n. Consultants Expenses – November 2014
 - o. Consultants Expenses – December 2014

Associate Director Comment

Public Comment

Recommended Action: Approve FRCD Consent Calendar.

4. **Conservation Activities – November and December 2014**
(Ellen Carlson, Management Analyst)

Associate Director Comment

Public Comment

5. **Operations Report – November and December 2014**
(Mark J. Madison, PE, General Manager)
 - a. November, 2014
 - b. December, 2014

Associate Director Comment

Public Comment

6. **2015 Committee Appointments** (Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

Recommended Action: The Chair appoints Directors to the following Standing Committees: Finance, Conservation, Infrastructure, and Planning Committees; and the 2x2x2 Ad-hoc Committee and that these appointments be ratified by the Board.

7. **Professional Auditing Services – Ad-hoc Professional Services Selection Committee** (Jim Malberg, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

Recommended Action: The Chair appoints Directors to an ad-hoc Professional Auditing Services Selection Committee to assist in the solicitation for professional auditing services and be ratified by the Board.

8. Exclusive Sales Listing Agreement for 2450 Florin Road (Susie Gaines Mitchell Building) (Mark J. Madison, PE, General Manager)

Associate Director Comment

Public Comment

Recommended Action: Approve an Exclusive Sales Listing Agreement with CBRE, Inc. to list for sale the Susie Gaines Mitchell building at 2450 Florin Road, Sacramento, California and authorize the General Manager to sign all related agreements and documents.

9. Professional Services Agreement for Preparation of an Emergency Response Plan (Ellen Carlson, Management Analyst)

Associate Director Comment

Public Comment

Recommended Action: Approve a Motion authorizing the General Manager to execute a Professional Services Agreement with AECOM in the amount of \$74,720 for the preparation of an Emergency Response Plan.

10. Elk Grove Water District FY 2014-15 Mid-Year Operating Budget Status Report (Jim Malberg, Finance Manager)

Associate Director Comment

Public Comment

11. Elk Grove Water District FY 2014-15 Mid-Year Reserve Status Report (Jim Malberg, Finance Manager)

Associate Director Comment

Public Comment

12. Investment Policy Guidelines (Jim Malberg, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution No. 01.28.15.01 of the Board of Directors of the Florin Resource Conservation District adopting Fiscal Year 2014-15 Investment Policy Guidelines of the Florin Resource Conservation District.

13. Elk Grove Water District 2014 Employee Policy Manual Amendment – Overtime Rate (Stefani Phillips, Human Resource Specialist)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution No. 01.28.15.02 of the Board of Directors of the Florin Resource Conservation District amending section 4.3.11 Overtime Rate of the Elk Grove Water District 2014 Employee Policy Manual.

14. Legislative Update (Ellen Carlson, Management Analyst)

Associate Director Comment

Public Comment

15. General Manager Performance Evaluation Process
(Stefani Phillips, Human Resource Specialist)

Associate Director Comment

Public Comment

16. Directors Comments and Information

Adjourn to Regular Meeting – February 25, 2015.

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District
FROM: Stefani Phillips, Board Secretary
SUBJECT: **2015 ELECTION OF OFFICERS – FLORIN RESOURCE
CONSERVATION DISTRICT**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors elect a Chair and Vice-Chair for the 2015 calendar year.

Summary

Each January, a Chair and Vice-Chair are elected by the Board to serve as officers of the Florin Resource Conservation District.

By this action, the Board will elect the officers who will lead the Board of Directors of the Florin Resource Conservation District.

DISCUSSION

Background

The Florin Resource Conservation District Board By-Laws state that the Board shall elect a Chair and Vice Chair at the regular board meeting in January. The term of office in each case shall begin upon election and shall continue for the period of one year or until successors are elected.

Present Situation

Barrie Lightfoot has retired from his duties as an FRCD Board of Directors after serving five consecutive terms as Chairman. Chuck Dawson currently serves as Vice-Chair of the Board of Directors in his second consecutive term.

FINANCIAL SUMMARY

There is no financial impact associated with this agenda item.

January 28, 2015

2015 ELECTION OF OFFICERS

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Respectfully submitted,



STEFANI PHILLIPS
SECRETARY TO THE FLORIN RESOURCE CONSERVATION BOARD OF
DIRECTORS

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District
FROM: Stefani Phillips, Secretary and Jim Malberg, Treasurer
SUBJECT: **CONSENT CALENDAR**

RECOMMENDATION

Approve the FRCD Consent Calendar.

Summary

By this action, the Board will approve the FRCD Consent Calendar items a-o.

DISCUSSION

Background

Consent Calendar items a-o are standing items on the Regular Board Meeting agenda.

FINANCIAL SUMMARY

N/A

Respectfully Submitted,



STEFANI PHILLIPS, SECRETARY AND
JIM MALBERG, TREASURER

SP

Attachments

MINUTES OF THE REGULAR MEETING OF THE FRCD BOARD

Wednesday, November 19, 2014

The regular meeting of the Board of Directors of the Florin Resource Conservation District was called to order at 6:30 p.m. by Barrie Lightfoot, Chair, at 8820 Elk Grove Blvd, Elk Grove CA.

Call to Order, Roll Call, and Pledge of Allegiance.

Directors Present: Barrie Lightfoot, Chuck Dawson, Don Menasco, Elliott Mulberg, and Tom Nelson
Directors Absent: None
Staff Present: Mark J. Madison, General Manager; Jim Malberg, Finance Manager; Stefani Phillips, Secretary; Bruce Kamilos, Associate Civil Engineer; Donella Ouellette, Finance Supervisor; Ellen Carlson, Management Analyst; Cindy Robertson, Administrative Assistant II (Confidential)
Associate Directors Present: Davies Ononiwu, Bob Gray, and Mike Schmitz
Consultants Present: William E. Robinson, Best Best & Krieger (BB&K); Brain Nash, Richardson & Company; Robert Merit, CPA

Public Comment

No comments were made.

1. Proclamations and Announcements

Mark Madison, General Manager, complimented Bruce Kamilos for completing the Elk Grove Leadership program.

Director, Chuck Dawson, other board members, and people present at the meeting recognized Chairman Barry Lightfoot for his years of service with the FRCD.

2. Consent Calendar

- a. Minutes of the Regular Board Meeting of October 22, 2014
- b. FRCD Cash Flow Worksheet – October, 2014
- c. Warrants Paid – October, 2014
- d. Active Accounts – October, 2014
- e. Bond Covenant Status for FY 2014-15 – October, 2014
- f. Revenues and Expenses – Actual vs Budget FY 2014-15 – October, 2014
- g. Cash Accounts – October, 2014
- h. Consultants Expenses – October, 2014

MSC (Mulberg/Dawson) to approve Consent Calendar items a-h, 5/0: Ayes: Dawson, Menasco, Mulberg, Nelson, and Lightfoot.

3. Conservation Activities – October, 2014

Ellen Carlson, Management Analyst presented the Conservation Activities – October 2014 to the Board of Director. She distributed the Central Valley Rails to Trails Foundation (CVRTF) map to the board of the directors, as an independent item, that shows the Central California Traction Corridor (CCTC) old rail line that is being considered as an alternative route for a high speed rail system.

Director Elliott Mulberg stated how appreciative he is of Ellen's participation with the Stone Lake Refuge.

Mrs. Carlson discussed the 20th year anniversary celebration at the Stone Lake National Wildlife Refuge.

4. Operations Report – October, 2014

Mark J. Madison, General Manager presented the highlights of the Operations Report – October, 2014:

- 4 low pressure complaints
 - 3 – SSA1
 - 1 – SSA2
- 531 Door Hangers
- 91 Shut offs
- 109 USA locates – this includes the District's work
- Distribution work orders
 - 17 meters installed (all commercial)
 - 100 valve exercising
- Utility work orders
 - 28 meters installed (includes Melrose and the Rancho sub-division)
- Well 1D – no production – 17 hours for sampling purposes only
- Well 4D – production was slightly down from last months
- Well 11D – production was slightly up from last months
 - Combined Well 4D and 11D produced 91M gallons (bulk of our production)
- Well14D – ran when 1D was running, this was mostly for sampling
- Well 3 – not much production
- Well 8 – little production
- Well 9 – continues to produce and is quiet and reliable
- No purchased water from Sacramento County
- Combined production, conservation by customers is evident
- There has been no significant drop offs in the static pumping levels
 - Well 4D has a 9 ft. drop in static and that is an indicator that the aquifer is being over pumped
 - Well 11D will need to be monitored because the pumping level has dropped – this well might become plugged so will need to monitor the levels
 - Trend lines have been added to the static and pumping levels graphs
- Sampling – regular, no samples missed
 - Most were warf hydrants, repairs and new service (Green Acres Nursery)
- Regulatory reports submitted on time
- 20 gallon discharge for calibration
- All preventative maintenance activities were performed on-time
- 5 safety meetings during the month exceeding OSHA requirements
- Bull-head replacements – work will not be performed until January
- No mainline leaks
- 3 service leak
- Sample Station Area Maps
 - SSA1 – running in the 55-65lb range most of the time
 - SSA2 – still seeing a few problems
 - SSA8 – running in the 45-55lb range which is a little low but higher than last month

Mark Madison, General Manager recommended pulling the SCWA Turnout Production graph from the Operations Report since the district hasn't bought any supplemental water from Sacramento County.

The Board of Directors agreed with pulling the SCWA Turnout Production graph from the Operations Report.

Director, Elliott Mulberg inquired that most of the water production comes from Well 11D. Mr. Madison replied, yes for the past month, but the District tries to alternate the deep wells.

Mr. Mulberg inquired if the sounding measurements are taken at the beginning of the quarter. Mr. Madison replied, yes the measurements were taken at the first part of October.

Chairman, Barrie Lightfoot mentioned a new customer that was coming to the District, Green Acres Nursery.

Bruce Kamilos, Associate Civil Engineer spoke about the new nursery and the praise that was received of the District's field crew.

Mr. Madison praised Jose Carrillo for his customer service with Green Acres Nursery.

Mr. Madison also praised Richard Salas and his crew for the service line repair that happened on Elk Grove Boulevard (near the office) Friday, November 14th. Mr. Madison stated the job was well done.

5. Fiscal Year 2013-14 (FY2014) Comprehensive Annual Financial Report

Jim Malberg, Finance Manager presented the FY2014 Comprehensive Annual Financial Report (CAFR) to the Board of Directors. In summary, the FRCD is required by State statute to publish a complete set of financial statements presented in conformity with generally accepted accounting principles and audited in accordance with generally accepted auditing standards. The audit must be conducted by a firm of licensed certified public accountants.

Brain Nash, consultant with Richardson & Company, presented the report to the Board of Directors.

Chairman Barrie Lightfoot inquired how Note J - Restatement of the Financial Statement regarding Building Fund was missed. Mr. Nash replied, "This is something that is not normally seen and should have been identified by management and the people who issue the debt on how to record this properly. This has not been recorded properly since 2003."

Mark Madison, General Manager commented that this was a financial reporting correction and does not have an impact in terms of real dollars or any financial impact on the District. Mr. Nash replied, "Yes this is only a paper transaction to display something that was already there in a different manner."

Mr. Nash highlighted Note I – Commitments and Contingencies of the Financial Statement, stating that the District has the ability to attempt to sell the office building at 2450 Florin Road by July 1, 2019 to satisfy the tax lien.

Mr. Nash gave the following recommendation on the management letter:

- Account reconciliations to be performed regularly
- Reconcile subsidiary records to the general ledger on a monthly/quarterly basis
- Bank reconciliations to be performed on a timely basis

Mr. Madison stated reconciliations will be done on a quarterly basis, as recommended by Mr. Nash, and information will be provided to the Board of Directors on the findings.

Bob Gray, Associate Director, commented that he was shocked the District was not reconciling the bank accounts on a monthly basis.

Davies Ononiwu, Associate Director, inquired why the District had a gap in checks. Mr. Nash replied, "This is how the checks were recorded in the prior fiscal year even though they are issued in the current year. There are no issues with the checks they weren't in the check sequence in consecutive order."

Mark Madison, General Manager complimented Robert Merritt, CPA for bridging the gap during this time.

MSC (Nelson/Mulberg) to approve a motion accepting the FY2014 Comprehensive Annual Financial Report, 5/0: Ayes: Dawson, Menasco, Mulberg, Nelson, and Lightfoot.

6. Railroad Street Water Treatment Facility Parking Lot Improvements Project Construction Contract

Bruce Kamilos, Associate Civil Engineer presented the Railroad Street Water Treatment Facility Parking Lot Improvements Project Construction Contract to the Board of Directors. In summary, this project includes the construction of a paved, fenced-in parking lot and bulk materials storage facility across from the Railroad Street Water Treatment Facility.

Tom Nelson, Director, inquired how much under budget the District is. Mr. Kamilos replied, we are \$100,000 under budget.

Elliott Mulberg, Director, inquired how the engineer under estimated the project. Mr. Kamilos replied, engineers have industry standards that they apply for paving and other work. He also said that numbers change and fluctuate depending on the workload of the contractor and materials that are available.

Don Menasco, Director, inquired if any of the bidders were local. Mr. Kamilos replied that the bidders were from the Sacramento area and Vacaville.

MSC (Dawson/Nelson) to approve a motion Amending the Fiscal Year 2015-19 (FY2019) Capital Improvement Program (CIP), Reallocating \$58,000 from the Melrose Avenue Water Main Project to the Railroad Street Water Treatment Facility Parking Lot Improvements Project, and Authorizing the General Manager to Execute a Construction Contract in the amount of \$254,761 with Abide Builders, Inc. for the Railroad Street Water Treatment Facility Parking Lot Improvements Project, 5/0: Ayes: Dawson, Menasco, Nelson, and Lightfoot.

7. Elk Grove Water District 2014 Employee Policy Manual Update

Ellen Carlson, Management Analyst presented the Elk Grove Water District 2014 Employee Policy Manual Update to the Board of Directors. In summary, under the Board's direction, an ad hoc committee has worked collectively with staff to prepare a revised Employee Policy

Manual for the Elk Grove Water District. Updates to the policy include the personnel policies for all employees in the District.

Chuck Dawson, Director, stated updates seem to be in alignment. Substantial items have already been before the Board of Directors. He also said that he supports the adoption.

Mark Madison, General Manager, commented that there was some legal updates made to the Employee Policy Manual that William Robinson, BB&K and Laura Fowler, BB&K assisted with.

Tom Nelson, Director, stated that there was a lot of good discussion on the Employee Policy Manual to make sure everything was clear and to produce a good product.

Barry Lightfoot, Chairman, praised Chuck Dawson, Tom Nelson and the team for producing a good product.

Mr. Lightfoot also suggested for the new Board of Director members to obtain and read the document to become familiarized with the policies that are now in place.

Mr. Madison stated that he is developing an introduction binder to the FRCD/EGWD for the new and existing board members, which will include the Employee Policy Manual.

MSC (Lightfoot/Mulberg) to approve a motion to Resolution 11.19.14.01 Adopting the Elk Grove Water District 2014 Employee Policy Manual Update and Approving the Amendments and Additions, 5/0: Ayes: Dawson, Menasco, Mulberg, Nelson, and Lightfoot.

8. Legislative Update

Ellen Carlson, Management Analyst presented the Legislative Update to the Board of Directors. She stated that Proposition 1 (Water Bond, Funding for Water Quality, Supply, Treatment, and Storage Projects) had passed grant funding for EGWD & FRCD opportunities.

9. Committee Meeting(s) Update

No meetings occurred since the last Regular Board Meeting.

10. Directors Comments and Information

Tom Nelson, Director, attended the CARCD conference in Ventura, CA. He suggested that staff look into the Conservation Strategy Group (Tasha Newman & Mark Finstermaker) to see if there are projects that the FRCD collaborate on.

Barrie Lightfoot, Chairman, suggested that we need to find ways to expand the FRCD involvement with other RCD's and other conservation efforts.

Elliott Mulberg, Director, suggested that the Board of Directors form an FRCD committee. Mr. Lightfoot thanked his fellow board members for all their hard work. He also thanked the staff for all their hard work and to keep up the good work moving forward.

Respectfully submitted,

Stefani Phillips

Stefani Phillips, Secretary

MINUTES OF THE SPECIAL MEETING OF THE FRCD BOARD

Saturday, January 10, 2015

The special meeting of the Board of Directors of the Florin Resource Conservation District was called to order at 9:00 a.m. by Chuck Dawson, Vice-Chairman, at 9257 Elk Grove Blvd, Elk Grove CA.

Call to Order, Roll Call, and Pledge of Allegiance.

Directors Present: Chuck Dawson, Bob Gray, Elliott Mulberg, Tom Nelson, and Jeanne Sabin
Directors Absent: None
Staff Present: Mark J. Madison, General Manager; Jim Malberg, Finance Manager; Stefani Phillips, Secretary; Bruce Kamilos, Associate Civil Engineer; Donella Ouellette, Finance Supervisor; Ellen Carlson, Management Analyst; Cindy Robertson, Administrative Assistant II (Confidential)
Associate Directors Present: Mike Schmitz
Consultants Present: William Robinson, Best Best & Krieger (BB&K); David Aranda, California Special District Association (CSDA) Consultant

Public Comment

No comments were made.

1. Oath of Office

Stefani Phillips, Secretary, conducted the oath of office for the newly and re-elected directors. Bob Gray, Tom Nelson and Jeanne Sabin were sworn in.

2. Sustainability Groundwater Management Act of 2014

Mark J. Madison, General Manager presented the Sustainability Groundwater Management Act (SGMA) of 2014 to the Board of Directors. In summary, to manage groundwater basins, SGMA requires the formation of Groundwater Sustainability Agencies (GSA's). The GSA for the groundwater basin underlying the Elk Grove Water District (EGWD) and Florin Resource Conservation District (FRCD) has not been determined. The General Manager requests direction from the Board as to what EGWD should advocate in this regard. He was going to recommend Regional Water Authority (RWA) as a possible GSA, but RWA expressed that they would likely not be interested. He then mentioned Sacramento Central Ground Water Authority (SCGA) as a possible GSA, but the county may have some conflicts of interests.

Elliott Mulberg, Director, inquired if RWA has staff. Mr. Madison replied, yes, they do have staff.

Tom Nelson, Director, inquired who the possible players were for the GSA's. He also mentioned that the lead should be independent of any agency. Mr. Nelson would like Elk Grove Water District (EGWD) to have a part in what SCGA is doing.

Bruce Kamilos, Associate Civil Engineer, stated an advisory committee would need to be established with all parties at the table. He also mentioned that the committee should consist of 30+ members.

Mr. Mulberg, commented that a ground water authority would be the best deal. He inquired if everyone in the Sacramento region should be included or just one particular GSA.

Jeanne Sabin, Director, inquired at what point, if the groundwater sustainability plan isn't met, would this basin be adjudicated by Department Water Resource (DWR). Mr. Madison replied, stating if a region does not form a GSA then DWR has the responsibility by the legislation to step in and prepare the groundwater sustainability plan.

Mr. Madison did not stay with the recommended action on the agenda.

3. Board Member Workshop

David Aranda, Consultant with CSDA, conducted a leadership academy to the board of directors. Please see attached PowerPoint for topics that were covered during the workshop.

Rick Robinson, General Counsel from BBK, conducted a brief review of the Brown Act and Conflict of Interest to the board of directors and staff.

4. Closed Session

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 2450 Florin Rd., Sacramento, CA

Agency negotiators: Mark Madison and Jim Malberg

Negotiating parties: FRCD and Sacramento County

Under negotiation: Terms of payment

No reportable action taken.

Respectfully submitted,

Stefani Phillips

Stefani Phillips, Secretary



**FRCD Cash Flow
For the Month Ended November 30, 2014**

Cash in Bank – Beginning	\$144,298.75
Receipts:	
Interest Earned	\$ 9.42
Disbursements:	
Check # 1009-Franklin High School	- \$1,220.00
Cash in Bank – Ending	\$143,088.17



FRC D Cash Flow For the Month Ended December 31, 2014

Cash in Bank – Beginning	\$143,088.17
Receipts:	
Interest Earned	\$ 9.72
Disbursements:	
Check # 1010- CARCD-Tom Nelson	- \$999.11
Cash in Bank – Ending	\$142,098.78

Check History Report

11/1/2014 to 11/30/2014
Elk Grove Water District

Check Number	Check Date	Vendor Number	Name	Check	Explanation
037633	11/14/2014	BG SOLU	SOLUTIONS BY BG INC.	4,758.62	Daily Tasks/Help Tickets
037634	11/14/2014	BSK4	BSK ASSOCIATES	480.00	Sampling-Treatment
037635	11/14/2014	CITY EG	CITY OF ELK GROVE	77.85	
037636	11/14/2014	COUNTY3	COUNTY OF SACRAMENTO	133.00	
037637	11/14/2014	CRF JKL	KERIL LEONE	126.00	Account Closed-Credit Refund
037638	11/14/2014	DATA PRO	DATA PROSE LLC	8,654.99	Monthly Billing
037639	11/14/2014	EFFECT	EFFECTIVE PHONE SOLUTIONS INC.	1,120.22	Disaster Recovery
037640	11/14/2014	EGPOWER	ELK GROVE POWER EQUIPMENT	48.60	
037641	11/14/2014	FASTENA	FASTENAL COMPANY	18.20	
037642	11/14/2014	FERRELL	FERRELL GAS	15.01	
037643	11/14/2014	GROEN C	GROENIGER & COMPANY	635.89	
037644	11/14/2014	JAN PRO	JAN-PRO CLEANING SYSTEMS	577.30	Janitorial-ADMIN/MOC
037645	11/14/2014	PACE	PACE SUPPLY CORP	4,831.88	Materials/Supplies-Meter Retro/Distribution
037646	11/14/2014	PHENIX	PHENIX PRINT & IMAGE	69.12	
037647	11/14/2014	RADIAL	RADIAL TIRE OF ELK GROVE	262.92	
037648	11/14/2014	RCBJC	CARD SERVICE CENTER	895.06	Materials/Supplies-Distribution
037649	11/14/2014	REPUBLI	REPUBLIC SERVICES #922	668.33	Trash-MOC/ADMIN
037650	11/14/2014	ROTH	ROTH STAFFING COMPANIES, L.P.	901.46	Temporary Customer Service Help
037651	11/14/2014	S&J MOV	S&J MOVING SUPPLIES	51.84	
037652	11/14/2014	SIERRA	SIERRA OFFICE SUPPLIES	665.29	
037653	11/14/2014	TOLLEFO	TOLLEFSON-BATTERIES PLUS	528.93	VOID
037653	11/14/2014	TOLLEFO	TOLLEFSON-BATTERIES PLUS	528.93-	VOID
037654	11/14/2014	VALL MO	VALLEY MOTOR PARTS	30.77	
037655	11/14/2014	WEF3	WATER EDUCATION FOUNDATION	500.00	
037656	11/19/2014	A. TEIC	A. TEICHERT & SON, INC	356.43	
037657	11/19/2014	AFLAC	AFLAC	2,253.29	
037658	11/19/2014	AIR QUA	AIR QUALITY	4,559.00	SMAQMD-Annual Permit fees-2014-2015
037659	11/19/2014	BEST	BEST, BEST & KRIEGER	13,245.40	Legal
037660	11/19/2014	BRINKS	BRINK'S INCORPORATED	268.41	
037661	11/19/2014	BSK4	BSK ASSOCIATES	1,267.00	Sampling-Treatment
037662	11/19/2014	CONSOLI	CONSOLIDATED COMMUNICATIONS	240.64	Ethernet Service
037663	11/19/2014	CONSOLI	CONSOLIDATED COMMUNICATIONS	1,212.59	Phones-MOC/ADMIN
037664	11/19/2014	COUNTY4	SACRAMENTO COUNTY UTILITIES	97.70	
037665	11/19/2014	CRF RAG	RAJINDER S. GARCHA	3,092.83	Account Closed-Credit Refund
037666	11/19/2014	CRF VIB	VIBRANT CARE	2,478.04	Account Closed-Credit Refund
037667	11/19/2014	CSDS	CSDS SACRAMENTO	92.54	
037668	11/19/2014	DMV	DMV	7.00	
037669	11/19/2014	EG FORD	ELK GROVE FORD	158.78	

Account Number	Account Name	Account Type	Balance
037670	ELK GROVE CHAMBER OF COMMERCE	Membership dues	680.00
037671	FASTENAL COMPANY	Well site communications	145.17
037672	FRONTIER COMMUNICATIONS	Well site communications	217.11
037673	FRONTIER COMMUNICATIONS	Well site communications	166.15
037674	FRONTIER COMMUNICATIONS	Meter Retro	171.53
037675	GOLDEN STATE FLOW MEASUREMENT	Chemicals-Treatment	1,394.02
037676	HACH COMPANY	Fuel	505.04
037677	INTERSTATE OIL COMPANY	Materials/Dump Fees	2,971.76
037678	JAN-PRO CLEANING SYSTEMS	Interim Finance Manager	56.53
037679	JAY'S TRUCKING SERVICE	Materials/Supplies-Meter Retro/Distribution	635.58
037680	MANAGEMENT PARTNERS	(2) Invoices- Repairs & Maintenance	631.56
037681	PACIFIC BENEFIT CONSULTANTS		300.00
037682	PACE SUPPLY CORP		1,205.86
037683	PAPE'S MATERIAL HANDLING		768.25
037684	PEST CONTROL CENTER INC		160.00
037685	PACIFIC GAS & ELECTRIC COMPANY		16.08
037686	PURCHASE POWER		16.21
037687	PLATT		195.37
037688	PREFERRED ALLIANCE		139.00
037689	RADIAL TIRE OF ELK GROVE		80.19
037690	RAFTELIS FINANCIAL CONSULTANTS		4,660.00
037691	CARD SERVICE CENTER		17.77
037692	ROBERT MERRIT		3,150.00
037693	ROTH STAFFING COMPANIES, L.P.	Accounting Services	969.96
037694	SAC BEE	Temporary Customer Service Help	1,207.42
037695	TOSHIBA FINANCIAL SERVICES	RRWTF Parking Lot Project	528.93
037696	ULTRA TRUCK WORKS, INC	Copier-ADMIN	150.12
037697	UNITED SITE SERVICES		234.91
037698	VALLEY MOTOR PARTS		22.31
037699	VERIZON WIRELESS	Aircards Laptops	720.48
037700	CHRISTINE HOANG	Account Closed-Credit Refund	146.82
037701	CORNERSTONE TITLE	Account Closed-Credit Refund	61.13
037702	FIDELITY NATIONAL TITLE COMP	Account Closed-Credit Refund	297.22
037703	HIREN MAJUMDAR	Account Closed-Credit Refund	8.29
037704	IDA MAE BROUSSARD	Account Closed-Credit Refund	8.58
037705	JASON CHESHIRE	Account Closed-Credit Refund	52.11
037706	KEN BASURTO	Account Closed-Credit Refund	96.76
037707	KERRY & NATALIE COMPHEL	Account Closed-Credit Refund	0.29
037708	NORTH AMERICAN TITLE COMPANY	Account Closed-Credit Refund	105.24
037709	NORTH AMERICAN TITLE COMPANY	Account Closed-Credit Refund	59.81
037710	NORTH AMERICAN TITLE COMPANY	Account Closed-Credit Refund	139.83
037711	NORTH AMERICAN TITLE COMPANY	Account Closed-Credit Refund	37.46
037712	NORTH AMERICAN TITLE COMPANY	Account Closed-Credit Refund	32.03
037713	NORTH AMERICAN TITLE COMPANY	Account Closed-Credit Refund	38.77
037714	PHONG DO	Account Closed-Credit Refund	82.83
037715	RIVER CITY INVESTORS, LLC	Account Closed-Credit Refund	16.39
037716	ROD & LAURA RODRIGUEZ	Account Closed-Credit Refund	61.71
037717	ROBERT LETTOW	Account Closed-Credit Refund	9.73
037718	FIDELITY NATIONAL TITLE COMP	Account Closed-Credit Refund	57.84

037719	11/19/2014	CRFFTC	FIRST AMERICAN TITLE COMPANY	68.42	Account Closed-Credit Refund
037720	11/19/2014	CRFFTC	FIRST AMERICAN TITLE COMPANY	25.64	Account Closed-Credit Refund
037721	11/19/2014	CRFORA	ORANGE COAST TITLE	527.85	Account Closed-Credit Refund
037722	11/19/2014	CRFLA7	PLACER TITLE COMPANY	103.16	Account Closed-Credit Refund
037723	11/19/2014	PLAC 6	PLACER TITLE CO	39.67	Account Closed-Credit Refund
037724	11/20/2014	IRS SAC	INTERNAL REVENUE SERVICE	2,032.16	Confidential
037725	11/30/2014	BG SOLU	SOLUTIONS BY BG INC.	4,985.22	Daily Tasks/Help Tickets
037726	11/30/2014	ATT&T	AT&T MOBILITY	0.56	
037727	11/30/2014	BSK4	BSK ASSOCIATES	255.00	Sampling-Treatment
037728	11/30/2014	CAL STE	CALIFORNIA STEAM	1,788.30	
037729	11/30/2014	COUNTY	COUNTY OF SACRAMENTO	257,986.41	September County Billing
037730	11/30/2014	COUNTY4	SACRAMENTO COUNTY UTILITIES	36.09	
037731	11/30/2014	DITCH	DITCH WITCH EQUIPMENT CO., INC	31.89	
037732	11/30/2014	EMPLOYE	EMPLOYEE BASED SYSTEMS	200.00	
037733	11/30/2014	FASTENA	FASTENAL COMPANY	417.64	
037734	11/30/2014	GOLDEN	GOLDEN STATE FLOW MEASUREMENT	19,116.97	Meter Retro
037735	11/30/2014	GREAT A	GREATAMERICA FINANCIAL SVCS	144.50	
037736	11/30/2014	HINTON	SEAN HINTON	183.60	Clothing Reimbursement
037737	11/30/2014	INLAND	INLAND BUSINESS SYSTEMS	31.17	
037738	11/30/2014	INT STA	INTERSTATE OIL COMPANY	1,219.61	Fuel
037739	11/30/2014	PACE	PACE SUPPLY CORP	24,304.95	Materials/Supplies-Meter Retro/Distribution
037740	11/30/2014	RADIAL	RADIAL TIRE OF ELK GROVE	334.84	
037741	11/30/2014	ROOCO	ROOCO RENTS	88.13	
037742	11/30/2014	SIERRA	SIERRA OFFICE SUPPLIES	259.82	
037743	11/30/2014	SMUD	SMUD	767.81	
037744	11/30/2014	SMUD	SMUD	5,159.92	
037745	11/30/2014	SMUD	SMUD	3,764.83	
037746	11/30/2014	SMUD	SMUD	497.45	
037747	11/30/2014	SMUD	SMUD	7,572.01	
037748	11/30/2014	SMUD	SMUD	106.07	
037749	11/30/2014	SMUD	SMUD	730.96	
037750	11/30/2014	SMUD	SMUD	986.74	
037751	11/30/2014	SMUD	SMUD	1,306.46	
037752	11/30/2014	SUMMIT	AIR WORKS INC	165.00	Annual Permit-2014-2015
037753	11/30/2014	SWRCB	SWRCB	1,996.00	
037754	11/30/2014	TRENCH	TRENCH PLATE RENTAL CO	72.10	
037755	11/30/2014	ULTRA	ULTRA TRUCK WORKS, INC	21.49	
037756	11/30/2014	WHITE	HDS WHITE CAP CONST SUPPLY	205.09	
037757	11/30/2014	ZOOM	ZOOM IMAGING SOLUTIONS, INC	732.18	
037759	11/30/2014	BEST	BEST, BEST & KRIEGER	14,295.19	Legal
037760	11/30/2014	BSK4	BSK ASSOCIATES	408.00	Sampling-Treatment
037761	11/30/2014	COUNTY3	COUNTY OF SACRAMENTO	75.00	Monthly Billing
037762	11/30/2014	DATAPRO	DATAPROSE LLC	6,660.40	
037763	11/30/2014	FERGUS	FERGUSON ENTERPRISES, INC	178.48	Fuel
037764	11/30/2014	INT STA	INTERSTATE OIL COMPANY	2,191.74	Confidential
037765	11/30/2014	IRS SAC	INTERNAL REVENUE SERVICE	2,023.16	Materials/Dump Fees
037766	11/30/2014	JAYS	JAY'S TRUCKING SERVICE	567.94	Asset MGMT Program
037767	11/30/2014	KENNEDY	KENNEDY/JENKS CONSULTANTS	17,432.50	
037768	11/30/2014	PAC BEN	PACIFIC BENEFIT CONSULTANTS	100.00	

Code	Period	Vendor	Amount	Description
037769	11/30/2014	PACE	1,268.46	Materials/Supplies-Meter Retro/Distribution
037770	11/30/2014	PAULA MAITA & COMPANY	214.93	Rate Model Update
037771	11/30/2014	RAFTELIS FINANCIAL CONSULTANTS	840.00	CSFMO-Memberships
037772	11/30/2014	RCB BK	3.50	Safety Conference, Training, Employee Recognition, Printing
037773	11/30/2014	RCB DO	220.00	Materials/Supplies-Meter Retro/ADMIN
037774	11/30/2014	RCB EC	1,071.36	CARCD Conference, Training, repairs, contracted services
037775	11/30/2014	RCB RS	2,891.65	Temporary Customer Service Help
037776	11/30/2014	RCB SP	918.81	Copier-ADMIN
037777	11/30/2014	RCB SS	28.46	
037778	11/30/2014	ROTH	969.96	
037779	11/30/2014	TOSHIBA	528.93	
037780	11/30/2014	TRAFF S	149.04	
Total:			469,585.37	

Check History Report

12/1/2014 to 12/31/2014
Elk Grove Water District

Check Number	Check Date	Vendor Number	Name	Check	Explanation
037758	12/8/2014	SALAS	RICHARD SALAS	205.09	Clothing allowance
037781	12/12/2014	VALLEJO	VALLEJO'S RESTAURANT	717.45	Employee appreciation-Christmas Luncheon
037782	12/15/2014	AFLAC	AFLAC	2,253.29	
037783	12/15/2014	BG SOLU	SOLUTIONS BY BG INC.	4,758.61	Daily Tasks/Help Tickets
037784	12/15/2014	BSK4	BSK ASSOCIATES	120.00	Sampling-Treatment
037785	12/15/2014	CAL STE	CALIFORNIA STEAM	6.80	
037786	12/15/2014	DIAZ	JOHN DIAZ	320.76	Clothing allowance
037787	12/15/2014	EG FORD	ELK GROVE FORD	1,003.32	(2) Invoices-repairs/maintenance-Vehicles
037788	12/15/2014	FERGUS	FERGUSON ENTERPRISES, INC	157.33	
037789	12/15/2014	IRS SAC	INTERNAL REVENUE SERVICE	2,032.16	Confidential
037790	12/15/2014	JAN PRO	JAN-PRO CLEANING SYSTEMS	515.00	Janitorial
037791	12/15/2014	PAGE	PAGE SUPPLY CORP	6,502.05	Materials/Supplies-Meter Retro/Distribution
037792	12/15/2014	RADIAL	RADIAL TIRE OF ELK GROVE	45.00	
037793	12/15/2014	REPUBLI	REPUBLIC SERVICES #922	808.68	Refuse-MOC/ADMIN
037794	12/15/2014	SIERRA	SIERRA OFFICE SUPPLIES	499.95	
037795	12/15/2014	SWRCB2	SWRCB	160.00	VOID
037795	12/15/2014	SWRCB2	SWRCB	160.00	VOID
037796	12/15/2014	ULTRA	ULTRA TRUCK WORKS, INC	75.38	
037797	12/15/2014	VALL MO	VALLEY MOTOR PARTS	41.02	
037798	12/15/2014	VERIZON	VERIZON WIRELESS	703.66	Aircards Laptops
037799	12/18/2014	ACWAJPI	CB&T/ ACWA-JPIA	46,620.66	Nov-14
037800	12/18/2014	ACWAJPI	CB&T/ ACWA-JPIA	50,615.48	Dec-14
037801	12/18/2014	BRINKS	BRINK'S INCORPORATED	267.23	Security-Deposit Pickup
037802	12/18/2014	CAP AIR	CAPITAL AIR TOOL, LLC.	462.01	
037803	12/18/2014	CONSOLI	CONSOLIDATED COMMUNICATIONS	1,215.18	Phones-MOC/ADMIN
037804	12/18/2014	CONSOLI	CONSOLIDATED COMMUNICATIONS	240.64	Ethernet Service
037805	12/18/2014	DITCH	DITCH WITCH EQUIPMENT CO., INC	17.68	
037806	12/18/2014	EFFECT	EFFECTIVE PHONE SOLUTIONS INC.	1,120.22	Disaster Recovery
037807	12/18/2014	EGPOWER	ELK GROVE POWER EQUIPMENT	44.51	
037808	12/18/2014	FASTENA	FASTENAL COMPANY	50.34	
037809	12/18/2014	GOLDEN	GOLDEN STATE FLOW MEASUREMENT	264.60	
037810	12/18/2014	HALING	CINDY HALING	360.00	
037811	12/18/2014	INDUSTR	TNT INDUSTRIAL CONTRACTORS INC	110,927.13	Hampton WTP
037812	12/18/2014	JAYS	JAY'S TRUCKING SERVICE	1,652.26	Materials/Supplies-Meter Retro/Distribution
037813	12/18/2014	PAC BEN	PACIFIC BENEFIT CONSULTANTS	100.00	
037814	12/18/2014	PAGE	PAGE SUPPLY CORP	34,167.03	Materials/Supplies-Meter Retro/Distribution
037815	12/18/2014	PG&E	PACIFIC GAS & ELECTRIC COMPANY	52.59	
037816	12/18/2014	PIT 4	PURCHASE POWER	520.99	Postage-ADMIN
037817	12/18/2014	RCB MM	CARD SERVICE CENTER	560.66	Supplies, contracted services, meetings

037818	12/18/2014	RCBJC	CARD SERVICE CENTER	554.27	Materials/Supplies-Distribution
037819	12/18/2014	ROTH	ROTH STAFFING COMPANIES, L.P.	904.56	Temporary Customer Service Help
037820	12/18/2014	SAGE 2	SAGE SOFTWARE INC	5,502.91	Annual support for Abra payroll
037821	12/18/2014	SIERRA	SIERRA OFFICE SUPPLIES	389.61	
037822	12/18/2014	T NELSO	TOM NELSON	851.36	ACWA Conference- Hotel Reimbursement
037823	12/18/2014	VALL MO	VALLEY MOTOR PARTS	16.39	
037824	12/23/2014	BG SOLU	SOLUTIONS BY BG INC.	5,027.71	Daily Tasks/Help Tickets
037825	12/23/2014	CR TC	FIDELITY NATIONAL TITLE COMP	255.79	Account Closed-Credit Refund
037826	12/23/2014	CR TC	FIDELITY NATIONAL TITLE COMP	141.65	Account Closed-Credit Refund
037827	12/23/2014	CR TC	FIDELITY NATIONAL TITLE COMP	48.59	Account Closed-Credit Refund
037828	12/23/2014	T FRANK	TRAVIS FRANKLIN	148.61	Clothing allowance
037829	12/31/2014	ACWA	ACWA	14,210.00	2015-Annual agency dues
037830	12/31/2014	BAY ALA	BAY ALARM COMPANY	124.69	
037831	12/31/2014	CAP RUB	CAPITAL RUBBER	1,595.62	Materials/Supplies-Meter Retro/Distribution
037832	12/31/2014	COUNTY4	SACRAMENTO COUNTY UTILITIES	97.71	
037833	12/31/2014	CRF ARG	ACCELERATED REALTY GROUP	4.19	Account Closed-Credit Refund
037834	12/31/2014	CRF BOC	BOBO CONSTRUCTION	48.73	Account Closed-Credit Refund
037835	12/31/2014	CRF BRY	BRYAN YODAN	50.04	Account Closed-Credit Refund
037836	12/31/2014	CRF DIK	DIANA KEIHL	74.28	Account Closed-Credit Refund
037837	12/31/2014	CRF FT	FIRST AMERICAN TITLE	23.81	Account Closed-Credit Refund
037838	12/31/2014	CRF HOK	HOLLY KROETZ	163.24	Account Closed-Credit Refund
037839	12/31/2014	CRF KAC	KAYLA CUSIC	46.32	Account Closed-Credit Refund
037840	12/31/2014	CRF KEG	KEVIN GABB	0.26	Account Closed-Credit Refund
037841	12/31/2014	CRF KHS	KHASMINDER SINGH	130.43	Account Closed-Credit Refund
037842	12/31/2014	CRF LEN	LENNAR HOMES CA. INC	1.97	Account Closed-Credit Refund
037843	12/31/2014	CRF LEN	LENNAR HOMES CA. INC	10.53	Account Closed-Credit Refund
037844	12/31/2014	CRF MBV	MARY BETH VOSKUIL	0.78	Account Closed-Credit Refund
037845	12/31/2014	CRF MWS	MARK W SANTENS	63.40	Account Closed-Credit Refund
037846	12/31/2014	CRF NT	NORTH AMERICAN TITLE COMPANY	19.54	Account Closed-Credit Refund
037847	12/31/2014	CRF NT	NORTH AMERICAN TITLE COMPANY	28.21	Account Closed-Credit Refund
037848	12/31/2014	CRF NT	NORTH AMERICAN TITLE COMPANY	109.81	Account Closed-Credit Refund
037849	12/31/2014	CRF NT	NORTH AMERICAN TITLE COMPANY	80.18	Account Closed-Credit Refund
037850	12/31/2014	CRF NT	NORTH AMERICAN TITLE COMPANY	104.33	Account Closed-Credit Refund
037851	12/31/2014	CRF NT	NORTH AMERICAN TITLE COMPANY	72.21	Account Closed-Credit Refund
037852	12/31/2014	CRF PCL	PCL PROPERTIES 1, LP	77.30	Account Closed-Credit Refund
037853	12/31/2014	CRF PLA	PLACER TITLE COMPANY	102.90	Account Closed-Credit Refund
037854	12/31/2014	CRF TIH	TIM HAGYARD	0.66	Account Closed-Credit Refund
037855	12/31/2014	CRF TSR	TONI SASSE	1.97	Account Closed-Credit Refund
037856	12/31/2014	CRFF	FIDELITY NATIONAL TITLE	18.32	Account Closed-Credit Refund
037857	12/31/2014	CRFNA	NORTH AMERICAN TITLE COMPANY	39.82	Account Closed-Credit Refund
037858	12/31/2014	CRFNAC	NORTH AMERICAN TITLE COMPANY	37.03	Account Closed-Credit Refund
037859	12/31/2014	DITCH	DITCH WITCH EQUIPMENT CO., INC	95.21	Account Closed-Credit Refund
037860	12/31/2014	FASTENA	FASTENAL COMPANY	60.70	Account Closed-Credit Refund
037861	12/31/2014	FRONT C	FRONTIER COMMUNICATIONS	218.29	Well site communications
037862	12/31/2014	FRONT C	FRONTIER COMMUNICATIONS	167.33	Well site communications
037863	12/31/2014	FRONT C	FRONTIER COMMUNICATIONS	172.71	Well site communications
037864	12/31/2014	GOLDEN	GOLDEN STATE FLOW MEASUREMENT	19,533.96	Materials/Supplies-Meter Retro/Distribution
037865	12/31/2014	INLAND	INLAND BUSINESS SYSTEMS	28.69	
037866	12/31/2014	INT STA	INTERSTATE OIL COMPANY	1,917.46	Fuel
037867	12/31/2014	IRS SAC	INTERNAL REVENUE SERVICE	2,032.16	Confidential

Account Number	Period	Vendor Name	Description	Amount	Category
037868	12/31/2014	KENNEDY	KENNEDY/JENKS CONSULTANTS	19,264.07	Asset Mgmt. Plan
037869	12/31/2014	LAKE V	LAKE VUE ELECTRIC, INC	788.00	(2) Invoices-Repairs/Maintenance-ADMIN
037870	12/31/2014	MID AME	MID AMERICA METER, INC	1,962.50	Meter Tests
037871	12/31/2014	PACE	PACE SUPPLY CORP	26,363.68	Materials/Supplies-Meter Retro/Distribution
037872	12/31/2014	PAULA M	PAULA MAITA & COMPANY	1,759.05	Safety Shirts-OPS
037873	12/31/2014	PEST	PEST CONTROL CENTER INC	160.00	
037874	12/31/2014	PHENIX	PHENIX PRINT & IMAGE	34.56	
037875	12/31/2014	PLACER	RIVER CITY RENTALS	454.40	
037876	12/31/2014	RADIAL	RADIAL TIRE OF ELK GROVE	301.13	
037877	12/31/2014	ROOCO	ROOCO RENTS	100.00	Repairs/Maintenance
037878	12/31/2014	ROTH	ROTH STAFFING COMPANIES, L.P.	2,573.56	(3) Invoices - Temporary Customer Service Help
037879	12/31/2014	SDRMA	SDRMA	20,415.00	3rd quarter-Workers' Comp-Jan-March-2015
037880	12/31/2014	SIERRA C	SIERRA CHEMICAL COMPANY	819.93	Supplies-Treatment
037881	12/31/2014	SIERRA	SIERRA OFFICE SUPPLIES	452.85	
037882	12/31/2014	UNITED	UNITED SITE SERVICES	234.91	
037883	12/31/2014	VALL MO	VALLEY MOTOR PARTS	45.43	
037884	12/31/2014	ZOOM	ZOOM IMAGING SOLUTIONS, INC	115.31	
037885	12/31/2014	PACE	PACE SUPPLY CORP	2,260.57	Materials/Supplies-Meter Retro/Distribution
037886	12/31/2014	WILSON	MARCELL WILSON	160.00	
037887	12/31/2014	AFLAC	AFLAC	2,253.29	Phones-OPS
037888	12/31/2014	ATT&T	AT&T MOBILITY	289.84	
037889	12/31/2014	BATTER	BATTERIES PLUS	23.22	Daily Tasks/Help Tickets
037890	12/31/2014	BG SOLU	SOLUTIONS BY BG INC.	4,786.95	Sampling-Treatment
037891	12/31/2014	BSK4	BSK ASSOCIATES	3,157.00	
037892	12/31/2014	CAL STE	CALIFORNIA STEAM	154.71	
037893	12/31/2014	COUNT10	COUNTY OF SACRAMENTO	103,700.12	Sac County Water-Sept billing
037894	12/31/2014	CR NOT	NORTH AMERICAN TITLE	144.61	VOID
037894	12/31/2014	CR NOT	NORTH AMERICAN TITLE	144.61	VOID
037895	12/31/2014	CRF NT	NORTH AMERICAN TITLE COMPANY	127.38	Account Closed-Credit Refund
037896	12/31/2014	DEL PAS	DEL PASO PIPE & STEEL INC	1,123.05	Materials/Supplies-Meter Retro/Distribution
037897	12/31/2014	DELUXE	DELUXE	167.37	
037898	12/31/2014	DMV	DMV	8.00	
037899	12/31/2014	FERRELL	FERRELLGAS	220.20	
037900	12/31/2014	GOLDEN	GOLDEN STATE FLOW MEASUREMENT	4,514.94	Materials/Supplies-Meter Retro/Distribution
037901	12/31/2014	HALING	CINDY HALING	210.00	
037902	12/31/2014	INDUSTR	TNT INDUSTRIAL CONTRACTORS INC	139,813.78	Hampton WTP
037903	12/31/2014	ISCC	ISCC, INC	149.00	
037904	12/31/2014	MAITA	MAITA CHEVROLET	444.90	Education reimbursement
037905	12/31/2014	MAXWELL	DENISE MAXWELL	1,517.50	(2) Invoices-Backflow Project
037906	12/31/2014	MC ENGI	MC ENGINEERING, INC	1,898.52	
037907	12/31/2014	PAC BEN	PACIFIC BENEFIT CONSULTANTS	100.00	Materials/Supplies-Meter Retro/Distribution
037908	12/31/2014	PACE	PACE SUPPLY CORP	9,208.42	
037909	12/31/2014	PIT 2	PITNEY BOWES GLOBAL FINANCIAL	197.67	
037910	12/31/2014	RADIAL	RADIAL TIRE OF ELK GROVE	138.09	
037911	12/31/2014	RCB EC	CARD SERVICE CENTER	672.90	
037912	12/31/2014	RCB MM	CARD SERVICE CENTER	1,544.54	ACWA-Hotel, parking, meetings, meals
037913	12/31/2014	RCB SP	CARD SERVICE CENTER	1,109.57	ACWA-Hotel, parking, contracted services, meals
037914	12/31/2014	RCBJC	CARD SERVICE CENTER	815.26	Materials/Supplies-Distribution
037915	12/31/2014	REPUBLIC	REPUBLIC SERVICES #922	805.97	Refuse-MOC/ADMIN

Account Number	Period	Vendor Name	Amount	Description
037916	12/31/2014	ROTH	1,056.87	Temporary Customer Service Help
037917	12/31/2014	SIERRA	176.01	
037918	12/31/2014	SMUD	822.04	
037919	12/31/2014	SMUD	3,945.98	
037920	12/31/2014	SMUD	3,037.20	
037921	12/31/2014	SMUD	186.75	
037922	12/31/2014	SMUD	6,894.35	
037923	12/31/2014	SMUD	100.61	
037924	12/31/2014	SMUD	749.04	
037925	12/31/2014	SMUD	856.22	
037926	12/31/2014	SMUD	1,272.97	
037927	12/31/2014	TRENCH	238.50	
037928	12/31/2014	VALL MO	71.02	
037939	12/31/2014	CR NOT	114.61	
Total:			702,370.31	Account Closed-Credit Refund

Elk Grove Water District
Active Account Information
11/30/2014

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Non-metered												
Residential	135	133	134	133	107							
Commercial	47	33	33	35	21							
Metered												
Residential	11,494	11,484	11,490	11,473	11,479							
Commercial	457	458	459	457	479							
Fire Service	123	121	121	121	121							
Total Accounts	12,256	12,229	12,237	12,219	12,207							

Elk Grove Water District
Active Account Information
FY 2013/2014

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Non-metered												
Residential	938	947	813	594	475	422	384	342	294	241	187	137
Commercial	110	110	110	110	108	102	102	89	81	51	50	47
Metered												
Residential	10,605	10,595	10,724	10,949	11,034	11,093	11,141	11,163	11,213	11,271	11,381	11,543
Commercial	388	392	397	394	394	397	397	414	421	451	454	458
Fire Service	123	123	123	123	123	123	123	123	123	121	121	122
Total Accounts	12,164	12,167	12,167	12,170	12,134	12,137	12,147	12,131	12,132	12,135	12,193	12,307

Consent
Calendar Item?

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Elk Grove Water District
Active Account Information
12/31/2014

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Non-metered												
Residential	135	133	134	133	107	80						
Commercial	47	33	33	35	21	10						
Metered												
Residential	11,494	11,484	11,490	11,473	11,479	11,513						
Commercial	457	458	459	457	479	492						
Fire Service	123	121	121	121	121	121						
Total Accounts	12,256	12,229	12,237	12,219	12,207	12,216						

Elk Grove Water District
Active Account Information
FY 2013/2014

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Non-metered												
Residential	938	947	813	594	475	422	384	342	294	241	187	137
Commercial	110	110	110	110	108	102	102	89	81	51	50	47
Metered												
Residential	10,605	10,595	10,724	10,949	11,034	11,093	11,141	11,163	11,213	11,271	11,381	11,543
Commercial	388	392	397	394	394	397	397	414	421	451	454	458
Fire Service	123	123	123	123	123	123	123	123	123	121	121	122
Total Accounts	12,164	12,167	12,167	12,170	12,134	12,137	12,147	12,131	12,132	12,135	12,193	12,307

Consent Calendar Item# 9

Elk Grove Water District

Consent
Calendar Item#

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Bond Covenant Status

For Fiscal Year 2014-15

As of November 30, 2014

Operating Revenues:

Charges for Services	\$	6,289,675
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Operating Expenses:

Salaries & Benefits	1,282,221
Seminars, Conventions and Travel	10,498
Office & Operational	1,767,590
Outside Services	418,646
Equipment Rent, Taxes, and Utilities	176,739
Depreciation & Amortization	782,643
Total Operating Expenses	4,438,336

Income From Operations	\$	1,851,338
-------------------------------	-----------	------------------

Covenant Number 1

Income From Operations	1,851,338
Add: Depreciation & Amortization Expenses	782,643 *
Add: Rate Stabilization Fund (See note)	404,909 *
Total	3,038,891

Interest & Principal Payments	
2,546,800 interest + 1,290,000 principal	1,598,667 *

Coverage Ratio:

Actual	1.90
Required	1.25

Covenant Number 2

Income From Operations	1,851,338
Add: Depreciation & Amortization Expenses	782,643 *
Total	2,633,982

Interest & Principal Payments	
2,546,800 interest + 1,290,000 principal	1,598,667 *

Coverage Ratio:

Actual	1.65
Required	1.15

* Note: The calculation for the period = the percentage of the year completed.

Elk Grove Water District

Bond Covenant Status

For Fiscal Year 2014-15

As of December 31, 2014

Consent
Calendar Item#

i

Operating Revenues:

Charges for Services	\$	7,239,016
----------------------	----	-----------

Operating Expenses:

Salaries & Benefits		1,608,429
Seminars, Conventions and Travel		14,929
Office & Operational		2,008,597
Outside Services		469,705
Equipment Rent, Taxes, and Utilities		198,358
Depreciation & Amortization		939,172
Total Operating Expenses		5,239,190

Income From Operations	\$	1,999,826
-------------------------------	-----------	------------------

Covenant Number 1

Income From Operations		1,999,826
Add: Depreciation & Amortization Expenses		939,172 *
Add: Rate Stabilization Fund (See note)		485,891 *
Total		3,424,889

Interest & Principal Payments		
2,546,800 interest + 1,290,000 principal		1,918,400 *

Coverage Ratio:

Actual		1.79
Required		1.25

Covenant Number 2

Income From Operations		1,999,826
Add: Depreciation & Amortization Expenses		939,172 *
Total		2,938,998

Interest & Principal Payments		
2,546,800 interest + 1,290,000 principal		1,918,400 *

Coverage Ratio:

Actual		1.53
Required		1.15

* Note: The calculation for the period = the percentage of the year completed.

Elk Grove Water District
Revenues and Expenses Actual to Budget
November 30, 2014

General Ledger Reference	November Activity	November Budget	November Variance	%	YTD Activity	Annual Budget	5/12=41.67%	
							Variance	%
Revenues	1,173,157	1,205,315	-32,158	-2.67%	6,289,675	14,463,784	-8,174,109	43.49%
Salaries & Benefits (1)	206,986	310,134	-103,148	-33.26%	1,282,221	3,721,605	-2,439,384	34.45%
Seminars, Conventions and Travel	418	3,167	-2,749	-86.79%	10,498	38,007	-27,509	27.62%
Office & Operational (2) (3)	287,252	342,597	-55,345	-16.15%	1,767,590	4,111,168	-2,343,578	42.99%
Outside Services	81,595	68,380	13,215	19.33%	418,646	820,558	-401,912	51.02%
Equipment Rent, Taxes, Utilities	24,914	36,654	-11,740	-32.03%	176,739	439,846	-263,107	40.18%
Total Operational Expenses	601,166	760,932	-159,766	-21.00%	3,655,693	9,131,184	-5,475,491	40.04%
Net Operations	571,991				2,633,982			
Non-Operating Activity								
Depreciation & Amortization	156,529	156,529	0	0.00%	782,643	1,878,344	-1,095,701	41.67%
Bond Interest Accrued	212,236	212,236	0	0.00%	1,061,178	2,546,826	2,546,826	41.67%
Interest Earned	937	833	104		4,649	10,000	10,000	46.49%
Other Income	133	0	-133	0.00%	190,732	0	-190,732	
Revenues in Excess of Expenditures (Net Revenues)	<u>204,297</u>				<u>985,542</u>			
Capital Expenses								
Capital Improvements					322,772			
Capital Replacements					368,391			
Equipment					51,337			
Bond Retirement: \$1,290,000					537,500			
Total Capital And Debt Retirement Expenditures					<u>1,280,001</u>			
Net Cash Position after Capital and Debt Retirement Expenditures					<u>(294,458)</u>			

Consent
Calendar Items

(1) A total of \$439,864 of salary expenses will be capitalized to the Meter Retrofit CIP Program at year end, which will reduce the final expenditures.
 (2) A total of \$154,956 of operational expenses will be capitalized to the Meter Retrofit CIP Program at year end, which will reduce the final expenditures.
 (3) Estimated Expenditures: Purchased Water \$211,117 in November, and \$451,863 Year-To-Date.

Elk Grove Water District
Revenues and Expenses Actual to Budget
December 31, 2014

General Ledger Reference	December		YTD		6/12=50%	
	Activity	Budget	Activity	Budget	Variance	%
Revenues	949,352	1,205,315	7,145,566	14,463,784	-7,318,218	49.40%
Salaries & Benefits (1)	326,208	310,134	1,608,429	3,721,605	-2,113,176	43.22%
Seminars, Conventions and Travel	4,431	3,167	14,929	38,007	-23,078	39.28%
Office & Operational (2) (3)	241,007	342,597	2,008,597	4,111,168	-2,102,571	48.86%
Outside Services	51,059	68,380	469,705	820,558	-350,853	57.24%
Equipment Rent, Taxes, Utilities	21,620	36,654	198,358	439,846	-241,488	45.10%
Total Operational Expenses	644,325	760,932	4,300,018	9,131,184	-4,831,166	47.09%
Net Operations	305,026		2,845,548			
Non-Operating Activity						
Depreciation & Amortization	156,529	156,529	939,172	1,878,344	-939,172	50.00%
Bond Interest Accrued	212,236	212,236	1,273,413	2,546,826	2,546,826	50.00%
Interest Earned	986	833	5,635	10,000	10,000	56.35%
Other Income	-97,226	0	93,507	0	93,507	
Revenues in Excess of Expenditures (Net Revenues)	<u>-159,979</u>		<u>732,105</u>			
Capital Expenses						
Capital Improvements			718,541			
Capital Replacements			158,676			
Equipment			51,337			
Bond Retirement: \$1,290,000			645,000			
Total Capital And Debt Retirement Expenditures			<u>1,573,554</u>			
Net Cash Position after Capital and Debt Retirement Expenditures					<u>(841,450)</u>	

(1) A total of \$439,864 of salary expenses will be capitalized to the Meter Retrofit CIP Program at year end, which will reduce the final expenditures.

(2) A total of \$154,956 of operational expenses will be capitalized to the Meter Retrofit CIP Program at year end, which will reduce the final expenditures.

(3) Estimated Expenditures: Purchased Water \$179,705 in December, and \$631,568 Year-To-Date.

**Florin Resource Conservation District
CASH - Detail Schedule of Investments
11/30/2014**

HELD BY BOND TRUSTEE:		Account number / name	Investment Name	Investment Type	Restrictions	Market Value
G/L Account #	Money Market Fund					
1130-000-30	Building	BNY 113518 FRCD OB 2003 A/B Rev Fd	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	\$ 354,994.42
	Building	BNY 113522 FRCD OB 2003 B SUB IPF	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
	Building	BNY 113591 FRCD OB 03 A/B O/M RES FD	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	180,323.49
1132-000-30	Building	BNY 113594 FRCD OB 03 A/B RES FD	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	460,000.00
	Building	BNY 113598 FRCD 03 A INST PMT FD	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
	Building	BNY 113599 FRCD OB 03 A SR IPF	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
1133-000-30	Building	BNY 113601 FRCD 2003 A/B CAR/PAINT EXP	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	3,774.72
1134-000-30	Building	BNY 113602 FRCD 2003 A/B ADMIN EXP FD	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	95.11
1103-000-20	Water	BNY 113757 FRCD 2002 INST PMT SER B	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
	Water	BNY 113759 FRCD 2002 INST PMT SER B	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.01
	Water	BNY 113756 FRCD INST PMT SER A	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
1102-000-20	Water	BNY 113576 FRCD 2003 A CONST FUND	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	1,320.94
1107-000-20	Water	BNY 113584 FRCD 2005 A CONST FUND	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
1122-000-20	Water	BNY 113585 FRCD 2005 A INST PM	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
1123-000-20	Water	BNY 113585 FRCD 2005 A INST PM	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	1.00
1121-000-20	Water	BNY 113586 FRCD 2005 A RATE STAB	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	192,417.68
	Water	BNY 113587 FRCD 2005 A RES FD	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	1.00
1101-000-20	Water	BNY 113764 FRCD 2002 A/B RATE STABILIZATION	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	779,363.83
				Subtotal		\$ 1,972,292.20
1001-000-20	Water	CASH ON HAND		Unrestricted		\$ 300.00
HELD BY RIVER CITY BANK:						
1010-000-10	FRCD	RCB 1111057982 CHECKING ACCOUNT		Unrestricted		143,088.17
1010-000-20	Water	RCB 1111063486 GENERAL CHECKING		Unrestricted		253,548.48
1020-000-20	Water	RCB 1111028001 MONEY MARKET		Unrestricted		5,346,489.09
1030-000-20	Water	RCB 1111025851 CHARGE CARD ACCOUNT		Unrestricted		374,391.09
1040-000-20	Water	RCB 1111096589 HIGH YIELD MONEY MARKET		Unrestricted		3,180,799.45
1050-000-20	Water	RCB 1111099502 DEBT SERVICE ACCOUNT		Unrestricted		4.60
1060-000-20	Water	RCB 1111097844 PAYROLL ACCOUNT		Unrestricted		212,320.96
1070-000-20	Water	RCB 1111097933 WEB PAYMENT RECEIPTS		Unrestricted		474,713.78
				Subtotal		\$ 9,985,355.62
1080-000-20	Water	Office of the Treasurer - Sacramento California	LAIF	Unrated		\$ 2,830,628.49
					N/A	
				Total		\$ 14,788,576.31
				Total Restricted		\$ 1,972,292.20
				Total Unrestricted		\$ 12,816,284.11

Consent
Calendar Item#

**Florin Resource Conservation District
CASH - Detail Schedule of Investments
12/31/2014**



G/L Account #	Money Market Fund	Account number / name	Investment Name	Investment Type	Restrictions	Market Value
HELD BY BOND TRUSTEE:						
1130-000-30	Building	BNY 113518 FRCD OB 2003 A/B Rev Fd	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	\$ 437,932.61
	Building	BNY 113522 FRCD OB 2003 B SUB IPF	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
	Building	BNY 113591 FRCD OB 03 A/B O/M RES FD	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	180,323.49
1132-000-30	Building	BNY 113594 FRCD OB 03 A/B RES FD	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	460,000.00
	Building	BNY 113598 FRCD 03 A INST PMT FD	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
	Building	BNY 113599 FRCD OB 03 A SR IPF	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
1133-000-30	Building	BNY 113601 FRCD 2003 A/B CAR/PAINT EXP	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	3,774.72
1134-000-30	Building	BNY 113602 FRCD 2003 A/B ADMIN EXP FD	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	95.11
1103-000-20	Water	BNY 113757 FRCD 2002 INST PMT SER B	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	2.00
	Water	BNY 113759 FRCD 2002 INST PMT SER B	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	1.01
	Water	BNY 113756 FRCD INST PMT SER A	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
1102-000-20	Water	BNY 113576 FRCD 2003 A CONST FUND	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	1,320.94
1107-000-20	Water	BNY 113584 FRCD 2005 A CONST FUND	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
1122-000-20	Water	BNY 113585 FRCD 2005 A INST PM	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	1.00
1123-000-20	Water	BNY 113586 FRCD 2005 A RATE STAB	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	192,417.68
1121-000-20	Water	BNY 113587 FRCD 2005 A RES FD	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	1.00
1101-000-20	Water	BNY 113764 FRCD 2002 A/B RATE STABILIZATION	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	779,363.83
			Subtotal			\$ 2,055,233.39
1001-000-20	Water	CASH ON HAND			Unrestricted	\$ 300.00
HELD BY RIVER CITY BANK:						
1010-000-10	FRCD	RCB 1111057982 CHECKING ACCOUNT			Unrestricted	142,098.78
1010-000-20	Water	RCB 1111063486 GENERAL CHECKING			Unrestricted	290,079.05
1020-000-20	Water	RCB 1111028001 MONEY MARKET			Unrestricted	4,938,452.93
1030-000-20	Water	RCB 1111025851 CHARGE CARD ACCOUNT			Unrestricted	358,725.07
1040-000-20	Water	RCB 1111096589 HIGH YIELD MONEY MARKET			Unrestricted	3,181,339.75
1050-000-20	Water	RCB 1111099502 DEBT SERVICE ACCOUNT			Unrestricted	3.60
1060-000-20	Water	RCB 1111097844 PAYROLL ACCOUNT			Unrestricted	214,504.90
1070-000-20	Water	RCB 1111097933 WEB PAYMENT RECEIPTS			Unrestricted	544,399.83
			Subtotal			\$ 9,669,603.91
1080-000-20	Water	Office of the Treasurer - Sacramento California	LAIF	Investment Pool	Unrestricted	\$ 2,830,628.49
					N/A	
			Total			\$ 14,555,765.79
			Total Restricted			\$ 2,055,233.39
			Total Unrestricted			\$ 12,500,532.40

Consultant Expenses
November 30, 2014

Consent
Calendar Item# **n**

Fiscal Retainer Contracts

Consultant	Description	Current Month	Paid to date	Budget/Contract Amount	Percent of year (42%)
Best Best, & Krieger**	Task orders	27,541	71,336	185,000	38.56%
Solutions by BG, Inc.	Task orders	9,744	51,553	124,630	41.36%

Project Specific Contracts

Consultant	Description	Current Month	Paid to date	Budget/Contract Amount	Percent of Contract Amount
CPS HR	Finance Recruitment		20,802	24,000	86.68%
HydroScience*	Hampton Water Treatment		62,409	62,853	99.29%
MC Engineering, Inc	Backflow On-Call		10,424	12,000	86.87%
Management Partners	Interm Finance Manager	632	48,590	49,258	98.64%

*Capital Projects		62,409
**Legal Cost detail - FY 14/15		
Operations		
FRCD/EDC	\$	6,439
Litigation		
Other		
TOTAL		<u>6,439</u>

Consultant Expenses
December 31, 2014

Consent
Calendar Item#

Fiscal Retainer Contracts

Consultant	Description	Current Month	Paid to date	Budget/Contract Amount	Percent of year (50%)
Best Best, & Krieger**	Task orders		71,336	185,000	38.56%
Solutions by BG, Inc.	Task orders	14,573	66,126	124,630	53.06%

Project Specific Contracts

Consultant	Description	Current Month	Paid to date	Budget/Contract Amount	Percent of Contract
CPS HR	Finance Recruitment		20,802	24,000	86.68%
HydroScience*	Hampton Water Treatment		62,409	62,853	99.29%
MC Engineering, Inc	Backflow On-Call	1,899	11,213	12,000	93.44%
Management Partners	Interm Finance Manager		48,590	49,258	98.64%

*Capital Projects 62,409

**Legal Cost detail - FY 14/15

Operations	
FRCD/EDC	\$
Litigation	33,446
Other	
TOTAL	33,446

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District
FROM: Ellen Carlson, Management Analyst
SUBJECT: **CONSERVATION ACTIVITIES – NOVEMBER AND DECEMBER 2014**

RECOMMENDATION

This item is presented for information only. No action by the Board is proposed at this time.

Summary

The Board has requested a monthly summary of Florin Resource Conservation District activities performed by the Board and Staff.

DISCUSSION

Background

The Stone Lakes National Wildlife Refuge (Refuge), on the western most area of the Florin Resource Conservation District (FRCD), provides critical habitat for both local wildlife and migratory bird populations. In 2004, staff member Ellen Carlson was directed by the FRCD board of directors to build a relationship with the Refuge. Ellen is now a member of the Friends of the Stone Lakes National Wildlife Refuge (Friends) board of directors and is the immediate past-president. The Friends group is responsible for advocating on behalf of the Refuge, offering educational programs for local school districts, public outreach and management of mitigation funds.

The Central Valley Rails to Trails Foundation (CVRTF) is a local nonprofit dedicated to the conversion of the Central California Traction Corridor (CCT) to a recreational trail for equestrians, cyclists and pedestrians. The CCT is an old rail line owned by Union Pacific Railroad that runs from Sacramento to Stockton in a large curve and crosses through the FRCD.

CONSERVATION ACTIVITIES – NOVEMBER AND DECEMBER 2014

Page 2

In 2004, Ellen Carlson received board direction to develop a relationship with the CVRTF and has been a peripheral supporter for many years. In 2013, she was elected to the CVRTF board of directors.

Present Situation

At the end of November, General Manager Mark Madison signed a letter of support for the EGUSD's Drought Response Outreach application. If awarded, this grant will finance the installation of a water efficient landscape area on Florin High School property. This landscape will be used not only to educate high school students, but as a stage for community outreach by the students. Award grants will be announced this spring.

On December 10, Directors Chuck Dawson, and Tom Nelson, along with several staff members, attended the Tri-RCD luncheon/meeting, which was also attended by representatives from the Lower Cosumnes Resource Conservation District and Sloughhouse Resource Conservation District.

Ellen Carlson recently hosted two Executive Committee meetings for the Friends of the Stone Lakes National Wildlife Refuge. The Refuge has not made progress on the docent training. The Friends are planning to represent the Refuge at the Galt Winter Bird Festival on February 7 and the California Duck Days in Davis on February 21. One of the top priorities for the Refuge in 2015 will be developing the Little Green Heron Playscape, a natural play environment for the Refuge's youngest visitors.

Nature Bowl will once again be hosted at the Refuge. The event is scheduled for April 23 and volunteers are needed to judge the daylong event. If you are interested in participating, please ask Ellen Carlson for more information. Advanced scientific knowledge is not required to be a judge.

With the groundbreaking ceremony of the High Speed Rail project on January 6, the Central Valley Rails to Trails Foundation (CVRTF) has reached a crossroads. The most recent information regarding the Rail's construction in the Sacramento area indicates that decisions are up to twenty years away. Therefore, the CVRTF is considering dissolution.

January 28, 2015

CONSERVATION ACTIVITIES – NOVEMBER AND DECEMBER 2014

Page 3

STRATEGIC PLAN CONFORMITY

Seeking grant opportunities and cooperative partnerships comply with the District's Cooperative Program goals of the 2012-2017 Strategic Plan.

FINANCIAL SUMMARY

There is no direct financial impact associated with this report.

Respectfully submitted,



for ELLEN CARLSON
MANAGEMENT ANALYST

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District
FROM: Mark J. Madison, General Manager
SUBJECT: **OPERATIONS REPORT – NOVEMBER 2014**

RECOMMENDATION

This item is presented for information only. No action by the Board is proposed at this time.

Summary

The Operations Report is a standing item on the regular board meeting agenda.

All regulatory requirements were met for the month of November. Other notable events are described below.

DISCUSSION

Background

Every month, staff presents an update of the activities related to the operations of the District. Included for the Board's review is the Operations Report.

Present Situation

The November Operations Report highlights are as follows:

- **Operations Activity Report** – Information yielded in this section is derived from the District's Cityworks database. Notable items in the activity report are that the District hung 594 door hangers for past due balances which resulted in 76 shutoffs.
- **Production** – The Combined Total Production graph on page 13 shows that production during the month of November decreased compared to November 2013. The production decrease is likely attributable to voluntary customer reductions in water consumption due to the drought.

OPERATIONS REPORT – NOVEMBER 2014

Page 2

- **Static/Pumping Levels** – The 4th quarter soundings were completed on all active wells.
- **Treatment** – All samples taken during the month of November are in compliance with all regulatory permit requirements. No exceedances of any maximum contaminant levels were found and all water supplied to the District's customers met or exceeded safe drinking water standards.
- **Maintenance** – All preventative maintenance activities were performed during the month of November in conformance with the District's Preventative Maintenance Program. The tables included in this section of the report also include certain activities completed to date in November. Below is a list of out-of-ordinary maintenance work completed in November.
 - Treatment staff assisted the other divisions by performing various required bacteriological sampling during district construction projects.
 - Several investigations regarding backflow prevention and Cross-Connection Control were performed throughout the month.
 - Many site surveys were needed in order to determine the placement of future meters and backflow prevention devices.
 - Staff compiled and mailed all backflow test notices for the month of November.
 - Staff met with various security/surveillance system contractors to discuss changes to the existing system.
- **Backflow** – There were seventeen (17) notices issued for the month of November, 2014. Seven (7) devices passed on the initial test. There were nine (9) secondary notices issued for devices that were not received by the end of November 2014. One device was inactivated. There are a **total** of sixteen (16) devices overall that are outstanding (including prior months) as of the date of this report, which will require further investigation.
- **Leak Map** – There were two (2) service line leaks and two (2) main line leaks reported in November.
- **Meter Retrofit** – The Utility Department installed fifteen (15) meters for residential backyard services.
- **Safety Report** – There were five (5) safety training sessions conducted in November. Only two (2) safety sessions are required by OSHA standards.

OPERATIONS REPORT – NOVEMBER 2014

Page 3

STRATEGIC PLAN CONFORMITY

The District's Strategic Plan addresses responsible business practices and the importance of providing the community with safe drinking water. The Operations Report is a key document for managing the District's distribution and treatment system. The Operations Report assists the District toward its responsibility of delivering safe drinking water.

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully Submitted,



MARK J. MADISON, P.E.
GENERAL MANAGER

MJM/ah



Operations Report

November 2014

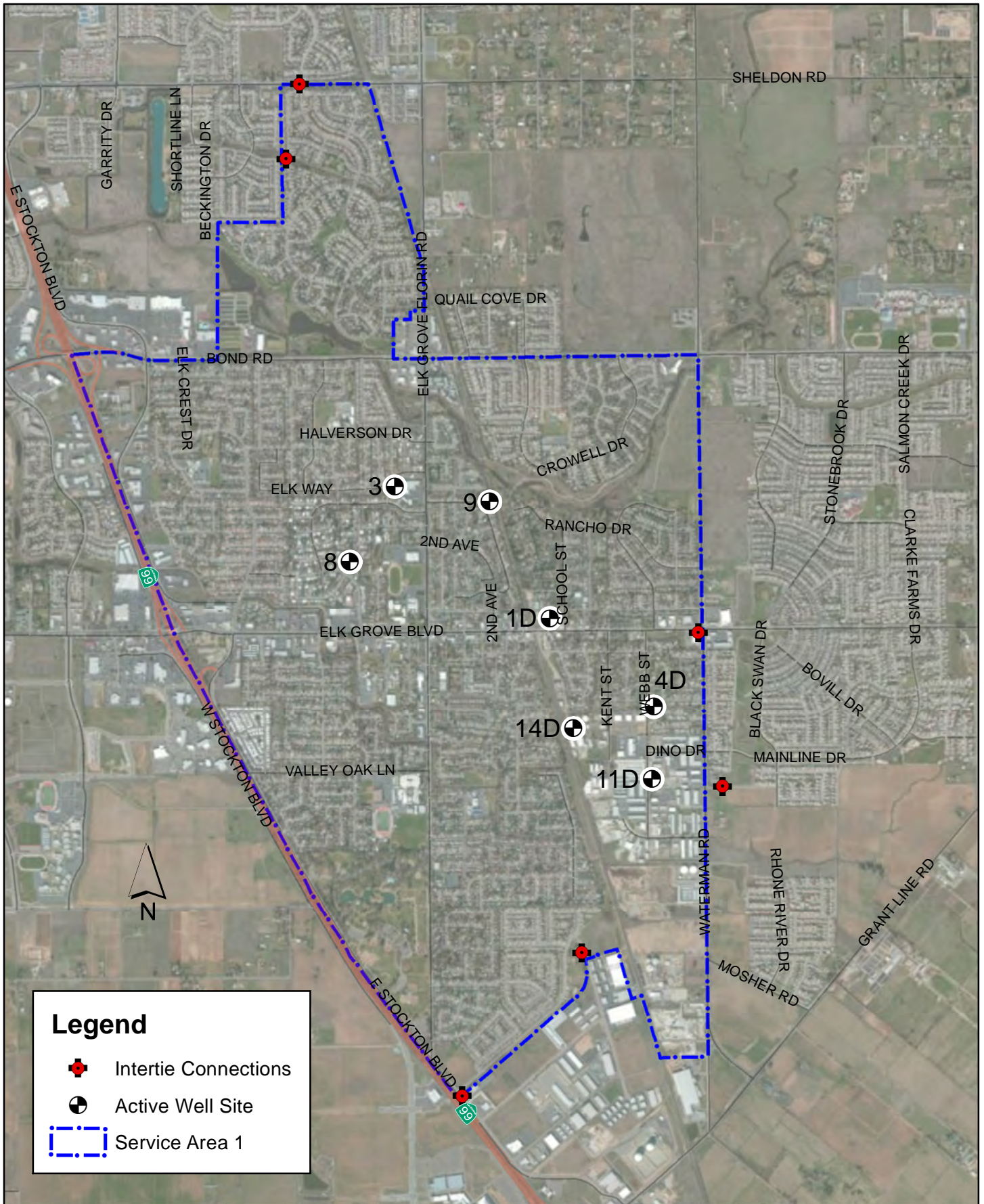
Elk Grove Water District

Operations Report

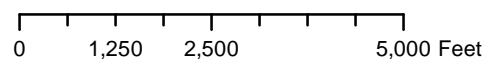
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Active Well Sites & Intertie Connections



Elk Grove Water District



Elk Grove Water District

Monthly Production

Well 1D School -- Nov. 2014

Selected Month Production
1,267,181 Gallons

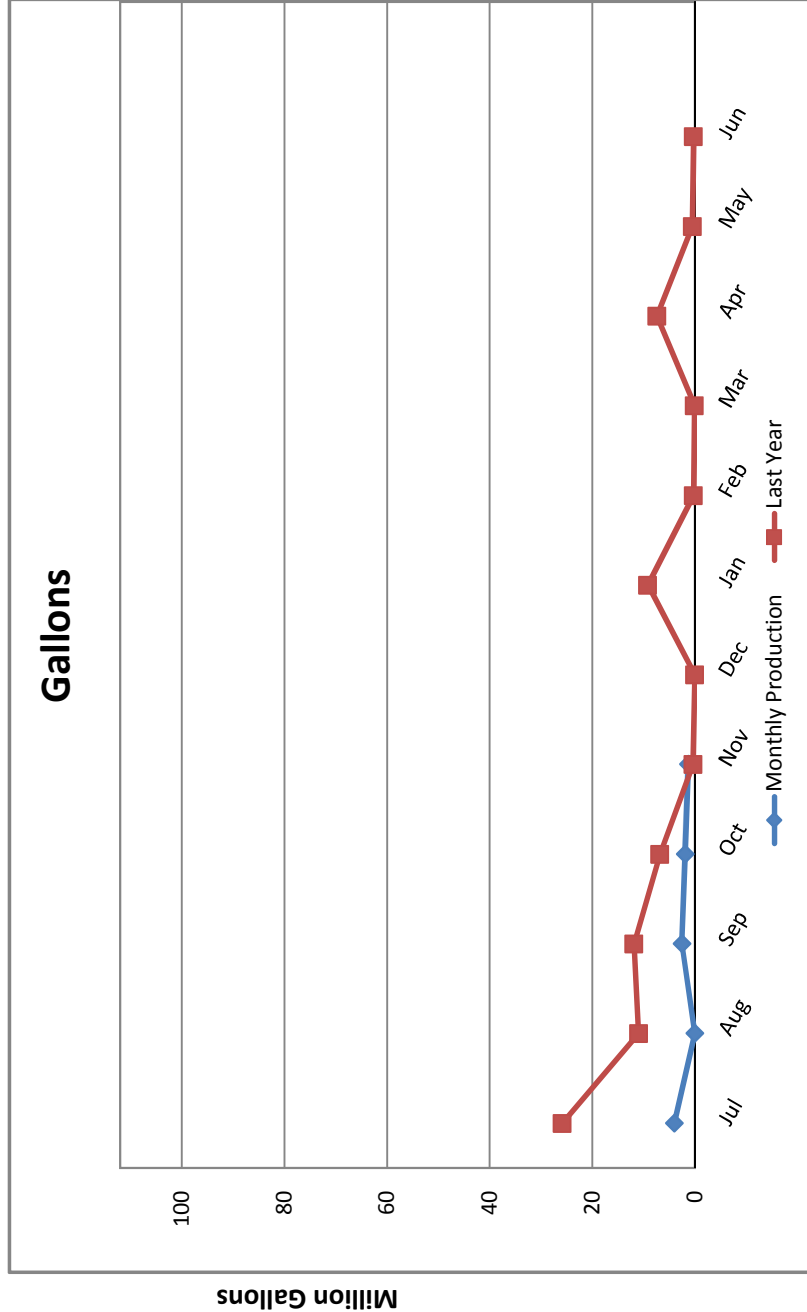
Average GPM:
1,789

Motor:
Volts: 468
Volts (Rated): 460
RPM: 2120
RPM (Rated): 2115
Amps A: 178
Amps A (Rated): 222
Amps B: 178
Amps B (Rated): 222
Amps C: 174
Amps C (Rated): 222

Motor Temp: 103.1
Hour Meter: 11.80
KW Hour Total: 1,680.00

Chlorine:
Dosing: 1.63
Demand: 0.65
Residual: 0.98

Vibration Reading:
Base Line: 0.05
Current: 0.03





Elk Grove Water District

Monthly Production

Well 4D Webb -- Nov. 2014

Selected Month Production
55,520,099 Gallons

Average GPM:
1,704

Motor:

Volts: 474
Volts (Rated): 460
RPM: 1870
RPM (Rated): 1775
Amps: 179
Amps (Rated): 225

*Due to safety reasons, three separate AMP readings were not collected.

