

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

Agenda

Wednesday, March 2, 2016

4:30 PM

9257 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

Associate Director Comment

Public Comment

2. Draft Florin Resource Conservation District Needs Assessment

(Mark J. Madison, PE, General Manager)

Associate Director Comment

Public Comment

3. Potential Dry Well Activities for the Florin Resource Conservation District

(Mark J. Madison, PE, General Manager)

Associate Director Comment

Public Comment

Recommended Action: Consider a motion directing staff to assist with the development of an American River State Water Resource Plan

4. Employment Agreement between the Florin Resource Conservation District and Mark J. Madison (Ann Siprelle, BBK Legal Counsel)

Associate Director Comment

Public Comment

Recommended Action: Approve an Employment Agreement between Mark J. Madison and the Florin Resource Conservation District for a term beginning March 1, 2016 and ending December 31, 2021, with a base salary of \$185,000 per year

5. Florin Resource Conservation District/Elk Grove Water District Classification Study and Recommended Organizational Changes
(Mark J. Madison, PE, General Manager)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution No. 03.02.16.01 approving the Florin Resource Conservation District/Elk Grove Water District Classification Report and authorize changes to the Florin Resource Conservation District's Organization Chart

Adjourn to Regular Meeting – March 23, 2016.

March 2, 2016

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **DRAFT FLORIN RESOURCE CONSERVATION DISTRICT NEEDS ASSESSMENT**

RECOMMENDATION

This item is presented for information only. There is no action requested of the Board of Directors at this time.

Summary

The Florin Resource Conservation District (FRCD) Board of Directors (Board) directed staff to complete a Needs Assessment to investigate potential activities for the FRCD. Kampa Community Solutions, LLC was retained to complete the Needs Assessment and the Board was requested to review and comment on the draft report.

This item is presented to solicit comments from the Board on the subject report. No action is requested by the Board at this time.

DISCUSSION

Background

At the July 29, 2015 FRCD Board meeting, an item was addressed relative to the potential restriction of the FRCD activities. Specifically, Director Nelson proposed that all FRCD efforts be restricted to water related activities. During that discussion, Director Elliot Mulberg requested that staff perform a Needs Assessment before any long term decisions were made by the Board and that the idea of restricting FRCD's activities be entertained only after the study was completed.

The Board agreed with Mr. Mulberg's recommendation and requested staff to solicit proposals and retain a consultant to complete the study. The Board also requested Vice-Chairman Tom Nelson and Director Mulberg to work with staff and the consultant,

DRAFT FLORIN RESOURCE CONSERVATION DISTRICT NEEDS ASSESSMENT

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as an ad hoc committee, and return back to the Board with their thoughts and recommendations once a study was prepared.

In August, 2015, proposals were received from three professional firms who were interviewed for the project. Kampa Community Solutions, LLC (Kampa) was identified as the preferred proposer and the General Manager subsequently negotiated a final scope of work and issued a purchase order on September 29, 2015 for the work.

On October 27, 2015, two stakeholder meetings were conducted to gain input from numerous individuals representing a broad cross section of the community. On November 17-19, three public workshops were also held to solicit ideas from the general public.

On January 27, 2016, a Draft Needs Assessment Report was submitted to the Board for their review and comment. At that time, the Directors agreed to initiate their review and to provide their comments to staff by the end of February such that staff and the consultant could prepare the Final Needs Assessment Report by the end of March.

Present Situation

The attached Draft Needs Assessment is once again presented for the Board's review and comment and is considered to be a work in progress. This report is not considered final and is not presented to the Board for your approval. Certain other comments made by staff and the ad hoc committee are still being addressed and it is expected that the Board may have additional comments which will need to be investigated and/or incorporated.

STRATEGIC PLAN CONFORMITY

This Needs Assessment project, and the attached Draft Needs Assessment, is integral to the Board's desire to revisit the Florin Resource Conservation District/Elk Grove Water District 2012-2017 Strategic Plan.

FINANCIAL SUMMARY

There is no direct financial impact associated with this item at this time.

March 2, 2016

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Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Mark J. Madison". The signature is fluid and cursive, with the first name "Mark" being more prominent.

MARK J. MADISON
GENERAL MANAGER

MJM/mm

FLORIN RESOURCE CONSERVATION DISTRICT SERVICE NEEDS ASSESSMENT



January 27, 2015

Determining the need for enhanced resource conservation services in the region



This Service Needs Assessment Report is Prepared by Kampa Community Solutions, LLC, Peter J. Kampa President, in cooperation with our partners David Aranda, SDA and Marty Boyer of Communication Advantage



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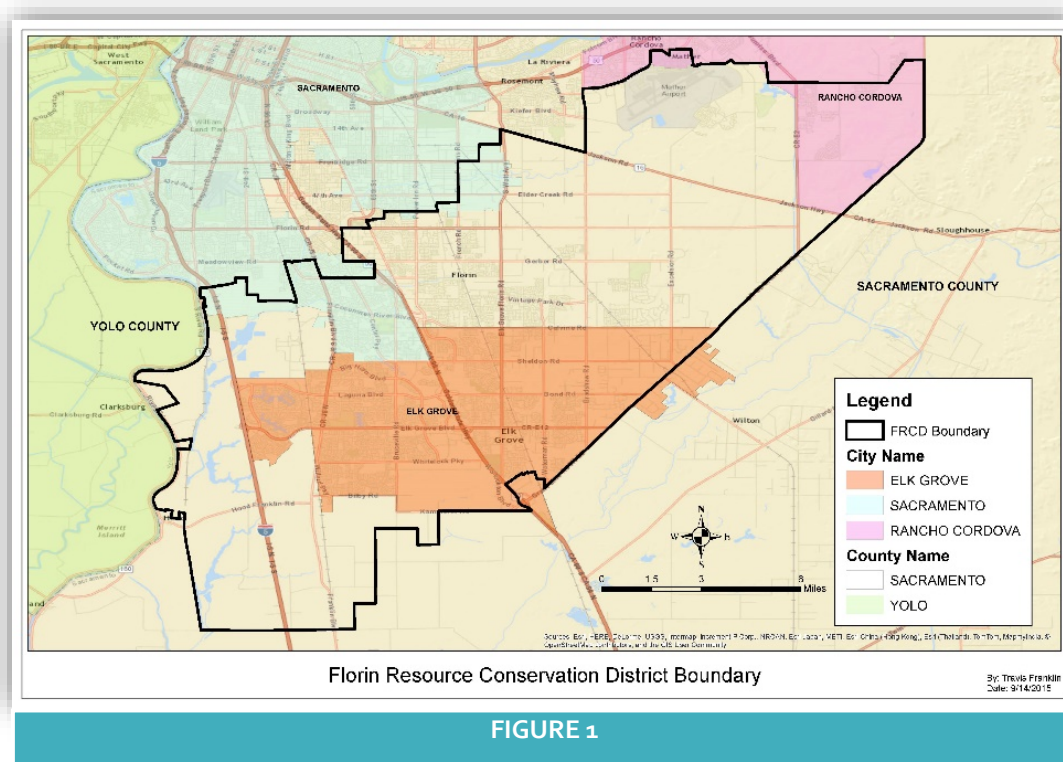
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EXECUTIVE SUMMARY

(Will be produced following FRCD Board review and comment on January 27, 2016)

INTRODUCTION

The Florin Resource Conservation District (FRCD) has engaged the services of Kampa Community Solutions LLC (KCS) to conduct an evaluation of the need for additional and new resource conservation related services within the boundaries of the FRCD.



Although the FRCD was formed in the 1950's to deliver water and soil conservation services in the area; since the 1999 the FRCD has focused the majority of its efforts on the water service delivery responsibilities following acquisition of the Elk Grove Water Works.

As a resource conservation district formed pursuant to the California Public Resources Code, the FRCD is authorized to provide a wide variety of public resource protection, conservation and enhancement services in support of local agriculture, preservation of open space including the protection of ecosystem values and wildlife habitat preservation. The boundaries of the FRCD and adjacent cities and counties are shown in Figure 1 above.

Project Goals

The Kampa Community Solutions, LLC (KCS) work scope included the following primary objectives in evaluation of service needs:

- Identify the resource conservation service needs of the population, entities, organizations and the various communities' of interest within the FRCD, and the funding opportunities available to pay the cost of identified services and projects
- Provide recommendations for identified service or activity enhancements and outline appropriate methods for their implementation and funding

Study Approach

For the most part throughout the state of California, communities are very unfamiliar with how public services are delivered. Add to the confusion the fact that there are only 100 resource conservation districts in the state, and their services are even less known than those of a local water, wastewater or fire district. The result is a disconnect between a community and its special district, such as the FRCD, which poses a challenge when trying to determine the services in which the region's population may be interested. We determined that focusing first on stakeholders and then on the public in general would provide the most meaningful results.

Through several phone meetings with the FRCD General Manager and two Board members assigned to advise the project, the following assessment criteria were developed:

1. The FRCD does not want to reinvent the wheel advancing potential services that are currently being provided by others. The FRCD wants to respect and support that activity if possible rather than compete for services.
2. The FRCD cannot provide resource conservation services for which a funding source cannot be identified. It is understood that one-time grant funding is regularly available for specific resource conservation services and projects for which FRCD will be eligible, but the FRCD wants assurance of the long term sustainability of any new services to be undertaken.
3. The FRCD and other agencies and service providers may be able to benefit by partnering with each other and the Needs Assessment is to identify opportunities to partner where relevant.
4. No Elk Grove Water District funding is available to fund resource conservation services that do not directly benefit Elk Grove Water customers.

Any new resource conservation services recommended to the FRCD for further consideration are to be consistent with the above criteria. Therefore, it was important to not only identify what services are desired by the community, but also whether they are currently being provided by others, and if the FRCD is to consider additional services, what are the short and long term funding opportunities to sustain the service on a long enough term to make any initial investment cost effective.

To determine the services needed and already provided, the KCS scope of work included:

- Identification of key stakeholders in the region who represent a "community of interest" and are the most likely to have an interest in the current and future services of the FRCD including local government, NRCS, economic development, agricultural and environmental interests, business, development, civic and non-profit organizations
- Becoming educated on the FRCD, and services provided by neighboring special districts and RCDs in other areas
- Using various communication means to educate the population within FRCD and regional stakeholders, seeking input and involvement in identifying service gaps and needs region wide

- Organize and conduct community forums to inform and receive input, and
- Involve and engage local media to inform the region to enhance project understanding and promote involvement and input

BACKGROUND

Resource Conservation Districts are one of California’s earliest grassroots conservation organizations that identify conservation needs and support local land managers in implementing solutions on a voluntary basis. The catastrophic soil losses of the dust bowl sparked national and state recognition that soil erosion was the greatest challenge to the country’s ability to feed its people and be a leader in agricultural production. Non-regulatory Conservation Districts were conceived by the federal government and were later sanctioned by the State of California in 1938 to provide assistance to local managers in addressing soil and resource conservation challenges.

Prior to World War II, Florin was well known for its grapes and strawberries. Almost all of the area now encompassed by the FRCD boundaries was in agricultural production, including dairies, orchards, grain and other feed. Many farms were operated by families of Japanese descent. After the internment of 1942-1945, when many properties were neglected, the Florin community struggled to recover. In 1950, a committee of Florin farmers submitted a proposal to form a special district intended to assist farmers in the region in making their lands productive. The specific intents of the new soil conservation district would be efficient use of irrigation water, improved drainage, flood control and other land improvements.

On June 23, 1953, a public election determined the establishment of the Florin Soil Conservation District (FSCD) and its first five-member board of directors. The FSCD’s very first work plan, written in 1953, identified the importance of wise irrigation use and the necessity of not depleting the area’s underground water supplies. In 1954, the board executed a Memorandum of Understanding with the USDA, beginning a long and productive partnership.

During the first years of the organization, two additions were made to the boundaries, a region around Franklin and the Waegell addition, a property near Florin Road, Grant Line and Sunrise Blvd. The Franklin addition expanded the District into Elk Grove. With grant money, equipment was purchased for water management projects, such as irrigation and drainage improvements. The FRCD also had a wildlife program, coordinating the sale of plants grown by the residents of the Preston School of Industry, Sacramento County’s Boy’s Ranch and Folsom Prison and planting habitat for game birds and rabbits. As Sacramento



grew, the Florin area transitioned from a farm community into a Sacramento neighborhood. The FRCD transitioned too, moving its headquarters and focus south to Elk Grove.

Seeking an expansion in its authorized public services, in 1971 the FSCD reorganized into a Resource Conservation District, named the Florin Resource Conservation District, formed and operating in accordance with Division 9 of the California Public Resources Code. Chapter 3, Article 9 of Division 9, included for reference as Attachment A, details the general powers of the FRCD. In December 1999, the FRCD also purchased the Elk Grove Water Works, now operating as the Elk Grove Water District which provides domestic water service to a portion of the urbanized area of Elk Grove.

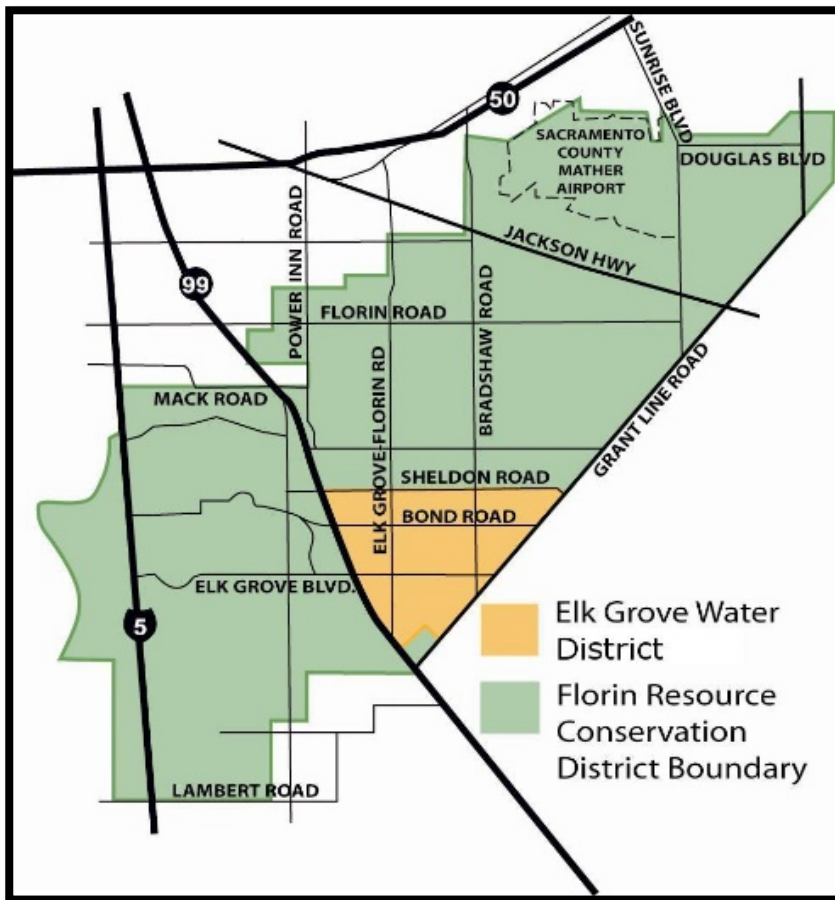


FIGURE 2

During the 45 years after the formation of the FRCD, there was an intense period of land development and change in the region. Where grapes and strawberries once grew, homes, commercial businesses, schools now exist including their supporting infrastructure such as roads, water and wastewater facilities. This growth resulted in changes in regional water use from agricultural to municipal and industrial, increases in wastewater discharges and a more intensified storm water runoff pattern. The major roads of the area within the FRCD boundaries are shown in Figure 2.

Farm and grazing lands in California decreased by more than 1.4 million acres between 1984 and 2010¹, and urbanization accounts for the vast majority of this decrease, at 1.1 million acres. The cities of Elk Grove and Rancho Cordova, while rapidly growing, have adopted various

requirements and strategies to mitigate the impact of new development. The effect was to preserve quality of life for residents and visitors to the area, while at the same time protecting the natural environment to a reasonable degree and as required by state planning and development laws.

¹ <http://www.conservation.ca.gov/dlrp/fmmp/trends/Pages/FastFacts.aspx>

Concurrently with the urbanization of California's prime farmland, the state's water rights and water quality control functions have seen tremendous change caused by amendments to the Federal Clean Water Act, Delta Legislation of 2009 and most recently the California Sustainable Groundwater Management Act/Program. Numerous resulting regulatory changes and additions have been enacted affecting all aspects of our local community from groundwater monitoring and reporting, to agricultural irrigation runoff and urban water use restrictions. Post Proposition 13 and 218, California communities through their public service providers have had a hard time financially maintaining services in compliance with this rapid rate of regulatory change.

Throughout the state California's nearly 100 Resource Conservation Districts (RCDs) are seeing community pressure to take a more active role in activities that maintain "quality of life", especially in the urban/rural communities. With budget cuts in state agencies, water and wastewater providers, more and more water quality and water supply related activities are being allocated to RCDs through partnership arrangements, funded by state water bond grant dollars. Well-funded, progressive RCDs in areas of the state with a high degree of environmental activism and/or conservationism have secured large amounts of grant funds to develop and implement regional water quality and water supply solutions², with projects such as watershed, meadow and stream restorations to enhance water supply and ecosystem viability; and programs such as Quagga Muscle³ inspection and eradication, property inspections and for education on storm water runoff management⁴.

Since its inception and within the limited funding available, the FRCD has been providing services to maximize soil, water and related natural resource conservation opportunities through coordination of technical, financial and educational resources. The FRCD has attempted to increase funding for its resource conservation services through grants, and by purchasing investment properties. To date, the investment properties have not produced adequate revenue for FRCD activities, and these properties have recently been sold.

The FRCD's primary source of revenue are the rates, fees and charges of the Elk Grove Water District; which are legally allowed to be spent only on activities that benefit Elk Grove Water District customers. Any resource conservation services not directly benefitting the EGWD customers must be funded by other means. With virtually no income to fund the operation of the FRCD's conservation services, and the FRCD manager and staff serving the FRCD basically as volunteers during time away from the Elk Grove Water District functions, the prospect of seeking grants arbitrarily is daunting and an unwise use of public resources, especially when the grants would be to fund programs or services for which there is no documented community need.

² <http://tahoercd.org/conservation-landscaping-and-bmps/>

³ <http://tahoercd.org/tahoe-aquatic-invasive-species-programs/>

⁴ <http://tahoercd.org/tahoe-stormwater-monitoring/>

SERVICE NEEDS IDENTIFICATION

Due to the relative lack of public understanding of the services provided by special districts in general, and specifically those services provided by FRCD, in order to receive competent public input, they would need to receive generic information about the FRCD and its services, as well as the services' potential of



Resource Conservation Districts (RCDs) in general. The Needs Assessment involved providing information to the public by means of radio and newspaper articles, a dedicated project website, public notification of the project and its website, and a series of public forums to be conducted in mid-November 2015. A report detailing the media, community and stakeholder outreach performed is included in this report as Attachment B.

Needs Identification Criteria

The project team developed the following criteria to be used in identification of the community resource conservation service needs. Each of these criteria were individually identified and discussed with the

public in attendance at the three public forums further discussed below.

1. The FRCD does not intend to take on or take over services currently provided by others. The proper procedure would be for the public to address the current service provider with requests for service enhancements.
2. There is limited funding currently available from the FRCD and Elk Grove Water District to take on additional resource conservation services. In order to provide a new service, an acceptable source of revenue to fund the cost of the service would need to be secured.

Project Website

The project website, www.frcdstudy.com was developed and launched on October 18, 2015, with an intended dual purpose. First, the website is intended to educate the visiting public on the FRCD, its services and the Needs Assessment. Secondly, the website's content was intended to lead viewers to a Needs Assessment survey, completion of which would provide the FRCD competent responses to specific resource conservation related service questions; intended to understand public services priority and interest in funding the cost of the services. The five main pages of the project website are included in this Report as Attachment C. Links from the Elk Grove Water Service/Water District website provided approximately 50% of the traffic feed into the website, while the other half came from direct address entries and search engine referrals.

Between October 18, 2015 and January 14, 2016, the website received 457 views from 124 different persons, with 165 of the visitors viewing multiple pages with sessions lasting in excess of 30 minutes. The majority of the website activity took place between November 1, 2015 and November 20, 2015, during which time website visitors were directed on every page to the Needs Assessment Survey. The survey and results are included as Attachment D to this Report.

Needs Assessment Survey

The survey results, although small in numbers, are considered valid for the purpose of this Needs Assessment due to the fact that nearly all results support the same theme, of a local environmental activism population with interests in solid resource conservation services related to water quality, water supply and its protection, and an interest to pay a nominal amount to receive those services. The survey respondents appear to have become informed on the issues based on their consistent and thoughtful responses, and the majority of the surveys appear to have been taken in conjunction with either significant review of website information provided, or during/following attendance at one of the public forums. The survey results and our interpretation of them are summarized below.

Experience and participation in Existing FRCD Programs

Survey responses showed very little awareness or participation in the current FRCD resources conservation activities.

Resource Conservation Service Priorities

Nearly all respondents felt that activities that affect water supply or groundwater quality are very important for the FRCD to consider, while the broader topic of watershed protection and enhancement, and groundwater recharge was supported just below the very important ranking. Respondents felt that other resource conservation activities such as open space preservation, invasive weed management, vegetation control, community outreach and education were between somewhat and very important.

Agricultural Land Preservation

From the perspective of maintaining the rural feel of the community and for reserving lands for agricultural pilot projects, 75% of the survey respondents felt that agricultural land preservation was marginally important. Agricultural land preservation for the benefit of wildlife habitat, local food crop production and from a water use, water resources perspective was favored as important to very important. Nearly all respondents also strongly supported the FRCD partnering with others in the preservation of agricultural lands. All of the survey respondents felt that the FRCD should be involved in some way with conservation planning, and 66% favored FRCD involvement in providing technical assistance to, developing Best Management Practices (BMP) and conducting irrigation water use assessments for farmers. Nearly all survey respondents felt that the FRCD should provide education and training for farmers in the region.

Development Impacts

All survey respondents agreed on the need for natural resource conservation to help protect the soil, water, wildlife habitat, agricultural land and resources that support continued agriculture (e.g., honey bees, groundwater quality and quantity, weed abatement, fire protection, creek restoration, etc.) as the population increases. All respondents also have concerns with the impact of new development on the natural resources of the region such as water, watersheds, soil and wildlife. Again, when asked the types of resource conservation services they valued the most to be protected as the region grows, respondents clearly felt that water quality, water conservation and wildlife habitat preservation were the most important to protect.

Water Conservation, Water Supply and Water Quality

When asked specific questions about water related issues and services, no survey respondents felt that the level of water conservation services provided were completely adequate. Responses ranged from completely inadequate to marginally adequate for water conservation financial incentives; while for irrigation assessments, education and outreach and demonstration gardens, respondents felt local water conservation services were marginally adequate. Overall water conservation planning fared a little better with the majority of respondents feeling the services were solidly marginally adequate.

85% of the respondents strongly supported Florin RCD involvement in regional water supply projects such as groundwater recharge. 100% of those surveyed supported community volunteer opportunities such as local creek and stream cleanup and restoration projects and once again the vast majority strongly support FRCD involvement in regional groundwater protection and water supply solutions. While a very high level of support was shown for FRCD involvement in ecosystem restoration projects, there was only moderate support for invasive species removal projects, land management planning and revegetation efforts. A moderately high level of support was seen for FRCD involvement with bee pollinator habitat work.

Community Education

When asked specifically if the Florin RCD was to increase its community resource conservation education program, conducting classes on a variety of resource conservation interest areas, the response was once again confirming stronger support for both adult and youth education on watershed, surface water and groundwater protection; while wildlife habitat improvement on private property and invasive weed control saw support, but at a lower level. 80% of the respondents courses in Urban Agriculture as important to very important, while courses for homeowner and business practices to reduce storm water runoff for pollution control and the production of written, video and audio materials on all of the above for public distribution was supported by 100% as important to very important.

Funding for Conservation Services

Survey responses were split with 14% showing no support, 28% somewhat supporting, 28% between somewhat and strong support, and 28% strongly supporting either a property assessment or utility user's

fee to support the priority resource conservation services. 85% support was shown for both user fees tied directly to a particular service such as class tuition, as well as the use of grants to fund new services. All survey respondents felt that the use of a combination of the above identified funding sources was the best means of funding resource conservation services.

Stakeholder Engagement

The project team identified with the following; all of which having a direct interest in the health and vitality of the natural resources of the region:

- Nonprofit groups
- Agricultural and development interests
- Conservation organizations
- Local and regional land and water resource managers

The stakeholders were classified as two broad categories: Government and Nongovernment organizations for the purpose of scheduling and conducting separate meetings for each of the groups on October 27, 2015. The stakeholder list and contact information is included in this report as Attachment E.

Early on in the process of engaging stakeholders, the project team realized that the responsible persons identified to be engaged as part of the initial outreach process, were going to be difficult to secure in personal attendance at early-stage planning sessions such as those scheduled on October 27, 2015. Therefore, following the initial stakeholder meeting, the project team repeatedly attempted to schedule phone or personal meetings with each of the members on the stakeholder list. Summarized below is the feedback received from all stakeholders engaged; from which our Recommendations and Implementation Actions sections of this report are based.

October 27, 2015 Stakeholder Meetings

Twenty-six needs assessment stakeholders were identified and invited to participate in this initial planning meeting. Attendees included Don Lockhart of Sacramento LAFCO and Rob Swartz of the Regional Water Authority/Lower American River IRWMP. Mr. Lockhart was primarily interested in the possibility of FRCD providing services related to implementation of Urban Agriculture ordinances and regulations adopted by local cities and Sacramento County, as well as services in support of new development in the region. Mr. Schwartz provided significant input regarding the opportunities for FRCD to facilitate regional water supply solutions in both groundwater banking and enhanced water conservation opportunities. Mr. Schwartz conveyed the many water resources objectives contained in the 2013 updated Lower American River IRWMP with which the FRCD may be the logical regional entity rather than reinventing the wheel by expanding the services offered by the upstart Groundwater Authority.

Meeting with County Supervisor Don Nottoli

Marty Boyer of Communication Advantage, project team communication specialist, met personally with long time Sacramento county Supervisor Don Nottoli to discuss the FRCD Needs Assessment Project, to seek input and assistance in identifying community resource conservation needs. Almost all of the FRCD jurisdiction is in Supervisor Nottoli's district. A small piece of the FRCD along it's northern edge near Mack Road between Highway 99 and I-5, is in Supervisor Patrick Kennedy's district.

Mr. Nottoli provided excellent input on things going on and what might be important to the long-term future of FRCD. Mr. Nottoli is of the opinion that there is a significant opportunity for FRCD to provide a broad array of resource conservation services to the region, especially as it relates to future growth.

Mr. Nottoli described the various major land development projects, all of which are in various stages of approvals and entitlements through the county. Nottoli confirmed during the public forums, further described below, that no public entities are providing development support or mitigation services such as open space, habitat and other easement management; wetlands, water quality or water supply mitigation services. Nottoli concluded that using existing government form and function, such as FRCD to provide development related services is much more efficient and cost effective than forming more County Service Areas (CSA) which has been the past practice.

There are four planned communities to the north and east of Elk Grove Water District that are the largest, most active and serious proposals for developments in various stages of application/approval, all of which are General Plan consistent. If built as proposed, the projects would add up to about 30,000 homes, plus commercial/service and support/infrastructure projects required to serve them. Supervisor Nottoli expects significant construction over the next 10 years and full build-out to take up to 25 years.

Several of the more ambitious developments, such as Teichert (under the name of Stonebridge's New Brighton) is far along in approvals, brings 5,800 homes, & includes urban/ag set-asides. Some of the other development projects include planned agricultural land conservation, such as property set aside for community gardens and other common community use; all of which require management for which the FRCD would be suited.

The four largest land development projects identified by Mr. Nottoli are:

- Stonebridge/New Brighton (by Teichert Construction)
- West Jackson Hwy (a. Granite Construction, b. Jackson Township)
- NewBridge (Near Hwy 16/Jackson Hwy, and Sunrise)
- Mather South Community - a large project approved by the County within the last year, but recently put on pause in October 2015 due to identified wetland and habitat issues identified in the project's environmental review related to vernal pools located within the project site.

Supervisor Nottoli is not aware of any existing agencies with which any new conservation related services provided by FRCD would overlap or conflict, especially in the management, protection and improvement of wetlands, vernal pools, conserved agricultural lands, soil erosion and other development related mitigation services.

Nottoli noted that there is an operating, funded conservancy entity titled Bryte Ranch that has a mission to protect vernal pools, Swenson hawks, garter snakes, and other environmental resources in an area around Grantline Road and Calvine Road⁵.

Also, the County is in the process of developing an Urban Agriculture Ordinance that ensures the future for agriculture in the unincorporated area within the FRCD boundaries. Supervisor Nottoli sees a natural connection between the FRCD resource conservation mission and the County's desire to preserve agricultural lands for future community benefit. He was intrigued and receptive to notion of a role for a "small public agency" that might bring conservation education services in partnership with developers and serve the developers, builders, commercial newcomers, and new communities, helping establish "good resource management practices" as the communities develop.

Individual Stakeholder Meetings

David Aranda met directly with the following individuals:

Jeff Ramos, General Manager of Consumnes Community Services District (CSD), with management staff in attendance. The CSD Fire Chief was not available for the meeting but was to receive information from Mr. Ramos specifically in regard to fire prevention related work that RCD's do. It is recommended that follow up meetings between the FRCD and CSD occur to review the recommendations of this report and to determine any identified needs and partnership opportunities.

Gary Goodman, Sacramento-Yolo Mosquito & Vector Control District in Sacramento. Mr. Goodman provided some very important insight as to the difficulties they are having in regard to prevention of Mosquito growth as opposed to Drain/Catch Basin laws and how some communities are having real difficulty with preventing Mosquito breeding because of the contour of the areas. A follow up discussion with Mr. Goodman is recommended.

Dwane Coffee of the National Resource Conservation Service (NRCS), who has a long history and provided various thoughts and ideas. We recommend that the FRCD set an appointment with him to follow up on his thoughts and determine the viability of some of his ideas.

Bart McDermott of the Stone Lakes Preserve National Wildlife Refuge (SLPNWR). Mr. McDermott was very interested and willing to participate in the Service Needs Assessment and following planning processes, and recommended that the FRCD engage the Friends of Stone Lakes group as well. An email from Mr. McDermott containing contact information and providing the resource conservation service

⁵ Additional information provided in the [Land Conservation Services](#) Section and Table 1 of this report

interests of the SLPNWR is included herein as Attachment F. Mr. McDermott also wanted to know if the FRCD would like a donation of some property from a contact he had. We recommend a follow up visit with Mr. McDermott and for the FRCD to make initial contact with the "Friends of Stone Lakes" nonprofit group.

Barbara Washburn of the Laguna Creek Watershed Council. She was excited to hear that Florin RCD was getting involved in possible projects related to RCD's. She sent a follow up e-mail included herein as Attachment G. Ms. Washburn is another person for the FRCD to stay in touch with on a regular basis.

Ray Tretheway of the Sacramento Tree Foundation. A good general discussion and a person that should be aware of what Florin RCD is doing.

Carl Werder is the Agricultural-Residential Representative, Sacramento County Groundwater Authority Board of Directors. He is new on the board and provided input similar to other stakeholders.

Robert Smith of the North State Building Industry Association and he was very receptive to what the Florin RCD is about, potentially. He would be a very good contact as development of homes continues. He specifically said that there are times where his association needs assistance in moving a process along.

Rob Donlan as his office. He is a board member of the Nature Conservancy and suggested that the Florin RCD make contact with the Executive Director. He was very receptive to the fact that Florin RCD was looking at pursuing interests for the area.

Charlotte Mitchell, Sacramento Farm Bureau and was very happy to see the RCD get involved again. It is recommended that the FRCD review the findings in this report with her directly.

Public Forums

Three public forums were scheduled on November 17, 18 and 19, 2015 in locations throughout the FRCD, with the meeting notice advertised through local newspaper and radio media, on the project and EGWD websites, as well as by email distribution to the project stakeholder list. Attachment H contains the meeting notice and a map of the public forum dates and locations. The intent of the public forums was to receive general input from the public on the resource conservation needs of the community. Several common themes were apparent in each of the forums:

- a) There exists a water resources and land use planning information gap and lack of engagement among the county and cities with the responsible districts, utilities and other public service providers.
- b) There are many entities and organizations involved in resource conservation and environmental education and FRCD should communicate and coordinate any additional outreach/education services with these entities rather than compete for the small available pot of money.

- c) There is a general concern with water supply sustainability to support new development and a general interest in FRCD taking on some role in partnering in the management of the region's water resources from a supply and water quality perspective.
- d) If the FRCD is to take on any new resource conservation services, the potential for impacts to other agencies and service providers should be considered.

Though all three forums were attended by very engaged community members, the second meeting held at Splash Center on November 18, 2015 brought the highest public attendance and the most knowledge of the resource conservation needs and concerns. In addition to confirmation of the topics discussed in items 1 through 4 above, the discussion during this meeting focused squarely on the resource conservation needs and potential opportunities for the FRCD related to the proposed new land development projects.

Development Related Services a Focus

The County has many land development requirements and restrictions contained within their General Plan, Community/Area Plans, Conservation and other specific plans, and with which new land development projects must comply. Some of the requirements relate to items such as mandatory agricultural land conservation in support of community gardens, to land conserved for critical habitat migration, wetland and water quality protection and other mitigation measures.

In conjunction with approval of the land development projects, the county has historically required the developer to fund the cost of creation of a new entity to manage the mitigation lands and related services in perpetuity. Depending upon the size and complexity of the development and any documented potential environmental impacts, public service needs identified and lands set aside to meet conservation requirements, the County will either require the formation of a new County Service Area⁶ or new special district to provide the structure and process to finance and manage the new services.

Supervisor Nottoli, in attendance at the Splash Center public forum, again reiterated publicly the benefit of having an entity such as the FRCD whose boundaries span the entire south county area where environmental concerns are most prevalent. In one of the areas most impacted by planned future development in terms of concerns with wetlands and vernal pool impacts, the audience in attendance at the meeting seemed to support the notion of the FRCD considering providing some form of development mitigation services, rather than the continued formation of more and more county service areas. It was recommended that the FRCD coordinate with the County Community Development Department and potentially reach out to the major land developers to determine the potential for partnerships and/or direct service provision. Funding for development mitigation services may be possibly part of land conservation activities and construction improvements paid by developers, with property related assessments, fees or charges funding the ongoing service delivery costs.

⁶ California Government Code Section 25210 et seq.

OPPORTUNITIES

General Conservation Service Funding

The goal of the FRCD through this exercise is to determine if the community needs additional resource conservation services and if so, to identify funding opportunities to provide the services. The FRCD has been counseled by its attorney that using any Elk Grove Water District revenue to fund virtually unrelated resource conservation services, is not allowed under the state's laws. Therefore, it is imperative that any new conservation service provided by FRCD, that does not directly benefit EGWD customers, be financially self-supporting.

The majority of RCDs throughout the state have annual funding that comes from competitively sought grants, professional service agreements, tax-deductible donations, and in some cases revenue from the sale of wine grapes and other crops grown sustainably on demonstration property. RCDs consistently seek to diversify their revenue sources to mitigate for the inherent risk in their funding structure. Part of the responsibility placed on the many RCD's professional employees such as grant administrators, biologists, chemists and engineers; is to continue the pursuit of grant funding sources and service agreements to provide a continued funding stream to keep them employed in the ensuing year.

Once initial conservation service grants or service agreements are in place with revenue flowing and require the routine effort of existing EGWD professional employees such as the General Manager, Finance Manager, Human Resources Specialist and Management Analyst, as well as the Board, boardroom and office equipment; revenue will flow from the resource conservation grants and agreements toward the overhead/administrative cost of operating the FRCD in general. An overhead cost allocation plan will need to be developed and remain flexible enough to ebb and flow proportionally to the services provided by current EGWD employees to the resource conservation activities. Interim financing or loaning of EGWD staff should be considered to provide the services necessary to perform the initial resource service planning and to secure the initial grant and agreement payments.

In addition to service agreements and grants; as further described below, development mitigation fees, banking agreements, water sales, class tuition and property special taxes and assessments are all means to assist in the financial health and success of the FRCD resource conservation services.

It may also be helpful to have FRCD Board, management and staff involvement in RCD activities on a statewide level by attending the state RCD conferences, meeting with regional RCD managers, attending funding fairs such as held by the California Infrastructure Finance Coordination Committee⁷.

⁷ <http://www.cfcc.ca.gov/>. Formed in 1998 and made up of six state and federal grant and loan funding agencies; a one stop shop for project funding, with a single uniform application considered by all agencies

Mitigation and Development Related Fees

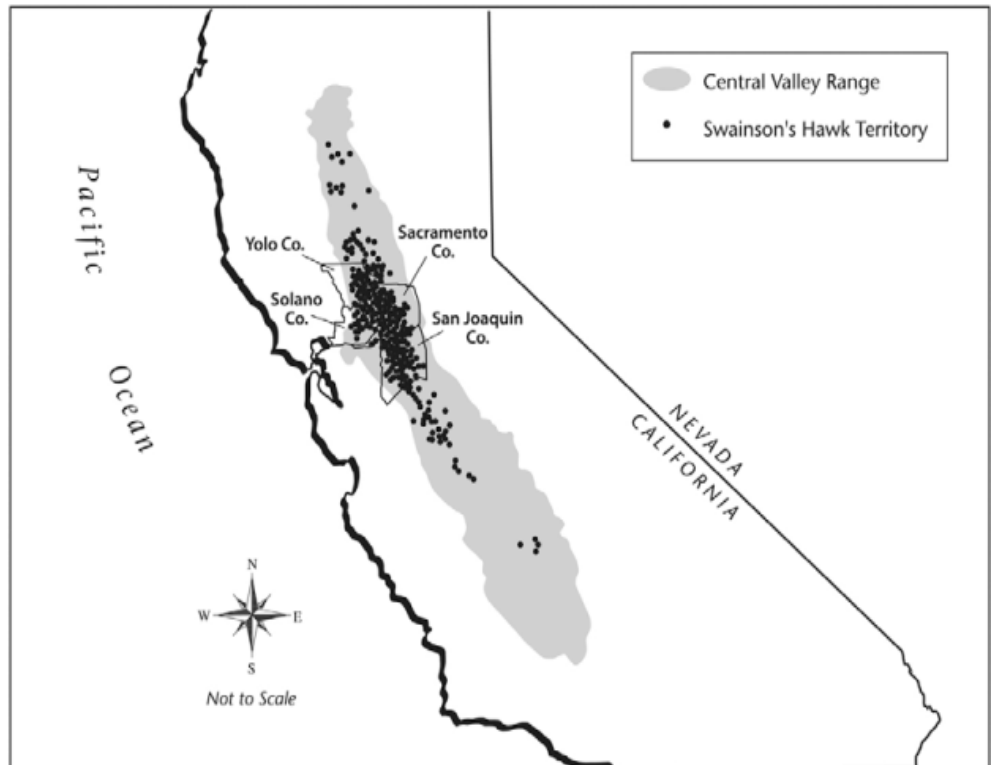
In order to charge a mitigation fee, a standard of service must be adopted by the FRCD, so that as the potential environmental impacts of each new land development project, as it is being considered by the County or cities, can be determined relative to the service standards and policies adopted by the FRCD. Examples of locally adopted environmental standards can be found in the policies of the City of Elk Grove, as it relates to the protection of the Swainson's Hawk⁸.