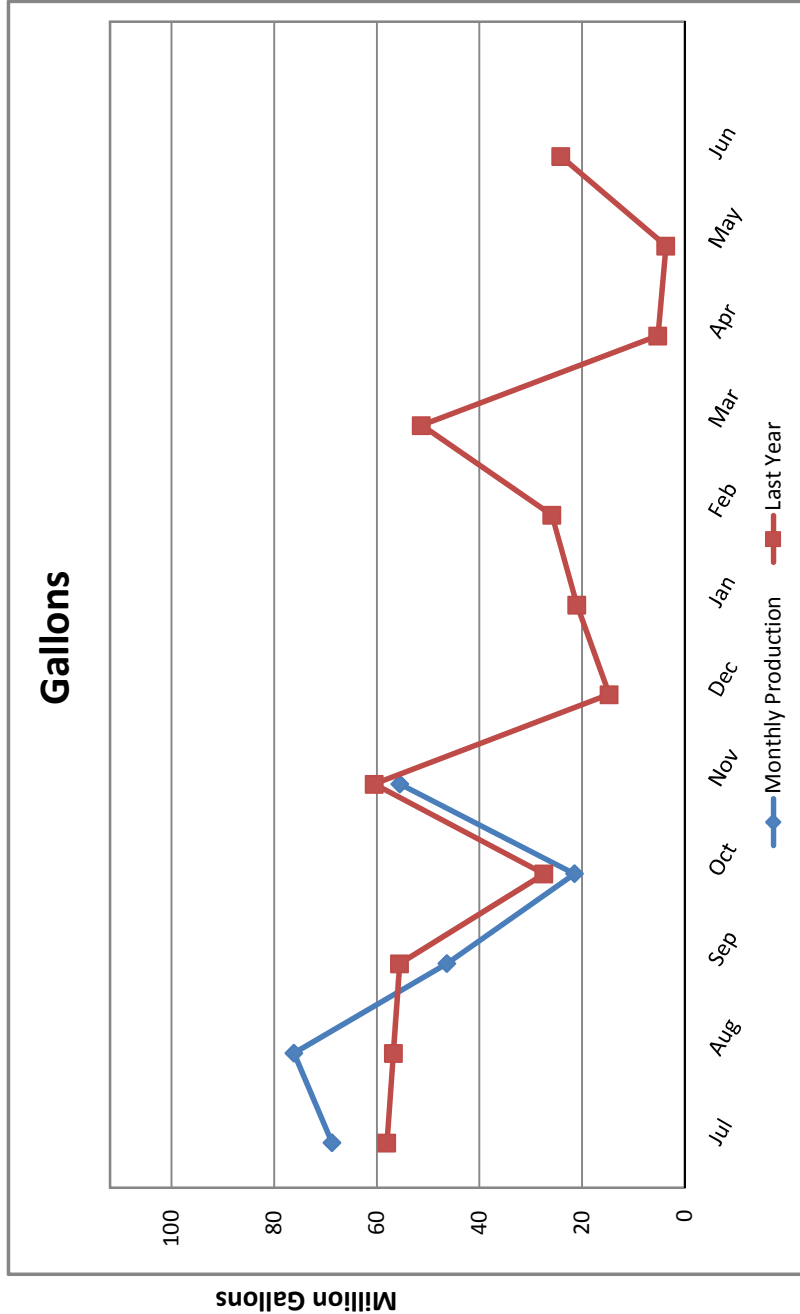
Motor Temp: 144.1 F
Hour Meter: 542.80
KW Hour Total: 63,420.00

Chlorine:

Dosing: 1.6 mg/L
Demand: 0.69 mg/L
Residual: 0.91 mg/L

Vibration Reading:

Base Line: 0.05 in/sec
Current: 0.07 in/sec





Elk Grove Water District

Monthly Production

Well 11D Dino -- Nov. 2014

Selected Month Production
318,255 Gallons

Average GPM:
1,711

Motor:

Volts: 470
Volts (Rated): 460
RPM: 2006
RPM (Rated): 1775
Amps: 200
Amps (Rated): 225

*Due to safety reasons, three separate AMP readings were not collected.

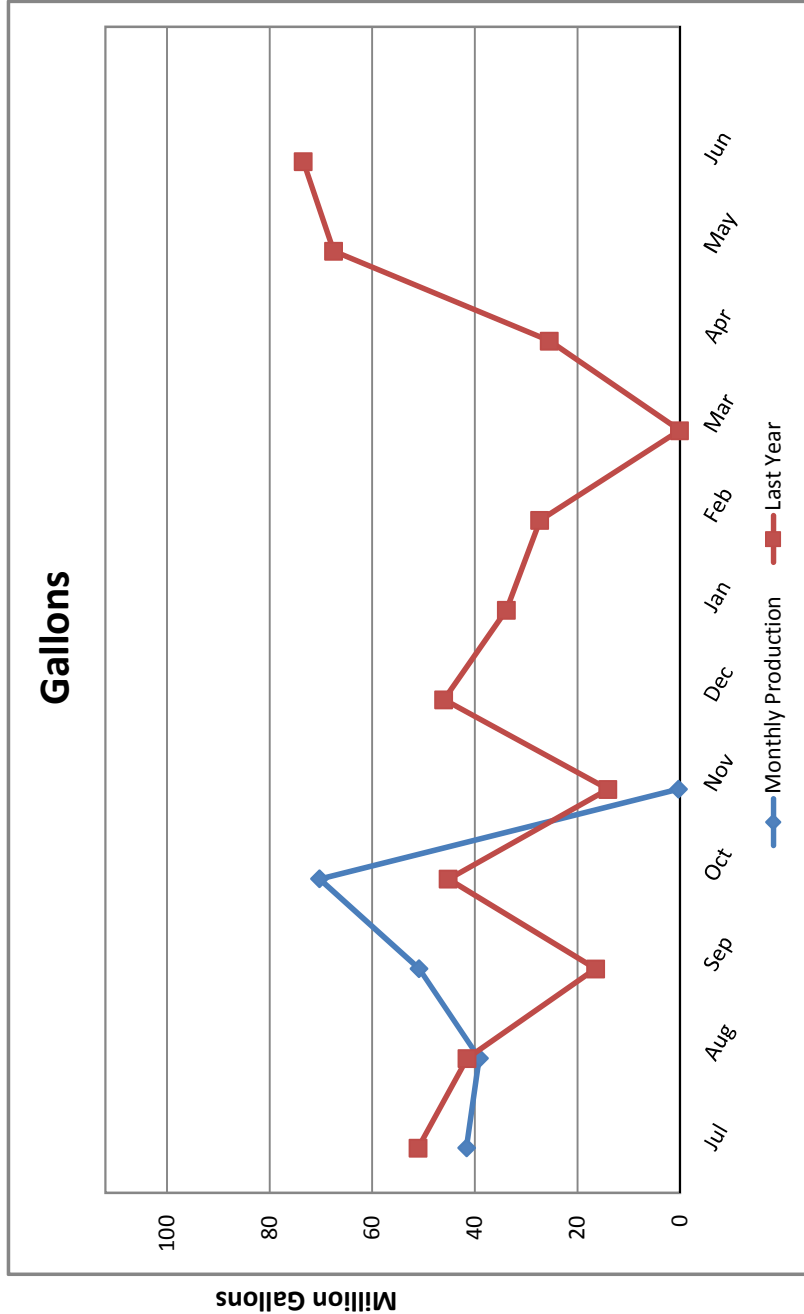
Motor Temp: 101.6 F
Hour Meter: 3.10
KW Hour Total: 2,520.00

Chlorine:

Dosing: 1.58 mg/L
Demand: 0.57 mg/L
Residual: 1.01 mg/L

Vibration Reading:

Base Line: 0.05 in/sec
Current: 0.04 in/sec





Elk Grove Water District

Monthly Production

Well 14D Railroad -- Nov. 2014

Selected Month Production
10,020,346 Gallons

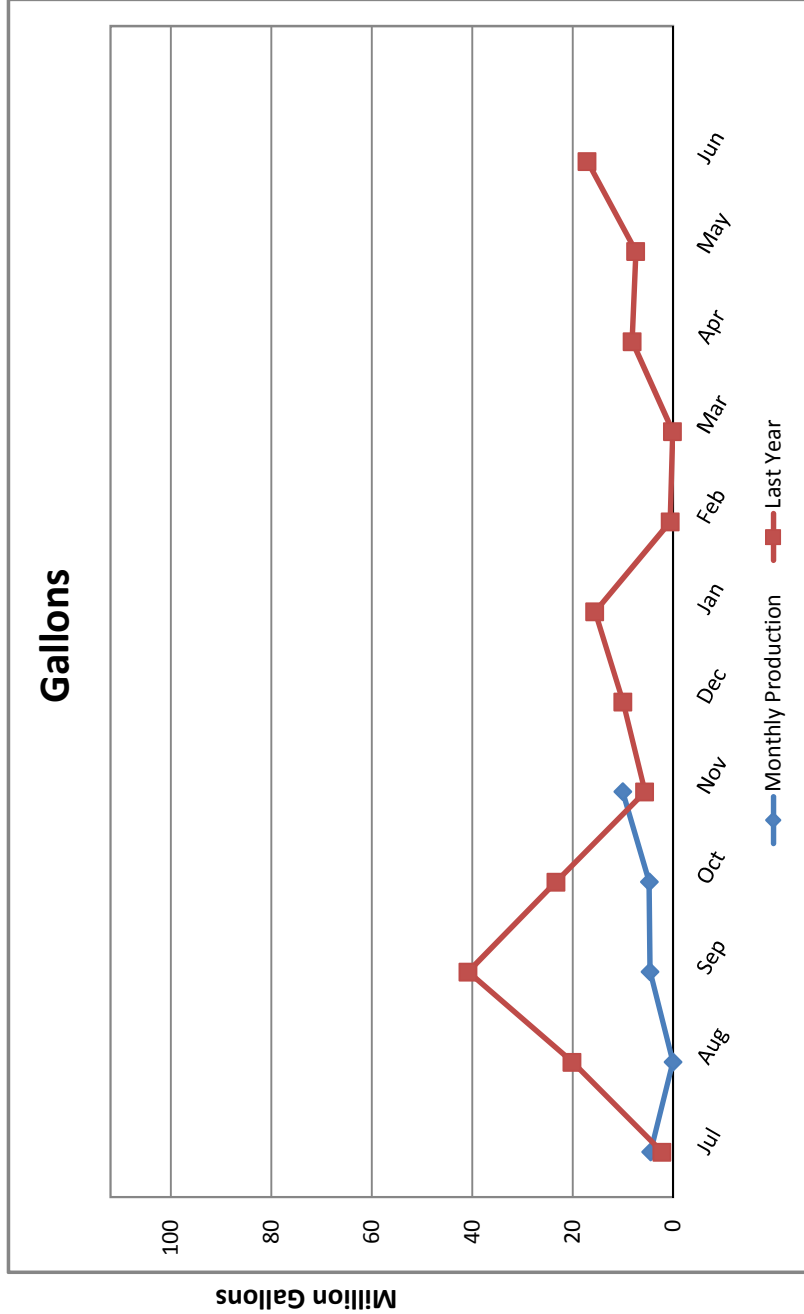
Average GPM:
1,587

Motor:
Volts: n/a
Volts (Rated): 460
RPM: 2104
RPM (Rated): 2005
Amps A: n/a
Amps A (Rated): 171
Amps B: n/a
Amps B (Rated): 171
Amps C: n/a
Amps C (Rated): 171

Motor Temp.: 125.2 F
Hour Meter: 50.10
KW Hour Total: 66,080.00
(KWH total is for the entire facility)

Chlorine:
Dosing: 1.71 mg/L
Demand: 0.81 mg/L
Residual: 0.9 mg/L

Vibration Reading:
Base Line: 0.02 in/sec
Current: 0.07 in/sec





Elk Grove Water District

Monthly Production

Well 3 Marvel -- Nov. 2014

Selected Month Production
2,636,000 Gallons

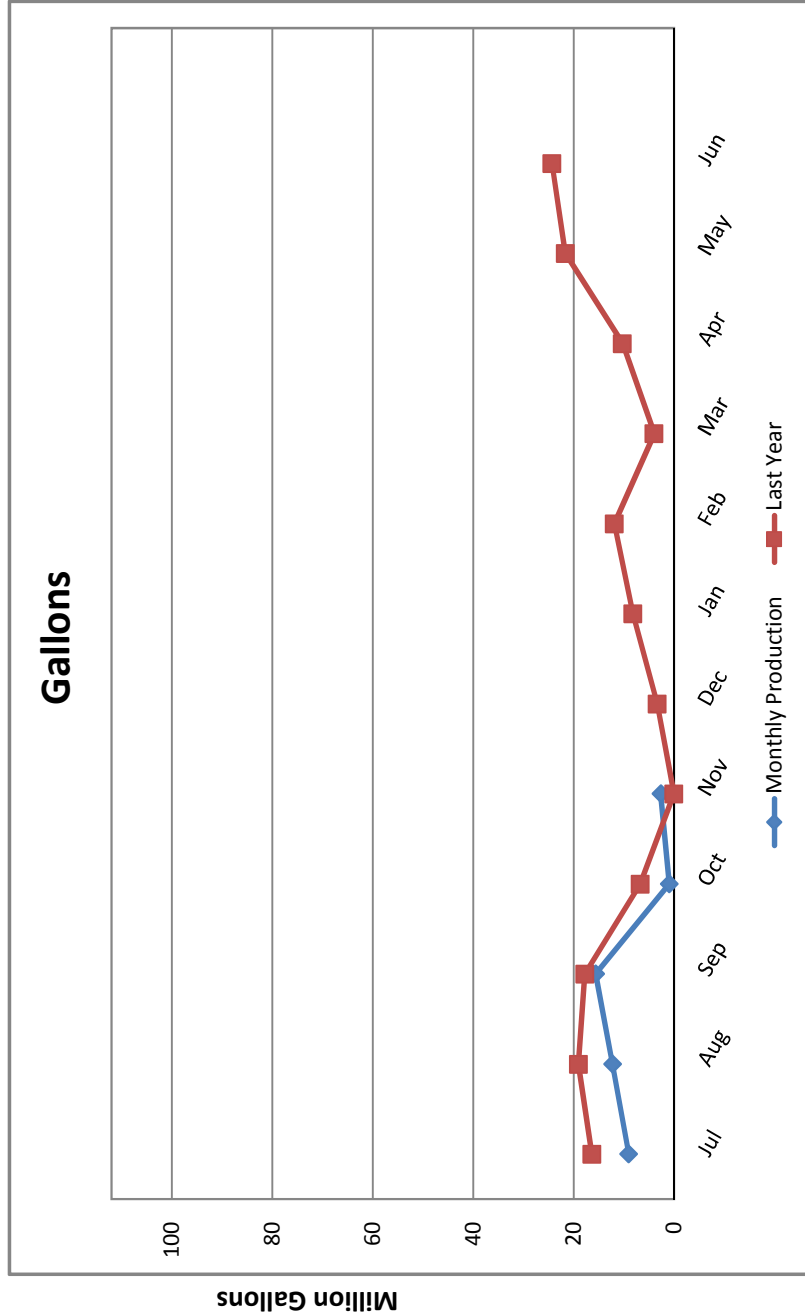
Average GPM: 891

Motor:
Volts: 479
Volts (Rated): 479
RPM: 2007
RPM (Rated): 1770
Amps A: 88
Amps A (Rated): 88
Amps B: 86
Amps B (Rated): 88
Amps C: 88
Amps C (Rated): 88

Motor Temp.: 130.6 F
Hour Meter: 49.30
KW Hour Total: 3,192.00

Chlorine:
Dosing: 1.73 mg/L
Demand: 0.81 mg/L
Residual: 0.92 mg/L

Vibration Reading:
Base Line: 0.02 in/sec
Current: 0.01 in/sec





Elk Grove Water District

Monthly Production

Well 8 Williamson -- Nov. 2014

Selected Month Production
40,000 Gallons

Average GPM: 833

Motor:

Volts: 458
 Volts (Rated): 460
 RPM: 2036
 RPM (Rated): 1780
 Amps A: 85
 Amps A (Rated): 87
 Amps B: 85
 Amps B (Rated): 87
 Amps C: 85
 Amps C (Rated): 87

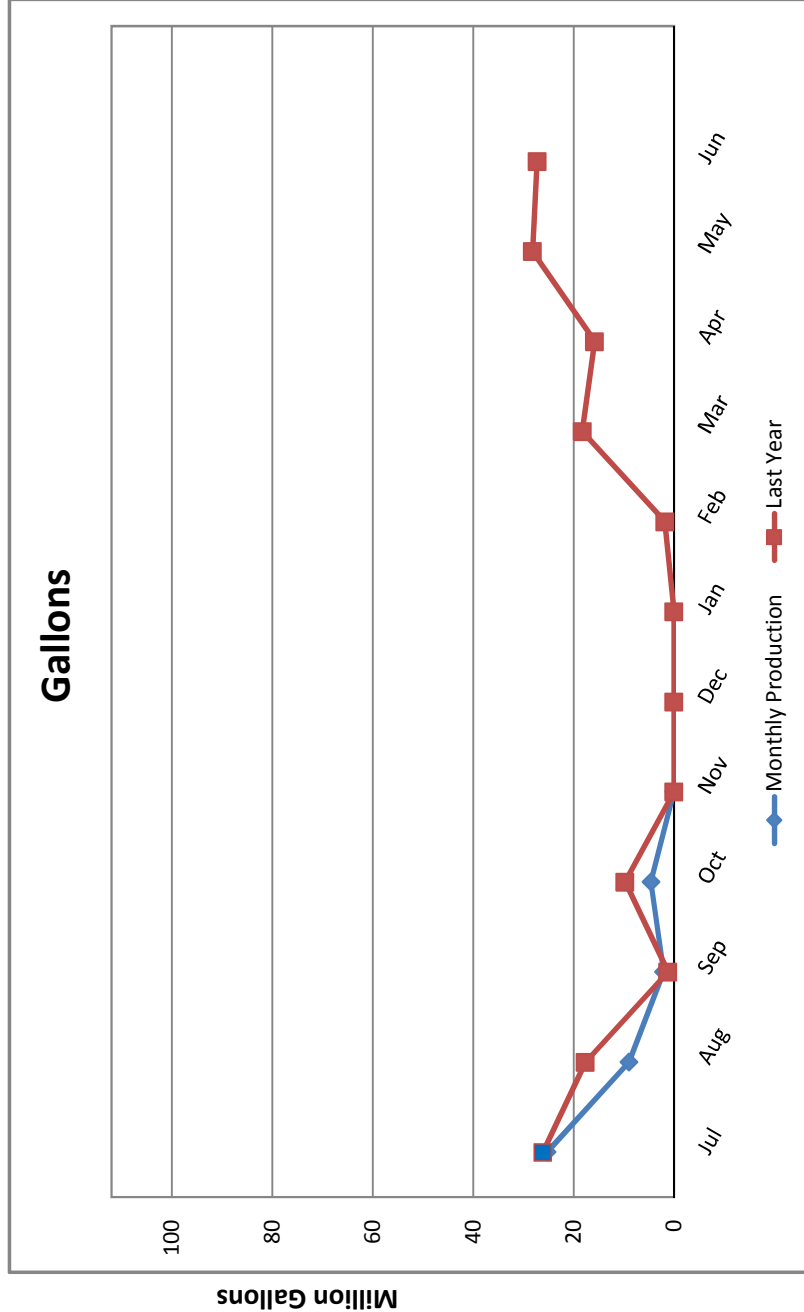
Motor Temp.: 110.6 F
 Hour Meter: 0.80
 KW Hour Total: 123.00

Chlorine:

Dosing: 1.08 mg/L
 Demand: 0.2 mg/L
 Residual: 0.88 mg/L

Vibration Reading:

Base Line: 0.03 in/sec
 Current: 0.01 in/sec





Elk Grove Water District

Monthly Production

Well 9 Polhemus -- Nov. 2014
(Submersible)

Selected Month Production
9,841,000 Gallons

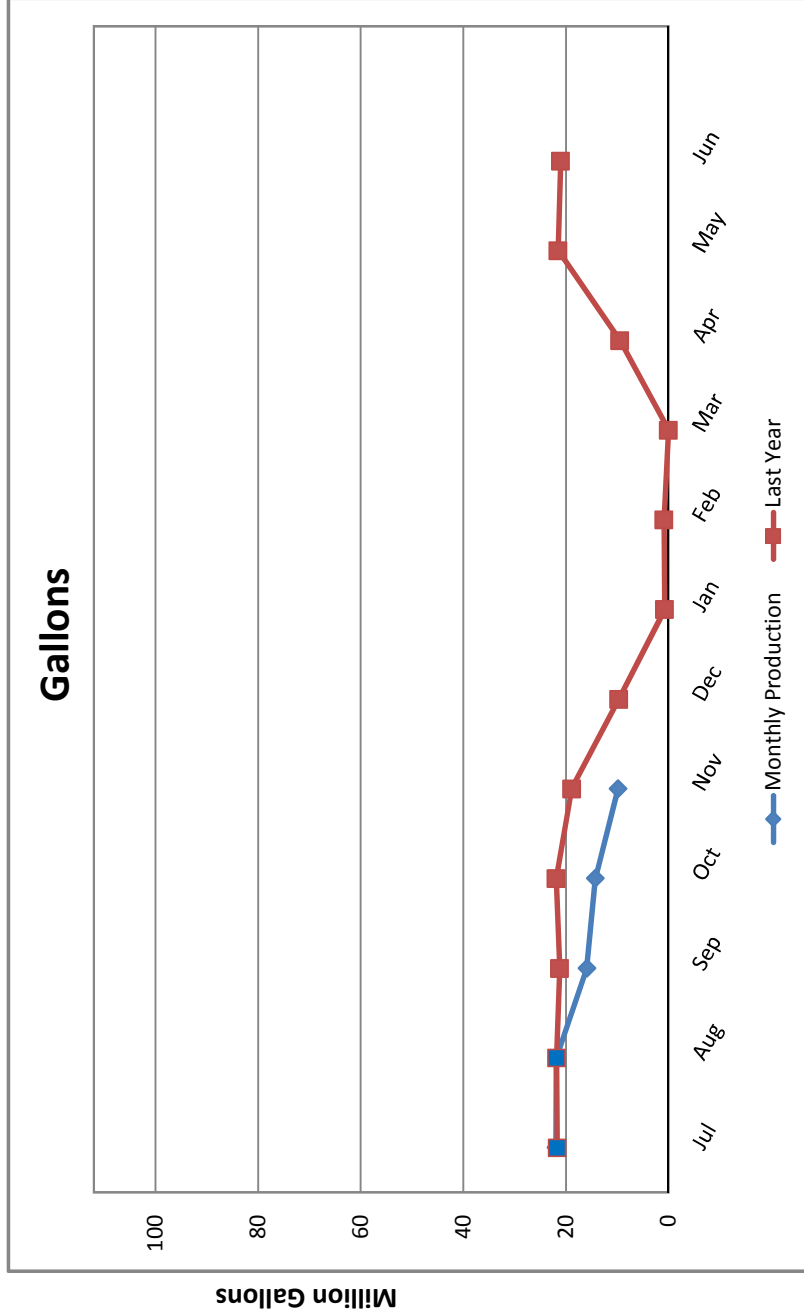
Average GPM: 473

Motor:
Volts: 484
Volts (Rated): 460

Amps A: 58
Amps A (Rated): 65
Amps B: 58
Amps B (Rated): 65
Amps C: 61
Amps C (Rated): 65

Hour Meter: 346.70
KW Hour Total: 13,782.00

Chlorine:
Dosing: 1.5 mg/L
Demand: 0.47 mg/L
Residual: 1.03 mg/L





Elk Grove Water District

Combined Total Production

Nov-2014

Current Month Production:

79,642,881 Gallons

Highest Day Demand of the Month:

3,348,000

Date of Occurrence

10-Nov-14

Highest Day Demand of the Fiscal Year:

6,498,000

Date of Occurrence

4-Jul-14

"Water Year" Rainfall: (Oct-13 to Sep-14)

Current Month: 1.25 in

Year To Date: 1.78 in

"Water Year" Rainfall: (Oct-12 to Sep-13)

November 2013: 0.88 in

Year To Date: 0.88 in

Last Year Total: 8.60 in

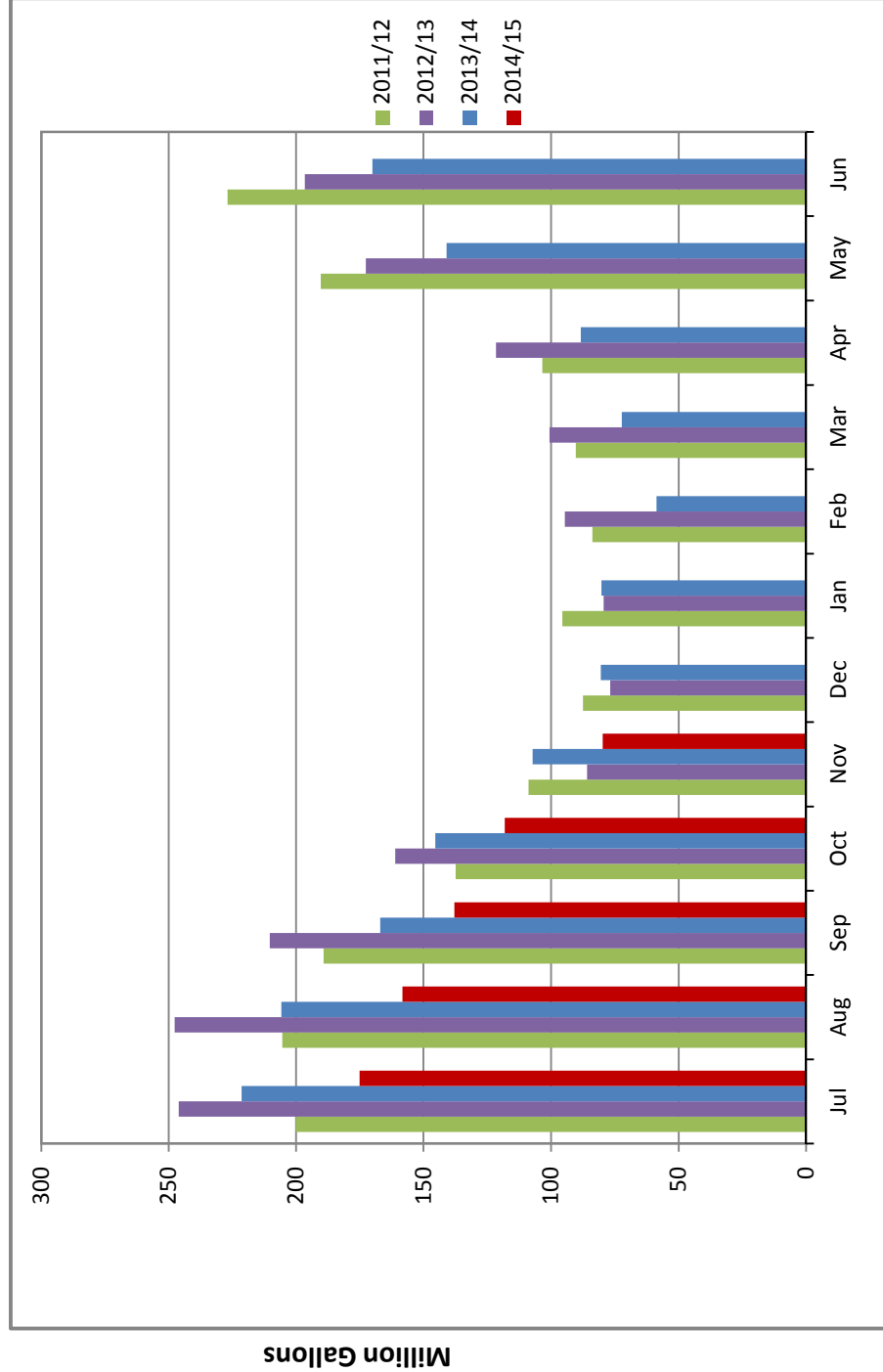
Temperature:

This Month High: 79 F

This Month Low: 37 F

NOV-13 High: 80 F

NOV-13 Low: 36 F

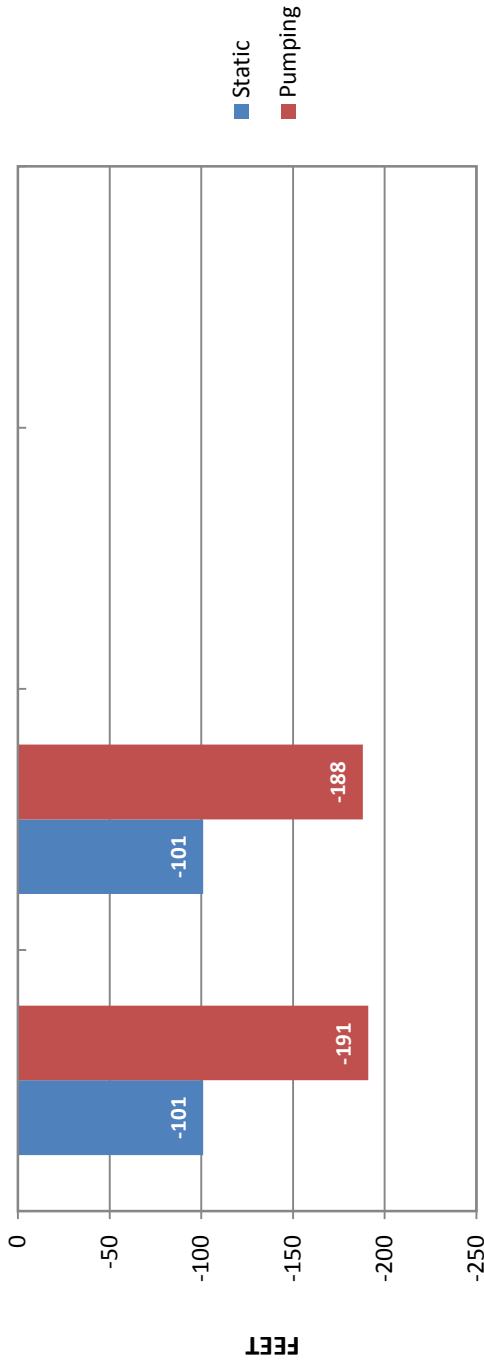




Elk Grove Water District

Static and Pumping Levels

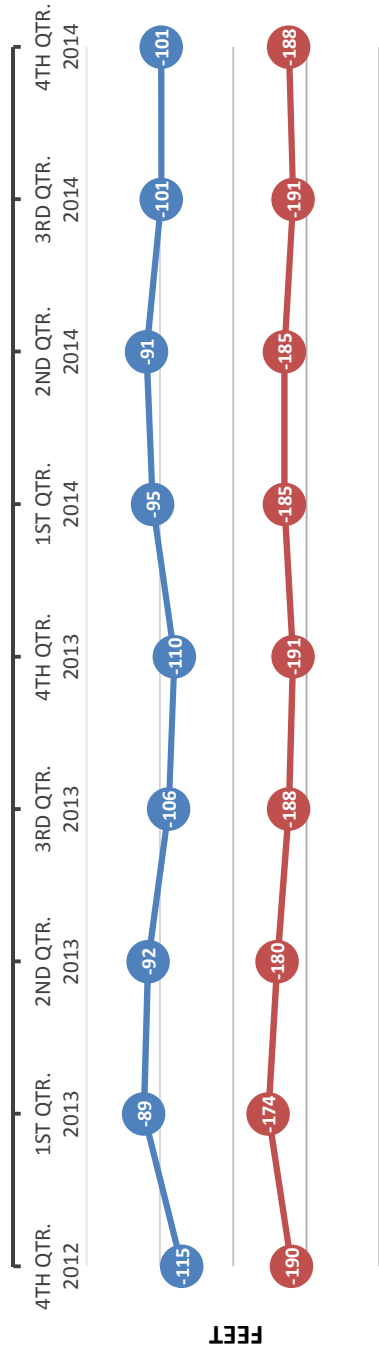
Well 1D School St



Latest Well Sounding

Static: 101 Ft
Pumping: 188 Ft
Drawdown: 87 Ft
GPM: 1,783.00
Specific Capacity: 20.494

Sounding Quarter/Year



Latest Sand Tester Results:

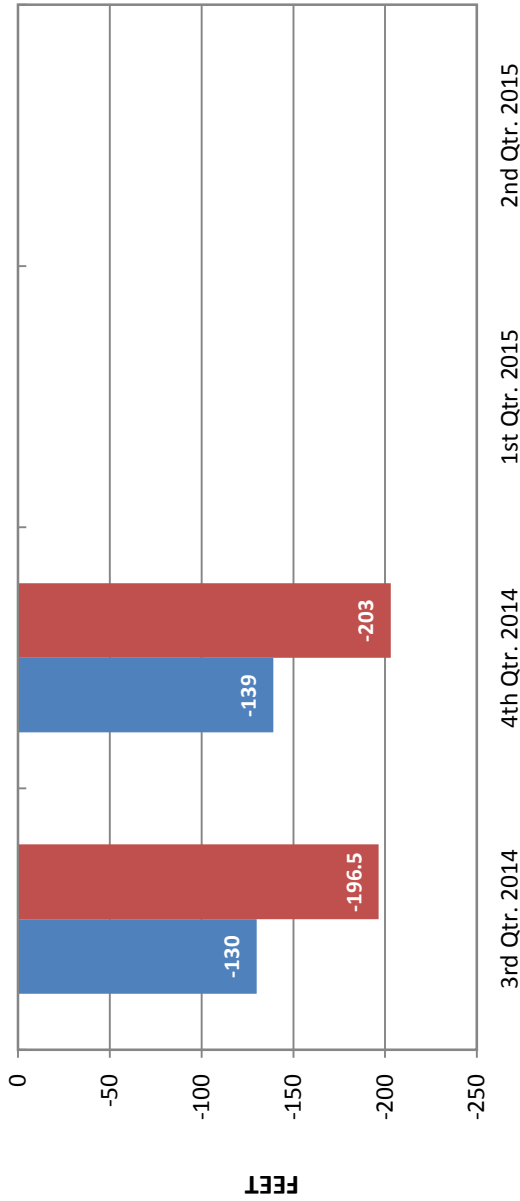
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

Well 4D Webb St

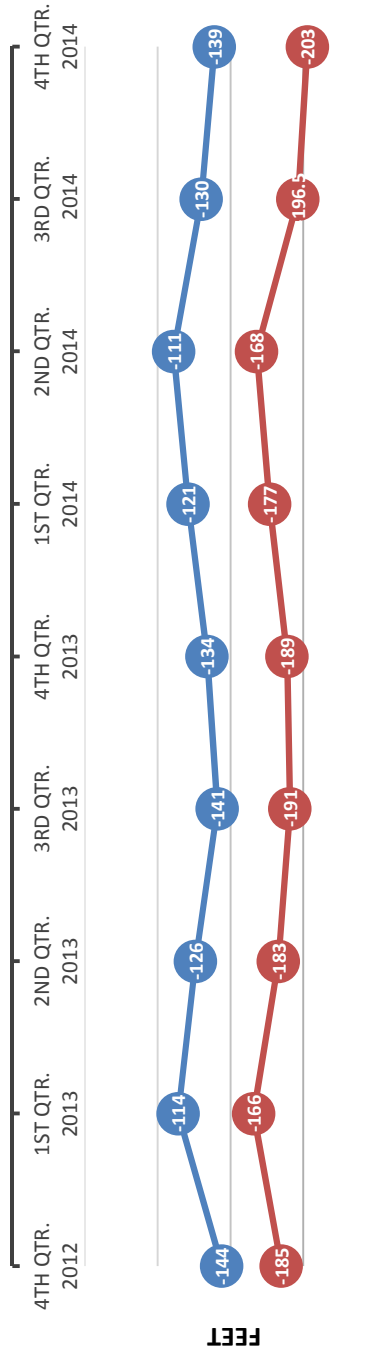


Latest Well Sounding

Static: 139 Ft
 Pumping: 203 Ft
 Drawdown: 64 Ft
 GPM: 1,566.00
 Specific Capacity: 24.469

■ Static
 ■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

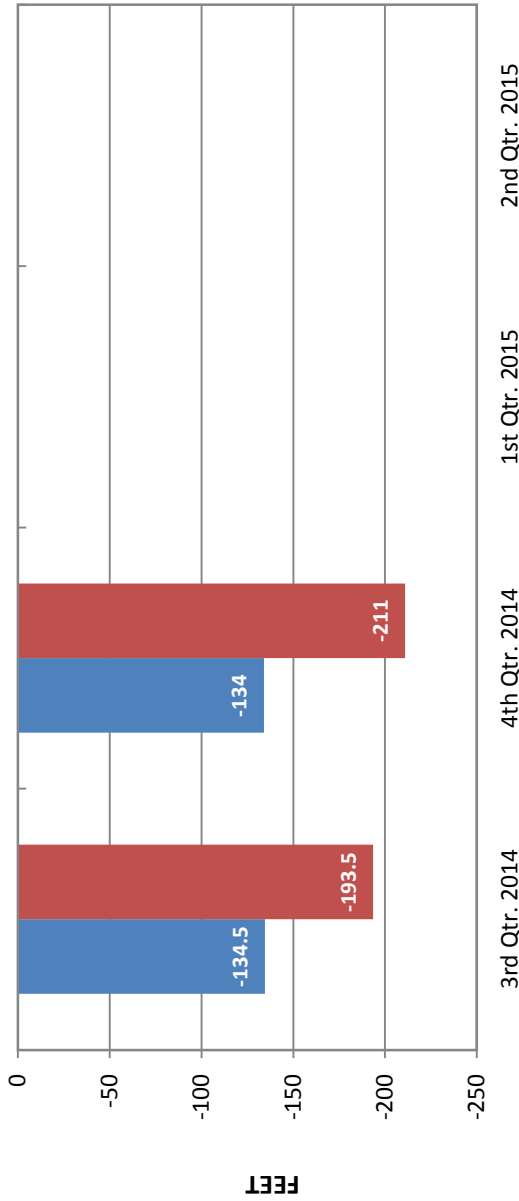
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

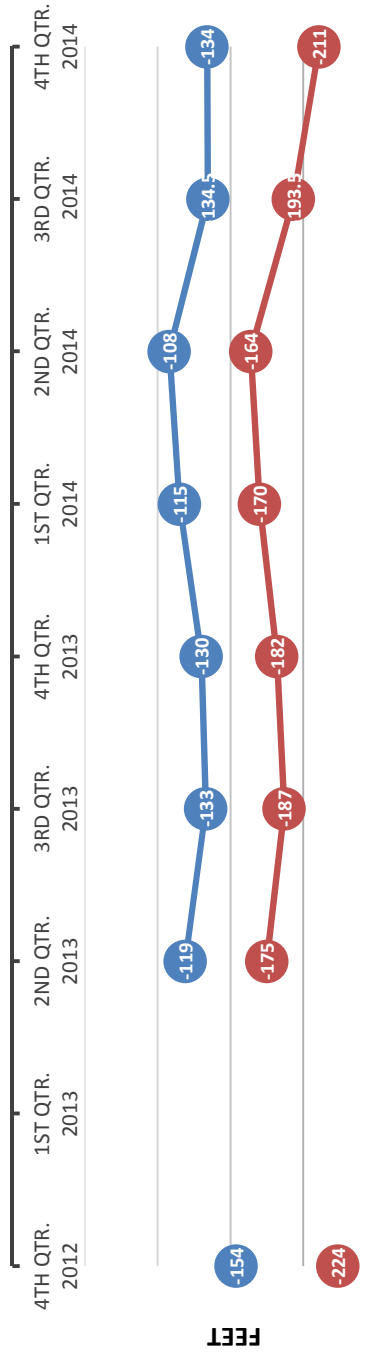
Well 11D Dino



Latest Well Sounding

Static: 134 Ft
 Pumping: 211 Ft
 Drawdown: 77 Ft
 GPM: 1,578.00
 Specific Capacity: 20.494

Sounding Quarter/Year



Latest Sand Tester Results:

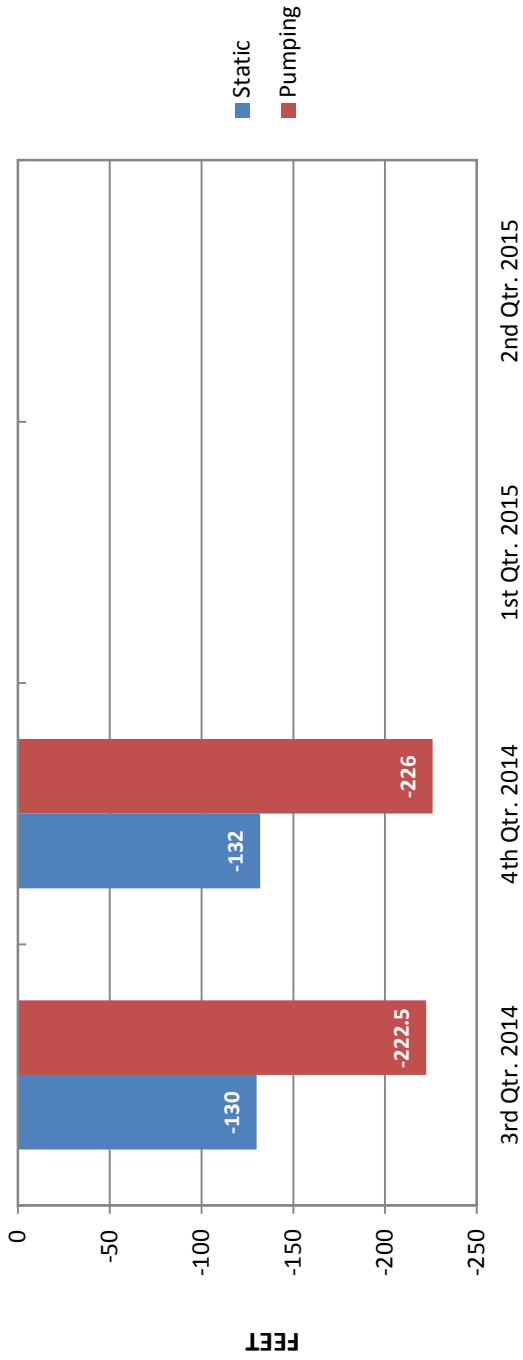
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

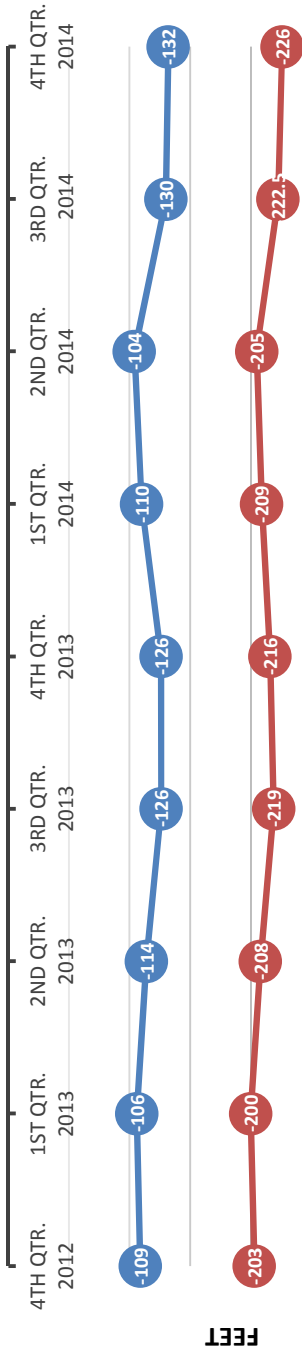
Well 14D Railroad



Latest Well Sounding

Static: 132 Ft
Pumping: 226 Ft
Drawdown: 94 Ft
GPM: 1,517.00
Specific Capacity: 16.138

Sounding Quarter/Year



Latest Sand Tester Results:

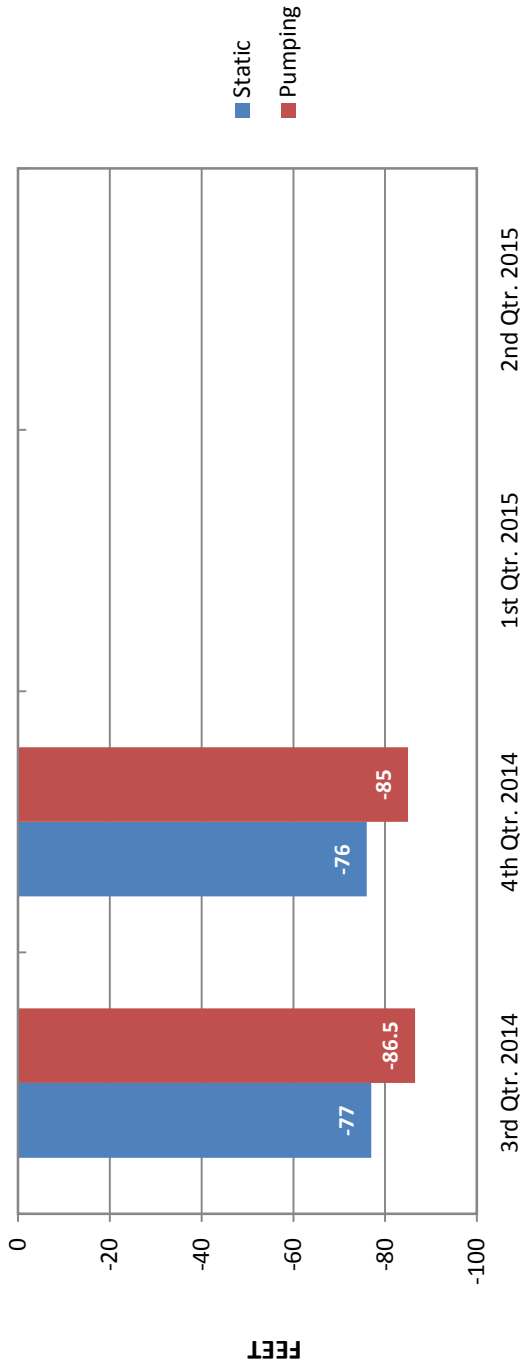
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

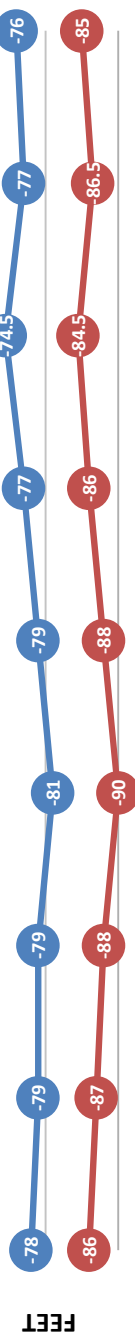
Well 3 Marvel



Latest Well Sounding

Static: 76 Ft
Pumping: 85 Ft
Drawdown: 9 Ft
GPM: 823.00
Specific Capacity: 91.444

4TH QTR. 2012 1ST QTR. 2013 2ND QTR. 2013 3RD QTR. 2013 4TH QTR. 2013 1ST QTR. 2014 2ND QTR. 2014 3RD QTR. 2014 4TH QTR. 2014



Latest Sand Tester Results:

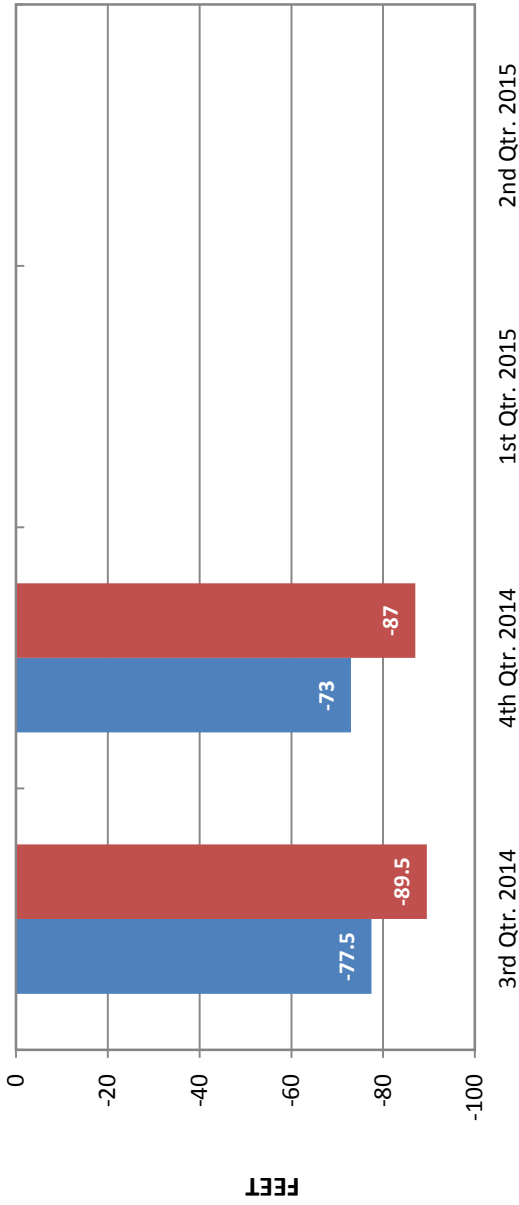
15 Min: 14.08 ppm



Elk Grove Water District

Static and Pumping Levels

Well 8 Williamson



Latest Well Sounding

Static: 73 Ft

Pumping: 87 Ft

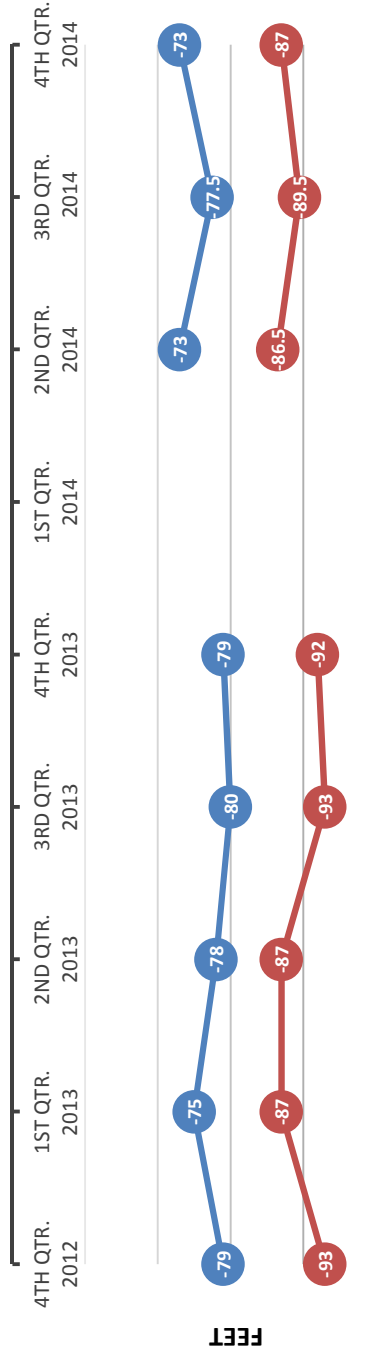
Drawdown: 14 Ft

GPM: 833.00

Specific Capacity: 59.500

■ Static
■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

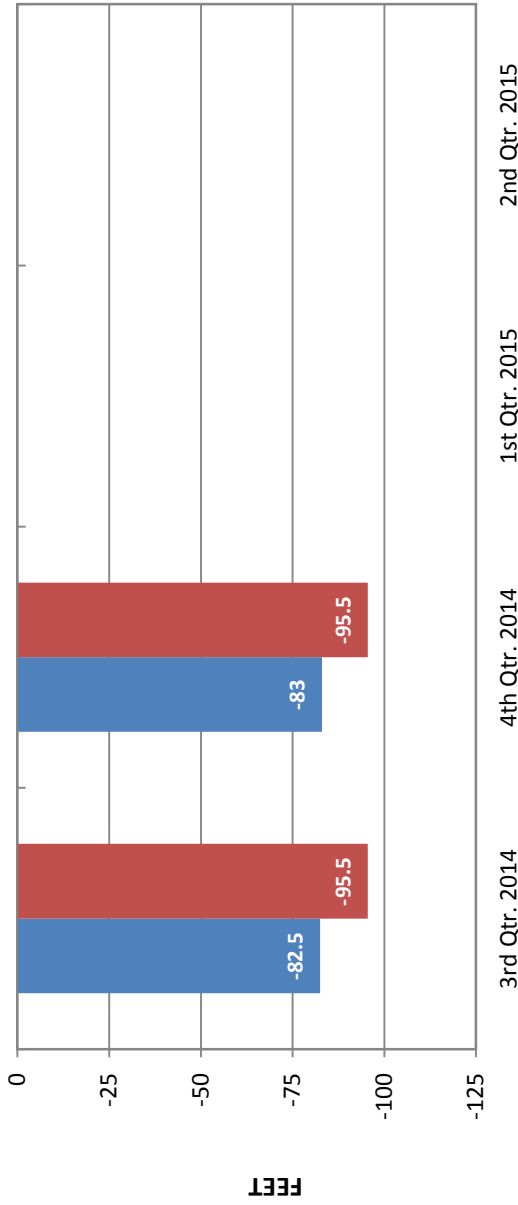
15 Min: 7 ppm



Elk Grove Water District

Static and Pumping Levels

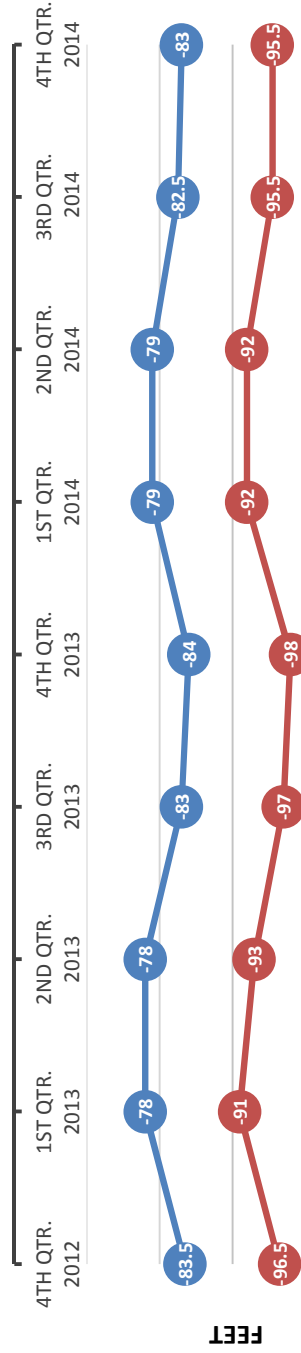
Well 9 Polhemus



Latest Well Sounding

Static: 83 Ft
 Pumping: 95.5 Ft
 Drawdown: 12.5 Ft
 GPM: 460.00
 Specific Capacity: 36.800

Sounding Quarter/Year



Latest Sand Tester Results:

15 Min: < 5 ppm

2014 Monthly Sample Report - November, 2014
Water System: Elk Grove Water System

Colors:
Black = Complete
Green = Unscheduled
Red = Incomplete Sample

YTD: 47 567
6 111
0 0

Sampling Point: 01 - 8693 W. Camden

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Distribution System	1 wk - Bacteriological	Week	01 - 8693 W. Camden	11/4/2014
11/10/2014	Distribution System	1 wk - Bacteriological	Week	01 - 8693 W. Camden	11/10/2014
11/18/2014	Distribution System	1 wk - Bacteriological	Week	01 - 8693 W. Camden	11/18/2014
11/25/2014	Distribution System	1 wk - Bacteriological	Week	01 - 8693 W. Camden	11/25/2014

Sampling Point: 01D School Well - Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Source Water	3 mo - Bacteriological	Quarterly	01D School Well Raw Water	11/4/2014
11/4/2014	Source Water	1 mo - WTP Eff - Fe,Mn,As	Quarterly	01D School Well Raw Water	11/4/2014
11/4/2014	Source Water	Total	Quarterly	01D School Well Raw Water	11/4/2014
11/4/2014	Source Water	1 mo - WTP Eff - Fe,Mn,As	Quarterly	01D School Well Raw Water	11/4/2014
11/4/2014	Source Water	Dissolved	Quarterly	01D School Well Raw Water	11/4/2014

Sampling Point: 02 - 9425 Emerald Vista

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Distribution System	1 wk - Bacteriological	Week	02 - 9425 Emerald Vista	11/4/2014
11/10/2014	Distribution System	1 wk - Bacteriological	Week	02 - 9425 Emerald Vista	11/10/2014
11/18/2014	Distribution System	1 wk - Bacteriological	Week	02 - 9425 Emerald Vista	11/18/2014
11/25/2014	Distribution System	1 wk - Bacteriological	Week	02 - 9425 Emerald Vista	11/25/2014

Sampling Point: 03 - Marval Well Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Source Water	3 mo - Bacteriological	Quarterly	03- Marval Well Raw Water	11/4/2014
11/4/2014	Source Water	1 mo - WTP Eff - Fe,Mn,As	Quarterly	03- Marval Well Raw Water	11/4/2014
11/4/2014	Source Water	Total	Quarterly	03- Marval Well Raw Water	11/4/2014
11/4/2014	Source Water	1 mo - WTP Eff - Fe,Mn,As	Quarterly	03- Marval Well Raw Water	11/4/2014
11/4/2014	Source Water	Dissolved	Quarterly	03- Marval Well Raw Water	11/4/2014

Sampling Point: 03 - 8809 Valley Oak

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date

11/4/2014	Distribution System	1 wk - Bacteriological	Week	03 - 8809 Valley Oak	11/4/2014
11/10/2014	Distribution System	1 wk - Bacteriological	Week	03 - 8809 Valley Oak	11/10/2014
11/18/2014	Distribution System	1 wk - Bacteriological	Week	03 - 8809 Valley Oak	11/18/2014
11/25/2014	Distribution System	1 wk - Bacteriological	Week	03 - 8809 Valley Oak	11/25/2014

Sampling Point: 04D Webb Well - Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
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Sampling Point: 04 - 10122 Glacier Point

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Distribution System	1 wk - Bacteriological	Week	04 - 10122 Glacier Point	11/4/2014
11/10/2014	Distribution System	1 wk - Bacteriological	Week	04 - 10122 Glacier Point	11/10/2014
11/18/2014	Distribution System	1 wk - Bacteriological	Week	04 - 10122 Glacier Point	11/18/2014
11/25/2014	Distribution System	1 wk - Bacteriological	Week	04 - 10122 Glacier Point	11/25/2014

Sampling Point: 05 - 9230 Amsden Ct.

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Distribution System	1 wk - Bacteriological	Week	05 - 9230 Amsden Ct.	11/4/2014
11/10/2014	Distribution System	1 wk - Bacteriological	Week	05 - 9230 Amsden Ct.	11/10/2014
11/18/2014	Distribution System	1 wk - Bacteriological	Week	05 - 9230 Amsden Ct.	11/18/2014
11/25/2014	Distribution System	1 wk - Bacteriological	Week	05 - 9230 Amsden Ct.	11/25/2014

Sampling Point: 06 - 9227 Rancho Dr.

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Distribution System	1 wk - Bacteriological	Week	06 - 9227 Rancho Dr.	11/4/2014
11/10/2014	Distribution System	1 wk - Bacteriological	Week	06 - 9227 Rancho Dr.	11/10/2014
11/18/2014	Distribution System	1 wk - Bacteriological	Week	06 - 9227 Rancho Dr.	11/18/2014
11/25/2014	Distribution System	1 wk - Bacteriological	Week	06 - 9227 Rancho Dr.	11/25/2014

Sampling Point: 07 - AI Gates Park Mainline Dr.

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Distribution System	1 wk - Bacteriological	Week	07 - AI Gates Park Mainline Dr.	11/4/2014
11/10/2014	Distribution System	1 wk - Bacteriological	Week	07 - AI Gates Park Mainline Dr.	11/10/2014
11/18/2014	Distribution System	1 wk - Bacteriological	Week	07 - AI Gates Park Mainline Dr.	11/18/2014
11/25/2014	Distribution System	1 wk - Bacteriological	Week	07 - AI Gates Park Mainline Dr.	11/25/2014

Sampling Point: 08-Williamson Well Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
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Sampling Point: 08- 9436 Hollow Springs Wy.

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	11/4/2014
11/10/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	11/10/2014
11/18/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	11/18/2014
11/25/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	11/25/2014

Sampling Point: 09- Polhemus Well Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
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Sampling Point: 09- 8417 Blackman Wy.

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	11/4/2014
11/10/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	11/10/2014
11/18/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	11/18/2014
11/25/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	11/25/2014

Sampling Point: 10-9373 Oreo Ranch Cir.

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Distribution System	1 wk - Bacteriological	Week	10-9373 Oreo Ranch Cir.	11/4/2014
11/10/2014	Distribution System	1 wk - Bacteriological	Week	10-9373 Oreo Ranch Cir.	11/10/2014
11/18/2014	Distribution System	1 wk - Bacteriological	Week	10-9373 Oreo Ranch Cir.	11/18/2014
11/25/2014	Distribution System	1 wk - Bacteriological	Week	10-9373 Oreo Ranch Cir.	11/25/2014

Sampling Point: 11D Dino Well -Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
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Sampling Point: 14D Railroad Well -Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/4/2014	Source Water	3 mo - Bacteriological 1 mo - WTP Eff - Fe,Mn,As Total	Quarterly	14D- Railroad Well Raw Water	11/4/2014
11/4/2014	Source Water	1 mo - WTP Eff - Fe,Mn,As Dissolved	Quarterly	14D- Railroad Well Raw Water	11/4/2014
11/4/2014	Source Water		Quarterly	14D- Railroad Well Raw Water	11/4/2014

Sampling Point: Railroad WTP Effluent

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
11/10/2014	Treated Plant Effluent	1 mo - WTP Eff - Fe,Mn,As Total	Month	Railroad WTP Effluent	11/10/2014
11/10/2014	Treated Plant Effluent	1 mo - WTP Eff - Fe,Mn,As Dissolved	Month	Railroad WTP Effluent	11/10/2014
11/10/2014	Treated Plant Effluent	Full Title 22 Sample, GM,VOC,SOC,Radiological	Month	Railroad WTP Effluent	11/10/2014

Sampling Point: Special Distribution/ Construction Samples

Collection Due Date	Schedule Class	Schedule Name	Collection Description	Sampling Point	Sample Collected Date
11/10/2014	Distribution System	Bacteriological	Installation of an 8" Service Line	9220 E. Stockton Blvd.	11/10/2014



December 2, 2014

Division of Drinking Water and Environmental Mgmt.
California Dept. of Public Health
P.O. Box 997377, MS 7418
1616 Capital Ave
Sacramento, CA 95899-7377

MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING

Enclosed is the Monthly Summary of Distribution System Coliform Monitoring report from Elk Grove Water District for November 2014.

If you have any further questions, you may contact me at 916-687-3155 ext. 102.

A handwritten signature in blue ink, appearing to read "Steve Shaw".

STEVE SHAW
WATER TREATMENT FOREMAN

MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING (including triggered source monitoring for systems subject to the Groundwater Rule)

System Name <p style="text-align: center; font-size: 1.2em;">Elk Grove Water District</p>	System Number <p style="text-align: center; font-size: 1.2em;">3410008</p>
Sampling Period <p style="text-align: center; font-size: 1.2em; color: blue;">November</p>	Year <p style="text-align: center; font-size: 1.2em;">2014</p>

	Number Required	Number Collected	Number Total Coliform Positives	Number Fecal/ E.coli Positives
1. Routine Samples (see note 1)	40	40	0	0
2. Repeat Samples following Samples that are Total Coliform Positive and Fecal/E.coli <i>Negative</i> (see notes 5 and 6)		0	0	<input style="width: 40px; height: 20px;" type="text"/>
3. Repeat Samples following Routine Samples that are Total Coliform <i>Positive</i> and Fecal/E.coli Positive (see notes 5 and 6)		0	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
4. MCL Computation for Total Coliform Positive Samples				
a. Totals (sum of columns)		40	0	
b. If 40 or more samples collected in month, determine percent of samples that are total coliform positive [(total number positive/total number collected) x 100] =	0	%		
c. Is system in compliance. ...with fecal/E. coli MCL? (see notes 2 and 3)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
...with monthly MCL? (see note 4)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
5. Source Samples Triggered by Routine Samples that are Total Coliform Positive (This applies only to systems subject to the Groundwater Rule - see notes 7 and 8)		0	0	<input style="width: 40px; height: 20px;" type="text"/>
6. Invalidated Samples (Note what samples, if any, were invalidated; who authorized the invalidation; and when replacement samples were collected. Attach additional sheets, if necessary.)				

7. Summary Completed By:

Signature 	Title <p style="text-align: center; font-size: 1.2em;">Water Treatment Foreman</p>	Date <p style="text-align: center; color: blue;">#####</p>
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NOTES AND INSTRUCTIONS:

1. Routine samples include:
 - a. Samples required pursuant to 22 CCR Section 64423 and any additional samples required by an approved routine sample siting plan established pursuant to 22 CCR Section 64422.
 - b. Extra samples are required for systems collecting less than five routine samples per month that had one or more total coliform positives in previous month;
 - c. Extra samples for systems with high source water turbidities that are using surface water or groundwater under direct influence of surface water and do not practice filtration in compliance with regulations;
2. Note: For a repeat sample following a total coliform positive sample, any fecal/*E.coli* positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Department** (22, CCR, Section 64426.1).
3. Note: For repeat sample following a fecal/*E.coli* positive sample, any total coliform positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Department** (22, CCR, Section 64426.1).
4. Total coliform MCL (**Notify Department within 24 hours of MCL violation**):
 - a. For systems collecting less than 40 samples, if two or more samples are total coliform positive, then the MCL is violated.
 - b. For systems collecting 40 or more samples, if more than 5.0 percent of samples collected are total coliform positive, then the MCL is violated.
5. Positive results and their associated repeat samples are to be tracked on the Coliform Monitoring Worksheet.
6. Repeat samples must be collected within 24 hours of being notified of the positive results. For systems collecting more than one routine sample per month, three repeat samples must be collected for each total coliform positive sample. For systems collecting one or fewer routine samples per month, four repeat samples must be collected for each total coliform positive sample.
7. For systems subject to the Groundwater Rule: Positive results and the associated triggered source samples are to be tracked on the Coliform Monitoring Worksheet.
8. For triggered sample(s) required as a result of a total coliform routine positive sample, an *E.coli*, enterococci, or coliphage positive triggered sample (boxed entry) **requires immediate notification to the Department, Tier 1 public notification, and corrective action.**



December 2, 2014

Sacramento Regional County
Sanitation District
Environmental Specialist
10060 Goethe Rd.
Sacramento, Ca. 95827

MONTHLY COMPLIANCE REPORT

Enclosed is the Monthly Compliance Report Form from Elk Grove Water District for November 2014.

If you have any further questions, you may contact me at 916-687-3155 ext. 102.

A handwritten signature in blue ink, appearing to read "Steve Shaw", is written over a horizontal line.

STEVE SHAW
WATER TREATMENT FOREMAN



COMPLIANCE REPORT FORM

Attn: Nicole Sears	Wastewater Source Control Section
Phone # (916) 876-7378	Fax # (916) 876-6374
From: Steve Shaw	
Company: Elk Grove Water Service	Permit# WTP010

The following reports and information are attached (check all that apply):

Month:	11	Year:	2014
--------	----	-------	------

<input checked="" type="checkbox"/> Water use/flow meter report	Railroad WTP: <input type="text" value="0"/> Hampton WTP: <input type="text" value="0"/>													
<input type="checkbox"/> Monitoring results/analytical report	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;"></td> <td style="width:33%; text-align: center;">Date</td> <td style="width:33%; text-align: center;">Time</td> <td style="width:33%; text-align: center;">pH</td> </tr> <tr> <td>Hampton WTP</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Railroad WTP</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		Date	Time	pH	Hampton WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>	Railroad WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Date	Time	pH											
Hampton WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>											
Railroad WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>											

Discharge Rate

Check the statement below that applies to this report:

Based on a review of this facilities flow data, discharge rate limit was exceeded

I certify that this facility is in compliance with the discharge rate limit.

Attached is a description of anticipated changes that may significantly alter the nature, quality, or volume of the wastewater discharged.

Flow monitoring equipment certification (Flow or pH meter, etc.)

Other (describe)

Domestic Calculation

Domestic Usage	Number of Employees	Business Days per Month	Allowance (gallons per day)	Gallons
Production	2	15	25	750
Office	3	15	20	900
Drivers/Field	17	15	5	1275
Total				2925

Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations".