Swainson's Hawk Migration and Foraging Corridor

Community education and outreach

In partnership with the cities, county and various existing natural resources and environmental outreach and education organizations described in this Report, there is an identified need and interest for FRCD coordination and active engagement in community education services. The community needs are most apparent in the water quality protection, water conservation and groundwater management areas, and there are emerging needs for developing and manage community gardens, conduct food production gardening classes, irrigation and runoff



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http://www.elkgrovecity.org/city_hall/departments_divisions/planning/resources_and_policies/swainsons_hawk_program

management pilot studies and BMP development, facilitate farming related job growth, promote healthy living and urban farming.

Added Service Cost and Effort

To provide additional community education, the FRCD may need to hire others to coordinate and deliver programs, coordinate with other natural resource education service providers, secure grants and other funding, as well as management and financial staff effort from existing EGWD employees in exchange for proportional overhead payments from educational services funds. The cost of providing these services will likely be relatively small, in the tens of thousands maximum, with the program budget based on the number of classes and programs, locations, instructor and facility costs, office supplies and business equipment needed to support the program.

One major opportunity for the FRCD comes in the form of acquisition of, or agreement for management of conservation land for either/both wildlife habitat enhancements, wetland mitigation and enhancement, vernal pool or agricultural land preservation. During stakeholder contact and in community forums, the need to have outdoor locations for on the ground education programs was expressed. The cost of acquisition of the land rights can cost in the tens to hundreds of thousands of dollars based on the amount of rights needed and the local real estate market. In many cases, lands acquired for other purposes can serve a double purpose in community education; such as land acquired for water supply or water quality enhancements, or received as a donation related to a land development project and its mitigation measures.

The cost to maintain the property and any improvements thereon can range from the thousands to the tens of thousands of dollars annually based on the amount of trash generated, vandalism and other cleanup and property maintenance issues, insurance and maintenance of any supporting infrastructure or facilities.

For example, if the FRCD were to acquire funds and construct an all-weather, publicly available, handicapped accessible outdoor classroom facility in which education partners would provide classes to the public, significant property improvement would be required such as a parking area, walking trail, shade/cover structures and benches, and a floating dock in the wetlands. These types of facilities can be very popular and garner traffic both with organized education, as well as general, unsupervised public access. The cost for construction, repair and maintenance of such an improved facility would be significantly more than an outdoor classroom facility with no improved trails or other infrastructure, and used only occasionally by organized education entities.

When it comes to public facilities such as outdoor classrooms, nature trails and the like, there is typically no shortage of organized volunteer labor available to help defray the ongoing cost of facility operation. Many Park and Recreation (special) Districts and RCDs own and operate publically accessible open space, nature trails, outdoor classroom facilities and other park type features; and participating in the California

Special Districts Association (CSDA) online “listserve”⁹ community can provide the FRCD free access to the policies, funding, programs and facilities provided, volunteer programs and other information regarding how to develop, fund and efficiently manage such public facilities.

Funding

The majority of RCDs throughout the state rely almost entirely on state and federal grant funds to support community education activities and the related projects that support them. The existing non-profit educational organizations typically compete heavily for funds available through public education funding, and grants from foundations, non-profit conservation and environmental organizations. The FRCD has a 70-year track record providing resource conservation services and its collaboratively planned, multi benefit public education projects and initiatives would not only be directly eligible for state and federal grant funding, but would also be a high priority based on current development pressures, likely community support and the identified needs of the local agencies.

State grants funded under Proposition 1, the Water Quality, Supply, and Infrastructure Improvement Act of 2014, through programs such as the Watershed Restoration & Delta Water Quality and Ecosystem Restoration Grant Programs administered by the California Department of Fish and Wildlife, provide funding for projects and initiatives that can support regional natural resource stewardship and conservation through community education related projects.

In addition, the California Wildlife Conservation Board (WCB)¹⁰ has numerous funding programs related to the purchase and preservation of lands for wildlife habitat enhancement and construction or related public recreational facilities; which are directly relevant to many community outdoor educational opportunities and needs within the region. The WCB is an independent Board with authority and funding to carry out an acquisition and development program for wildlife conservation (California Fish and Game Code 1300, et seq.). WCB consists of the President of the Fish and Game Commission, the Director of the California Department of Fish and Wildlife and the Director of the Department of Finance.

The primary responsibilities of WCB are to select, authorize and allocate funds for the purchase of land and waters suitable for recreation purposes and the preservation, protection and restoration of wildlife habitat.



⁹ <http://www.cdda.net/login/listserv/>. With over 200 CSDA members subscribed, listserve is a powerful communication tool for members

¹⁰ <https://www.wcb.ca.gov/>

WCB approves and funds projects that set aside lands within the State for such purposes, through acquisition or other means, to meet these objectives. WCB can also authorize the construction of facilities for recreational purposes on property in which it has a proprietary interest.

Other funding opportunities include the Sacramento Regional Community Foundation; a draft potential new program and funding arrangement is included herein as Attachment I.

Recommended Implementation Actions

The primary effort in enhancing the resource related public education and outreach efforts of the FRCD should be to identify and collaborate with the various education providing stakeholders as identified in Attachment I, and as described below:

1. Engage the existing organizations providing community education and outreach related to resource conservation and determine educational service gaps and areas where a regional government entity such as FRCD can offer “boots on the ground” programs, bridging the information gap, providing a physical location to put classroom learning to use by completing projects such as outdoor classrooms, nature/wildlife trails, invasive weed abatement and fire fuel reduction. The following organizations have been identified as either currently providing, partnering, or funding such education services:
 - a. California Environmental Education Community (<http://www.creec.org/>)
 - b. California Association for Environmental and Outdoor Education (<https://aeoe.org/>)
 - c. Soil Born Farms (<https://www.soilborn.org/>)
 - d. Sacramento Natural Foods Coop (<http://www.sacfoodcoop.com/>)
 - e. Effie Yeaw Nature Center (<http://www.sacnaturecenter.net/>)
 - f. Sacramento Valley Conservancy (<http://www.sacramentovalleyconservancy.org/>)
 - g. Nature Conservancy of California (<http://www.conserveca.org/>)
 - h. Action Research Network of the Americas (<https://sites.google.com/site/arnaconnect/>)
 - i. Stone Lakes National Wildlife Refuge (http://www.fws.gov/refuge/stone_lakes)
 - j. Regional public schools
2. Collaborate with other public agencies – Southgate Park and Recreation, and Consumnes CSD may want to partner on open space, trails, outdoor educational services in the region.

Water supply enhancement

Specific activities for further consideration include surface water to groundwater recharge, stormwater storage and diversion to groundwater recharge, targeted water conservation programs, pilot studies and projects for greywater/rainwater and reclaimed water reuse, water demand management, groundwater banking and related water transfers, wetland or watershed land mitigation banking.

With regard to groundwater recharge and groundwater banking, this may produce revenue for the FRCD, but may require significant strategy, legal and infrastructure investments. However, there is an identified

need regionally for restoring, protecting and enhancing the groundwater supply as detailed in the Lower American River Integrated Regional Water Management Plan (IRWMP)¹¹. It is our belief that the FRCD is the appropriate entity and well poised through this regional water management group, as well as in cooperation with the Groundwater Management Authority to address the identified local groundwater concerns, while at the same time improving the regional water supply portfolio and provide cost recovery for FRCD activities.

Added Service Cost and Effort

The cost of performing the research, legal work and agreements, pilot studies, planning, design and permitting of any groundwater recharge and/or banking projects will produce one-time and concurrent costs of between the tens of thousands to hundreds of thousands and more, depending upon the number, scope and types of specific projects identified. Implementation work will range between the millions and tens of millions, depending upon the projects. Ongoing maintenance costs for operation of groundwater recharge facilities, possibly including treatment, will range between the tens to hundreds of thousands annually with the major expense being personnel, professional services, power, system repair and maintenance activities.

Funding

Any groundwater recharge and/or banking arrangement would receive capital contributions from development mitigation (capacity) fees and the beneficiaries and users of the groundwater supply, Planning and Implementation funding through the Department of Water Resources, IRWMP program allocations from Proposition 1¹², federal water resources development act appropriations, the State Water Resources Control Board programs for water supply, water quality, drinking water and stormwater management¹³, and the Department of Water Resources Groundwater Recharge Fund¹⁴.

Recommended Implementation Actions

Successful implementation of a regional groundwater supply solution will require the development of a well-researched conceptual plan and strategy, active involvement and serious cooperation from both the Groundwater Authority and Lower American River IRWMP. Research on successful groundwater banking operations such as the Kern Water Bank¹⁵ will be crucial in establishing initial trust and support toward such regional arrangements.

¹¹ Lower American River IRWMP, Goals and Objectives, and figures 2-3 and 2-4.

¹²<http://www.water.ca.gov/irwm/grants/>

¹³http://www.waterboards.ca.gov/water_issues/programs/grants_loans/

¹⁴http://water.ca.gov/funding/groundwater_recharge.cfm

¹⁵<http://www.kwb.org/>

Watershed and Water Quality Protection and Enhancement

Many RCDs throughout the state provide services at the local level to improve the quality of water, carrying capacity, and ecosystem health in drainages, creeks, ponds and other water bodies that when impaired can cause great environmental harm, flooding, erosion and water quality problems. The county and cities are directly responsible for stormwater management activities, but poor stormwater management can manifest itself in many harmful ways to the water and soil quality of a region. One entity's actions, or lack thereof can be compounded as the runoff moves downstream to the next responsible agency's statutory boundaries. RCDs have funded significant portions of their budgets performing services to ensure that National Pollution Discharge Elimination System and other stormwater management permit conditions are complied with.

There are likely areas where the FRCD would be the logical regional entity to partner with those responsible for stormwater management and receive revenue, including state or federal grant funds to perform some limited stormwater quality evaluation, identification of needed regional erosion control actions, and to educate landowners (and responsible public entities) regarding proper use of pesticides and herbicides, and controlling storm runoff from their properties.

The FRCD should also consider whether lands critical to natural groundwater recharge and surface water quality and quantity should be considered for conservation in some manner, either fee title or conservation easement so that restoration and enhancement projects can be completed to enhance regional water supply.

Added Service Cost and Effort

As with groundwater recharge, the acquisition of property rights, planning, design and permitting efforts in support of meadows and wetlands can be costly. However, the FRCD has a statutory boundary that covers a large region and from which local water providers rely on groundwater extractions for full time water supply and therefore there is a sizeable number of water providers from which to draw a per unit charge for constructing projects that improve natural groundwater recharge and improve regional surface water bodies.

The cost of land or conservation easements is directly tied to the real estate market of the region. The physical cost of wet meadow or wetland area restoration to maximize water storage and groundwater recharge typically ranges in the hundreds of thousands. Any stormwater related activities related to agreements with the local governments for monitoring and compliance activities are estimated to cost in the tens of thousands annually, depending on the scope of the work performed.

Funding

Watershed Restoration & Delta Water Quality and Ecosystem Restoration Grant Programs administered by the California Department of Fish and Wildlife, State Water Board and DWR funding under Proposition 1.

NRCS can also help the FRCD identify funding through the Emergency Watershed Protection (EWP) Program¹⁶ through which over \$84 million was funded in 2015. EWP is designed for installation of recovery measures with funding flowing through sponsors, such as RCDs. Activities include providing financial and technical assistance to project sponsors such as the FRCD for improvements on private agricultural lands such as:

- remove debris from stream channels, road culverts, and bridges,
- reshape and protect eroded banks,
- correct damaged drainage facilities,
- establish cover on critically eroding lands,
- repair levees and structures, and
- repair conservation practices

Recommended Implementation Actions

Likely the most important action to implement any watershed enhancement and protection activities is to actively engage the Natural Resource Conservation Service, water resources planning staff from neighboring cities and Sacramento County, IRWMP representatives as well as other government and nongovernment entities interested in watershed issues. The goal in engagement is to vet out any specific existing water quality issues, concerns or needs on a watershed basis.

1. Through the California Association of Resource Conservation Districts (CARCD) or direct research identify other RCDs with active and actively funded watershed programs. This activity will help FRCD bring to the table discussion of potential solutions and funding sources, for issues identified with the stakeholders above
2. Develop and foster the relationship with NRCS to evaluate and understand the regional watershed needs and funding opportunities for which they are responsible
3. Engage nongovernment organizations within FRCD to identify specific needs. These folks have very little money, but typically have much technical expertise and volunteer mobilization/management capabilities
4. Engage county, SWRCB and cities to determine improvement and protection needs

¹⁶ <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/landscape/ewpp/>

5. Attend California Finance Coordination Committee funding fairs, develop project materials for distribution to the CFCC participants at fairs, sign up at the DWR and SWRCB for email notification when notices of draft funding program guidelines are released as well as formal Notices of Funding Availability (NOFA) or Project Solicitation Packages (PSP)

Agricultural Services

There exists a local need and opportunity for the FRCD to perform specific resource conservation services to the benefit of the community and agricultural landowners. Entities such as the Sacramento Regional Community Foundation and its partners have determined that access to prime agricultural lands available for public use is very much needed in the region, and can provide for job development and training, new efficient irrigation and runoff control technologies, dedicated water supplies, food or wine grape production, community gardens, and agricultural water conservation services.

Funding

There are a number of funding opportunities for enhanced agricultural services, including fees charged to agricultural landowners for irrigation, runoff and associated water quality and/or permit compliance monitoring. Once the FRCD implements an agricultural services program, one qualified employee may be able to service a number of agricultural properties, therefore reducing the fee cost of the service. Attachment I describes the Sacramento Regional Community Foundation's funding involvement in agricultural services. Grants are available through the Emergency Watershed Protection grants as shown in footnote 16 above, the Wildlife Conservation Board website (footnote 10), through the use of donated mitigation lands, state subsidized low interest loans, partnerships and education funding programs.

Recommended Implementation Actions

The following actions will assist the FRCD in understanding the agricultural services needed, agricultural land availability and planned uses, and funding sources available.

1. Engage local or state Farm Bureau to determine training and agricultural land management needs in the FRCD region
2. Identify property for potential public ownership for such activities as community gardens and providing farmer education services
3. Pursue the opportunities detailed in Attachment I, the model agricultural services education program, meeting first with the education partners to identify need and opportunity for active partnership, if any.
4. Research grant opportunities as identified herein and as discovered through partner engagement

Land Conservation Services

Land preservation activities are conducted for many conservation purposes throughout the county, state and Sacramento region. In many cases, property owners can receive tax benefits by placing portions of their land under conservation easements or dedicating a portion of their land, or easement to a public agency, such as the FRCD. The FRCD would then be responsible for preservation and management consistent with any mitigation banking agreements, partnership arrangements, to meet grant funding requirements or as a condition of a project, including land development.

Land conservation activities may include, but are not limited to mitigation banking arrangements as further discussed below, as wildlife migration corridors, to preserve unique, special, endangered or protected animal and plant species, to protect a view shed or other public benefit purpose. Should FRCD begin actively providing land conservation services, maintenance and land management activities on the dedicated conserved lands would be the responsibility of the FRCD either directly with its staff or under contract.

A privately owned conservation or mitigation bank is a free-market enterprise that offers landowners economic incentives to protect natural resources; saves project proponents time and money by providing them with the certainty of pre-approved compensation lands to meet their mitigation needs.

A publicly owned conservation or mitigation bank offers the sponsoring public agency advance mitigation for large projects or multiple years of operations and maintenance.



Conservation (Endangered Species) Banking

A conservation bank generally protects threatened and endangered species habitat. Credits are established for the specific sensitive species that occur on the site. Conservation banks help to consolidate small, fragmented sensitive species compensation projects into large contiguous preserves which have much higher wildlife habitat values. Other agencies that typically participate in the regulation and approval of conservation banks are the U.S. Fish and Wildlife Service and NOAA National Marine Fisheries Service.

Mitigation (Wetlands) Banking

A mitigation bank protects, restores, creates, and enhances wetland habitats. Credits are established to compensate for unavoidable wetland losses. Use of mitigation bank credits must occur in advance of development, when the compensation cannot be achieved at the development site or would not be as environmentally beneficial. Mitigation banking helps to consolidate small, fragmented wetland mitigation projects into large contiguous preserves which will have much higher wildlife habitat values. Mitigation banks are generally approved by the California Department of Fish and Wildlife, U.S. Fish and Wildlife Service, the U.S. Army Corps of Engineers, and the U.S. Environmental Protection Agency.

The Benefits of Conservation and Mitigation Banking

For the buyer or user of credits...

- Cost reductions over “do it yourself” compliance (due to the economies of scale a large habitat bank generates and passes on to credit buyers/users), together with cost certainty
- “One stop” permit compliance including habitat protection, long-term management, maintenance, and monitoring of the mitigation
- Decreased permit wait time (purchase or transfer of bank credits immediately satisfies the mitigation requirements of the permit)

For the ecosystem...

- Protection and restoration of larger, more functional and longer-lasting ecological systems
- No temporal loss of ecological function because protection/restoration is completed before the impacts occur
- Management and ownership by endangered species and wetland professionals
- “No Net Loss” in wetland acres at minimum, often with a gain of wetland acres
- Permanent protection in the form of a conservation easement or fee title held by a qualified conservation entity, enforced by a qualified third party

Examples of local mitigation Banks in Sacramento County are shown in Table 1 below:

Bank Name	Contact	Credit Species & Habitats
Bryte Ranch Conservation Bank	Brian Johnson, (530) 525-5129	Vernal pool fairy shrimp; Vernal pool tadpole shrimp
Clay Station Mitigation Bank	Tara Collins, ECORP Consulting, Inc., 2525 Warren Drive, Rocklin, CA 95661, Email: tcollins@ecorpconsulting.com , Phone:(916) 782-9100, Fax: (916) 782-9834	Vernal pools
Cosumnes Floodplain Mitigation Bank	Westervelt Ecological Services. 600 North Market Blvd., Suite 3, Sacramento, CA 95616, (916) 646-3644	Floodplain mosaic wetlands, Floodplain riparian habitat, Shaded riverine aquatic habitat, Riparian forest
Van Vleck Ranch Mitigation Bank	Westervelt Ecological Services 600 North Market Blvd., Suite 3 Sacramento, CA 95616 (916) 646-3644	Vernal pool, Swainson's hawk foraging habitat
Sunrise Douglas Mitigation Bank (aka Anatolia Preserve)	AKT, LLC 7700 College Town Drive Suite 101 Sacramento, CA 95826	SOLD OUT

Added Service Effort and Cost

The cost for providing land conservation services can vary widely depending on the property’s location, scope and type of preservation occurring on the site(s), proximity to human activity and/or level of public access allowed, if any(litter/waste/vandalism), and many other factors. The level of effort typically involves necessary administrative actions and reporting to preserve the property status and its title, plus field inspections and cleanup/repair if necessary, fire prevention activities, noxious weed abatement, property liability insurance. Maintenance and management costs can be much higher if public access is provided such as might be the case with wetlands in terms of public trails, walkways, access docks and other infrastructure associated with outdoor classrooms.

A conservation or mitigation bank is privately or publicly owned land managed for its natural resource values. In exchange for permanently protecting, managing, and monitoring the land, the bank operator is allowed to sell or transfer habitat credits to project proponents who need to satisfy legal requirements for mitigating the environmental impacts of projects.

Funding

There are two typical means of acquiring the property to be conserved:

1. FRCD would seek fee title to property or conservation easements for purchase or donation from willing sellers or donors, in areas where land conservation has been determined needed or beneficial by federal, state or local policy. The property is to be located within the FRCD, and in whole or part containing features with human and general ecosystem value, such as prime crop growing land, wetlands, vernal pools, migration corridors, or foraging habitat for important and/or threatened species.
 - Property acquisition costs can be funded by a variety of loans and grants, with active grant programs available from: Wildlife Conservation Board, Watershed Restoration & Delta Water Quality and Ecosystem Restoration Grant Programs administered by the California Department of Fish and Wildlife, Agricultural Conservation Easement Program (ACEP), Environmental Quality Incentives Program (EQIP), Conservation Stewardship Program (CSP).
 - Ongoing management and maintenance costs can be funded by taxes, property assessments, grants, fees paid in mitigation banking arrangements, property owner endowments, volunteer work efforts

2. FRCD would receive title to land or dedication of conservation easements as a donation resulting from mitigation measures imposed on a land developer as a condition of the entitlement process through the county or city.
 - Ongoing management and maintenance costs can be funded by taxes, property assessments, grants, fees paid in mitigation banking arrangements, property owner endowments, volunteer work efforts

Recommended Implementation Actions

To implement land conservation services, the FRCD would need active engagement with local entities such as the Stone Lakes National Wildlife Refuge, Laguna Creek Watershed Council, City of Elk Grove (Swainson's Hawk Program), Farm Bureau, NRCS, neighboring RCDs and other environmental protection entities with interests and needs for land conservation services. This engagement will identify the issues of concern, opportunities, property owner needs, existing programs and who is servicing them, and identifying opportunities for direct FRCD involvement.

Supervisor Don Nottoli identified that there are currently several land development projects in the works within the FRCD and that will require creation and dedication of conservation lands. To further understand the resource conservation opportunities related to land development services in partnership with the county, FRCD should coordinate and regularly communicate with County Planning Commission and Department Managers regarding the status of the various project entitlements.

In addition, FRCD would identify personnel responsible at the County for review of development project resource conservation and environmental mitigation requirements, meeting with the responsible persons to further identify resource conservation service opportunities. Persons to engage include Leighann Moffitt, Community Development Director; Richard Radmacher, Sacramento County, Department of Water Resources; Past Community Development Director Lori Moss; and Bob Davidson, Sacramento County Chief Engineer (Infrastructure).

The FRCD should also consider participation in the development of the South Sacramento Habitat Conservation Plan (SSHCP)¹⁷. There may be resource conservation opportunities identified in the SSHCP for which the FRCD will be suited. The SSHCP is a regional approach to addressing issues related to urban development, habitat conservation and agricultural protection. The SSHCP will consolidate environmental efforts to protect and enhance wetlands (primarily vernal pools) and upland habitats to provide ecologically viable conservation areas. It will also minimize regulatory hurdles and streamline the permitting process for development projects.

The SSHCP will be an agreement between state/federal wildlife and wetland regulators and local jurisdictions, including FRCD, which will allow land owners to engage in the "incidental take" of listed species (i.e., to destroy or degrade habitat) in return for conservation commitments from local jurisdictions. The options for securing these commitments are currently being developed and will be identified prior to the adoption of the SSHCP. The geographic scope of the SSHCP includes U.S. Highway 50 to the north, Interstate 5 to the west, the Sacramento County line with El Dorado and Amador Counties to the east, and San Joaquin County to the south. The Study Area excludes the City of Sacramento, the City of Folsom and Folsom's Sphere of Influence, the Sacramento-San Joaquin Delta, and the Sacramento County community of Rancho Murieta.

Sacramento County is partnering with the incorporated cities of Rancho Cordova, Galt, and Elk Grove as well as the Sacramento Regional County Sanitation District and Sacramento County Water Agency to further advance the regional planning goals of the SSHCP. The opportunity is available for FRCD to partner as well.

FRCD should meet with Rob Smith of the Northstate Building Association and identify the various resource conservation services necessary to support the development projects; and consider the cost/benefit of FRCD providing the land management and mitigation services in lieu of forming additional CSAs.

It is also recommended that the FRCD work with the county and cities to understand existing setback requirements and conservation easements, such as for wildfire protection, and consider the possibility, cost and benefit of management of these easements. It is also important in the process for FRCD to continue to research if there are existing private entities providing conservation services.

¹⁷ (<http://www.per.saccounty.net/PlansandProjectsIn-Progress/Pages/SSHCPPlan.aspx>)

Additional secondary implementation actions include:

1. Engaging known land developers to determine their needs and interests in FRCD provided conservation services
2. Engaging land conservation nongovernment organizations to identify concerns, conflicts, needs and opportunities for partnering and/or service provision
3. Consider adoption of policies related to the land conservation needs identified in the FRCD, such as the SCHCP discussed above. These policies would result from the identified need of stakeholders or communities of interest, and are intended to conserve and protect a specific species of plant or animal, prohibit, monitor or regulate certain activities, or may be intended to improve watershed water quality, water supply or water conservation.

Wildlife Conservation Services

To implement conservation services related to wildlife habitat restorations and improvements, the FRCD would need active engagement with local entities such as the Stone Lakes National Wildlife Refuge, Laguna Creek Watershed Council, City of Elk Grove (Swainson's Hawk Program), Farm Bureau, NRCS, neighboring RCDs and other environmental protection entities with interests in wildlife conservation services. This engagement will identify the issues of concern, opportunities, property owner needs, existing programs and who is servicing them, and identifying opportunities for direct FRCD involvement.

The FRCD is also well poised and should evaluate the opportunity to provide wildlife conservation related services, projects and programs related to future Delta projects, which may involve mitigation land/easement/corridor acquisition and management.

Added Service Effort and Cost

The cost for providing land conservation services related to wildlife habitat can vary widely depending on the property's location, scope and type of preservation occurring on the site(s), proximity to human activity and/or level of public access allowed, if any (litter/waste/vandalism), and many other factors. The level of effort typically involves necessary administrative actions and reporting to preserve the property status and its title, plus field inspections and cleanup/repair if necessary, fire prevention activities, noxious weed abatement, property liability insurance. Maintenance and management costs can be much higher if public access is provided such as might be the case with nature watching in terms of public trails and other access infrastructure.

Funding

As with all other mentioned grant funding, it is recommended that the FRCD professional staff would spend a portion of their work day seeking additional partnerships, landowners needing assistance, ongoing grant funding and other opportunities to provide the broad level of services as directed by the Board.

For example, funded by a grant from the Natural Resources Conservation Service (NRCS) California State Office¹⁸, the Dixon and Solano RCD Migratory Bird Initiative (MBI) is a partnership between Dixon and Solano Resource Conservation Districts (DRCD and Solano RCD) aimed to facilitate the restoration and protection of sensitive habitat for migratory birds in focused areas of Solano County and the Lower Yolo Bypass in Yolo County (the northwest corner of the Sacramento-San Joaquin Delta). The Solano RCDs have an established history of working closely in assistance to agricultural land owners, and using this MBI program funding through NRCS, the RCDs received funding to assist the landowners to plant trees and conduct other bird habitat improvements.

In many cases, the act of partnering or assisting another agency or nonprofit organization such as with the MBI, even if the cost of the program is barely covered; a relationship results that produces solid functional relationships and opens the doors for grant funding.

Additional funding is available through the Wildlife Conservation Board grants, which are available for land acquisition and improvements, Watershed Restoration & Delta Water Quality and Ecosystem Restoration Grant Programs administered by the California Department of Fish and Wildlife are also available to fund wildlife related conservation services. Land donations received as a condition of land development project mitigation can also offset wildlife conservation costs.

Other funding sources include the Agricultural Conservation Easement Program (ACEP), Environmental Quality Incentives Program (EQIP), and Conservation Stewardship Program (CSP).

Recommended Implementation Actions

We believe that wildlife conservation services are a viable option for implementation by the FRCD. As previously discussed in the Land Conservation Services section of this report, it is recommended that the FRCD work to determine the wildlife conservation needs, opportunities and constraints of the region by engaging stakeholders that are active in such conservation services.

1. Engage the State Department of Fish and Wildlife Service, SWRCB, Delta Stewardship Council, and others involved in Delta planning to determine if there are service needs caused by the Delta Plan, Delta Water Quality Plan or other Delta actions that will result in a need for wildlife services in the FRCD boundaries
2. Review relevant sections of the various Delta plans for wildlife service and revenue opportunities
3. Engage wildlife conservation nongovernment organizations such as the Stone Lakes Refuge or the Laguna Watershed Council to determine if they have identified wildlife conservation needs for which the FRCD would be a good fit.

¹⁸ <http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ca/newsroom/releases/?cid=nrcseprd423085>

Attachment A

PUBLIC RESOURCES CODE - PRC

DIVISION 9. RESOURCE CONSERVATION [9001 - 9972]

(Division 9 repealed and added by Stats. 1975, Ch. 513.)

CHAPTER 3. Resource Conservation Districts [9151 - 9491]

(Chapter 3 added by Stats. 1975, Ch. 513.)

ARTICLE 9. General Powers of District [9401 - 9420]

(Article 9 added by Stats. 1975, Ch. 513.)

9401.

The board of directors of a district shall manage and conduct the business and affairs of the district.

(Repealed and added by Stats. 1975, Ch. 513.)

9402.

The directors shall be empowered to conduct surveys, investigations, and research relating to the conservation of resources and the preventive and control measures and works of improvement needed, publish the results of such surveys, investigations, or research, and disseminate information concerning such preventive control measures and works of improvement; provided, however, that in order to avoid duplication of surveys, investigations, and research activities, the directors shall seek the cooperation of local, state, and federal agencies.

(Repealed and added by Stats. 1975, Ch. 513.)

9403.

The directors may accept gifts and grants of money from any source whatsoever to carry out the purposes of the district.

(Repealed and added by Stats. 1975, Ch. 513.)

9403.5.

The directors may establish and charge fees for services provided by the district to, and upon the request of, persons or governmental entities. No fee shall exceed the cost reasonably borne by the district in providing the service.

(Added by Stats. 1991, Ch. 831, Sec. 19.)

9404.

The directors may execute all necessary contracts. They may employ such agents, officers, and employees as may be necessary, prescribe their duties, and fix their compensation.

(Repealed and added by Stats. 1975, Ch. 513.)

9405.

The directors may acquire by purchase, lease, contract, or gift all lands and property necessary to carry out the plans and works of the district. The directors may acquire conservation easements as provided in Chapter 4 (commencing with Section 815) of Title 2 of Part 2 of Division 2 of the Civil Code on lands within the district. A district acquiring a conservation easement shall prepare a management plan for the easement which fully describes the intent and legal obligations respecting the easement and which shall be consistent with the goals of the State Soil Conservation Plan and other policies adopted pursuant to Section 9108.

(Amended by Stats. 1991, Ch. 831, Sec. 20.)

9406.

The directors may take conveyances, leases, contracts, or other assurances for all property acquired by the district, in the name, and for the uses and purposes, of the district.

(Repealed and added by Stats. 1975, Ch. 513.)

9407.

The directors may sue and be sued in the name of the district and may appear in person or by counsel.

(Repealed and added by Stats. 1975, Ch. 513.)

9408.

(a) The directors may cooperate and enter into contracts or agreements with the state, the United States, any county, any city, any other resource conservation or

other public district in this state, any person, or the commission, in furtherance of the provisions of this division, and to that end may use any funds available to the district as provided in this chapter, and may accept and use contributions of labor, money, supplies, materials, or equipment useful for accomplishing the purposes of the district.

(b) Districts may cooperate with counties and cities on resource issues of local concern. It is the intent of the Legislature to encourage districts to facilitate cooperation among agencies of government to address resource issues of local concern.

(c) Districts may cooperate with federal, state, and local agencies and owners of private lands under the agreement between the California Association of Resource Conservation Districts and various public and private entities known as the coordinated resource management and planning memorandum of understanding.

(Amended by Stats. 1991, Ch. 831, Sec. 21.)

9409.

The directors may make improvements or conduct operations on public lands, with the cooperation of the agency administering and having jurisdiction thereof, and on private lands, with the consent of the owners thereof, in furtherance of the prevention or control of soil erosion, water conservation and distribution, agricultural enhancement, wildlife enhancement, and erosion stabilization, including, but not limited to, terraces, ditches, levees, and dams or other structures, and the planting of trees, shrubs, grasses, or other vegetation.

(Repealed and added by Stats. 1975, Ch. 513.)

9410.

The directors may operate and maintain, independently or in cooperation with the United States or this state or any state agency or political subdivision or any person, any and all works constructed by the district.

(Added by Stats. 1975, Ch. 513.)

9411.

The directors may disseminate information relating to soil and water conservation and erosion stabilization, and may conduct demonstrational projects within, or

adjacent to, the district on public land, with the consent of the agency administering or having jurisdiction thereof, or on private lands, with the consent of the owners thereof, independently or in cooperation with the United States, this state or any political subdivision or public district thereof, or any person.

(Added by Stats. 1975, Ch. 513.)

9412.

Each district may provide technical assistance to private landowners or land occupants within the district to support practices that minimize soil and related resource degradation. When in the judgment of the directors it is for the benefit of the district so to do, they may give assistance to private landowners or land occupants within the district in seeds, plants, materials and labor, and may loan or rent to any such private landowner or land occupant agricultural machinery or other equipment. No such assistance shall be given or any such loans made unless the landowner or land occupant receiving the aid or assistance agrees to devote and use the aid or assistance on his or her lands within the district in furtherance of objectives of the district and in accordance with district plans or regulations. Notwithstanding the fact that the landowner or land occupant is also a director, any landowner is qualified to and may receive assistance or loans under this section.

(Amended by Stats. 1991, Ch. 831, Sec. 22.)

9413.

(a) Each district may develop districtwide comprehensive annual and long-range work plans as provided in this section. These plans shall address the full range of soil and related resource problems that are found to occur in the district.

(b) The long-range work plans may be adopted and updated every five years, in accordance with a standard statewide format which shall be established by the commission. Districts may amend the long-range plan prior to the five-year update in order to address substantive changes occurring since the adoption of the most recent long-range work plan. The long-range plans shall serve the following functions:

- (1) Identification of resource issues within the district for purposes of local, state, and federal resource conservation planning.
- (2) Establishment of long-range district goals.
- (3) Provision of a framework for directors to identify priorities for annual district activities.

(4) Provision of information to federal, state, and local governments and the public concerning district programs and goals.

(5) Setting forth a basis for evaluating annual work plan achievements and allocating available state funding to the district.

(6) Involvement of other agencies and organizations in the district planning process in order to help ensure support in implementing district plans.

(c) The annual work plans may be adopted on or before March 1 of each year in a format which shall be consistent with the district's long-range work plan. The annual work plans shall serve the following functions:

(1) Identification of high priority actions to be undertaken by the district during the year covered by the plan.

(2) Identification of the person or persons responsible for undertaking each planned task, how it will be performed, when it will be completed, what constitutes completion, and the cost.

(3) Demonstration of the relationship of annual tasks to the long-range district goals identified in the long-range work plan.

(4) Provision of assistance to the local field office of the Soil Conservation Service of the United States Department of Agriculture in adjusting staff and program priorities to match district goals.

(5) Informing the public of the district's goals for the year.

(6) Involvement of other agencies and organizations in the district planning process in order to help ensure support in implementing district plans.

(7) Provision of a basis for assisting the commission in determining district eligibility for state funding under this division.

(d) A district may prepare an annual district report. The annual district report shall be completed on or before September 1 of each year in a format consistent with the long-range and annual plans, so that progress made during the reporting period towards district goals can be readily determined. The annual report shall serve the following functions:

(1) To report on the district's achievements during the reporting period to the commission, the department, the board of supervisors of any county in which the district is located, and any agency that reviews district requests for funding assistance.

(2) To increase public awareness of district activities.

(3) To compare district accomplishments during the reporting period with annual work plan objectives for that period and to identify potential objectives for the next annual work plan.

(Repealed and added by Stats. 1991, Ch. 831, Sec. 24.)

9414.

Directors may accept, by purchase, lease, or gift, and administer any soil conservation, water conservation, water distribution, erosion control, or erosion prevention project located within the district undertaken by the United States or any of its agencies, or by this state or any of its agencies.

(Added by Stats. 1975, Ch. 513.)

9415.

The directors may manage, as agents of the United States or any of its agencies, or of this state or any of its agencies, any soil conservation, water conservation, water distribution, flood control, erosion control, erosion prevention, or erosion stabilization project, within or adjacent to the district; and may act as agent for the United States, or any of its agencies, or for this state or any of its agencies, in connection with the acquisition, construction, operation, or administration of any soil conservation, water conservation, water distribution, flood control, erosion control, erosion prevention, or erosion stabilization project within or adjacent to the district.

(Added by Stats. 1975, Ch. 513.)

9416.

The directors may establish standards of cropping and tillage operations and range practices on private land as a condition to expenditure by the district of district or other funds, or to the doing by the district of any work of any nature, on private lands.

(Added by Stats. 1975, Ch. 513.)

9417.

(a) The directors of any district may cooperate with the directors of any other district in respect to matters of common interest or benefit to the districts. An association of resource conservation districts may be organized to facilitate that cooperation, to provide for the loan of equipment and tools by one district to another, and for the making of investigations and studies and the carrying out of projects of joint interest to the districts participating therein.

(b) It is the intent of the Legislature to encourage districts to organize in countywide or regional associations for the purposes of (1) providing coordinated representation of districts before federal, state, and local governmental agencies and (2) coordinating program planning, funding, and delivery of services.

(Amended by Stats. 1991, Ch. 831, Sec. 25.)

9417.5.

It is the intent of the Legislature that concerned state agencies, in cooperation with resource conservation districts and other appropriate local entities, work with the agencies of the United States Department of Agriculture and the Department of the Interior, the Environmental Protection Agency, and other federal agencies, to maximize cooperative opportunities for federal, state, and private funding for competitive grants and contracts for watershed protection, restoration, and enhancement programs of resource conservation districts.

(Added by Stats. 1994, Ch. 719, Sec. 3. Effective January 1, 1995.)

9418.

The directors of any district may call upon the district attorney of the principal county for legal advice and assistance in all matters concerning the district, except that if the principal county has a county counsel, then the directors shall call upon him for such legal advice and assistance. The district attorney or county counsel, as may be appropriate, shall, upon the request being made, give such advice and assistance.

(Added by Stats. 1975, Ch. 513.)

9419.