SIGNATURE of Authorized Representative:

PRINTED NAME, TITLE:

Steve Shaw	Water Treatment Foreman
(Name)	(Title)

DATE:

12-2-2014



Date: 11/2014

Operator	Date	Waste Meter	Gallons
dfrederick@egwd.lan	11/1/2014 8:19:00 AM	10664688	0
dfrederick@egwd.lan	11/2/2014 8:18:00 AM	10664688	0
wquintero@egws.lan	11/3/2014 8:20:00 AM	10664688	0
wquintero@egws.lan	11/4/2014 8:10:00 AM	10664688	0
wquintero	11/5/2014 8:15:00 AM	10664688	0
wquintero@egws.lan	11/6/2014 8:05:00 AM	10664688	0
jcarrillo@egws.lan	11/7/2014 7:00:00 AM	10664688	0
jcarrillo@egws.lan	11/8/2014 7:45:00 AM	10664688	0
jcarrillo@egws.lan	11/9/2014 7:30:00 AM	10664688	0
wquintero@egws.lan	11/10/2014 8:12:00 AM	10664688	0
jdiaz@egws.lan	11/11/2014 8:05:00 AM	10664688	0
wquintero@egws.lan	11/12/2014 8:15:00 AM	10664688	0
wquintero@egws.lan	11/13/2014 8:20:00 AM	10664688	0
wquintero@egws.lan	11/14/2014 8:20:00 AM	10664688	0
jdiaz@egws.lan	11/15/2014 8:15:00 AM	10664688	0
jdiaz@egws.lan	11/16/2014 7:20:00 AM	10664688	0
wquintero@egws.lan	11/17/2014 8:20:00 AM	10664688	0
wquintero@egws.lan	11/18/2014 8:06:00 AM	10664688	0
wquintero@egws.lan	11/19/2014 8:20:00 AM	10664688	0
ahewitt@egws.lan	11/20/2014 8:35:00 AM	10664688	0
ahewitt@egws.lan	11/21/2014 8:03:00 AM	10664688	0
ahewitt@egws.lan	11/22/2014 8:15:00 AM	10664688	0
ahewitt@egws.lan	11/23/2014 8:10:00 AM	10664688	0
wquintero@egws.lan	11/24/2014 8:20:00 AM	10664688	0
wquintero@egws.lan	11/25/2014 8:15:00 AM	10664688	0
ahewitt@egws.lan	11/26/2014 8:10:00 AM	10664688	0
jmendoza@egws.lan	11/27/2014 8:26:00 AM	10664688	0
jmendoza@egws.lan	11/28/2014 8:16:00 AM	10664688	0
jmendoza@egws.lan	11/29/2014 8:16:00 AM	10664688	0
jmendoza@egws.lan	11/30/2014 8:14:00 AM	10664688	0

Grand Total

0

M.C.C. AND LAB

Item	Quarterly				Annual
	1st	2nd	3rd	4th	Refer. 2014
Fume Hood	JV 3/3/14 10324	JV 6/19/14 11047	AH 9/23/14 11046	AH	AH 4/21/14 2968
Dulco-meter	AH 2/21/14 10321	AH 6/2/14 11047	AH 9/23/14 11046	AH 11/17/14 11535	Sect: 1.2.3
M.C.C.					Sect: 1.2.1
Circuit Breaker					Sect: 1.2.2
C12 DPP Handheld	JV 3/4/14 10324	AH 6/19/14 11047	AH 9/22/14 11046		Sect: 1.1.3

Initials
Date
W.O. #

Initials
Date
W.O. #

Initials
Date
W.O. #

Initials
Date
W.O. #

Initials
Date
W.O. #

Year: 2014

CLOR-TEC SYSTEM

Item	Monthly												Quarterly				Annual			
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1st	2nd	3rd	4th	Refer.	2014	
CL2 Meter System	1/28/14 10188	2/19/14 10457	3/12/14 10459	4/23/14 10460	5/22/14 10964	6/19/14 11085	7/23/14 11190	8/19/14 11266	9/19/14 11379	10/23/14 11438	11/14/14 11500			AH	AH	AH	AH	4.4.1	AH 2/5/14 10311	
Exhaust Fan														AH	AH	AH	AH	4.3.1	AH 3/25/14 10581 9/25/14 11380	
Hydrogen Blow/Det.																		4.2/4.3	AH/WQ 9/8/14 10311	
Cell and Electrode														AH	AH	AH	AH	4.3.2	AH 3/26/14 10581 6/16/14 9/19/14 11380	
Hypo/brine Tank	1/27/14 10188	2/19/14 10457	3/12/14 10459	4/23/14 10460	5/22/14 10964	6/19/14 11085	7/23/14 11190	8/19/14 11266	9/19/14 11379	10/23/14 11438	11/14/14 11500							4.4.5		
Water Softener																			4.4.6	
Rectifier	1/30/14 10188	2/19/14 10457	3/12/14 10459	4/23/14 10460	5/22/14 10964	6/19/14 11085	7/23/14 11190	8/19/14 11266	9/19/14 11379	10/23/14 11438	11/14/14 11500							4.4.4	AH 6/16/14 10311	
Clor-Tec Unit	1/27/14 10188	2/19/14 10457	3/12/14 10459	4/23/14 10460	5/22/14 10964	6/19/14 11085	7/23/14 11190	8/19/14 11266	9/19/14 11379	10/23/14 11438	11/14/14 11500							4.4.4	AH 6/16/14 10311	

■ = Rectifier Offline

Year: 2014

FILTER VESSELS

Item		Monthly												Semi-annual		Annual																																																			
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1ST 6-MO.	2ND 6-MO.	Refer:	2014																																																		
Air/Vac Valves	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Initials</td><td style="width: 50%;">Date</td></tr> <tr><td>W.O. #</td><td></td></tr> </table>	Initials	Date	W.O. #																																																															
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W.O. #																																																																			
Bray Valves	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Initials</td><td>Date</td></tr> <tr><td>W.O. #</td><td></td></tr> </table>	Initials	Date	W.O. #																<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">AH/JV</td><td style="width: 50%;">AH/WQ</td></tr> <tr><td>3/31/14</td><td>10/28/14</td></tr> <tr><td>10632</td><td>11489</td></tr> </table>	AH/JV	AH/WQ	3/31/14	10/28/14	10632	11489	Sect: 5.2.2																																								
Initials	Date																																																																		
W.O. #																																																																			
AH/JV	AH/WQ																																																																		
3/31/14	10/28/14																																																																		
10632	11489																																																																		
CLA-VAL	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Initials</td><td>Date</td></tr> <tr><td>W.O. #</td><td></td></tr> </table>	Initials	Date	W.O. #																																																															
Initials	Date																																																																		
W.O. #																																																																			
Pilot Valves	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Initials</td><td>Date</td></tr> <tr><td>W.O. #</td><td></td></tr> </table>	Initials	Date	W.O. #																<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">AH</td><td style="width: 50%;">JV</td><td style="width: 50%;">AH</td><td style="width: 50%;">AH</td><td style="width: 50%;">AH</td><td style="width: 50%;">AH</td><td style="width: 50%;">AH</td><td style="width: 50%;">AH</td><td style="width: 50%;">WQ</td><td style="width: 50%;">WQ</td><td style="width: 50%;">AH</td><td style="width: 50%;">AH</td><td style="width: 50%;">WQ</td><td style="width: 50%;">AH/WQ</td></tr> <tr><td>1/15/14</td><td>2/12/14</td><td>3/7/14</td><td>4/7/14</td><td>5/19/14</td><td>6/19/14</td><td>7/21/14</td><td>8/18/14</td><td>9/25/14</td><td>10/22/14</td><td>11/12/14</td><td></td><td></td><td></td></tr> <tr><td>10172</td><td>10313</td><td>10430</td><td>10452</td><td>10913</td><td>11063</td><td>11062</td><td>11263</td><td>11065</td><td>11440</td><td>11503</td><td></td><td></td><td></td></tr> </table>	AH	JV	AH	AH	AH	AH	AH	AH	WQ	WQ	AH	AH	WQ	AH/WQ	1/15/14	2/12/14	3/7/14	4/7/14	5/19/14	6/19/14	7/21/14	8/18/14	9/25/14	10/22/14	11/12/14				10172	10313	10430	10452	10913	11063	11062	11263	11065	11440	11503				Sect: 5.1.1				
Initials	Date																																																																		
W.O. #																																																																			
AH	JV	AH	AH	AH	AH	AH	AH	WQ	WQ	AH	AH	WQ	AH/WQ																																																						
1/15/14	2/12/14	3/7/14	4/7/14	5/19/14	6/19/14	7/21/14	8/18/14	9/25/14	10/22/14	11/12/14																																																									
10172	10313	10430	10452	10913	11063	11062	11263	11065	11440	11503																																																									
Press. Diff. Trnsdcr.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Initials</td><td>Date</td></tr> <tr><td>W.O. #</td><td></td></tr> </table>	Initials	Date	W.O. #																																																															
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Vessels	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Initials</td><td>Date</td></tr> <tr><td>W.O. #</td><td></td></tr> </table>	Initials	Date	W.O. #																																																															
Initials	Date																																																																		
W.O. #																																																																			

Year: 2014

BOOSTER PUMPS

Item	Monthly												Semi-annual		Annual			
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1ST 6-MO.	2ND 6-MO.	Refer.	2014
Electric Motor	Initials	JV	JV	AH/JV	AH	AH	JV	AH	WQ	WQ	AH/WQ	AH		Sect: 3.1.1	AH/JV		Sect: 3.2.1	
	Date	1/15/14	2/13/14	3/10/14	4/18/14	5/19/14	6/12/14	7/21/14	8/19/14	9/29/14	10/23/14	11/14/14			5/7/14			
	W.O.#	10245	10315	10461	10462	10912	11042	10911	11265	11043	11436	11496			10899			
PUMP	Initials	JV	JV	AH/JV	AH	AH	JV	AH	WQ	WQ	AH/WQ	AH		Sect: 3.1.2			Sect: 3.2.4	
	Date	1/15/14	2/13/14	3/10/14	4/18/14	5/19/14	6/12/14	7/21/14	8/19/14	9/29/14	10/23/14	11/14/14						
	W.O.#	10245	10315	10461	10462	10912	11042	10911	11265	11043	11436	11496						
A.R.V.	Initials													Sect: 3.3.1			Sect: 3.3.1	
	Date																	
	W.O.#																	
Rising Stem Valve	Initials													Sect: 3.3.3			Sect: 3.3.3	JV
	Date														2/18/14			
	W.O.#														10317			

Year: 2014

STANDBY GENERATOR

Item	Monthly												Semi-annual		Annual/Biannual				
	Refer	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer	1ST 6-MO.	2ND 6-MO.	Refer	2014	Periodic
Fuel Tank	Sect: 6.1.1	JV 1/27/14 10189	JV 2/20/14 10325	JV 3/12/14 10453	JV 4/23/14 10454	JV 5/20/14 10963	AH 6/9/14 10962	WQ 7/23/14 11191	WQ 8/21/14 11271	WQ 9/16/14 11377	WQ 10/20/14 11439	WQ 11/14/14 11502		Sect: 6.2.1	AH 6/9/14 11087		Sect: 6.3.1		
Radiator														Sect: 6.2.2	AH 6/9/14 11087		Section: 6.3.2/6.4.1		
Battery/Charger	Sect: 6.1.2	JV 1/27/14 10189	JV 2/20/14 110325	JV 3/12/14 10453	JV 4/23/14 10454	JV 5/20/14 10963	AH 6/19/14 10962	WQ 7/23/14 11191	WQ 8/21/14 11271	WQ 9/16/14 11377	WQ 10/20/14 11439	WQ 11/14/14 11502					Sect: 6.3.3		
Coolant Heater																			
Generator	Sect: 6.1.3	JV 1/7/14 10189	JV 2/20/14 10325	JV 3/12/14 10453	JV 4/17/14 10454	JV 5/20/14 10963	EMERG. 6/9/14 10962	WQ 7/23/14 11191	WQ 8/21/14 11271	WQ 9/16/14 11377	WQ 10/3/14 11439	WQ 11/14/14 11502					Section: 6.3.4/6.4.2		
Engine														Sect: 6.2.3	AH 6/9/14 11087				

WELL 4D WEBB

Item	Monthly												Semi-annual		Annual/Biannual					
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1ST 6-MO.	2ND 6-MO.	Refer.	2014	Periodic	
Pump	Initials	JV	AH	AH	AH	JV	AH	WQ	WQ	WQ	WQ	WQ			JV					
	Date	1/10/14	2/13/14	3/13/14	4/1/14	5/28/14	6/18/14	7/14/14	8/4/14	9/3/14	10/17/14	11/6/14			6/12/14					
	W.O. #	10168	10304	10477	10478	10890	11034	11035	11261	11362	11444	11537			10898					
Motor	Initials	JV	AH	AH	JV	AH	JV	WQ	WQ	WQ	WQ	WQ			AH/JV					
	Date	1/10/14	2/13/14	3/13/14	4/22/14	5/15/14	6/12/14	7/14/14	8/4/14	9/3/14	10/17/14	11/6/14			5/6/14					
	W.O. #	10168	10304	10477	10478	10890	11034	11035	11261	11362	11444	11537			10898					
Transdr.	Initials																			
	Date																			
	W.O. #																			
Isolation Valves	Initials																			
	Date																			
	W.O. #																			
Cla-Val	Initials																			
	Date																			
	W.O. #																			
Mag-Meter	Initials																			
	Date																			
	W.O. #																			
A.R.V.	Initials														JV	AH/WQ				
	Date													6/12/14	10/30/14					
	W.O. #													10898	11491					
M.C.C.	Initials																			
	Date																			
	W.O. #																			
Portable Generator	Initials	JV	AH	AH	AH	JV	JV	WQ	WQ	WQ	WQ	WQ			JV					
	Date	1/10/14	2/13/14	3/13/14	4/1/14	5/28/14	6/12/14	7/14/14	8/4/14	9/3/14	10/17/14	11/6/14			6/12/14					
	W.O. #	10168	10304	10477	10478	10890	11034	11035	11261	11362	11444	11537			10898					
Generator Set	Initials																			
	Date																			
	W.O. #																			

Year: 2014

WELL 3 MARVAL

Item	Monthly												Quarterly				Semi-annual			Annual				
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1st	2nd	3rd	4th	1st	2ND	Refer.	2014		
Motor	Initials	JV	AH	AH	AH	AH	AH	WQ	WQ	WQ	WQ	WQ							JV	6-MO.	2ND			
	Date	1/8/14	2/12/14	3/13/14	4/8/14	5/15/14	6/13/14	7/22/14	8/20/14	9/9/14	10/15/14	11/6/14								5/7/14	6-MO.			
	W.O. #	10167	10310	10485	10486	10893	11028	11029	11268	11367	11443	11536								10831				
Pump	Initials	JV	AH	AH	AH	AH	AH	WQ	WQ	WQ	WQ	WQ							AH	6-MO.				
	Date	1/8/14	2/12/14	3/13/14	4/28/14	5/15/14	6/13/14	7/22/14	8/20/14	9/9/14	10/15/14	11/6/14								6/13/14				
	W.O. #	10167	10310	10485	10486	10893	11028	11029	11268	11367	11443	11536							10831					
Chlorine Pump	Initials	AH	AH	AH	AH	AH	AH	WQ	WQ	WQ	WQ	WQ							AH	6-MO.				
	Date	3/13/14	4/28/14	6/13/14	7/22/14	8/20/14	9/9/14	10/15/14	11/6/14											6/13/14				
	W.O. #	10580	10846	11372															10831					
Air Charer	Initials	AH	AH	AH	AH	AH	AH	WQ	WQ	WQ	WQ	WQ							AH	6-MO.				
	Date	3/13/14	4/28/14	6/13/14	7/22/14	8/20/14	9/9/14	10/15/14	11/6/14											6/13/14				
	W.O. #	10580	10846	11372															10831					
Check Valve	Initials	AH	AH	AH	AH	AH	AH	WQ	WQ	WQ	WQ	WQ							AH	6-MO.				
	Date	3/13/14	4/28/14	6/13/14	7/22/14	8/20/14	9/9/14	10/15/14	11/6/14											6/13/14				
	W.O. #	10580	10846	11372															10831					
A.R.V.	Initials	AH	AH	AH	AH	AH	AH	WQ	WQ	WQ	WQ	WQ							AH	6-MO.				
	Date	3/13/14	4/28/14	6/13/14	7/22/14	8/20/14	9/9/14	10/15/14	11/6/14											6/13/14				
	W.O. #	10580	10846	11372															10831					
M.C.C.	Initials	AH	AH	AH	AH	AH	AH	WQ	WQ	WQ	WQ	WQ							AH	6-MO.				
	Date	3/13/14	4/28/14	6/13/14	7/22/14	8/20/14	9/9/14	10/15/14	11/6/14											6/13/14				
	W.O. #	10580	10846	11372															10831					
Pneumat Tank	Initials	AH	AH	AH	AH	AH	AH	WQ	WQ	WQ	WQ	WQ							AH	6-MO.				
	Date	1/7/14	6/13/14	9/15/14																6/13/14				
	W.O. #	10580	10846	11372															10831					
Isolation Valves	Initials	AH	AH	AH	AH	AH	AH	WQ	WQ	WQ	WQ	WQ							AH	6-MO.				
	Date	1/7/14	6/13/14	9/15/14																6/13/14				
	W.O. #	10580	10846	11372															10831					
Propeller Meter	Initials	AH	AH	AH	AH	AH	AH	WQ	WQ	WQ	WQ	WQ							AH	6-MO.				
	Date	1/7/14	6/13/14	9/15/14																6/13/14				
	W.O. #	10580	10846	11372															10831					

Year: 2014

WELL 9 POLHEMUS

Item	Monthly												Quarterly				Annual																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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Check Valve	Initials																					Date																					W.O. #																				Chlorine Pump	Initials	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH					Date	1/6/14	2/12/14	4/28/14	5/15/14	6/13/14	7/24/14	8/20/14	9/9/14	10/17/14	11/5/14			4/16/14	9/15/14							W.O. #	10135	10297	10483	10894	11032	11033	11270	11366	11445	11532			10483	10815	11313					Air Changer	Initials																					Date																					W.O. #																				Isolation Valves	Initials																					Date																					W.O. #																				A.R.V.	Initials																					Date																					W.O. #																				M.C.C.	Initials																					Date																					W.O. #																				Pneumat Tank	Initials																					Date																					W.O. #																				Propeller Meter	Initials																					Date																					W.O. #																			
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	W.O. #																				Chlorine Pump	Initials	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH					Date	1/6/14	2/12/14	4/28/14	5/15/14	6/13/14	7/24/14	8/20/14	9/9/14	10/17/14	11/5/14			4/16/14	9/15/14							W.O. #	10135	10297	10483	10894	11032	11033	11270	11366	11445	11532			10483	10815	11313					Air Changer	Initials																					Date																					W.O. #																				Isolation Valves	Initials																					Date																					W.O. #																				A.R.V.	Initials																					Date																					W.O. #																				M.C.C.	Initials																					Date																					W.O. #																				Pneumat Tank	Initials																					Date																					W.O. #																				Propeller Meter	Initials																					Date																					W.O. #																																																													
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■ = Well/Tank Offline

Section: TBD			
Section: TBD			
Section: TBD			
Section: TBD	AH/AWQ		
	8/18/14		
	11376		
Section: TBD			

Elk Grove Water District
Backflow Prevention Program 2014

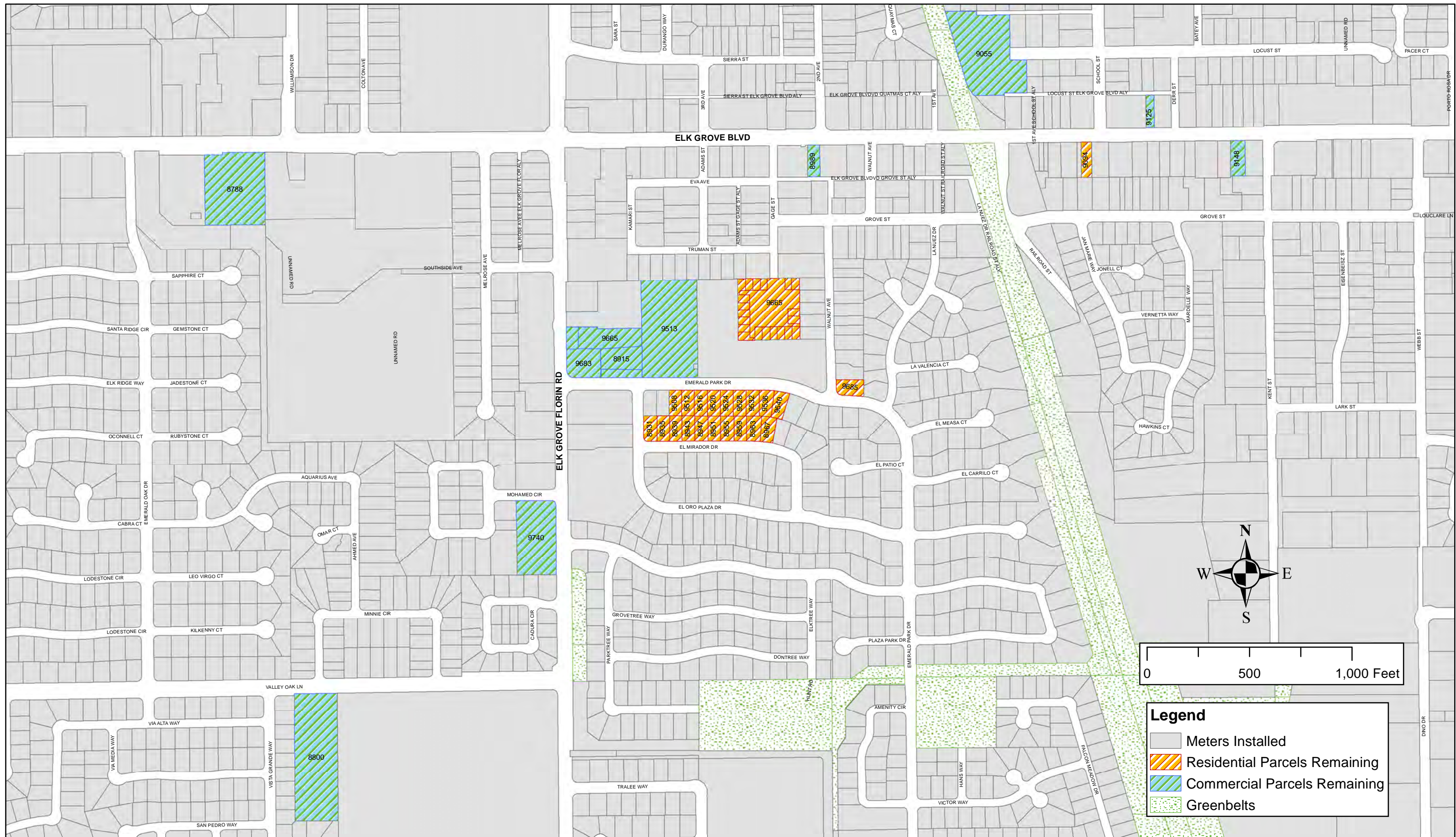
Backflow Device Reports	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CURRENT												
Notices Issued	3	37	45	1	41	41	251	54	53	25	17	
Pass:	3	18	33	1	17	20	139	12	18	18	7	
Fail:		3	0		6	3	9	3	2	0	0	
Failed Devices Retested----Passed		3	0		6	2	6	3	2	0	0	
Outstanding Results Due	0	16	12	0	18	19	106	39	33	7	10	

DELINQUENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Investigations						1	9			1		
Deactivated Devices						1	5	1	1	1	1	1
Sent:		16	12	12	18	17	93	38	32	3	3	9
Received:		12	12	12	7	8	51	2	28	0	0	
Sent:		4	0	0	11	9	42	36	3	3		
Received:		4	0	0	11	8	37	33	0	3		
Schedule Code Changed							4					
Outstanding Delinquents	0	0	0	0	0	1	0	3	3	0	9	

Total Outstanding Delinquents	16
--------------------------------------	-----------

Elk Grove Water District
 Weekly Safety Meetings/Training
 Nov-14

Date:	Topic:	Attendees:	Hosted By:
11/3/2014	Video: Hand Tool Safety	Jose C, Jose M, John V, John D, Sean, Michael, Justin, Richard, Gerardo, Eliseo, Joel, Alan, Chris, Sal, Brandon, Steve, Aaron, Travis, Wilfredo, David	Steve Shaw
11/10/2014	Carpal Tunnel Syndrome	Jose C, Jose M, John V, John D, Michael, Justin, Richard, Gerardo, Eliseo, Joel, Alan, Chris, Sal, Brandon, Steve, Aaron, Travis, Wilfredo, David	Steve Shaw
11/17/2014	Quick Equipment Checks: A Basic Safety Procedure	Jose C, Jose M, John V, John D, Sean, Michael, Richard, Gerardo, Eliseo, Joel, Alan, Chris, Sal, Brandon, Aaron, Travis, Wilfredo, David	Aaron Hewitt
11/20/2014	Video: Arc Flash Safety	All Staff Required to Attend	Mark Madison
11/24/2014	Job Hazard Analysis	Jose C, Jose M, John V, John D, Sean, Michael, Justin, Richard, Gerardo, Joel, Alan, Chris, Sal, Brandon, Steve, Aaron, Travis, Wilfredo, David	Steve Shaw



Residential Meters Installed: 17	(November 2014)
Residential Parcels Remaining: 42	Total Parcels Remaining: 55
Commercial Meters Installed: 13	
Commercial Parcels Remaining: 16	



Elk Grove Water District

Meter Retrofit Program

44

Projected Coordinate System: NAD 83 State Plane, California II, FIPS 0420
Source: City of Elk Grove, EGWD and Sacramento County GIS databases
Created by: Travis Franklin
Date: December 4, 2014



Bullheads Replaced in November 2014: 0
Bullheads Remaining: 603
Total Bullheads Replaced: 7



Elk Grove Water District

Bullhead Replacement

45

Projected Coordinate System: NAD 83 State Plane, California II, FIPS 0420
Source: City of Elk Grove, EGWD and Sacramento County GIS databases
Created by: Travis Franklin
Date: December 3, 2014



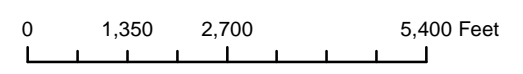
Legend

- Service Area 1
- Service Area 2
- Main Leaks**
- November 2014
- July 2014 - October 2014
- July 2013 - June 2014
- July 2012 - June 2013
- July 2011 - June 2012
- Service Leaks**
- ★ November 2014
- ★ July 2014 - October 2014
- ★ July 2013 - June 2014
- ★ July 2012 - June 2013
- ★ July 2011 - June 2012

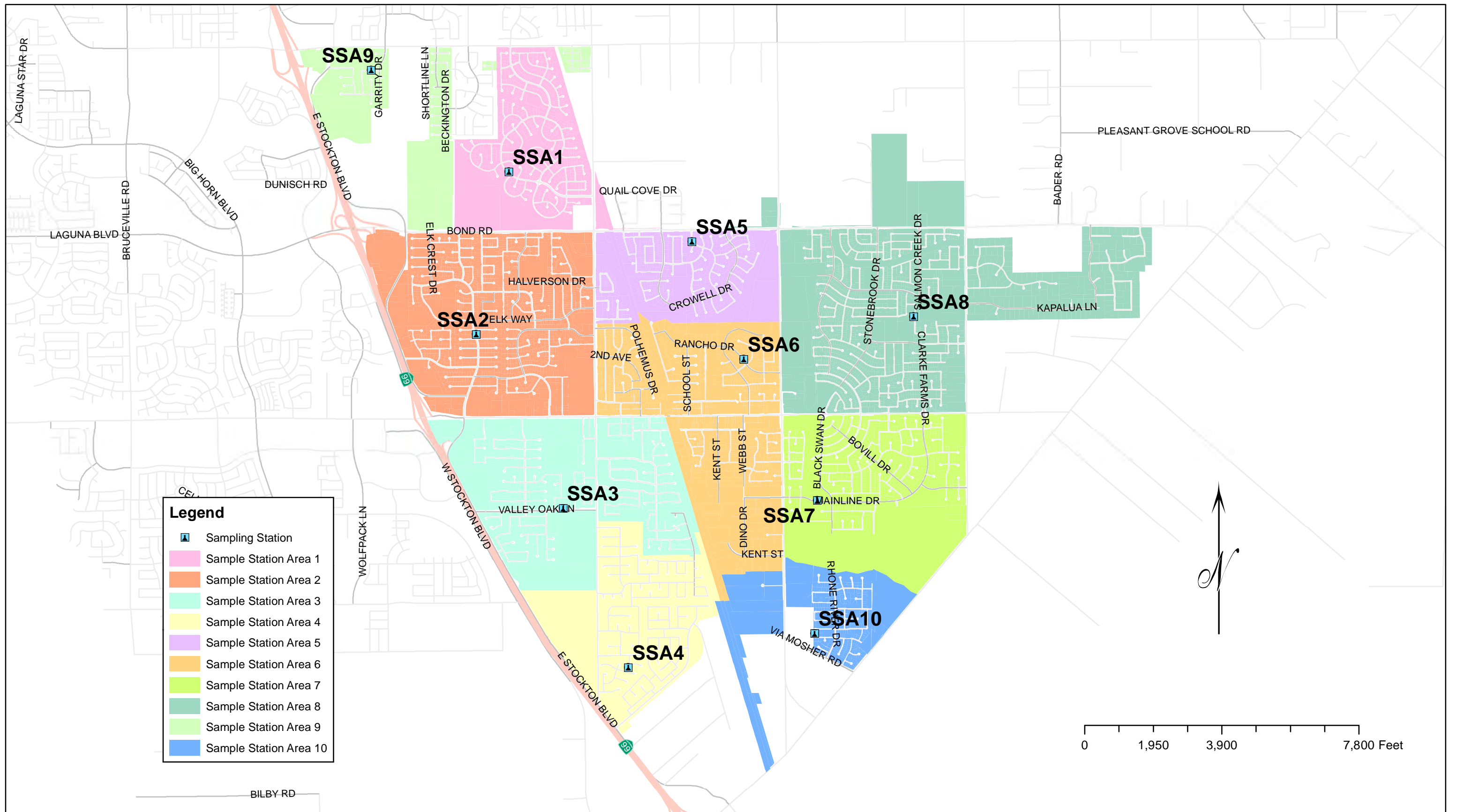
November 2014	
Main Line Leaks: 2	YTD: 6
Service Line Leaks: 2	YTD: 15
Total Leaks: 4	YTD: 21



EGWD Leaks



Elk Grove Water District
Service / Main Leaks
Created by: Travis Franklin
Date: December 3, 2014



Sample Stations: 10



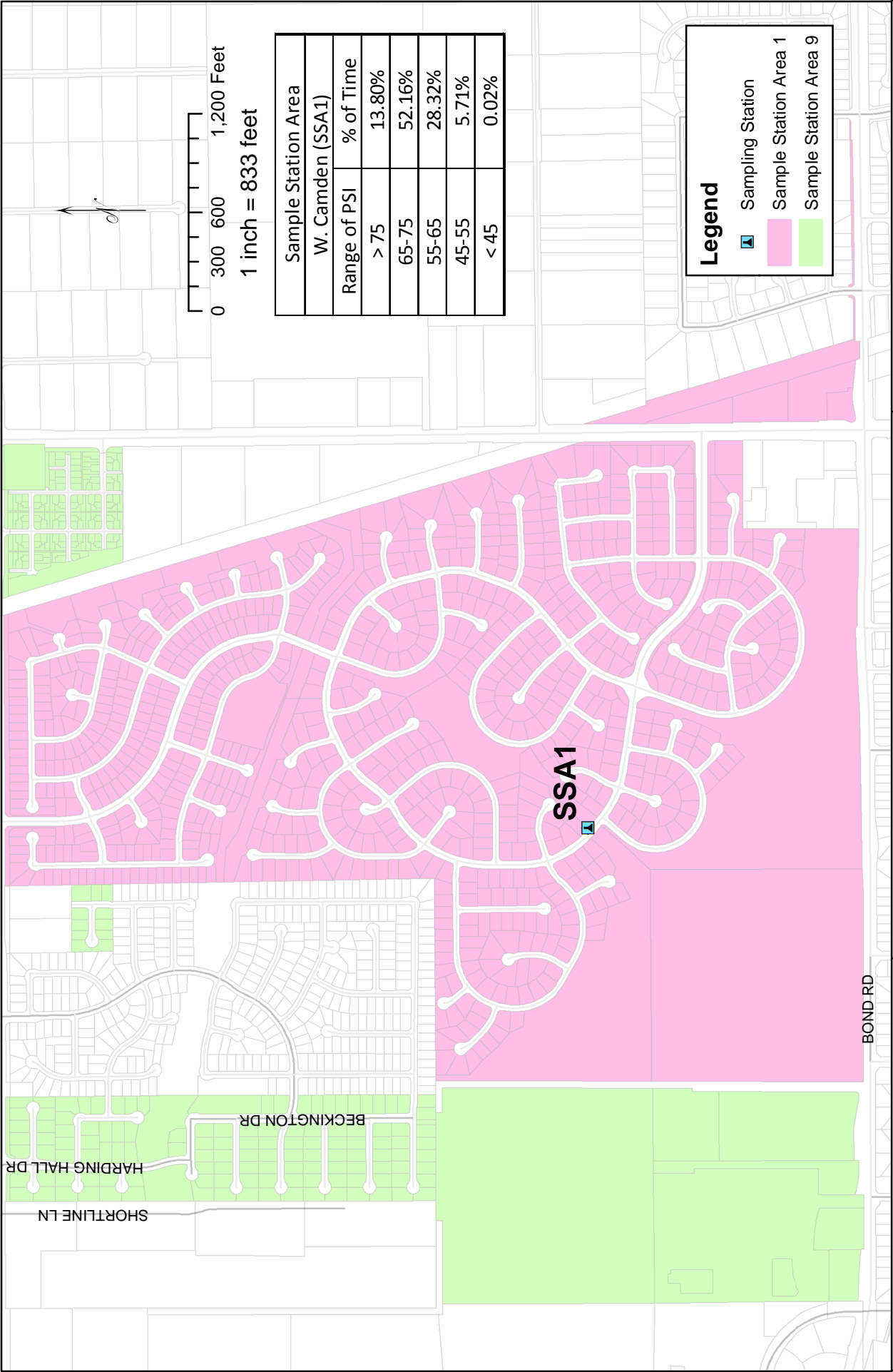
Elk Grove Water District Sample Station Areas

Projected Coordinate System: NAD 83 State Plane CA II FIPS 0402

Source: EGWD GIS database

Modified by: Travis Franklin

December 3, 2014



Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source:EGWD GIS database
 Created by: Travis Franklin
 December 3, 2014

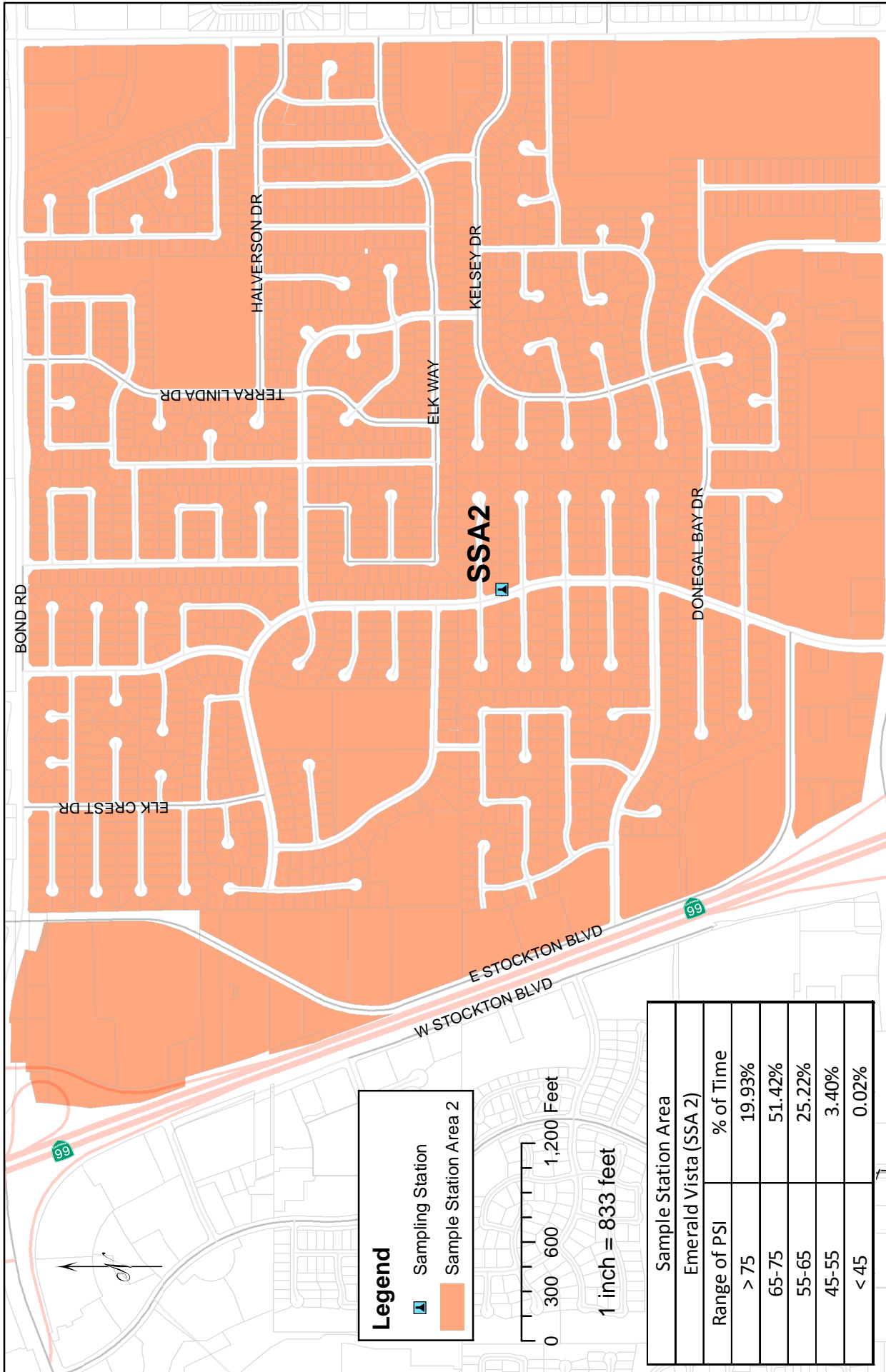
Elk Grove Water District System Pressure Monitoring



Sample Station #1

Note: Sample Station takes a reading every 5 minutes.

November 2014



Legend

-  Sampling Station
-  Sample Station Area 2



Sample Station Area	
Emerald Vista (SSA 2)	
Range of PSI	% of Time
> 75	19.93%
65-75	51.42%
55-65	25.22%
45-55	3.40%
< 45	0.02%

Sample Station #2

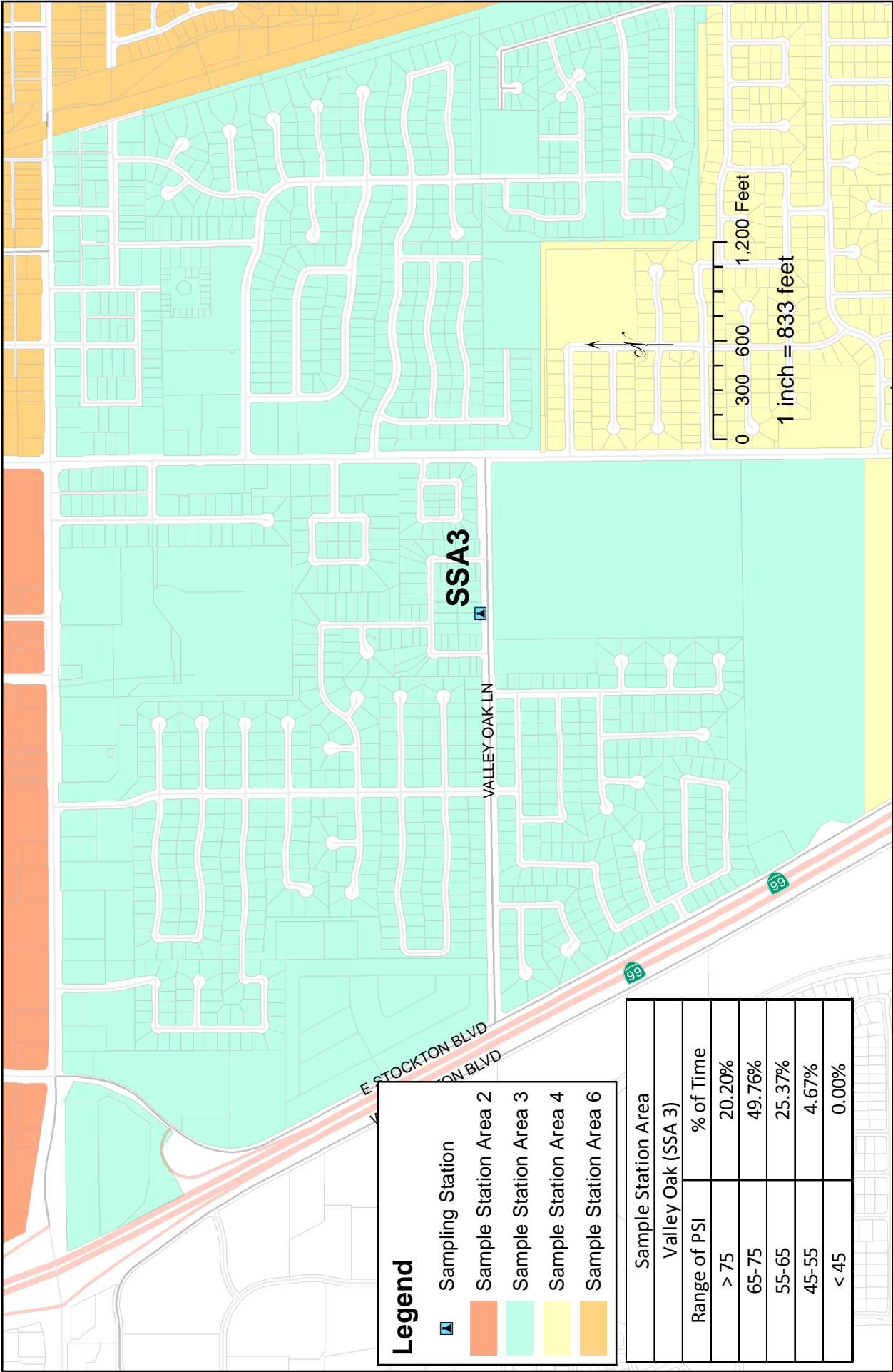
Note: Sample Station takes a reading every 5 minutes.

November 2014



**Elk Grove Water District
System Pressure Monitoring**

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
December 3, 2014



Legend

- Sampling Station
- Sample Station Area 2
- Sample Station Area 3
- Sample Station Area 4
- Sample Station Area 6

Sample Station Area	% of Time
Valley Oak (SSA 3)	
Range of PSI	
> 75	20.20%
65-75	49.76%
55-65	25.37%
45-55	4.67%
< 45	0.00%

Elk Grove Water District
 System Pressure Monitoring

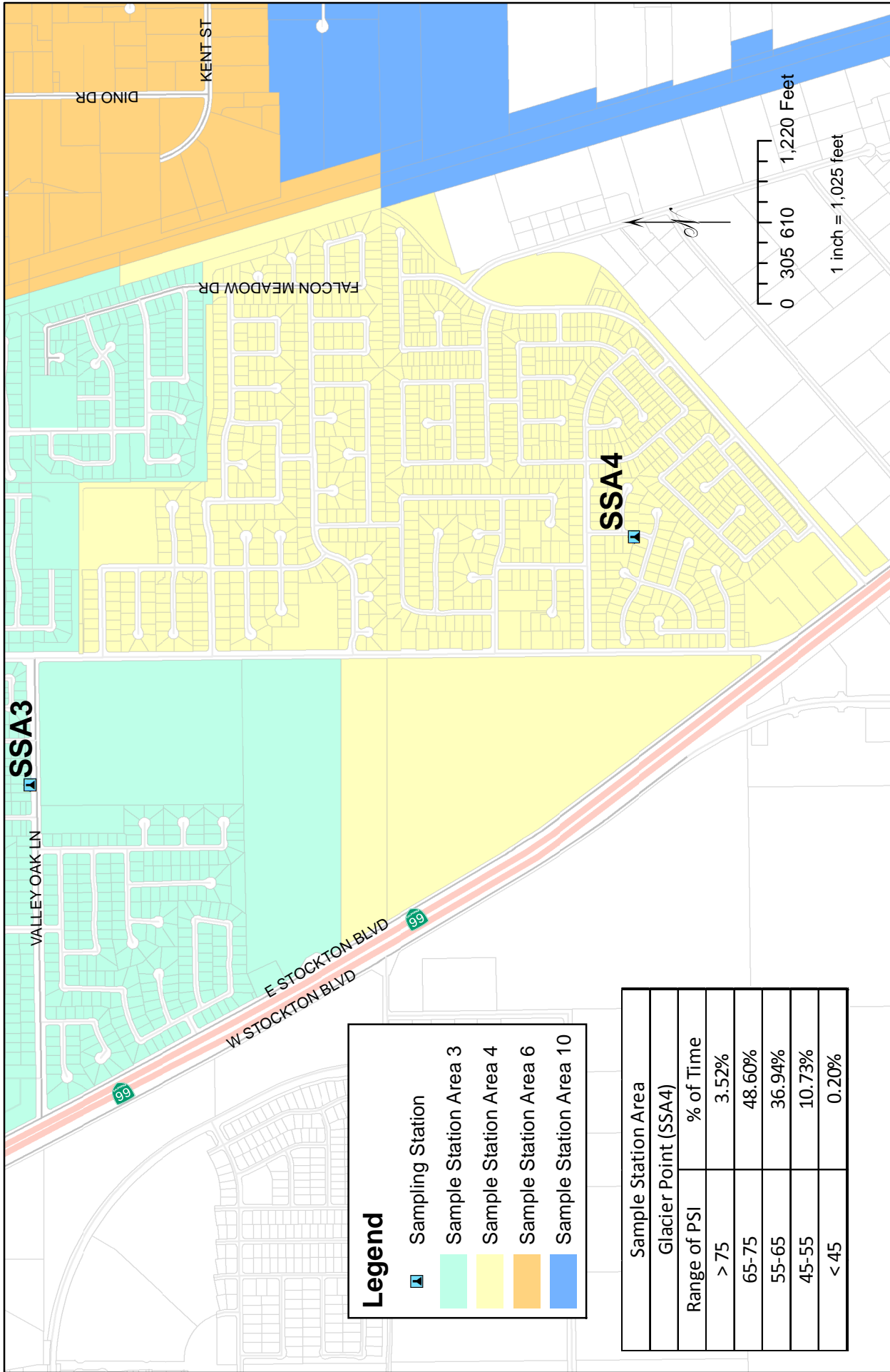


Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 December 3, 2014






Sample Station #3

Note: Sample Station takes a reading every 5 minutes.

November 2014



Legend

-  Sampling Station
-  Sample Station Area 3
-  Sample Station Area 4
-  Sample Station Area 6
-  Sample Station Area 10

Sample Station Area	Glacier Point (SSA4)
Range of PSI	% of Time
> 75	3.52%
65-75	48.60%
55-65	36.94%
45-55	10.73%
< 45	0.20%



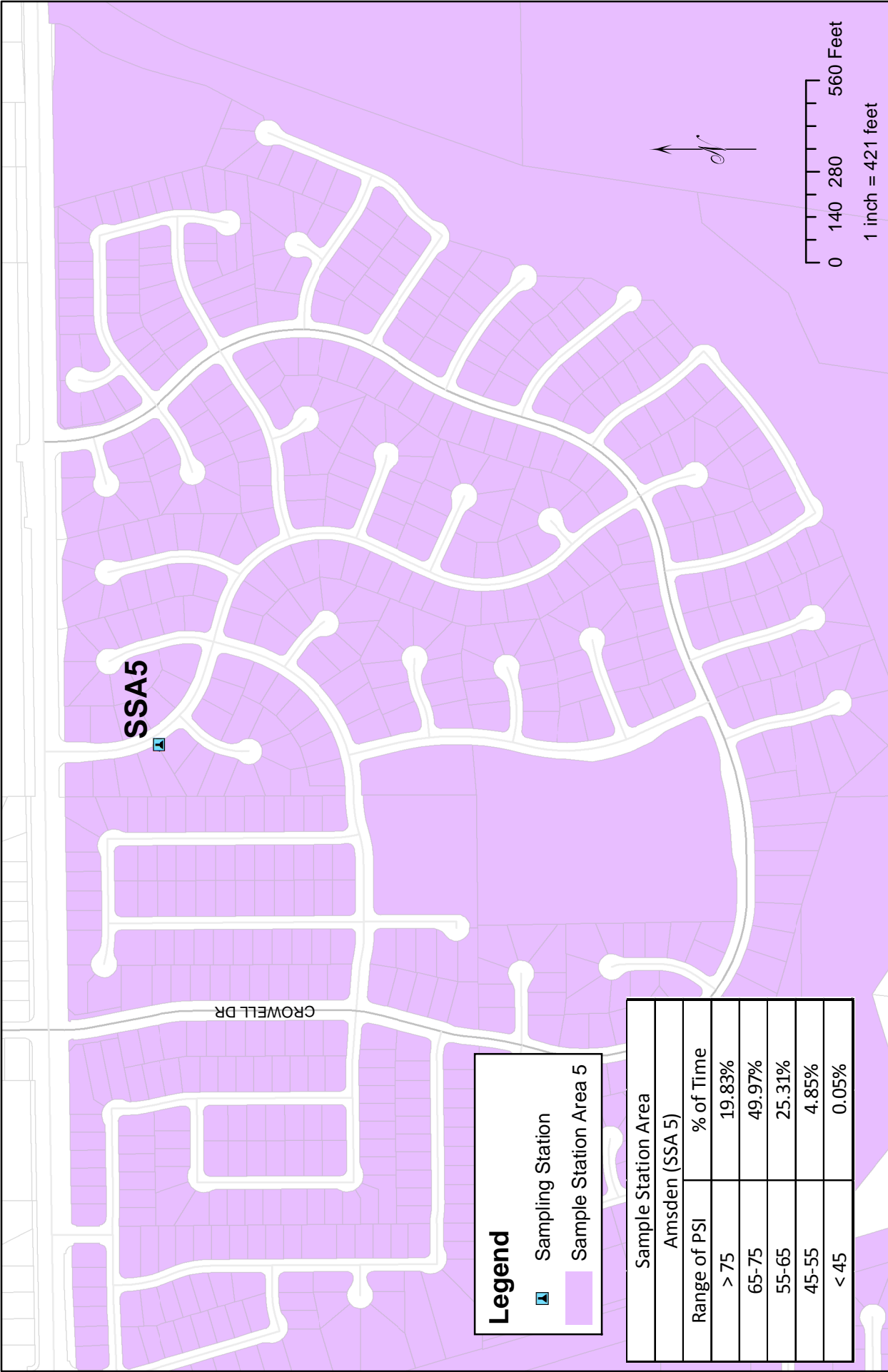
Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
December 3, 2014



Sample Station #4

Note: Sample Station takes a reading every 5 minutes.

November 2014



Legend

-  Sampling Station
-  Sample Station Area 5

Sample Station Area	
Amsden (SSA 5)	
Range of PSI	% of Time
> 75	19.83%
65-75	49.97%
55-65	25.31%
45-55	4.85%
< 45	0.05%

Sample Station #5

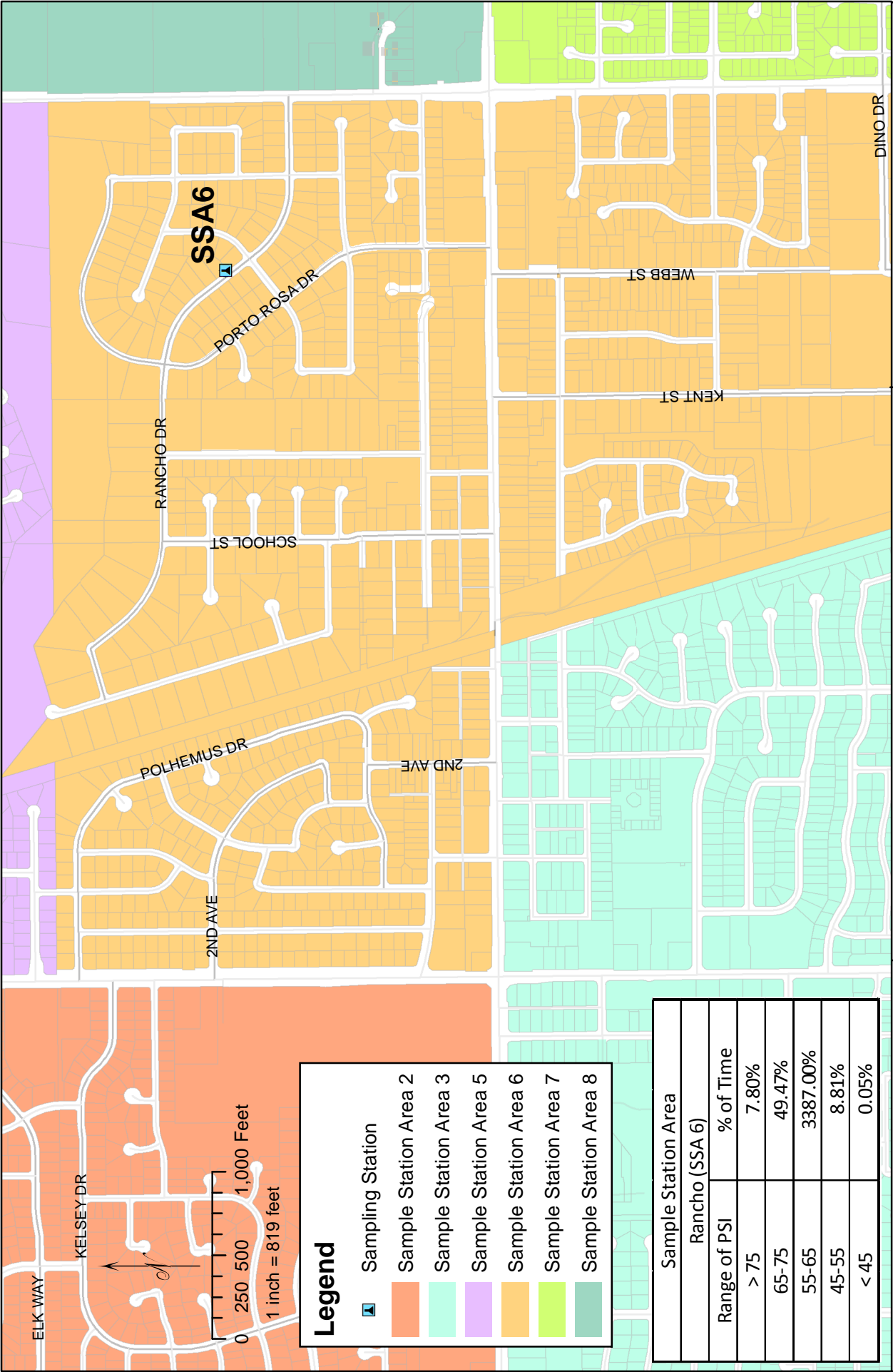
Notes: Sample Station takes a reading every 5 minutes.

November 2014



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
December 3, 2014



Legend

- Sampling Station
- Sample Station Area 2
- Sample Station Area 3
- Sample Station Area 5
- Sample Station Area 6
- Sample Station Area 7
- Sample Station Area 8

Sample Station Area	
Rancho (SSA 6)	
Range of PSI	% of Time
> 75	7.80%
65-75	49.47%
55-65	3387.00%
45-55	8.81%
< 45	0.05%

Sample Station #6

Note: Sample Station takes a reading every 5 minutes.

November 2014





Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
December 3, 2014



Legend

-  Sampling Station
-  Sample Station Area 6
-  Sample Station Area 7
-  Sample Station Area 8
-  Sample Station Area 10

Sample Station Area	
Mainline (SSA 7)	
Range of PSI	% of Time
> 75	0.00%
65-75	0.16%
55-65	97.02%
45-55	2.82%
< 45	0.00%

Sample Station #7

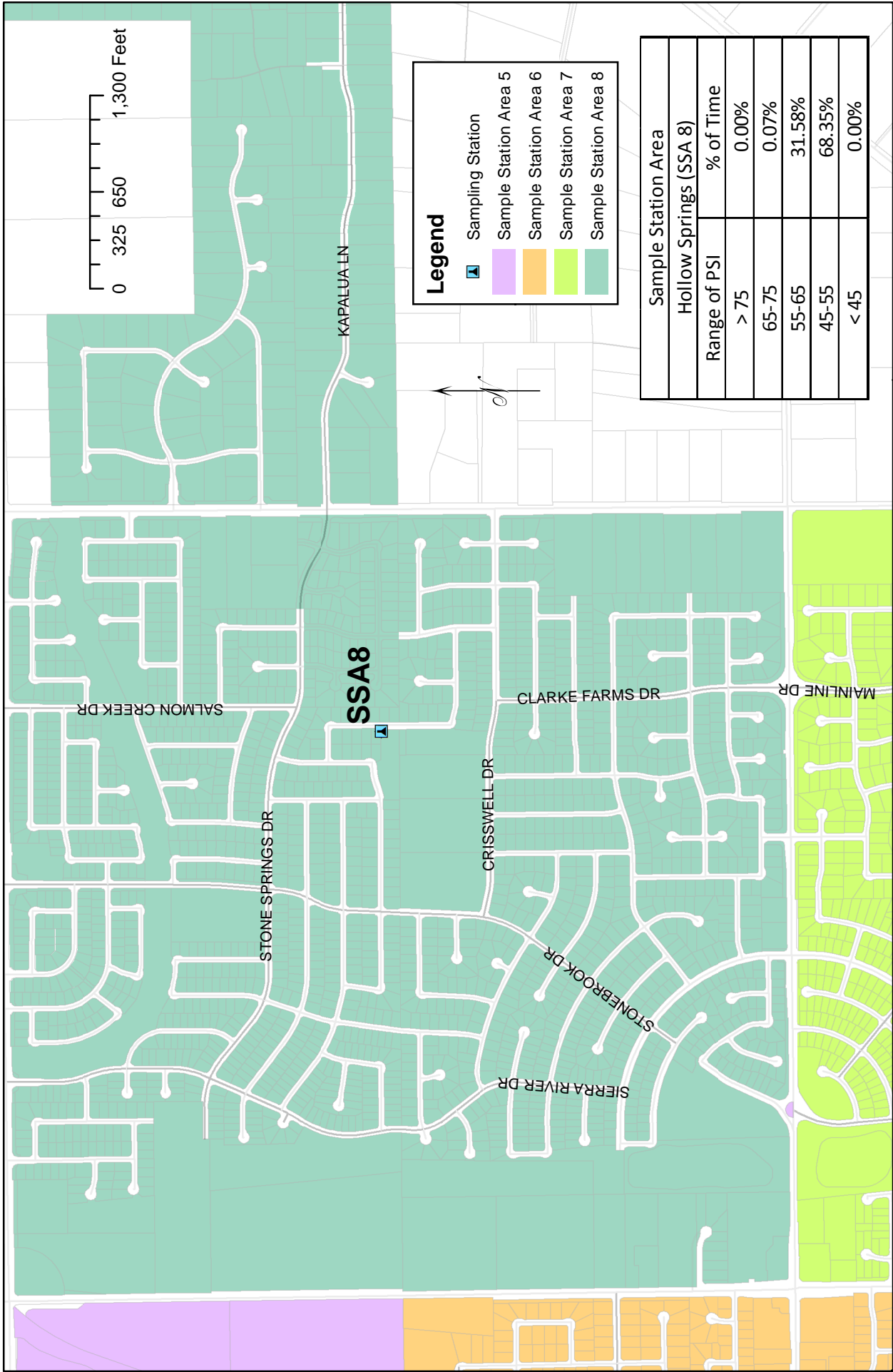
Note: Sample Station takes a reading every 5 minutes.

November 2014



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
December 3, 2014




Legend

- Sampling Station
- Sample Station Area 5
- Sample Station Area 6
- Sample Station Area 7
- Sample Station Area 8

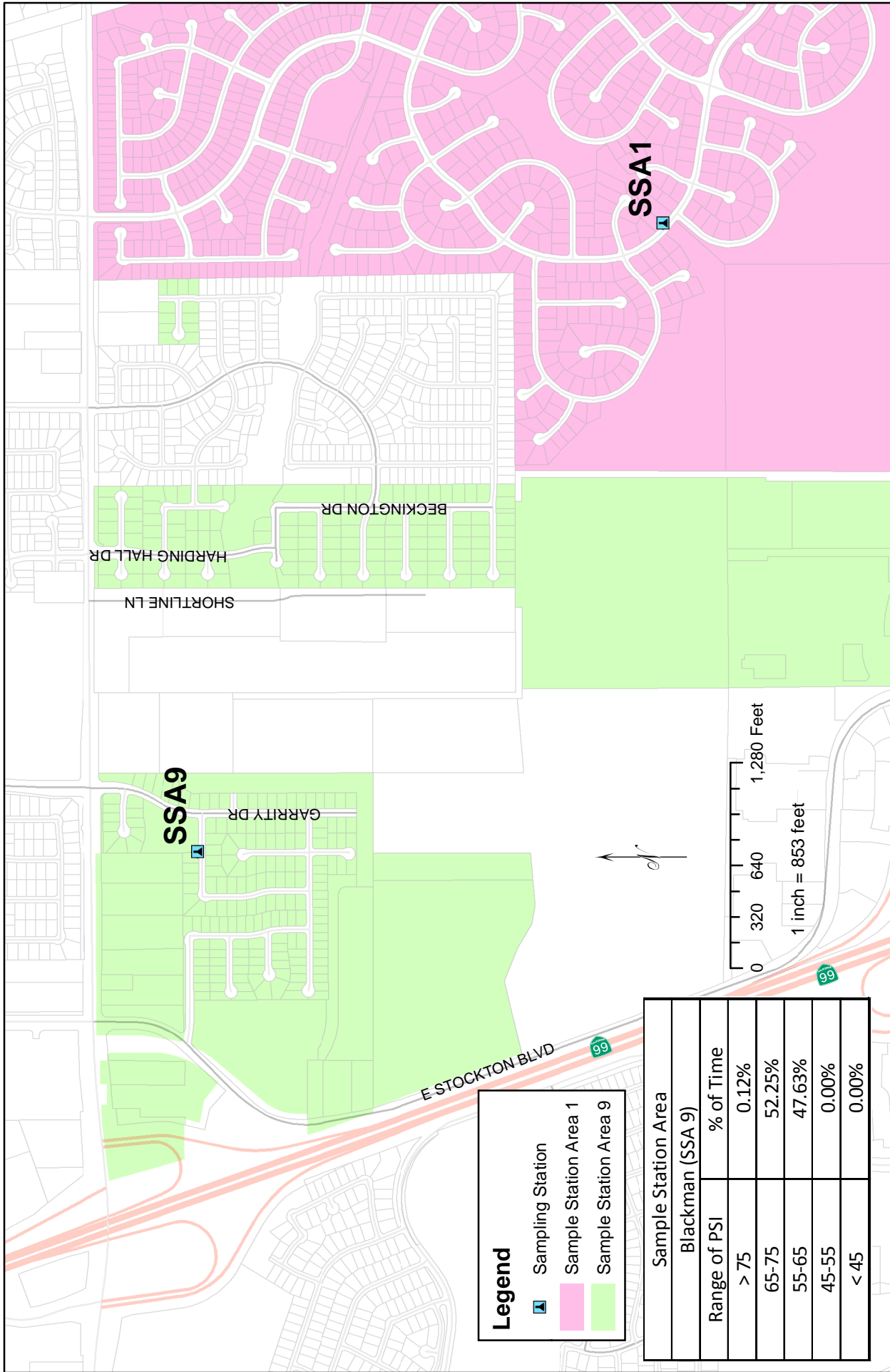
Sample Station Area	
Hollow Springs (SSA 8)	
Range of PSI	% of Time
> 75	0.00%
65-75	0.07%
55-65	31.58%
45-55	68.35%
< 45	0.00%

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 December 3, 2014

Elk Grove Water District
 System Pressure Monitoring



Sample Station #8
 Note: Sample Station takes a reading every 5 minutes.
 November 2014



Legend

- Sampling Station
- Sample Station Area 1
- Sample Station Area 9

Sample Station Area	Blackman (SSA 9)	Range of PSI	% of Time
		> 75	0.12%
		65-75	52.25%
		55-65	47.63%
		45-55	0.00%
		< 45	0.00%

Sample Station #9

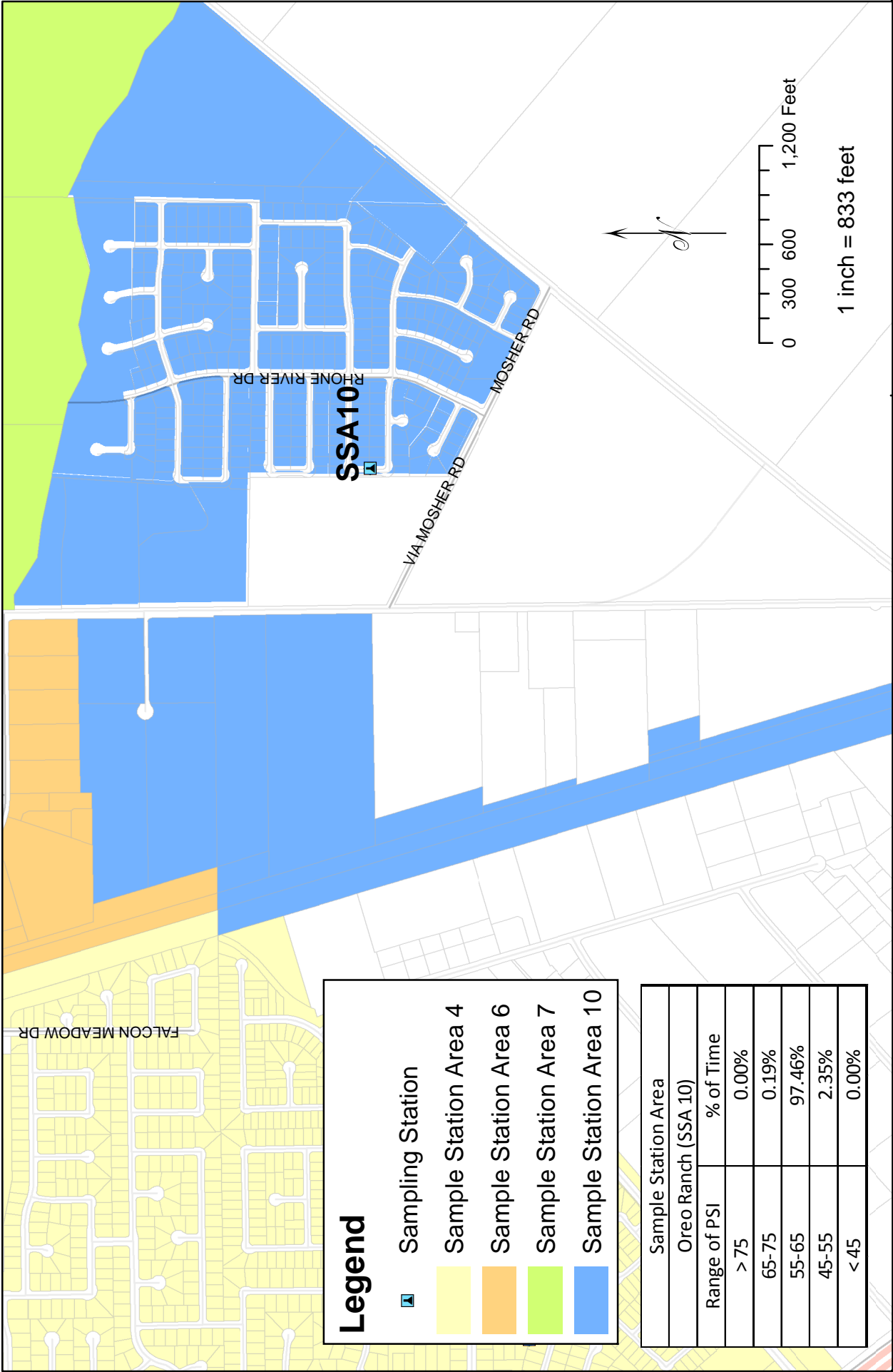
Note: Sample Station takes a reading every 5 minutes.

November 2014








Elk Grove Water District
System Pressure Monitoring

Projected coordinate system:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
December 3, 2014



Legend

-  Sampling Station
-  Sample Station Area 4
-  Sample Station Area 6
-  Sample Station Area 7
-  Sample Station Area 10

Sample Station Area	
Oreo Ranch (SSA 10)	
Range of PSI	% of Time
> 75	0.00%
65-75	0.19%
55-65	97.46%
45-55	2.35%
< 45	0.00%

Sample Station #10

Note: Sample Station takes a reading every 5 minutes.

November 2014



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402

Source: EGWD GIS database

Created by: Travis Franklin
December 3, 2014

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District
FROM: Mark J. Madison, General Manager
SUBJECT: OPERATIONS REPORT – DECEMBER 2014

RECOMMENDATION

This item is presented for information only. No action by the Board is proposed at this time.

Summary

The Operations Report is a standing item on the regular board meeting agenda.

All regulatory requirements were met for the month of December. Other notable events are described below.

DISCUSSION

Background

Every month, staff presents an update of the activities related to the operations of the District. Included for the Board's review is the Operations Report.

Present Situation

The December Operations Report highlights are as follows:

- **Operations Activity Report** – Information yielded in this section is derived from the District's Cityworks database. Notable items in the activity report are that the District hung 7 door hangers for past due balances which resulted in 2 shutoffs.
- **Production** – The Combined Total Production graph on page 13 shows that production during the month of December decreased compared to December 2013. The production decrease is likely attributable to voluntary customer reductions in water consumption due to the drought.

OPERATIONS REPORT – DECEMBER 2014

Page 2

- **Static/Pumping Levels** – The 4th quarter soundings were completed on all active wells.
- **Treatment** – All samples taken during the month of December are in compliance with all regulatory permit requirements. No exceedances of any maximum contaminant levels were found and all water supplied to the District's customers met or exceeded safe drinking water standards.
- **Maintenance** – All preventative maintenance activities were performed during the month of December in conformance with the District's Preventative Maintenance Program. The tables included in this section of the report also include certain activities completed to date in December. Below is a list of out-of-ordinary maintenance work completed in December.
 - Treatment staff assisted the other divisions by performing various required bacteriological sampling during district construction projects.
 - Several investigations regarding backflow prevention and Cross-Connection Control were performed throughout the month.
 - Many site surveys were needed in order to determine the placement of future meters and backflow prevention devices.
 - Staff compiled and mailed all backflow test notices for the month of December.
 - Staff met with various security/surveillance system contractors to discuss changes to the existing system.
 - Due to SCADA server failure, staff re-populated all Historian trend sets.
- **Backflow** – There were ten (10) notices issued for the month of December, 2014. Two (2) devices passed on the initial test. There were eight (8) secondary notices issued for devices that were not received by the end of December 2014. There are a **total** of twenty-one (21) devices overall that are outstanding (including prior months) as of the date of this report, which will require further investigation.
- **Leak Map** – There were five (5) service line leaks and one (1) main line leak reported in December.
- **Meter Retrofit** – The Utility Department installed seventy-one (71) meters for residential backyard services.
- **Safety Report** – There were six (6) safety training sessions conducted in November. Only two (2) safety sessions are required by OSHA standards.

OPERATIONS REPORT – DECEMBER 2014

Page 3

STRATEGIC PLAN CONFORMITY

The District's Strategic Plan addresses responsible business practices and the importance of providing the community with safe drinking water. The Operations Report is a key document for managing the District's distribution and treatment system. The Operations Report assists the District toward its responsibility of delivering safe drinking water.

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully Submitted,



MARK J. MADISON, P.E.
GENERAL MANAGER

MJM/ah



Operations Report

December 2014

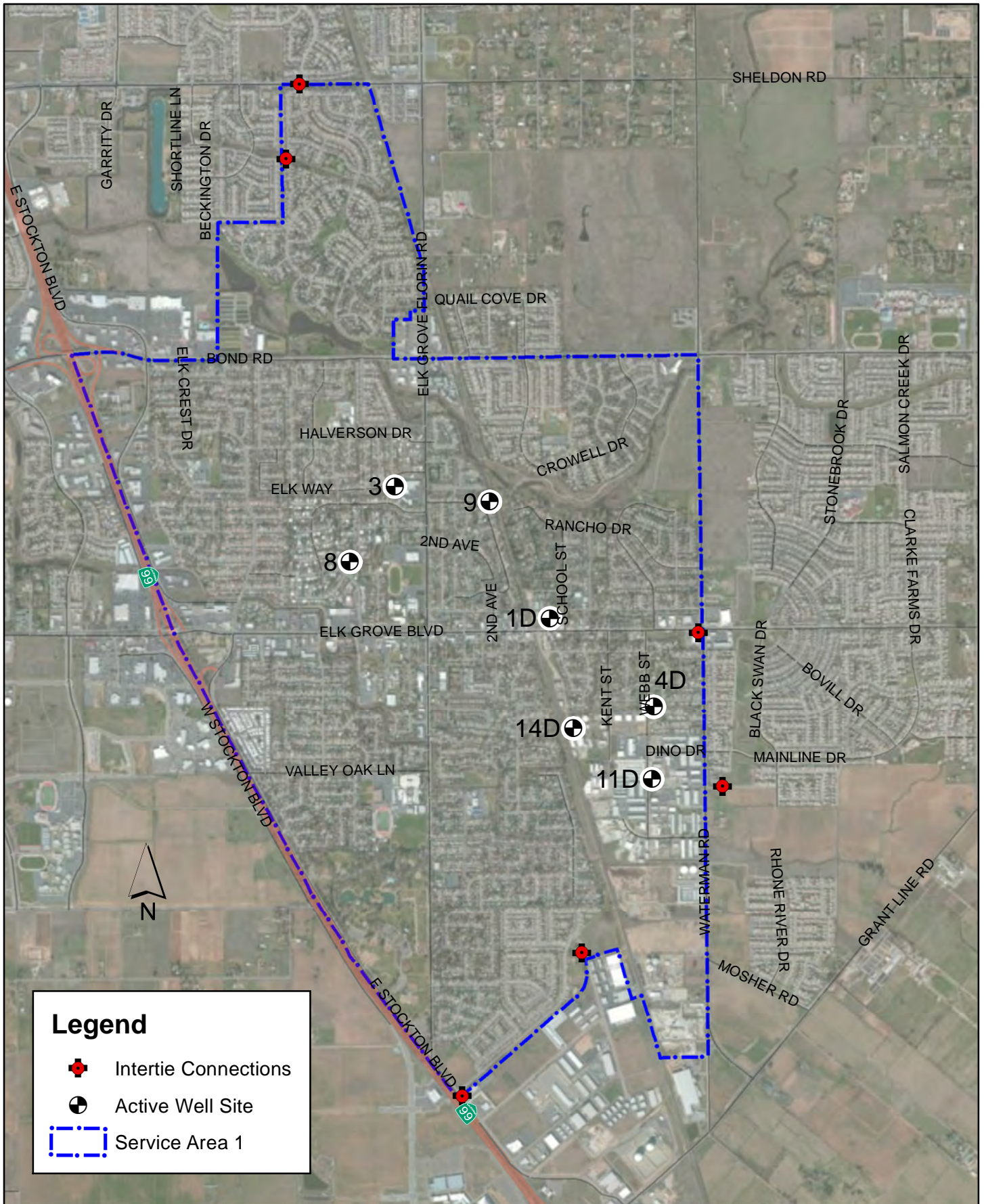
Elk Grove Water District

Operations Report

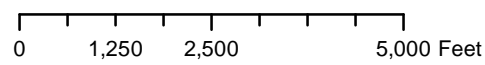
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Active Well Sites & Intertie Connections



Elk Grove Water District



Elk Grove Water District

Monthly Production

Well 1D School -- Dec. 2014

Selected Month Production
2,081,937 Gallons

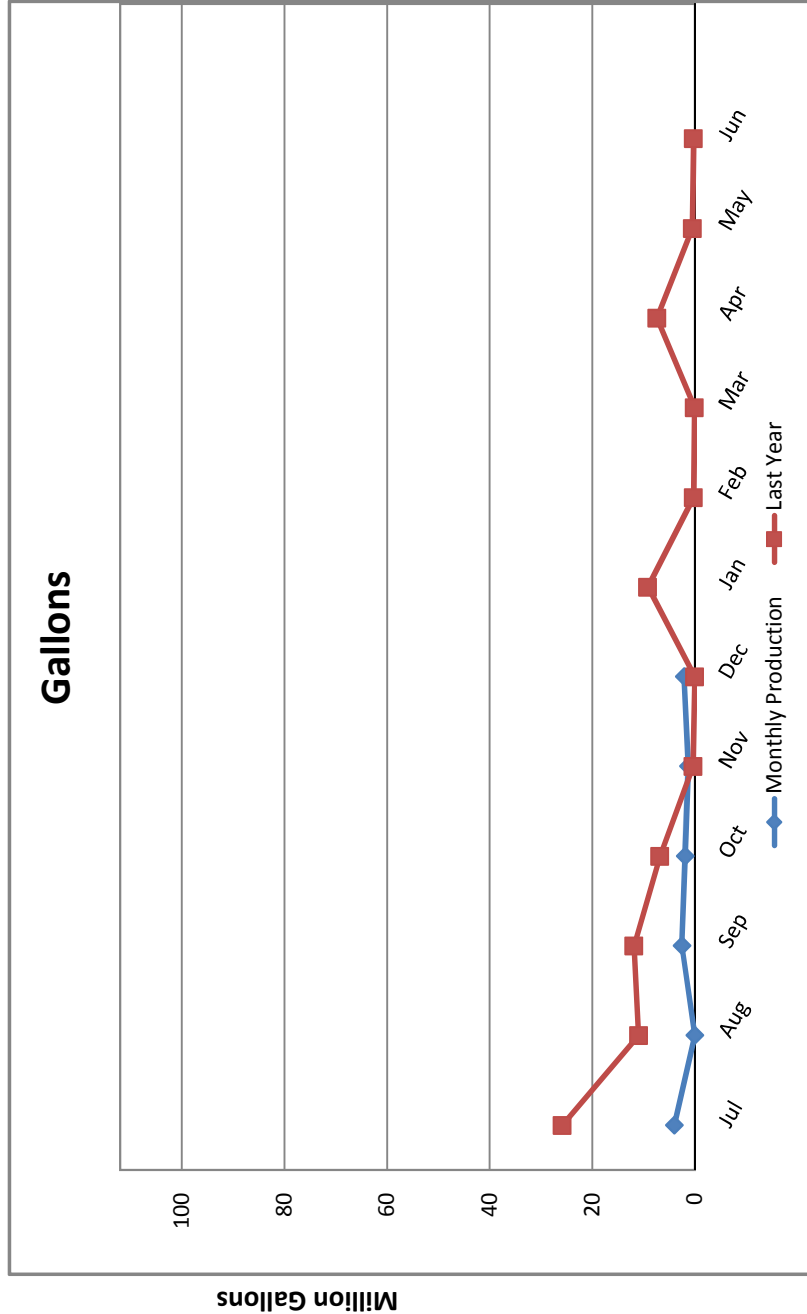
Average GPM:
1,816

Motor:
Volts: 472
Volts (Rated): 460
RPM: 2129
RPM (Rated): 2115
Amps A: 179
Amps A (Rated): 222
Amps B: 176
Amps B (Rated): 222
Amps C: 174
Amps C (Rated): 222

Motor Temp: 133.5
Hour Meter: 19.10
KW Hour Total: 2,800.00

Chlorine:
Dosing: 1.63
Demand: 0.9
Residual: 0.73

Vibration Reading:
Base Line: 0.05
Current: 0.04





Elk Grove Water District

Monthly Production

Well 4D Webb -- Dec. 2014

Selected Month Production
11,737,757 Gallons

Average GPM:
1,696

Motor:

Volts: 473
Volts (Rated): 460
RPM: 1870
RPM (Rated): 1775
Amps: 183
Amps (Rated): 225

*Due to safety reasons, three separate AMP readings were not collected.

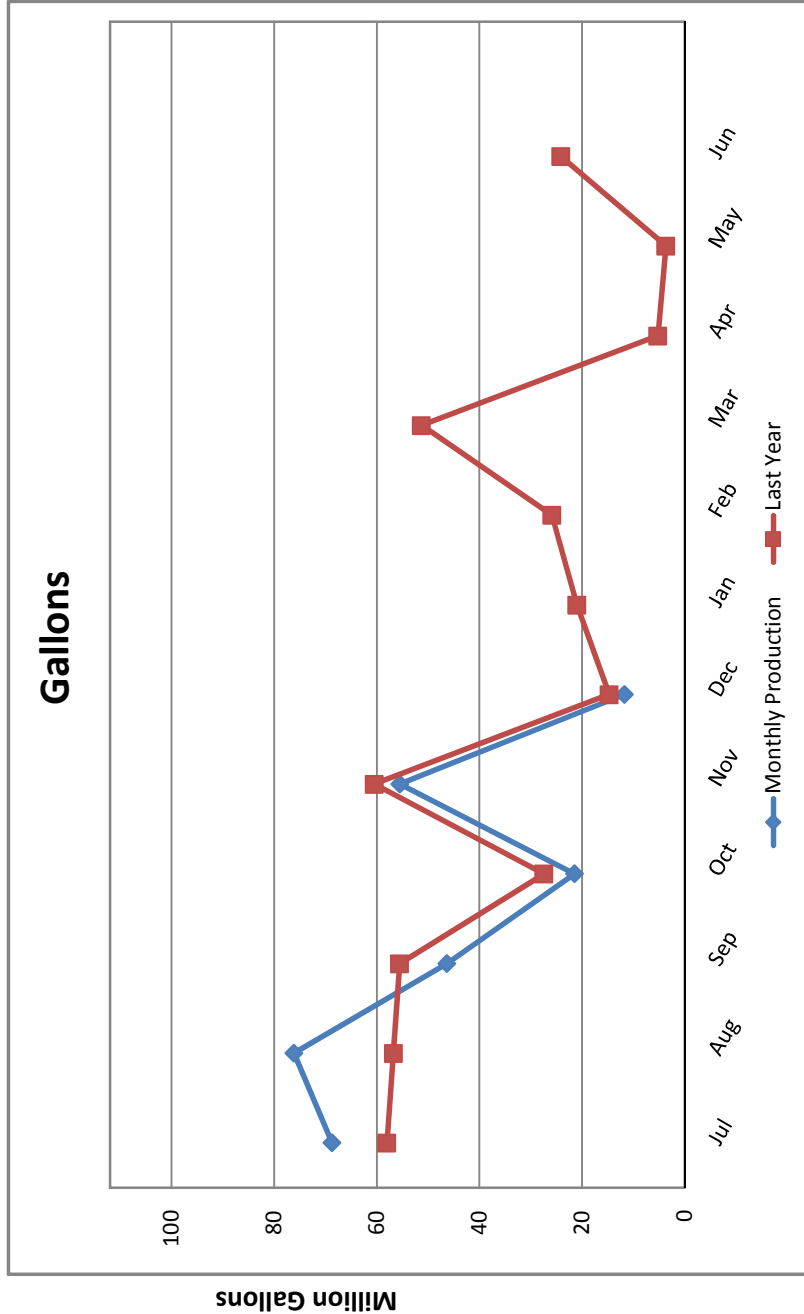
Motor Temp: 140 F
Hour Meter: 115.30
KW Hour Total: 15,240.00

Chlorine:

Dosing: 1.59 mg/L
Demand: 0.56 mg/L
Residual: 1.03 mg/L

Vibration Reading:

Base Line: 0.05 in/sec
Current: 0.04 in/sec





Elk Grove Water District

Monthly Production

Well 11D Dino -- Dec. 2014

Selected Month Production
18,326,617 Gallons

Average GPM:
1,700

Motor:

Volts: 474
Volts (Rated): 460
RPM: 1835
RPM (Rated): 1775
Amps: 183
Amps (Rated): 225

*Due to safety reasons, three separate AMP readings were not collected.

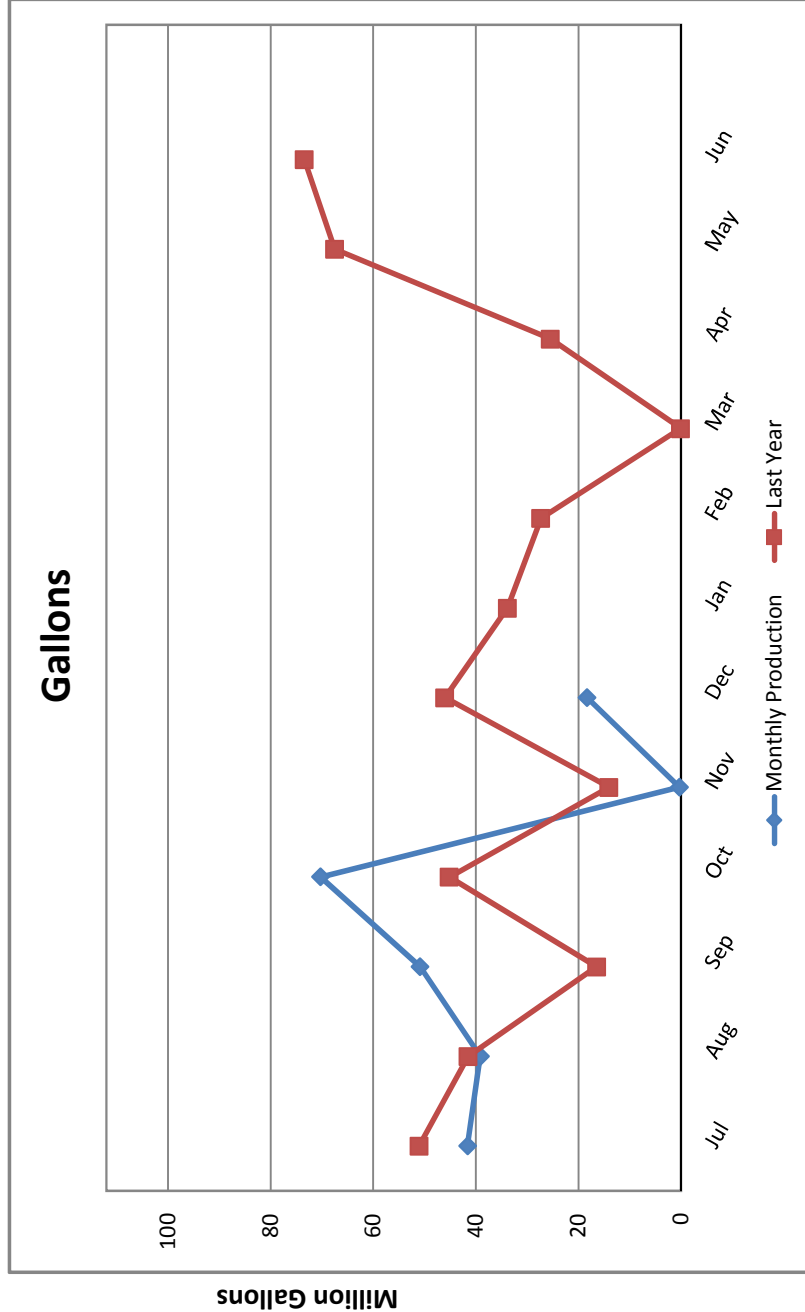
Motor Temp: 73 F
Hour Meter: 179.60
KW Hour Total: 24,720.00

Chlorine:

Dosing: 1.58 mg/L
Demand: 0.6 mg/L
Residual: 0.98 mg/L

Vibration Reading:

Base Line: 0.05 in/sec
Current: 0.04 in/sec





Elk Grove Water District

Monthly Production

Well 14D Railroad -- Dec. 2014

Selected Month Production
15,724,740 Gallons

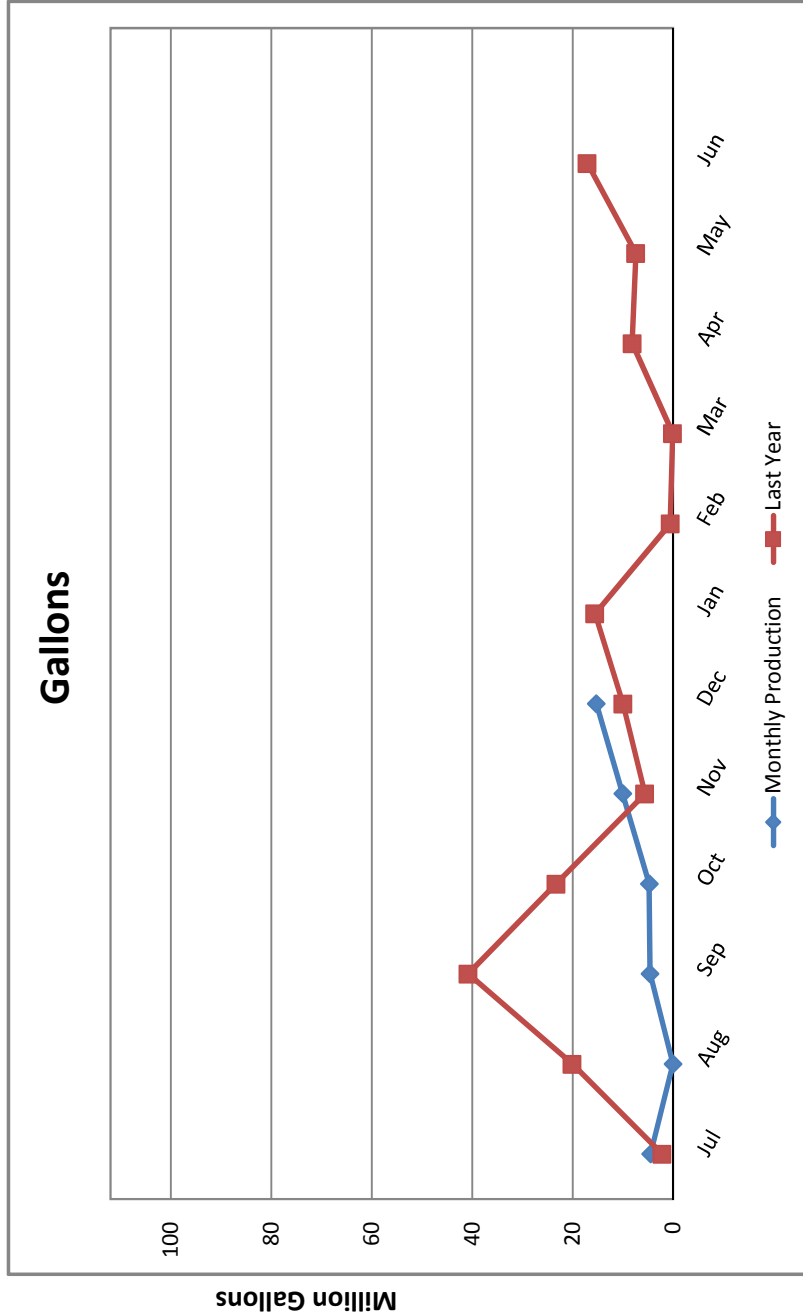
Average GPM:
1,628

Motor:
Volts: n/a
Volts (Rated): 460
RPM: 2118
RPM (Rated): 2005
Amps A: n/a
Amps A (Rated): 171
Amps B: n/a
Amps B (Rated): 171
Amps C: n/a
Amps C (Rated): 171

Motor Temp.: 100.2 F
Hour Meter: 160.90
KW Hour Total: 62,560.00
(KWH total is for the entire facility)

Chlorine:
Dosing: 1.64 mg/L
Demand: 0.91 mg/L
Residual: 0.73 mg/L

Vibration Reading:
Base Line: 0.02 in/sec
Current: 0.06 in/sec





Elk Grove Water District

Monthly Production

Well 3 Marvel -- Dec. 2014

Selected Month Production
5,380,000 Gallons

Average GPM: 885

Motor:

Volts: 478
 Volts (Rated): 479
 RPM: 2011
 RPM (Rated): 1770
 Amps A: 88
 Amps A (Rated): 88
 Amps B: 87
 Amps B (Rated): 88
 Amps C: 89
 Amps C (Rated): 88

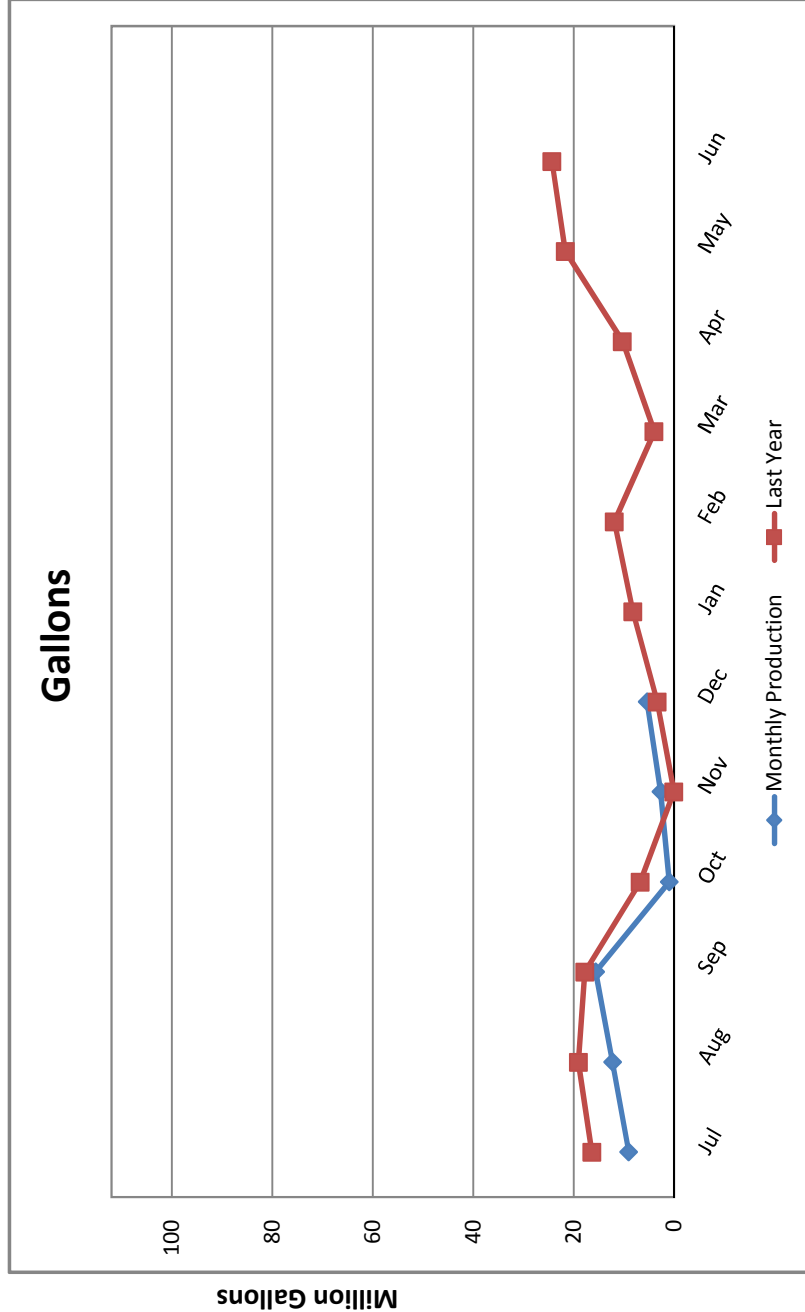
Motor Temp.: 80 F
 Hour Meter: 101.30
 KW Hour Total: 6,348.00

Chlorine:

Dosing: 1.17 mg/L
 Demand: 0.21 mg/L
 Residual: 0.96 mg/L

Vibration Reading:

Base Line: 0.02 in/sec
 Current: 0.01 in/sec





Elk Grove Water District

Monthly Production

Well 8 Williamson -- Dec. 2014

Selected Month Production
3,801,000 Gallons

Average GPM: 837

Motor:

Volts: 458
 Volts (Rated): 460
 RPM: 2019
 RPM (Rated): 1780
 Amps A: 86
 Amps A (Rated): 87
 Amps B: 87
 Amps B (Rated): 87
 Amps C: 86
 Amps C (Rated): 87

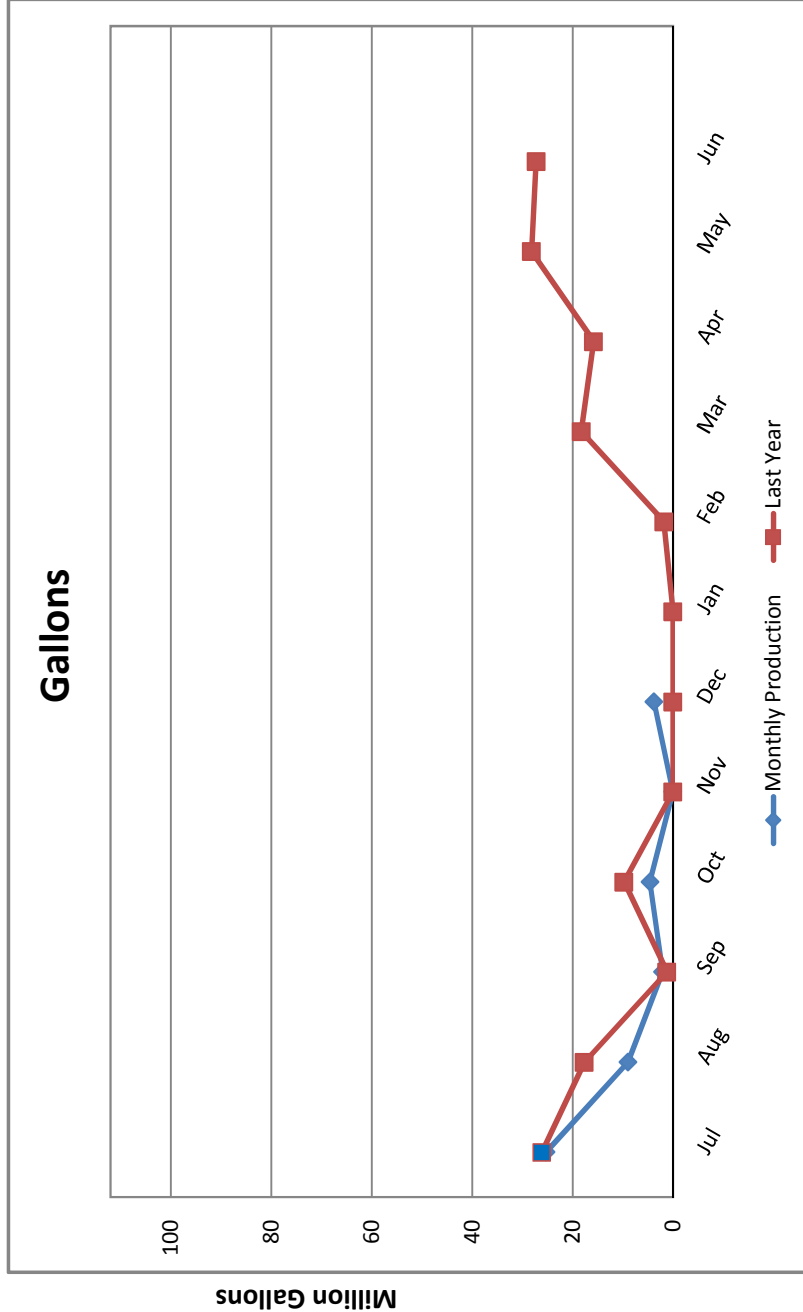
Motor Temp.: 107 F
 Hour Meter: 75.60
 KW Hour Total: 4,659.00

Chlorine:

Dosing: 1.17 mg/L
 Demand: 0.24 mg/L
 Residual: 0.93 mg/L

Vibration Reading:

Base Line: 0.03 in/sec
 Current: 0.02 in/sec





Elk Grove Water District

Monthly Production

Well 9 Polhemus -- Dec. 2014
(Submersible)

Selected Month Production
5,298,000 Gallons

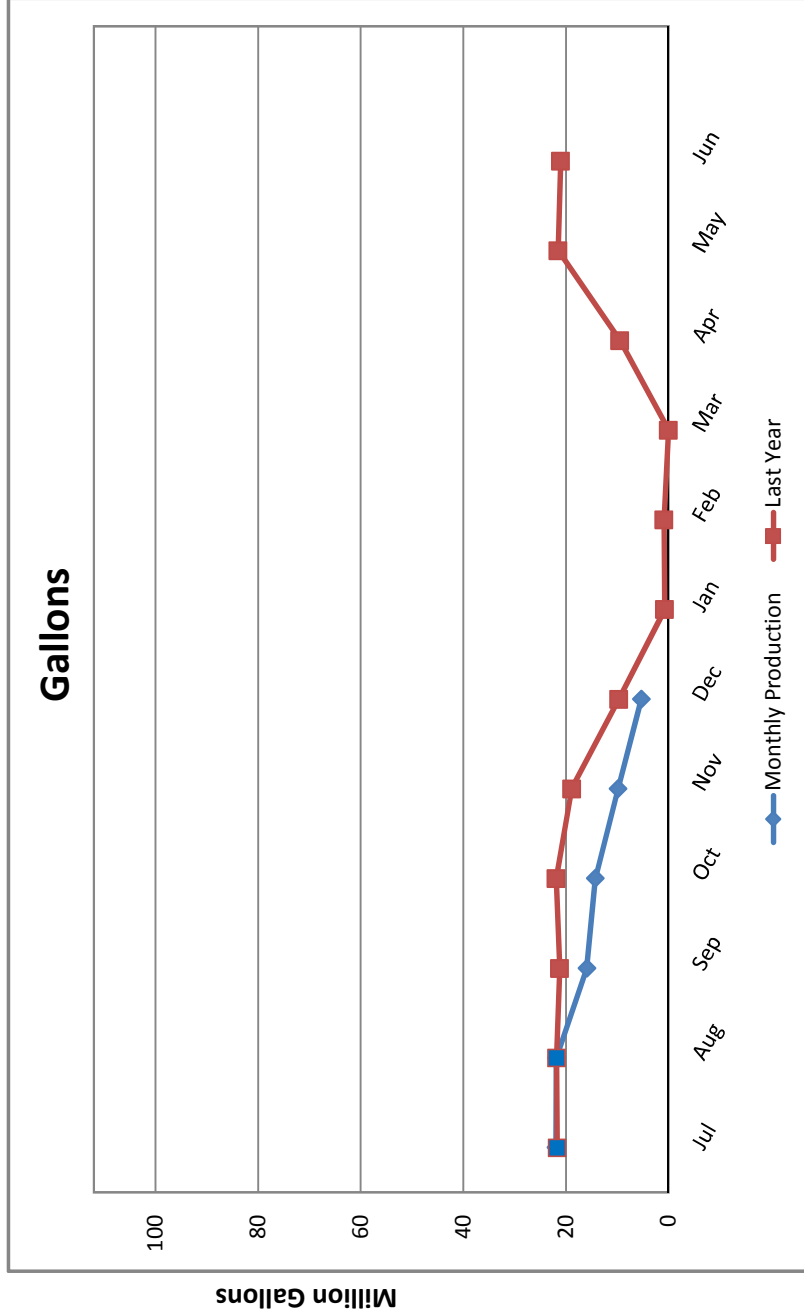
Average GPM: 470

Motor:
Volts: 479
Volts (Rated): 460

Amps A: 57
Amps A (Rated): 65
Amps B: 57
Amps B (Rated): 65
Amps C: 61
Amps C (Rated): 65

Hour Meter: 187.80
KW Hour Total: 7,466.00

Chlorine:
Dosing: 1.32 mg/L
Demand: 0.4 mg/L
Residual: 0.92 mg/L





Elk Grove Water District

Combined Total Production

Dec-2014

Current Month Production:

62,350,051 Gallons

Highest Day Demand of the Month:

2,440,000

Date of Occurrence

1-Dec-14

Highest Day Demand of the Fiscal Year:

6,498,000

Date of Occurrence

4-Jul-14

"Water Year" Rainfall: (Oct-13 to Sep-14)

Current Month: 8.60 in

Year To Date: 10.38 in

"Water Year" Rainfall: (Oct-12 to Sep-13)

December 2013: 0.43 in

Year To Date: 1.31 in

Last Year Total: 8.60 in

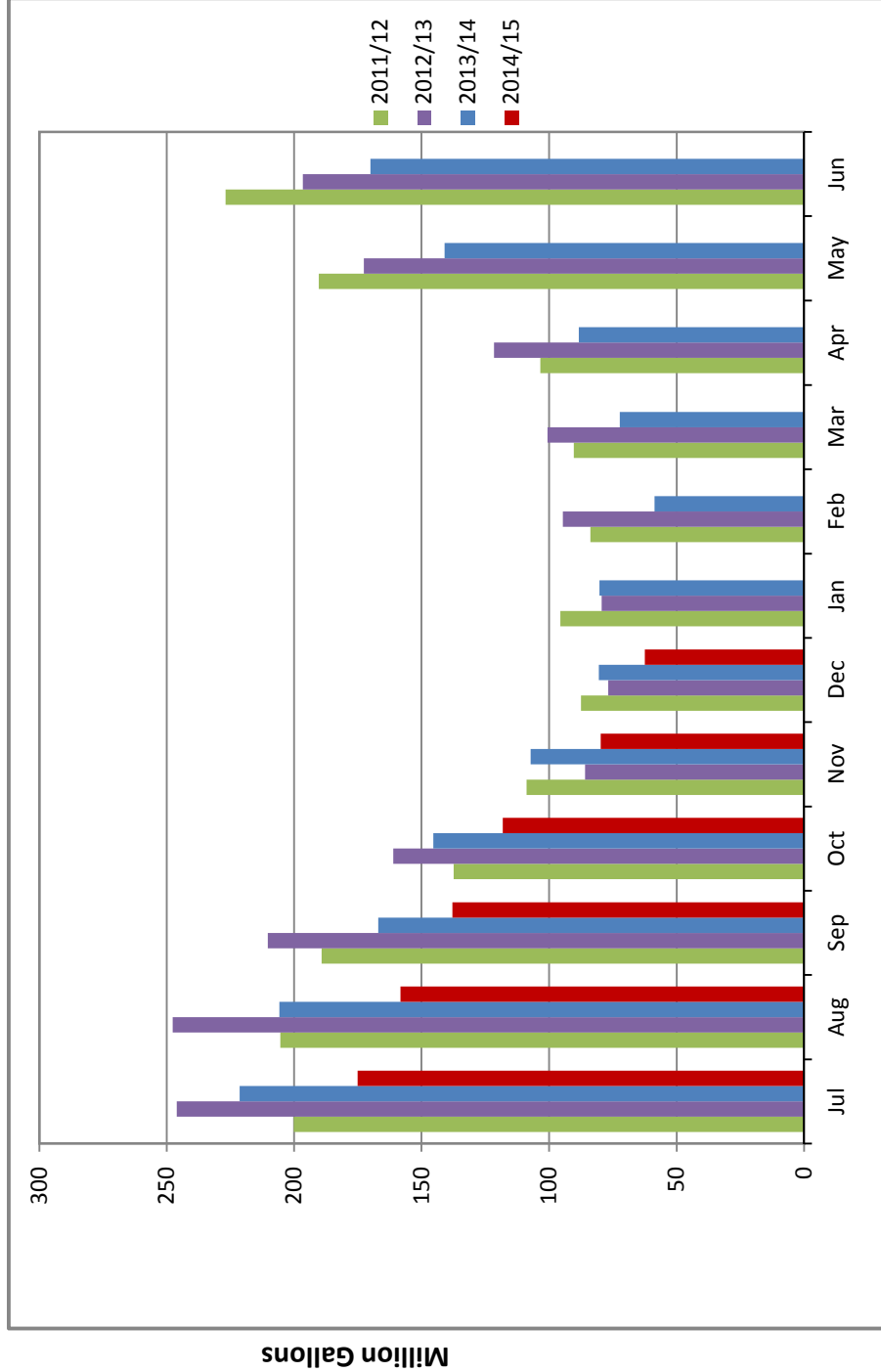
Temperature:

This Month High: 69 F

This Month Low: 33 F

DEC-13 High: 70 F

DEC-13 Low: 22 F

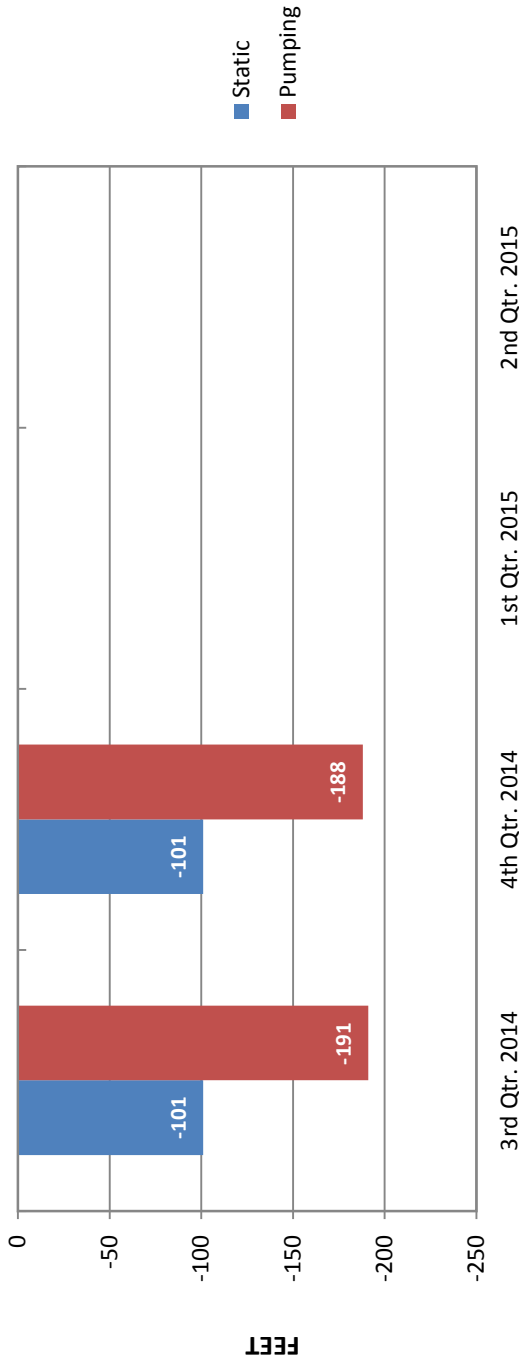




Elk Grove Water District

Static and Pumping Levels

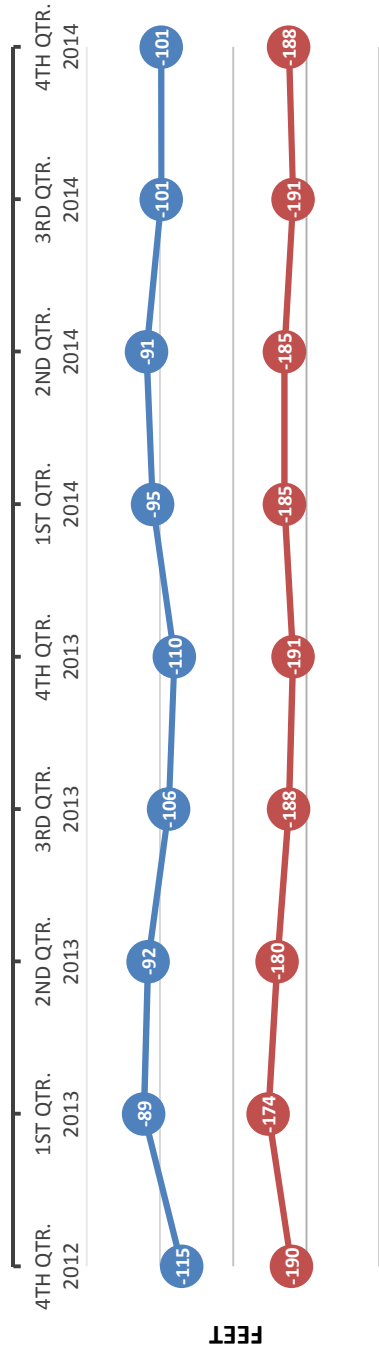
Well 1D School St



Latest Well Sounding

Static: 101 Ft
Pumping: 188 Ft
Drawdown: 87 Ft
GPM: 1,783.00
Specific Capacity: 20.494

Sounding Quarter/Year



Latest Sand Tester Results:

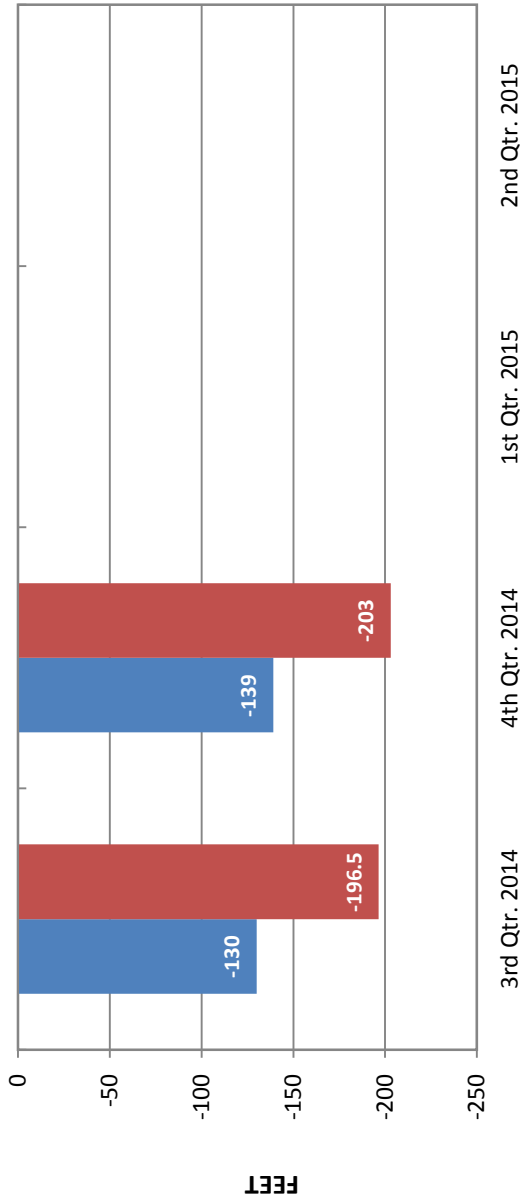
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

Well 4D Webb St

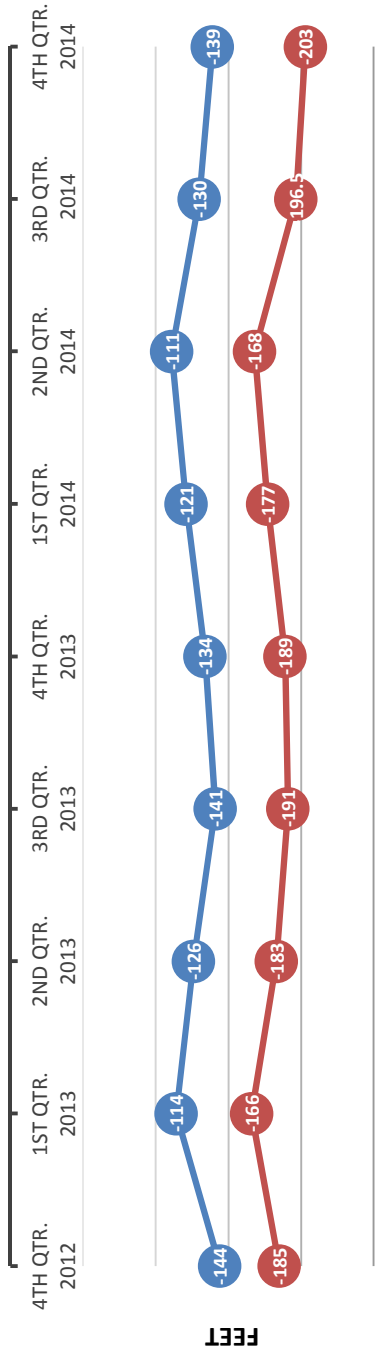


■ Static
■ Pumping

Latest Well Sounding

Static: 139 Ft
Pumping: 203 Ft
Drawdown: 64 Ft
GPM: 1,566.00
Specific Capacity: 24.469

Sounding Quarter/Year



Latest Sand Tester Results:

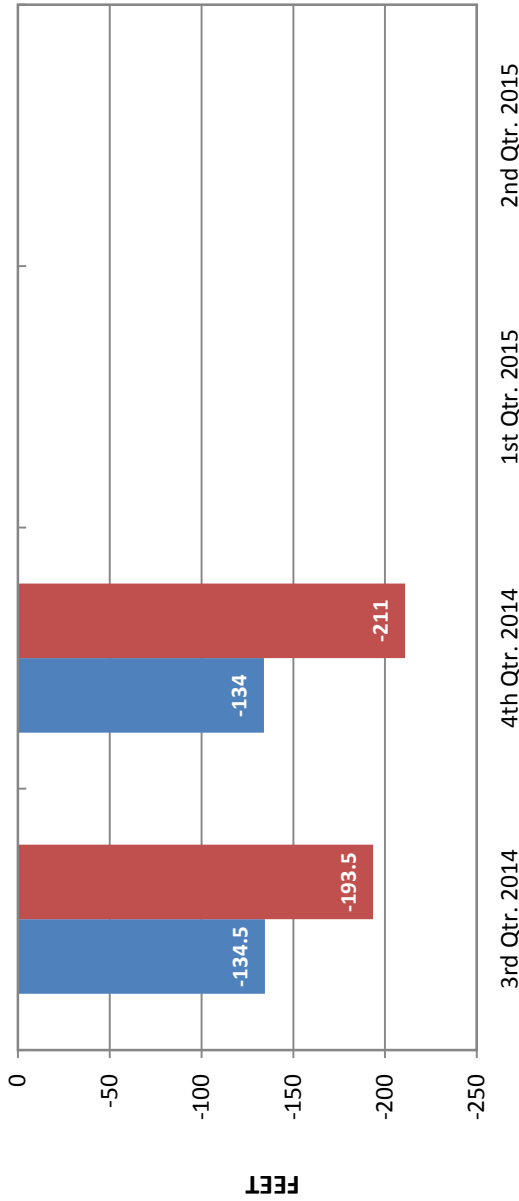
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

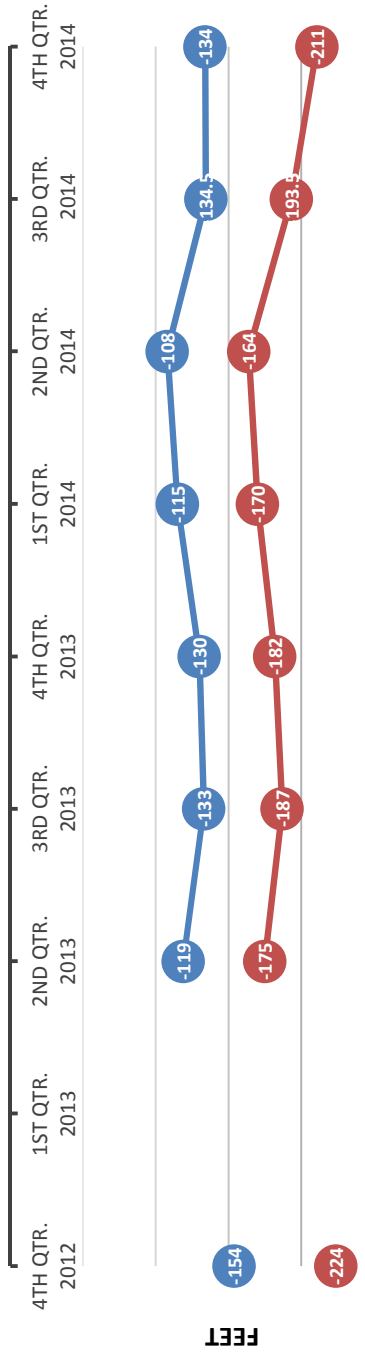
Well 11D Dino



Latest Well Sounding

Static: 134 Ft
 Pumping: 211 Ft
 Drawdown: 77 Ft
 GPM: 1,578.00
 Specific Capacity: 20.494

Sounding Quarter/Year



Latest Sand Tester Results:

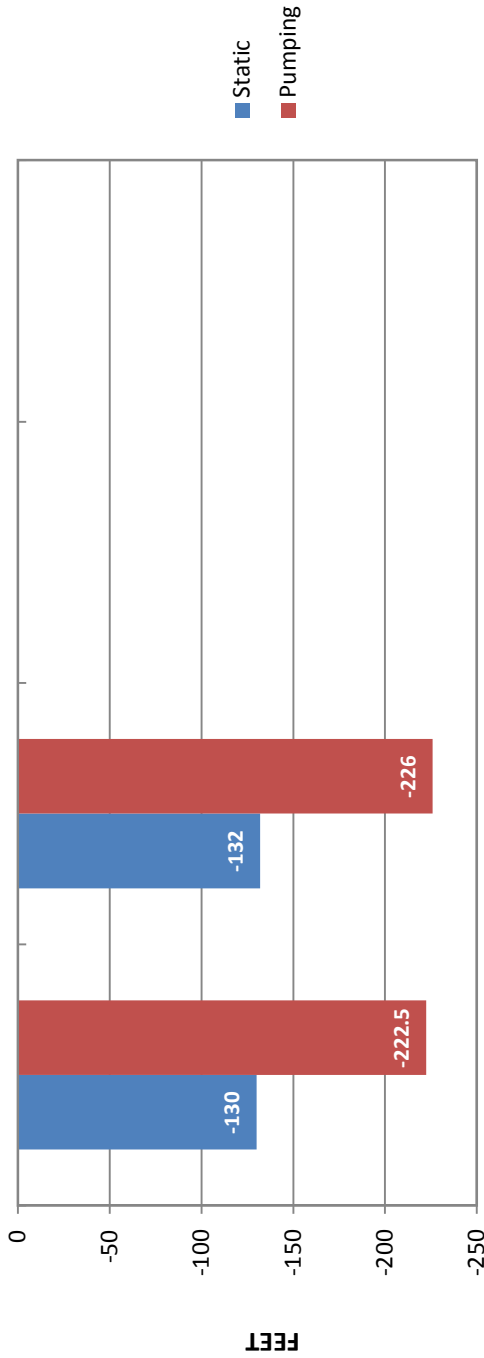
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

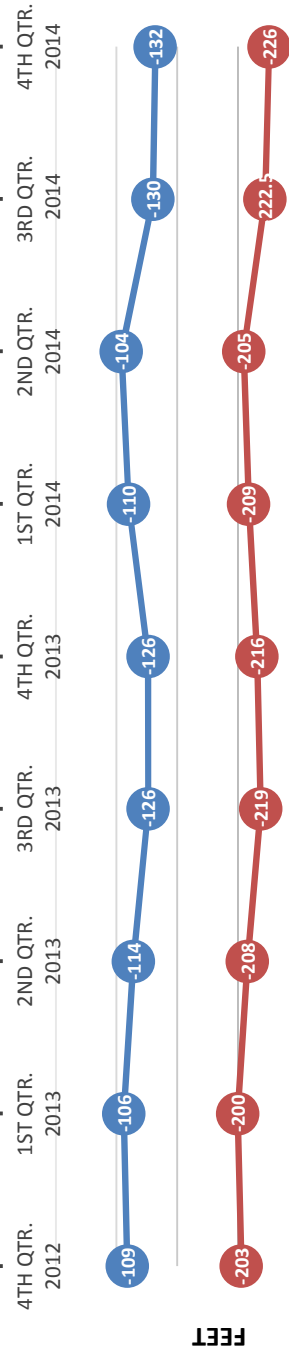
Well 14D Railroad



Latest Well Sounding

Static: 132 Ft
Pumping: 226 Ft
Drawdown: 94 Ft
GPM: 1,517.00
Specific Capacity: 16.138

Sounding Quarter/Year



Latest Sand Tester Results:

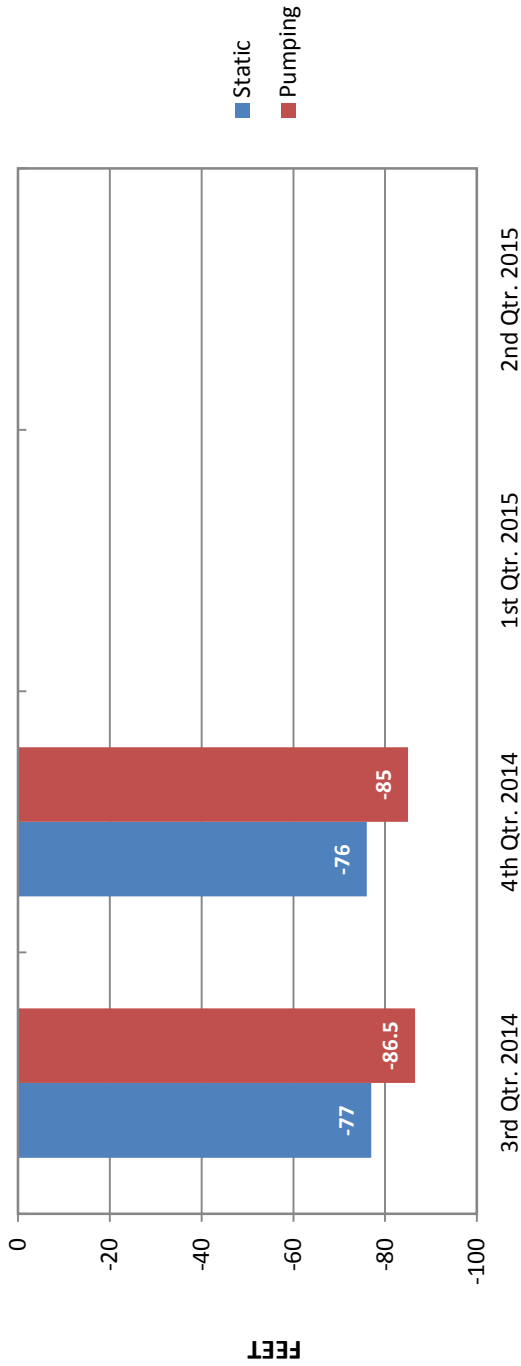
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

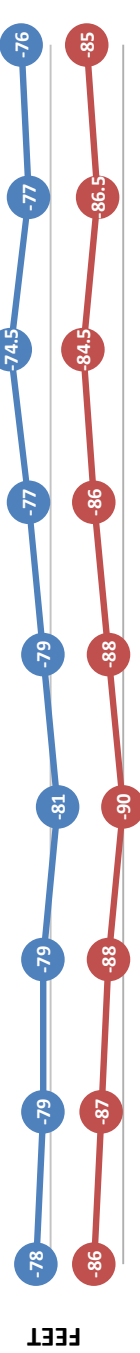
Well 3 Marvel



Latest Well Sounding

Static: 76 Ft
Pumping: 85 Ft
Drawdown: 9 Ft
GPM: 823.00
Specific Capacity: 91.444

4TH QTR. 2012 1ST QTR. 2013 2ND QTR. 2013 3RD QTR. 2013 4TH QTR. 2013 1ST QTR. 2014 2ND QTR. 2014 3RD QTR. 2014 4TH QTR. 2014



Latest Sand Tester Results:

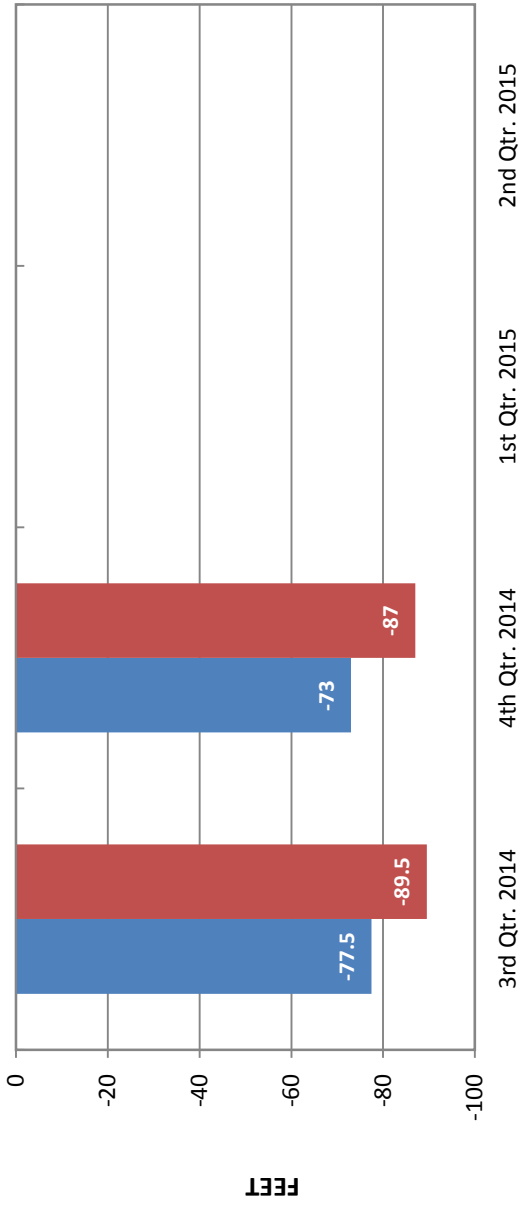
15 Min: 14.08 ppm



Elk Grove Water District

Static and Pumping Levels

Well 8 Williamson

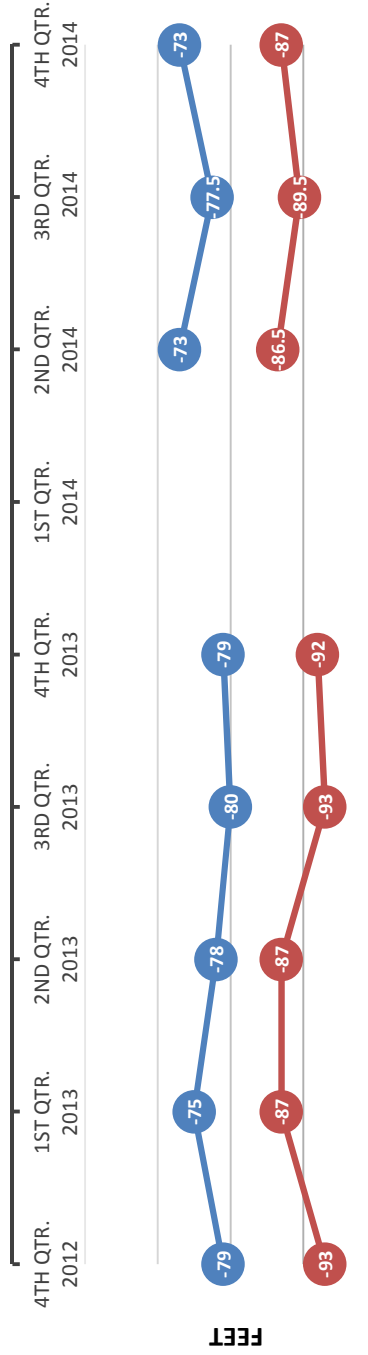


Latest Well Sounding

Static: 73 Ft
 Pumping: 87 Ft
 Drawdown: 14 Ft
 GPM: 833.00
 Specific Capacity: 59.500

■ Static
 ■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

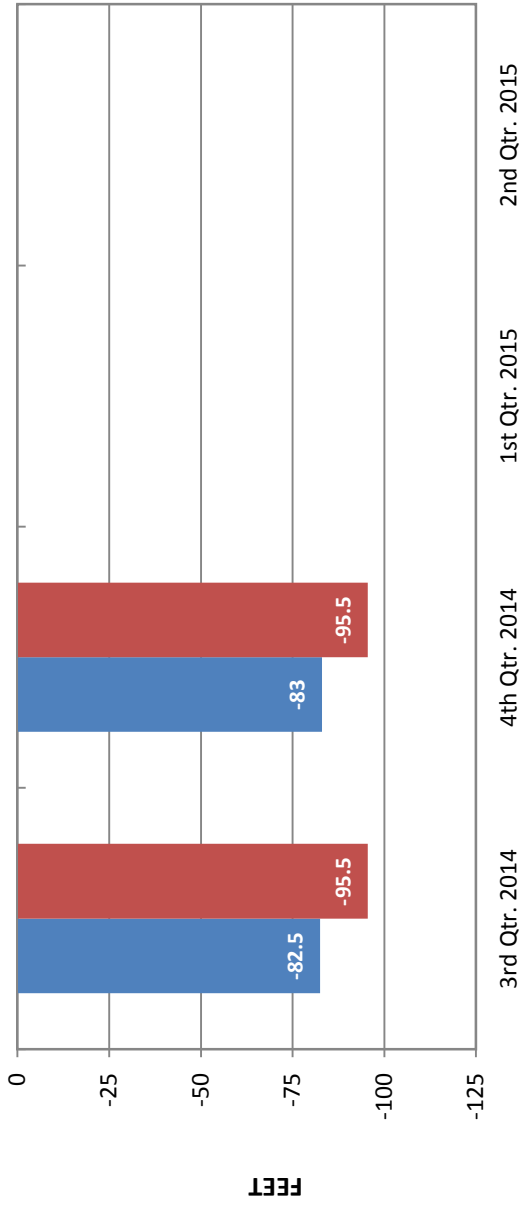
15 Min: 7 ppm



Elk Grove Water District

Static and Pumping Levels

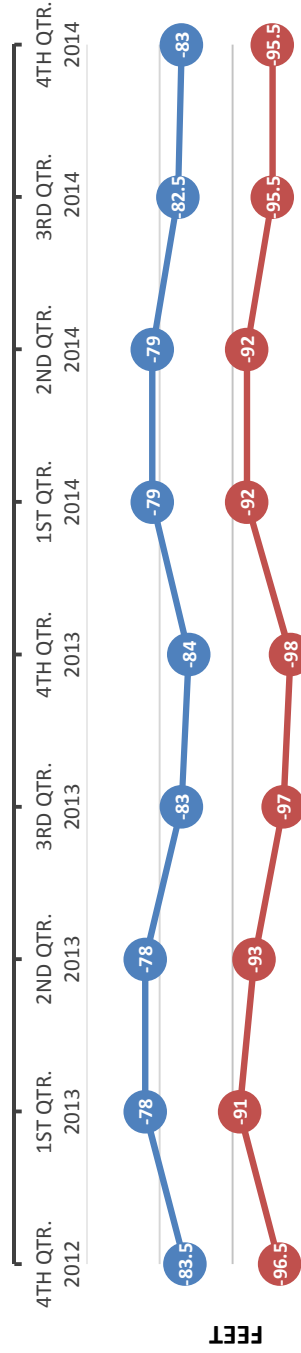
Well 9 Polhemus



Latest Well Sounding

Static: 83 Ft
Pumping: 95.5 Ft
Drawdown: 12.5 Ft
GPM: 460.00
Specific Capacity: 36.800

Sounding Quarter/Year



Latest Sand Tester Results:

15 Min: < 5 ppm

2014 Monthly Sample Report - December, 2014
Water System: Elk Grove Water System

Colors: YTD: 741
Black = Complete 59
Green = Unscheduled 4
Red = Incomplete Sample 0

Sampling Point: 01 - 8693 W. Camden

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/3/2014	Distribution System	1 wk - Bacteriological	Week	01 - 8693 W. Camden	12/3/2014
12/9/2014	Distribution System	1 wk - Bacteriological	Week	01 - 8693 W. Camden	12/9/2014
12/16/2014	Distribution System	1 wk - Bacteriological	Week	01 - 8693 W. Camden	12/16/2014
12/23/2014	Distribution System	1 wk - Bacteriological	Week	01 - 8693 W. Camden	12/23/2014
12/30/2014	Distribution System	1 wk - Bacteriological	Week	01 - 8693 W. Camden	12/30/2014

Sampling Point: 01D School Well - Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/23/2014	Source Water	Initial - Chromium VI	Tri- Annual	01D School Well Raw Water	12/23/2014

Sampling Point: 02 - 9425 Emerald Vista

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/3/2014	Distribution System	1 wk - Bacteriological	Week	02 - 9425 Emerald Vista	12/3/2014
12/9/2014	Distribution System	1 wk - Bacteriological	Week	02 - 9425 Emerald Vista	12/9/2014
12/16/2014	Distribution System	1 wk - Bacteriological	Week	02 - 9425 Emerald Vista	12/16/2014
12/23/2014	Distribution System	1 wk - Bacteriological	Week	02 - 9425 Emerald Vista	12/23/2014
12/30/2014	Distribution System	1 wk - Bacteriological	Week	02 - 9425 Emerald Vista	12/30/2014

Sampling Point: 03 - Marval Well Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/11/2014	Source Water	Initial - Chromium VI	Tri- Annual	03- Marval Well Raw Water	12/11/2014

Sampling Point: 03 - 8809 Valley Oak

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/3/2014	Distribution System	1 wk - Bacteriological	Week	03 - 8809 Valley Oak	12/3/2014
12/9/2014	Distribution System	1 wk - Bacteriological	Week	03 - 8809 Valley Oak	12/9/2014
12/16/2014	Distribution System	1 wk - Bacteriological	Week	03 - 8809 Valley Oak	12/16/2014
12/23/2014	Distribution System	1 wk - Bacteriological	Week	03 - 8809 Valley Oak	12/23/2014
12/30/2014	Distribution System	1 wk - Bacteriological	Week	03 - 8809 Valley Oak	12/30/2014

Sampling Point: 04D Webb Well - Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/9/2014	Source Water	Initial - Chromium VI	Tri-Annual	4D Webb Well - Raw Water	12/9/2014

Sampling Point: 04 - 10122 Glacier Point

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/3/2014	Distribution System	1 wk - Bacteriological	Week	04 - 10122 Glacier Point	12/3/2014
12/9/2014	Distribution System	1 wk - Bacteriological	Week	04 - 10122 Glacier Point	12/9/2014
12/16/2014	Distribution System	1 wk - Bacteriological	Week	04 - 10122 Glacier Point	12/16/2014
12/23/2014	Distribution System	1 wk - Bacteriological	Week	04 - 10122 Glacier Point	12/23/2014
12/30/2014	Distribution System	1 wk - Bacteriological	Week	04 - 10122 Glacier Point	12/30/2014

Sampling Point: 05 - 9230 Amsden Ct.

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/3/2014	Distribution System	1 wk - Bacteriological	Week	05 - 9230 Amsden Ct.	12/3/2014
12/9/2014	Distribution System	1 wk - Bacteriological	Week	05 - 9230 Amsden Ct.	12/9/2014
12/16/2014	Distribution System	1 wk - Bacteriological	Week	05 - 9230 Amsden Ct.	12/16/2014
12/23/2014	Distribution System	1 wk - Bacteriological	Week	05 - 9230 Amsden Ct.	12/23/2014
12/30/2014	Distribution System	1 wk - Bacteriological	Week	05 - 9230 Amsden Ct.	12/30/2014

Sampling Point: 06 - 9227 Rancho Dr.

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/3/2014	Distribution System	1 wk - Bacteriological	Week	06 - 9227 Rancho Dr.	12/3/2014
12/9/2014	Distribution System	1 wk - Bacteriological	Week	06 - 9227 Rancho Dr.	12/9/2014
12/16/2014	Distribution System	1 wk - Bacteriological	Week	06 - 9227 Rancho Dr.	12/16/2014
12/23/2014	Distribution System	1 wk - Bacteriological	Week	06 - 9227 Rancho Dr.	12/23/2014
12/30/2014	Distribution System	1 wk - Bacteriological	Week	06 - 9227 Rancho Dr.	12/30/2014

Sampling Point: 07 - Al Gates Park Mainline Dr.

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/3/2014	Distribution System	1 wk - Bacteriological	Week	07 - Al Gates Park Mainline Dr.	12/3/2014
12/9/2014	Distribution System	1 wk - Bacteriological	Week	07 - Al Gates Park Mainline Dr.	12/9/2014
12/16/2014	Distribution System	1 wk - Bacteriological	Week	07 - Al Gates Park Mainline Dr.	12/16/2014
12/23/2014	Distribution System	1 wk - Bacteriological	Week	07 - Al Gates Park Mainline Dr.	12/23/2014

12/30/2014	Distribution System	1 wk - Bacteriological	Week	07 - Al Gates Park Mainline Dr.	12/30/2014
Sampling Point: 08-Williamson Well Raw Water					
Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/22/2014	Source Water	Initial - Chromium VI	Tri- Annual	08 Williamson Well - Raw Water	12/22/2014
Sampling Point: 08- 9436 Hollow Springs Wy.					
Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/3/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	12/3/2014
12/9/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	12/9/2014
12/16/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	12/16/2014
12/23/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	12/23/2014
12/30/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	12/30/2014
Sampling Point: 09- Polhemus Well Raw Water					
Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/9/2014	Source Water	Initial - Chromium VI	Tri- Annual	09 Polhemus Well - Raw Water	12/9/2014
Sampling Point: 09- 8417 Blackman Wy.					
Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/3/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	12/3/2014
12/9/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	12/9/2014
12/16/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	12/16/2014
12/23/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	12/23/2014
12/30/2014	Distribution System	1 wk - Bacteriological	Week	09- 8417 Blackman Wy.	12/30/2014
Sampling Point: 10-9373 Oreo Ranch Cir.					
Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/3/2014	Distribution System	1 wk - Bacteriological	Week	10-9373 Oreo Ranch Cir.	12/3/2014
12/9/2014	Distribution System	1 wk - Bacteriological	Week	10-9373 Oreo Ranch Cir.	12/9/2014
12/16/2014	Distribution System	1 wk - Bacteriological	Week	10-9373 Oreo Ranch Cir.	12/16/2014
12/23/2014	Distribution System	1 wk - Bacteriological	Week	10-9373 Oreo Ranch Cir.	12/23/2014
12/30/2014	Distribution System	1 wk - Bacteriological	Week	10-9373 Oreo Ranch Cir.	12/30/2014
Sampling Point: 11D Dino Well -Raw Water					

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/9/2014	Source Water	Initial - Chromium VI	Tri- Annual	11D Dino Well - Raw Water	12/9/2014

Sampling Point: 14D Railroad Well -Raw Water

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/9/2014	Source Water	Initial - Chromium VI	Tri- Annual	14D Railroad Well - Raw Water	12/9/2014

Sampling Point: Railroad WTP Effluent

Collection Due Date	Schedule Class	Schedule Name	Collection Tolerance	Sampling Point	Sample Collected Date
12/9/2014	Treated Plant Effluent	1 mo - WTP Eff - Fe,Mn,As Total	Month	Railroad WTP Effluent	12/9/2014
12/9/2014	Treated Plant Effluent	1 mo - WTP Eff - Fe,Mn,As Dissolved	Month	Railroad WTP Effluent	12/9/2014
12/9/2014	Source Water	Initial - Chromium VI	Tri- Annual	Railroad WTP Effluent	12/9/2014

Sampling Point: Special Distribution/ Construction Samples

Collection Due Date	Schedule Class	Schedule Name	Collection Description	Sampling Point	Sample Collected Date
12/9/2014	Distribution System	Bacteriological	Replace 4" Saddle	9112 Freckles Ct.	12/9/2014
12/10/2014	Distribution System	Bacteriological	4" Meter installation	9360 Elk Grove Florin Rd.	12/10/2014
12/18/2014	Distribution System	Bacteriological	4" RP Installation	9360 Elk Grove Florin Rd.	12/18/2014



January 6, 2015

Division of Drinking Water and Environmental Mgmt.
California Dept. of Public Health
P.O. Box 997377, MS 7418
1616 Capital Ave
Sacramento, CA 95899-7377

MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING

Enclosed is the Monthly Summary of Distribution System Coliform Monitoring report from Elk Grove Water District for December 2014.

If you have any further questions, you may contact me at 916-687-3155 ext. 102.

A handwritten signature in blue ink, appearing to read "Steve Shaw", is written over a horizontal line.

STEVE SHAW
WATER TREATMENT FOREMAN

MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING (including triggered source monitoring for systems subject to the Groundwater Rule)

System Name <p style="text-align: center; font-size: 1.2em;">Elk Grove Water District</p>	System Number <p style="text-align: center; font-size: 1.2em;">3410008</p>
Sampling Period <p style="text-align: center; font-size: 1.2em; color: blue;">December</p>	Year <p style="text-align: center; font-size: 1.2em;">2014</p>

	Number Required	Number Collected	Number Total Coliform Positives	Number Fecal/ E.coli Positives
1. Routine Samples (see note 1)	<u>50</u>	<u>50</u>	<u>0</u>	<u>0</u>
2. Repeat Samples following Samples that are Total Coliform Positive and Fecal/E.coli <i>Negative</i> (see notes 5 and 6)		<u>0</u>	<u>0</u>	<input style="width: 40px; height: 20px;" type="text"/>
3. Repeat Samples following Routine Samples that are Total Coliform <i>Positive</i> and Fecal/E.coli Positive (see notes 5 and 6)		<u>0</u>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
4. MCL Computation for Total Coliform Positive Samples				
a. Totals (sum of columns)		<u>50</u>	<u>0</u>	
b. If 40 or more samples collected in month, determine percent of samples that are total coliform positive [(total number positive/total number collected) x 100] =	<u>0</u>	%		
c. Is system in compliance...with fecal/E. coli MCL? (see notes 2 and 3)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
...with monthly MCL? (see note 4)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
5. Source Samples Triggered by Routine Samples that are Total Coliform Positive (This applies only to systems subject to the Groundwater Rule - see notes 7 and 8)		<u>0</u>	<u>0</u>	<input style="width: 40px; height: 20px;" type="text"/>
6. Invalidated Samples (Note what samples, if any, were invalidated; who authorized the invalidation; and when replacement samples were collected. Attach additional sheets, if necessary.)				
7. Summary Completed By: Steve Shaw				

Signature 	Title <p style="text-align: center; font-size: 1.2em;">Water Treatment Foreman</p>	Date <p style="text-align: center; font-size: 1.2em;">1/6/2015</p>
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- NOTES AND INSTRUCTIONS:**
1. Routine samples include:
 - a. Samples required pursuant to 22 CCR Section 64423 and any additional samples required by an approved routine sample siting plan established pursuant to 22 CCR Section 64422.
 - b. Extra samples are required for systems collecting less than five routine samples per month that had one or more total coliform positives in previous month;
 - c. Extra samples for systems with high source water turbidities that are using surface water or groundwater under direct influence of surface water and do not practice filtration in compliance with regulations;
 2. Note: For a repeat sample following a total coliform positive sample, any fecal/*E.coli* positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Department** (22, CCR, Section 64426.1).
 3. Note: For repeat sample following a fecal/*E.coli* positive sample, any total coliform positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Department** (22, CCR, Section 64426.1).
 4. Total coliform MCL (**Notify Department within 24 hours of MCL violation**):
 - a. For systems collecting less than 40 samples, if two or more samples are total coliform positive, then the MCL is violated.
 - b. For systems collecting 40 or more samples, if more than 5.0 percent of samples collected are total coliform positive, then the MCL is violated.
 5. Positive results and their associated repeat samples are to be tracked on the Coliform Monitoring Worksheet.
 6. Repeat samples must be collected within 24 hours of being notified of the positive results. For systems collecting more than one routine sample per month, three repeat samples must be collected for each total coliform positive sample. For systems collecting one or fewer routine samples per month, four repeat samples must be collected for each total coliform positive sample.
 7. For systems subject to the Groundwater Rule: Positive results and the associated triggered source samples are to be tracked on the Coliform Monitoring Worksheet.
 8. For triggered sample(s) required as a result of a total coliform routine positive sample, an *E.coli*, enterococci, or coliphage positive triggered sample (boxed entry) **requires immediate notification to the Department, Tier 1 public notification, and corrective action.**



January 6, 2015

Sacramento Regional County
Sanitation District
Environmental Specialist
10060 Goethe Rd.
Sacramento, Ca. 95827

MONTHLY COMPLIANCE REPORT

Enclosed is the Monthly Compliance Report Form from Elk Grove Water District for December 2014.

If you have any further questions, you may contact me at 916-687-3155 ext. 102.

A handwritten signature in blue ink, appearing to read "STEVE SHAW". The signature is stylized and somewhat cursive.

STEVE SHAW
WATER TREATMENT FOREMAN



COMPLIANCE REPORT FORM

Attn: Nicole Sears	Wastewater Source Control Section
Phone # (916) 876-7378	Fax # (916) 876-6374
From: Steve Shaw	
Company: Elk Grove Water Service	Permit# WTP010

The following reports and information are attached (check all that apply):

Month:	12	Year:	2014
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<input checked="" type="checkbox"/> Water use/flow meter report	Railroad WTP: <input type="text" value="0"/> Hampton WTP: <input type="text" value="0"/>												
<input type="checkbox"/> Monitoring results/analytical report	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"></td> <td style="width:30%; text-align: center;">Date</td> <td style="width:30%; text-align: center;">Time</td> <td style="width:10%; text-align: center;">pH</td> </tr> <tr> <td>Hampton WTP</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Railroad WTP</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		Date	Time	pH	Hampton WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>	Railroad WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Date	Time	pH										
Hampton WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Railroad WTP	<input type="text"/>	<input type="text"/>	<input type="text"/>										

Discharge Rate

- Check the statement below that applies to this report:
- Based on a review of this facilities flow data, discharge rate limit was exceeded
 - I certify that this facility is in compliance with the discharge rate limit.
- Attached is a description of anticipated changes that may significantly alter the nature, quality, or volume of the wastewater discharged.
- Flow monitoring equipment certification (Flow or pH meter, etc.)
 - Other (describe)

Domestic Calculation

Domestic Usage	Number of Employees	Business Days per Month	Allowance (gallons per day)	Gallons
Production	2	20	25	1000
Office	3	20	20	1200
Drivers/Field	17	20	5	1700
Total				3900

Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations".

SIGNATURE of Authorized Representative:

PRINTED NAME, TITLE:

Steve Shaw	Water Treatment Foreman
(Name)	(Title)

DATE:

1/6/2015



Date: 12/2014

Operator	Date	Waste Meter	Gallons
ahewitt@egws.lan	12/1/2014 9:05:00 AM	10664688	0
wquintero@egws.lan	12/2/2014 8:25:00 AM	10664688	0
wquintero@egws.lan	12/3/2014 8:00:00 AM	10664688	0
ahewitt@egws.lan	12/4/2014 8:30:00 AM	10664688	0
smendoza@egws.lan	12/5/2014 8:10:00 AM	10664688	0
smendoza@egws.lan	12/6/2014 8:00:00 AM	10664688	0
smendoza@egws.lan	12/7/2014 7:59:00 AM	10664688	0
wquintero@egws.lan	12/8/2014 8:45:00 AM	10664688	0
wquintero@egws.lan	12/9/2014 8:35:00 AM	10664688	0
wquintero@egws.lan	12/10/2014 7:50:00 AM	10664688	0
wquintero@egws.lan	12/11/2014 7:55:00 AM	10664688	0
wquintero@egws.lan	12/12/2014 8:40:00 AM	10664688	0
wquintero@egws.lan	12/13/2014 8:10:00 AM	10664688	0
wquintero@egws.lan	12/14/2014 8:05:00 AM	10664688	0
ahewitt@egws.lan	12/15/2014 8:42:00 AM	10664688	0
wquintero@egws.lan	12/16/2014 8:25:00 AM	10664688	0
wquintero@egws.lan	12/17/2014 8:15:00 AM	10664688	0
wquintero@egws.lan	12/18/2014 8:06:00 AM	10664688	0
shinton@egws.lan	12/19/2014 11:34:00 AM	10664688	0
shinton@egws.lan	12/20/2014 10:20:00 AM	10664688	0
shinton@egws.lan	12/21/2014 10:53:00 AM	10664688	0
wquintero@egws.lan	12/22/2014 8:25:00 AM	10664688	0
wquintero@egws.lan	12/23/2014 8:15:00 AM	10664688	0
wquintero@egws.lan	12/24/2014 8:20:00 AM	10664688	0
jcarrillo@egws.lan	12/25/2014 7:30:00 AM	10664688	0
jcarrillo@egws.lan	12/26/2014 8:00:00 AM	10664688	0
jcarrillo@egws.lan	12/27/2014 8:00:00 AM	10664688	0
jcarrillo@egws.lan	12/28/2014 7:30:00 AM	10664688	0
wquintero@egws.lan	12/29/2014 8:30:00 AM	10664688	0
wquintero@egws.lan	12/30/2014 7:20:00 AM	10664688	0
ahewitt@egws.lan	12/31/2014 8:14:00 AM	10664688	0

Grand Total

0

M.C.C. AND LAB

Item	Quarterly				Annual
	1st	2nd	3rd	4th	Refer. 2014
Fume Hood	JV 3/3/14 10324	JV 6/19/14 11047	AH 9/23/14 11046	AH 12/22/14 11535	AH 4/21/14 2968
	Sect: 1.1.1				Sect: 1.2.3
Dulco-meter	AH 2/21/14 10321	AH 6/2/14 11047	AH 9/23/14 11046	AH 11/17/14 11535	
	Sect: 1.1.2				
M.C.C.					AH 12/31/14 2968
					Sect: 1.2.1
Circuit Breaker					AH 12/18/14 2968
					Sect: 1.2.2
C12 DPD Handheld	JV 3/4/14 10324	AH 6/19/14 11047	AH 9/22/14 11046	WQ 12/22/14 11535	
	Sect: 1.1.3				

Year: 2014

CLOR-TEC SYSTEM

Item	Monthly												Quarterly				Annual				
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1st	2nd	3rd		4th	Refer.	2014	
CL2 Meter System	10188	10457	10459	10460	10964	11085	11190	11266	11379	11438	11500	11632						4.4.1	AH	10311	
Exhaust Fan																					
Hydrogen Blow/Det.																					
Cell and Electrode																					
Hypo/brine Tank	10188	10457	10459	10460	10964	11085	11190	11266	11379	11438	11500	11632						4.4.3	AH/WQ	10311	
Water Softener																					
Rectifier	10188	10457	10459	10460	10964	11085	11190	11266	11379	11438	11500	11632						4.4.4	AH	10311	
Clor-Tec Unit																					

■ = Rectifier Offline

Year: 2014

BOOSTER PUMPS

Item	Monthly												Semi-annual		Annual		
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1ST 6-MO.	2ND 6-MO.	Refer.	2014
Electric Motor	Initials	JV	JV	AH/JV	AH	AH	JV	AH	WQ	WQ	AH/WQ	AH	AH	AH/JV	AH/WQ		
	Date	1/15/14	2/13/14	3/10/14	4/18/14	5/19/14	6/12/14	7/21/14	8/19/14	9/29/14	10/23/14	11/14/14	12/22/14	5/7/14	12/10/14		
	W.O.#	10245	10315	10461	10462	10912	11042	10911	11265	11043	11436	11496	11772	10899	11637		
		Sect: 3.1.1												Sect: 3.2.1		Sect: 3.2.4	
PUMP	Initials	JV	JV	AH/JV	AH	AH	JV	AH	WQ	WQ	AH/WQ	AH	AH				
	Date	1/15/14	2/13/14	3/10/14	4/18/14	5/19/14	6/12/14	7/21/14	8/19/14	9/29/14	10/23/14	11/14/14	12/22/14				
	W.O.#	10245	10315	10461	10462	10912	11042	10911	11265	11043	11436	11496	11772				
		Sect: 3.1.2												Sect: 3.1.2		Sect: 3.2.4	
A.R.V.	Initials																
	Date																
	W.O.#																
		Sect: 3.3.1												Sect: 3.3.1		Sect: 3.3.1	
Rising Stem Valve	Initials																
	Date																
	W.O.#																
		Sect: 3.3.3												Sect: 3.3.3		Sect: 3.3.3	

Year: 2014

STANDBY GENERATOR

Monthly													
Item	Refer	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fuel Tank	6.1.1	JV 1/27/14 10189	JV 2/20/14 10325	JV 3/12/14 10453	JV 4/23/14 10454	JV 5/20/14 10963	AH 6/9/14 10962	WQ 7/23/14 11191	WQ 8/21/14 11271	WQ 9/16/14 11377	WQ 10/20/14 11439	WQ 11/14/14 11502	WQ 12/2/14 11630
		Sect: 6.1.3											

Initials	
Date	
W.O.#	

Item	Refer	1ST 6-MO.	2ND 6-MO.
Radiator	6.2.1	AH 6/9/14 11087	WQ 12/16/14 11003
		Sect: 6.2.2	

Initials	
Date	
W.O.#	

Item	Refer	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Battery/Charger	6.1.2	JV 1/27/14 10189	JV 2/20/14 110325	JV 3/12/14 10453	JV 4/23/14 10454	JV 5/20/14 10963	AH 6/19/14 10962	WQ 7/23/14 11191	WQ 8/21/14 11271	WQ 9/16/14 11377	WQ 10/20/14 11439	WQ 11/14/14 11502	WQ 12/2/14 11630
		Sect: 6.1.3											

Initials	
Date	
W.O.#	

Item	Refer	2014	Periodic
Coolant Heater	6.3.1	WQ 12/16/14 11003	
		Sect: 6.3.3	

Initials	
Date	
W.O.#	

Item	Refer	1ST 6-MO.	2ND 6-MO.
Generator	6.2.3	AH 6/9/14 11087	WQ 12/16/14 11003
		Sect: 6.2.3	

Initials	
Date	
W.O.#	

Item	Refer	2014	Periodic
Engine	6.3.4/6.4.2	WQ 12/16/14 11003	WQ 12/16/14 11003
		Sect: 6.3.4	

Initials	
Date	
W.O.#	

Year: 2014

WELL 1D SCHOOL

Item	Monthly												Semi-annual			Annual			
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1ST 6-MO.	2ND 6-MO.	Refer.	2014	
Pump	Initials	JV	AH	AH	JV	JV	AH	WQ	WQ	WQ	WQ	WQ	WQ		AH/JV	AH/WQ		2014	
	Date	1/6/14	2/13/14	3/13/14	4/28/14	5/28/14	6/18/14	7/16/14	8/19/14	9/10/14	10/22/14	11/4/14	12/22/14		5/12/14	12/8/14			
	W.O. #	10165	10307	10481	10482	10891	11036	11038	11267	11369	11448	11531	11757		10895	11633			
Motor	Initials	JV	AH	AH	AH	AH	JV	WQ	WQ	WQ	WQ	WQ	WQ		JV	AH/WQ			
	Date	1/6/14	2/13/14	3/13/14	4/3/14	5/15/14	6/12/14	7/16/14	8/19/14	9/10/14	10/22/14	11/4/14	12/22/14		6/12/14	12/8/14			
	W.O. #	10165	10307	10481	10482	10891	11036	11038	11267	11369	11448	11531	11757		10895	11633			
Press/Lvl	Initials																		
	Date																		
	W.O. #																		
Isolation	Initials																		
	Date																		
	W.O. #																		
Cla-Val	Initials																		
	Date																		
	W.O. #																		
Mag-Meter	Initials																		
	Date																		
	W.O. #																		
A.R.V.	Initials														JV	AH/WQ			
	Date														6/12/14	2/8/14			
	W.O. #														108958	11633			
M.C.C.	Initials																		
	Date																		
	W.O. #																		

Sect:	13.3.2
AH/WQ	12/16/14
W.O. #	11756

Sect:	13.3.6
AH/WQ	12/16/14
W.O. #	11756

Sect:	13.3.1
AH/WQ	12/16/14
W.O. #	11756

Sect:	13.3.3
AH/WQ	12/16/14
W.O. #	11756

Sect:	13.3.4
AH/WQ	12/16/14
W.O. #	11756

Sect:	13.3.5
AH/WQ	12/16/14
W.O. #	11756

Refer.	13.1.1
Sect:	13.1.1

Refer.	13.1.2
Sect:	13.1.2

Refer.	13.1.1
Sect:	13.1.1

Refer.	13.1.2
Sect:	13.1.2

Refer.	13.1.1
Sect:	13.1.1

Refer.	13.1.2
Sect:	13.1.2

Refer.	13.1.1
Sect:	13.1.1

Refer.	13.1.2
Sect:	13.1.2

WELL 4D WEBB

Item	Monthly												Semi-annual		Annual/Biannual			
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	2ND 6-MO.	Refer.	2014	Periodic
Pump	Initials	JV	AH	AH	AH	JV	AH	WQ	WQ	WQ	WQ	WQ	WQ	JV	AH/WQ			
	Date	1/10/14	2/13/14	3/13/14	4/1/14	5/28/14	6/18/14	7/14/14	8/4/14	9/3/14	10/17/14	11/6/14	12/9/14	6/12/14	12/8/14			
	W.O. #	10168	10304	10477	10478	10890	11034	11035	11261	11362	11444	11537	11636	10898	11491			
		Sect: 8.1.1												Sect: 8.2.1		Sect: 8.3.2		
Motor	Initials	JV	AH	AH	JV	AH	JV	WQ	WQ	WQ	WQ	WQ	AH/WQ	AH/JV	AH/WQ			
	Date	1/10/14	2/13/14	3/13/14	4/22/14	5/15/14	6/12/14	7/14/14	8/4/14	9/3/14	10/17/14	11/6/14	12/8/14	5/6/14	12/8/14			
	W.O. #	10168	10304	10477	10478	10890	11034	11035	11261	11362	11444	11537	11491	10898	11491			
		Sect: 8.1.2												Sect: 8.2.2		Sect: 8.3.6		
Press/Lvl Transdr	Initials																	
	Date																	
	W.O. #																	
		Sect: 8.1.2												Sect: 8.2.2		Sect: 8.3.6		
Isolation Valves	Initials																	
	Date																	
	W.O. #																	
		Sect: 8.1.2												Sect: 8.2.2		Sect: 8.3.6		
Cla-Val	Initials																	
	Date																	
	W.O. #																	
		Sect: 8.1.2												Sect: 8.2.2		Sect: 8.3.6		
Mag-Meter	Initials																	
	Date																	
	W.O. #																	
		Sect: 8.1.2												Sect: 8.2.2		Sect: 8.3.6		
A.R.V.	Initials																	
	Date																	
	W.O. #																	
		Sect: 8.1.2												Sect: 8.2.3		Sect: 8.3.4		
M.C.C.	Initials																	
	Date																	
	W.O. #																	
		Sect: 8.1.2												Sect: 8.2.3		Sect: 8.3.5		
Portable Generator	Initials	JV	AH	AH	AH	JV	JV	WQ	WQ	WQ	WQ	WQ	WQ	JV	AH			
	Date	1/10/14	2/13/14	3/13/14	4/1/14	5/28/14	6/12/14	7/14/14	8/4/14	9/3/14	10/17/14	11/6/14	12/17/14	6/12/14	12/15/14			
	W.O. #	10168	10304	10477	10478	10890	11034	11035	11261	11362	11444	11537	11636	10898	11491			
		Sect: 8.1.3												Sect: 8.2.4		Sect: 8.3.7/8.4.1		
Generator Set	Initials																	
	Date																	
	W.O. #																	
		Sect: 8.4.2												Sect: 8.4.2		Sect: 8.4.2		

WELL 11D DINO

Monthly

Item	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Pump	Initials	AH	AH	AH	AH	JV	AH	WQ	WQ	WQ	WQ	WQ	WQ
	Date	1/6/14	2/13/14	3/13/14	4/3/14	5/28/14	6/19/14	7/14/14	8/4/14	9/3/14	10/21/14	11/10/14	12/10/14
	W.O.#	10131	10303	10475	10476	10889	11086	11186	11262	11363	11447	11553	11639
Motor	Initials	AH	AH	AH	JV	AH	JV	WQ	WQ	WQ	WQ	WQ	WQ
	Date	1/6/14	2/13/14	3/13/14	4/7/14	5/15/14	6/19/14	7/14/14	8/4/14	9/3/14	10/21/14	11/10/14	12/10/14
	W.O.#	10131	10303	10475	10476	10889	11086	11186	11262	11363	11447	11553	11639

Semi-annual	
Refer:	1ST 6-MO. 2ND 6-MO.
Sect: 9.2.1	JV AH/WQ
Sect: 9.2.1	6/19/14 12/8/14
Sect: 9.2.1	10897 11548

Annual/Biannual	
Refer:	2014 Periodic

Press/LV Transdr.	Initials	AH
	Date	11/17/14
	W.O.#	10026

Sect: 9.3.2	AH
Sect: 9.3.2	11/17/14
Sect: 9.3.2	10026

Isolation Valves	Initials	AH/WQ
	Date	11/17/14
	W.O.#	10026

Sect: 9.3.6	AH/WQ
Sect: 9.3.6	11/17/14
Sect: 9.3.6	10026

Cla-Val	Initials	AH/WQ
	Date	11/14/14
	W.O.#	10026

Sect: 9.3.1	AH/WQ
Sect: 9.3.1	11/14/14
Sect: 9.3.1	10026

Mag-Meter	Initials	AH
	Date	12/31/14
	W.O.#	10026

Sect: 9.3.3	AH
Sect: 9.3.3	12/31/14
Sect: 9.3.3	10026

A.R.V.	Initials	AH/WQ
	Date	11/17/14
	W.O.#	10026

Sect: 9.2.3	JV AH/Wq
Sect: 9.2.3	6/19/14 11/17/14
Sect: 9.2.3	10897 11548

Sect: 9.3.4	AH/WQ
Sect: 9.3.4	11/17/14
Sect: 9.3.4	10026

M.C.C.	Initials	AH
	Date	12/31/14
	W.O.#	10026

Sect: 9.3.5	AH
Sect: 9.3.5	12/31/14
Sect: 9.3.5	10026

Portable Generator	Initials	AH
	Date	12/17/14
	W.O.#	11639

Sect: 9.2.4	JV AH
Sect: 9.2.4	6/19/14 12/15/14
Sect: 9.2.4	10897 11548

Sect: 9.3.7/9.4.1	AH AH
Sect: 9.3.7/9.4.1	12/15/14 12/15/14
Sect: 9.3.7/9.4.1	10026 10026

Generator Set	Initials	AH
	Date	12/15/14
	W.O.#	10026

Sect: 9.4.2	AH
Sect: 9.4.2	12/15/14
Sect: 9.4.2	10026

Year: 2014

WELL 14D RAILROAD

Item	Monthly												Semi-annual		Annual		
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1ST 6-MO.	2ND 6-MO.	Refer.	2014
Pump	Initials	JV	AH	AH	JV	JV	AH	WQ	WQ	WQ	WQ	WQ	WQ	JV	AH/WQ		
	Date	1/7/14	2/13/14	3/21/14	4/28/14	5/28/14	6/18/14	7/23/14	8/18/14	9/4/14	10/3/14	11/3/14	12/10/14	6/12/14	12/8/14		
	W.O.#	10166	10308	10479	10480	10888	11039	11040	11264	11364	11441	11530	11638	10896	11549		
Motor	Initials	JV	AH	AH	AH	AH	JV	WQ	WQ	WQ	WQ	WQ	WQ	AH/JV	AH/WQ		
	Date	1/7/14	2/13/14	3/21/14	4/8/14	5/15/14	6/12/14	7/23/14	8/18/14	9/4/14	10/3/14	11/3/14	12/10/14	5/7/14	12/8/14		
	W.O.#	10166	10308	10479	10480	10888	11039	11040	11264	11364	11441	11530	11638	10896	11549		
8 Press/Lvl Transdr.	Initials																
	Date																
	W.O.#																
Isolation Valves	Initials																
	Date																
	W.O.#																
Cla-Val	Initials																
	Date																
	W.O.#																
Mag-Meter	Initials																
	Date																
	W.O.#																
A.R.V.	Initials													JV	AH/WQ		
	Date													6/12/14	11/18/14		
	W.O.#													10896	11549		
M.C.C.	Initials																
	Date																
	W.O.#																

Refer.	7.3.2
Initials	AH
Date	12/31/14
W.O.#	11529

Refer.	7.3.6
Initials	AH/WQ
Date	11/18/14
W.O.#	11529

Refer.	7.3.1
Initials	AH/WQ
Date	11/18/14
W.O.#	11529

Refer.	7.3.3
Initials	AH
Date	12/31/14
W.O.#	11529

Refer.	7.3.4
Initials	AH/WQ
Date	11/18/14
W.O.#	11529

Refer.	7.3.5
Initials	AH
Date	12/31/14
W.O.#	11529

Year: 2014

WELL 9 POLHEMUS

Item	Monthly												Quarterly				Annual		
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1st	2nd	3rd	4th	Refer.	2014
Check Valve	Initials																		
	Date																		
	W.O. #																		
Chlorine Pump	Initials	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH		
	Date	1/6/14	2/12/14	4/28/14	5/15/14	6/13/14	7/24/14	8/20/14	9/9/14	10/17/14	11/5/14	12/23/14		4/16/14	9/15/14	12/31/14			
	W.O. #	10135	10297	10484	10894	11032	11033	11270	11366	11445	11532	11767		10815	11313	11768			
	Section:	TBD												TBD					
Air Charer	Initials	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH		
	Date																		
	W.O. #																		
Isolation Valves	Initials																		
	Date																		
	W.O. #																		
A.R.V.	Initials																		
	Date																		
	W.O. #																		
M.C.C.	Initials																		
	Date																		
	W.O. #																		
Pneumat Tank	Initials																		
	Date																		
	W.O. #																		
Propeller Meter	Initials																		
	Date																		
	W.O. #																		