(a) The directors may engage in activities designed to promote a knowledge of the principles of resource conservation throughout the district and for that purpose may develop educational programs both for children and for adults. In the development of those programs, the directors may authorize the giving of awards and prizes for outstanding achievement.

(b) Each district may develop and disseminate or utilize conservation education programs for use in kindergarten through grade 12. As an option to developing these programs independently, it is the intent of the Legislature to encourage both

collaboration with other organizations and incorporation of elements of existing programs.

(c) A district may conduct workshops on the relationships between soil and related resource problems and their effects on other resources, such as wildlife and water quality.

(d) A district may sponsor programs that address land use practices which reduce water and wind erosion, soil contamination, soil salinity, agricultural land conversion, loss of soil organic matter, soil subsidence, and soil compaction and associated poor water infiltration.

(Amended by Stats. 1991, Ch. 831, Sec. 26.)

9420.

The board of directors of a district may appoint advisory committees to provide technical assistance in addressing soil and related resource problems, to assist in coordinating conservation programs and activities, and to share information relating to the functions or purposes of the district. Representatives of state, federal, and local governmental agencies, including school districts, as well as private organizations, may serve on these advisory committees.

(Repealed and added by Stats. 1991, Ch. 831, Sec. 28.)

Attachment B



FLORIN RESOURCE CONSERVATION DISTRICT SERVICE NEEDS ASSESSMENT PROJECT OVERVIEW AND UPDATE REPORT DECEMBER 1, 2015

Project Status

The following activities have been conducted in support of the Florin RCD Needs Assessment scope of work. All service concepts, ideas, public and stakeholder input received during the process are being documented, researched and evaluated during the initial stages of the project; without regard to their ability for funding or implementation. During the process of receiving input, all project participants were informed that new services will require new funding sources, and that Elk Grove Water District funding cannot be spent to deliver unrelated services outside the Elk Grove boundaries.

Stakeholder and public input received has been very informative, especially once the attendees were provided an overview of the services provided by other RCDs and the possibility of FRCD taking on similar additional services locally, so long as no competing interest is already providing the service, there is a high level of public need and support for service funding. The information below is a summary only, and the final report will be all-inclusive:

- 1) Held **Stakeholder meetings** and received direct, relevant input from:
 - Rob Schwartz - Lower American River IRWMP/Regional Water Authority
 - Don Lockhart - Sacramento LAFCO

These initial meetings led to substantial research and additional outreach on the potential opportunities for the FRCD to partner and/or participate in:

- a) Groundwater recharge as a new water supply and to remedy land subsidence
 - b) Land conservation opportunities related to groundwater recharge, stormwater management for recharge purposes, watershed and water quality improvement, and wildlife habitat enchantment
 - c) Groundwater banking as a result of groundwater recharge activities
 - d) Educational opportunities related to water conservation and urban gardening
- 2) Conducted **in person and phone meetings** with the following stakeholders. Efforts continue to contact and engage all remaining stakeholders from the master list.
 - Charlotte Mitchell, Sac County Farm Bureau
 - Barbara Washburn, Laguna Creek Watershed Council

- Gary Goodman, General Manager with Sacramento-Yolo Mosquito & Vector Control District
 - Dwane Coffey, NRCS
 - Rob Smith, Building Industry
 - Carl Werder, Groundwater Authority
 - Jeff Ramos, Consumnes CSD
- 3) **In person meetings planned** for December 11, 2015 with the following:
- Rob Donlan, Nature Conservancy
 - Bart McDermott, Stone Lakes Wildlife Refuge
- 4) **Conducted public forums** on November 17, 18 and 19 at Wackford Community Center, Splash Center, and Elk Grove Library, respectively. During the meetings, significant public input was received regarding potential service needs and opportunities, including:
- a) Support services for new land development projects, in partnership with Sacramento County and developers. Services of this type are funded by development fees, direct expenses by developers, special taxes, assessments and/or fees levied by a district (or county service area) on newly created properties. Opportunities include:
 - i) Agricultural land and water conservation
 - ii) Wetland mitigation banking which involves conserving and potentially improving wetland areas through formal arrangements with the state and funded by development projects (inside or) outside the FRCD boundaries
 - iii) Managing mitigation lands and related improvements, including activities such as community gardens
 - iv) Land conservation for wildlife, water quality and wetlands
 - v) Wetlands, stream and vernal pool improvements
 - b) Community educational opportunities on water supply, water conservation, wildlife, and environmental issues in partnership and support of existing nonprofit organizations. Community education is typically funded with grant seed money, and fees charged to attendees.
 - c) Water conservation education and activities as a means to support water supply development to support the future economy. These services are typically funded under agreements with water agencies, the IRWMP or RWA, and/or grant funded.
- 5) Developed and updated the project **website** www.FRCDstudy.com including the development of a service needs survey. The survey results continue to roll in and will be analyzed and used to support the Needs Assessment recommendations.
- 6) Conducting **research** on current examples of successful RCD services, funding means and opportunities for FRCD.

Attachment C

Media Contact

Each of the following were notified of the project and meeting by email and follow up emails and phone calls:

- Posted on more than a dozen *nextdoor.com* neighborhood websites, which include Mather, Vineyard, Cosumnes, Florin, Fruitridge, Elk Grove, Meadowview and several south Sacramento neighborhoods, Cordova, and Galt.
- *Mather Alliance* contacted by email and phone.
- *Galt Herald and Elk Grove Citizen*: Confirmed to have run in the Elk Grove Citizen.
- *Sac Bee*: article published in community calendar.
- KFBK: Mark Madison conducted an interview.
- Supervisor Nottoli's website for District 5 –has forum release as first news item under hot topics. Supervisor Nottoli attended the November 18 public forum at Splash Center.

Needs Assessment Report

As detailed in the project proposal and approved scope of work, the final report will contain the following sections:

- **Executive Summary** – providing an overview of the project, process, results and recommendations
- **Introduction** – Description of the scope of work and approach used in report development
- **Background** – Identification of existing services provided and goals and objectives to be accomplished
- **Identification** of service gaps and community needs
- **Opportunities**, process and funding
- Recommended **implementation** approach

Current Activities and Schedule

1. Ongoing contact with stakeholders with final round of meetings scheduled in Sacramento area for December 11, 2015.
2. In response to public and stakeholder input, continuing research into successful service models, cost and funding
3. Drafting Needs Assessment Report – rough draft can be made available for presentation during the FRCD December 16, 2015 Regular Board meetingⁱ. Final draft report estimated for distribution on January 4, 2015.

ⁱ Due to December 16, 2015 meeting timing, the draft report will not include findings or recommendations from 12-11-15 stakeholder meetings



Florin Resources Conservation
Service Needs Assessment

NEWS! (/NEW/)
HOME (/)
ABOUT (/ABOUT-1/)
SURVEY (/NEEDS/)
CONSERVATION (/RESOURCES/)
FLORIN RCD (/FRCD/)

CONTACT (/CONTACT/)



Florin Resource Conservation District

Service Needs Assessment (Click Here (<https://www.surveymonkey.com/r/frcdstudy>) for Service Needs Survey)



The Elk Grove Water District is a business name that tells a story....located in Elk Grove, providing water service and is a government "district". But the Elk Grove Water District is actually a department of the Florin Resource Conservation District. Okay then, so what does a Resource Conservation District do, and why do they exist in addition to the Elk Grove Water District?

Good question, and actually the purpose of this Service Needs Assessment (/about-1). In reality, the Florin Resource Conservation District (/about-1), or FRCD formed as a local government agency in the 1950's to promote wise irrigation and protect the

region's groundwater resources. Sixty three years later and a very different community with vastly different natural resource related service needs, the FRCD is reaching out to it's community for input on what we all see as the district's optimal public service role in 2015 and beyond.....

We need your input. (<https://www.surveymonkey.com/r/frcdstudy>)Please use this site as your resource to get to know the FRCD and what Resource Conservation Districts can do for communities in California by protecting and restoring local waterways and water quality, improving the health and productivity of land; educating and guiding the public in understanding the value of our region's precious natural resources..

Please take the time to complete the Service Needs Survey by clicking [HERE](#) (<https://www.surveymonkey.com/r/frcdstudy>). Tell your friends and neighbors, discuss this at school and work, attend one of three public workshops (</s/Meeting-Flyer.pdf>) scheduled on November 17, 18 and 19, 2015, 6:00 pm at a location near you! Please also participate in our simple Service Needs Survey (</needs>), and/or contact (</contact-1>)us directly for more information.

created by Kristen Hedges

[NEWS! \(/NEW/\)](#)
[HOME \(/\)](#)
[ABOUT \(/ABOUT-1/\)](#)
[SURVEY \(/NEEDS/\)](#)
[CONSERVATION \(/RESOURCES/\)](#)
[FLORIN RCD \(/FRCD/\)](#)

[CONTACT \(/CONTACT/\)](#)

News and Hot Topics

As the Florin Resource Conservation District Service Needs Assessment progresses, we will be posting regular blog posts, news releases, draft plans, survey results, etc for your reading enjoyment!



Current Events!

- Attend our last public forum (</s/Final-Forum-agenda-and-Welcome-p1ow.pdf>) at 6:00 PM at the Elk Grove Library Thursday November 19, 2015!! Last night at the Splash Center in Mather we had an amazing two hours of input from our community with many potential resource conservation service needs identified including:
 - Conservation of open space
 - Partnering to protect and enhance wildlife habitat areas
 - Protecting critical watershed water quality and water production
 - Groundwater recharge to restore drought stricken water supplies
 - In partnership with other entities already providing outreach and education, providing enhanced community adult and youth education, in areas such as urban agriculture, understanding the outdoors and nature in the wetlands and vernal pools, and water conservation
 - Providing the structure and process for the development and management of open space, wildlife corridors, wetlands protection and community gardens within planned and future housing developments.

Come be with us tonight and give us your thoughts!

Recent Events

- Public Forums (</s/Final-Forum-agenda-and-Welcome-p1ow.pdf>) start at 6:00 pm tonight, November 17 at the Wackford Community Center, 9014 Bruceville Rd. Elk Grove, Willow Room!
- Public Forum Meeting Notice, updated November 12, 2015 - Click [HERE](#) (</s/Final-Forum-agenda-and-Welcome-p1ow.pdf>)
- Needs Assessment Public Forums Scheduled November 17, 18 and 19 to receive input! Click [HERE](#) (</s/FLorin-Community-Meetings-announcement.pdf>)to read the press release.
- Location map (</s/Meeting-location-map.pdf>) of November 17, 18 and 19 Needs Assessment public forums
- Important! Florin RCD Needs Assessment Survey (<https://www.surveymonkey.com/r/frcdstudy>)has now been posted.

[NEWS! \(/NEW/\)](#)
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Florin Resource Conservation District

The Florin Resource Conservation District (FRCD) was originally formed as the Florin Soil Conservation District (FSCD) by a vote of the public in 1953, to promote wise irrigation practices and to avoid depletion of the region's groundwater resources. In 1954 the FSCD was expanded to encompass the areas of Florin Rd., Grant Line and Sunrise Blvd, and the Elk Grove areas, and with grant funds purchased equipment for water management projects, such as irrigation and drainage improvements. The FSCD also had a wildlife program and planted habitat for game birds and rabbits.

In 1971 the FRCS reorganized into the Florin Resource Conservation District (FRCD) to allow for the provision of additional services to a growing and changing community. In 1999 the FRCD purchased the Elk Grove Water Works and has since provided municipal water service to the Elk Grove area.

Continued land development within the FRCD boundaries and the associated transition of agricultural lands to homes and businesses, has resulted in a change in demand for resource related services in both type and extent. Accordingly, the FRCD has directed the completion of a services needs assessment to determine where its resource conservation efforts should be focused going forward, new resource related service needs, partnership opportunities and other actions to maximize local service efficiency and community benefit.

Please click [HERE](https://www.surveymonkey.com/r/frcdstudy) (https://www.surveymonkey.com/r/frcdstudy) to take the service needs survey

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Service Needs Assessment

The Florin Resource Conservation District (FRCD) is looking to the community to receive input on the natural resource related service needs in the region. Currently providing mainly water service in Elk Grove (Elk Grove Water District) the FRCD has the legal authority to provide additional services if needed by the community, such as watershed protection and restoration, water conservation projects and public education, projects that improve water quality in local creeks, rivers and lakes, invasive weeds control and weed control for fire protection, and many, many more. Click here (</resources>) for more information on RCD services.

In order for the FRCD to provide additional services, we want to make sure that we have community support and understanding before investing the public's time and money. We are conducting this Service Needs Assessment to determine the community service priorities, identify how they will be funded and the process to put them in place.

Needs Assessment Process

The Service Needs Assessment is being developed using direct contact and input from interested and active members of the community, conservation and environmental groups, local government representatives from the County and neighboring Cities, and other

local districts including the Consumnes CSD. These stakeholders (</s/FRCD-Needs-Assessment-Stakeholders-List.pdf>) each have direct experience with the types of services typically provided by Resource Conservation Districts, and also have an understanding of the resource conservation needs and issues of the region. In addition, a major part of developing a comprehensive and supportable Needs Assessment is a means of securing input from the general public. A location map (</s/Meeting-location-map.pdf>) of the meetings being held on November 18, 19 and 20, 2015 is attached [HERE](/s/Meeting-Flyer.pdf) (</s/Meeting-Flyer.pdf>).

Assessment Goals

- Improve community understanding of the presence of and services' potential of the FRCD
- Identify the resource conservation service needs of the population, entities, organizations and the various communities' of interest within the FRCD
- Identify opportunities for grant income, partnerships and other revenue sources for resource conservation projects and services
- Provide recommendations for identified service or activity enhancements and outline appropriate methods for their implementation and funding

Take the Survey!

(<https://www.surveymonkey.com/r/frcdstudy>)

FRCD has created a survey to assist you in identifying the resource conservation services in which you may be interested based on the needs, concerns, environment and resources of the region. Click [HERE](#)

(<https://www.surveymonkey.com/r/frcdstudy>)for the survey



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Resource Conservation in California

The 98 RCDs in the State of California help solve conflict and provide positive and progressive community solutions to important issues relating to resources such as water, land and wildlife. Clicking on the following links will provide a brief description of the issues addressed by RCDs such as California's pressing statewide issues (</s/resource-conservation-priorities-short.pdf>) like agricultural viability (</s/Agricultural-viability-short.pdf>), climate change, reducing the impact of the drought (</s/Water-Conservation-Solutions-short.pdf>), protecting clean water (</s/Watershed-management-short.pdf>), creating habitat (</s/Habitat-viability-short.pdf>) for fish and wildlife, restoring critical habitat for endangered and threatened species like Coho Salmon, and reducing the risk of wildfire. Utilizing partnerships with tribes, federal, state, and local agencies, they work citizen to citizen to build better communities, better economies, and a better environment.

A short video about RCDs can be viewed here (<https://vimeo.com/93649152>).

For many decades in California, RCDs, which are formed and regulated pursuant Division 9 of the California Public Resources Code, have been providing very important services for communities. The links above provide brief descriptions of the types of services provided by RCDs in California. More detailed information about RCD services can be found below.

- [Local solutions to agricultural viability \(/s/Ag-Viability_2014428.pdf\)](#)
- [Watershed and water quality protection and restoration \(/s/Watershed-Management_2014428.pdf\)](#)
- [Educating communities and agriculture on wise water use \(/s/Water-Conservation_2014721pdf.pdf\)](#)
- [Fire prevention \(/s/Fire-Prevention_2014515.pdf\)](#)
- [Developing Local solutions to Climate change \(/s/ClimateChange_2014512.pdf\)](#)
- [Improving wildlife habitat and its preservation \(/s/Wildlife_2014515.pdf\)](#)
- [Assistance with regulatory readiness and compliance \(/s/RegulatoryReadiness_2014512.pdf\)](#)
- [Restoring creeks and waterways \(/s/Watershed-Management_2014428.pdf\)](#)

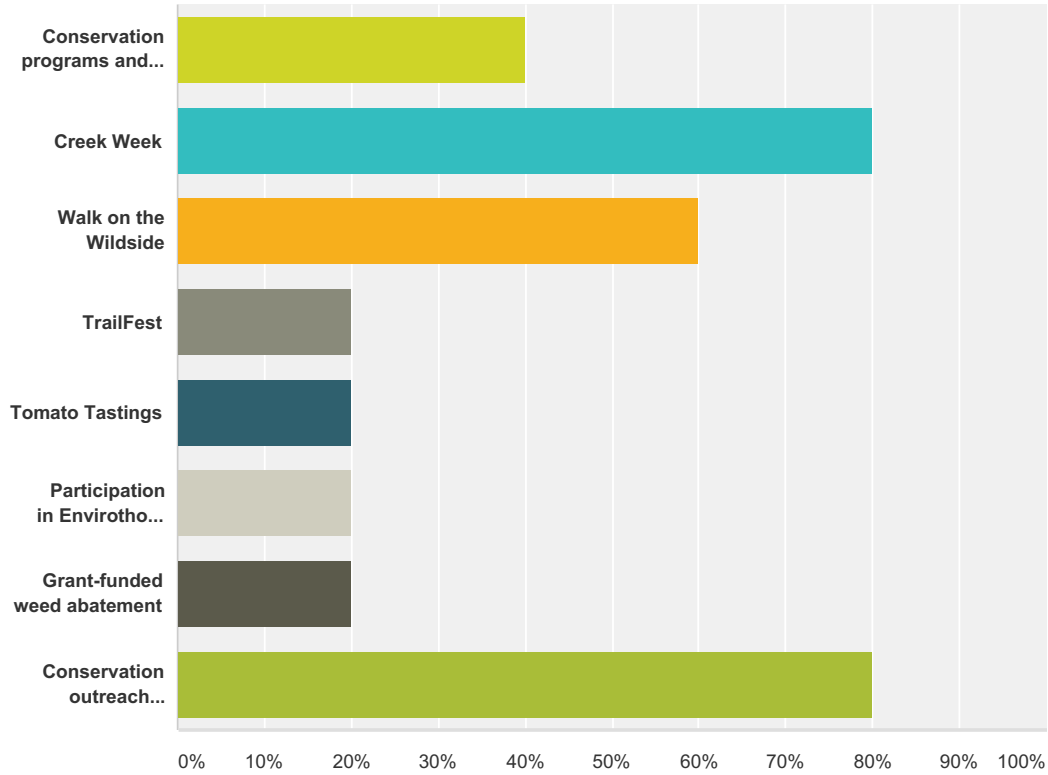
The full list of RCD powers can be downloaded here ([/s/RCD-General-Powers-zgiw.pdf](#)).