█ = Well/Tank Offline

Section:	TBD
AH/WQ	8/18/14
	11769

Section:	TBD
AH	12/31/14
	11769

Section:	TBD
AH	12/31/14
	11769

Section:	TBD
AH/WQ	8/18/14
	11376

Section:	TBD
AH	12/31/14
	11376

Elk Grove Water District
Backflow Prevention Program 2014

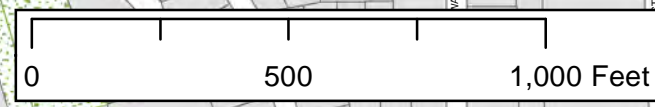
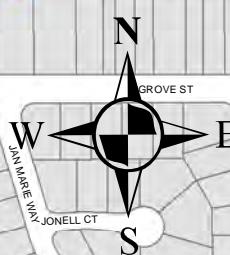
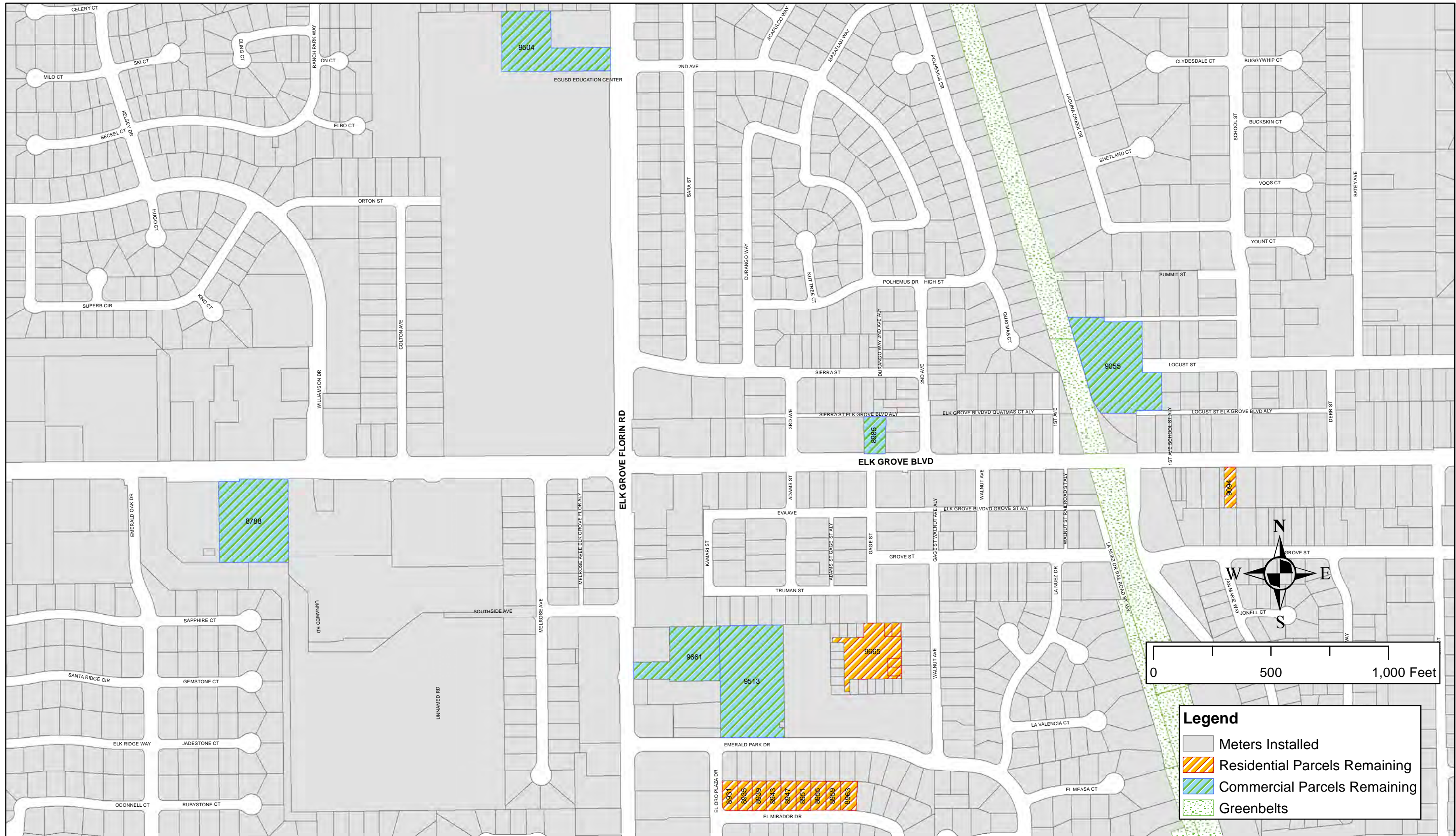
Backflow Device Reports	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CURRENT												
Notices Issued	3	37	45	1	41	41	251	54	53	25	17	10
Pass:	3	18	33	1	17	20	139	12	18	18	7	2
Fail:		3	0		6	3	9	3	2	0	0	0
Failed Devices Retested----Passed		3	0		6	2	6	3	2	0	0	0
Outstanding Results Due	0	16	12	0	18	19	106	39	33	7	10	8

DELINQUENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Investigations						1	9		1			
Deactivated Devices						1	5	1	1	1	1	1
Sent:		16	12		18	17	93	38	32	3	9	8
Received:		12	12		7	8	51	2	28	0	0	0
Sent:		4	0		11	9	42	36	3	3	9	
Received:		4	0		11	8	37	36	0	3	0	
Schedule Code Changed							4			3		
Outstanding Delinquents	0	0	0	0	0	1	0	0	3	0	9	8

Total Outstanding Delinquents	21
--------------------------------------	-----------

Elk Grove Water District
 Weekly Safety Meetings/Training
 Dec-14

Date:	Topic:	Attendees:	Hosted By:
12/1/2014	Safety Tips for Employees Working Remotely or Alone	Jose C, Jose M, John V, John D, Sean, Michael, Justin, Richard, Gerardo, Eliseo, Joel, Alan, Chris, Sal, Brandon, Steve, Aaron, Travis, Wilfredo	Steve Shaw
12/8/2014	Weld Well - and It Ends Well	Jose C, John V, John D, Sean, Michael, Justin, Richard, Gerardo, Eliseo, Joel, Alan, Brandon, Steve, Aaron, Travis, Wilfredo, David	Steve Shaw
12/15/2014	Make Holidays Happy for Everyone - Don't Drink and Drive	Jose C, Jose M, John V, John D, Michael, Justin, Richard, Alan, Chris, Brandon, Steve, Aaron, Travis, Wilfredo, David	Steve Shaw
12/22/2014	Safe Driving in Adverse Weather Conditions	Jose C, Jose M, John V, John D, Michael, Justin, Richard, Joel, Alan, Chris, Sal, Brandon, Steve, Aaron, Travis, Wilfredo, David	Steve Shaw
12/29/2014	Use your Safety Sense	Jose C, Jose M, John V, John D, Sean, Michael, Justin, Richard, Joel, Alan, Chris, Sal, Brandon, Steve, Aaron, Travis, Wilfredo, David	Steve Shaw
12/30/2014	Holiday Safety - At the Top of Your List	All Staff Required to Attend	Ellen Carlson



Legend

- Meters Installed
- Residential Parcels Remaining
- Commercial Parcels Remaining
- Greenbelts

Residential Meters Installed: 72	(December 2014)
Residential Parcels Remaining: 15	Total Parcels Remaining: 21
Commercial Meters Installed: 9	
Commercial Parcels Remaining: 6	



Elk Grove Water District
Meter Retrofit Program
 44

Projected Coordinate System: NAD 83 State Plane, California II, FIPS 0420
Source: City of Elk Grove, EGWD and Sacramento County GIS databases
Created by: Travis Franklin
Date: January 8, 2015



Bullheads Replaced in December 2014: 0
Bullheads Remaining: 603
Total Bullheads Replaced: 7

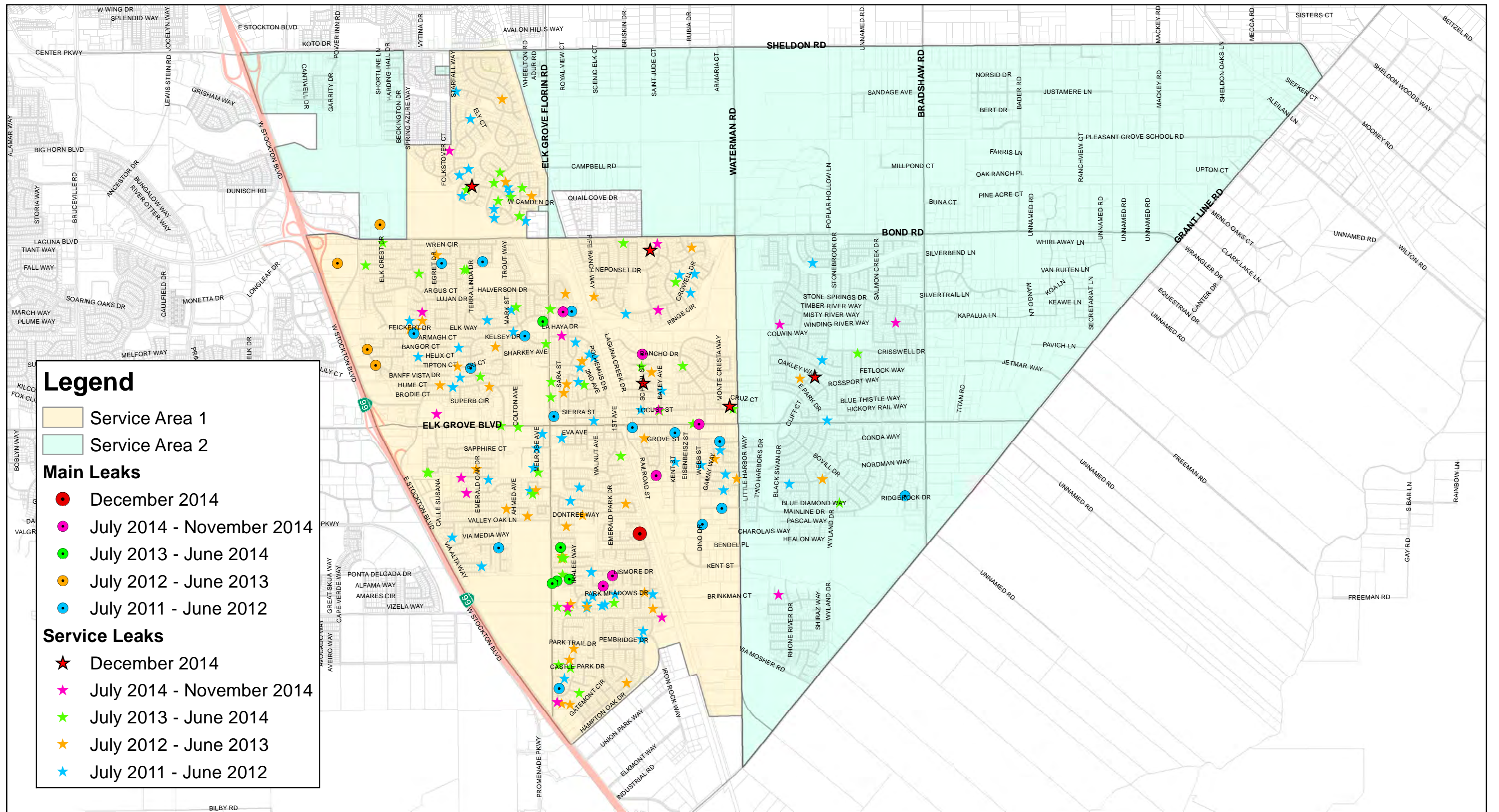


Elk Grove Water District

Bullhead Replacement

45

Projected Coordinate System: NAD 83 State Plane, California II, FIPS 0420
Source: City of Elk Grove, EGWD and Sacramento County GIS databases
Created by: Travis Franklin
Date: January 8, 2015



Legend

- Service Area 1
- Service Area 2

Main Leaks

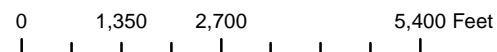
- December 2014
- July 2014 - November 2014
- July 2013 - June 2014
- July 2012 - June 2013
- July 2011 - June 2012

Service Leaks

- ★ December 2014
- ★ July 2014 - November 2014
- ★ July 2013 - June 2014
- ★ July 2012 - June 2013
- ★ July 2011 - June 2012

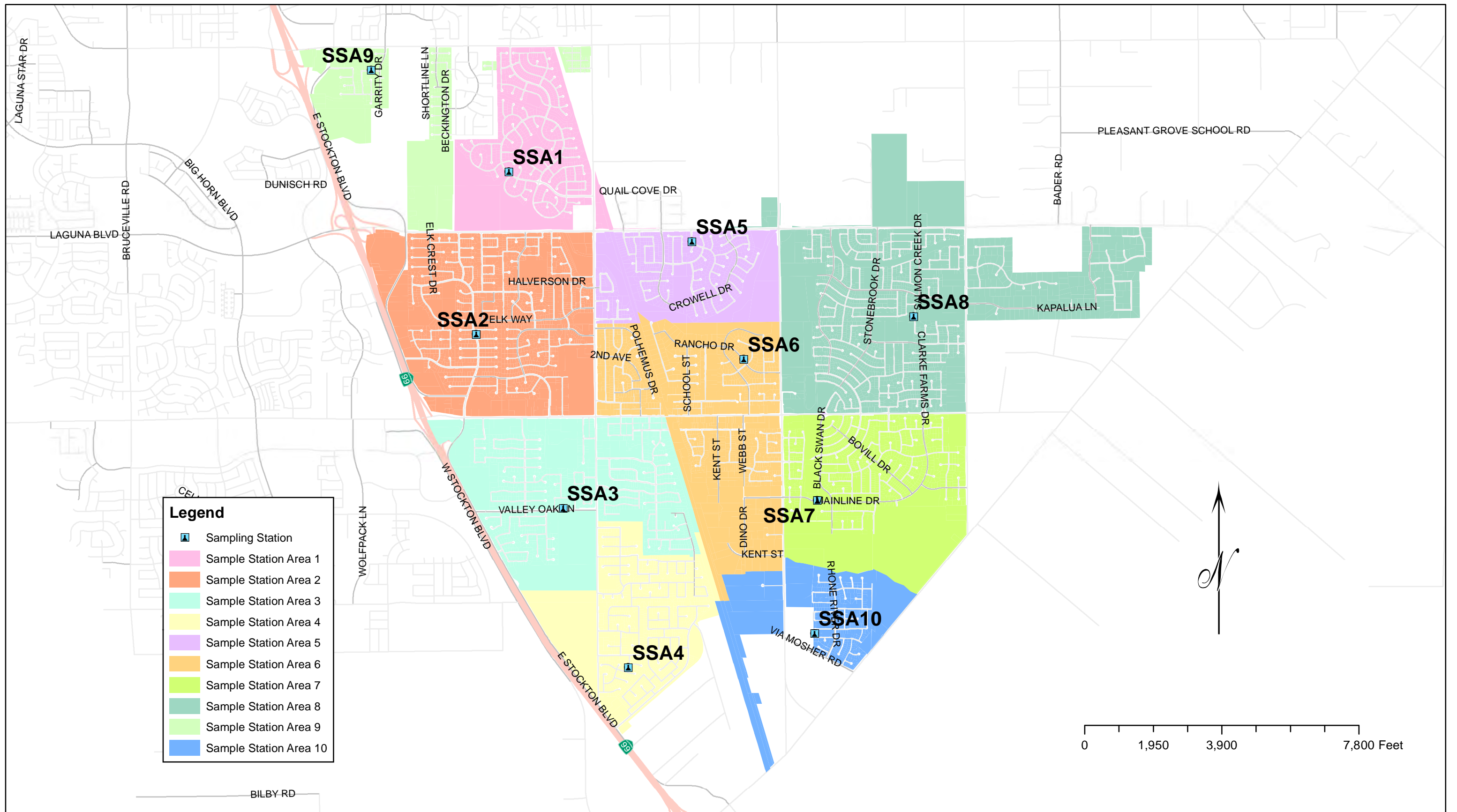


EGWD Leaks



December 2014	
Main Line Leaks: 1	YTD: 7
Service Line Leaks: 5	YTD: 20
Total Leaks: 6	YTD: 27

Elk Grove Water District
Service / Main Leaks
Created by: Travis Franklin
Date: January 8, 2015



Sample Stations: 10



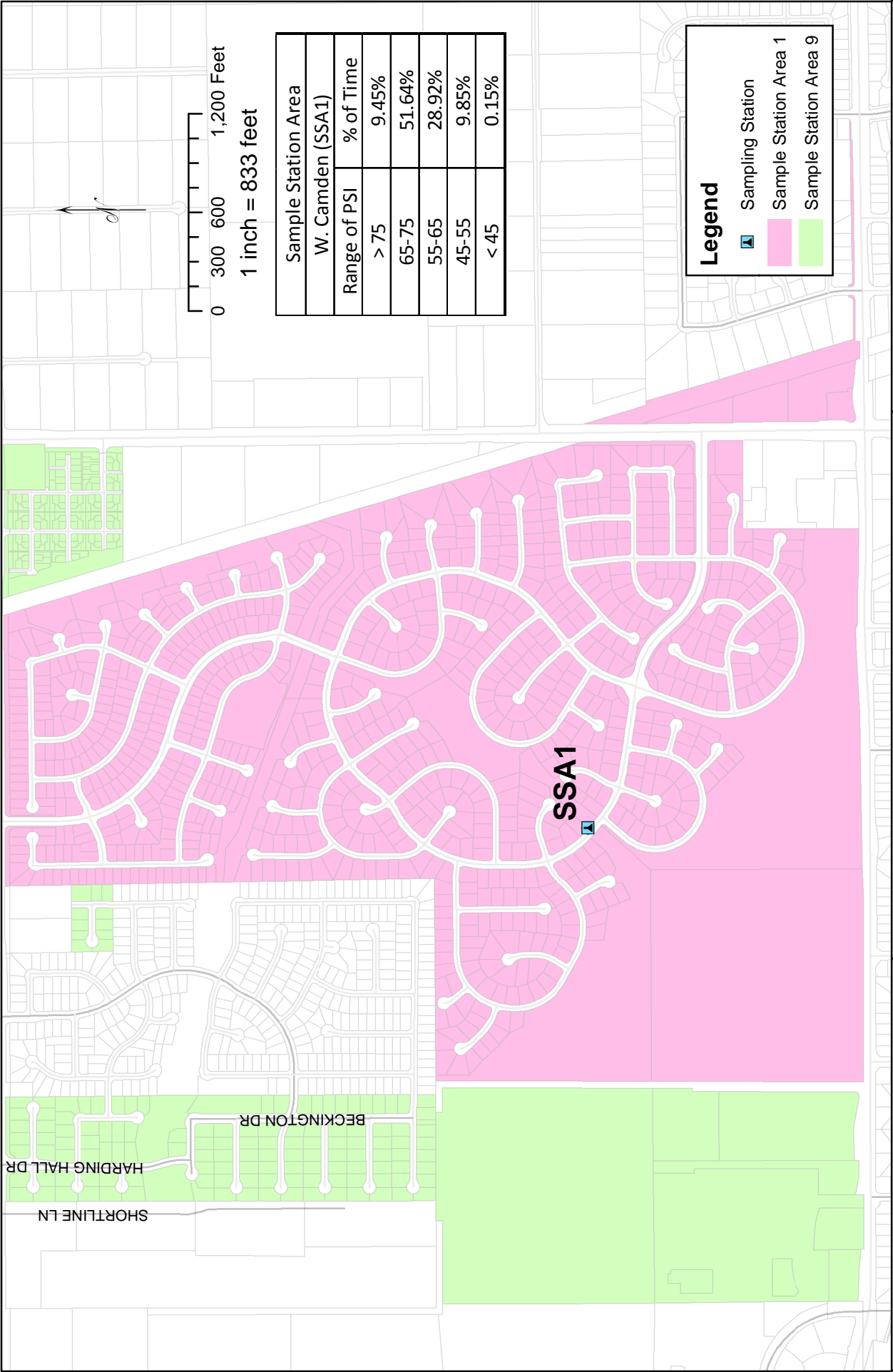
Elk Grove Water District Sample Station Areas

Projected Coordinate System: NAD 83 State Plane CA II FIPS 0402

Source: EGWD GIS database

Modified by: Travis Franklin

January 8, 2015

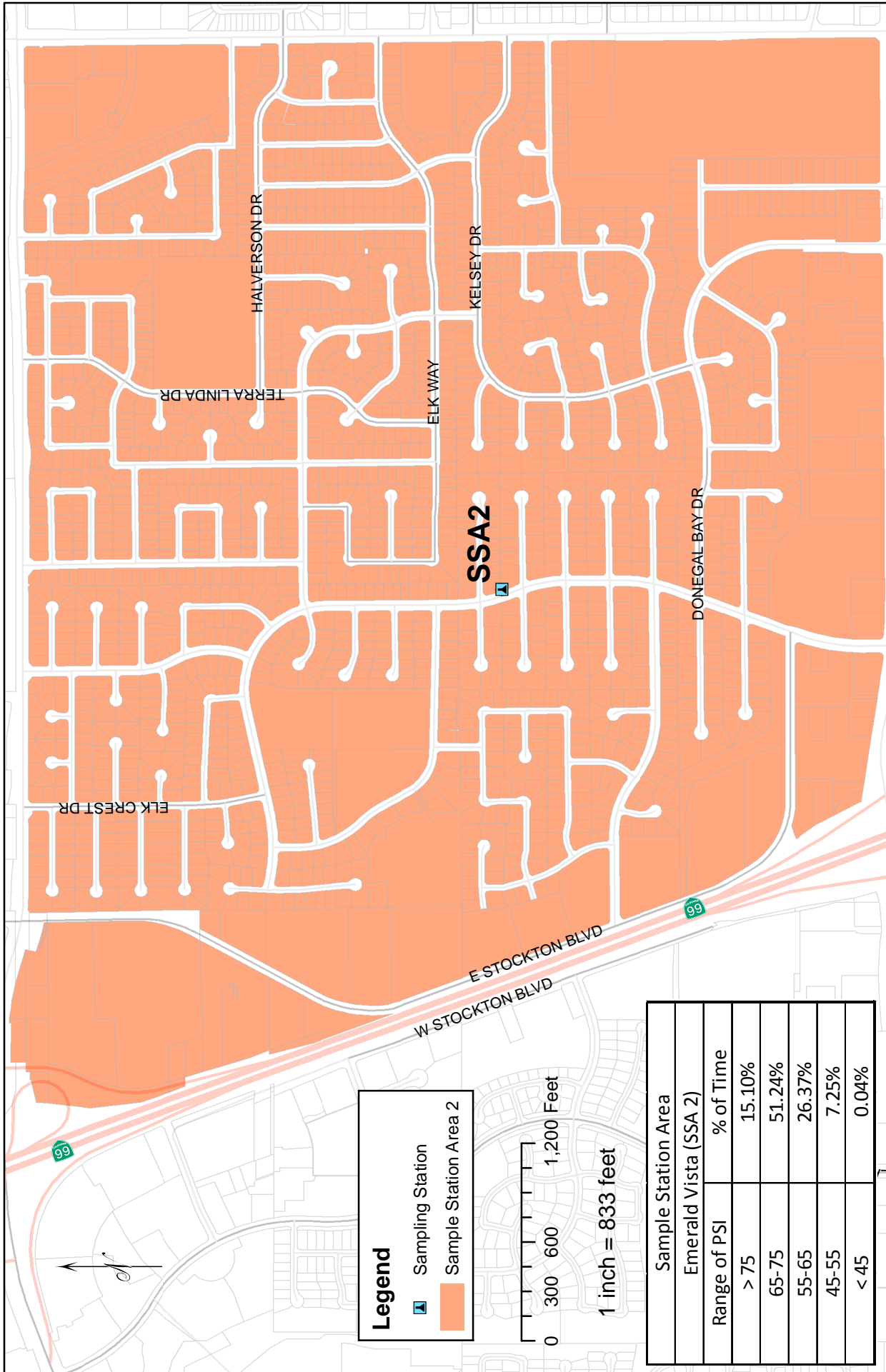


Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source:EGWD GIS database
 Created by: Travis Franklin
 January 8, 2015


Elk Grove Water District
 System Pressure Monitoring



Sample Station #1
 Note: Sample Station takes a reading every 5 minutes.
 December 2014



Legend

-  Sampling Station
-  Sample Station Area 2



Sample Station Area	% of Time
Emerald Vista (SSA 2)	
Range of PSI	
> 75	15.10%
65-75	51.24%
55-65	26.37%
45-55	7.25%
< 45	0.04%

Sample Station #2

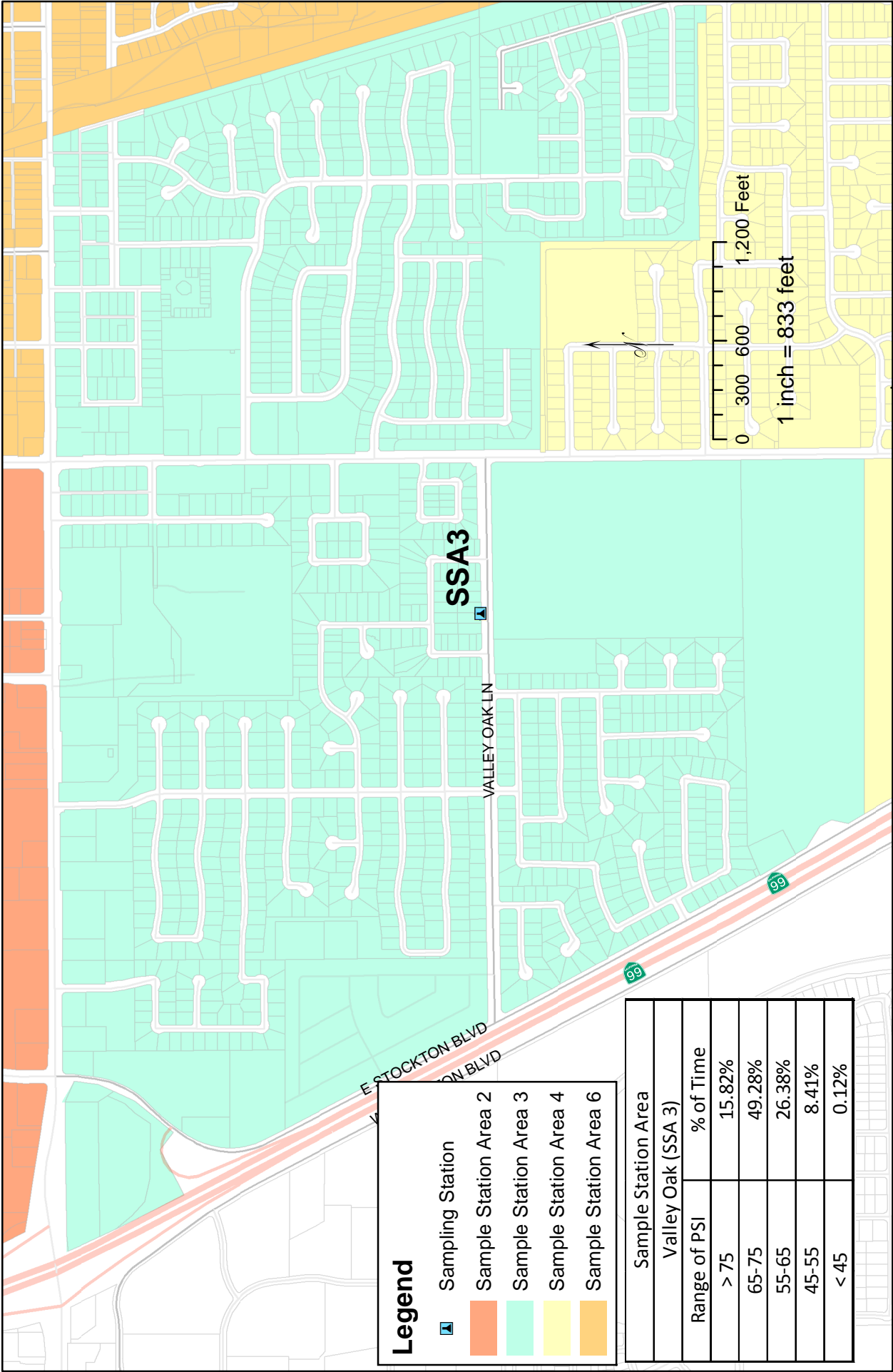
Note: Sample Station takes a reading every 5 minutes.

December 2014



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 January 8, 2015



Legend

- Sampling Station
- Sample Station Area 2
- Sample Station Area 3
- Sample Station Area 4
- Sample Station Area 6
- Sample Station Area 7

Sample Station Area	Valley Oak (SSA 3)
Range of PSI	% of Time
> 75	15.82%
65-75	49.28%
55-65	26.38%
45-55	8.41%
< 45	0.12%

Elk Grove Water District
 System Pressure Monitoring

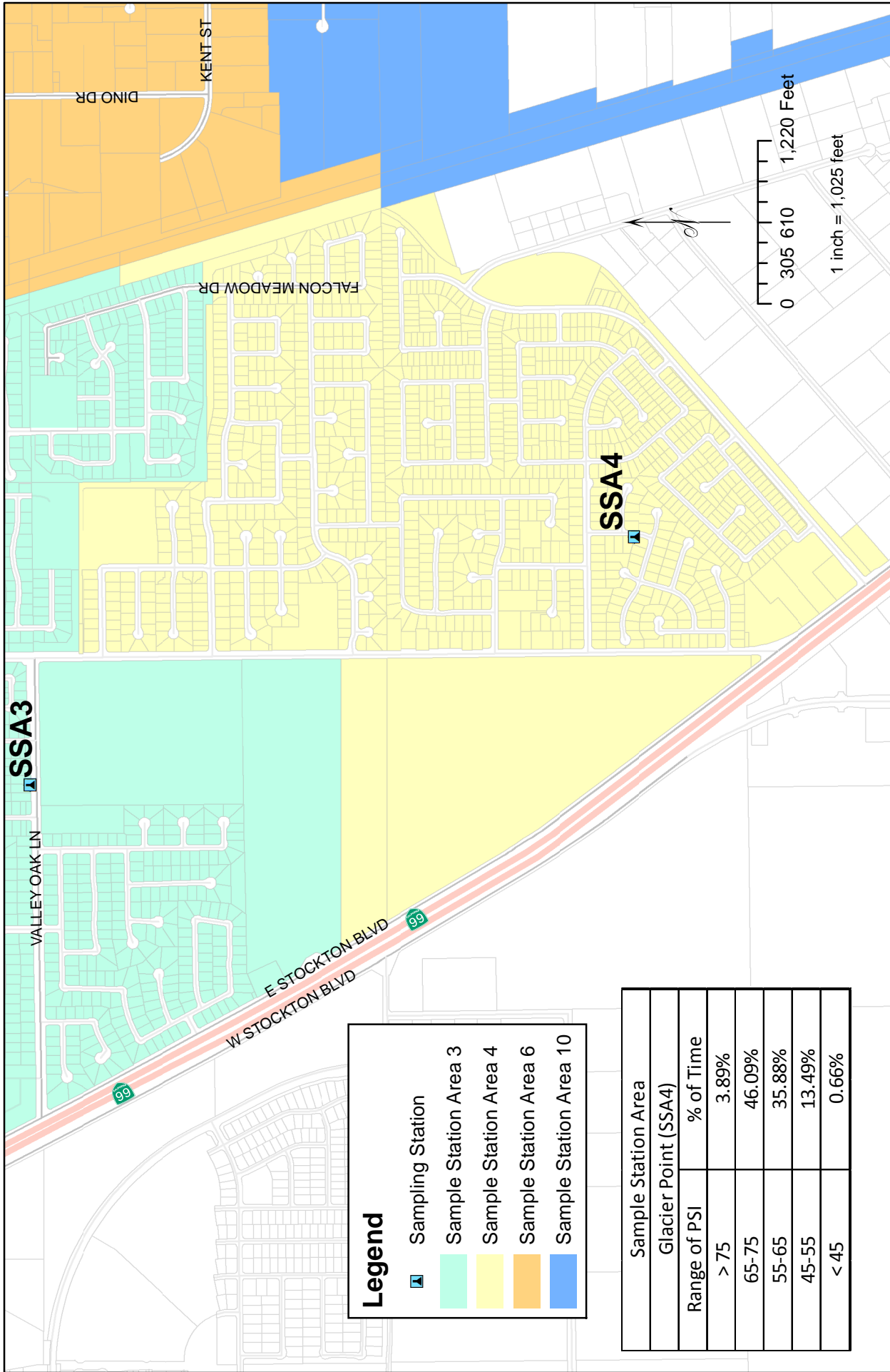
Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 January 8, 2015

Sample Station #3






Note: Sample Station takes a reading every 5 minutes.

December 2014





Legend

-  Sampling Station
-  Sample Station Area 3
-  Sample Station Area 4
-  Sample Station Area 6
-  Sample Station Area 10

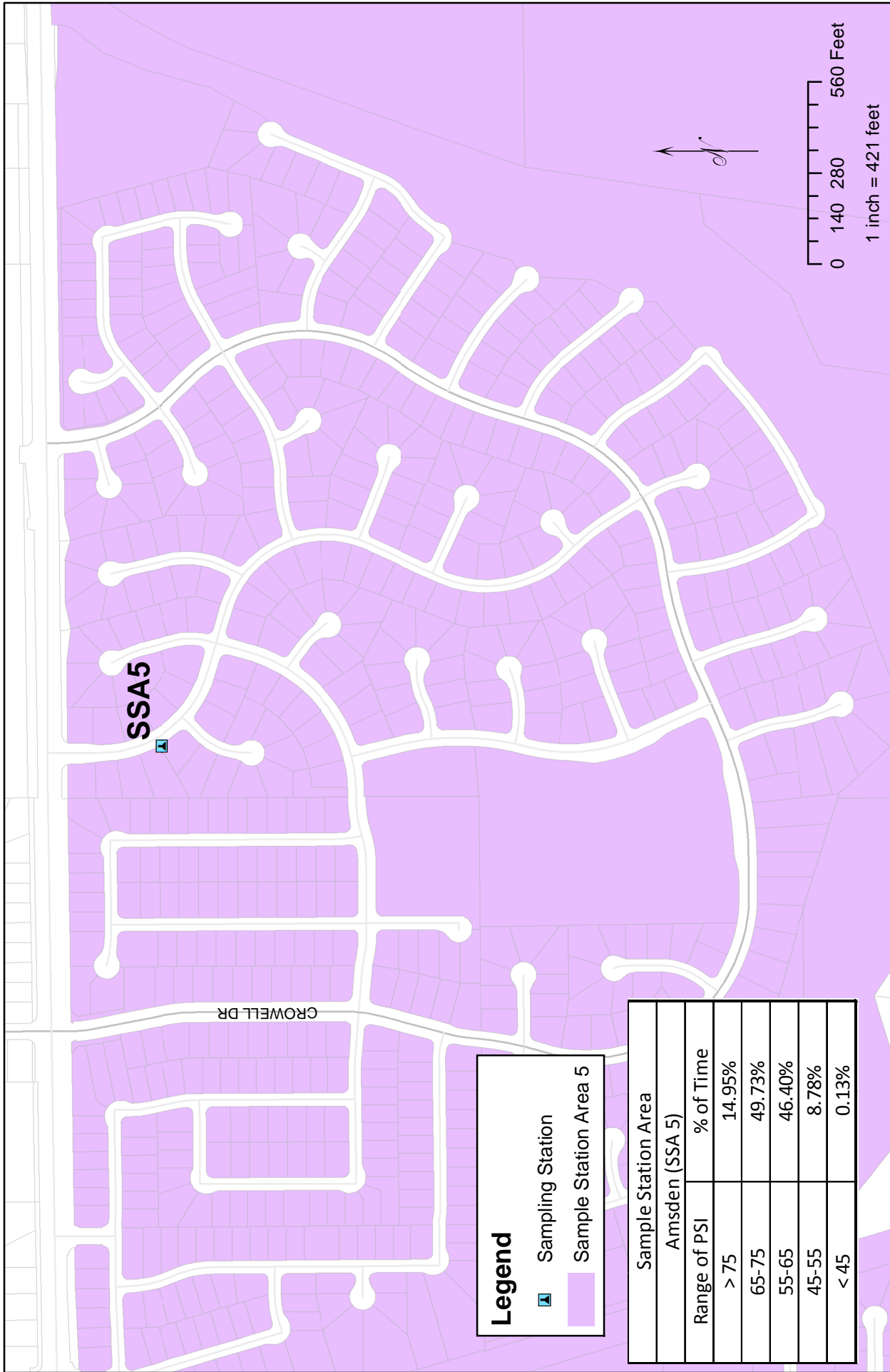
Sample Station Area	Glacier Point (SSA4)
Range of PSI	% of Time
> 75	3.89%
65-75	46.09%
55-65	35.88%
45-55	13.49%
< 45	0.66%





Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
January 8, 2015

Sample Station #4
Note: Sample Station takes a reading every 5 minutes.
December 2014



Legend

-  Sampling Station
-  Sample Station Area 5

Sample Station Area	
Amsden (SSA 5)	
Range of PSI	% of Time
> 75	14.95%
65-75	49.73%
55-65	46.40%
45-55	8.78%
< 45	0.13%

Sample Station #5

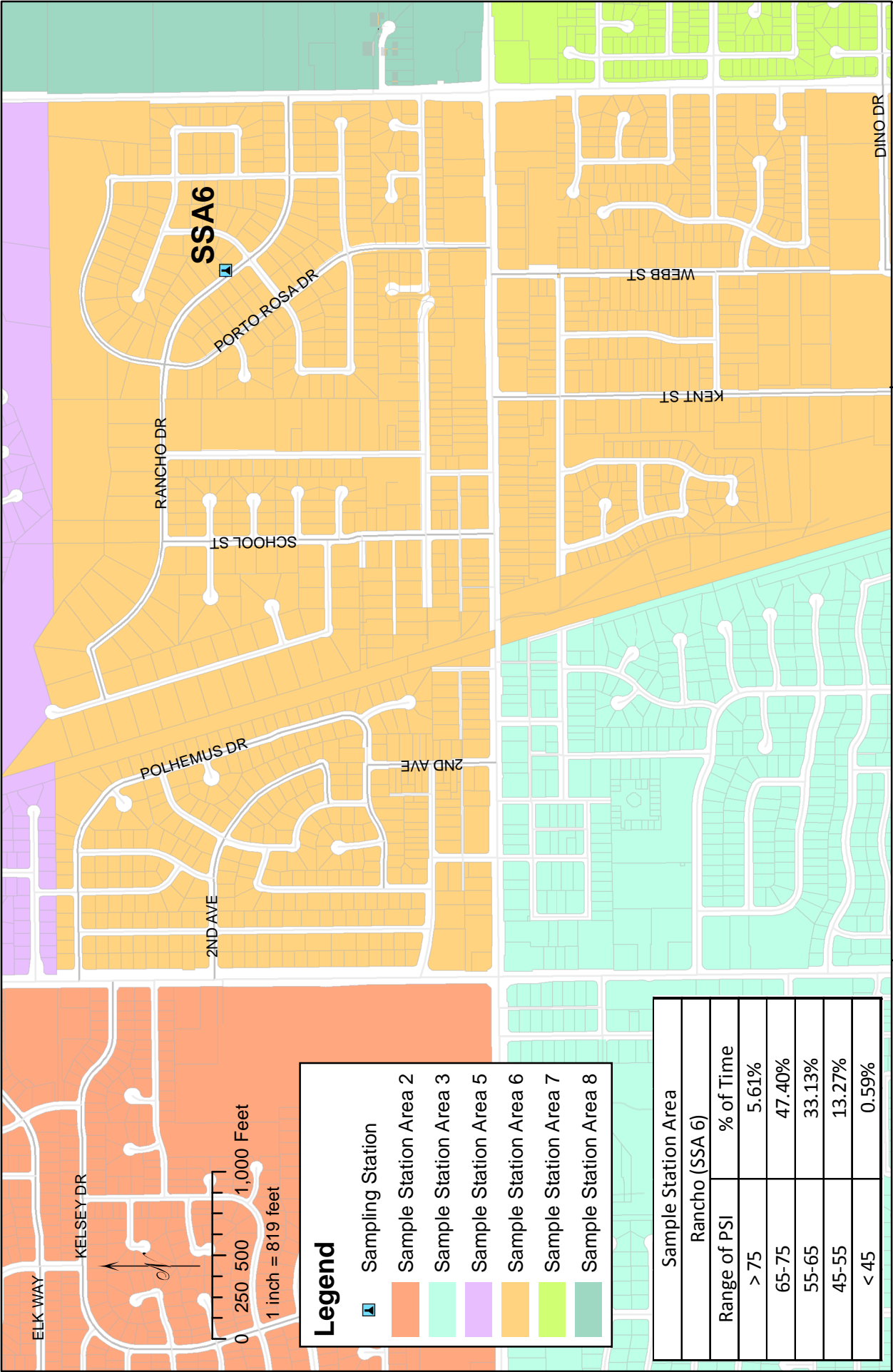
Notes: Sample Station takes a reading every 5 minutes.

December 2014



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
January 8, 2015



Legend

- Sampling Station
- Sample Station Area 2
- Sample Station Area 3
- Sample Station Area 5
- Sample Station Area 6
- Sample Station Area 7
- Sample Station Area 8

Sample Station Area	
Rancho (SSA 6)	
Range of PSI	% of Time
> 75	5.61%
65-75	47.40%
55-65	33.13%
45-55	13.27%
< 45	0.59%

Sample Station #6

Note: Sample Station takes a reading every 5 minutes.

December 2014



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
January 8, 2015



Legend

- Sampling Station
- Sample Station Area 6
- Sample Station Area 7
- Sample Station Area 8
- Sample Station Area 10

Sample Station Area	
Mainline (SSA 7)	
Range of PSI	% of Time
> 75	4.40%
65-75	94.04%
55-65	1.56%
45-55	0.00%
< 45	0.00%

Sample Station #7

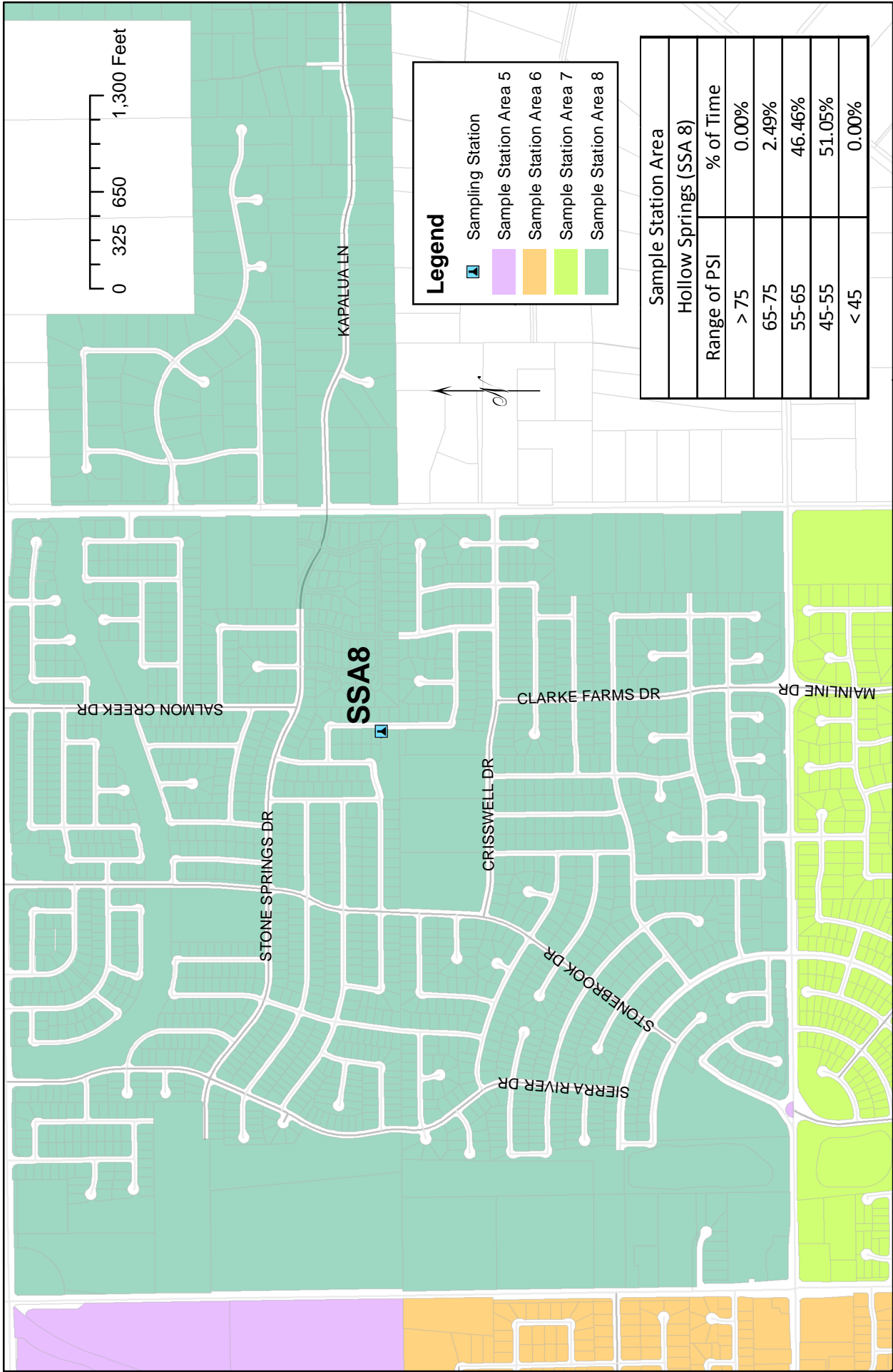
Note: Sample Station takes a reading every 5 minutes.

December 2014



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
January 8, 2015



Legend

- Sampling Station
- Sample Station Area 5
- Sample Station Area 6
- Sample Station Area 7
- Sample Station Area 8

Sample Station Area	
Hollow Springs (SSA 8)	
Range of PSI	% of Time
> 75	0.00%
65-75	2.49%
55-65	46.46%
45-55	51.05%
< 45	0.00%

Elk Grove Water District

System Pressure Monitoring

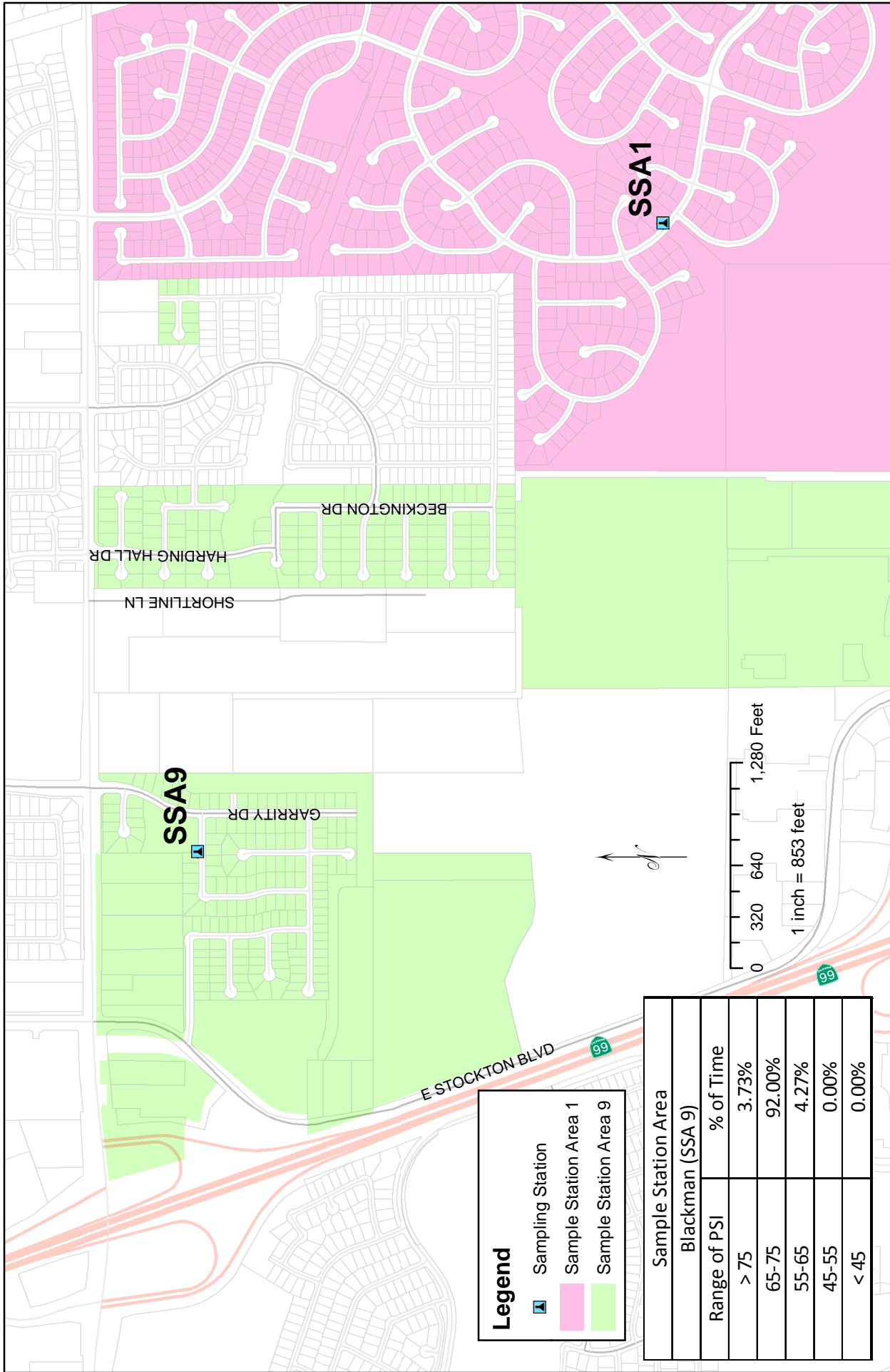


Sample Station #8

Note: Sample Station takes a reading every 5 minutes.

December 2014

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 January 8, 2015



Legend

- Sampling Station
- Sample Station Area 1
- Sample Station Area 9

Sample Station Area	
Blackman (SSA 9)	
Range of PSI	% of Time
> 75	3.73%
65-75	92.00%
55-65	4.27%
45-55	0.00%
< 45	0.00%

Sample Station #9

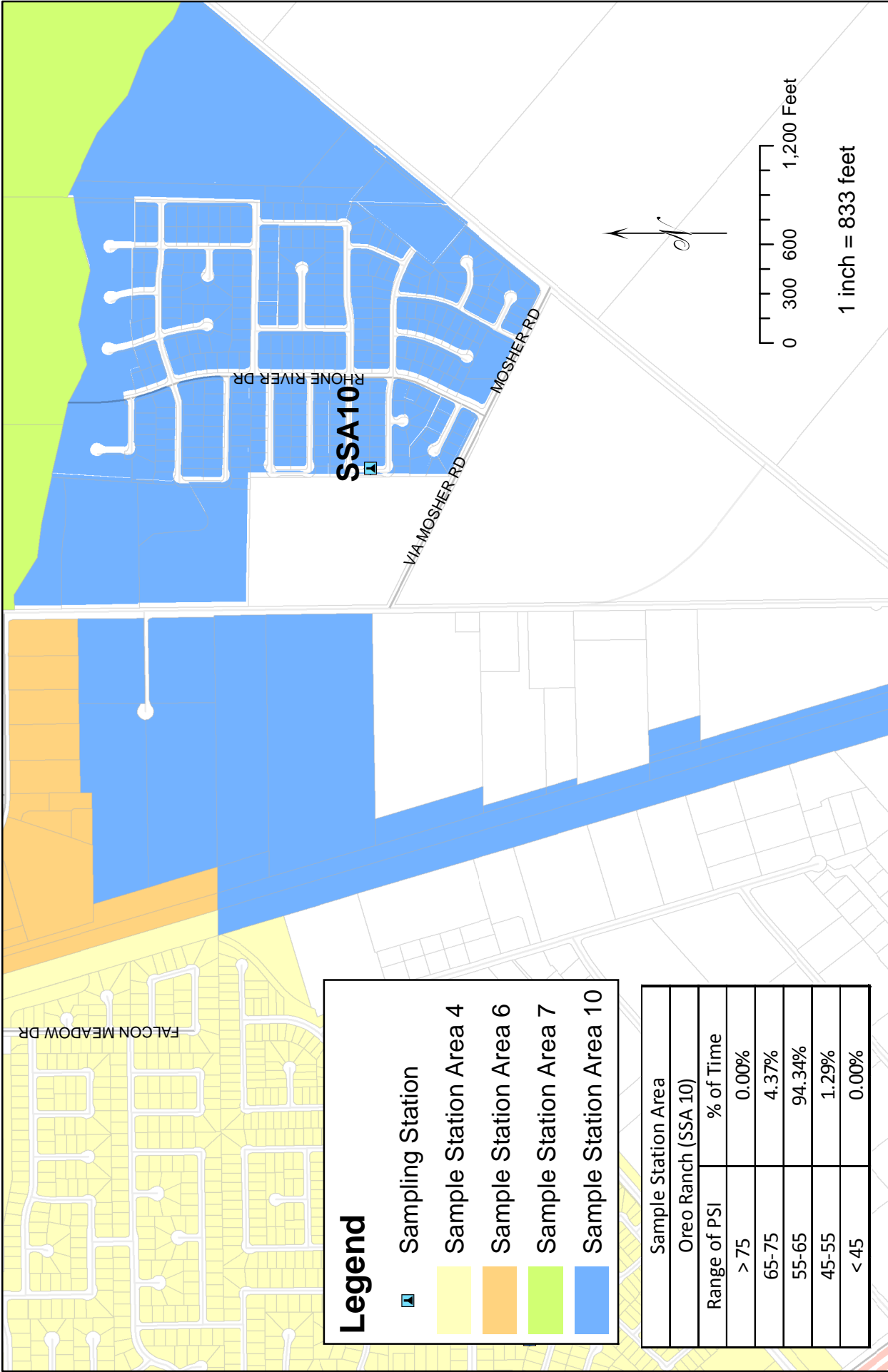
Note: Sample Station takes a reading every 5 minutes.

December 2014



Elk Grove Water District
System Pressure Monitoring

Projected coordinate system:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
January 8, 2015



Legend

- Sampling Station
- Sample Station Area 4
- Sample Station Area 6
- Sample Station Area 7
- Sample Station Area 10

Sample Station Area	
Oreo Ranch (SSA 10)	
Range of PSI	% of Time
> 75	0.00%
65-75	4.37%
55-65	94.34%
45-55	1.29%
< 45	0.00%

Sample Station #10

Note: Sample Station takes a reading every 5 minutes.

December 2014



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
January 8, 2015

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District
FROM: Stefani Phillips, Board Secretary
SUBJECT: **2015 COMMITTEE APPOINTMENTS**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Chair appoint Directors to the following Standing Committees: Finance, Conservation, Infrastructure, and Planning Committees; and the 2x2x2 Ad-hoc Committee and that these appointments be ratified by the Board.

Summary

Each January, Directors are assigned to sit on the previously established standing Board committees. The Florin Resource Conservation District bylaws cite that the Chair may appoint the Directors to these committees, and then these appointments be ratified by the Board.

By this action, the Chair will appoint directors to sit on the Conservation, Infrastructure, and Planning Committees of the Florin Resource Conservation District.

DISCUSSION

Background

The Florin Resource Conservation District Board By-Laws state that “the Chair may, following election in January, appoint Board members to Standing Committees of the District and Ad-hoc Committees as necessary. The committee appointments shall be ratified by a majority of the Board.”

Present Situation

Currently, the established standing Board committees are Finance, Conservation, Infrastructure, and Planning.

The Board committees are comprised of the following Board of Directors and Associate Directors:

2015 COMMITTEE APPOINTMENTS

Page 2

There are several vacancies on the committees that need to be filled pursuant to the November, 2014 General Election.

Standing Committees:

- | | |
|-------------------------------------|--|
| 1. Finance – FRCD/EDC/EGWD: | All Board Members |
| 2. Conservation Committee – FRCD: | Tom Nelson
(Vacant) |
| Alternate: | (Vacant) |
| 3. Infrastructure Committee – EGWD: | Elliot Mulberg
Tom Nelson
Davies Ononiwu |
| Associate: | |
| 4. Planning– FRCD/EDC/EGWD: | Chuck Dawson
(Vacant) |
| Alternate: | Elliot Mulberg |

Ad-hoc Committees:

- | | |
|----------------------------|-------------------------------|
| 1. 2x2x2 Ad-hoc Committee: | Tom Nelson
(Vacant) |
|----------------------------|-------------------------------|

FINANCIAL SUMMARY

There is no financial impact associated with this agenda item.

Respectfully submitted,



STEFANI PHILLIPS
SECRETARY TO THE FLORIN RESOURCE CONSERVATION BOARD OF
DIRECTORS

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Jim Malberg, Finance Manager/Treasurer

SUBJECT: **PROFESSIONAL AUDITING SERVICES – AD-HOC PROFESSIONAL SERVICES SELECTION COMMITTEE**

RECOMMENDATION

It is recommended that the FRCD Chair appoint Directors to an ad-hoc Professional Auditing Services Selection Committee to assist in the solicitation for professional auditing services and be ratified by the Board.

Summary

On January 5, 2015 staff issued a Request for Proposals (RFP) for Professional Auditing Services with proposals due by January 29, 2015. The anticipated schedule is to have the Professional Services Selection Committee (PSSC) review the proposals the first week of February and if necessary conduct interviews with the top firms during the week of February 9th.

By this action, the Chair will appoint Directors to an ad-hoc PSSC to assist in the solicitation for professional auditing services.

DISCUSSION

Background

The Florin Resource Conservation District Board By-Laws state that “the Chair may, following election in January, appoint Board members to Standing Committees of the District and Ad-hoc Committees as necessary. The committee appointments shall be ratified by a majority of the Board.”

Richardson & Company LLC has provided professional auditing services to the District for the past six fiscal years. During that time, the District has improved our financial reporting and has been awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting every year since 2010. Staff has submitted the 2014 Financial Report to GFOA for consideration of the award and anticipates receiving it again for the most recently completed fiscal year. Industry standards and good business practices recommend that auditors be changed every five years in order to get a “fresh set of eyes” in auditing the District’s financial statements.

**PROFESSIONAL AUDITING SERVICES – AD-HOC PROFESSIONAL SERVICES
SELECTION COMMITTEE**

Present Situation

On January 5, 2015 staff has issued an RFP for Professional Auditing Services with proposals due by January 29, 2015. It is important for the District to select an auditing firm by the end of February in order to get onto their audit schedule and ensure that the District's fiscal year 2015 financial statements are completed accurately and in a timely manner.

The RFP was mailed to fifteen Certified Public Accounting (CPA) firms as well as posting the RFP on the California State Municipal Finance Officers (CSMFO) website. To date, staff has received several inquiries both from firms that were mailed the RFP as well as firms that have accessed the RFP from the CSMFO website. Staff anticipates receiving a good number of responses to the RFP by the due date of January 29th.

The PSSC, comprised of selected Board Members, District staff and Robert Merritt, will evaluate the proposals with a focus on strength, quality and price. The evaluation will consider the firm's technical approach, including project understanding, scope of work, overall project team, staff-hour allocation per task and fee schedule. The proposals will also be evaluated based on relevant experience, including that of the Audit Manager, key team members including sub-consultants, and experience of the firm. Following this evaluation, the PSSC may elect to conduct oral interviews of the top firms. Once the PSSC completes its evaluation of the proposals and firms, a recommended contract will be presented to the Board for the Board's consideration.

STRATEGIC PLAN CONFORMITY

Appointing Board members to the PSSC is in keeping with the Strategic Plan goals for financial performance.

FINANCIAL SUMMARY

Professional auditing services are budgeted for each year in the annual operating budget.

Respectfully submitted,



JIM MALBERG
FINANCE MANAGER/TREASURER

JM

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **EXCLUSIVE SALES LISTING AGREEMENT FOR 2450 FLORIN ROAD
(SUSIE GAINES MITCHELL BUILDING)**

RECOMMENDATION

It is recommended that the Board approve an Exclusive Sales Listing Agreement with CBRE, Inc. to list for sale the Susie Gaines Mitchell building at 2450 Florin Road, Sacramento, California and authorize the General Manager to sign all related agreements and documents.

Summary

The Florin Resource Conservation District owns property located at 2450 Florin Road, in Sacramento, and this property is referred to as the Susie Gaines Mitchell building (Property). This Property is leased to Sacramento County and the lease revenues are not sufficient to make future debt service payments while funding other costs, such as maintenance and property taxes.

District staff, outside counsel, and the trustee of the bondholders are of the opinion that a sale may be the best approach to protect the bondholders and a listing agent is needed to market the Property. This action, if approved, would authorize the General Manager to approve the attached listing agreement with CBRE, Inc. ("CBRE") to list for sale the Property.

DISCUSSION

Background

The Susie Gaines Mitchell building was constructed, and the property where it is located, was purchased by the Florin Resource Conservation District (FRCD) in 1998. Since it was purchased, the Property has been leased to the County of Sacramento (County) which uses it for human assistance purposes in South Sacramento.

EXCLUSIVE SALES LISTING AGREEMENT FOR 2450 FLORIN ROAD (SUSIE GAINES MITCHELL BUILDING)

Page 2

The lease between the FRCD and the County has a current term ending in 2023, and the lease is binding on successors in interest.

Present Situation

Current and future lease payments received by the District from the County pursuant to the lease are not projected to be sufficient to make the scheduled debt service payments with respect to the Certificates of Participation originally issued to finance purchase of the property ("COPs"), as well as maintaining the building and paying property taxes and insurance.

The District owes \$923,892 in back property taxes for Fiscal Years 2009-10 through 2014-15. Sale of the property to a private entity could potentially result in payment of the delinquent property taxes and replacement of the District as landlord of the property with an entity capable of managing the property, paying future property taxes and otherwise complying with the landlord's responsibilities under the lease.

On January 14, 2015, CBRE met with representatives of the District and the Trustee of the COPs, Bank of New York Mellon Trust Company, and presented an Opinion of Value and Marketing Proposal (Attachment A). The Trustee as well as District staff and members of the financing team are in support of this Marketing Proposal and recommend that the Board approve the associated Exclusive Listing Agreement (Attachment B).

STRATEGIC PLAN CONFORMITY

This action directly conforms to the 2012-2017 Florin Resource Conservation District Strategic Plan as the sale of the property would further the specified requirement that FRCD projects be cost neutral.

FINANCIAL SUMMARY

The proposed listing agreement provides for payment of a sales commission on the purchase price of 3.5% if the buyer is represented by CBRE and 4% if the buyer is represented by another broker. Any costs of marketing and/or sale of the property not covered by the commission will be paid out of reserve funds held by the Trustee.

January 28, 2015

EXCLUSIVE SALES LISTING AGREEMENT FOR 2450 FLORIN ROAD (SUSIE GAINES MITCHELL BUILDING)

Page 3

Respectfully Submitted,



MARK J. MADISON
GENERAL MANAGER

Attachments:

- (1) Exclusive Sales Listing Agreement with CBRE, Inc.
- (2) Opinion of Value and Marketing Proposal—2450 Florin Road, Sacramento, CA



EXCLUSIVE SALES LISTING AGREEMENT

CBRE, INC.

BROKERAGE AND MANAGEMENT

LICENSED REAL ESTATE BROKERS

1. In consideration of the listing for sale of the real property hereinafter described (the "Property") by CBRE, INC. ("Broker") and Broker's agreement to use its best efforts to effect a sale of same, the undersigned ("Owner") hereby grants to Broker the exclusive right to sell the Property for a period commencing January 16, 2015, and ending midnight six months following Owner's approval of the offering memorandum, but not later than July 31, 2015 (the "Term"), at a price and upon terms and conditions acceptable to Owner. The Property is situated in the City of Sacramento, County of Sacramento, State of California and is further described as 2450 Florin Road.

References herein to the Property shall be understood to include portions of the Property.

2. Owner agrees to pay Broker a sales commission in accordance with Broker's Schedule of Sale and Lease Commissions (the "Schedule"), a copy of which is executed by Owner, attached hereto and hereby made a part hereof. This commission shall be earned for services rendered if, during the Term the Property is sold to a purchaser procured by Broker, Owner or anyone else. Broker is authorized to cooperate with and to share its commission with other licensed real estate brokers, regardless of whether said brokers represent prospective purchasers or act as Broker's subagents.
3. Commissions shall be payable hereunder when earned or at the earliest of closing, close of escrow, recordation of a deed, or taking of possession by the purchaser.
4. Unless otherwise provided herein, the terms of sale shall be, at the option of the purchaser, either cash or cash to any existing loan. Any offer may contain normal and customary contingencies such as those relating to the condition of the Property, title report, and timing of closing.
5. Owner and Broker agree that the Property will be offered in compliance with all applicable anti-discrimination laws.
6. Owner agrees to cooperate with Broker in bringing about a sale of the Property and to refer immediately to Broker all inquiries of anyone interested in the Property. All negotiations are to be through Broker. Broker is authorized to accept a deposit from any prospective purchaser and to handle it in accordance with the instructions of the parties unless contrary to applicable law. Broker is exclusively authorized to advertise the Property if, in Broker's opinion, such would facilitate the sale of the Property. Owner and its counsel will be responsible for determining the legal sufficiency of a purchase and sale agreement and other documents relating to any transaction contemplated by this Agreement.

CBRE shall assemble and produce for Owner's review and approval an offering brochure. Owner shall provide the information in its possession, custody or control regarding the Property necessary for CBRE to prepare the same. Selected due diligence materials will be posted to an internet site maintained by Broker, thereby making them quickly accessible to prospective purchasers. In the event that this Agreement is terminated by Owner other than for cause, or if Owner requires marketing materials other than those customarily provided by the Listing Broker, the cost of such offering brochure or marketing materials shall be borne by Owner. In such event, and at CBRE's option, Owner shall be responsible to either (i) make payment directly to the third-party vendors involved in the preparation of the offering materials or (ii) reimburse CBRE for its costs and expenses incurred in the preparation of such materials.

At the conclusion of the listing period or any extension thereof, if a sale has not been completed and CBRE is not authorized to continue marketing the property, Owner shall reimburse CBRE for actual out-of-pocket costs and expenses incurred in the preparation of the offering memorandum.

Owner understands that Broker is relying solely on the information about the Property provided by Owner and neither has nor will make any investigation or determination concerning the Property. Owner hereby releases Broker from any liability relating thereto.

7. Owner agrees to disclose to Broker and to prospective purchasers any and all information which Owner has regarding present and future zoning and environmental matters affecting the Property and regarding the condition of the Property, including, but not limited to structural, mechanical and soils conditions, the presence and location of asbestos, PCB transformers, other toxic, hazardous or contaminated substances, and underground storage tanks in, on or about the Property, as well as whether the Property is or may be situated in a flood zone or an Earthquake Fault Zone and/or a Seismic Hazard Zone, as defined in Sections 2621 et seq. and 2690 et seq. of the California Public Resources Code. Broker is authorized to disclose any such information to prospective purchasers or tenants.
8. Owner represents that it is the owner of the Property and that, except as may be set forth in an addendum attached hereto, no person or entity who has an ownership interest in the Property is a foreign person as defined in the Foreign Investment in Real Property Tax Act (commonly known as "FIRPTA").
9. Broker is authorized to provide a copy of this Agreement to any escrow or closing agent working on such transaction, and such escrow or closing agent is hereby instructed by Owner to pay Broker's commissions from any such funds or proceeds available. Owner shall remain liable for the entire amount of said commissions regardless of whether Broker exercises its rights under this paragraph.
10. Owner acknowledges that Broker is a national brokerage firm and that in some cases it may represent prospective purchasers and tenants. Owner desires that the Property be presented to such persons or entities and consents to the dual representation created thereby. Broker shall not disclose the confidential information of one principal to the other.
11. In the event that the Property becomes the subject of foreclosure proceedings prior to the expiration of this Agreement, then this Agreement shall be deemed suspended until such time as the Owner may reacquire the Property within the Term. If this Agreement is suspended pursuant to this paragraph, Broker shall be free to enter into a listing agreement with any receiver, the party initiating the foreclosure, the party purchasing the Property at a foreclosure sale, or any other person having an interest in the Property.

12. **ARBITRATION OF DISPUTES. IN THE EVENT OF ANY DISPUTE BETWEEN OWNER AND BROKER RELATING TO THIS AGREEMENT, THE PROPERTY OR OWNER'S OR BROKER'S PERFORMANCE HEREUNDER, OWNER AND BROKER AGREE THAT SUCH DISPUTE SHALL BE RESOLVED BY MEANS OF BINDING ARBITRATION IN ACCORDANCE WITH THE COMMERCIAL ARBITRATION RULES OF THE AMERICAN ARBITRATION ASSOCIATION, AND JUDGMENT UPON THE AWARD RENDERED BY THE ARBITRATOR(S) MAY BE ENTERED IN ANY COURT OF COMPETENT JURISDICTION. DEPOSITIONS MAY BE TAKEN AND OTHER DISCOVERY OBTAINED DURING SUCH ARBITRATION PROCEEDINGS TO THE SAME EXTENT AS AUTHORIZED IN CIVIL JUDICIAL PROCEEDINGS IN CALIFORNIA. THE ARBITRATOR(S) SHALL BE LIMITED TO AWARDED COMPENSATORY DAMAGES AND SHALL HAVE NO AUTHORITY TO AWARD PUNITIVE, EXEMPLARY OR SIMILAR TYPE DAMAGES. THE PREVAILING PARTY IN THE ARBITRATION PROCEEDING SHALL BE ENTITLED TO RECOVER ITS EXPENSES, INCLUDING THE COSTS OF THE ARBITRATION PROCEEDING, AND REASONABLE ATTORNEYS' FEES.**

NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL ARBITRATION.

OWNER

BROKER

- 13. Each signatory to this Agreement represents and warrants that he or she has full authority to sign this Agreement on behalf of the party for whom he or she signs and that this Agreement binds such party.
- 14. This Agreement constitutes the entire agreement between Owner and Broker and supersedes all prior discussions, negotiations and agreements, whether oral or written. No amendment, alteration, cancellation or withdrawal of this Agreement shall be valid or binding unless made in writing and signed by both Owner and Broker. This Agreement shall be binding upon, and shall benefit, the heirs, successors and assignees of the parties. In the event any clause, provision, paragraph or term of this Agreement shall be deemed to be unenforceable or void based on any controlling state or federal law, the remaining provisions hereof, and each part, shall remain unaffected and shall continue in full force and effect.
- 15. The parties hereto agree to comply with all applicable federal, state and local laws, regulations, codes, ordinances and administrative orders having jurisdiction over the parties, property or the subject matter of this Agreement, including, but not limited to, the 1964 Civil Rights Act and all amendments thereto, the Foreign Investment In Real Property Tax Act, the Comprehensive Environmental Response Compensation and Liability Act, and The Americans With Disabilities Act.
- 16. The undersigned Owner hereby acknowledges receipt of a copy of this Agreement and the Schedule.

Accepted:

CBRE, Inc.
Licensed Real Estate Broker
Broker Lic. 00409987

Owner: Florin Resource Conservation District

By: _____
Randolph H. Getz
Lic. #00828903

By: _____

Title: **Executive Vice President**

Title: _____

Address: _____

By: _____
Michael Stassi
Lic. #01198564

Title: **First Vice President**

Telephone: _____

Date: _____

Address: **500 Capitol Mall, Suite 2400**

Sacramento, CA 95814

Telephone: **916.446.8287**

Date: _____

CONSULT YOUR ADVISORS - This document (including its exhibits and addenda, if any) has been prepared for review and approval by your attorney. Broker makes no representation or recommendation as to the legal sufficiency or tax consequences of this document or the transaction to which it relates. Consult your attorney and tax accountant.



SCHEDULE OF SALE COMMISSION
CBRE, Inc.
 BROKERAGE AND MANAGEMENT
 LICENSED REAL ESTATE BROKERS

FOR PROPERTY AT: 2450 Florin Road, Sacramento, California 95822

Broker's commission shall be * percent (* %) of the gross sales price. Gross sales price shall include any and all consideration received or receivable, in whatever form, including, but not limited to, assumption or release of existing liabilities. This commission shall be paid when earned, or, at the close of escrow, through escrow, or if there is no escrow, then upon recordation of the deed; provided, however, if the transaction involves an installment contract, then payment shall be made upon execution of such contract.

The provisions hereof are subject to the terms and provisions of any Exclusive Sales Listing Agreement, or other agreement to which this Schedule may be attached and which is executed by the parties hereto.

In the event Owner fails to make payments within the time limits set forth herein, then from the date due until paid the delinquent amount shall bear interest at the maximum rate permitted in the state in which the office of the Broker executing this Schedule is located. If Broker is required to institute legal action against Owner relating to this Schedule or any agreement of which it is a part, Broker shall be entitled to reasonable attorney's fees and costs.

Owner hereby acknowledges receipt of a copy of this Schedule and agrees that it shall be binding upon its heirs, successors and assignees. In the event Owner sells or otherwise disposes of its interest in the Property, Owner shall remain liable for payment of the commissions provided for in this Schedule and any agreement of which it is a part. The term "Owner" as used herein shall be deemed to include the owner of the Property, a party under contract to acquire the Property, and a tenant under a ground lease.

* Three-and-one-half percent (3.5%) if Listing Broker represents the Buyer; four percent (4%) if a cooperating broker represents the Buyer.

Approved this _____ day of _____

CBRE, Inc.
 Licensed Real Estate Broker

Owner:

By: _____
 Randolph H. Getz

By: _____

Title: Executive Vice President

By: _____
 Michael Stassi

Title: First Vice President

CONSULT YOUR ADVISORS - This document (including its exhibits and addenda, if any) has been prepared for review and approval by your attorney. Broker makes no representation or recommendation as to the legal sufficiency or tax consequences of this document or the transaction to which it relates. Consult your attorney and tax accountant.

OPINION OF VALUE & MARKETING PROPOSAL

2450 Florin Road
Sacramento, California

submitted
by

Randy Getz
Executive Vice President
Lic. 00828903
+ 1 916 446 8287
randy.getz@cbre.com

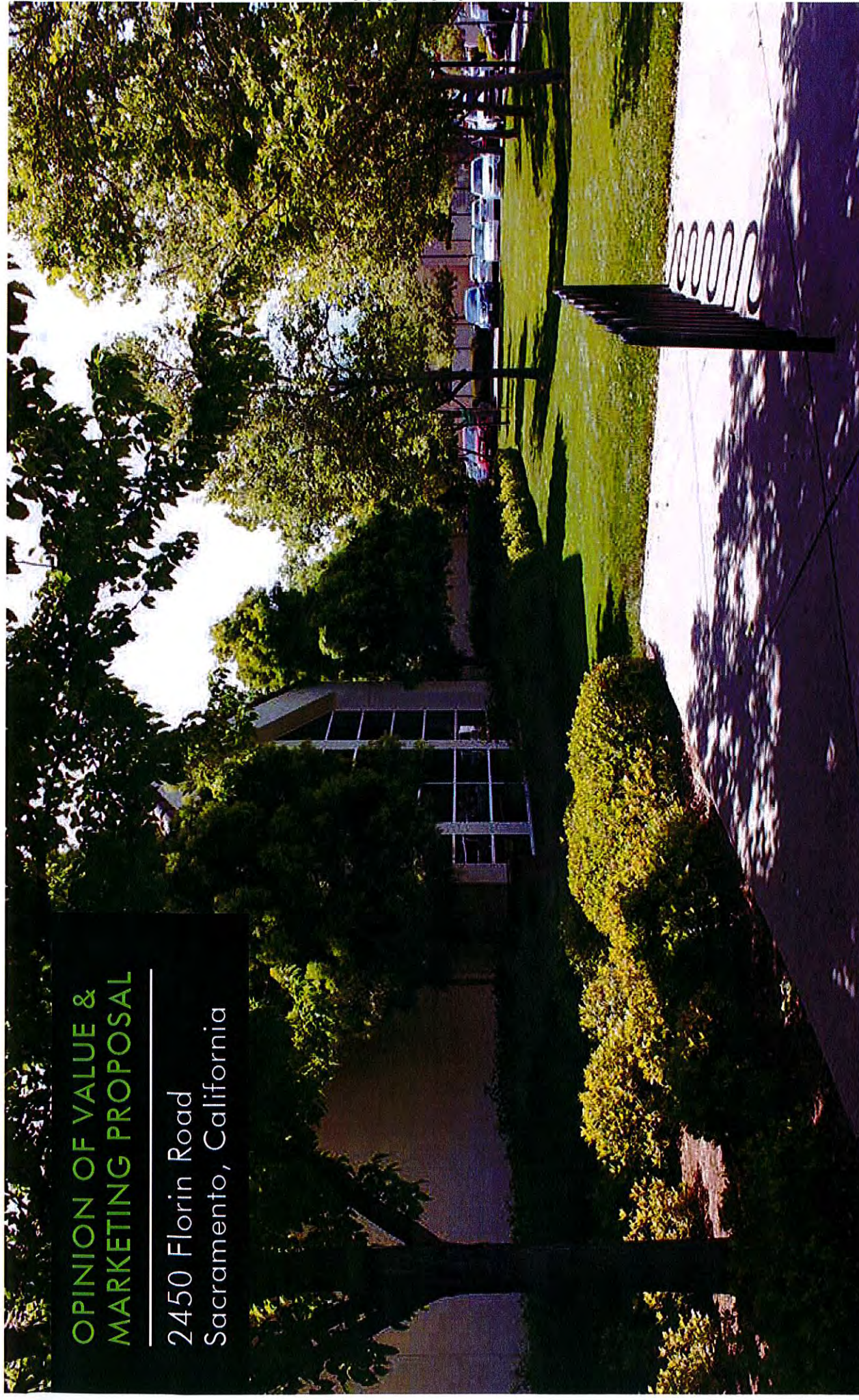
Michael Stassi
First Vice President
Lic. 01798564
+ 1 916 446 8264
michael.stassi@cbre.com

Daniel J. Baker
Senior Associate
Lic. 01705912
+ 1 916 492 6963
daniel.j.baker@cbre.com

Matt Post
Associate
Lic. 01899707
+ 1 916 446 8756
matt.post@cbre.com

CBRE Sacramento
500 Capitol Mall
Suite 2400
Sacramento, CA 95814
www.cbre.com/ipsacramento

CBRE
CAPITAL MARKETS
INVESTMENT PROPERTIES



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executed agreement, and without any liability to the other party, either party may (1) propose different terms from those summarized herein, (2) enter into negotiations with other parties and/or (3) unilaterally terminate all negotiations with the other party hereto. 20113157-BOV

This information has been obtained from sources believed reliable. We have not verified it and make no guarantee, warranty or representation about it. Any projections, opinions, assumptions or estimates used are for example only and do not represent the current or future performance of the property. You and your advisors should conduct a careful, independent investigation of the property to determine to your satisfaction the suitability of the property for your needs. CBRE and the CBRE logo are service marks of CBRE, Inc. and/or its affiliated or related companies in the United States and other countries. All other marks displayed on this document are the property of their respective owners.



introduction

Thank you for the opportunity to review the property and present both an opinion of value and our capabilities relative to marketing the asset to achieve the highest possible price.

situation analysis

Subject Property was developed as a build-to-suit for the Sacramento County Human Assistance Agency by the Florin Resource Conversation District, which funded the project with a bond issue. At present the lease is in default and Owner is unable to fund certain tenant improvements required under the lease or pay for needed capital improvements on the building which together total \$846,118. In addition, property taxes are delinquent with a current balance owing of \$845,070.

Tenant extended its lease two years ago; however, Tenant has been forced to self-fulfill all management and operational services for the property due to the Landlord's inability to fund and self-manage the property. Credits against contract rent per the lease extension are being made monthly to account for the Tenant's resources in managing the asset.