created by Kristen Hedges

Attachment D

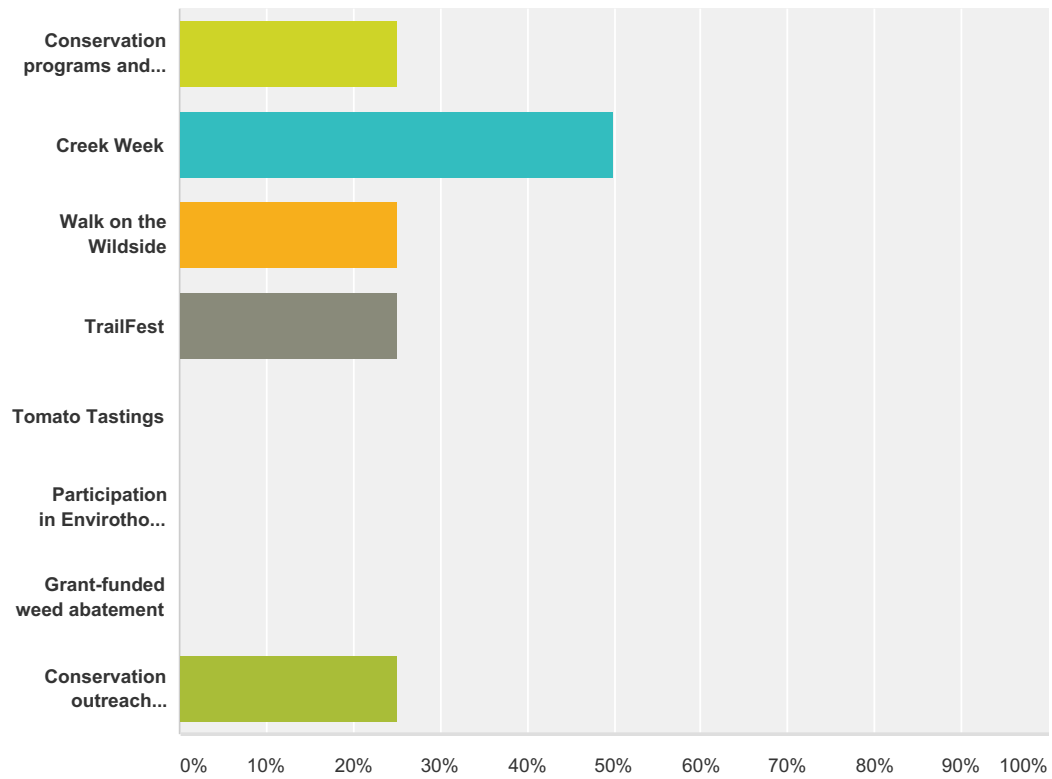
Florin Resource Conservation District Service Needs Assessment Survey

Q1 Are you aware of services Florin Resource Conservation District (RCD) provides in your community, such as (Check all that apply):



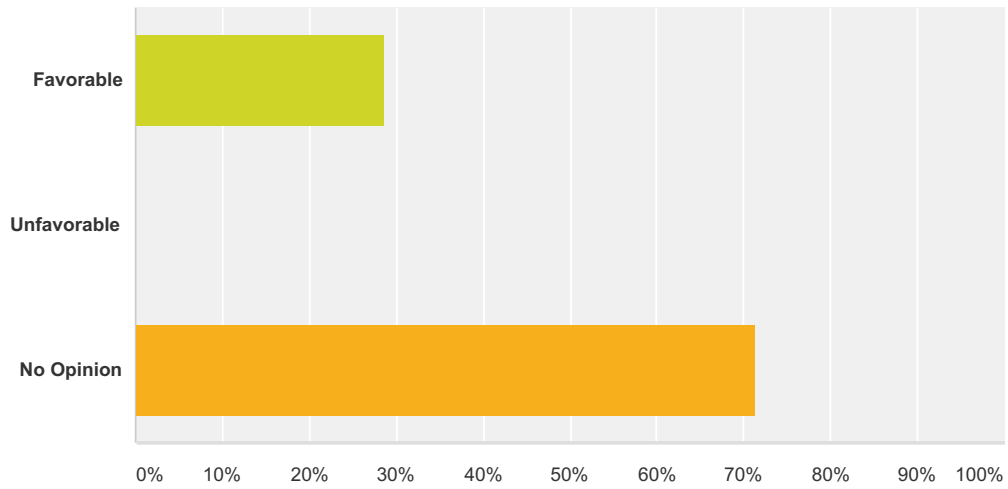
Answer Choices	Responses
Conservation programs and activities in Elk Grove Unified Schools	40.00% 2
Creek Week	80.00% 4
Walk on the Wildside	60.00% 3
TrailFest	20.00% 1
Tomato Tastings	20.00% 1
Participation in Envirothon, Forestry Challenge, or Range Camp	20.00% 1
Grant-funded weed abatement	20.00% 1
Conservation outreach pamphlets, informational materials	80.00% 4

Q2 Check any programs in which you or your family have participated



Answer Choices	Responses
Conservation programs and activities in Elk Grove Unified Schools	25.00% 1
Creek Week	50.00% 2
Walk on the Wildside	25.00% 1
TrailFest	25.00% 1
Tomato Tastings	0.00% 0
Participation in Envirothon, Forestry Challenge, or Range Camp	0.00% 0
Grant-funded weed abatement	0.00% 0
Conservation outreach pamphlets, informational materials	25.00% 1

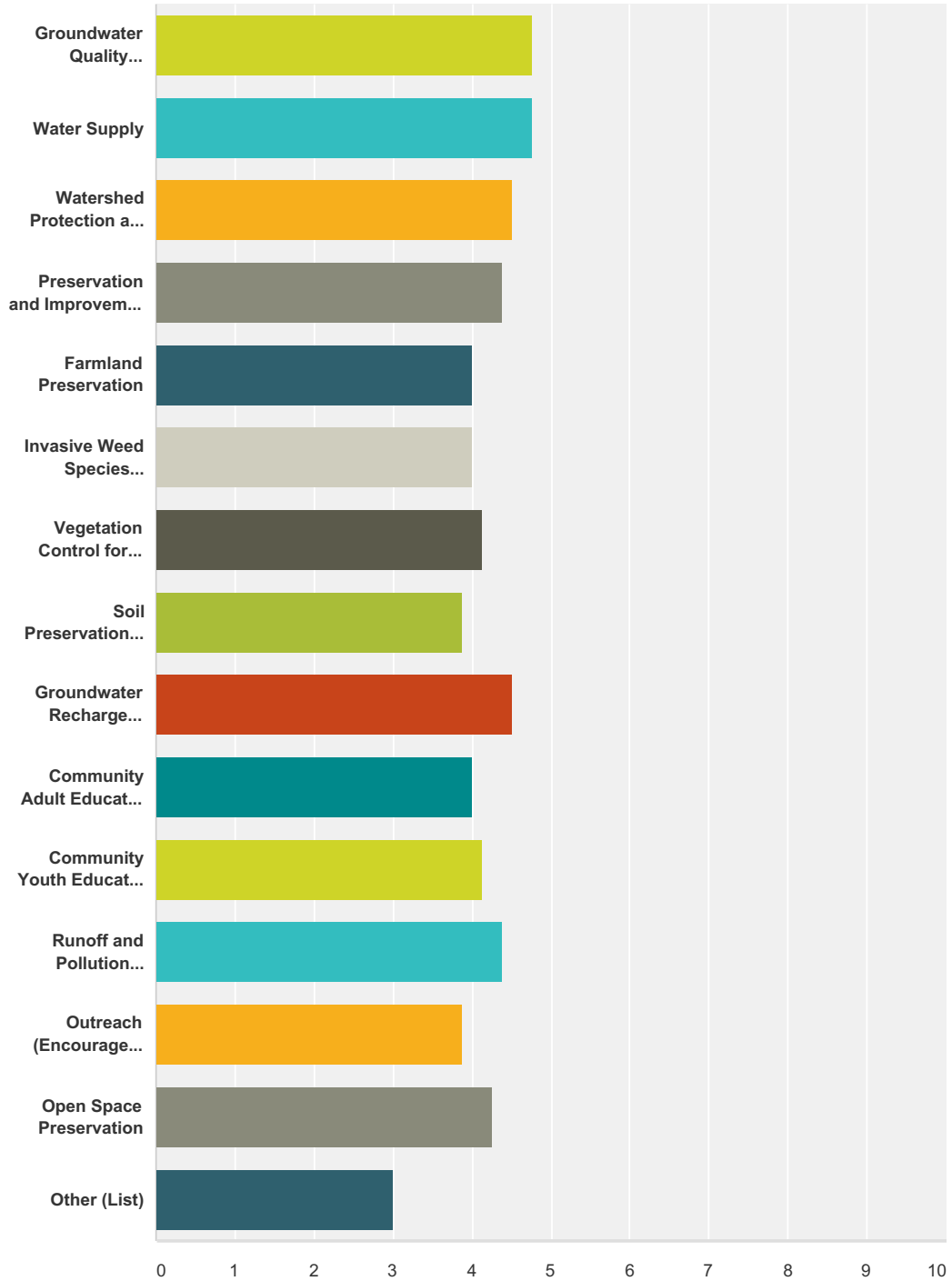
Q3 In your opinion, how would you rate the value of the services the Florin RCD provides in your area:



Answer Choices	Responses
Favorable	28.57% 2
Unfavorable	0.00% 0
No Opinion	71.43% 5
Total	7

#	Other (please specify)	Date
1	unfamiliar with services	11/17/2015 6:05 PM

Q4 With regard to resource conservation services, how would you prioritize the following:



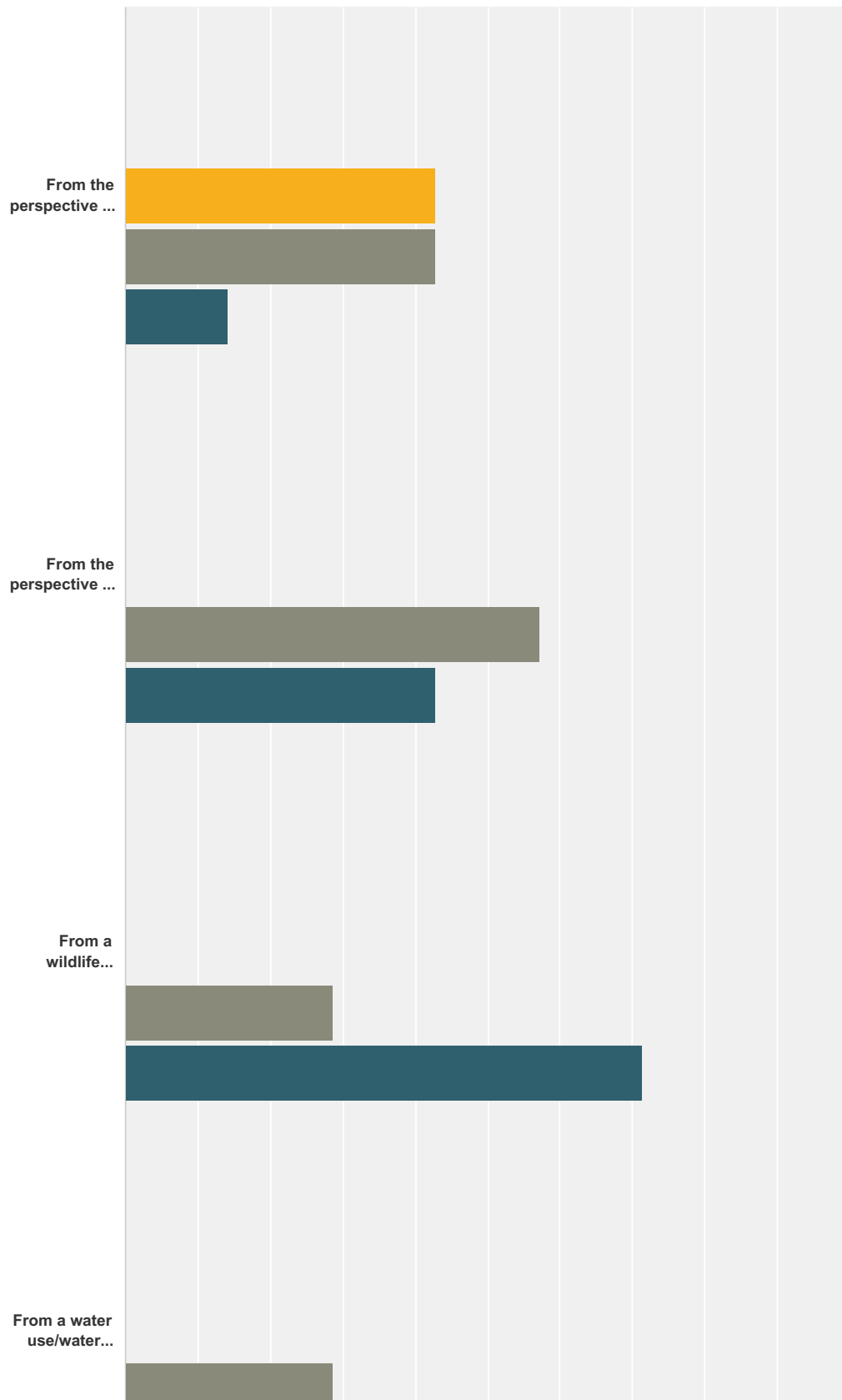
	Not Important	Somewhat Important	Very Important	Total	Weighted Average
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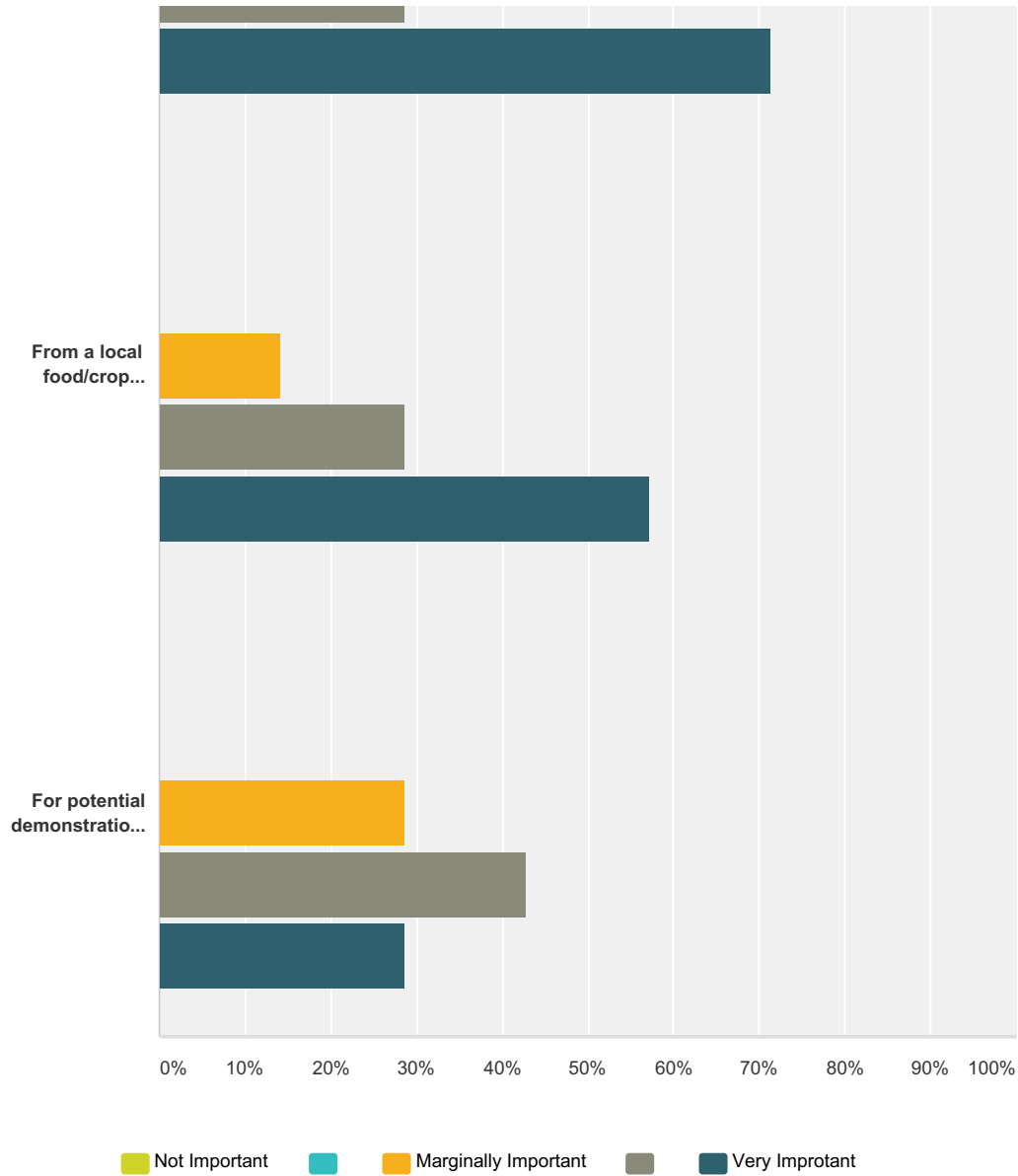
Florin Resource Conservation District Service Needs Assessment Survey

Groundwater Quality Protection	0.00% 0	0.00% 0	0.00% 0	25.00% 2	75.00% 6	8	4.75
Water Supply	0.00% 0	0.00% 0	0.00% 0	25.00% 2	75.00% 6	8	4.75
Watershed Protection and Improvement (Water quality, cleanliness, aesthetics of creeks, drainage, etc)	0.00% 0	0.00% 0	0.00% 0	50.00% 4	50.00% 4	8	4.50
Preservation and Improvement of Wildlife Habitat	0.00% 0	0.00% 0	0.00% 0	62.50% 5	37.50% 3	8	4.38
Farmland Preservation	0.00% 0	0.00% 0	25.00% 2	50.00% 4	25.00% 2	8	4.00
Invasive Weed Species Management (such as Yellow Starthistle)	0.00% 0	0.00% 0	25.00% 2	50.00% 4	25.00% 2	8	4.00
Vegetation Control for Fire Protection	0.00% 0	0.00% 0	25.00% 2	37.50% 3	37.50% 3	8	4.13
Soil Preservation and Erosion Control	0.00% 0	0.00% 0	37.50% 3	37.50% 3	25.00% 2	8	3.88
Groundwater Recharge (pumping surplus water into the ground for future use)	0.00% 0	0.00% 0	0.00% 0	50.00% 4	50.00% 4	8	4.50
Community Adult Education Programs (Water, soil conservation, property maintenance to improve runoff management, urban agriculture, etc)	0.00% 0	0.00% 0	37.50% 3	25.00% 2	37.50% 3	8	4.00
Community Youth Education Programs (Water quality protection, water conservation, urban agriculture, wildlife protection, etc)	0.00% 0	0.00% 0	25.00% 2	37.50% 3	37.50% 3	8	4.13
Runoff and Pollution Control (improving the quality of runoff water, capture, treatment and reuse, environmental treatment systems, etc)	0.00% 0	0.00% 0	12.50% 1	37.50% 3	50.00% 4	8	4.38
Outreach (Encourage Urban Farming, runoff control, water conservation)	0.00% 0	0.00% 0	37.50% 3	37.50% 3	25.00% 2	8	3.88
Open Space Preservation	0.00% 0	0.00% 0	25.00% 2	25.00% 2	50.00% 4	8	4.25
Other (List)	50.00% 1	0.00% 0	0.00% 0	0.00% 0	50.00% 1	2	3.00

#	Other (please specify)	Date
1	<p>Your statement says, "The 98 RCDs in the State of California help solve California's pressing statewide issues like climate change," Speaking of climate change, the cause of the drought in California and the West is geoengineering. Geoengineering is the aerial spraying of metal particles such as aluminum, titanium, barium and strontium in an aerosol medium. The purpose is solar radiation management (SRM), which is another name for geoengineering. The federal government has published documents detailing the geoengineering programs since the 1960s. These programs are fully operational and have been for years. There are over 150 patents for geoengineering. The 98 RCDs in the State of California should study this issue to become familiar with it. Start with this website. http://www.geoengineeringwatch.org/ Because geoengineering is the cause of the drought, the 98 RCDs in the State of California must address this issue in order to end or reduce the drought. It will not happen overnight. Addressing geoengineering will start with the RCDs studying the issue, learning about the history, reading government documents, and watching videos of aerial spraying and presentations by those who have studied this issue in depth. The Boards of Directors of the RCDs and their management and staff should study the issue. Once adequately informed they should lobby the U.S. Congress and the California Legislature in favor of legislation to expose, de-fund, and end geoengineering. This issue IS within the jurisdiction of the RCDs because geoengineering is the cause of the drought. Also, the RCDs should notify their customers about genengineering via the newsletters that they send out. They should provide resources where customers can learn more about geoengineering or at least give a basic explanation of what geoengineering is, how long the federal government has been working on it, and so on. Finally, the RCDs should encourage customers in these newsletter articles to contact their representatives in Congress and the California Legislature to encourage and ask for them to support legislation to expose, de-fund and end geoengineering. Thank you.</p>	12/29/2015 2:56 PM

Q5 How important is agricultural land preservation to you?

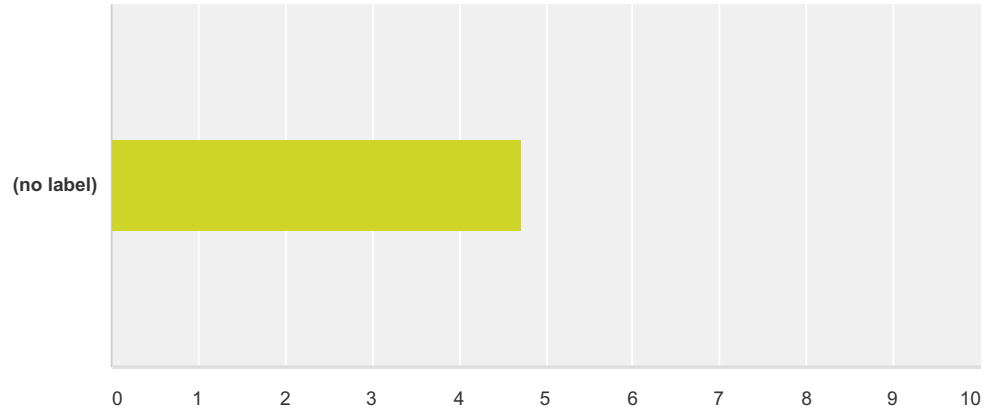




	Not Important	Marginally Important	Very Important	Total Respondents		
From the perspective of maintaining a rural feel to the community	0.00% 0	0.00% 0	42.86% 3	42.86% 3	14.29% 1	7
From the perspective of maintaining open space	0.00% 0	0.00% 0	0.00% 0	57.14% 4	42.86% 3	7
From a wildlife habitat conservation perspective	0.00% 0	0.00% 0	0.00% 0	28.57% 2	71.43% 5	7
From a water use/water resources perspective	0.00% 0	0.00% 0	0.00% 0	28.57% 2	71.43% 5	7
From a local food/crop production perspective	0.00% 0	0.00% 0	14.29% 1	28.57% 2	57.14% 4	7
For potential demonstration or pilot agricultural projects such as specialty crops, irrigation methods, urban agricultural training centers	0.00% 0	0.00% 0	28.57% 2	42.86% 3	28.57% 2	7

#	Other (please specify)	Date
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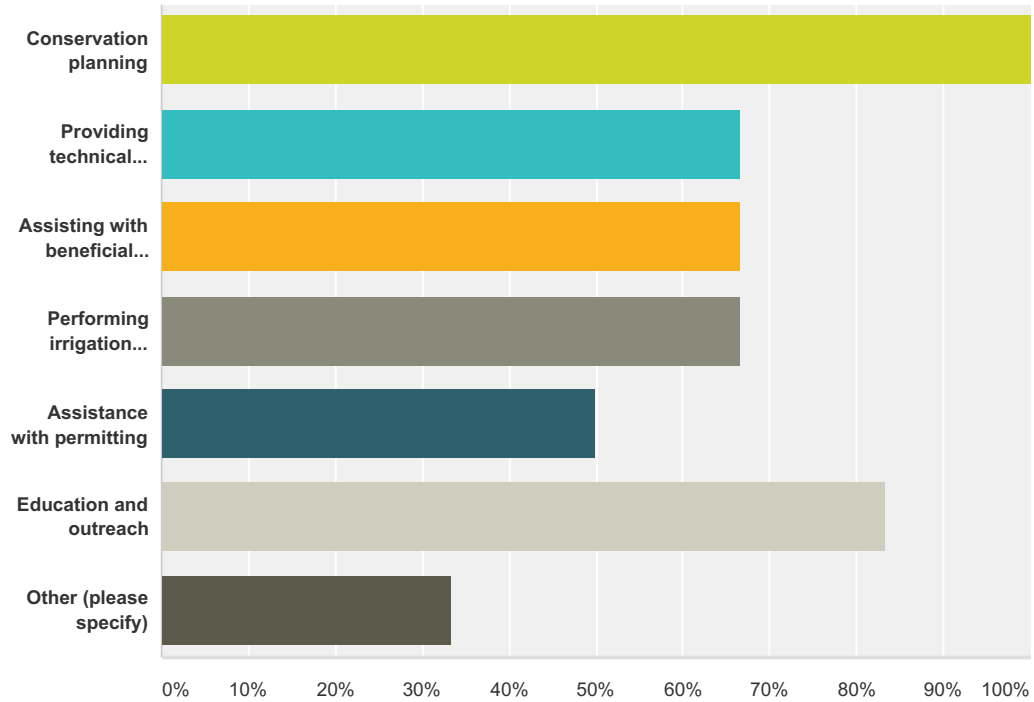
Q6 Do you support the Florin RCD partnering with land trusts and others in acquiring and managing conservation easements as a means of agricultural lands preservation?



	Do not support		Marginally Support		Strongly Support	Total	Weighted Average
(no label)	0.00%	0.00%	14.29%	0.00%	85.71%	7	4.71
	0	0	1	0	6		

#	Other (please specify)	Date
	There are no responses.	

Q7 Select each Agricultural support service with which you would like to see the Florin RCD involved:

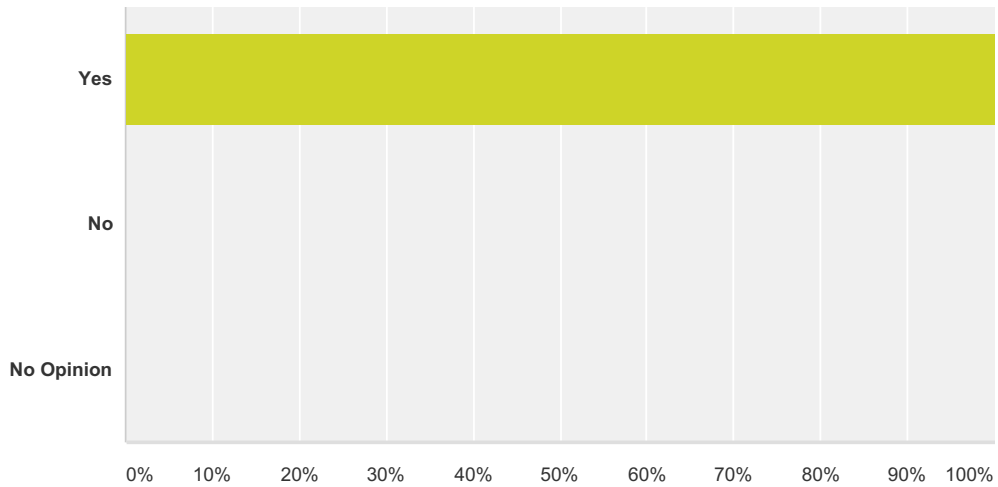


Answer Choices	Responses
Conservation planning	100.00% 6
Providing technical assistance to farmers	66.67% 4
Assisting with beneficial management practices and conducting pilot projects	66.67% 4
Performing irrigation assessments	66.67% 4
Assistance with permitting	50.00% 3
Education and outreach	83.33% 5
Other (please specify)	33.33% 2
Total Respondents: 6	

#	Other (please specify)	Date
1	Encourage the use of organic farming methods.	12/29/2015 2:58 PM
2	community gardens	11/6/2015 5:59 AM

Q8 Do you believe it is important to provide resource conservation services to help protect the soil, water, wildlife habitat, agricultural land and resources that support continued agriculture (e.g., honey bees, groundwater quality and quantity, weed abatement, fire protection, creek restoration, etc.) as the population in the area dramatically increases?

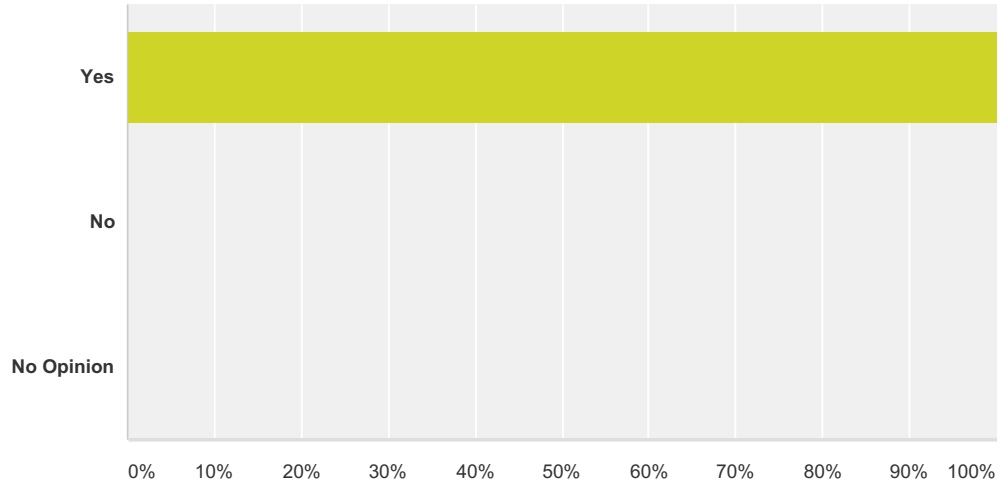
Answered: 7 Skipped: 1



Answer Choices	Responses
Yes	100.00% 7
No	0.00% 0
No Opinion	0.00% 0
Total	7

Q9 Do you have concerns with the impact of new development on the natural resources of the region such as water, watersheds, soil and wildlife?

Answered: 7 Skipped: 1

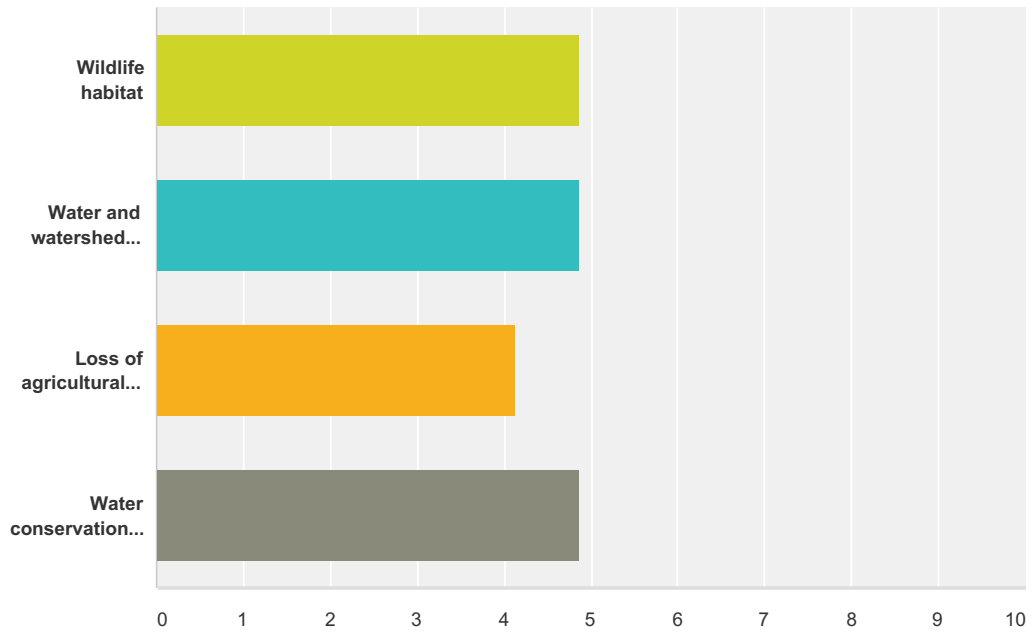


Answer Choices	Responses	
Yes	100.00%	7
No	0.00%	0
No Opinion	0.00%	0
Total		7

Q10 Do you have ideas about specific conservation-related services that, as far as you know, are not currently available in your community, but would be beneficial to protecting natural resources and the area’s environment?

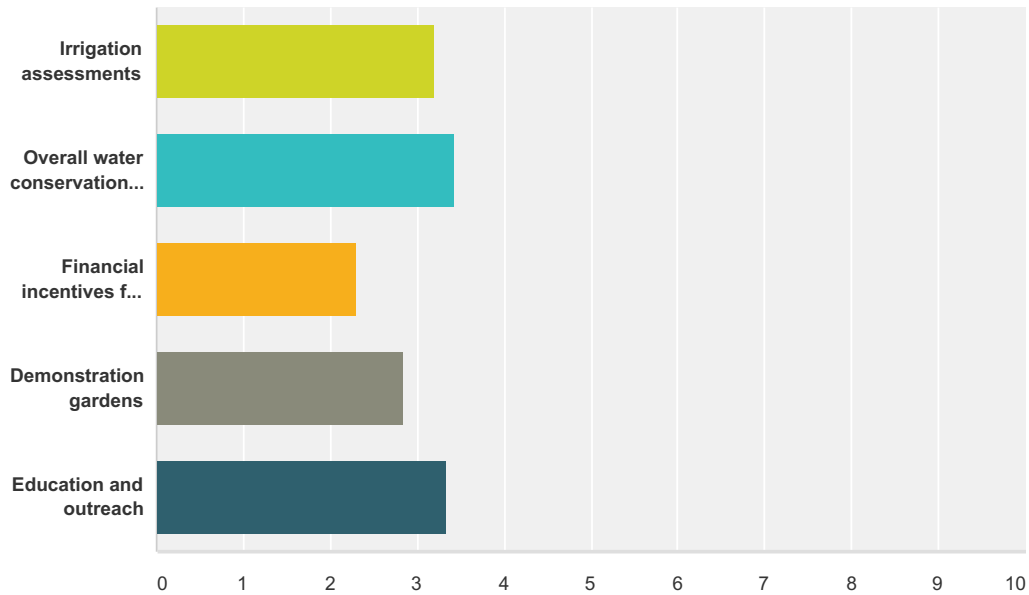
#	Responses	Date
1	Provide information to home owners and farmers about integrated pest management, meaning the non-toxic approaches to pest control.	12/29/2015 3:00 PM
2	Alternatives to using potable water for non-potable uses.	11/17/2015 3:43 PM
3	protect vernal pools	11/6/2015 6:00 AM

Q11 What potential impact of new development do you feel is most important for the FRCD to consider?



	Not Important		Somewhat Important		Very Important	N/A	Total	Weighted Average
Wildlife habitat	0.00% 0	0.00% 0	0.00% 0	14.29% 1	85.71% 6	0.00% 0	7	4.86
Water and watershed quality	0.00% 0	0.00% 0	0.00% 0	14.29% 1	85.71% 6	0.00% 0	7	4.86
Loss of agricultural lands	0.00% 0	0.00% 0	14.29% 1	57.14% 4	28.57% 2	0.00% 0	7	4.14
Water conservation and supply	0.00% 0	0.00% 0	0.00% 0	14.29% 1	85.71% 6	0.00% 0	7	4.86

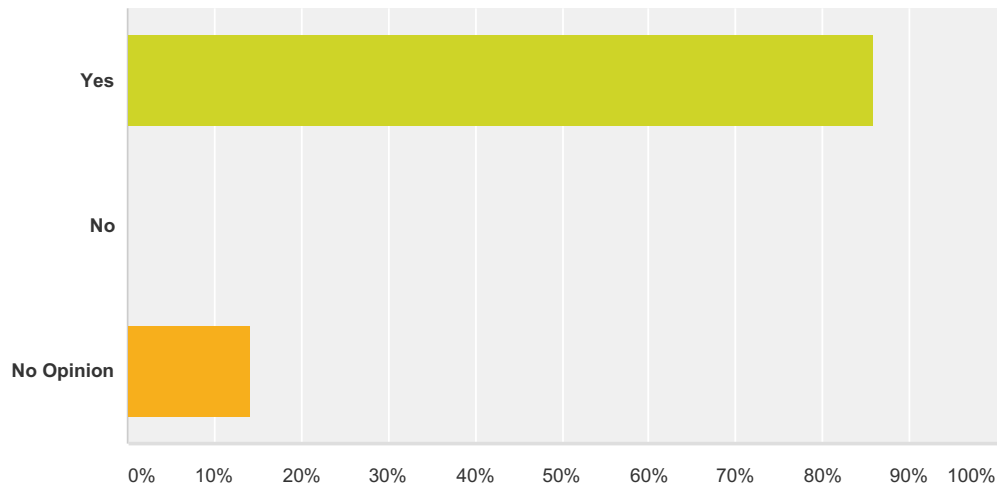
Q12 How do you feel about the water conservation services you are receiving locally?



	Inadequate		Marginally adequate		Completely adequate	Total	Weighted Average
Irrigation assessments	0.00% 0	20.00% 1	40.00% 2	40.00% 2	0.00% 0	5	3.20
Overall water conservation planning	0.00% 0	14.29% 1	28.57% 2	57.14% 4	0.00% 0	7	3.43
Financial incentives for water conservation	42.86% 3	0.00% 0	42.86% 3	14.29% 1	0.00% 0	7	2.29
Demonstration gardens	16.67% 1	0.00% 0	66.67% 4	16.67% 1	0.00% 0	6	2.83
Education and outreach	0.00% 0	0.00% 0	66.67% 4	33.33% 2	0.00% 0	6	3.33

#	Other (please specify)	Date
1	I am not aware of any of these services. All I know about is the regulation of water use. This is important and please continue it. But please see my comment from an earlier question in this survey about geoengineering and legislation. All the water conservation in the world cannot make up for the harmful, rain-preventing effects of geoengineering.	12/29/2015 3:03 PM
2	more classes and incentives needed locally	11/6/2015 6:01 AM

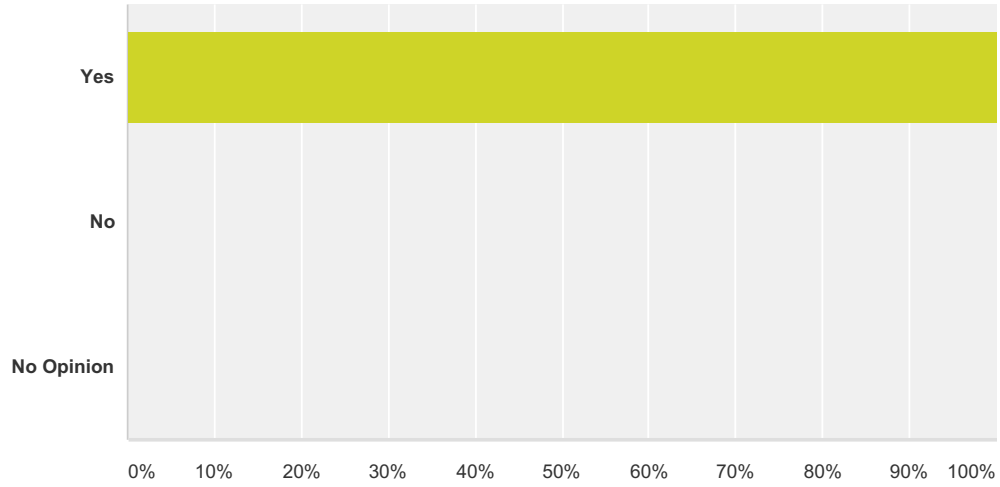
Q13 Do you support the Florin RCD involvement in regional water supply projects such as groundwater recharge (pumping water back into the ground to store for future use or to remedy land subsidence)?