Due to the existing defaulted nature of the lease, marketing of the asset promises to be a nuanced process that will likely require Tenant to be a party to the transaction.

property description

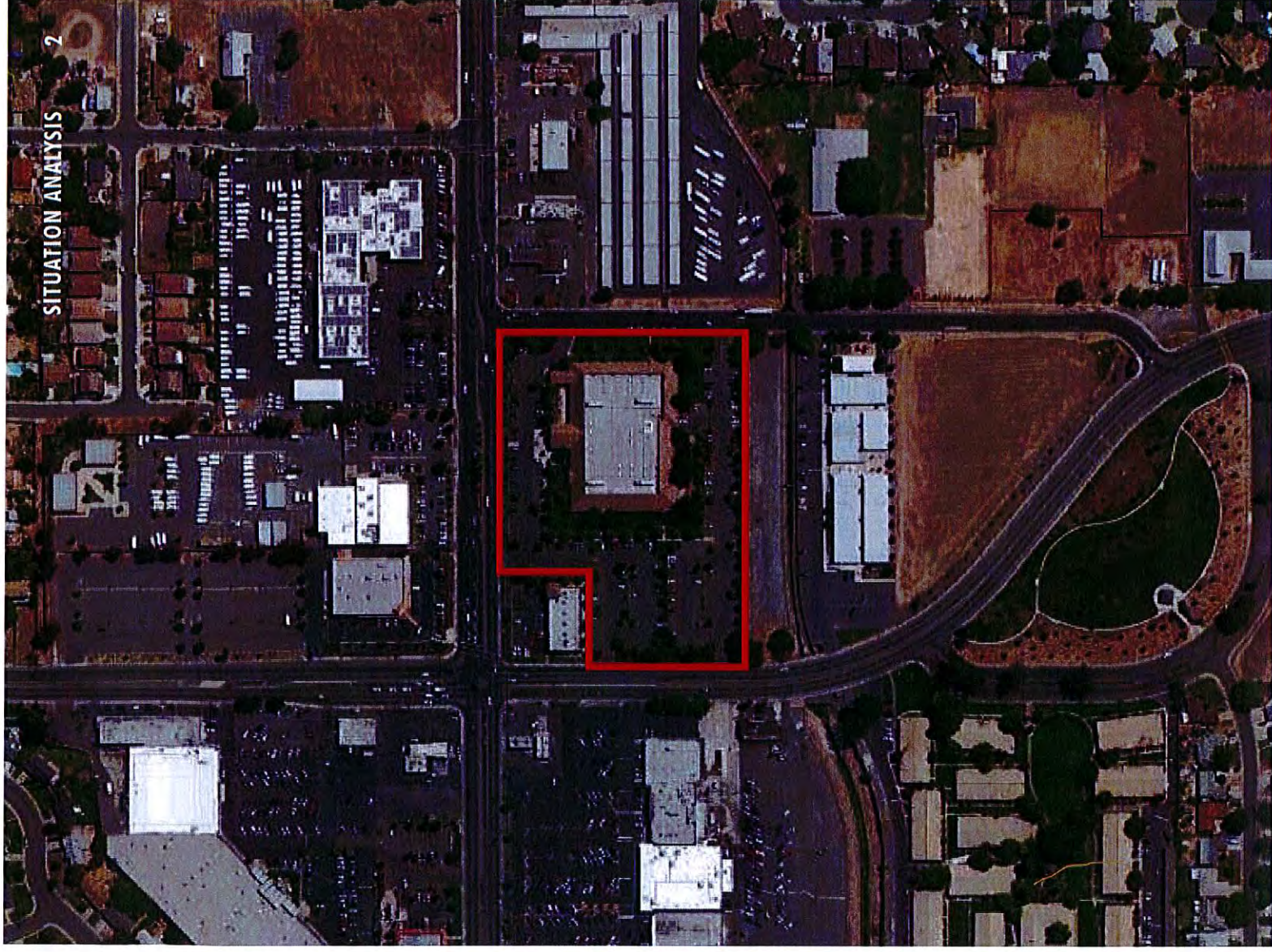
Physical

2450 Florin Road is a single-story Class B office property located just east of 24th Street in Sacramento, California. The building contains ±52,252 square feet and sits on a parcel measuring approximately 5.7 acres. The property has frontage on Florin Road and is conveniently located roughly half way between Highway 99 and Interstate 5.

The property was custom built to meet the specifications and requirements of the Sacramento County Department of Human Assistance. The majority of the improvements are traditional office space, but also include a kitchen, supply room, break room, and two sets of rest rooms, one of which features lockers and showers. A portion of the building is specialized to facilitate meetings and interaction between staff and the public. These improvements include an interior lobby, interview rooms, a children's play area, and an outdoor patio area.

Location

The property is on Florin Road in a location that is easy to reach via both Highway 99 and Interstate 5. Many clients of the Agency live in South Sacramento making the location convenient for them. Florin Road is served by Regional Transit buses and the Florin Light Rail station is only a short distance east of Subject Property.



asset positioning

Strengths

- Location provides optimal convenience for the Agency's clients.
- Built-to-suit improvements are ideal for Tenant's functions and needs.

Weaknesses

- In addition to equity, a Purchaser must:
 - Pay delinquent property taxes totaling \$854,070.
 - Fund tenant improvements required by the lease totaling \$548,061.
 - Cure items of deferred maintenance totaling \$298,057.
- Asset may be difficult or impossible to finance until these issues are resolved.
- Tenant will need to be a party to the sale due to the lease being in default.
- Crime rate in the submarket is higher than average for Sacramento.
- Should Tenant ever vacate, the costs of reconfiguring and re-leasing the space would be prohibitive given low demand and market rents.

Opportunities

- Because of its specialized requirements, including locational imperatives, Tenant is likely to stay for a long time if the asset is properly managed and the Agency's needs are met.

Threats

- Departure of current tenant would be catastrophic.

rent roll

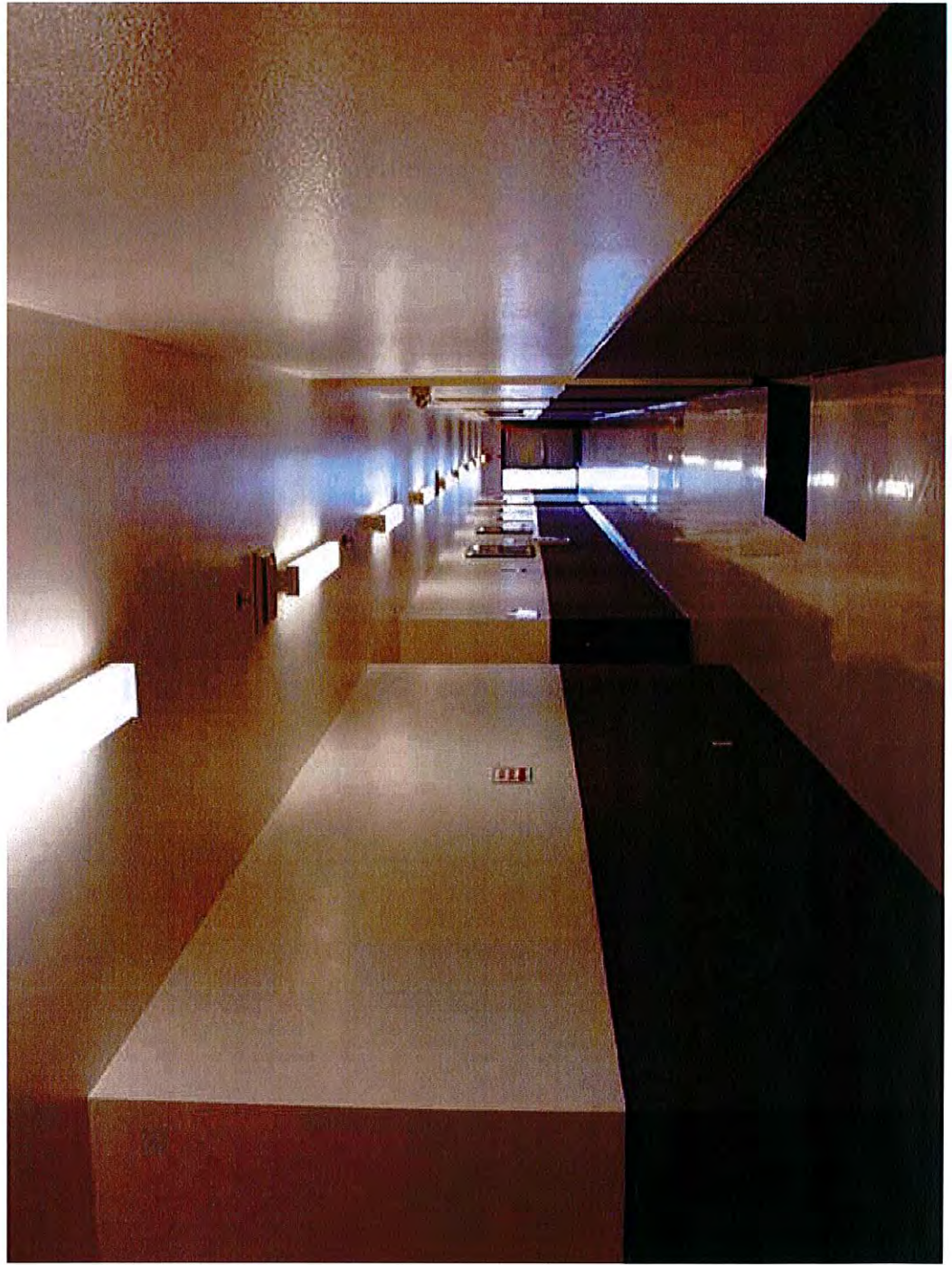
Tenant	Rentable Sq. Ft.	Lease Term			Current Base Rent		Lease Type (1)	Escalations			Options		
		Start	End	Monthly	Per Sq. Ft.	Annual		Date	New Mo. Rent	Per Sq. Ft.	No. x Term	Option Rent	Pro Rata
County of Sacramento	52,252	Feb-13	Jan-23	\$93,450	\$1.79	\$1,121,400	mod. gr.			None	None	None	100%

(1) Tenant pays gas, electricity, and janitorial directly. All other expenses are paid by Landlord.

approaches to value

We used two approaches to value – a capitalized income approach and a 10-year discounted cash flow analysis. Depending on circumstances, both can help in determining the value of an asset. If both approaches point to a similar number one can have a certain level of confidence in the value derived.

The delinquent taxes and deferred capital items create a special situation, so we felt it was important to use both methods to provide a cross-check on the suggested value.



capitalization of net income

Shown at right is the result of our capitalized income approach to value. First we calculated a value ignoring the various issues previously mentioned. Since the cap rate in an investment decision is largely determined by perceived risk, the cap rate for Subject has to be higher than would be the case in a typical sale. Absent some premium for doing so, investors are not going to tackle the issues associated with this asset. Under normal circumstances an asset like this one would probably trade at a capitalization rate between 8.0% and 9.0%. We settled on a cap rate of 8.75% to be applied against net income, and then deducted the total offsets to arrive at a value of \$7,152,782. Refer to the table of recent single-tenant office sales for comparison to the suggested value.

financial summary

Stabilized value before costs to stabilize:	\$8,852,970
Net Rentable Area	52,252
Scheduled Gross Income	\$1,121,400
plus expense reimbursements	-
Adjusted Scheduled Gross Income	\$1,121,400
less 5% vacancy and collection loss allowance	(\$56,070)
Effective Gross Income	\$1,065,330
less Operating Expenses	(\$290,695)
per square foot	\$5.56
Net Operating Income	\$774,635
Initial Capitalization Rate	8.75%
<u>Net value calculation</u>	
Stabilized value from above	\$8,852,970
less tenant improvements required by lease	(\$548,061)
less deferred maintenance & repairs	(\$298,057)
less delinquent property taxes	(\$854,070)
Net value of asset as-is (net proceeds before costs of sale)	\$7,152,782
Per square foot	\$136.89

discounted cash flow analysis

An Argus discounted cash flow looks not only at current leases and income, but at other factors that affect an investor's overall rate of return, such as lease rollover or, in this case, the need to fund past due property taxes and deferred TI and maintenance items at the beginning of the transaction. We then assumed the price derived from our direct capitalization model to calculate and test the yield. The model projects a cash IRR of 11.1% if the asset is held for 10 years and then sold. For an asset in this location with issues, this yield will probably not be considered adequate by many investors, but we believe it may be achievable if Tenant can be persuaded to make a strong commitment to the asset in exchange for credible assurances that the new Ownership will be a good steward of the property. In our view, the DCF analysis demonstrates that, if the asset is marketed in the right way and with full cooperation from all parties, the target pricing referenced above is not unreasonable.

major assumptions

The key assumptions behind our 10-year discounted cash flow analysis are shown in the following table. Selected reports from the Argus™ analysis are included in the appendix to this presentation.

Analysis term and starting date:	Ten years commencing March 2015
Inflation Rates:	
General:	2.5%
Market rent:	2.5%
Operating expenses:	2.5%
Property taxes:	2.0%
Current Market Rent:	\$ 19.80 psf/year, modified gross (Tenant pays gas, electricity, and janitorial)
Operating Expenses:	Per Owner's 2015 budget with property taxes adjusted for sale and management fee set to 2.5% of EGI.
Expense Reimbursements	
Current:	Modified gross. Landlord pays all expenses except gas, electricity, and janitorial which Tenant pays directly.
Future:	Same
SPECIAL NOTE	
The DCF analysis assumes that Purchaser will fund, in the first month of the analysis, a total of \$1,700,188 needed to cure the delinquent property taxes and pay for improvements to Tenant's space required under the lease and for deferred maintenance on the building.	
Rollover Assumptions	
Renewal probability:	95%, based on lack of suitable alternatives, Tenant's need to be located in this area, and improvements specifically built to accommodate the agency's requirements.
Options:	None
Months dark:	12
Starting rent:	100% of fair market rent when the lease commences.
Escalations:	Assumes rent is increased annually by \$.05 per square foot per month.
T.I. Allowance:	\$35 per rentable square foot on new leases; \$10 per square foot on renewals.
Concessions:	None
Term length:	10 years.
Leasing commissions:	7.5% of base rent on the first five years of term; 3.75% on the next five years.
Minimum stabilized vacancy:	None
Debt / Refinancing:	None modeled
Reversion:	
Terminal capitalization rate:	8.5%
Present value discounting method:	Monthly
Costs of Sale:	2.5%

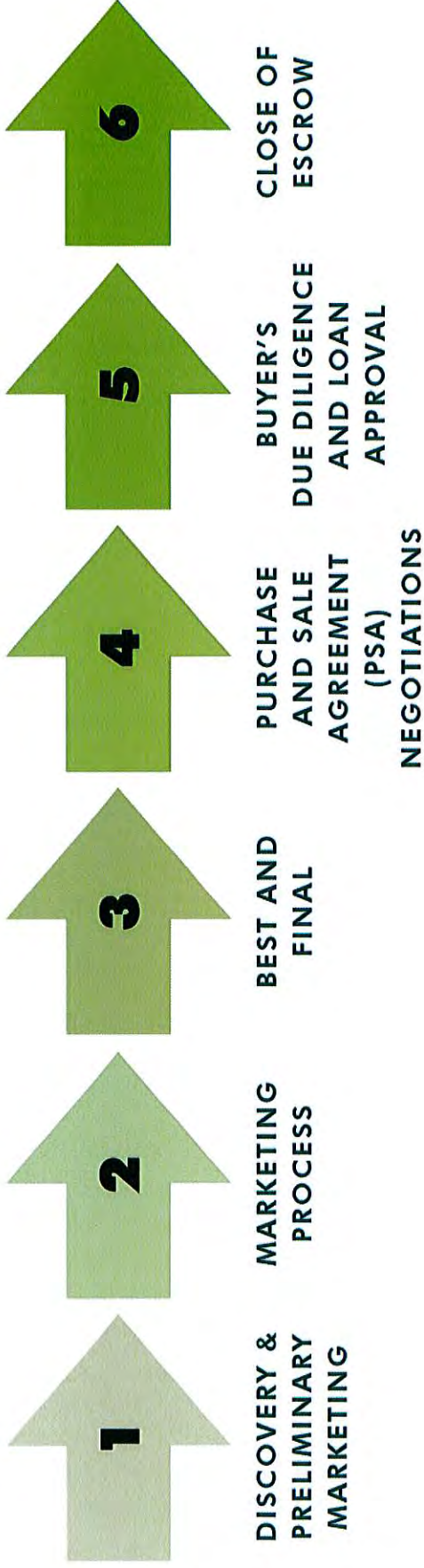
recommendation: market pricing

Sound strategic pricing is the key to successful marketing. Over-pricing is commonplace in commercial real estate due to the belief that one must leave "room to negotiate". Taken too far, however, overpricing discourages some qualified purchasers from attempting to acquire the asset. When property is marketed at a price approximating its true value, investors are more likely to bid, and our managed bid process is designed to create an auction environment with multiple bidders vying to purchase the asset.

Should Ownership wish to sell, **our recommendation would be to offer the property priced at \$8,950,000.** This pricing is designed to signal that Ownership is reasonable, knowledgeable, and appreciates the special challenges an investor will face in acquiring this asset under existing circumstances.

managed bid process

The Marketing Team will coordinate, manage, and execute the Managed Bid Process, which has been successful in thousands of sales transactions throughout the United States. The primary objective of the Managed Bid Process is to maximize the exposure of the Property in order to sell to the most qualified buyer at the highest price in the shortest time frame.



On the following pages we detail the tasks associated with each of the steps in this process.

managed bid process

First Step – Discovery & Preliminary Marketing

Once selected as the Disposition Team, we will complete a detailed and strategic due diligence analysis of the Property. The following are the first steps of the discovery and preliminary marketing process:

- Determine the scope of Ownership and CBRE Team responsibilities.
- Conduct a thorough review of all property due diligence documentation, including the ALTA Survey, entitlements, and environmental Phase I and Phase II. All documents will be uploaded to the CBRE Marketplace website for future reference by prospective buyers. This website allows potential buyers to access large files of documents for review prior to their acquisition of the property.
- Finalize a detailed financial underwriting and development analysis, including Argus model and evaluation of the Property.
- Prepare and then obtain approval from Ownership of a format for the Confidentiality Agreement (CA) and Purchase and Sale Agreement (PSA).
- Design, review, and finalize the Offering Memorandum, which details investment highlights and financial assumptions regarding the Property.
- Design a new, dedicated website describing the investment opportunity.
- Finalize a list of targeted buyers to include local, regional, and national investors.

Second Step – Marketing Process

The marketing process introduces the acquisition opportunity to potential buyers. We generate a high level of interest through a well-executed marketing campaign as outlined below:

- Distribute the OM, including selected Argus reports, to prospective buyers.
- Commence direct, personal phone calls to prospects.
- Schedule and conduct marketing tours.
- Announce a due date for initial offers.

Third Step – Best and Final

The Best and Final round creates a competitive atmosphere in which a fair and confidential process drives offers to the highest possible price. After receiving initial offers, we invite the most qualified prospective buyers to submit their final offers. This competitive process allows the most interested buyers to increase their purchase prices and/or shorten their due diligence and closing time frames.

- Receive initial offers to purchase.
- Prepare for Ownership's review a Bid Book that includes a summary of all offers and buyer profiles.
- Review the Bid Book with Ownership.
- Select top buyers and extend an invitation to participate in the Best and Final round. The selected buyers will be provided access to due diligence material uploaded to the CBRE Marketplace website.
- Conduct buyer interviews and request financial information to qualify each prospective buyer's ability to close.
- Review the Best and Final bids with Ownership.
- Select the most qualified Buyer.

managed bid process (continued)

Fourth Step – Purchase and Sale Agreement (PSA) Negotiations

Contract negotiations are designed to enable Ownership to control the terms of the transaction. The CBRE Team will facilitate negotiation between Ownership, Buyer, and associated legal teams. Once a Buyer has been selected, we will:

- Coordinate with all parties involved in the negotiations - Ownership, Buyer, and legal counsel.
- Facilitate negotiation and execution of the Ownership-prepared Purchase and Sale Agreement.
- Coordinate with the Title Company to open escrow upon delivery of the executed PSA and first deposit.

Fifth Step – Buyer’s Due Diligence and Loan Approval

The CBRE Team will coordinate and assist Buyer through the due diligence process. Due diligence is the time period after the PSA has been signed during which the Buyer conducts inspections of the property before the deposit becomes non-refundable. The following inspections and reviews may be conducted during due diligence:

- Physical property inspection.
- Review of the preliminary title report and survey.
- Review zoning, General Plan, and compliance with law.
- Conduct Environmental Phase I and/or Phase II, if required.
- Market review and tours with Buyer.
- Oversee the loan approval and assumption process to ensure Buyer and Lender are moving as quickly as possible toward approval and preparation of loan documents.

Sixth Step – Close of Escrow

The final step of the disposition transaction:

- Work with Ownership to collect executed estoppels and SNDA certificates from the tenants as required by Lender.
- Buyer’s deposit increases and becomes non-refundable.
- Close of escrow.

internet marketing

CoStar. Although CoStar is best known for providing the commercial real estate industry with property and comparable sales data, their services include a posting site for investment properties which their customers can access nationwide.



CampaignLogic is an e-mail distribution system designed to meet the needs of CBRE's real estate professionals and clients. Using CL, we are able to send our investors a description of the property with full-color images, all designed to whet their appetite and create interest in reviewing the full offering memorandum. Many people have e-mail services that restrict the size of attachments. CL allows us to distribute information almost instantaneously, but the recipient downloads the offering package over the internet simply by clicking a link provided in the e-mail. Once downloaded, recipients can print the offering package locally on their color printer. The other advantage of CL is that we can track how many people read the e-mail and how many actually download the package.



LoopNet. One of the first and perhaps best known of all websites devoted to commercial real estate is LoopNet.com. We have been posting our investment properties on LoopNet since 1999 and generally receive several inquiries per week as a result of this exposure.



CBRE web site. CBRE continues to develop new ways to exploit the convenience of the internet. We create a special web page for each property we market.

due diligence management

Our standard practice is to collect all due diligence materials from the Owner by the time we go to market. We then catalog and organize the information and exhibits so that we can transmit them to the Buyer – and start the due diligence period – as soon as an agreement has been reached. Documents are scanned into digital form and uploaded to a secure server to which we control access with a password. This process allows a prospect, purchaser, or their consultants anywhere in the world, to reference a document almost instantly, making the due diligence process more convenient for all parties. With the permission of Ownership, we provide access to select due diligence materials via our website as soon as our offering memorandum is distributed. Buyers are encouraged to review the data so that their subsequent offers are as well-informed as possible. A buyer who is able to have his concerns addressed prior to making his offer tends to feel more comfortable offering at a higher price. Similarly, knowing what his debt alternatives are allows for a clearer view of the opportunity and more aggressive pricing, as well. The faster we qualify buyers, the sooner we will see offers and the better-qualified those offers will be. Allowing a buyer access to due diligence documents before he tenders an offer also reduces the likelihood that the buyer will seek to retrade on the offer price when in contract.

marketing timeline

The following timeline represents a typical time frame for the performance of each step in the data collection, marketing, and sales escrow process.

CBRE receives the assignment to sell the property	
Listing agreement is prepared and executed	3 days
Data Collection	7 days
Property checklist is emailed to Owner's designated representative	
Owner assembles all required information and sends to CB	
Preparation of Offering Memorandum	14 days
Abstract all leases	
Revise financials if required	
Obtain owner's approval of revised financials	
Ground and aerial photography	
Create graphics and maps	
Write narrative portions of offering	
Send draft to Owner for review and comments	
Make revisions	
Create final version and obtain written approval from Ownership	
Distribute package to investors	2 hours
Respond to inquiries and receive offers	4 weeks
Qualify and select buyer (or "best and final")	3-7 days
Negotiate, prepare, and execute Purchase and Sale Agreement	7-14 days
Due diligence review period	30 days
Financing contingency period (concurrent with due diligence review)	45 days
Days to close following financing approval	15-30 days

commission schedule

In the event Ownership grants us the assignment to market the property, we would respectfully request a professional fee equal to 4% of the selling price. If Purchaser is represented by a broker outside the listing team, the fee will be shared equally with said broker. If the listing team represents the Purchaser as well, the fee would be reduced to 3.5%.

broker cooperation

We firmly believe in the value of broker cooperation in securing the highest possible price. We disseminate marketing information to, and freely cooperate with, other brokers. We will do everything within our power to ensure that they are as knowledgeable about the subject as possible, and that they understand why it would be an ideal acquisition for their clients.

Because we best understand the property, we believe the greatest likelihood of closure will be achieved if we work with the buyer directly. However, we accept that some qualified buyers have long-standing relationships with other brokers and pledge a sincere effort to market to and cooperate with other brokers to ensure that no prospective buyer is overlooked. Our broker outreach efforts include not only fee sharing, but responding fully and promptly to requests for information and marketing collateral.

proposed marketing team



Randy Getz – Executive Vice President

Randy was born and raised in San Francisco. He received his undergraduate degree in Sociology from the University of California, Santa Barbara, then went on to earn his Juris Doctorate from the University of the Pacific, McGeorge School of Law. Prior to joining CBRE, Randy was a partner in a general civil practice.

Randy is a multiple honoree of the Investment Broker of the Year award from the Association of Commercial Real Estate, has been presented with their Brokers' Choice award, and has earned membership in CBRE's Colbert Coldwell Circle. Randy is on the boards of directors of Lambda Alpha International, an honorary land economics society, the Crocker Art Museum, and the Sacramento Region Performing Arts Alliance, the umbrella organization representing the Sacramento Philharmonic and the Sacramento Opera.



Daniel J. Baker – Senior Associate

Daniel provides full service advisory services, specifically in landlord and tenant representation. With over nine years of brokerage experience, he has worked with some of Sacramento's largest and most notable companies and landlords. He has in-depth knowledge of lease analysis, portfolio evaluation, property dispositions, and marketing strategies. His priority is to work for his client's best interest and provide the highest quality service.



Michael Stassi – First Vice President

Since 1995, Michael has been representing tenants, landlords, and financial institutions in the Sacramento region, including some of Sacramento's most established and reputable companies. Michael leads a five person real estate team of professionals that focuses on the leasing and sales of general office and medical office space in the greater five county region. He brings an institutional approach to his practice, providing his clients with the information and market data necessary to make strategic, cost-effective, and operationally efficient decisions. Michael has in-depth knowledge of options for ownership, construction, build-to-suits, and tenant/developer joint venture agreements.



Matt Post – Associate

Matt is an investment properties specialist who represents clients in the acquisition and disposition of commercial assets. He assists in consulting and advising clients in the marketing of office, retail, industrial and single-tenant, net leased properties. Matt joined CBRE after several years as a practicing corporate attorney.

Matt graduated from Claremont McKenna College and received his Juris Doctorate from the University of California, Davis, School of Law. Immediately after college, and before attending law school, he worked as a marketing analyst in the Home Construction Lending division of IndyMac Bank.

proposed marketing team (continued)



Hal Milliken – Senior Financial Analyst

Hal oversees the marketing process, collection of property data, preparation of marketing materials, and distribution of investment offerings to prospective purchasers. He is also in charge of financial analysis, including review of income and expense data, and the preparation of discounted cash flow analyses using ARGUS™ software. Hal has been with CBRE since 1998, and has 35 years' experience in the marketing and sale of real estate.



**Kori-Kai Neyer – Client Services Assistant /
Graphic & Web Designer**

Kai is in charge of coordinating property due diligence materials, and oversees the smooth flow of information to and from escrow. She also designs, edits, and produces the team's marketing materials. Kai brings to her position a strong background in layout design and newspaper editing, and is also an accomplished web designer.

selected transactions

Street Address	Location	Property Type	Price	Sq. Ft.	Year
Carmichael Oaks Shopping Ctr.	Carmichael CA	Retail	\$7,044,000	69,388	Marketing
Food Maxx	Sacramento CA	Retail	\$11,500,000	67,750	Marketing
2825-2829 Watt Ave.	Sacramento CA	Office	Unpriced	83,783	in contract
Power Ridge	Sacramento CA	Industrial	\$6,266,000	234,800	Marketing
3701 J Street	Sacramento CA	Medical	\$3,400,000	20,992	Marketing
Eureka Retail Portfolio	Eureka CA	Retail	\$7,437,000	45,968	in contract
1601 Exposition Blvd.	Sacramento CA	Office	\$23,400,000	132,418	2014
1 Cadillac Drive	Sacramento CA	Land	\$6,003,316	279,220	2014
5370 Home Rd.	Fresno CA	Industrial	\$5,300,000	132,573	2014
3720 Madison Ave.	No. Highlands CA	Office	\$2,805,000	51,005	2014
4200 Rocklin Rd.	Rocklin CA	Office	\$1,350,000	12,558	2014
Lincoln Ridge Shopping Center	Lincoln CA	Retail	Unpriced	20,765	2014
Howe Corporate Center	Sacramento CA	Office	Unpriced	105,708	2014
Shasta Crossroads SC	Redding CA	Retail	Unpriced	75,783	2014
1 Scripps Drive	Sacramento CA	Med. Office	\$4,090,000	21,360	2014
Holm Rd. & Scott St.	Petaluma CA	Light Ind.	\$3,875,000	34,900	2014
NEC Arden Way & Watt Ave	Sacramento CA	Retail Land	\$9,000,000	407,340	2014
2921-2991 G St.	Merced CA	Retail	\$6,150,000	68,536	2014
750 Link Rd/7790-7820 Bell Rd.	Fairfield & Windsor CA	Industrial	\$4,650,000	44,790	2014
2233-2255 Watt Ave.	Sacramento CA	Office	\$3,350,000	83,635	2013
3325/3355/3427 Watt Ave.	No. Highlands CA	Industrial	\$5,140,000	62,621	2013
10701 Idaho Ave.	Hanford CA	Industrial	\$5,413,531	1,024,000	2013
6651 Stamford Ranch Rd.	Rocklin CA	Retail	\$1,635,000	5,400	2013
3220 Broadway St.	Eureka CA	Retail	\$6,850,000	42,595	2013
6325 Fair Oaks Bl.	Carmichael CA	Retail	\$5,935,000	14,490	2013
5026-5160 Arden Way	Sacramento CA	Retail	\$12,350,000	50,410	2013
6 So. El Dorado St.	Stockton CA	Office	\$3,700,000	79,538	2013
Florin-Perkins Rd.	Sacramento CA	Land	\$2,800,000	653,400	2012
5496 Federal Blvd.	Denver CO	Retail	\$2,000,000	7,000	2012
9000 Foothills Blvd.	Roseville CA	R&D	\$12,500,000	326,173	2012

Street Address	Location	Property Type	Price	Sq. Ft.	Year
8887 Folsom Blvd.	Sacramento CA	Retail	\$1,425,000	12,561	2012
Gold River Exec. Center	Gold River CA	Office	\$7,650,000	56,046	2012
4772 Alvarado Canyon	San Diego CA	Office	\$6,225,000	22,000	2012
5245 S. Grove St.	Rocklin CA	Office	\$4,825,000	8,400	2012
Creekside Oaks	Sacramento CA	Office	\$20,000,000	177,774	2012
3805 Faraday Ave.	Davis CA	Flex/R&D	\$13,650,000	71,175	2012
1776 W. March Lane	Stockton CA	Office	\$13,600,000	95,423	2012
1900 Sunnyside Ct.	Bakersfield CA	Industrial	\$3,100,000	114,200	2011
Iron Point Bus. Pk.	Folsom CA	Office	\$19,750,000	211,056	2011
2855 Kirtisa Ave.	Sacramento CA	Retail	\$3,733,000	10,644	2010
Woodbridge Office Park	Sacramento CA	Office	\$11,276,250	93,446	2010
10250 Trinity Pkwy.	Stockton CA	Retail	\$3,600,000	12,000	2010
Merryhill Netomas	Sacramento CA	Retail	\$3,700,000	8,475	2009
101 W. Linden	Abbotsford WI	Industrial	\$1,030,000	32,000	2009
2575 Grand Canal	Stockton CA	Office	\$3,285,000	29,923	2009
Albamarle Road	Charlotte CA	Grnd. Lse.	\$755,000	50,004	2009
990 Reserve Dr.	Roseville CA	Office	\$2,655,000	12,953	2008
1919 Queen Anne Ave.	Seattle WA	Grnd. Lse.	\$2,213,000	41,818	2008
5245 So. Grove St. (DMV)	Rocklin CA	Office	\$4,710,000	8,400	2008
1111 Raley Blvd.	Chico CA	Office	\$6,100,000	26,768	2008
45 Matmor Road	Woodland CA	Industrial	\$2,635,000	15,000	2008
Border Foods	Deming NM	Industrial	\$3,000,000	200,000	2008
Amador County HHS	Sumter Creek CA	Office	\$16,900,000	49,126	2008
3126 Professional Dr.	Auburn CA	Office	\$3,819,146	12,930	2008
Rollingwood Racquet Club	Fair Oaks CA	Retail	\$4,000,000	20,000	2008
9355E. Stockton Blvd.	Elk Grove CA	Office	\$11,000,000	52,963	2008
Harter Business Park	Woodland CA	Industrial	\$5,475,000	124,800	2007
1776 W. Matthews Dr.	DePere WI	Industrial	\$6,075,000	101,200	2007
705 N. Lake	Tahoe City CA	Office	\$3,700,000	11,244	2007
1600 Sacramento Inn Way	Sacramento CA	Office	\$5,492,500	49,120	2007
2401 Bert Drive	Hollister CA	Industrial	\$12,860,759	175,325	2007

CBRE

CBRE is the global leader in real estate services.

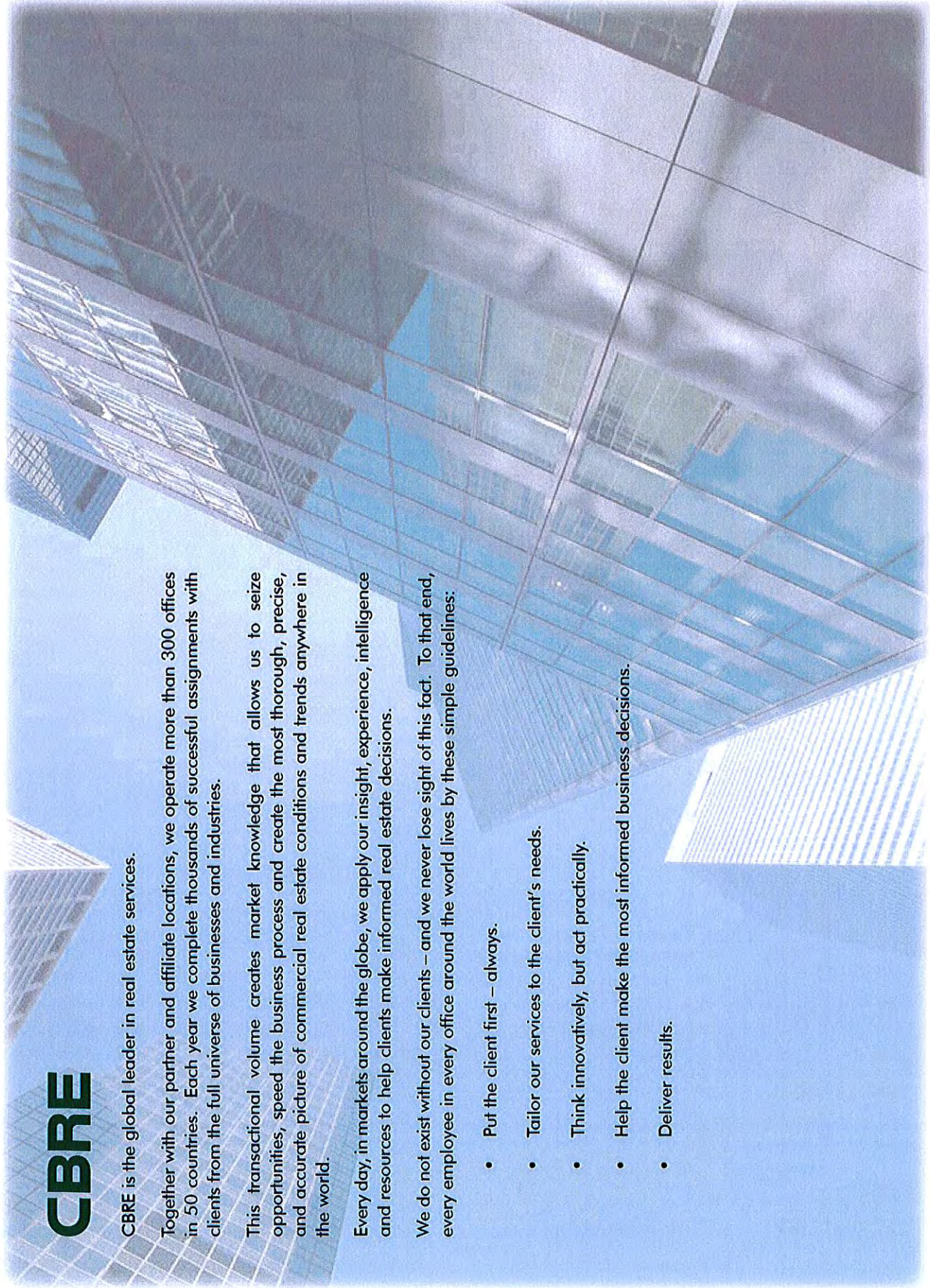
Together with our partner and affiliate locations, we operate more than 300 offices in 50 countries. Each year we complete thousands of successful assignments with clients from the full universe of businesses and industries.

This transactional volume creates market knowledge that allows us to seize opportunities, speed the business process and create the most thorough, precise, and accurate picture of commercial real estate conditions and trends anywhere in the world.

Every day, in markets around the globe, we apply our insight, experience, intelligence and resources to help clients make informed real estate decisions.

We do not exist without our clients – and we never lose sight of this fact. To that end, every employee in every office around the world lives by these simple guidelines:





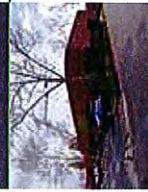


- Put the client first – always.
- Tailor our services to the client's needs.
- Think innovatively, but act practically.
- Help the client make the most informed business decisions.
- Deliver results.



appendix

- single tenant office sales
25,000 sf and above
- argus reports
- sample offering memorandum

single tenant office sales 25,000 sf and above

Address	Date Sold	Sale Type	Built	Occupancy	Price	Cap Rate Actual	Size	Price/SF	Comments
 1601 Exposition Blvd. Sacramento 95815	12/19/14	Investment	1980	100%	\$23,400,000	9.67%	132,418	\$176.71	Long-term lease to State of California.
 3020-3040 Explorer Dr. Sacramento 95827	07/02/14	Owner-user	unk.	n/a	\$1,850,000	n/a	26,845	\$68.91	Purchased by Health & Life Organizations, Inc.
 8001 Folsom Blvd. Sacramento, 95826	08/26/13	Owner-user	1985	n/a	\$2,887,900	n/a	28,879	\$100.00	Purchased by Goodwill Industries
 3130 Kilgore Road Rancho Cordova	12/21/12	Investment	2000	100%	\$7,050,000	unreported	60,500	\$116.53	Tenant, Maximus, had occupied for more than 10 years.
 2330 Glendale Lane Sacramento, 95825	05/01/12	Owner-user	1991	n/a	\$2,000,000	n/a	26,050	\$76.78	Purchased by Strategies to Empower People, Inc.
 4875 Broadway Sacramento, 95820	01/19/12	Owner-user	1989	n/a	\$7,700,000	n/a	67,227	\$114.54	Purchased by UC Davis Health System
 2450 Florin Road Sacramento, 95822	Subject	Investment	1998	100%	\$7,152,782	8.75%	52,252	\$136.89	Price shown is net of TI, maintenance and delinquent property tax offsets.

argus reports

Schedule Of Prospective Cash Flow
In Inflated Dollars for the Fiscal Year Beginning 3/1/2015

	Year 1 Feb-2016	Year 2 Feb-2017	Year 3 Feb-2018	Year 4 Feb-2019	Year 5 Feb-2020	Year 6 Feb-2021	Year 7 Feb-2022	Year 8 Feb-2023	Year 9 Feb-2024	Year 10 Feb-2025	Year 11 Feb-2026
For the Years Ending											
Potential Gross Revenue	\$1,121,400	\$1,121,400	\$1,121,400	\$1,121,400	\$1,121,400	\$1,121,400	\$1,121,400	\$1,135,092 (107,142)	\$1,333,123	\$1,333,124	\$1,333,124
Base Rental Revenue	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,027,950	1,305,350	1,333,124	1,333,124
Absorption & Turnover Vacancy										31,351	62,702
Base Rent Abatements									(27,773)		
Scheduled Base Rental Revenue	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,027,950	1,305,350	1,364,475	1,395,826
Base Rental Step Revenue	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,027,950	1,305,350	1,364,475	1,395,826
Total Potential Gross Revenue	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,027,950	1,305,350	1,364,475	1,395,826
Effective Gross Revenue	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,121,400	1,027,950	1,305,350	1,364,475	1,395,826
Operating Expenses											
Taxes	81,008	82,628	84,280	85,966	87,685	89,439	91,228	93,052	94,913	96,812	133,156
Taxes - Direct Levies	11,057	11,333	11,616	11,907	12,204	12,510	12,822	13,143	13,471	13,808	14,153
Insurance	19,984	20,484	20,996	21,521	22,059	22,610	23,175	23,755	24,349	24,957	25,581
Water, Sewer, Trash	33,600	34,440	35,301	36,184	37,088	38,015	38,966	39,940	40,938	41,962	43,011
Landscaping	26,451	27,112	27,790	28,485	29,197	29,927	30,675	31,442	32,228	33,034	33,860
HVAC	30,000	30,750	31,519	32,307	33,114	33,942	34,791	35,661	36,552	37,466	38,403
Security Service	10,000	10,250	10,506	10,769	11,038	11,314	11,597	11,887	12,184	12,489	12,801
Maintenance	19,658	20,149	20,653	21,170	21,699	22,241	22,797	23,367	24,550	25,164	25,164
Repairs	33,750	34,594	35,459	36,345	37,254	38,185	39,140	40,118	41,121	42,149	43,203
Management	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000
Total Operating Expenses	292,508	298,740	305,120	311,654	318,338	325,183	332,191	339,365	346,707	354,227	396,332
Net Operating Income	828,892	822,660	816,280	809,746	803,062	796,217	789,209	688,585	958,643	1,010,248	999,494
Leasing & Capital Costs											
Tenant Improvements											
Leasing Commissions											
Taxes - Penalties	553,668										
Plant Renovation	300,402										
Tree Pruning	6,196										
Boiler repairs/replacement	7,055	5,589									
Carpet Replacement					40,000						
Exterior Painting	414,314										
Interior Painting	12,710										
Accordian Room Dividers	53,156										
Skylight Louvers	48,219										
ADA Upgrades	19,661										
Roof Repair/Replacement	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Asphalt Repair/Replacement	6,750	17,867			114,600						
Total Leasing & Capital Costs	1,442,131	43,456	20,000	60,000	134,600						
Cash Flow Before Debt Service & Taxes	(\$613,239)	\$779,204	\$796,280	\$749,746	\$668,462	\$796,217	\$789,209	\$688,585	\$216,068	\$1,010,248	\$999,494

Prospective Present Value
Cash Flow Before Debt Service plus Property Resale
Discounted Monthly (Effective Rate) over a 10-Year Period

Analysis Period	For the Year Ending	Annual Cash Flow	P.V. of Cash Flow @ 10.35%	P.V. of Cash Flow @ 10.60%	P.V. of Cash Flow @ 10.85%	P.V. of Cash Flow @ 11.10%	P.V. of Cash Flow @ 11.35%	P.V. of Cash Flow @ 11.60%	P.V. of Cash Flow @ 11.85%
Year 1	Feb-2016	(\$613,239)	(\$644,196)	(\$644,875)	(\$645,551)	(\$646,223)	(\$646,893)	(\$647,560)	(\$648,224)
Year 2	Feb-2017	779,204	667,998	665,645	663,305	660,978	658,666	656,367	654,081
Year 3	Feb-2018	796,280	619,480	615,922	612,393	608,893	605,420	601,975	598,557
Year 4	Feb-2019	749,746	527,242	522,998	518,799	514,641	510,527	506,455	502,426
Year 5	Feb-2020	668,462	423,618	419,203	414,844	410,541	406,292	402,096	397,953
Year 6	Feb-2021	796,217	461,504	455,762	450,103	444,527	439,033	433,620	428,284
Year 7	Feb-2022	789,209	414,538	408,454	402,473	396,593	390,812	385,128	379,540
Year 8	Feb-2023	688,585	329,741	324,211	318,787	313,466	308,244	303,121	298,095
Year 9	Feb-2024	216,068	77,997	76,158	74,364	72,615	70,910	69,246	67,623
Year 10	Feb-2025	1,010,248	394,896	386,468	378,238	370,202	362,354	354,690	347,204
Total Cash Flow		5,880,780	3,272,818	3,229,946	3,187,755	3,146,233	3,105,365	3,065,138	3,025,539
Property Resale @ 8.50% Cap		11,464,784	4,281,959	4,186,148	4,092,690	4,001,523	3,912,584	3,825,815	3,741,158
Total Property Present Value			\$7,554,777	\$7,416,094	\$7,280,445	\$7,147,756	\$7,017,949	\$6,890,953	\$6,766,697
Rounded to Thousands			\$7,555,000	\$7,416,000	\$7,280,000	\$7,148,000	\$7,018,000	\$6,891,000	\$6,767,000
Per SqFt			144.58	141.93	139.33	136.79	134.31	131.88	129.50
Percentage Value Distribution			58.68%	59.31%	59.95%	60.59%	61.24%	61.90%	62.56%
Assured Income			(15.36%)	(15.76%)	(16.16%)	(16.57%)	(16.99%)	(17.42%)	(17.85%)
Prospective Income			56.68%	56.45%	56.21%	55.98%	55.75%	55.52%	55.29%
Prospective Property Resale			100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Property Summary Report

Timing & Inflation

Reporting Period:
Inflation Month:
General Inflation Rate:

March 1, 2015 to February 28, 2025; 10 years
Analysis Start
2.50%

Property Size & Occupancy

Property Size:
Alternate Size:
Number of rent roll tenants:
Total Occupied Area:

52,252 Square Feet
1 Square Foot
1
52,252 Square Feet, 100.00%, during first month of analysis

Property Purchase & Resale

Purchase Price:
Resale Method:
Cap Rate:
Cap Year:
Commission/Closing Cost:
Net Cash Flow from Sale:

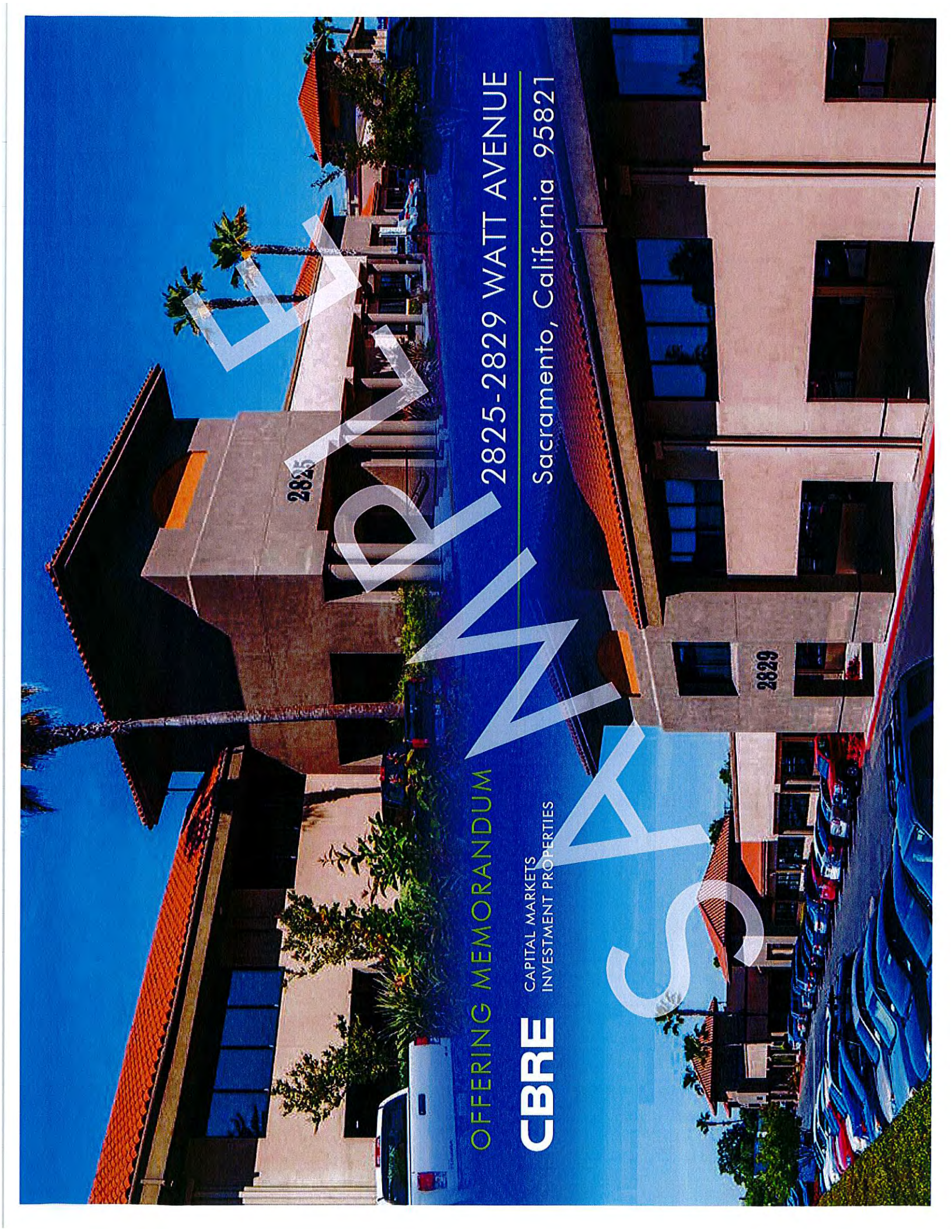
\$7,153,000
Capitalize Net Operating Income
8.50%
Year 11
\$293,969
\$11,464,784

Present Value Discounting

Discount Method:
Unleveraged Discount Rate:
Unleveraged Present Value:
Unleveraged Annual IRR:

Monthly (Effective Rate)
11.10%
\$7,147,756 at 11.10%
11.09%

sample offering memorandum



OFFERING MEMORANDUM

CBRE

CAPITAL MARKETS
INVESTMENT PROPERTIES

2825-2829 WATT AVENUE

Sacramento, California 95821



transaction contacts

Randy Getz

Executive Vice President
Lic. 00828903
+1 916 446 8287
randy.getz@cbre.com

Michael Stassi

First Vice President
Lic. 01198564
+1 916 446 8264
michael.stassi@cbre.com

Matt Post

Sales Assistant
Lic. 01899707
+1 916 446 8756
matt.post@cbre.com

CBRE Sacramento
500 Capital Mall
Suite 2400
Sacramento, CA 95814
www.cbre.com/ipsacramento

CBRE

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CONFIDENTIALITY AGREEMENT

This is a confidential Memorandum intended solely for your limited use and benefit in determining whether you desire to express further interest in the acquisition of the Property.

This Memorandum contains selected information pertaining to the Property and does not purport to be a representation of the state of affairs of the Property or the owner of the Property (the "Owner"), to be all-inclusive or to contain all or part of the information which prospective investors may require to evaluate a purchase of real property. All financial projections and information are provided for general reference purposes only and are based on assumptions relating to the general economy, market conditions, competition and other factors beyond the control of the Owner and CBRE, Inc. Therefore, all projections, assumptions and other information provided and made herein are subject to material variation. All references to acreages, square footages, and other measurements are approximations. Additional information and an opportunity to inspect the Property will be made available to interested and qualified prospective purchasers. In this Memorandum, certain documents, including leases and other materials, are described in summary form. These summaries do not purport to be complete nor necessarily accurate descriptions of the full agreements referenced. Interested parties are expected to review all such summaries and other documents of whatever nature independently and not rely on the contents of this Memorandum in any manner.

Neither the Owner nor CBRE, Inc. nor any of their respective directors, officers, Affiliates or representatives make any representation or warranty, expressed or implied, as to the accuracy or completeness of this Memorandum or any of its contents, and no legal commitment or obligation shall arise by reason of your receipt of this Memorandum or use of its contents; and you are to rely solely on your investigations and inspections of the Property in evaluating a possible purchase of the real property.

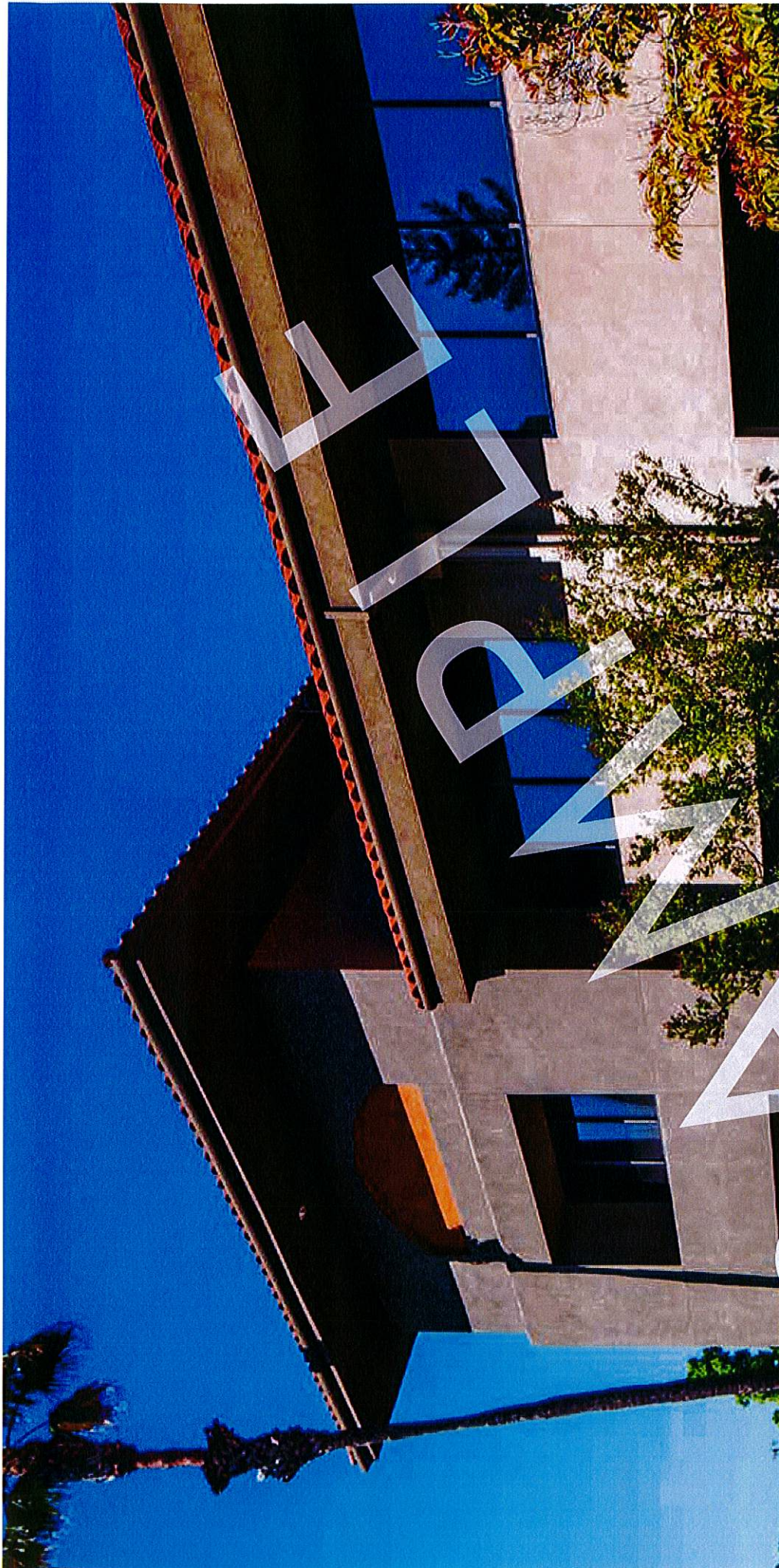
The Owner expressly reserved the right, at its sole discretion, to reject any or all expressions of interest or offers to purchase the Property, and/or to terminate discussions with any entity at any time with or without notice which may arise as a result of review of this Memorandum. The Owner shall have no legal commitment or obligation to any entity reviewing this Memorandum or making an offer to purchase the Property unless and until written agreement(s) for the purchase of the Property have been fully executed, delivered and approved by the Owner and any conditions to the Owner's obligations therein have been satisfied or waived.

By receipt of this Memorandum, you agree that this Memorandum and its contents are of a confidential nature, that you will hold and treat it in the strictest confidence and that you will not disclose this Memorandum or any of its contents to any other entity without the prior written authorization of the Owner or CBRE, Inc. You also agree that you will not use this Memorandum or any of its contents in any manner detrimental to the interest of the Owner or CBRE, Inc.

If after reviewing this Memorandum, you have no further interest in purchasing the Property, kindly return this Memorandum to CBRE, Inc.

DISCLAIMER

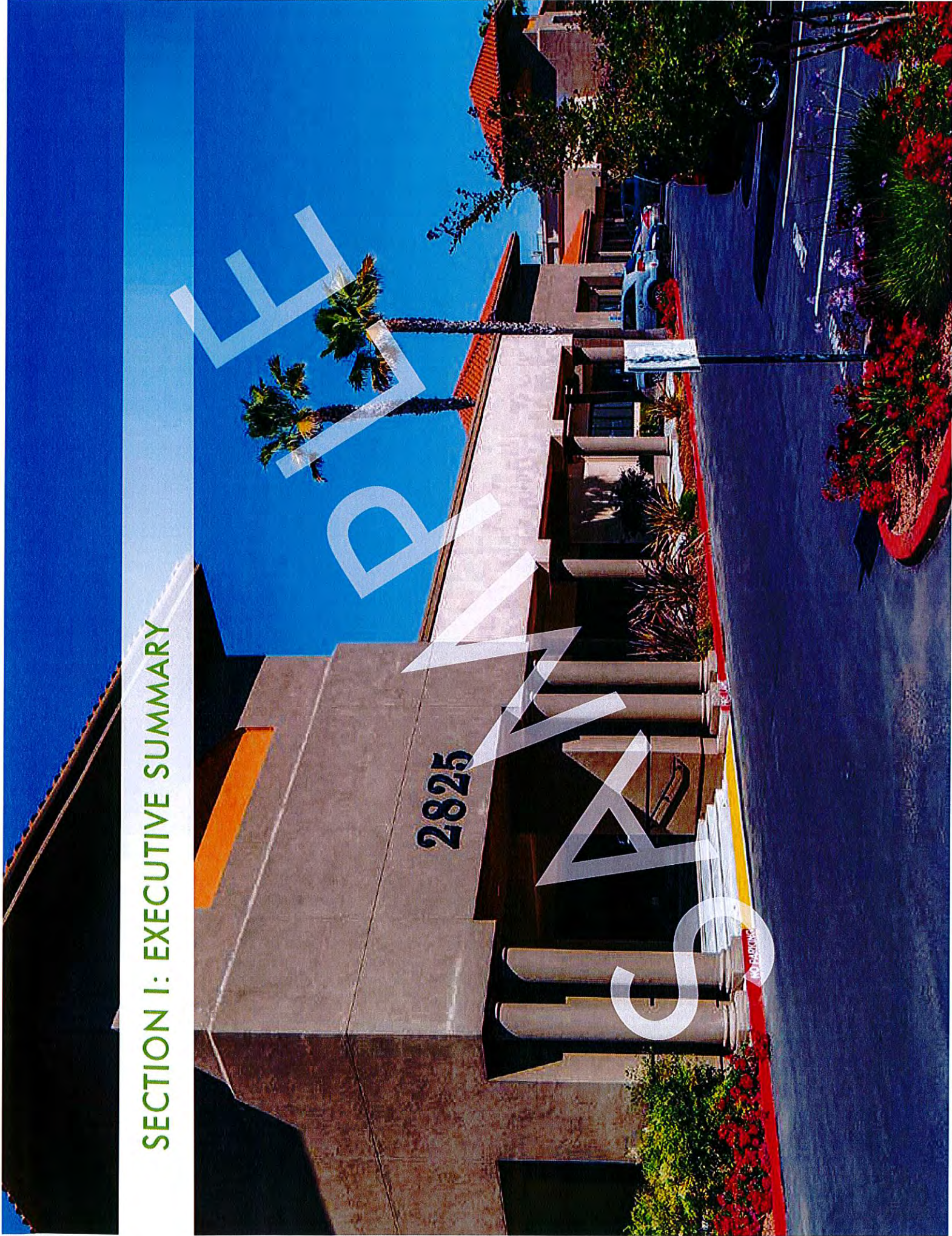
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contents

I. Executive Summary 5	II. Property Overview 11	III. Maps 19	V. Financials 30
Offering Summary	Property Summary	Aerial View	Financial Summary
Investment Highlights	Parcel Map	Regional Map	Expenses
Property Information	Floor Plan		Rent Roll
Financial Highlights	Key Tenant		Sales Comps
Key Tenant	Parking		Argus Assumptions
Amenities	Physical Description		Cash Flow
	Zoning		Property Summary Report
		IV. Market Overview 22	
		General Market Analysis	
		Neighborhood Description	
		Market Overview	

SECTION I: EXECUTIVE SUMMARY



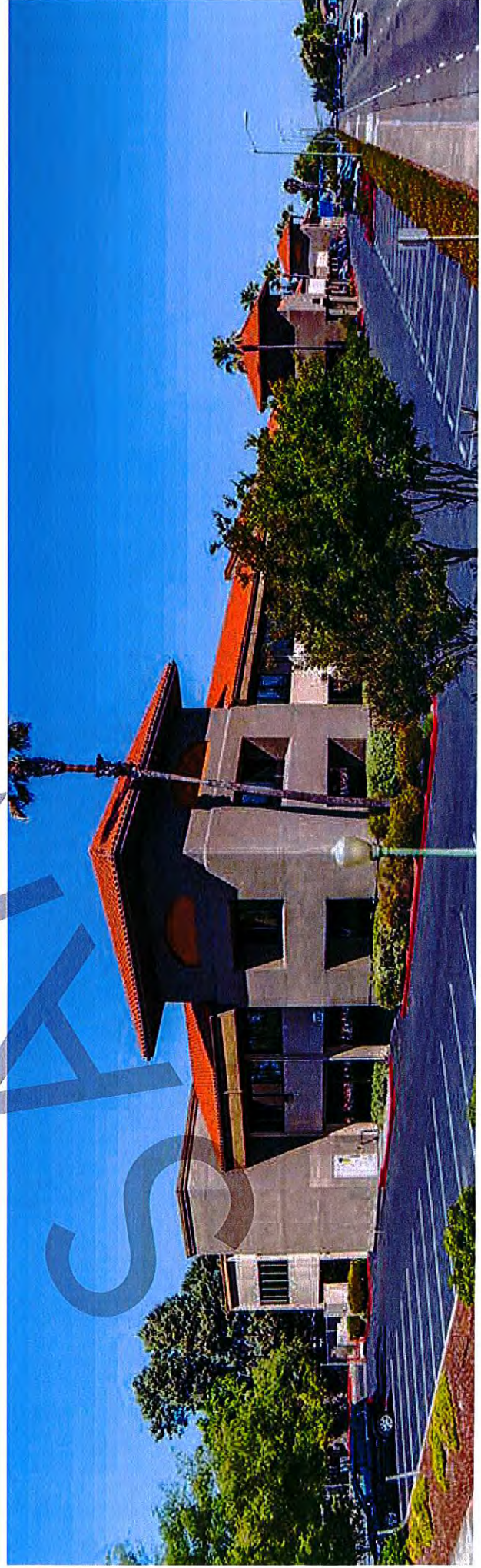
offering summary

CBRE, Inc., as exclusive advisor, is pleased to offer for sale two adjoining partially-leased, well-located office buildings at the intersection of Watt Avenue and Ben Lomond Drive in Sacramento. The Offering represents an excellent opportunity to reposition the asset to maximize its potential. The Property is 41% leased on long leases to Kaiser Foundation Health Plan which maintains an investment grade "A+" rating from Fitch and is an affiliate of Kaiser Permanente, the largest not-for-profit healthcare company in the United States.

The Subject consists of two adjoining office buildings totaling approximately 83,783 rentable square feet and features a decorative Spanish colonial style roof and front facade. Sitting on two adjacent parcels, the Property comprises approximately 3.94 acres, per the Sacramento County Assessor's records. The Property offers excellent visibility along heavily-traveled Watt Avenue and is just south of the Marconi Avenue intersection, another well-traveled thoroughfare. The Capital City Freeway, also known as Business 80, is only 2.1 miles west of the Property along Marconi Avenue and provides access to Sacramento's

CBD approximately four miles to the southwest. Property amenities include proximity to nearby dining and shopping, including one of the region's retail destinations, Arden Fair Mall, and immediate proximity to one of the region's preeminent golf country clubs, Del Paso Country Club. The offering represents an excellent value-add opportunity with space that is perfect for small-to-mid sized government and private users. With current occupancy of 41%, there is significant upside potential to increase income as the asset is stabilized. The existing investment grade tenant, Kaiser, has leased space at the Property since 1994 and just recently signed 5- and 7-year extensions.

The Property is located in a mature submarket bordering two other well-established office concentrations, Howe/Fulton and Point West. As Sacramento's office market continues its recovery, there is a good chance that a better economy coupled with California's newly-balanced state budget will result in renewed interest from both public and private tenants.



investment highlights

Excellent Value-Add Opportunity with Institutional Stability: The Property provides an excellent opportunity for value-add investors to take advantage of well-located, attractive, yet affordable office space. Sacramento's robust government/legal community and emergence as a health care hub are major drivers of demand, and the Property offers space that specifically addresses the needs of these users. Strong evidence of this fact is Kaiser's recent decision to extend their lease of the Subject by another seven years in their largest suite and another five years in their two smaller suites.

Strategic Location: Located on Watt Avenue between Business 80 and U.S. Highway 50 in Sacramento, the Property takes optimal advantage of nearby shopping, dining and entertainment opportunities. It also offers excellent access to both the highway system and public transit with a handful of bus stops within 500 feet of the Property. Interstate

80 is the major east-west route, connecting Sacramento with San Francisco to the west, and crossing the country all the way to the east coast.

Leasing Upside: At 41% occupancy, the Property is a perfect candidate for freshening and repositioning. It promises significant upside potential with an aggressive, targeted leasing program to stabilize it. Kaiser's recent 5- and 7-year lease extensions provide a buyer with a reliable baseline income stream and the ability to focus attention and resources on leasing the balance of the project. The buildings are well-suited for small or large tenants with suites ranging in size from 2,857 square feet to 25,803 square feet of contiguous space.

Stable, Rising Market: The Property is located in California's fourth largest MSA. Net absorption for Sacramento's office market during 2013 was 1.1 million square feet, its strongest performance since 2005.



property information

Property Name:	2825-2829 Watt Ave
Property Type:	Office
Address:	2825-2829 Watt Avenue
City:	County of Sacramento
State:	CA
Zip Code:	95821
County:	Sacramento
MSA:	Sacramento, CA
Ownership Interest:	Fee Simple
Net Rentable SF:	83,783 (approx.)
Parking:	302 total spaces; 79 covered (approx.)
Land Area (acres):	3.94 (approx.)
Year Built / Renovated:	1957-86 / 2013
Number of Buildings:	2
Number of Stories:	2
Elevators:	2
Occupancy:	41%

key tenant

Tenant Name	Square Feet	% of Total	Lease Expiration	Fitch Rating
Kaiser Foundation Health Plan	34,587	41.3%	3/31/2020 & 3/31/2022 *	A+

* Depending upon the suite

financial highlights

The Subject is offered for sale unpriced.

	Current	Stabilized
Occupancy:	41.3%	95%
Effective Gross Income:	\$872,714	\$1,564,548
Estimated expenses:	(\$311,539)	(\$465,065)
Net Operating Income:	\$561,175	\$1,099,484

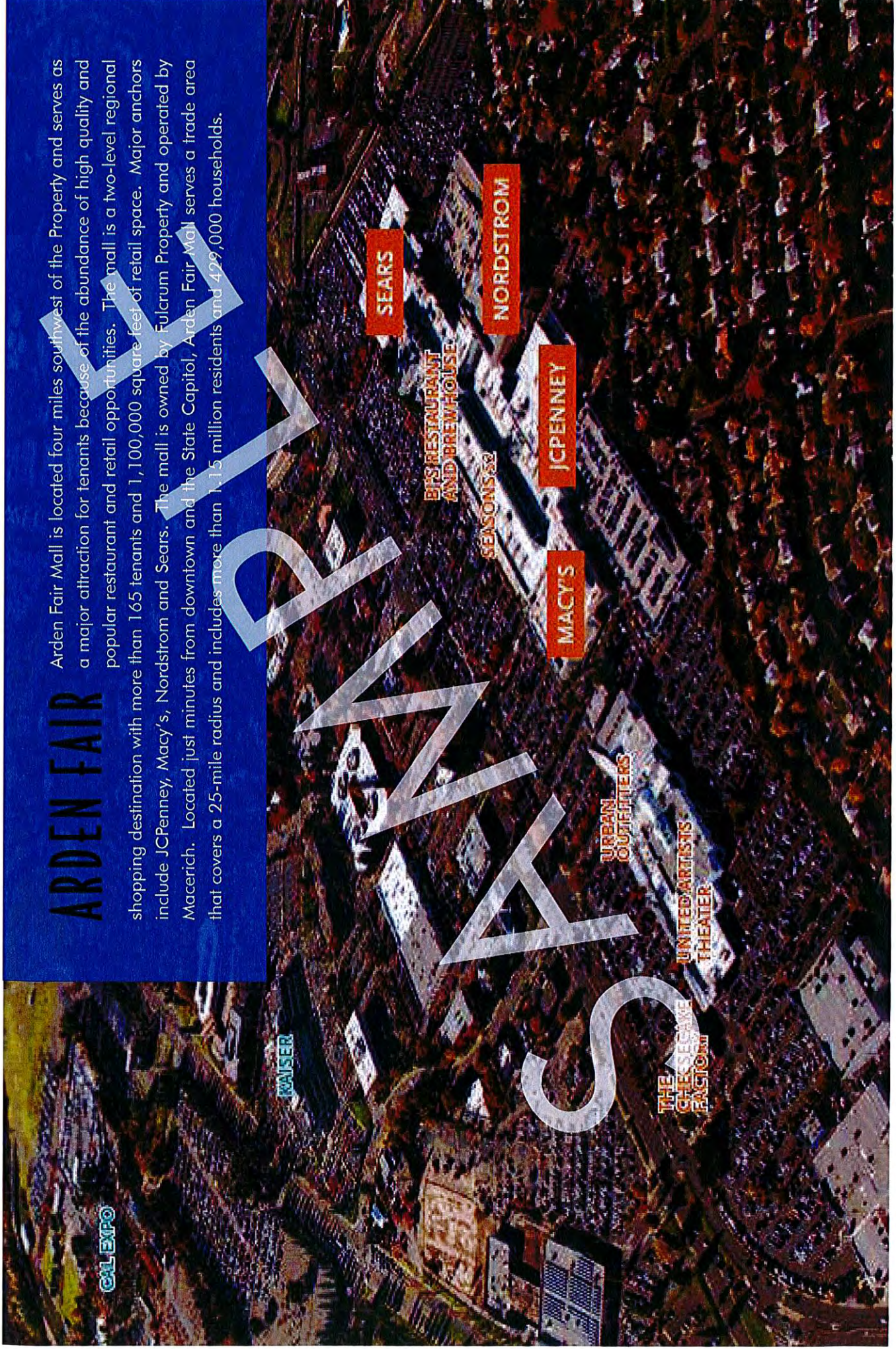
* Stabilized expenses reflect 2013 property taxes.



amenities

ARDEN FAIR

Arden Fair Mall is located four miles southwest of the Property and serves as a major attraction for tenants because of the abundance of high quality and popular restaurant and retail opportunities. The mall is a two-level regional shopping destination with more than 165 tenants and 1,100,000 square feet of retail space. Major anchors include JCPenney, Macy's, Nordstrom and Sears. The mall is owned by Fulcrum Property and operated by Macerich. Located just minutes from downtown and the State Capitol, Arden Fair Mall serves a trade area that covers a 2.5-mile radius and includes more than 1.15 million residents and 429,000 households.



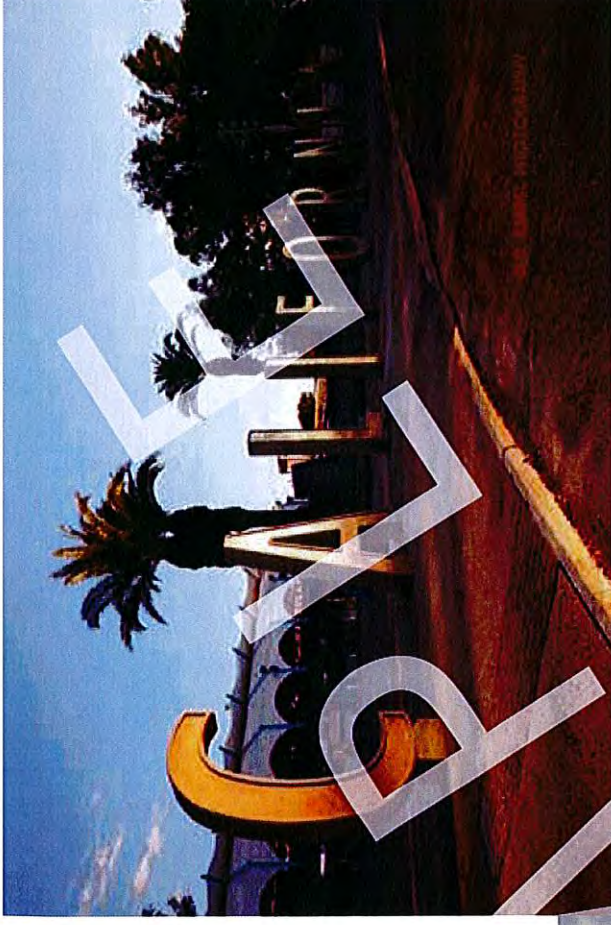
amenities (continued)



Cal Expo

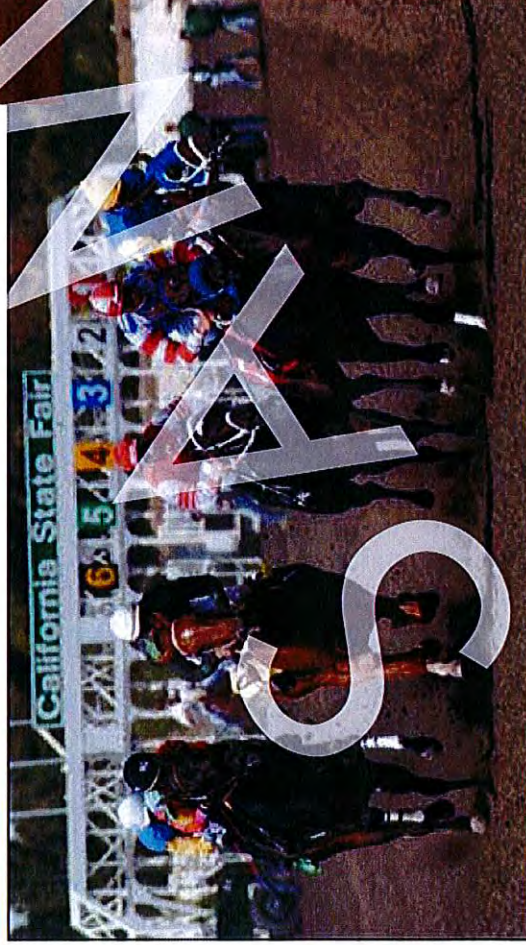
The California Exposition and State Fair (Cal Expo) is an independent state agency that has an estimated economic impact of more than \$250 million on the region. During the annual State Fair more than 2,000 seasonal temporary employees are hired. In addition to the

annual State Fair, Cal Expo hosts a number of other community, trade and business events, including the annual State Fair Gala (supporting scholarships), Sacramento County Fair, International Sportsman Expo, Western States Horse Expo and a number of other



RV, auto and special collectible trade shows. The one-mile dirt racetrack at Cal Expo hosts live thoroughbred racing during the annual State Fair and live harness racing (September through May), in addition to special events like the Sacramento Mile motorcycle race.

Sacramento's new professional soccer team, Sacramento Republic FC, recently selected Cal Expo as its home pitch and completed construction of a new 8,000-seat stadium on the site.

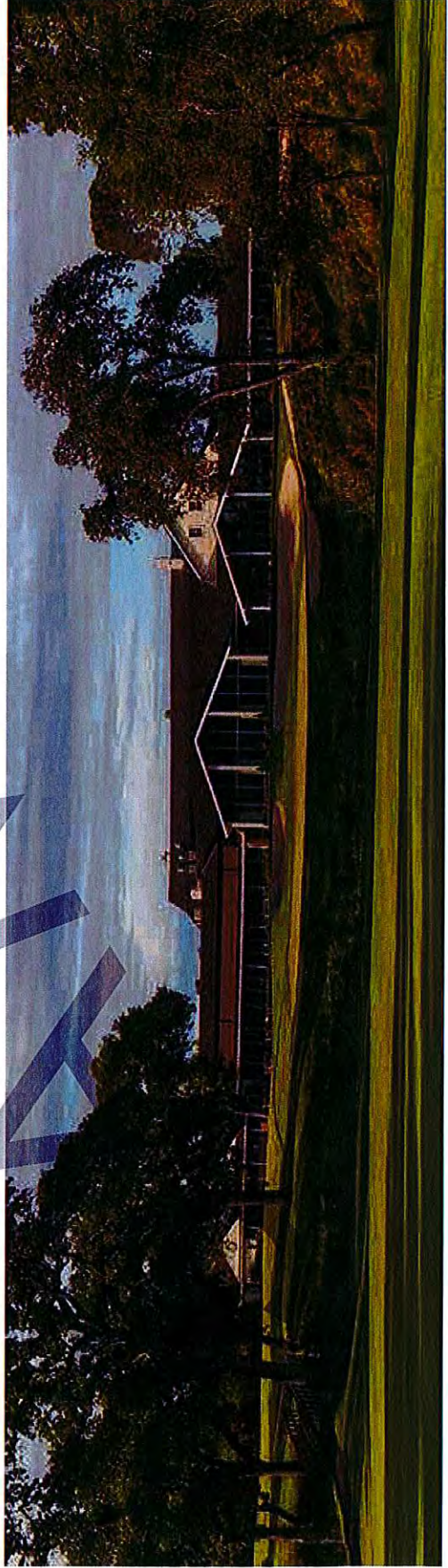


amenities (continued)

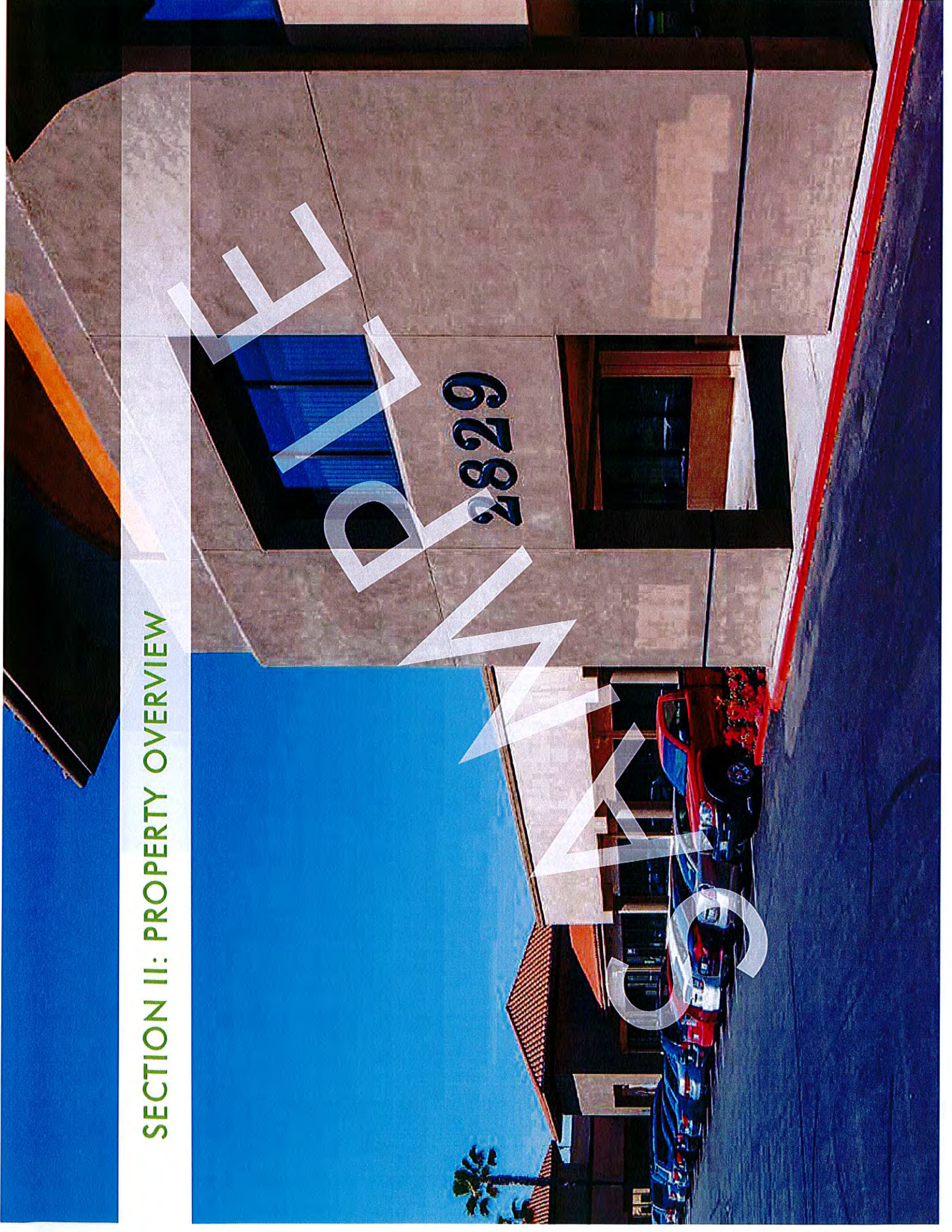
Del Paso
Country Club



Founded in 1916, Del Paso Country Club provides its members with a 140-acre 18-hole championship golf course along with the full complement of services one would expect from one of the region's preeminent country clubs. The club offers fitness, swimming and dining facilities and has the capacity to host and cater large and small gatherings. Del Paso has hosted the U.S. Women's Open and will host the 2015 U.S. Senior Open. Del Paso is located less than a mile northwest of the Property.



SECTION II: PROPERTY OVERVIEW



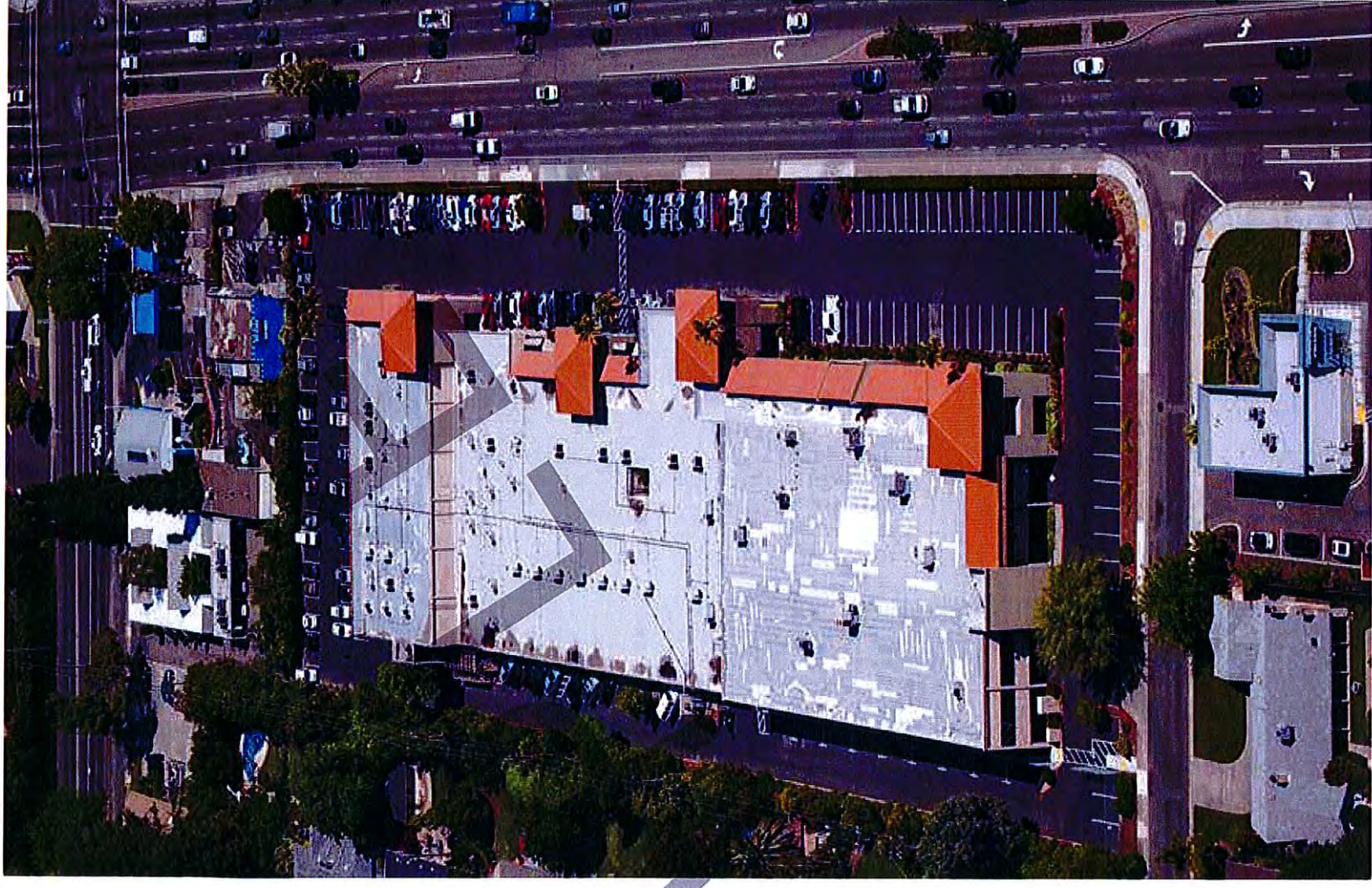
property summary

The Property consists of two adjoining office buildings containing a total of approximately 83,783 square feet of net rentable area. The buildings are situated on an approximately 3.94-acre site spanning two adjacent parcels that occupy the northwest corner of Watt Avenue and Ben Lomond Drive. Watt Avenue is one of Sacramento's major arterials by virtue of being one of the few routes connecting Hwy 50 and Business 80. The Property is in Sacramento County, a few blocks outside the Sacramento City limits. The Capital City Freeway, also known as Business 80, is 2.1 miles west and 1.7 miles north of the Property and provides access to Sacramento's CBD, which is approximately four miles to the southwest.

The major tenant at the Property is Kaiser Foundation Health Plan, which occupies 41% of the total square footage and has leased space at the Property since 1994. Kaiser just signed 5-year extensions (expiring March of 2020) for their two smaller suites and a 7-year extension for their larger suite (expiring March of 2022) and they have multiple options to extend.

The buildings were developed in three phases from 1957 to 1986 and have been renovated several times since then. Constructed of concrete tilt-up panels and reinforced steel frame, the buildings maintain an exterior of painted and textured-surface concrete wall panels and an attractive Spanish tile roof. Site improvements include paved surface parking areas, covered parking, curbing, signage, and well-maintained landscaping. There are approximately 302 parking stalls available, of which 79 are located in a garage under 2825 Watt Avenue.

Zoning is BP, Business Professional, as designated by Sacramento County, which permits office buildings and related uses, such as banks, libraries, doctor's offices, and general business offices. The Subject's improvements are legally conforming with the permitted uses.

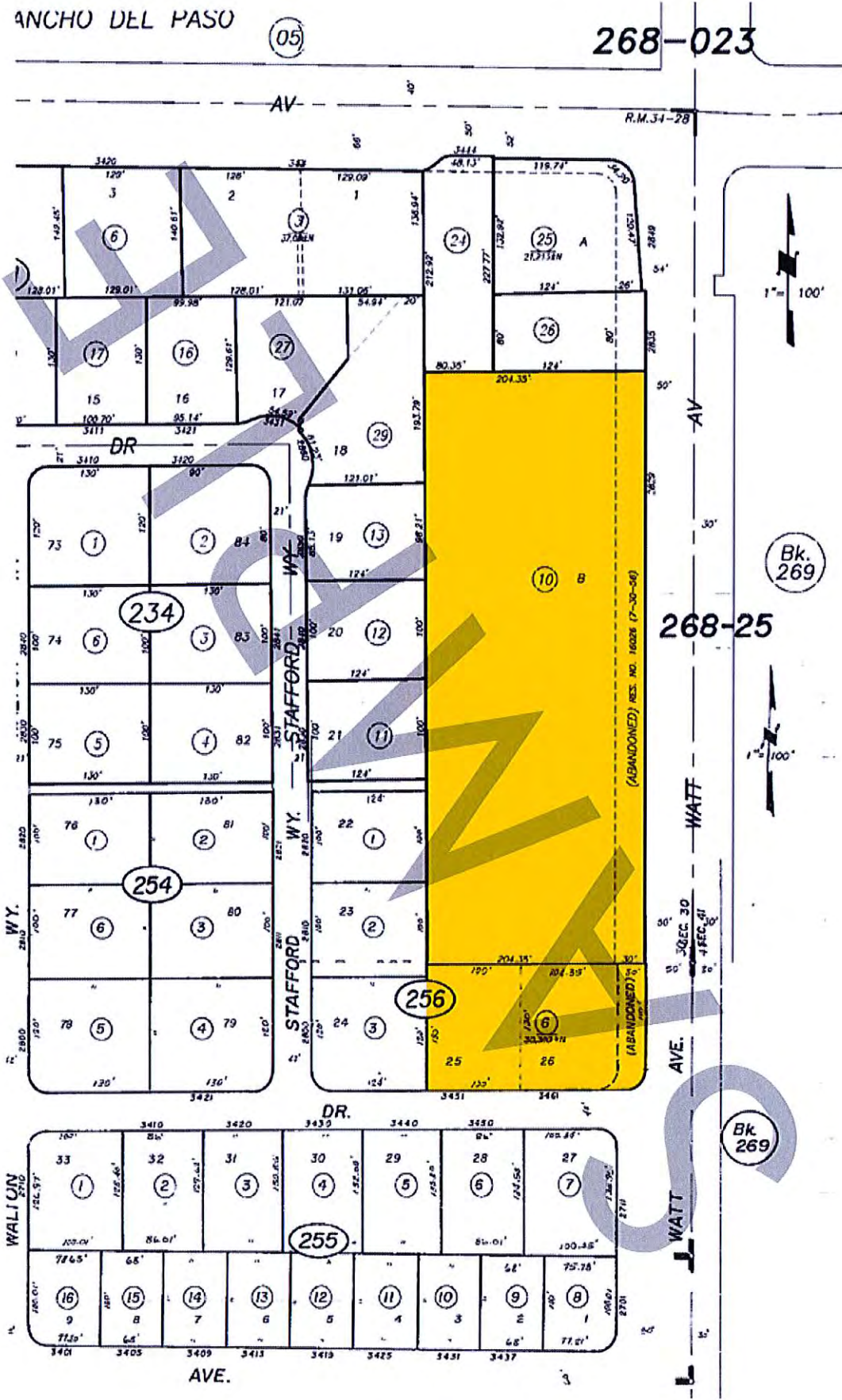


SECTION II: PROPERTY OVERVIEW

268-0256-006-0000
268-0231-010-0000

parcel numbers:

parcel map

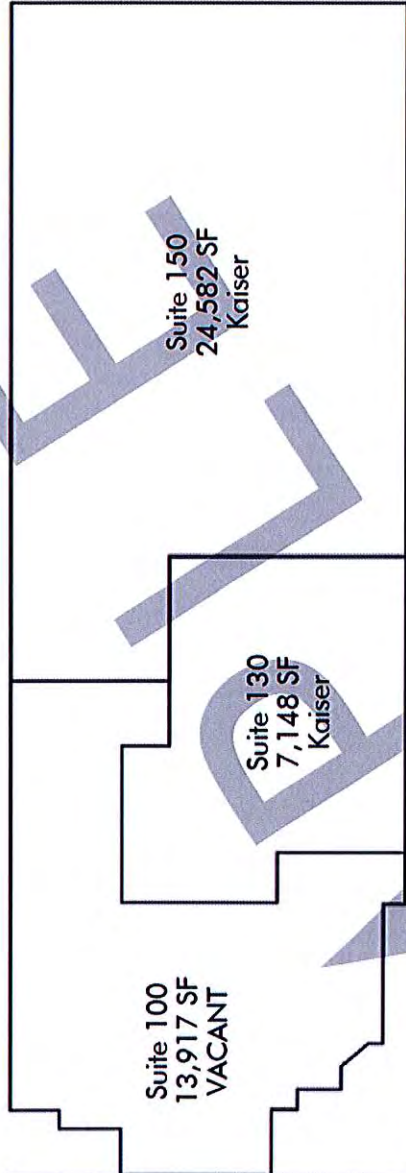
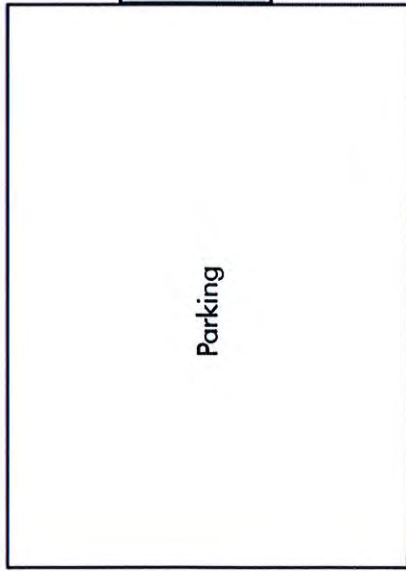


NOT TO SCALE -- ALL DIMENSIONS ARE APPROXIMATE.

floor plan

2825 WATT AVENUE

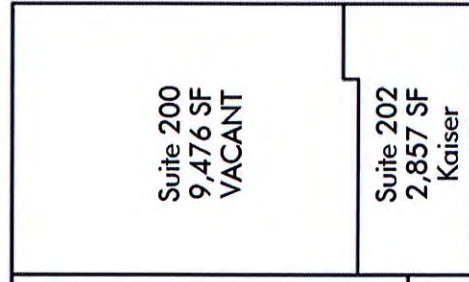
2829 WATT AVENUE



FIRST FLOOR



NOT TO SCALE -- ALL DIMENSIONS ARE APPROXIMATE.



SECOND FLOOR

key tenant

KAISER PERMANENTE

www.kp.org



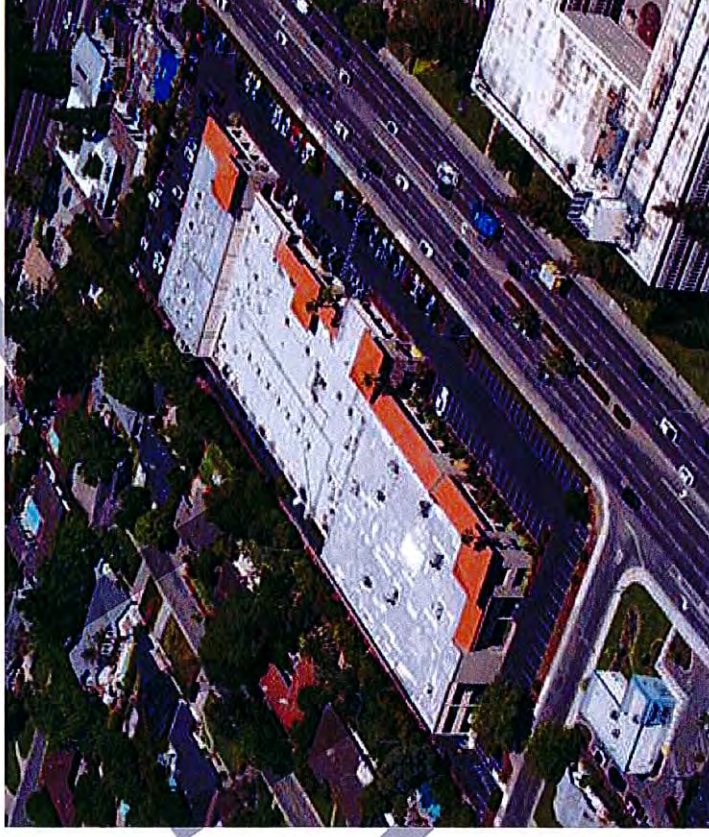
KAISER PERMANENTE®

Rentable Area:	34,587 SF
% of Property:	41.3%
Location:	2825-2829 Watt Avenue
Lease Commencement:	1994
Lease Expiration:	March 31, 2020 & 2022

Kaiser Permanente is California's largest health insurance provider with approximately 9.1 million members in its various health plans, 78% of whom are located in California. It is also one of California's largest health care providers through its Kaiser Foundation Health Plan (the tenant at the Property) with 14,600 physicians, 37 hospitals, and 611 medical offices. The company's annual EBITDA and net income averaged \$3.4 billion and \$1.6 billion, respectively, from 2008 through 2012. In Sacramento, Kaiser reports that it commands 43% of the privately paid health insurance market, which is more than any other health care insurer.

parking

There are approximately 302 striped parking spaces on the property, of which 7 are handicap and 79 are covered. This translates to an overall parking ratio of approximately 3.6 spaces per 1,000 square feet of net rentable area.



physical description

Building Construction

The project was developed in three phases. The single-story portion of 2829 Watt Avenue was completed in 1957. The two-story portion of 2829 Watt Avenue was completed in 1962. 2825 Watt Avenue, consisting of a one-story office over a ground floor parking garage, was completed in 1986. A major renovation was completed in 1995, including the construction of a new arcade with pitched tile roofs and tower structures. The renovation also included interior upgrades of 2829 Watt Avenue. A second interior renovation was performed in 2002 when Ownership removed several interior offices, installed new t-bar ceilings and carpet, and repainted all vacant spaces. Most recently, in 2013 and early 2014, Ownership installed new carpet, paint, and drywall in a substantial portion of the buildings and performed roof repairs.

Building Exterior

The buildings are constructed of concrete tilt-up panels and reinforced steel frame. The exterior surfaces of the buildings are comprised of painted and textured-surface concrete wall panels and columns with aluminum framed windows and doors. Foundations are continuous footings at the exterior wall panels and spread footings at interior columns. The ground floor consists of a concrete slab on grade.

Framing for the second floor and roof at 2825 Watt Avenue consists of plywood decking on engineered wood joints supported by glued laminated wood beams and steel columns.

Site lighting is provided by metal pole-mounted standards with multiple HID fixtures in the parking area. Building mounted HID fixtures provide additional lighting.

Roofing

The roofing for 2825 Watt is a low sloped built-up bitumen membrane with a mineral surfaced cap sheet installed in 1995. The roofing system for the single story portion at 2829 Watt is a low sloped built-up membrane installed in 2002. The roofing system for the two story portion of 2829 Watt is a low sloped built-up membrane with an aluminized reflective surface and protective coating, also applied during the 1995 renovation.

A canopy at the roofline across the Watt Avenue face of the buildings provides a decorative element as well as screening for roof-top mounted equipment. The canopy is wood framed with plaster and covered with a Spanish style tile roof. The canopy is supported in turn by the tilt up wall panels and steel columns with decorative fiberglass column surrounds. The roof systems drain to internal roof drains, which discharge directly to an underground system. Secondary roof drainage at 2829 Watt, and for the roof canopy, is provided by a metal gutter and downspout system.

Building Interiors

The interiors are generally built out with open office areas, perimeter offices and hard wall interior service areas. The Kaiser spaces are nicely improved. Kaiser's Suite 150 in the 2829 Watt building is heavily improved with a substantial number of private offices and a waiting room.

(continued on next page)

physical description (continued)

HVAC

The buildings are cooled by roof-mounted package units. Five units serve 2825 Watt. All of these units, manufactured by York, were installed in 2012-2013. The single story portion of 2829 Watt is served by two units providing 76 tons of cooling capacity and the two story portion of 2829 Watt has three units providing 70 tons of cooling capacity.

Heating is also provided by roof mounted package units. The units at 2829 Watt are gas-fired while the units at 2825 Watt are electric. Distribution is provide through foil backed rigid and flexible fiberglass insulated ductwork discharging into ceiling mounted registers in all areas with return air provided by open air plenum. Make-up air for the system enters at the roof level.

Fire / Life-Safety Systems

The buildings, including the parking garage, are fully protected by a wet fire protection sprinkler system, which is monitored by an off-site independent company. The buildings are served by an 8" riser manifold with flow and tamper alarms, splitting off into two 4" mains, one serving 2825 Watt and the parking garage, and the second serving 2829 Watt.

Elevators

There are two hydraulic elevators serving the Property. Listed as having a load carrying capacity of 2,000 pounds, they are located at the front entrance to each of the two towers.

Electrical

The main service to the building is a 1,600 amp, 480/277 voltage class rated, 3-phase, 4-wire service. There are three exterior pad mounted transformers on site, supplying power underground to each building. Two of the transformers are located to the south of 2825 Watt and the third is located behind 2829 Watt. Four transformers are located in the electrical rooms of the buildings.

Flood Plain

The Property is located in Zone X, outside the 500-year flood plain area.

Landscaping

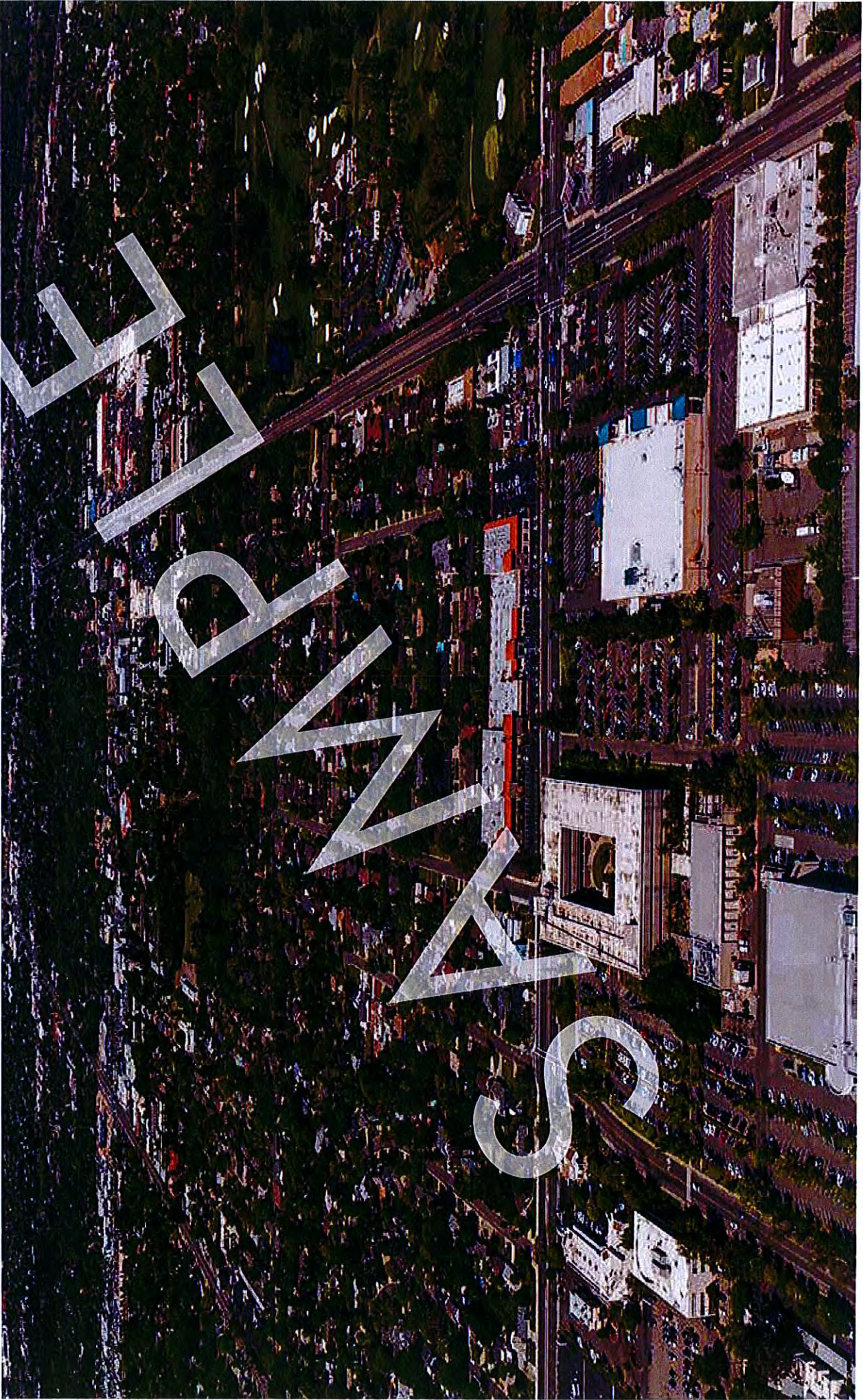
The Property is fully landscaped, including well-maintained grass, shrubs, and trees. An automatic irrigation system is in place and serves all landscaped areas.

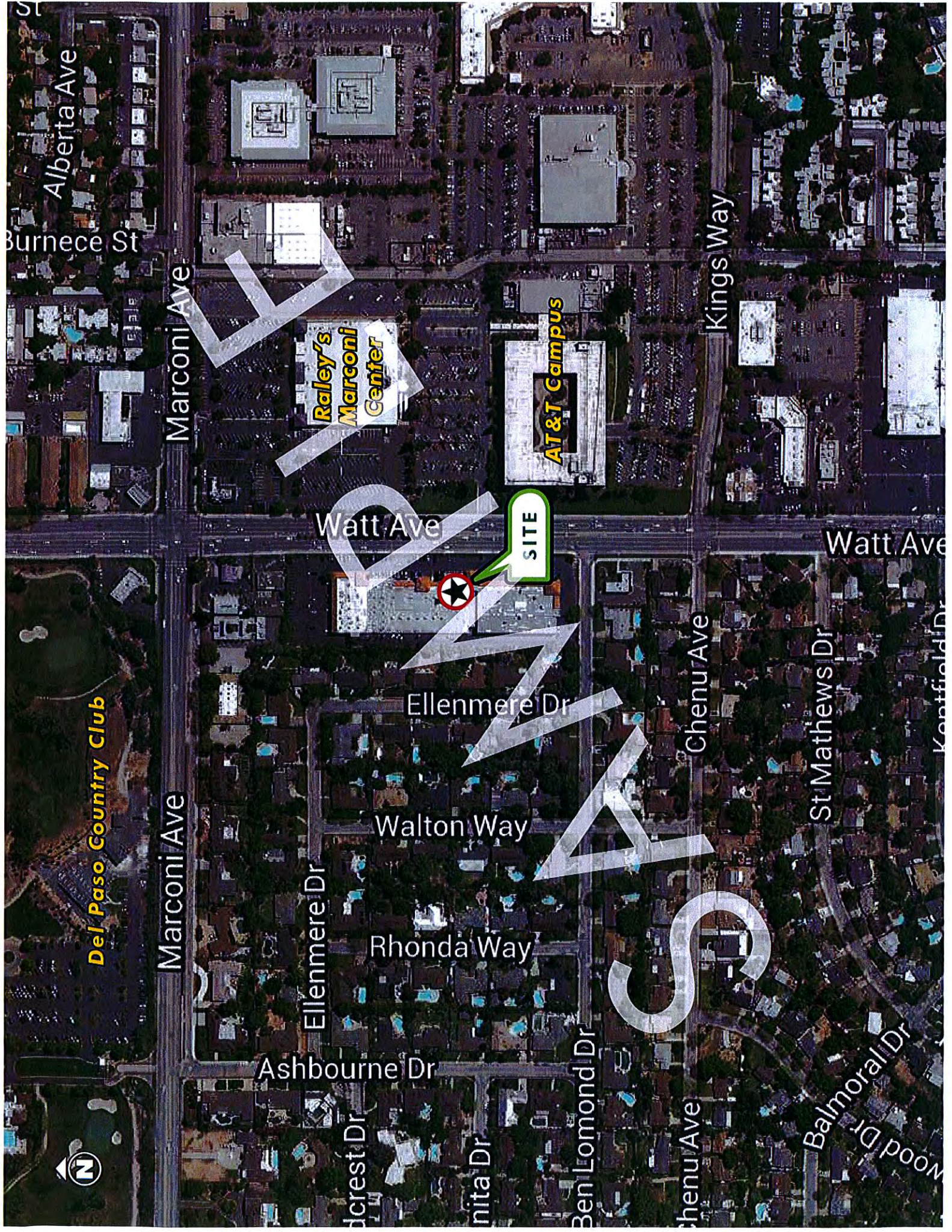
zoning

According to Sacramento County, the Property is zoned BP, Business Professional. The BP zoning permits office building and related uses such as banks, libraries, doctor's offices, general business offices, and similar uses.

SECTION III: MAPS

WILSON





Alberta Ave

Burnece St

Marconi Ave

Raley's
Marconi
Center

AT&T Campus

Kings Way

Watt Ave

SITE

Watt Ave

Ellenmere Dr

Del Paso Country Club

Marconi Ave

Chenu Ave

St Mathews Dr

Walton Way

Rhonda Way

Ashbourne Dr



Ellenmere Dr

dcrest Dr

nita Dr

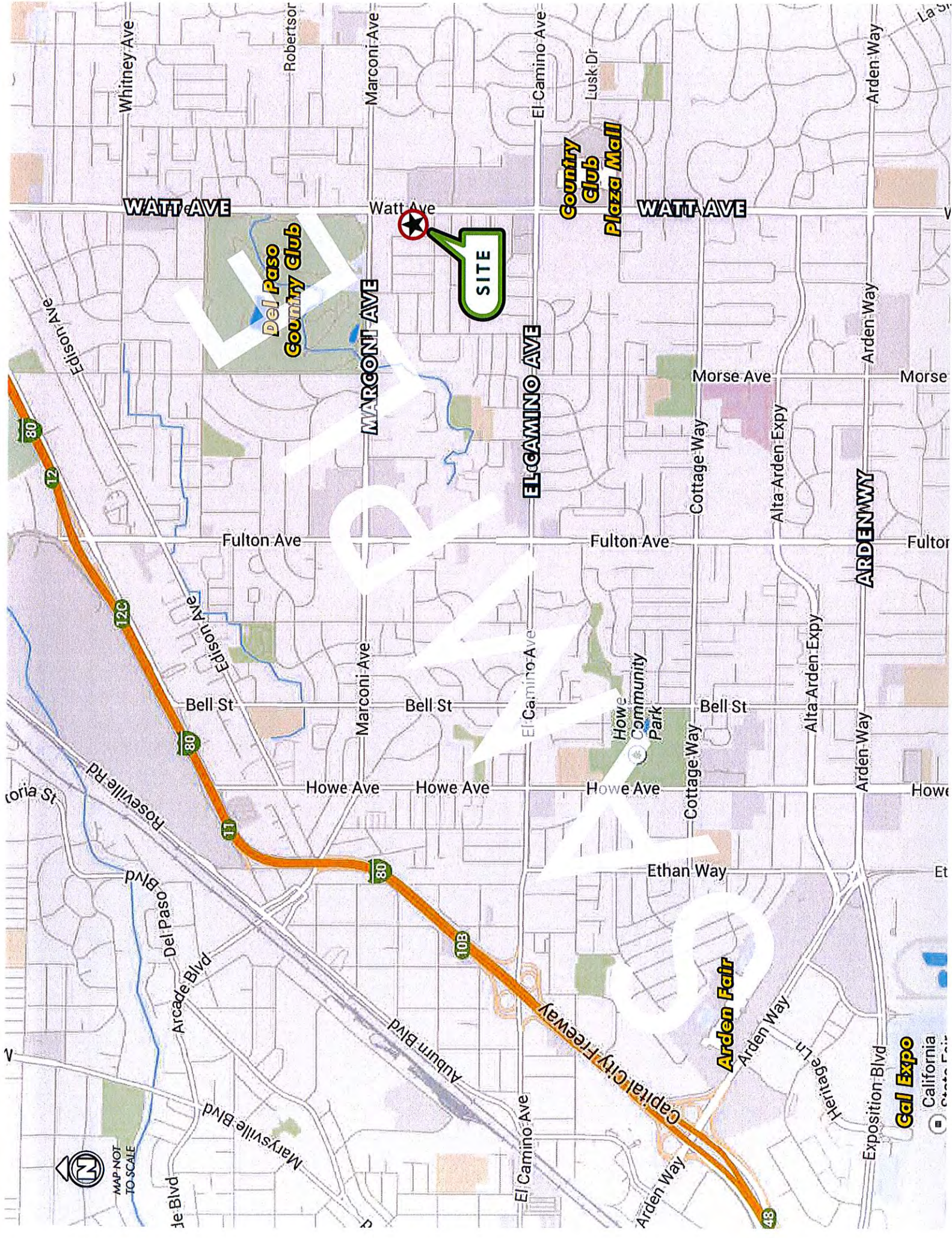
Ben Lomond Dr

chenu Ave

Balmoral Dr

Wood Dr

Kentfield Dr



SITE

**Del Paso
Country Club**

**Country
Club
Plaza Mall**

Arden Fair

MARGONTI AVE

EL CAMINO AVE

ARDENWAY

WATT AVE

WATT AVE

Whitney Ave

Marconi Ave

El Camino Ave

Lusk Dr

Arden Way

La St

Del Paso
Country Club

Country
Club
Plaza Mall

Morse Ave

Morse

Fulton Ave

Fulton Ave

Fultor

Bell St

Bell St

Bell St

Howe

Howe Ave

Howe Ave

Howe Ave

Howe

Howe
Community
Park

Ethan Way

Et

El Camino Ave

Arden Way

Heritage Ln

Exposition Blvd

Gal Expo

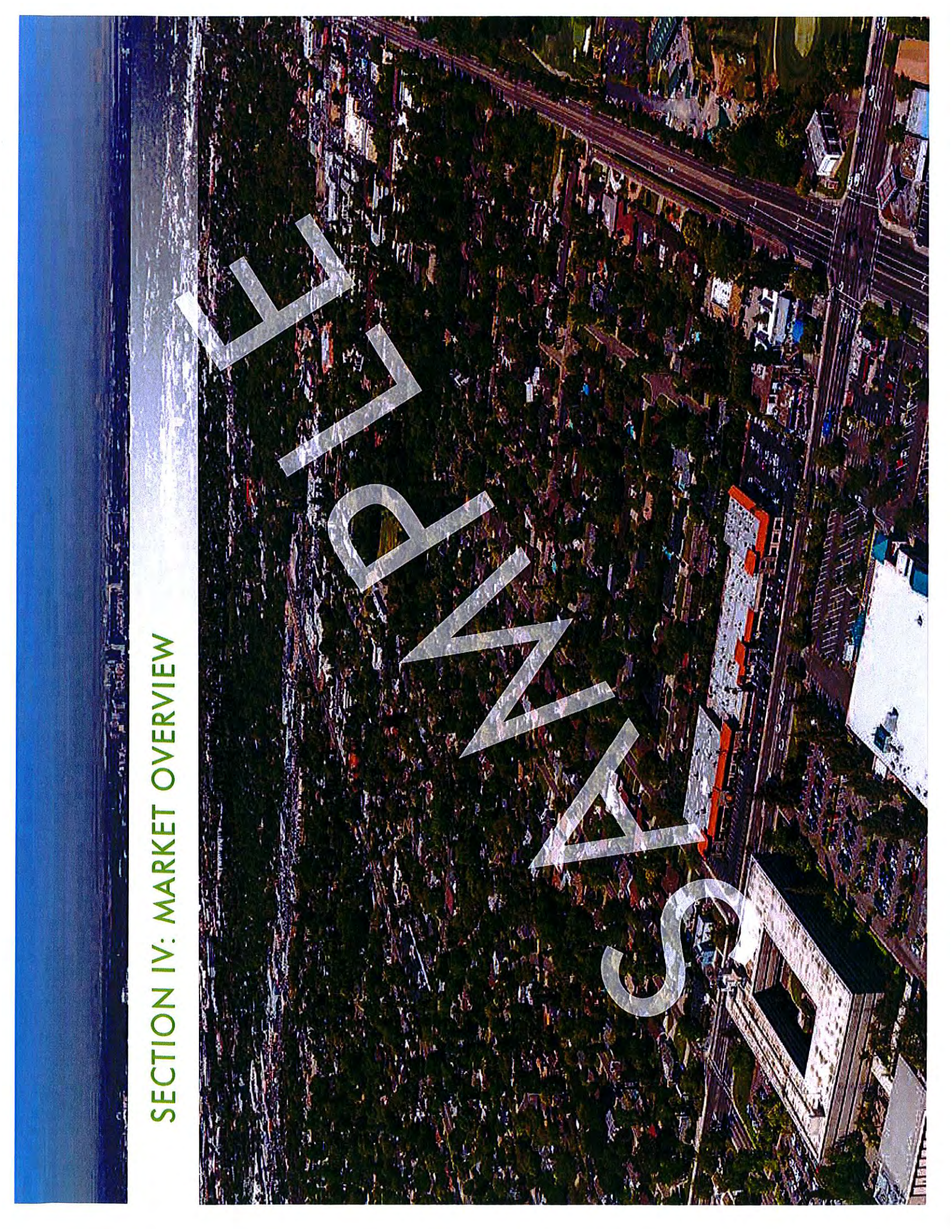
California
Expo

MAP NOT
TO SCALE



SECTION IV: MARKET OVERVIEW

PLANS

An aerial photograph of a city, likely San Francisco, showing a dense urban area with green trees, buildings, and a highway. A large, semi-transparent watermark with the word 'PLANS' is overlaid diagonally across the center of the image. The letters are white with a slight shadow effect.

general market analysis

Moody's Economy.com provides the following Sacramento, CA metro area economic summary as of August 2013.

Indicators	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Gross Metro Product (C\$B)	98.1	98.0	95.3	89.4	88.5	89.5	91.7	93.1	95.8	99.5	102.3	104.5
% Change	2.7	-0.2	-2.7	-6.2	-0.9	1.0	2.5	1.5	2.8	3.8	2.9	2.2
Total Employment (000)	899.0	902.8	882.1	831.4	809.9	808.7	822.7	834.8	850.0	872.2	892.5	906.3
% Change	2.0	0.4	-2.3	-5.7	-2.6	-0.1	1.7	1.5	1.8	2.6	2.3	1.5
Unemployment Rate	4.7	5.3	7.1	11.1	12.5	11.9	10.4	8.5	7.5	6.8	6.1	5.6
Personal Income Growth	6.6	5.2	3.6	-4.2	1.9	4.2	4.3	3.6	6.1	6.6	6.1	4.8
Population (000)	2,057.9	2,082.2	2,108.3	2,132.7	2,154.8	2,176.5	2,196.5	2,221.2	2,248.4	2,275.2	2,302.7	2,330.6
Single-Family Permits	8,714.0	6,924.0	3,952.0	2,415.0	2,166.0	1,873.0	2,848.0	5,383.1	9,510.5	12,737.5	13,651.6	13,207.5
Multifamily Permits	3,163.0	1,126.0	1,559.0	295.0	536.0	618.0	560.0	394.3	340.2	667.5	711.3	634.7
Existing-Home Price (\$Ths)	374.0	338.8	222.2	180.4	183.6	166.5	177.2	216.2	218.2	224.7	227.7	236.3
Mortgage Originations (\$Mill)	35,667.7	23,978.7	13,640.2	17,575.2	16,252.0	12,405.3	17,712.5	15,576.9	10,592.5	10,721.8	10,683.5	13,358.1
Net Migration (000)	9.2	8.6	10.5	8.9	8.1	8.5	7.9	11.1	12.6	11.3	11.6	11.8
Personal Bankruptcies	3,063.0	6,504.0	10,835.0	16,019.0	18,226.0	15,958.0	11,922.0	9,849.1	9,448.2	9,664.7	10,127.5	10,670.8

Source: Moody's Economy.com

Recent Performance

Sacramento's recovery stayed on track in 2013 as increases in housing and consumer spending more than offset any remaining softness in other sectors. Increasing residential construction and the State's rapidly improving fiscal condition are reflected in the seasonally adjusted payroll growth. The unemployment rate has fallen to near 8%.

Signs of recovery in real estate are evident. The decline in the inventory of homes for sale has been accompanied by an increase

in the median price of existing single-family houses, according to the California Association of Realtors. New home construction is also on the rebound as the issuance of residential permits rises.

Government

A strengthening statewide recovery and increasing revenues are bolstering one of Sacramento's primary economic drivers. Legislators

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general market analysis (continued)

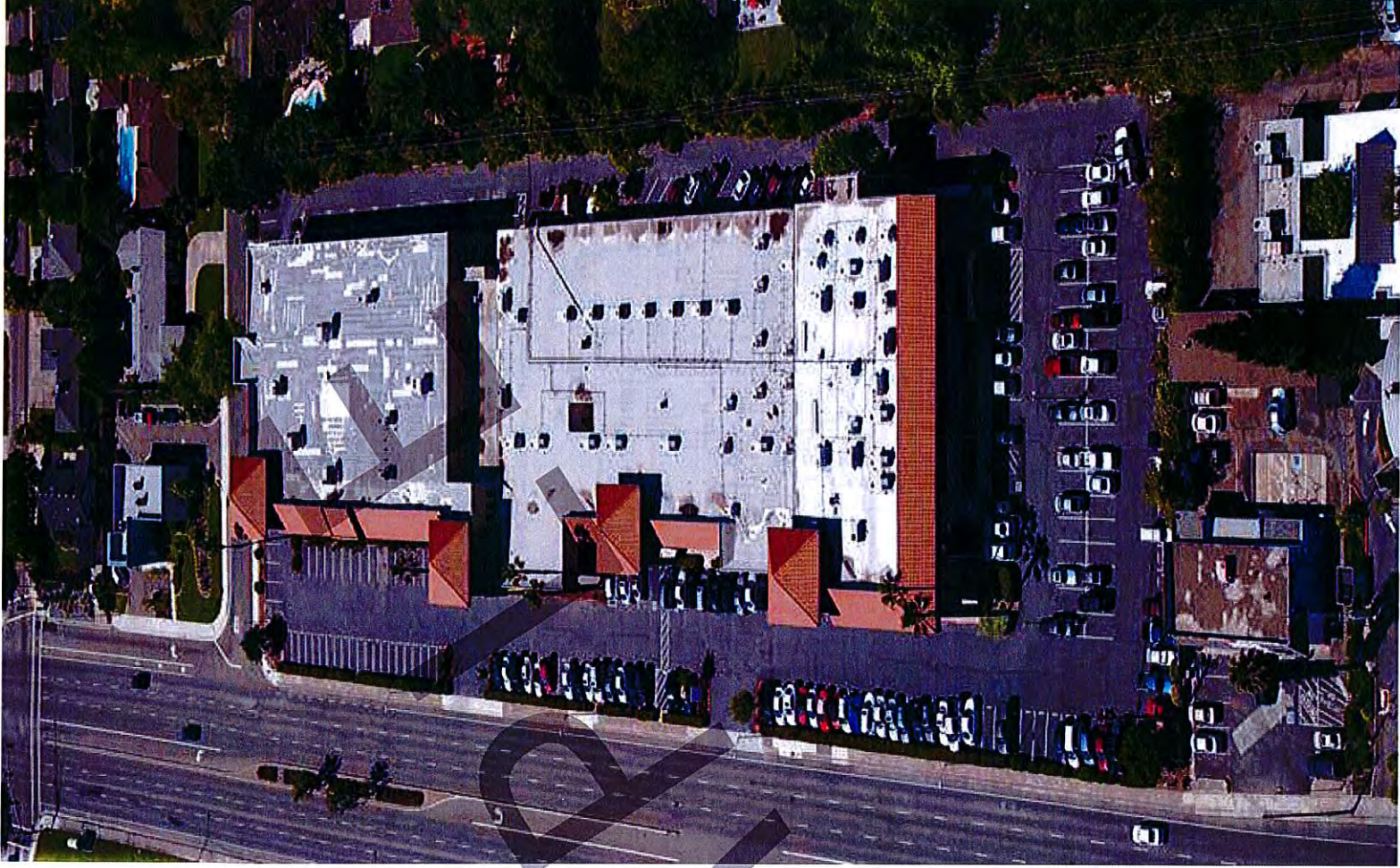
passed a \$96.3 billion budget for the fiscal year that began in July 2013, an increase of 0.6% from last fiscal year. The budget reverses some recent cuts to K-12 and higher education and social welfare programs. This will help to place a floor under the Metro area's sizable state workforce as well as increase demand for office space. The state workforce will receive a 4.5% pay raise, staggered over the next two years, if revenues meet or exceed budget estimates, potentially bolstering retailers and other consumer-dependent industries.

Sacramento payrolls are getting a boost from the start of the State's Health Insurance Exchange which was launched in October 2013. The state's largest exchange call center in Rancho Cordova employs 500 workers and the State of California Health Benefit Exchange just located its office headquarters in the Point West submarket, taking over 132,000 square feet.

Housing

Residential real estate will be an increasingly important driver in the near term. The local foreclosure rate has plummeted and is on par with the national average for the first time since the end of the housing boom. The reduced pool of distressed housing and pent-up demand fueled by an increase in household formations will stimulate activity by housing developers, especially given the affordability of Sacramento's housing stock. For example, more than 500 residential lots were recently acquired in Roseville, highlighting renewed developer interest in Placer County. An even larger 1,200-acre development that will include almost 5,000 homes, retail, and space for schools has been proposed in Rancho Cordova.

(continued on next page)





general market analysis (continued)

Commercial Real Estate

The improving construction outlook extends to nonresidential developments, as well. Demolition of existing improvements has commenced to allow development of a \$450 million downtown sports arena which promises to have a transformative impact on Sacramento's downtown. The new arena, scheduled to be ready for the 2016 season, is generating heightened interest in new and existing office, multifamily and retail projects in the area surrounding the arena site. Existing downtown office buildings, hampered in recent years by retreating state government footprints, are already benefiting, as is evidenced by escalating interest from local and national investors, both private and institutional.

Based on the outlook for improving state revenues and expenditures and a rejuvenated downtown entertainment district, interest in hotels is on the rise. A major hotel and conference center in downtown is planned, as is a new hotel in Roseville.

Conclusion

Sacramento's recovery is projected to broaden in 2014 and 2015 as state government finances strengthen and housing becomes a larger positive driver. The unemployment rate should fall below 7% by early 2015. Longer term, the Metro area should benefit from above-average population growth as its relatively low cost of living attracts residents and businesses from other parts of the state.



neighborhood description

Location

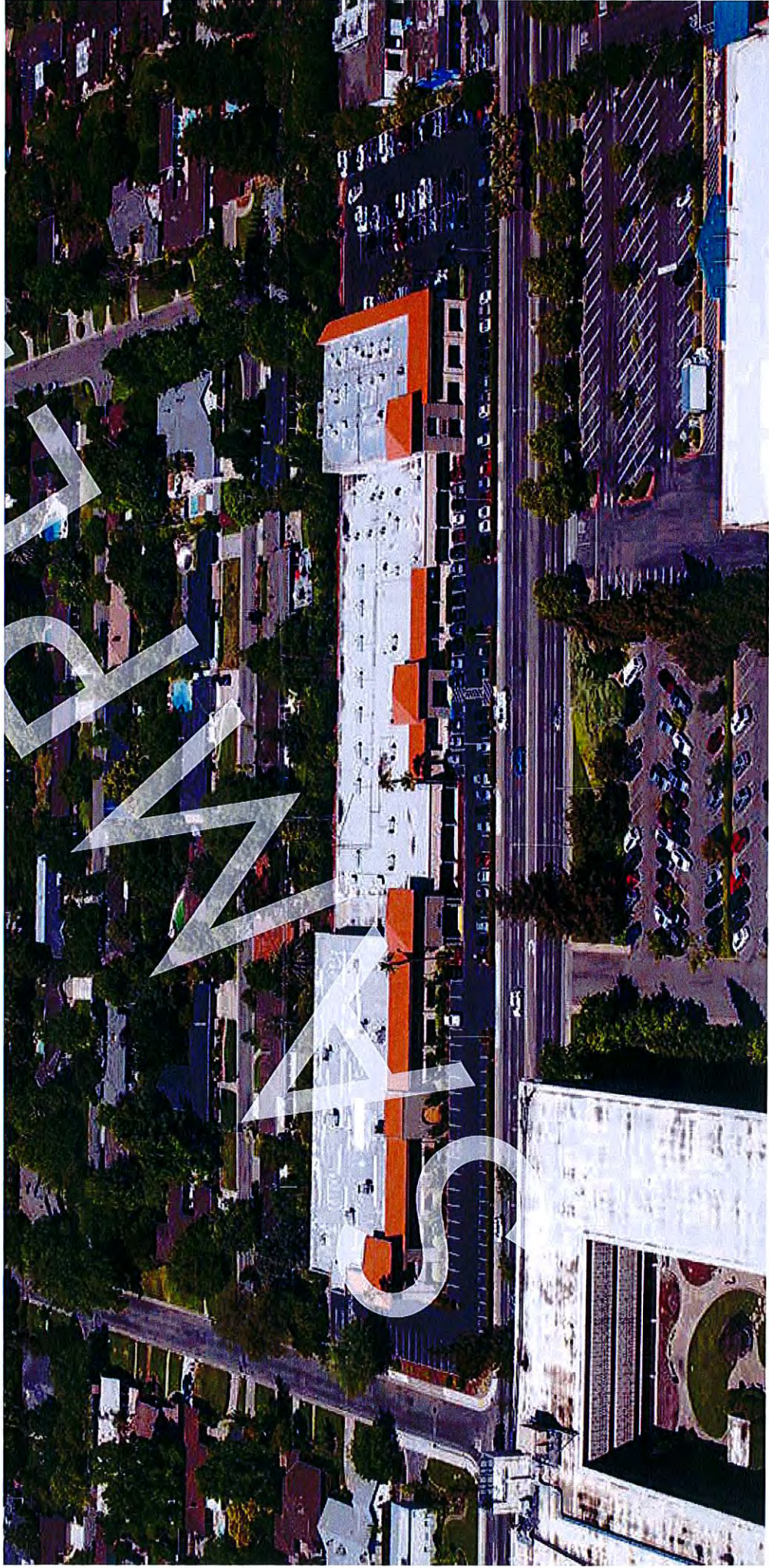
The neighborhood is located along the Watt Avenue Corridor within an unincorporated part of Sacramento County. This neighborhood is located approximately four miles northeast of the Downtown Central Business District.

Land Use

Land uses within the subject neighborhood consist of a mix of commercial and residential. Retail uses are located primarily along Watt Avenue, Arden Way, Fair Oaks Boulevard, and Fulton Avenue.

Residential uses include a number of condominiums and single family homes. There are also high income housing and high income retail

(continued on next page)



general market analysis (continued)

services located in the southeastern portion of the submarket.

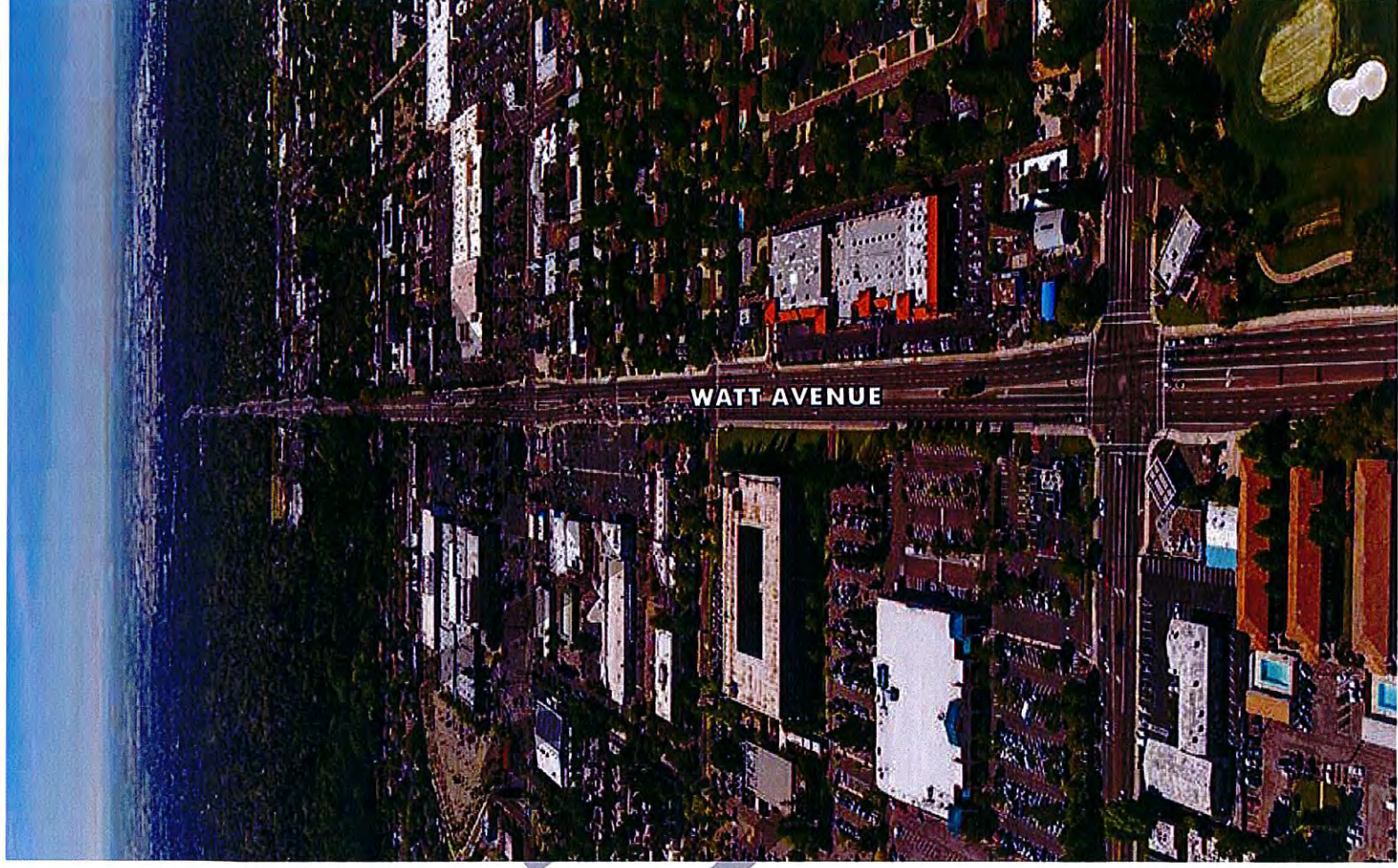
The American River Parkway extends from Old Town Sacramento to Folsom with a 33-mile walking and biking trail running along the American River. The parkway is quite accessible for pedestrians and bikers from multiple points in and around the neighborhood.

Growth

With few exceptions, the neighborhood is fully developed and in the stable stage of its life cycle. Barriers to entry of new competition are substantial due to the absence of developable land.

Access

Watt Avenue is a major north-south route that services the entire region. At the south end of the neighborhood, Watt Avenue is served by a full interchange from U.S. Highway 50, the east-west route leading east to South Lake Tahoe and Nevada and west through the region connecting with Interstate 80 which continues west to the Bay Area. At the north end of the neighborhood, Watt Avenue provides direct access to Interstate 80, only two miles from the Subject. Watt Avenue is one of only four major roadways that leads from U.S. Highway 50 and crosses the American River, continuing north to Business 80/Interstate 80. Additionally, the neighborhood is bordered on the northwest by Business 80, also known as the Capital City Freeway, an inner-city freeway and connector route to the other freeways in the region. Overall, access to the neighborhood is very good.



market overview

Total Inventory

The Sacramento metro market, which contains just over 52 million square feet of office space, is divided into the following submarkets: Sacramento – Midtown, West Sacramento, South Sacramento, East Sacramento, Howe/Fulton, Northgate/Natomas, Watt Avenue, Highway 50 Corridor, Carmichael/Fair Oaks, Citrus Heights/Orangevale, Point West, Campus Commons, Folsom, Elk Grove, Roseville/Rocklin, South Natomas and Sacramento- Downtown. The subject is located in the Watt Avenue submarket, which accounts for 2.6% of the total inventory.

Market Vacancy and Rents

The following table summarizes the inventory and direct vacancy in the Sacramento office market as of 2Q 2014.

Area	NRA	Direct Vac Rate	Total Vac Rate	Total Avail Rate	Q1 Absorption	Year to Date Net Absorption	Under Construction SF	Avg. Asking Lease Rate
Midtown	1,792,517	10.3%	10.3%	18.4%	(6,757)	17,508	0	\$1.92
West Sacramento	1,263,386	13.3%	14.1%	16.6%	23,784	23,784	0	\$1.46
South Sacramento	1,320,178	21.2%	21.2%	27.5%	7,910	7,889	0	\$1.13
East Sacramento	440,927	14.3%	14.3%	14.3%	-	-	0	\$2.03
Howe Ave/Fulton Ave	1,624,225	21.3%	21.3%	26.3%	(860)	1,910	0	\$1.52
North Natomas	2,135,874	22.5%	22.5%	27.2%	57,965	56,914	0	\$1.44
Watt Ave	1,350,800	20.6%	20.6%	22.5%	-	19,540	0	\$1.34
Highway 50	11,515,111	19.3%	20.1%	25.8%	29,196	22,050	0	\$1.46
Carmichael/Fair Oaks	343,113	19.9%	19.9%	19.9%	9,022	9,920	0	\$1.22
Citrus Heights/Orangevale	1,015,363	14.1%	14.1%	18.2%	11,009	12,364	0	\$1.06
Point West	2,661,127	27.6%	27.6%	28.6%	(85,641)	19,703	0	\$1.64
Campus Commons	1,469,868	26.6%	26.7%	27.2%	6,071	8,785	0	\$1.65
Folsom	2,535,543	14.7%	15.2%	18.6%	(13,401)	(12,112)	0	\$1.78
Elk Grove	1,074,767	8.4%	8.4%	11.9%	24,981	21,768	0	\$1.79
Roseville/Rocklin	7,337,516	18.3%	18.3%	20.2%	(58,974)	142,409	0	\$1.73
South Natomas	3,256,979	25.1%	25.5%	29.1%	(68,377)	(81,164)	0	\$1.92
Suburban	41,137,294	19.4%	19.7%	23.6%	(64,072)	271,268	0	\$1.58
Downtown	11,134,264	18.7%	18.8%	21.8%	(84,606)	(125,849)	0	\$2.17
Sacramento	52,271,558	19.3%	19.5%	23.2%	(148,678)	145,419	0	\$1.69

market overview (continued)

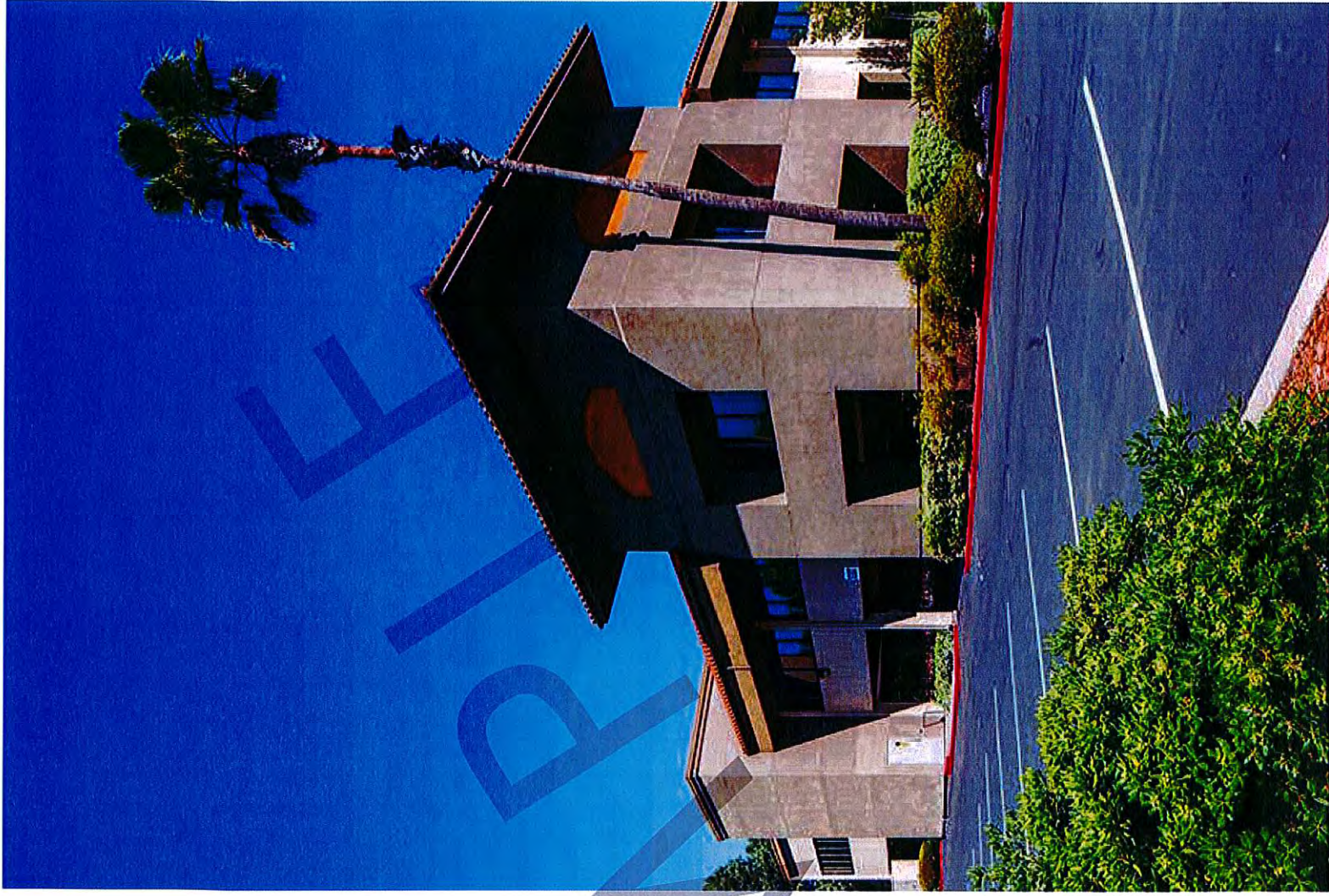
New Construction

No office buildings are currently under construction in the Subject's submarket.

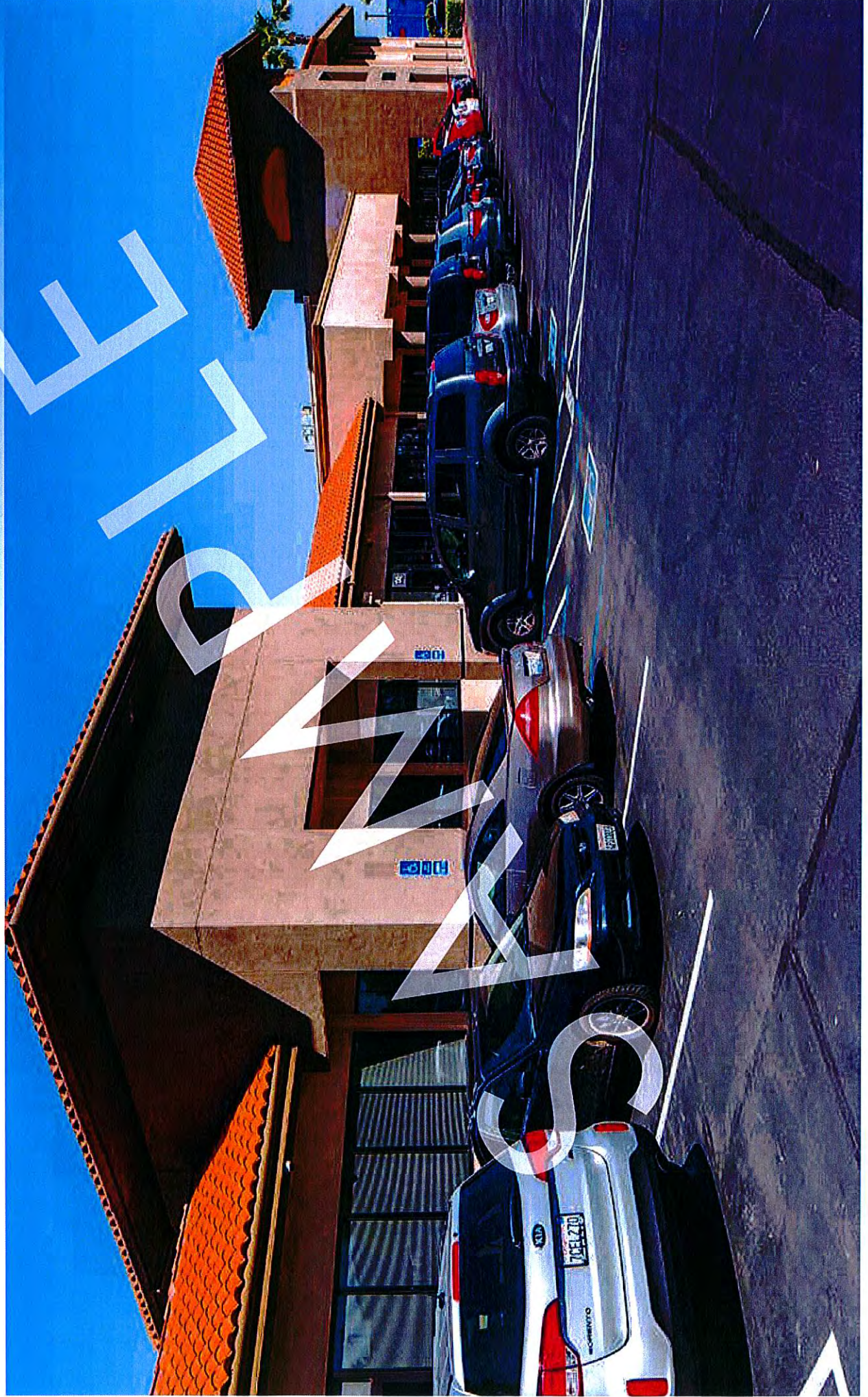
Absorption

The Sacramento office market recorded 1,100,000 square feet of net absorption in 2013, its best performance since 2005. All of this occurred in Sacramento's suburban submarkets, which offer lower cost alternatives to the CBD and, in most cases, free parking.

Up until 2012, the recession had significantly impacted net absorption. However, 2012 and 2013 saw positive net absorption and many market observers are optimistic that conditions will continue to improve.



SECTION V: FINANCIALS



financial summary

	(1) Current	(2) Stabilized
Occupancy	41.3%	95%
Scheduled Gross Income	\$772,629	\$1,529,805
plus after hours utility expense reimbursements (3)	\$93,835	\$93,835
plus operating expense reimbursements	\$6,250	\$23,253
Adjusted Scheduled Gross Income	\$872,714	\$1,646,893
less 5% vacancy and collection	n/a	(\$82,345)
Effective Gross Income	\$872,714	\$1,564,548
less Operating Expenses	(\$311,539)	(\$465,065)
per square foot	\$3.72	\$5.55
Net Operating Income	\$561,175	\$1,099,484

(1) Current represents leases in place.

(2) Stabilized means occupied spaces leased at rents in place and vacant spaces leased at current market rents of \$16.20 psf/year, serviced, except that market rent for Suite 200 in Building 2829 is set at \$12.00.

(3) Tenant reimburses separately for considerable after-hours utilities at hourly rates as stipulated in the lease.

expenses

	2013 Actual	41%	100%	95%
	2013 Actual	Argus Input	Pro Forma	
Ad Valorem Property Taxes (1)	105,654	1.1811%	105,654	
Direct Levies	-	2,419	-	
Utilities-Gas & Electric	61,433	115,856	111,222	
After-hours Electric (2)	28,323	28,323	28,323	
Sewer, Water, Trash	22,762	26,678	26,345	
Insurance (3)	33,444	\$0.35/sf/yr	29,324	
Management (3% of EGI) (4)	-	3.0%	46,936	
Repairs and Maintenance (5)	11,737	15,340	15,033	
Janitorial - common area	8,302	8,302	8,302	
Janitorial - non-Kaiser suites	-	\$1.08/sf/yr	50,475	
HVAC	22,663	26,562	26,230	
Security	4,160	4,160	4,160	
Landscaping / Parking	13,061	13,061	13,061	
TOTAL OPERATING EXPENSES	311,539	n/a	465,065	
	\$/SF/Yr	\$3.72	\$5.55	

(1) Pro forma taxes are based on 2013 taxes, not post-sale taxes. Buyer should adjust taxes based on estimated sales price (Sales Price x 1.1811% + Direct Levies).

(2) Assumes 1/3rd of 2013 electricity expenses are attributed to Kaiser's after-hours usage.

(3) Pro forma insurance based on market rate of \$0.35 per square foot.

(4) Ownership self manages.

(5) \$8,000 of actual 2013 R&M expenses are excluded because applied to one-time cost of purchasing a structural report.

rent roll

Annual rents are for the 12 months commencing December 1, 2014 including scheduled rent increases.

Bldg.	Suite	Tenant	Rentable Sq. Ft.	Lease Term			Current Base Rent			Next Increase			Options		
				Start	End	Mar-20	Monthly	Per Sq. Ft.	Annual (4)	Date	Mo. Rent	New Per Sq. Ft.	No. x Term	Option Rent	Pro Ratio
2829	130	Kaiser Foundation Health Plan (1)	7,148	Mar-05	Mar-20		\$14,089	\$1.97	\$164,554	Jan-15	\$14,510	\$2.03	2x5-yr	95% fmr	8.5%
										Apr-15	\$13,367	\$1.87			
2829	150	Kaiser Foundation Health Plan (2)	24,582	Oct-94	Mar-22		\$48,451	\$1.97	\$542,304	Jan-15	\$49,901	\$2.03	2x7-yr	95% fmr	29.3%
										Apr-15	\$43,019	\$1.75			
2829	202	Kaiser Foundation Health Plan (3)	2,857	Oct-06	Mar-20		\$5,631	\$1.97	\$65,771	Jan-15	\$5,800	\$2.03	2x5-yr	95% fmr	3.4%
										Apr-15	\$5,343	\$1.87			
		Subtotal Leased	34,587	41.3%			\$68,171		\$772,629						41.3%
2829	100	Available	13,917				\$18,788	\$1.35	\$225,455						16.6%
2829	200	Available	9,476				\$9,476	\$1.00	\$113,712						11.3%
2825	200	Available	25,803				\$34,834	\$1.35	\$418,009						30.8%
		Subtotal Available	49,196	58.7%			\$63,098		\$757,176						58.7%
		Total Property	83,783				\$131,269		\$1,529,805						100.0%












(1) Currently used by Tenant as a corporate mailroom.

(2) Used as medical clinic space for Tenant's Chemical Dependency Recovery Program.

(3) Kaiser handles directly its in-suite janitorial for all three suites.

(4) Annual rents are for the 12 months commencing December 1, 2014 including scheduled rent increases. Tenant recently extended its lease of all three suites. Suite 150 was extended by seven years, beginning in April 2015 with starting rent of \$1.75/sf/mo, annual rental increases of \$0.05/sf/mo, and a 2015 base year for operating expenses. Suites 130 and 202 were extended for five years at starting rent of \$1.87/sf/mo.

sales comps

Address	Date Sold	Sale Type	Built	Occupancy	Price	Size	Price/SF
 2241/3200 Douglas Blvd. Roseville	01/29/14	Investment	2001	80%	\$11,400,000	83,329	\$136.81
 4600 Roseville Rd. North Highlands	09/23/13	Investment	2002	76%	\$2,900,000	27,664	\$104.83
 8001 Folsom Blvd. Sacramento 95826	08/26/13	Owner-user	1985	2%	\$2,887,900	28,879	\$100.00
 5750 W. Oaks Blvd. Rocklin	05/20/13	Owner-user	2003	100%	\$5,974,500	54,000	\$110.64
 8775 Folsom Blvd. Sacramento 95826	05/07/13	Investment	2005	100%	\$4,250,000	36,002	\$118.05
 3130 Kilgore Rd. Rancho Cordova	12/21/12	Investment	2000	100%	\$7,050,000	60,500	\$116.53
 Douglas Portfolio Roseville	12/13/12	Investment	1992- 2003	65%	\$67,830,000	668,240	\$101.51
 2031-2033 Howe Ave. Sacramento	01/31/14	Investment	1986	38%	\$7,146,000	105,708	\$67.60
 9355 E Stockton Blvd. Elk Grove	8/28/2012	Investment	2005	25%	\$5,050,000	52,963	\$95.35
 11171 Sun Center Dr. Rancho Cordova	12/27/2013	Investment	2005	32%	\$2,545,000	36,080	\$70.54
 2825-2829 Watt Ave. Sacramento	Subject	Investment	1957-86	41%	-	83,783	-

argus assumptions

Analysis term and starting date:	Ten years commencing December 2014
Annual Inflation Rates:	
General:	1.5%; 2.0%; 2.5% thereafter
Market rent:	1.5%; 2.0%; 2.5% thereafter
Operating expenses:	1.5%; 2.0%; 2.5% thereafter
Property taxes:	2.0%
Current Market Rent:	\$16.20 psf/year, serviced, except \$12.00 psf/year on Suite 200 at 2829 Watt.
Reserves:	\$0.10 per square foot per year.
Operating Expenses:	Based on year-end 2013 operating expenses. Property taxes are set at the 1.1811% tax rate plus 2013-14 direct levies of \$2,419.
Expense Reimbursements	
Current:	Tenants reimburse increases over a base year.
Future:	Tenants reimburse increases over a base year.
Vacancy Absorption:	Analysis assumes that the three vacant spaces lease up every nine months beginning in month 10 of the analysis. All leases have five year terms and commence at inflation-adjusted market rent, with annual increases of 2.5%. Tenants receive five months of free rent and a TI allowance of \$20 per square foot with any excess TI costs to be amortized over the lease term. Leasing commissions total 7.5%.
Rollover Assumptions	
Renewal probability:	75%
Options:	None modeled
Months dark:	6
Starting rent:	100% of fair market rent when the lease commences.
Escalations:	Assumes rent is increased annually by 2.5%.
T.I. Allowance:	\$20 per rentable square foot on new leases; \$5 per square foot on renewals.
Concessions:	None
Term length:	5 years.
Leasing commissions:	6% of base rent on the first five years of term.
Minimum stabilized vacancy:	5.0%
Debt / Refinancing:	None modeled

cash flow

Schedule Of Prospective Cash Flow In Inflated Dollars for the Fiscal Year Beginning 12/1/2014

For the Years Ending	Year 1 Nov-2015	Year 2 Nov-2016	Year 3 Nov-2017	Year 4 Nov-2018	Year 5 Nov-2019	Year 6 Nov-2020	Year 7 Nov-2021	Year 8 Nov-2022	Year 9 Nov-2023	Year 10 Nov-2024	Year 11 Nov-2025
Potential Gross Revenue											
Base Rental Revenue	\$1,534,926	\$1,528,366	\$1,563,488	\$1,601,682	\$1,642,574	\$1,635,818	\$1,650,725	\$1,594,265	\$1,581,918	\$1,621,466	\$1,662,322
Absorption & Turnover Vacancy	(705,301)	(486,102)	(108,414)			(73,118)	(21,950)	(160,662)			(58,776)
Base Rent Abatements	(56,997)	(86,567)	(181,435)								
Scheduled Base Rental Revenue	772,628	955,697	1,273,639	1,601,682	1,642,574	1,562,700	1,628,775	1,433,603	1,581,918	1,621,466	1,603,546
Expense Reimbursement Revenue	7,450	13,827	46,900	68,688	79,089	67,552	58,839	14,521	4,310	26,412	163,912
After-hrs reimb. Ste 150	66,696	67,696	69,050	70,777	72,546	74,360	76,219	39,062			
After-hrs reimb. Ste 130&202	27,144	27,551	28,102	28,805	29,525	15,131					
Total Potential Gross Revenue	873,918	1,064,771	1,417,691	1,769,952	1,823,734	1,719,743	1,758,833	1,487,186	1,586,228	1,647,878	1,767,458
General Vacancy				(88,498)	(91,187)	(16,525)	(67,089)		(79,311)	(82,394)	(92,536)
Effective Gross Revenue	873,918	1,064,771	1,417,691	1,681,454	1,732,547	1,703,218	1,691,744	1,487,186	1,506,917	1,565,484	1,734,922
Operating Expenses											
Ad valorem property taxes		2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	169,803
Direct levies	65,282	83,301	112,558	122,944	126,018	124,251	130,401	124,826	139,100	142,578	2,419
Gas & Electricity	20,124	20,426	20,834	21,355	21,889	22,436	22,997	11,786			142,197
After-hrs elec - Ste 150	8,196	8,319	8,485	8,697	8,915	4,569					
After-hrs elec - Ste 130&202	23,039	24,611	27,088	28,310	29,018	29,390	30,343	30,466	32,030	32,831	33,368
Sewer, water, trash	29,324	29,764	30,359	31,118	31,896	32,694	33,511	34,349	35,207	36,088	36,990
Insurance	26,218	31,943	42,531	50,444	51,976	51,097	50,752	44,616	45,208	46,965	52,048
Management	11,992	13,300	15,392	16,279	16,686	16,777	17,398	17,248	18,418	18,878	19,089
Repairs & Maintenance	8,302	8,427	8,595	8,810	9,030	9,256	9,487	9,725	9,968	10,217	10,472
Janitorial- common area	2,175	13,289	45,781	56,382	57,792	54,089	57,844	53,031	63,792	65,386	63,442
Janit - non-Kaiser suites	22,939	24,503	26,970	28,187	28,892	29,262	30,211	30,334	31,891	32,688	33,223
HVAC	4,160	4,222	4,307	4,415	4,525	4,638	4,754	4,873	4,995	5,119	5,247
Security	13,061	13,257	13,522	13,860	14,207	14,562	14,926	15,299	15,681	16,073	16,475
Grounds & Parking											
Total Operating Expenses	237,231	277,781	358,841	393,220	403,263	395,440	405,043	378,972	398,709	409,242	584,773
Net Operating Income	636,687	786,990	1,058,850	1,288,234	1,329,284	1,307,778	1,286,701	1,108,214	1,108,208	1,156,242	1,150,149
Leasing & Capital Costs											
Tenant Improvements	278,340	189,520	516,060			233,369	94,753	516,410			110,429
Leasing Commissions	82,754	42,311	158,055			34,697	10,416	76,239			16,388
Reserves @ \$0.10 psf	8,378	8,504	8,674	8,891	9,113	9,341	9,575	9,814	10,059	10,311	10,568
Total Leasing & Capital Costs	369,472	240,335	682,789	8,891	9,113	277,407	114,744	602,463	10,059	10,311	137,385
Cash Flow Before Debt Service & Taxes	\$267,215	\$546,655	\$376,061	\$1,279,343	\$1,320,171	\$1,030,371	\$1,171,957	\$505,751	\$1,098,149	\$1,145,931	\$1,012,764
Revenue/Expense Notes											
After-hrs reimb. Ste 150											
After-hrs reimb. Ste 130&202											
After-hrs elec - Ste 150											
After-hrs elec - Ste 130&202											

Per Lease, Kaiser reimburses after-hours electricity usage. 2013 total was \$93,835. Assumes current reimbursements of \$7,820/mo, \$5,558 of which applied monthly through March 2022. Same as above. Reimbursements of \$2,262 applied monthly through March 2020. Assumes 1/3rd of 2013 electricity expenses attributed to Kaiser's after-hours usage. Assumes after-hours expenses of \$2,360/mo, \$1,677 of which applied monthly through March 2022. Same as above. Expenses of \$683 applied monthly through March 2020.

property summary report

TIMING & INFLATION

Reporting Period: December 1, 2014 to November 30, 2024; 10 years

Inflation Month: Analysis Start

General Inflation Rate: 1.50% for 1 year
2.00% for 1 year
2.50% thereafter

PROPERTY SIZE & OCCUPANCY

Property Size: 83,783 Square Feet

Number of rent roll tenants: 6

Total Occupied Area: 34,587 Square Feet,
41.28%, during first month of analysis

GENERAL VACANCY

Method: Percent of Potential Gross Revenue

Rate: 5.00%



transaction contacts

Randy Getz

Executive Vice President

Lic. 00828903

+1 916 446 8287

randy.getz@cbre.com

Michael Stassi

First Vice President

Lic. 01198564

+1 916 446 8264

michael.stassi@cbre.com

Matt Post

Sales Assistant

Lic. 01899707

+1 916 446 8756

matt.post@cbre.com

CBRE Sacramento

500 Capitol Mall

Suite 2400

Sacramento, CA 95814

www.cbre.com/ipsacramento

CBRE



submitted
by

Randy Getz
Executive Vice President
Lic. 00828903
+1 916 446 8287
randy.getz@cbre.com

Michael Stassi
First Vice President
Lic. 01198564
+1 916 446 8264
michael.stassi@cbre.com

Daniel J. Baker
Senior Associate
Lic. 01705912
+1 916 492 6963
daniel.j.baker@cbre.com

Matt Post
Associate
Lic. 01899707
+1 916 446 8756
matt.post@cbre.com

CBRE Sacramento
500 Capitol Mall
Suite 2400
Sacramento, CA 95814
www.cbre.com/ipsacramento

CBRE
CAPITAL MARKETS
INVESTMENT PROPERTIES

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Ellen Carlson, Management Analyst

SUBJECT: **PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF AN EMERGENCY RESPONSE PLAN**

RECOMMENDATION

It is recommended that the Board of Directors of the Florin Resource Conservation District/Elk Grove Water District Resolution approve a motion authorizing the General Manager to execute a Professional Services Agreement with AECOM in the amount of \$74,720 for the preparation of an Emergency Response Plan.

Summary

The Elk Grove Water District (EGWD) last completed an Emergency Response Plan (ERP) in 2004. This ERP is out of date and is no longer useful to the District in the event of an emergency. For this reason, the Board and the General Manager established the preparation of a new Emergency Plan as a Key Objective for Fiscal Year 2014-15.

EGWD staff solicited proposals from twelve consulting firms and received responses from three firms. Based on the strength, responsiveness, and value of their proposal, and the qualifications and experience demonstrated, staff recommends that AECOM be selected to perform the work.

By this action and if approved, the Board would authorize the General Manager to execute the attached Professional Services Agreement with AECOM for the preparation of an Emergency Response Plan.

DISCUSSION

Background

In June of 2002, President Bush signed the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. Title 6 of this Act addressed the security and safety of drinking water and directed community water systems serving populations

**PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF AN
EMERGENCY RESPONSE PLAN**

Page 2

greater than 3,300 people to complete vulnerability assessments and emergency response plans. A committee of staff, consulting engineers and Board members presented a vulnerability assessment to the Board of Directors in May, 2004 and the Board adopted the final ERP in December, 2004.

In March of 2014, the Board and General Manager determined that an updated Vulnerability Assessment (VA), and an Emergency Response Plan together with an associated disaster recovery plan should be completed during the 2014-15 fiscal year. The updated VA was completed by staff in April, 2014.

Although documents remain of the work in 2004, the EGWD bears little resemblance to the District of over ten years ago. New staff, new facilities, and changes in Local, State and Federal Emergency response protocols have made previous plans ineffective.

Present Situation

EGWD adopted the Sacramento County Multi-Hazard Mitigation Plan in 2009 and recently joined the California Water/Wastewater Agency Response Network (CalWARN), so the District is not without resources in the event of an emergency. However, should a major event disrupt water or administrative operations, the District lacks a detailed strategy for response and resumption of service.

An updated VA was completed by EGWD staff in April, 2014. This document is confidential, but was made available to the candidate firms for review. The VA will serve as a primary resource in developing a new Emergency Response Plan.

In December, 2014, District staff solicited proposals from twelve (12) consultant firms that were known to have experience in preparing ERP's. On January 14, 2015, proposals were received from three firms and these included Michael Baker International, Howell Consulting/Highlands Consulting Group, and AECOM.

Staff reviewed the three proposals, including their associated fee estimates and has determined that the proposal solicited by AECOM yields the highest value to the District. Although the fee proposed by AECOM is slightly higher than those of the other two firms, it is staff's opinion that the experience demonstrated by AECOM along with the quality of their proposal, yields a higher value to the District than that of the other two firms.

January 28, 2015

**PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF AN
EMERGENCY RESPONSE PLAN**

Page 3

To explain further, AECOM's proposal most fully met the expectations of the District and has proposed very valuable enhancements to the project. AECOM has completed similar projects nationwide and locally for the cities of Sacramento and West Sacramento. AECOM's familiarity with Sacramento's Emergency Operations Center's organization and national disaster systems ensures that the District's emergency response plan will work in tandem with regional disaster operations.

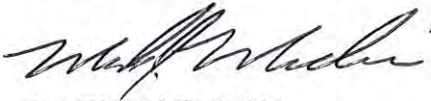
STRATEGIC PLAN CONFORMITY

The recommendation made in this staff report directly conforms to the FRCD/EGWD's Strategic Plan. Specifically, Emergency planning is critical to the EGWD goals associated with regulatory compliance and asset management.

FINANCIAL SUMMARY

The financial impact of the professional services agreement for the preparation of an Emergency Response Plan is \$74,720. Funding for this amount has been budgeted for, and is available in the FY 2014-15 Operating Budget under Contracted Services.

Respectfully submitted,


for ELLEN CARLSON
MANAGEMENT ANALYST

EC:MJM

Attachment

**FLORIN RESOURCE CONSERVATION DISTRICT
PROFESSIONAL SERVICES AGREEMENT
FOR
EMERGENCY RESPONSE CONSULTANT SERVICES**

1. PARTIES AND DATE.

This Agreement is made and entered into this ____ day of February, 2015 by and between the Florin Resource Conservation District, a resource conservation district organized under the laws of the State of California with its principal place of business at 9257 Elk Grove Boulevard, Elk Grove, California (“District”) and AECOM, a California corporation, with its principal place of business at 2870 Gateway Oaks Drive, Ste. 150, Sacramento, CA 95833-4308 (“Consultant”). District and Consultant are sometimes individually referred to herein as “Party” and collectively as “Parties.”

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain consultant services required by District on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing emergency response consultant services to public clients, is licensed in the State of California, and is familiar with the plans of District.

2.2 Project.

District desires to engage Consultant to render such services for the Emergency Response Plan (“Project”) as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the emergency response consultant services necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from the date that the Agreement is executed by both Parties until June 30, 2015 or the Services are completed (whichever occurs first), unless earlier terminated as provided herein. Consultant shall complete the Services

within the term of this Agreement, and shall meet any other established schedules and deadlines.

3.2 Responsibilities of Consultant.

- 3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of District and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.
- 3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule of Services, District shall respond to Consultant's submittals in a timely manner. Upon request of District, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.
- 3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of District.
- 3.2.4 Substitution of Key Personnel. Consultant has represented to District that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of District. In the event that District and Consultant cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to District, or who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Consultant at

the request of District. The key personnel for performance of this Agreement are as follows: Paul Jacks, Jack Moyer and Troy Broddrick.

- 3.2.5 District's Representative. District hereby designates Mark J. Madison, or his designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of District for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than District's Representative or his or her designee.
- 3.2.6 Consultant's Representative. Consultant hereby designates Paul Jacks, or his designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of Consultant for all purposes under this Agreement. Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.
- 3.2.7 Coordination of Services. Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.
- 3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and sub-consultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and sub-consultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from District, any services necessary to correct errors or omissions which are caused by Consultant's failure to comply with the standard of care provided for herein. Any employee of Consultant or its sub-consultants who is determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to District, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold District, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1. Time for Compliance. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this section. In addition, Consultant shall not allow any sub-consultant to commence work on any subcontract until it has provided evidence satisfactory to District that the sub-consultant has secured all insurance required under this section.

3.2.10.2. Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

(a) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

(b) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto"

(Symbol 1) with minimum limits of \$1,000,000 each accident.

- (c) **Workers' Compensation:** Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.
- (d) **Professional Liability:** Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

3.2.11 Endorsements.

The policy or policies of insurance required by Section 3.2.10.2 (a) Commercial General Liability and (b) Automobile Liability Insurance shall be endorsed to provide the following:

- (1) Additional Insured: The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.
- (2) Primary Insurance and Non-Contributing Insurance: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.
- (3) Severability: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

- (4) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.
- (5) Duties: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.
- (6) Applicability: That the coverage provided therein shall apply to the obligations assumed by Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

(A) The policy or policies of insurance required by Section 3.2.10.2

(c) Workers' Compensation shall be endorsed, as follows:

- (1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.
- (2) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.

(B) The policy or policies of insurance required by Section 3.2.10.2

(d) Professional Liability shall be endorsed, as follows:

- (1) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon District except ten (10) days prior written notice shall be allowed for non-payment of premium.

3.2.11.2. Deductible. Any deductible or self-insured retention must be approved in writing by District and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

3.2.11.3. Evidence of Insurance. Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by

District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with District. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.2.11.4. Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to District. District shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement. In the event that Consultant's operations are suspended for failure to maintain required insurance coverage, Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

3.2.11.5. Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

3.2.11.6. Insurance for Sub-consultants. All sub-consultants shall be included as additional insureds under Consultant's policies, or Consultant shall be responsible for causing sub-consultants to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding District as an Additional Insured to the sub-consultant's policies.

3.2.12 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and sub-consultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing

apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

- 3.3.1 Compensation Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed Seventy-Four Thousand, Seven Hundred Thirty Dollars (\$74,720) without written approval of District's General Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.
- 3.3.2 Payment of Compensation. Consultant shall submit to District a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.
- 3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by District.
- 3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative.
- 3.3.5 [reserved]
- 3.3.6 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. District shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per

diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold District, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

3.5.1.1. Grounds for Termination. District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.5.1.2. Effect of Termination. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3. Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following

address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant:

AECOM
2870 Gateway Oaks Drive
Sacramento, CA 95833-4308
Attn: Paul Jacks

District:

Florin Resource Conservation District
9257 Elk Grove Boulevard
Elk Grove, CA 95624
Attn: Mark J. Madison

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1. Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). Consultant shall require all sub-consultants to agree in writing that District is granted a non-exclusive and perpetual license for any Documents & Data the sub-consultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by District. District shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District’s sole risk.

3.5.3.2. Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such

materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District.

- 3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.
- 3.5.5 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.
- 3.5.6 Indemnification. Consultant shall defend, indemnify and hold District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of Consultant, its officials, officers, employees, agents, subcontractors and sub-consultants arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District, its directors, officials, officers, employees, agents or volunteers.

- 3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.
- 3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.
- 3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.
- 3.5.10 District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project.
- 3.5.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.
- 3.5.12 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.
- 3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and sub-consultants of Consultant, except as otherwise specified in this Agreement. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
- 3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

- 3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.
- 3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 3.5.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any sub-consultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.
- 3.5.20 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self- insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.
- 3.5.21 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
- 3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.6 Subcontracting.

3.6.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

[Signature page follows]

Florin Resource Conservation District

AECOM

By: _____

Mark J. Madison
General Manager

By: _____

Paul Jacks
Project Manager

Attest:

By: _____

Stefani Philips
District Clerk

Approved as to Form:

By: _____

Best Best & Krieger LLP
Attorney for Florin Resource Conservation District

EXHIBIT "A"
SCOPE OF SERVICES

Task 1: Project Management

Within two weeks of this contract's signing, AECOM will conduct a kickoff meeting with designated District staff for the purpose of:

- Establishment of roles, responsibilities, lines of communications, and points of contact
- Confirmation of the project schedule and budget
- Capture of project concerns and expectations
- Clarification of project scope and approach

AECOM will conduct bi-weekly conference calls and/or in person meetings with the designated District staff to review progress on Project tasks, identify any potential issues, and to resolve questions. AECOM will provide a written status report that will document information on the Project tasks, schedule, and budget, as well as any issues affecting the project performance.

At the conclusion of the Project, AECOM will provide a Project memo summarizing achievements made during the Project and identify any opportunities for continued improvement and issues for future consideration.

Task 2: Review Existing Plans and Practices

AECOM will review existing plans and practices, including the vulnerability assessment, current emergency response plan and any other relevant documents. AECOM will also meet with District representatives responsible for the emergency management program and other stakeholders identified by the District to collect background information regarding the status of the program and to identify the District's current emergency response capabilities. AECOM will identify any gaps in the District's program and make recommendations as appropriate.

AECOM will prepare and deliver to the General Manager a Summary Plan Review Report, which will include:

- A list of reviewed plans
- A summary of current capabilities
- A list of gaps and suggestions for how they will be addressed in the Emergency Response Plan.

Task 3: Develop the ERP

Within six weeks of the delivery of the Summary Plan Review Report, AECOM will deliver a draft Emergency Response Plan. This draft will include:

- Introduction
- General Emergency Planning Information
- Emergency Response Plan – Core Elements
- Decision Process and Emergency Response Plan Activation
- Emergency Response, Restoration and Recovery Activities
- Action Plan
- Emergency Response Plan Approval Process
- Additional Resources
- Appendices

During the development process, the AECOM team will coordinate as necessary with designated District representatives to obtain buy-in and to identify any need for changes early in the process. After the District's review of the draft Emergency Response Plan, AECOM will make all necessary edits and deliver a final Emergency Response Plan.

Task 4: Training Seminar

Within two weeks of the delivery of the final Emergency Response Plan, AECOM will conduct a Homeland Security Exercise and Evaluation Program (HSEEP) compliant training seminar of approximately 4 hours with District leadership and other personnel responsible for District emergency operations. The project will conclude with the submittal of a Training Summary Report.

EXHIBIT "B"
SCHEDULE OF SERVICES

All capitalized terms in this Exhibit "B" shall have the meanings as set forth in the Agreement and/or Exhibit "A".

Task 1: Project Management will be ongoing to the conclusion of the Project, with bi-weekly meetings in March, April, May and June. Monthly status reports will be issued:

- The first week of March
- The third week of April
- The third week of May
- The second week of June

Task 2: The Review of Existing Plans and Practices is to be concluded at the end of the second week of March.

Task 3: Deadlines for the Development of the Emergency Response Plan are as follows:

- **Outline:** First week of March
- **Draft:** Second week of May
- **Final:** Last week of May

Task 4: The training seminar will be held in the third week of June with the Training Summary Report submitted by no later than June 30, 2015.

EXHIBIT "C" COMPENSATION

All capitalized terms in this Exhibit "B" shall have the meanings as set forth in the Agreement.

Consultant shall provide the Services pursuant to the following rate and billing sheet:

Table 3. Staff Hour Allocation

Staff	Labor Classification	Rate	Task 1	Task 2	Task 3	Task 4	Totals Hours	Total Cost
Paul Jacks/Project Manager	Project Manager	\$ 175	24	8	24	24	80	\$ 14,000.00
Jeff Herrin	Senior Principal Project Professional	\$ 200	20				20	\$ 4,000.00
Troy Broddrick/ Quality Manager/Technical Specialist (Personnel and Facility Security)	Principal Project Professional	\$ 185	8	4	28	16	56	\$ 10,360.00
Jason Gwaltney/ Planning Lead	Senior Project Professional	\$ 135	2	30	64	8	104	\$ 14,040.00
Kay Vasilyeva/Planner	Project Professional	\$ 95	2	30	120	40	192	\$ 18,240.00
Jack Moyer/Technical Specialist (Water Utility Systems)	Principal Project Professional	\$ 185	2	4	32	8	46	\$ 8,510.00
Project Controls	Project Controls Specialist	\$ 155	12				12	\$ 1,860.00
Editor	Technical Editor	\$ 115		4	8		12	\$ 1,380.00
Graphics	Graphics Specialist	\$ 95		4			4	\$ 380.00
Total Labor							488	\$ 74,720.00
ODCs								
Travel expenses				\$100	\$500	\$500		\$ 1,100.00
Reproduction/Printing				\$100	\$250	\$500		\$ 850.00
Other								\$ -
Total ODCs			\$0	\$200	\$750	\$1,000		\$ 1,950.00
Total Not To Exceed Budget								\$ 74,720.00

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District
FROM: Jim Malberg, Finance Manager
SUBJECT: **ELK GROVE WATER DISTRICT FY 2014-15 MID-YEAR OPERATING BUDGET STATUS REPORT**

RECOMMENDATION

This item is presented for discussion purposes only. No action is requested of the Board at this time.

Summary

Staff is presenting a mid-year Elk Grove Water District (EGWD) budget status report for the 2014-15 fiscal year. This report is to keep the Board and the public informed on the financial status of the Elk Grove Water District.

DISCUSSION

Background

On June 25, 2014, the Board approved the FY 2014-15 EGWD Budget. The adopted FY 2014-15 EGWD Budget has total revenues of approximately \$14.463 million and total expenditures of approximately \$14.458 million, including depreciation and amortization of approximately \$1.9 million.

Present Situation

The following is a summary of the EGWD's financial status as of December 31, 2014:

ELK GROVE WATER DISTRICT FY 2014-15 MID-YEAR OPERATING BUDGET STATUS REPORT

Page 2

	YTD Activity	Annual Budget	Variance	%
Revenues	7,145,566	14,463,784	(7,318,218)	49.40%
Salaries & Benefits (1)	1,608,429	3,721,605	(2,113,176)	43.22%
Seminars, Conventions and Travel	14,929	38,007	(23,078)	39.28%
Office & Operational (2)(3)	2,008,597	4,111,168	(2,102,571)	48.86%
Outside Services	469,705	820,558	(350,853)	57.24%
Equipment Rent, Taxes, Utilities	198,358	439,846	(241,488)	45.10%
Total Operational Expenses	4,300,018	9,131,184	(4,831,166)	47.09%
Net Operations	2,845,548	5,332,600	(2,487,052)	53.36%
Depreciation & Amortization	939,172	1,878,344	(939,172)	50.00%
Bond Interest Accrued	1,273,413	2,546,826	2,546,826	50.00%
Interest Earned	5,635	10,000	10,000	56.35%
Other Income	93,507	0	93,507	
Revenues in Excess of Expenditures	732,105	917,430		
Capital Expenses/Equipment	928,554			
Bond Retirement: \$1,290,000	645,000			
Net Cash Position	(841,449)			
(1) A total of \$439,864 of salary expenses will be capitalized to the CIP at year end.				
(2) A total of \$154,956 of operational expenses will be capitalized to the CIP at year end.				
(3) Estimated Expenditures: Purchased Water \$179,705 in December, and \$631,568 Year-To-Date.				

**ELK GROVE WATER DISTRICT FY 2014-15 MID-YEAR OPERATING BUDGET
STATUS REPORT**

Page 3

The revenues collected through mid-year for FY 2014-15 total \$7,145,566 and are 49.4% of the \$14,463,784 annual budget. The revenues reflect a slight decrease for slightly lower sales in the second quarter due conservation efforts related to the drought. The revenues collected year to date are \$441,967 lower than the same period last year.

Total Operational Expenses were \$4.3 million through December representing 47.1% of the annual budget of \$9,131,184. The actual expenses were \$293,822 or 7.3% above the same period of the prior fiscal year.

The mid-year personnel expenditures total \$1,608,429 through December and are at 43.2% of the annual budget of \$3,721,605. The District has experienced some savings due to vacancies. Please note that Staff will be transferring a portion of the personnel costs, as well as material costs, to capital projects. Staff has budgeted transfers of \$439,864 of personnel costs and \$154,956 of materials costs to be transferred to the Capital Improvement Budget at year end.

The Office and Operational expenditures total \$2,008,597 through December and are at 48.9% of the total Budget of \$4,111,168. The major expenditure in this category is the estimated Purchased Water costs of \$1,634,759 through December. It is important to note that there are savings in purchased water cost because the District has not had to purchase supplemental water from the Sacramento County Water Agency (SCWA). In addition, the SCWA informed the District that the cost for consumption charges will be \$1.154 per 100 cubic feet which is higher than the estimated cost of \$1.12 per 100 cubic feet which was provided to the District by SCWA back in April 2014.

The Outside Services expenditures total 469,705 through December. This represents 57.2% of the annual budget of \$820,558. The expenditures for Contracted Services (Finance) and Legal Services are the major expenditures at \$188,808 and \$71,335, respectively. The majority of the contract services (Finance) are for financial consulting and accounting services as well as the District's Information Technology consultant.

The Equipment Rent, Taxes and Utilities expenditures total \$198,358 through December and are at 45.1% of the annual budget of \$439,846. The major expenditure in this category is the Electricity costs of \$173,789 at the mid-year.

**ELK GROVE WATER DISTRICT FY 2014-15 MID-YEAR OPERATING BUDGET
STATUS REPORT**

Page 4

The District's revenues to date are slightly below the budgeted amount for this time of the year. Staff does have concerns about the District's revenues as our customers continue to reduce their consumption in response to the on-going drought and will continue to monitor this situation monthly.

The District had expenditures \$928,554 for capital projects and equipment as follows:

- Capital Improvements \$718,541
- Capital Replacements \$158,676
- Equipment \$ 51,337

The capital expenditures are detailed in the Mid-Year Capital Reserve Report.

The District continued to implement the planned revenue adjustments as detailed in the water rate study that was adopted in April 2013 with the rate recommendations adopted in June 2013. Staff will be participating in training on the water rate model in the next several weeks and the model will be revisited again in May as we get closer to the final stages of the preparation of the FY 2015-16 Operating and Capital Improvement Budgets.

FINANCIAL SUMMARY

This report is provided to the Board for information only. There is no financial impact associated with this item at this time.

Staff has attached a copy of the Mid-Year Budget Review. The Mid-Year Budget Review includes the line item detail for the expenditure categories for the mid-year for FY 2014-15, as well as the detail for last year's mid-year.

Respectfully submitted,


JIM MALBERG
FINANCE MANAGER/TREASURER

JM

Attachment

**ELK GROVE WATER DISTRICT
MID-YEAR BUDGET REVIEW
THROUGH DECEMBER 31, 2014
FISCAL YEAR 2014-15**

Revenues

Account Description	FY 14-15 Budget	Y-T-D 12/31/2014	50.00% Percentage	Y-T-D 12/31/2013	Previous Year Difference
4100 Water Payment Revenues - Residential	\$11,940,565	6,063,313	50.78%	6,159,217	\$ (95,904)
4110 Water Payment Revenues - Commercial	1,891,647	907,552	47.98%	1,105,920	(198,368)
4120 Water Payment Revenues - Fire Service	317,122	62,400	19.68%	196,997	(134,597)
4200 Meter Fees/Plan Check/Water Capacity	50,376	20,682	41.06%	20,403	278
4201 Backflow Install	74,000	36,459	49.27%	-	36,459
4520 Door Hanger Fees	131,737	66,000	50.10%	60,475	5,525
4540 New account Fees	32,187	15,990	49.68%	13,950	2,040
4550 NSF Fees	2,400	1,680	70.00%	1,400	280
4570 Shut-off Fees	75,667	31,550	41.70%	35,923	(4,373)
4580 Field Service Charge	-	100		125	(25)
4590 Credit Card Fees	8,082	3,330	41.20%	3,890	(560)
4600 Customer Refunds	-				-
4700 Rental Income					-
4900 Customer Refunds	(60,000)	(63,490)	105.82%	(10,768)	(52,721)
TOTAL GROSS REVENUES	\$ 14,463,783	\$ 7,145,566	49.40%	\$ 7,587,533	\$ (441,967)

**ELK GROVE WATER DISTRICT
MID-YEAR BUDGET REVIEW
THROUGH DECEMBER 31, 2014
FISCAL YEAR 2014-15**

Revenues

Expenditures

Account	Description	FY 14-15 Budget	Y-T-D 12/31/2014	50.00% Percentage	Y-T-D 12/31/2013	Previous Year Difference
	Salaries & Benefits					
5100	Executive Salary	146,535	69,556	47.47%	70,101	(545)
5110	Exempt Salaries	491,114	228,237	46.47%	237,260	(9,023)
5120	Non-Exempt Salaries	1,362,435	653,801	47.99%	622,108	31,694
5130	Overtime Compensation	60,396	27,231	45.09%	25,754	1,477
5140	On Call Pay	18,250	9,050	49.59%	9,150	(100)
5150	Holiday Pay	112,794	41,187	36.51%	49,381	(8,195)
5160	Vacation Pay	106,790	54,936	51.44%	56,041	(1,105)
5170	Personal Time Pay	91,654	44,048	48.06%	38,898	5,150
5180	Internship Program	12,164	0	0.00%	0	-
5200	Medical Benefits	589,705	208,496	35.36%	184,577	23,919
5195	EAP	880	324	36.80%	464	(140)
5210	Dental/Vision/Life Insurance	64,013	21,421	33.46%	21,315	107
5220	Retirement Benefits	372,214	143,512	38.56%	143,957	(445)
5225	Retirement Benefits - Post Employment	80,000	12,504	15.63%	11,624	880
5230	Medical Tax, Social Security and SUI	45,981	17,700	38.49%	21,614	(3,914)
5240	Worker's Compensation Insurance	81,660	64,544	79.04%	50,875	13,668
5250	Education Assistance	35,200	1,518	4.31%	0	1,518
5260	Employee Training	47,100	9,009	19.13%	15,040	(6,031)
5270	Employee Recognition	600	1,306	217.73%	18	1,288
5280	Meetings	2,120	50	2.36%	50	-
	Less Capitalized Expenditures	(439,864)	0	0.00%	0	-
	Category Subtotal	3,281,741	1,608,429	49.01%	1,558,227	50,202
	Seminars, Conventions and Travel					
5300-20	Airfare	3,150	1,951	61.94%	318	1,634
5310-20	Hotels	9,200	3,463	37.64%	1,088	2,375
5320-20	Meals	4,347	2,135	49.11%	709	1,426
5330-20	Auto Rental	1,450	138	9.49%	-	138
5340-20	Seminars & Conferences	9,300	4,285	46.08%	1,270	3,015
5345-20	Seminars & Conferences - Board	3,350	-	0.00%	830	(830)
5350-20	Mileage Reimbursement, Parking, Tolls	1,630	557	34.19%	419	138
5375-20	Auto Allowance	5,580	2,400	43.01%	2,400	-
	Category Subtotal	38,007	14,929	39.28%	7,034	7,895

**ELK GROVE WATER DISTRICT
MID-YEAR BUDGET REVIEW
THROUGH DECEMBER 31, 2014
FISCAL YEAR 2014-15**

Revenues

Expenditures (Continued)

Account	Description	FY 14-15 Budget	Y-T-D 12/31/2014	50.00% Percentage	Y-T-D 12/31/2013	Previous Year Difference
	Office & Operational					
5410	Advertising	5,300	5,842	110.23%	1,314	4,528
5415	Association Dues	65,392	58,331	89.20%	45,551	12,780
5420	Insurance	75,000	76,462	101.95%	68,336	8,126
5425	Licenses, Certifications, Fees	10,300	3,421	33.21%	1,651	1,770
5430	Repairs & Maintenance - Automotive	27,533	14,670	53.28%	7,492	7,178
5432	Repairs & Maintenance - Building	17,081	6,621	38.76%	4,597	2,023
5434	Repairs & Maintenance - Computers	9,100	8,754	96.19%	840	7,914
5435	Repairs & Maintenance - Equipment	93,728	42,111	44.93%	28,663	13,448
5438	Fuel	64,813	25,050	38.65%	28,434	(3,384)
5440	Materials	296,692	115,227	38.84%	88,035	27,191
5445	Chemicals	27,000	7,238	26.81%	10,179	(2,941)
5450	Meter Repairs	600	0	0.00%	196	(196)
5453	Permits	36,600	21,172	57.85%	17,847	3,324
5455	Postage	59,300	25,515	43.03%	28,937	(3,423)
5460	Printing	12,400	1,203	9.70%	2,838	(1,635)
5465	Safety Equipment	14,550	1,291	8.87%	7,963	(6,672)
5470	Software Programs & Updates	97,244	88,521	91.03%	66,731	21,790
5475	Supplies	33,000	11,230	34.03%	11,220	10
5480	Telephone	37,055	17,424	47.02%	15,662	1,763
5485	Tools	19,521	17,857	91.47%	8,529	9,328
5490	Clothing Allowance	9,500	1,755	18.47%	4,534	(2,780)
5491	EGWD-Other Clothing	6,959	3,851	55.34%	2,154	1,696
5495	Purchased Water	3,092,500	1,455,054	47.05%	1,499,890	(44,836)
	Less Capitalized Expenditures	(154,956)				-
	Category Subtotal	3,956,213	2,008,597	50.77%	1,951,593	57,004
	Outside Services					
5505	Administration Services	1,500	700	46.67%	605	95
5510	Bank Charges	48,000	30,200	62.92%	24,884	5,316
5515	Billing Services	27,400	11,096	40.50%	10,783	313
5520	Contracted Services	228,830	141,351	61.77%	71,014	70,337
5525	Accounting Services	60,000	26,180	43.63%	29,434	(3,254)
5530	Engineering	130,000	59,532	45.79%	14,798	44,735
5535	Legal Services	185,000	71,335	38.56%	52,237	19,098
5540	Financial Consultants	20,000	64,073	320.37%	14,204	49,870
5545	Community Relations	13,700	10,341	75.48%	4,877	5,465
5552	Misc. Medical	1,000	842	84.20%	391	452
5550	Pre-employment	25,000	13,784	55.14%	1,500	12,284
5555	Janitorial	6,440	3,209	49.83%	2,845	364
5560	Bond Administration	8,500	6,917	81.38%	6,293	624
5570	Security	22,188	2,252	10.15%	14,202	(11,950)
5575	Sampling	40,000	26,392	65.98%	11,744	14,648
5580	Board Secretary/Treasurer	3,000	1,500	50.00%	1,500	-
	Category Subtotal	820,558	469,705	57.24%	261,310	208,395

**ELK GROVE WATER DISTRICT
MID-YEAR BUDGET REVIEW
THROUGH DECEMBER 31, 2014
FISCAL YEAR 2014-15**

Revenues

Expenditures (Continued)

Account Description	FY 14-15 Budget	Y-T-D 12/31/2014	50.00% Percentage	Y-T-D 12/31/2013	Previous Year Difference
Equipment Rent, Taxes and Utilities					
5610 Occupancy	-	-			
5620 Equipment Rental	25,871	8,083	31.24%	15,297	(7,214)
5710 Property Taxes	4,100	4,701	114.66%	3,992	709
5720 Water	-	-	0.00%	-	-
5740 Electricity	379,694	173,789	45.77%	195,744	(21,956)
5750 Natural Gas	600	102	17.06%	118	(16)
5760 Sewer and Garbage	29,581	11,683	39.50%	12,881	(1,198)
Category Subtotal	439,846	198,358	45.10%	228,032	(29,674)
Total Operational Expenses	8,536,365	4,300,018	50.37%	4,006,196	293,822

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Jim Malberg, Finance Manager

SUBJECT: **ELK GROVE WATER DISTRICT FY 2014-15 MID-YEAR RESERVE STATUS REPORT**

RECOMMENDATION

This item is presented for information only. No action by the Board is proposed at this time.

Summary

Staff is presenting a mid-year status report for FY 2014-15 Elk Grove Water District (EGWD) Reserve Funds reflecting expenditures and budget appropriations through December 31, 2014. This report is to keep the Board and public informed on the status of the Elk Grove Water District Reserve Funds utilized, notably for the FY 2014-15 Capital Improvement Program (CIP).

DISCUSSION

Background

On August 22, 2012 the Board approved Resolution 08.22.12.01 adopting a revised Elk Grove Water District Reserve and Capital Investment Policy. The revised policy established six reserve funds, as detailed later in this report, as well as defining the financial targets for each of those specific reserve funds.

On June 25, 2014, the Board approved the FY 2014-15 EGWD CIP that included an appropriation of \$2,775,000 in unrestricted funds to the FY 2014-15 CIP reserve fund. On July 23, 2014, the Board appropriated an additional \$711,039 of unrestricted funds to the FY 2014-15 CIP reserve fund for the Hampton Village Water Treatment Plant Refurbishment project. These appropriations are reflected in the current balances and budgets of the reserve funds.

ELK GROVE WATER DISTRICT FY 2014-15 MID-YEAR RESERVE STATUS REPORT

Page 2

Present Situation

EGWD has appropriated Reserve Funds for FY 2014-15 as follows:

• Operations Reserves (120 days)	\$4,819,000
• FY 2014/15 Capital Improvement Fund	\$2,860,000
• FY 2014/15 Capital Replacement Fund	\$ 626,000
• Elections and Special Studies	\$ 102,599
• Future Capital Improvements	\$2,694,301
• Future Capital Replacements	\$ 898,100

EGWD has expended \$928,554 for capital expenditures through December 31, 2014 as follows:

• Capital Improvement Fund	
○ Meter Retrofit Program	\$ 146,502
○ Bullhead Replacements	\$ 4,267
○ Wharf Hydrant Replacements	\$ 143,186
○ Melrose Ave. Water Main	\$ 230,878
○ Hampton Rd. WTP Refurbishment	\$ 164,061
○ SCADA Improvements	\$ 23,800
○ Truck Replacements	\$ 51,337
○ Admin Bldg. Improvements	\$ 650
○ RRWTF Parking Lot Improvements	\$ 5,197
TOTAL	\$ 769,878
• Capital Replacement Fund	
○ Hampton Rd. WTP Refurbishment	\$ 134,231
○ Hydropneumatic Tanks Refurbishments	\$ 9,360
○ Well Destructions	\$ 15,085
TOTAL	\$ 158,676

The EGWD remaining reserve fund balances as of December 31, 2014 are as follows:

• Operations Reserves (120 days)	\$ 4,819,000
• FY 2014/15 Capital Improvement Fund	\$ 2,090,122
• FY 2014/15 Capital Replacement Fund	\$ 467,324
• Elections and Special Studies	\$ 102,599
• Future Capital Improvements	\$ 2,694,301
• Future Capital Replacements	\$ 898,100

January 28, 2015

**ELK GROVE WATER DISTRICT FY 2014-15 MID-YEAR RESERVE STATUS
REPORT**

Page 3

The Hampton Rd. WTP Refurbishment project includes funding from both the Capital Improvement Fund as well as the Capital Replacement Fund as indicated above. Total project expenditures as of December 31, 2014 were \$298,292.

Please note that Staff will be capitalizing a portion of the personnel costs, as well as operations expenses, to the Melrose and Meter Retrofit capital projects at year end. Staff has budgeted transfers of \$439,864 of personnel costs and \$154,956 of operational expenses to be transferred to the CIP.

Staff has included two schedules reflecting the reserve fund balances and the Capital Improvement Program expenditures through December 31, 2014. Staff will update the balances for the third quarter in April along with the updates for the operating budget at that time as well.

FINANCIAL SUMMARY

There is no financial impact with this report.

Respectfully submitted,

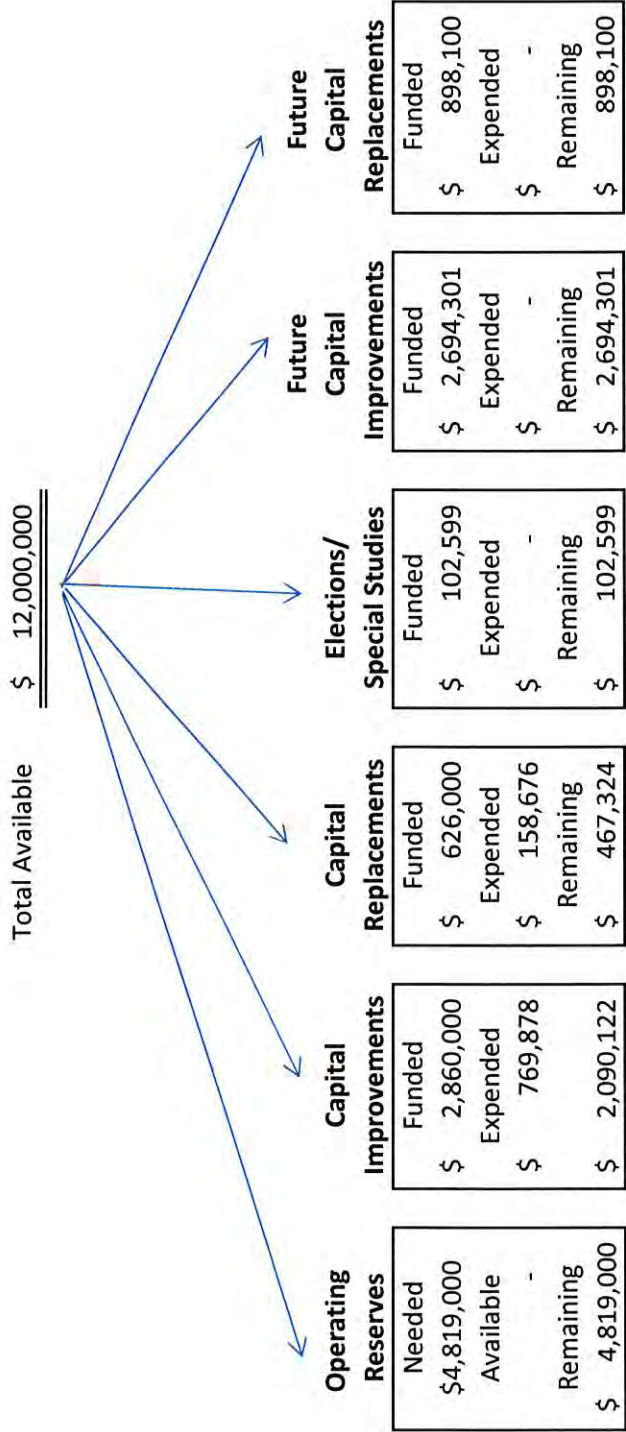


JIM MALBERG
FINANCE MANAGER/TREASURER

JM:

Attachments

ELK GROVE WATER RESERVES
Fiscal Year 2014-15
As of December 31, 2014



Capital Improvement Funds

Retrofit Program	Supply/Dist. Improvements	Treatment Plant Improvements	Building & Site Improvements	Unforeseen Capital Projects
Funded	Funded	Funded	Funded	Funded
\$ 134,000	\$ 1,500,000	\$ 729,000	\$ 440,000	\$ 100,000
Expended	Expended	Expended	Expended	Expended
\$ 146,502	\$ 378,331	\$ 187,861	\$ 57,184	\$ -
Remaining	Remaining	Remaining	Remaining	Remaining
\$ (12,502)	\$ 1,121,669	\$ 541,139	\$ 382,816	\$ 100,000

Capital Replacement Funds

Supply/Dist. Improvements	Treatment Plant Improvements	Building & Site Improvements	Unforeseen Capital Projects
Funded*	Funded	Funded	Funded
\$ 22,000	\$ 461,000	\$ -	\$ 100,000
Expended	Expended	Expended	Expended
\$ 9,360	\$ 134,231	\$ -	\$ 15,085
Remaining	Remaining	Remaining	Remaining
\$ 12,640	\$ 326,769	\$ -	\$ 84,915

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District
FROM: Jim Malberg, Finance Manager/Treasurer
SUBJECT: **INVESTMENT POLICY GUIDELINES**

RECOMMENDATION

Approve Resolution No. 01.28.15.01, of the Board of Directors of the Florin Resource Conservation District adopting Fiscal Year 2014-15 Investment Policy Guidelines of the Florin Resource Conservation District.

Summary

By this action, the Board will approve the Fiscal Year 2014-15 Investment Policy Guidelines.

DISCUSSION

Background

State of California Government Code section 53600 et. seq., states that the authority to invest District funds is expressly delegated to the Board of Directors for subsequent re-delegation to the District Treasurer for a period of up to one year. Subject to review, the Board may renew the delegation of authority each year.

Present Situation

Investment Policy Guidelines Fiscal Year 2014-15 is an annual adoption of the Florin Resource Conservation District's Investment Policy. California Government Code sections 53600 – 53610 establishes the guidelines for the investment of public funds including the types of allowable investments and maximum amounts of each type of investment. Staff is only recommending one change to the policy in Section I, Time Certificates of Deposit in order to be consistent with Government Code section 53601.8. The change is to limit the maximum amount of investment in non-negotiable, fixed-term Certificates of Deposit to thirty percent (30%) of the total amount of the District's investment portfolio.

INVESTMENT POLICY GUIDELINES

Page 2

FINANCIAL SUMMARY

There is no direct financial impact associated with this item.

Respectfully Submitted,



JIM MALBERG
FINANCE MANAGER / TREASURER

JM

Attachments

RESOLUTION No. 01.28.15.01

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE FLORIN RESOURCE CONSERVATION DISTRICT ADOPTING
FISCAL YEAR 2014-15 INVESTMENT POLICY GUIDELINES
OF THE FLORIN RESOURCE CONSERVATION DISTRICT**

WHEREAS, the Board of Directors adopted the **Investment Policy Guidelines of the Florin Resource Conservation District (FY 2013-14)** (“Investment Policy Guidelines”) in January 2014, to guide the Florin Resource Conservation District (“District”), General Manager, Finance Manager, and District staff regarding District investments; and

WHEREAS, paragraph R of the Investment Policy Guidelines provides that the District shall adopt the Guidelines by resolution annually; and

WHEREAS, the Board of Directors wishes to re-adopt the Investment Policy Guidelines for the Fiscal Year (FY) 2014-15.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District as follows:

Section 1. Investments shall be made in accordance with the **Investment Policy Guidelines of the Florin Resource Conservation District (FY 2014-15)** attached hereto as Exhibit “A,” and made a part hereof.

Section 2. The policies adopted by this resolution are in addition to and supplement any other legal requirements.

Section 3. The Secretary to the Board shall certify to the passage and adoption of this resolution and the same shall take effect and be in force upon its adoption.

APPROVED AND ADOPTED this 28th day of January, 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

Chuck Dawson
Chairman of the Board of Directors

ATTEST:

Stefani Phillips
Secretary to the Board of Directors



**Investment Policy Guidelines
of the
Florin Resource Conservation District**

Fiscal Year 2014-15

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A. Investment Authority

In accordance with the section 53600 et. seq. of the Government Code of the State of California, the authority to invest public funds is expressly delegated to the Board of Directors for subsequent re-delegation to the Finance Manager/District Treasurer.

B. Delegation of Authority

Management responsibility for the investment program is hereby delegated, pursuant to Section 53607 of the Government Code, to the Finance Manager/District Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. This responsibility includes authority to select Brokers, establish safekeeping accounts, enter into wire transfer agreements, banking service contracts, and collateral/depository agreements. The Finance Manager/Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. This delegation shall be for no greater than one year and may be revoked at any time, or, upon review, renewed each year.

C. Policy

It is the policy of the Florin Resource Conservation District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds.

D. Scope

This investment policy applies to all surplus financial assets of the District. These funds are accounted in the monthly financial reports and the comprehensive annual financial report of District financial activities.

E. Prudence

The standard of prudence to be used by investment officials in the management of District funds shall be the "prudent investor" standard which shall be applied in the context of managing all aspects of the overall portfolio. Investments shall be made with the care, skill, prudence and diligence, under circumstances then prevailing, including the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion and intelligence acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

It is the District's intent, at the time of purchase, to hold all investments until maturity. However, investments may be sold prior to maturity for cash flow purposes or to take advantage of principal appreciation.

F. Objective

The primary objectives, in priority order, of the District's investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

2. **Liquidity:** The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.
3. **Return on Investments:** The District's investment portfolio shall be designed with the objective of attaining a rate of return commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

G. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program, or impairs their ability to make impartial investment decisions. Additionally, the Finance Manager/Director Treasurer is required to annually file applicable financial disclosures as required by the Fair Political Practices Commission (FPPC) and/or the District's Conflict of Interest Code.

H. Authorized Financial Dealers and Institutions

The District shall transact business only with banks, associations, and with broker/dealers licensed by the State of California. The broker/dealers should be primary government dealers regularly reporting to the New York Federal Reserve Bank. The Finance Manager/District Treasurer shall annually send a copy of the current investment policy to all broker/dealers approved to do business with the District. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the District's investment policies and intends to sell the District only appropriate investments authorized by this investment policy.

I. Authorized and Suitable Investments

All investment vehicles allowed by Sections 53601 of the California Government Code may be used by the Florin Resource Conservation District.

GOVERNMENT AGENCY ISSUES: As authorized in Government Code Sections 53601 (a) through (f), this category includes a wide variety of government securities. There are no special portfolio limitations on the amount that may be invested in these securities, as follows:

1. California local government agency bonds, notes, warrants or other indebtedness;
2. California State warrants, notes, bonds or other indebtedness;
3. Bonds issued by the Florin Resource Conservation District;
4. U.S. Treasury notes, bonds, bills or other certificates of indebtedness secured by the full faith and credit of the federal government;
5. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

BANKERS ACCEPTANCES: As provided in Government Code Section 53601 (g), up to 40% of the District's surplus funds may be invested in Bankers Acceptances [that are eligible for purchase by the Federal Reserve System], although no more than 30% of the surplus funds may be invested in Bankers Acceptances of any one commercial bank. Additionally, the maturity period of any Bankers Acceptance shall not exceed 180 days.

COMMERCIAL PAPER: As authorized in Government Code Section 53601 (h), up to 25% of the District's surplus funds may be invested in "prime" commercial paper of quality of the highest ranking or of the highest letter and number rating provided by a nationally recognized statistical-rating organization (NRSRO). Issuing corporation must meet all of the following conditions in either paragraph (1) or paragraph (2):

- (1) The entity meets the following criteria:
 - (A) Is organized and operating in the United States as a general corporation.
 - (B) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - (C) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO).

- (2) The entity meets the following criteria:
 - (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - (B) Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond.
 - (C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

District shall not purchase more than 10% of the outstanding commercial paper of any one issuer. Maturities may not exceed 270 days.

NEGOTIABLE CERTIFICATES OF DEPOSIT OR BONDS: As authorized in Government Code Section 53601 (i), up to 30% of District's surplus funds may be invested in negotiable certificates of deposit issued by nationally or state-chartered commercial banks, federally insured credit unions, or the state licensed branch of a foreign bank. There is no limitation on the maturity period for this investment vehicle except for the overall investment constraints.

REPURCHASE AGREEMENTS, REVERSE REPURCHASE AGREEMENTS, OR SECURITIES LENDING AGREEMENTS: As authorized in Government Code Section 53601 (j), District may invest in repurchase agreements, reverse repurchase agreements, or securities lending agreements of any securities authorized in Government Code Section 53601 (a) to (k) or (n) or (o) provided that a master repurchase agreement that complies with the Bond Market Association (TBMA) Model has been executed with the contra-party. These investment vehicles are agreements between the District and the seller for the purchase of government securities to be resold on or before a specified date and for a specified amount. The market value of the securities that underlay the repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities, adjusted no less than quarterly. As provided in Government Code Section 53601(j)(5), investing in reverse repurchase agreements or securities lending agreements may only be made upon prior approval of the Board of Directors. The proceeds from a reverse repurchase agreement shall solely supplement the income normally received from the underlying securities.

Also:

1. The maturity of the reverse repurchase agreement must match the maturity of the securities purchased with the proceeds from the sale of the securities on the reverse repurchase agreement, and shall not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread

- for the entire period between the sale of a security using a reverse repurchase agreement and the final maturity date of the same security.
2. The total amount invested in reverse repurchase agreements shall not exceed 20% of the base value of the portfolio.
 3. The securities to be sold on the reverse repurchase agreement or securities lending agreement must be owned and fully paid for by the District for a minimum of 30 days prior to the settlement of the reverse repurchase agreement.
 4. Repurchase agreements, reverse repurchase agreements, or securities lending agreements may only be made with primary dealers of the Federal Reserve Bank of New York.

The Board of Directors specifically authorizes the Finance Manager/District Treasurer to enter into reverse repurchase agreements or securities lending agreements pursuant to the limitations described herein.

MEDIUM-TERM CORPORATE NOTES: As authorized in Government Code Section 53601 (k), up to 30% of District's surplus funds may be invested in medium term corporate notes. Maturities may not exceed five years. The issuing corporation must be organized and operating within the U.S. and must be rated "A" or better by a nationally recognized rating service.

SHARES OF BENEFICIAL INTEREST: As authorized by Government Code Section 53601 (l), up to 20% of District's surplus funds may be invested in shares of beneficial interest issued by diversified management companies investing in securities authorized by Government Code Section 53601 (a) to (k), inclusive or (n) or (o), and shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the investment company act of 1940.

If the investment is in shares by a company that invests in securities and obligations authorized by subdivisions (a) to (k), inclusive or subdivisions (n) or (o), the company must have attained the highest ranking or the highest letter and numerical rating provided by two nationally recognized statistical rating organizations or retain an investment advisor registered or exempt from registration with the Securities and Exchange Commission with at least five (5) years investing the securities authorized by subdivisions (a) to (k), inclusive, or (n) or (o) or experience managing money market mutual funds and with assets under management in excess of five hundred million dollars (\$500,000,000.00).

The purchase price of shares shall not include any commission and no more than 10% of the surplus funds may be invested in shares of any one mutual fund.

MORTGAGE PASS-THROUGH SECURITIES: As authorized in Government Code Section 53601 (o) up to 20% of the District's surplus funds may be invested in mortgage pass-through securities, collateralized mortgage obligations, mortgage-backed or other pay-through bonds, equipment lease-backed certificates, consumer receivable pass-through certificates, or consumer receivable-backed bonds of a maximum of five years maturity.

Securities eligible for investment under this provision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service.

FINANCIAL FUTURES AND FINANCIAL OPTION CONTRACTS: As permitted in Government Code Section 53601.1, District may invest in financial futures or financial option contracts in any of the above investment categories, subject to the same overall portfolio limitations.

TIME CERTIFICATES OF DEPOSIT: As authorized in Government Code Sections 53601.8 and 53630 and following, up to 30% of District's surplus funds may be invested in non-negotiable, fixed-term Certificates of Deposit collateralized in accordance with the Government Code requirements. In order to secure such deposits, an institution shall maintain in the collateral pool securities having a market value of at least 10% in excess of the total amount deposited (50% in excess of the total amount of deposits secured by promissory notes secured by first mortgages and first trust deeds). District is permitted to waive the first \$100,000 of collateral security for such deposits if the institution is insured pursuant to federal law. There are no special portfolio limits on the maturity for this investment vehicle. TCDs may be purchased from banks, associations, federally insured credit unions, and federally insured industrial loan companies which meet the requirements set forth in the Government Code.

LAIF: Deposits with the Local Agency Investment Fund, which is managed by the California State Treasurer's Office, are also permitted. This investing is authorized by Government Code Section 16429.1. The District is a current participant in this fund.

J. Prohibited Investments

The District shall not invest any funds, pursuant to Government Code 53601.6 or pursuant to Article 2 (commencing with Section 53630), in inverse floaters, range notes, mortgage-derived, or interest-only strips that are derived from a pool of mortgages. Nor shall the District invest in any security that could result in zero interest accrual if held to maturity.

K. Investment Pools

The Treasurer shall have a thorough understanding of the operational areas listed below for each pool and/or fund prior to investing, and on a continual basis.

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how interest is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program is audited.
- A description of who may invest in the program, how often, and the permissible size of deposit and withdrawal.
- A schedule for receiving statements and portfolio listings.
- Whether reserves, retained earnings, etc. are utilized by the pool/fund.
- A fee schedule, and when and how it is assessed.
- Whether the pool/fund is eligible for bond proceeds and/or whether it will accept such proceeds.

L. Safekeeping and Custody

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by the District shall be held in safekeeping by a third party custodian, acting as agent for the District under the terms of a custody agreement or TBMA agreement

executed by the Finance Manager/District Treasurer. All security transactions will settle delivery vs. payment (DVP) through the District's safekeeping agent. Securities purchased from brokers/dealers shall be held in third party safekeeping by the trust department of the District's main bank, or by another third party trustee designated by the Finance Manager/Treasurer.

M. Delivery

The purchase of an eligible security shall require delivery of the securities to the District, including those purchased for the District by financial advisors, consultants, or managers using the District's funds, by book entry, physical delivery, or by third party custodial agreement. The transfer of securities to the counter party bank's customer book entry account may be used for book entry delivery. A counter party bank's trust department or separate safekeeping department may be used for the physical delivery of the security if it is held in the District's name.

N. Maximum Maturity

Pursuant to Government Code Section 53601 where the Government Code does not specify a limitation on the maturity term of a security, the Treasurer is authorized, as part of the District's investment program set forth herein, to invest in individual instruments in the portfolio to a maximum maturity of ten (10) years. The maximum weighted average maturity of the portfolio shall not exceed five (5) years.

O. Internal Control

Separation of functions between the Finance Manager/District Treasurer and the Finance Supervisor is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Existing procedures require all wire transfers to be approved by the Finance Manager/District Treasurer and Finance Supervisor. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Finance Manager/District Treasurer on a monthly basis.

All employees involved in the investment of District funds are properly bonded.

Confirmation letters are delivered to the financial institution with the details of the investment transaction. The letters are signed by the Finance Manager/District Treasurer with copies to the Finance Supervisor. In the absence of the Finance Manager/District Treasurer, the Finance Supervisor may sign the confirmation letter for investments previously authorized. The Finance Manager/District Treasurer will review the letter signed during his or her absence by the Finance Services Specialist.

District receives confirmations from the financial institutions. All investment confirmations received from financial institutions are reviewed for accuracy and filed with the District's letter of confirmation in the Finance Manager/District Treasurer's office .

The District investment accounting software package meets all legal reporting requirements. It has the capability of generating a variety of reports for monitoring and controlling investment activity. An independent confirmation by an external auditor is conducted annually to review internal control, account activity and compliance with policies and procedures.

P. Other Guidelines

1. **Liquidity:** Liquidity refers to the ability to convert investment holdings to cash immediately with minimal loss of principal or accrued interest. This quality is important when the need for unexpected funds suddenly occurs. The secondary duty of the Treasurer is to insure that the liquidity needs of the District are met.
2. **Competitive Bids:** Purchase and sale of securities are made on the basis of competitive offers and bids.
3. **Selling Securities Prior to Maturity:** Generally, losses are acceptable on a sale before maturity if the earnings from the reinvested proceeds will exceed the income that would have been generated by the old investment considering any capital loss or foregone interest on the original investment.
4. **Sale of Investments Before Maturity:** Investments may be sold prior to maturity for cash flow or appreciation purposes; however, no investment shall be made solely for the purpose of trading.
5. **NCD Evaluation:** Negotiable Certificates of Deposit (NCD) are evaluated in terms of the credit worthiness of the issuer, as these deposits are unsecured, and uncollateralized promissory notes. See Appendix F of Treasury Management Procedures for NCD criteria.
6. **Time Deposit Placement:** Time deposits (insured and collateralized certificates of deposit) are not placed with banks, credit unions and/or associations unless an office is maintained in the State of California.
7. **TCD Evaluation:** Time Certificates of Deposit (TCD) are evaluated in terms of FDIC coverage. For deposits in excess of the insured maximum of \$100,000 approved levels of collateral at full market value are required, as prescribed in the California Government Code. See Appendix G of Treasury Management Procedures for TCD criteria.
8. **Security Marketability:** The marketability (salability) of a security is considered at the time of purchase, as the security may have to be sold prior to maturity in order to meet unanticipated cash demands.
9. **Cash Flow Requirements Used to Establish Maturity:** Projected cash flow requirements and the overall weighted average maturity of the District's investment portfolio are the primary factors to be used in determining investment maturity terms.

Q. Reporting

1. **Monthly Report:** Government Code Section 53067 requires the Finance Manager/District Treasurer to make a monthly report to the Board of Directors of transactions made pursuant to the Investment Policy.
2. **Monthly Report:** Water Code Section 24273 requires the Finance Manager/District Treasurer to file a report with the Secretary showing: Amount of money in District's treasury, audit of receipts and audit of items of expenditure.
3. **Quarterly Report:** Government Code Section 53646 requires the Finance Manager/District Treasurer to issue a quarterly report within 30 days following the end of the quarter, to the General Manager, and the Board of Directors, showing

the type of investment, issuer and/or institution, date of maturity, amount of investment, current market value for all securities, rate of interest, and other relevant data that may be required. The quarterly report shall state compliance of the investment portfolio with the Investment Policy and shall include a statement denoting the ability of the District to meet its pool expenditure requirements for the next six months. The Finance Manager/District Treasurer shall also submit the investment policy annually to the Board, disclose the source of market value information, confirm compliance with the guidelines or explain the differences, and affirm the agency's ability to meet its obligations over the next six months.

R. Investment Policy Adoption

The District's investment policy guidelines shall be adopted by resolution annually. However, changing economic conditions may make it advisable to review the guidelines during the year. Legislative changes affecting public agency investment practices may also need to be incorporated into the policy statement prior to year-end. It is anticipated that most changes will be processed at the end of the calendar year.

Glossary

Accrued Interest	Interest that has accumulated between the most recent payment and the sale of a bond or other fixed income security. At the time of sale, the buyer pays the seller the bond's price plus accrued interest.
Agencies	Securities issued by government-sponsored corporations or agencies of the U.S. Government such as the Federal Home Loan Banks, the Federal Farm Credit Banks Small Business Administration, Department of Housing and Urban Development.
Amortize	Accounting method whereby the cost of acquisition of an asset gradually is reduced to reflect the theoretical resale value of the asset.
Asked Price	The price at which securities are offered for sale. Also called the Ask Price, Asking Price, or Ask.
Bankers' Acceptance	A draft or bill of exchange accepted by a bank or trust company. It is the customary means of effecting payment for merchandise sold in import-export transactions and a source of financing used extensively in international trade.
Basis Point	.01% of yield (1/100 of 1%) on a fixed-income security.
Bear Market	Prolonged period of falling prices. A bear market in stocks is usually brought on by the anticipation of declining economic activity, and a bear market in bonds is caused by rising interest rates.
Bearish	Having the opinion that securities will fall in market value.
Bid	The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.
Bond	Any interest-bearing or discounted government or corporate security that obligates the issuer to pay the bondholder a specified sum of money, usually at specific intervals, and to repay the principal amount of the loan at maturity.
Book Entry	Holdings of the securities are recorded on the books of the Federal Reserve Bank of New York for the issuer. Interest and principal payments are sent to the investor when due. No physical certificates are issued or delivered to the investor. Bonds issued in book entry form are transferred via the Federal Reserve wire or book entry system to member financial institutions. Book entry securities are said to be wireable.
Book Value	Value at which an asset is carried on the balance sheet.
Broker	A person who acts as an intermediary between a buyer and seller.
Bull Market	Prolonged rise in the prices of stocks, bonds, or commodities. Bull markets usually last at least a few months and are characterized by high trading volume.
Bullish	The belief that prices will rise or will continue to rise.
Call	The action whereby a company elects to redeem a security prior to its maturity date.

Investment Policy Guidelines - FY 2014-15
Florin Resource Conservation District

Callable Bond	Bond that may be called (redeemed) by the issuer on or after a specified date before maturity.
Certificate of Deposit (CD)	A time deposit with a specific maturity evidenced by a certificate.
Collateral	Securities, evidenced of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
Commercial Paper	Short-term obligations with maturities ranging from 2 to 270 days issued by banks, corporations, and other borrowers to investors with temporarily idle cash. Such instruments are unsecured and usually discounted, although some are interest bearing.
Confirmation	Formal memorandum from a broker to a client giving details of a securities transaction.
Consumer Price Index (CPI)	Measure of change in consumer prices, as determined by a monthly survey of the U.S. Bureau of Labor Statistics.
Coupon	(a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.
Current Yield	The annual interest received on a bond in relation to the amount paid for the bond expressed as a percentage.
Debenture	A bond secured only by the general credit of the issuer.
Delivery Versus Payment (DVP)	There are two methods of delivering securities: delivery versus payment (DVP) and delivery versus receipt. DVP is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.
Depository Trust Company (DTC)	A central securities certificate depository, and member of the Federal Reserve System, through which members may arrange deliveries of securities between each other through computerized debit and credit entries without physical delivery of the certificates.
Derivatives	(1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).
Discount	The difference between the cost price of a security and its maturity amount when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.
Discount Rates	Interest rate that the Federal Reserve charges member banks for loans, using government securities or eligible paper as collateral.

Investment Policy Guidelines - FY 2014-15
Florin Resource Conservation District

Discount Securities	Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.
Diversification	Dividing investment funds among a variety of securities offering independent returns.
Face Value	Value of a bond stated on the bond certificate.
Fed Wire	Computerized network linking the Fed with its district banks, member banks, and primary dealers in government securities.
Federal Deposit Insurance Corporation (FDIC)	A federal agency that insures bank deposits, currently up to \$100,000 per deposit.
Federal Funds Rate	Interest rate charged by banks with excess reserves at a Federal Reserve district bank to banks needing overnight loans to meet reserve requirements.
Federal Home Loan Banks (FHLB)	Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.
Federal National Mortgage Association (FNMA)	FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.
Federal Open Market Committee (FOMC)	Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.
Federal Reserve System	The central bank of the United States created by Congress to regulate the U.S. monetary and banking system.
Flat	A bond that is sold without accrued interest.
Government National Mortgage Association (GNMA or Ginnie Mae)	A government-owned corporation, nicknamed Ginnie Mae, which is an agency of the U.S. Department of Housing and Urban Development. GNMA guarantees, with the full faith and credit of the U.S. Government, full and timely payment of all monthly principal and interest payments on the mortgage-backed pass-through securities of registered holders.

Investment Policy Guidelines - FY 2014-15
Florin Resource Conservation District

Illiquid	Used when a security that does not enjoy an active secondary market; thus, the holder may find it difficult to sell the security and thereby go back to cash.
Know Your Customer	Industry obligation that requires a brokerage firm and its registered representatives to know the important facts about the customer with whom they do business.
Liquidity	A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.
Local Government Investment Pool (LGIP)	The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment. In California it is called the Local Agency Investment Fund (LAIF).
Market Value	The price at which a security is trading and could presumably be purchased or sold.
Master Repurchase Agreement	A written contract covering all future transactions between the parties to repurchase -- reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.
Maturity Date	The specified day on which the issuer of a debt security is obligated to repay the principal amount, or face value, of a security.
Money Market	The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.
New Issue	Popular term for any new security offered for sale by the issuer.
Odd Lot	Transactions that are for less than the typical unit of trading.
Offer	The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.
Open Market Operations	Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.
Paper Loss	An unrealized loss on a security position. Paper losses become realized losses only if the security is sold.
Par	Any security whose market or offering price is the same as its face value at the time of redemption.
Portfolio	Collection of securities held by an investor.
Premium	The dollar amount by which the market price of a bond exceeds its par value.

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Primary Dealer	A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.
Prime Rate	Interest rate banks charge to their most creditworthy customers.
Prudent Person Rule	An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state -- the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.
Quote	A statement of the highest bid and lowest offer for the security.
Rally	Industry term for a sharp rise in the price of the security.
Rate Of Return	The yield obtainable on a security based on its purchase price or its current market price.
Rating	Judgment of creditworthiness of an issuer made by an accepted rating service.
Registered Bond	A bond that is recorded in the name of the holder on the books of the issuer or the issuer's Registrar and can be transferred to another owner only when endorsed by the registered owner.
Repurchase Agreement (RP or Repo)	A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this.
Reverse Repurchase Agreements	Whereby dealers agree to buy the securities and the investor agrees to repurchase them at a later date.
Safekeeping	A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.
Secondary Market	A market made for the purchase and sale of outstanding issues following the initial distribution.
Securities Lending Agreement	An agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.
Settlement Date	The date on which a securities contract, by prearranged agreement, must be cleared or settled.

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Spread	The difference between yields on various fixed-income securities.
Subject	Term used of a quote made by a dealer, whether a bid or an offer or both, that must be reviewed before a final decision to buy or sell is made.
Swap	Industry jargon for the sale of one security and the purchase of another.
The Bond Marketing Association (TBMA)	A trade association representing banks, dealers, and brokers who underwrite and trade municipals, governments, and federal agency securities.
Treasury Bills	A non-interest bearing discount security issued by the U.S. Treasury. Most bills are issued to mature in three months, six months, or one year, in minimum denominations of \$10,000.
Treasury Bonds	Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities 10 years or longer issued in minimum denominations of \$1,000.
Treasury Notes	Intermediate securities with maturities of 1 to 10 years.
Yield	The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.
Yield to Maturity	A measurement of the compound rate of return that an investor in a bond with a maturity of more than one year will receive if: (1) the investor holds the security to maturity and (2) reinvests all cash flows at the same market rate of interest.

Sources

1. *Dictionary of Finance and Investment Terms, Second Edition*, John Downes and Jordan Elliot Goodman.
2. *Debt Securities, A Handbook for State and Local Government Portfolio Managers*, Keith Williams.
3. Municipal Treasurers' Association of the United States and Canada, Investment Policy Guidelines.

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Human Resource Specialist

SUBJECT: **ELK GROVE WATER DISTRICT 2014 EMPLOYEE POLICY MANUAL AMENDMENT – OVERTIME RATE**

RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution No. 01.28.15.02 of the Board of Directors of the Florin Resource Conservation District Amending Section 4.3.11 Overtime Rate of the Elk Grove Water District 2014 Employee Policy Manual.

Summary

In accordance with the Board's direction, an ad hoc committee has worked collectively with staff to periodically review changes to the Employee Policy Manual. Most recently, a review was conducted of the language in Section 4.3.11 (Overtime Rate).

This action, if approved, would amend Section 4.3.11 "Overtime Rate" of the Elk Grove Water District Employee Policy Manual. Specifically, it would provide that a scheduled holiday shall be deemed time worked as a regular shift for the purpose of computing overtime; and that all hours worked by a non-exempt employee on a Saturday or Sunday, or on an employee's scheduled Flex Day Off, shall be paid at the overtime rate of one and a half times the employee's regular rate. The amendment would go into effect on January 28, 2015 and be incorporated into the existing Employee Policy Manual.

DISCUSSION

Background

Throughout the calendar year of 2014, employees from each department were involved in reviewing the Employee Policy Manual. After a complete review and update, the Employee Policy Manual was presented to the members of the ad hoc committee, Vice Chairman Chuck Dawson and Director Tom Nelson for their input. Legal assistance was also solicited to ensure that the proposed changes complied with current employment law

**ELK GROVE WATER DISTRICT 2014 EMPLOYEE POLICY MANUAL AMENDMENT
– OVERTIME RATE**

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and would satisfactorily address other legal factors. The Employee Policy Manual was then presented and adopted by the FRCD Board Directors on November 19, 2014.

Present Situation

At this time, there is one proposed amendment for the Employee Policy Manual which warrants consideration by the Board.

The ad hoc committee for the Employee Policy Manual met recently with staff to discuss Section 4.3.11 "Overtime Rate" as it was not anticipated that the language contained in the policy may penalize employees who did not work over 40 hours in a week having a holiday. After much discussion, the ad hoc committee and staff now propose that a scheduled holiday shall be deemed time worked as a regular shift for the purpose of computing overtime; and that all hours worked by a non-exempt employee on a Saturday or Sunday, or on an employee's scheduled Flex Day Off, shall be paid at the overtime rate of one and a half times the employee's regular rate.

Section 4.3.11 "Overtime Rate" currently reads:

"All hours worked over a regularly scheduled work day or time worked in excess of 40 hours in a work week shall be paid at the overtime rate of one and a half times the employee's regular hourly rate. An employee will be paid for overtime worked by rounding up to the nearest quarter-hour interval.

EXAMPLE: If a non-exempt employee who is scheduled for a 9 hour work day works an additional hour, he or she will be paid one hour overtime, even if he or she has not exceeded 40 hours in that week.

Time worked does not include vacation, personal leave, holiday, or other leave whether paid or unpaid. No employee may work more than twelve hours in a twenty-four hour period without the approval of the General Manager or his/her designee."

The ad hoc committee proposes to strike the word "holiday" from the third paragraph of Section 4.3.11 "Overtime Rate", and to add a fourth paragraph as follows:

"A scheduled holiday shall be deemed time worked as a regular shift for the purpose of computing overtime. All hours worked by a non-exempt employee on a Saturday or Sunday, or on an employee's scheduled Flex

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**ELK GROVE WATER DISTRICT 2014 EMPLOYEE POLICY MANUAL AMENDMENT
– OVERTIME RATE**

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Day Off, shall be paid at the overtime rate of one and a half times the employee's regular rate."

STRATEGIC PLAN CONFORMITY

Development and distribution of an employee manual indirectly relates to the 2012-2017 Strategic Plan goals of Workforce Development, Customer Service and Business Practices. An employee manual also constitutes administrative policies and the Board is required to formulate and approve these policies per the FRCB Board By-Laws adopted by Resolution No. 02.24.10.02.

FINANCIAL SUMMARY

The proposed amendment will have minimal effects on the Elk Grove Water District FY 2014-15 Operating Budget.

Respectfully Submitted,



STEFANI PHILLIPS,
HUMAN RESOURCE SPECIALIST

Approved as to form,



WM. ROBINSON
LEGAL COUNSEL, BB&K

RESOLUTION NO. 01.28.15.02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE FLORIN RESOURCE CONSERVATION DISTRICT
AMENDING SECTION 4.3.11 OVERTIME RATE OF THE
ELK GROVE WATER DISTRICT 2014 EMPLOYEE POLICY MANUAL**

WHEREAS, the Elk Grove Water District 2014 Employee Policy Manual (“Manual”) currently provides that overtime is paid for all hours worked over a regularly scheduled work day or time worked in excess of 40 hours in a work week shall be paid at a rate of one and a half times the employee’s regular hourly rate; and

WHEREAS, the Manual excludes scheduled holidays from the definition of time worked for the purpose of computing overtime payable to non-exempt employees;

WHEREAS, the Manual does not provide for payment at the overtime rate for work performed by a non-exempt employee on Saturday or Sunday, or on any such employee’s scheduled Flex Day off, except to the extent the employee works time in excess of a regular shift for the work day or in excess of 40 hours for the work week;

WHEREAS, the District’s Board of Directors (“Board”) wishes to amend the Manual to include a scheduled holiday as time worked for the purpose of computing overtime; and

WHEREAS, the Board wishes to further amend the Manual to provide that all hours worked by a non-exempt employee on a Saturday or Sunday, or on such employee’s scheduled Flex Day Off, shall be compensated at the applicable overtime rate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Florin Resource Conservation District that:

Section 1. Section 4.3.11 of the Manual is hereby amended to read, in its entirety, as follows:

SECTION 4.3.11 OVERTIME RATE

All hours worked over a regularly scheduled work day or time worked in excess of 40 hours in a work week shall be paid at the overtime rate of one and a half times the employee’s regular hourly rate. An employee will be paid for overtime worked by rounding up to the nearest quarter-hour interval.

EXAMPLE: If a non-exempt employee who is scheduled for a 9 hour work day works an additional hour, he or she will be paid one hour overtime, even if he or she has not exceeded 40 hours in that week.

Time worked does not include vacation, personal leave, or other leave whether paid or unpaid. No employee may work more than twelve hours in a twenty-four hour period without the approval of the General Manager or his/her designee.

A scheduled holiday shall be deemed time worked as a regular shift for the purpose of computing overtime. All hours worked by a non-exempt employee on a Saturday or Sunday, or on an employee's scheduled Flex Day Off, shall be paid at the overtime rate of one and a half times the employee's regular rate.

Section 2. The Secretary to the Board shall certify to the passage and adoption of this resolution and the same shall take effect and be in force upon its adoption

PASSED AND ADOPTED by the Board of Directors of the Florin Resource Conservation District on this 28th day of January, 2015 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Chairman of the Board of Directors

ATTEST:

Stefani Phillips
Secretary to the Board of Directors

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District
FROM: Ellen Carlson, Management Analyst
SUBJECT: **LEGISLATIVE UPDATE**

RECOMMENDATION

This item is presented for information only. No action by the Board is proposed at this time.

Summary

The State Assembly and Senate have adjourned until December 1. Proposition 1, AB 1471, was approved by voters in the November election.

DISCUSSION

Background

The Board requests monthly updates of legislation items related to the District.

The California legislature reconvened on January 5. New bills must be introduced by February 27. Federal legislatures convened on January 6.

Present Situation

Governor Brown has submitted his proposal for the first issuance of the Water Bond funds. The proposal spends \$532 million of Proposition 1, passed in November. The primary areas of focus include:

- \$178 million in watershed and river/creek restoration
- \$137 million for recycled water projects
- \$135 million for drinking water treatment plants and wastewater plants
- \$23 million for water conservation projects, including rebate programs
- \$22 million for groundwater management and cleanup projects

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LEGISLATIVE UPDATE

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STRATEGIC PLAN CONFORMITY

Tracking active legislation complies with the District's Regulatory Compliance goals of the 2012-2017 Strategic Plan.

FINANCIAL SUMMARY

There is no direct financial impact associated with the legislative items at this time.

Respectfully submitted,



ELLEN R. CARLSON
MANAGEMENT ANALYST

Current Legislation

Federal

Bill	HR 98
Author (s)	Conyers
Title	Preventing Termination of Utility Services in Bankruptcy Act of 2015
Introduced	1/6/2015
Summary	Dispenses with deposit requirements for utility services under certain conditions
Status	1/6/2015 referred to House committee on Judiciary
Support	
Opponents	

Bill	HR 212
Author (s)	Latta
Title	Drinking water protection act
Introduced	1/8/2015
Summary	Evaluates the risks of Cyanotoxin to public water systems
Status	1/8/2015 referred to committee on Energy and Commerce
Support	
Opponents	

Bill	HR 291
Author (s)	Napolitano
Title	W21, Water in the 21 st Century
Introduced	1/14/2015
Summary	Expands grants and water efficiency programs, supports local investments in water recycling and improved groundwater management and storage; invests in water saving research and desalination and establishes an open water data system, establishes a WaterSense program
Status	1/13/2015 referred to committee on Natural Resources and to committees on Transportation and Infrastructure, Energy and Commerce, and Science, Space and Technology
Support	Metropolitan Water of Southern California, Western Recycled Water Coalition, Clean Water Construction Coalition, Northern California Water Association, North Bay Water Use Authority, WaterReuse Association
Opponents	

Bill	S 176
Author (s)	Boxer
Title	W21, Water in the 21 st Century
Introduced	1/13/2015
Summary	Advances integrated water management and development through innovation, resiliency, conservation and efficiency in the 21 st Century
Status	1/13/2015 referred to the committee on Environment and Public Works
Support	
Opponents	

California Assembly

Bill	AB 1
Author (s)	Brown
Title	Drought: local government
Introduced	12/1/2014
Summary	Prohibits cities or counties from imposing fines for not watering or having brown lawns during a Governor declared drought
Status	12/1/2014 to print
Support	
Opponents	

Bill	AB 21
Author (s)	Perea
Title	California Global Warming Solutions Act of 2006
Introduced	12/1/2014
Summary	Requires the state board by January 2018 to recommend a target for statewide emissions reduction for 2030
Status	12/1/2014 to print
Support	
Opponents	

Bill	AB 23
Author (s)	Patterson
Title	California Global Warming Solutions Act of 2006
Introduced	12/1/2014
Summary	Exempts certain persons or entities from compliance obligations through 2020
Status	12/1/2014 to print
Support	
Opponents	

Bill	AB 33
Author (s)	Quirk
Title	California Global Warming Solutions Act of 2006
Introduced	12/1/2014
Summary	Requires the State Air Resources Board to complete a report by 2017 advising the Legislature in establishing air quality policy
Status	12/1/2014 to print
Support	
Opponents	

Bill	AB 78
Author (s)	Mathis
Title	Groundwater basin
Introduced	1/5/2015
Summary	Non substantive changes to the new groundwater basin law
Status	1/5/2015 Read first time, to print
Support	
Opponents	

Bill	AB 88
Author (s)	Gomez
Title	Sales and use tax exemptions
Introduced	1/7/2015
Summary	Exempts purchases of energy efficient or water efficient appliances by utilities for the installation in low income participants in an efficiency program
Status	1/7/2015 to print
Support	
Opponents	

California Senate

Bill	SB 1
Author (s)	Gaines
Title	California Global Warming Solutions Act of 2006
Introduced	12/1/2014
Summary	Creates exemptions for certain people or entities from compliance with the previous act
Status	12/1/2014 to Rules committee
Support	
Opponents	

Bill	SB 3
Author (s)	Leno
Title	Minimum wage increase
Introduced	12/1/2014
Summary	Increases minimum wage to \$11 as of January 2016 and to \$13 in July 2017
Status	12/1/2014 to Rules committee
Support	
Opponents	

Bill	SB 5
Author (s)	Vidak
Title	California Global Warming Solutions Act of 2006
Introduced	12/1/2014
Summary	Exempts categories of people and entities through December, 2020.
Status	12/1/2014 to Rules committee
Support	
Opponents	

Bill	SB 7
Author (s)	Wolk
Title	Water meters: multi-units
Introduced	12/1/2014
Summary	Authorizes the Department of Housing and Community Development to develop standards for water submeter installation in multi-unit residential properties
Status	12/1/2014 to Rules committee
Support	
Opponents	

Bill	SB 13
Author (s)	Pavley
Title	Groundwater sustainability
Introduced	12/1/2014
Summary	Amends the Sustainable Groundwater Management Act to provide local agencies or groundwater sustainability agencies up to 180 days to remedy deficiencies that designate basins as probationary
Status	12/1/2014 to Rules committee
Support	
Opponents	

Bill	SB 20
Author (s)	Pavley
Title	Public availability of well reports
Introduced	12/1/2014
Summary	Requires DWR to make well reports available to the public on request
Status	12/1/2014 to Rules committee
Support	
Opponents	

Bill	SB 32
Author (s)	Pavley
Title	Global Warming Solutions Act of 2006
Introduced	12/1/2014
Summary	Extends limitations on greenhouse gases to 2050
Status	12/1/2014 to Rules committee
Support	
Opponents	

Bill	SB 47
Author (s)	Hill
Title	Synthetic turf
Introduced	12/17/2014
Summary	Requires the Office of Environmental Health Hazards to develop a report analyzing synthetic turf for adverse health hazards; would prohibit schools and governments from installing synthetic turf until six months after the report's completion
Status	12/17/2014 read first time in Rules committee, to print
Support	
Opponents	

January 28, 2015

TO: Chairman and Directors of the Florin Resource Conservation District
FROM: Stefani Phillips, Human Resource Specialist
SUBJECT: **GENERAL MANAGER PERFORMANCE EVALUATION PROCESS**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors discuss the process to prepare the General Manager Performance Evaluation by March 1, 2015. This item is presented for discussion purposes only. There is no associated action proposed at this time.

Summary

Section 2.7.1 of the Elk Grove Water District Policy Manual prescribes that all District employees will receive a performance review annually. The Florin Resource Conservation District Board of Directors (Board) has historically adhered to this policy in their evaluations of the General Manager and has attempted to complete it by the anniversary date of the General Manager's date of hire, which for Mark Madison's is March 1st.

Through discussion, the Board should develop a process to solicit input from all Directors and determine how the evaluation form(s) should be completed.

DISCUSSION

Background

The Florin Resource Conservation District's General Manager Mark Madison, was hired by the District on March 1, 2011. The General Manager has received three annual performance evaluations to date; in 2011, 2012, and 2013.

Although the content of these evaluations is confidential, they included an evaluation form specifically designed for the General Manager position, a list of accomplishments by the General Manager and the District for the year being evaluated, and a list of key objectives for the next evaluation period. The latter two items were prepared by the General Manager and provided to the Board in early February of each of the three years.

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GENERAL MANAGER PERFORMANCE EVALUATION PROCESS

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Present Situation

The next General Manager Performance Evaluation is due on March 1, 2015. The Board should keep in mind that the purpose of the discussion is to review the General Manager performance evaluation process and that his performance should be discussed in closed session at a later date.

STRATEGIC PLAN CONFORMITY

Although this item is not directly specified as an objective in the 2012-2017 Florin Resource Conservation District/Elk Grove Water District Strategic Plan, it may be considered to comply with the intent of the sections entitled "Business Practices" and Workforce Development."

FINANCIAL SUMMARY

There is no financial impact associated with this item at this time.

Respectfully Submitted,



STEFANI PHILLIPS
HUMAN RESOURCE SPECIALIST