Answer Choices	Responses
Yes	85.71% 6
No	0.00% 0
No Opinion	14.29% 1
Total	7

#	Other (please specify)	Date
1	This is a great idea and much needed since we cycle with drought years and rain years.	11/17/2015 6:52 AM

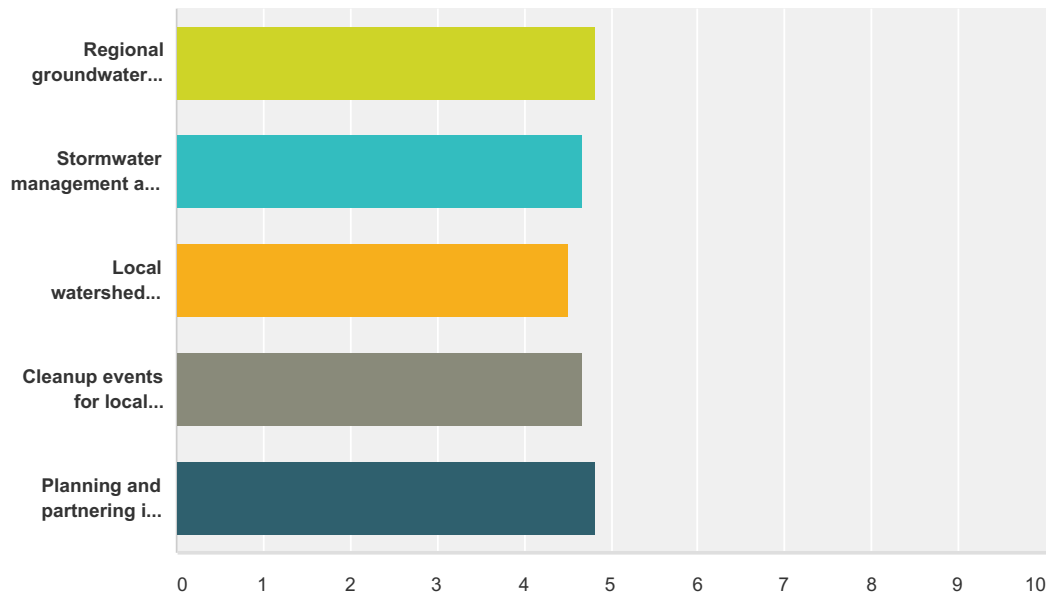
Q14 Do you support services and community volunteer opportunities such as local creek and stream cleanup and restoration projects?



Answer Choices	Responses	
Yes	100.00%	7
No	0.00%	0
No Opinion	0.00%	0
Total		7

#	Other (please specify)	Date
1	I was a cub scout leader and involved those years. Using scouts is a good use of youth and teaching them while young.	11/17/2015 6:53 AM

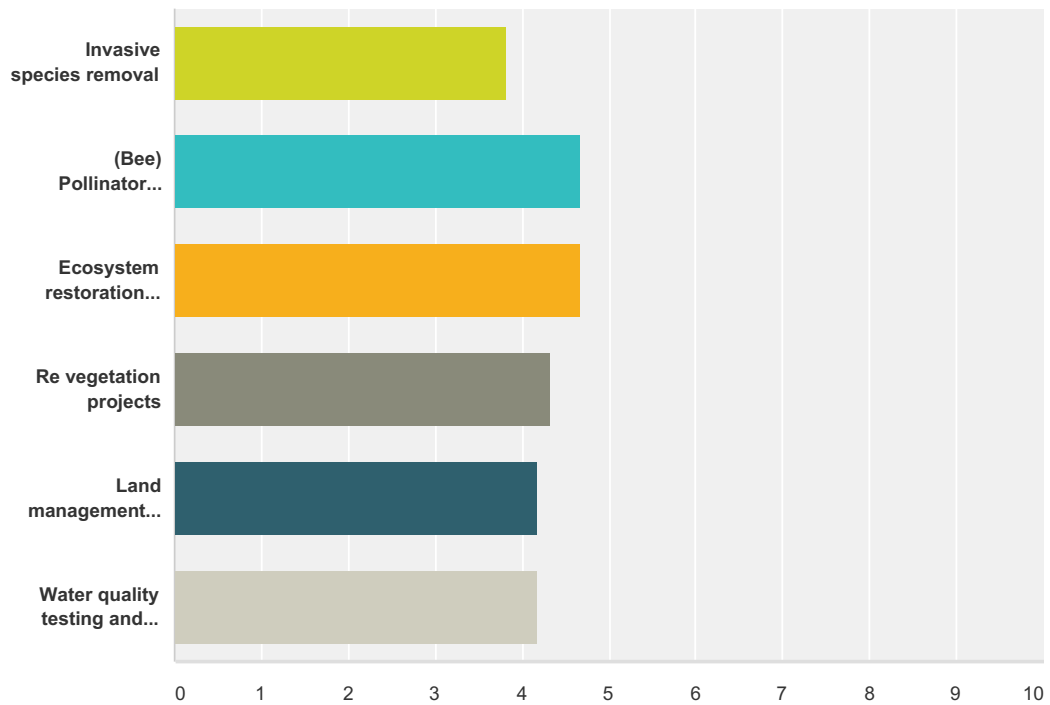
Q15 Do you feel the Florin RCD should be involved in:



	Not necessarily		Possibly		Absolutely	Total	Weighted Average
Regional groundwater protection	0.00% 0	0.00% 0	0.00% 0	16.67% 1	83.33% 5	6	4.83
Stormwater management and pollution control	0.00% 0	0.00% 0	0.00% 0	33.33% 2	66.67% 4	6	4.67
Local watershed assessments	0.00% 0	0.00% 0	0.00% 0	50.00% 3	50.00% 3	6	4.50
Cleanup events for local creeks, streams and other waterways	0.00% 0	0.00% 0	0.00% 0	33.33% 2	66.67% 4	6	4.67
Planning and partnering in regional water supply solutions/projects	0.00% 0	0.00% 0	0.00% 0	16.67% 1	83.33% 5	6	4.83

#	Other (please specify)	Date
1	Is the sky considered part of the watershed? It should be. If it is, then part of a watershed assessment is an assessment of the sky. See my response to an earlier question in this survey about geoengineering and legislation.	12/29/2015 3:05 PM

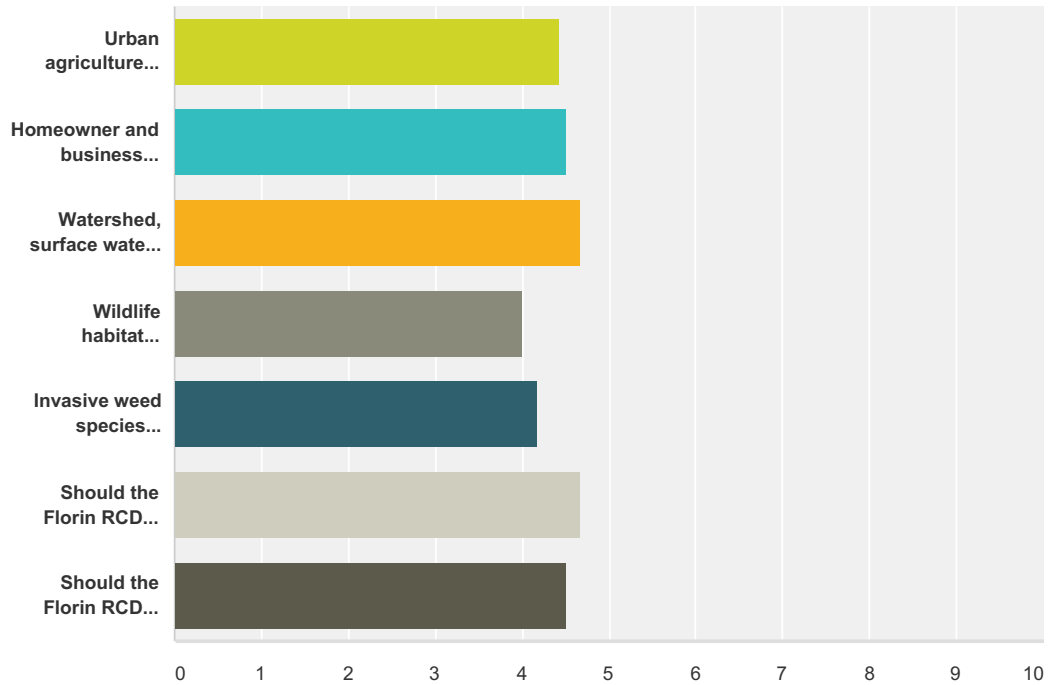
Q16 Do you support the Florin RCD involvement in:



	No support		Some support		High support	Total	Weighted Average
Invasive species removal	0.00% 0	0.00% 0	50.00% 3	16.67% 1	33.33% 2	6	3.83
(Bee) Pollinator habitat and related demonstration projects	0.00% 0	0.00% 0	0.00% 0	33.33% 2	66.67% 4	6	4.67
Ecosystem restoration projects	0.00% 0	0.00% 0	16.67% 1	0.00% 0	83.33% 5	6	4.67
Re vegetation projects	0.00% 0	0.00% 0	16.67% 1	33.33% 2	50.00% 3	6	4.33
Land management planning	0.00% 0	0.00% 0	33.33% 2	16.67% 1	50.00% 3	6	4.17
Water quality testing and monitoring	0.00% 0	16.67% 1	0.00% 0	33.33% 2	50.00% 3	6	4.17

#	Other (please specify)	Date
1	Geoengineering is killing wildlife and destroying habitat. Species are going extinct at a much higher rate than ever before. RCDs must realize that geoengineering and its effects directly affect the RCDs and all water customers. Lobbying for legislation to expose, de-fund and end geoengineering is within the jurisdiction of the RCDs.	12/29/2015 3:07 PM

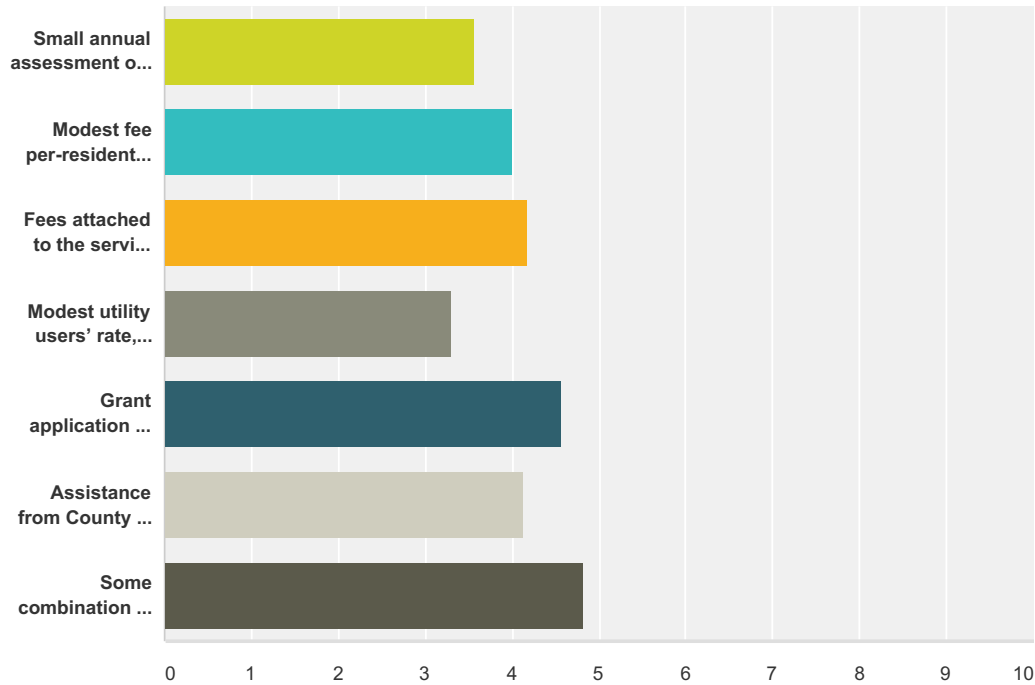
Q17 Please rank the importance of the following if the Florin RCD was to increase its community resource conservation education program, conducting classes on:



	Not important	(no label)	Somewhat important		Very important	Total	Weighted Average
Urban agriculture (production of food in a form and scale that is appropriate for urban areas and includes market garden; community garden, public; community garden, private; private garden; urban beekeeping and aquaculture)	0.00% 0	0.00% 0	14.29% 1	28.57% 2	57.14% 4	7	4.43
Homeowner and business practices to reduce storm water runoff for pollution control	0.00% 0	0.00% 0	0.00% 0	50.00% 3	50.00% 3	6	4.50
Watershed, surface water and groundwater protection	0.00% 0	0.00% 0	0.00% 0	33.33% 2	66.67% 4	6	4.67
Wildlife habitat improvement on private property	0.00% 0	0.00% 0	33.33% 2	33.33% 2	33.33% 2	6	4.00
Invasive weed species management and weed control for fire protection	0.00% 0	0.00% 0	16.67% 1	50.00% 3	33.33% 2	6	4.17
Should the Florin RCD provide a version of the above for community youth?	0.00% 0	0.00% 0	0.00% 0	33.33% 2	66.67% 4	6	4.67
Should the Florin RCD produce written, video and audio materials on the above, for public distribution?	0.00% 0	0.00% 0	0.00% 0	50.00% 3	50.00% 3	6	4.50

#	Other (please specify)	Date
	There are no responses.	

Q18 What, if any, finance mechanism(s) might you support in order to fund resource conservation services and track their effectiveness for the preservation of natural resources?



	No support		Somewhat support		Strongly Support	Total	Weighted Average
Small annual assessment on property tax per household.	14.29% 1	0.00% 0	28.57% 2	28.57% 2	28.57% 2	7	3.57
Modest fee per-residential unit of (new) development to help provide these offsetting services as new homes and businesses are built in the area, to be assessed to and paid by the developers.	14.29% 1	0.00% 0	0.00% 0	42.86% 3	42.86% 3	7	4.00
Fees attached to the services themselves (e.g. small tuition fee to take a class or purchase information materials)	16.67% 1	0.00% 0	0.00% 0	16.67% 1	66.67% 4	6	4.17
Modest utility users' rate, charged monthly to households and businesses within the jurisdiction receiving these services.	28.57% 2	0.00% 0	14.29% 1	28.57% 2	28.57% 2	7	3.29
Grant application and funding.	0.00% 0	0.00% 0	14.29% 1	14.29% 1	71.43% 5	7	4.57
Assistance from County or cities within the jurisdiction.	0.00% 0	0.00% 0	28.57% 2	28.57% 2	42.86% 3	7	4.14
Some combination of the above.	0.00% 0	0.00% 0	0.00% 0	16.67% 1	83.33% 5	6	4.83

#	Other (please specify)	Date
1	You get what you pay for. Resource conservation services are important but they are not free.	12/29/2015 3:11 PM

2	potential for mitigation fees? or environmental services related to the delta tunnels?	11/6/2015 6:06 AM
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Government Organizations

Primary Service Interests

Soil conservation/erosion control/erosion prevention	Pollution control
Runoff control	Coordinated Resource management
Pollution control	Waterway protection and restoration
Protect water quality	Educational workshops and outreach materials
Water conservation	Flood control and management
Water supply and distribution	Conservation assistance to individuals and public agencies

Agency and Contact

Agency	Contact Person	Phone	Email
National Resource Conservation Service	Dwane Coffey	(916) 714-1104 x 108	dwane.coffey@ca.usda.gov
Sacramento Local Area Formation Commission	Don Lockhart	(916) 874-6458	Donald.Lockhart@SacLAFCo.org
Lower Cosumnes Resource Conservation District	Amanda Platt	(916) 524-1435	amanda-platt@carcd.org
Sloughhouse Conservation District	Amanda Platt	(916) 524-1435	amanda-platt@carcd.org
Solano Resource Conservation District	Chris Rose	(707) 678-1655 x 106	chris.rose@solanorcd.org
City of Elk Grove	Laura Gill	(916) 478-2201	lgill@elkgrovecity.org
City of Rancho Cordova	Cyrus Abhar	(916) 851-8800	cabhar@cityofranhocordova.org
City of Folsom	Evert Palmer	(916) 355-7220	epalmer@folsom.ca.us
City of Sacramento	John Shirey	(916) 808-5704	JFShirey@cityofsacramento.org
County of Sacramento	Nav Gill	(916) 284-8364	GillN@saccounty.net
Sacramento Regional County Sanitation District	Prabhakar Somavarapu	(916) 876-6000	somavarapup@sacsewer.com
Sacramento-Yolo Mosquito & Vector Control District	Gary Goodman	800-429-1022	gwgoodman@fightthebite.net
Cosumnes Community Services District	Jeff Ramos	(916) 405-7166	jefframos@yourcsd.com

Nongovernment Organizations

Primary Service Interests

Woodlands conservation	Watershed restoration and enhancement
Wildlife conservation	Farm and range land conservation/management
Watershed conservation/management	Open space conservation
Improve land capabilities	Waterway protection and restoration
Facilitate coordinated resource management efforts	Vegetation/habitat preservation
Creek/waterway cleanups	Invasive species control
Documentation of native species	Educational workshops

Organization and Contact

Non-Government Organization	Contact Person	Phone	Email
Sacramento Farm Bureau	Charlotte Mitchell	(916) 685-6958	staff@sacfarmbureau.org
Nature Conservancy	Rob Donlan	(916) 449-2850	red@eslawfirm.com
Conservation Landowners	Rick Bettis		rckbettis40@gmail.com
North State Building Industry Association	Robert Smith	(916) 751-2750	rob@northstatebia.org
Agricultural Representative on SCGA	Tom Mahon		tom@mahonranch.com
Ag-Res Representative on Sac County Groundwater Authority	Carl Werder		Carl.L.Werder@gmail.com
Sacramento Tree Foundation	Ray Tretheway	(916) 974-4301	ray@sactree.com
Sacramento County Weed Management Area	Laura McCready	(916) 875-6603	mccreadyl@sacounty.net
Spease Bees	Robert Spease	(916) 897-4100	sales@speasebees.com
Laguna Creek Watershed Council	Barbara Washburn		barbwashburn@gmail.com
Stone Lakes Wildlife Refuge	Bart McDermott	(916) 775-4421	bart_mcdermott@fws.gov
Previous FRCD Board Member	Jack Waegell	(916) 423-1671	jwaegell@treasurer.ca.gov
American River Basin IRWMP	Rob Swartz	(916) 967-7692	rswartz@rwah2o.org

ATTACHMENT F

From: McDermott, Bart [mailto:bart_mcdermott@fws.gov]

Sent: Thursday, December 24, 2015 10:43 AM

To: David <daranda300@gmail.com>

Cc: Dale Claypoole <claypoole@sbcglobal.net>; SCOTT FINLEY <sbginley@sbcglobal.net>; Rob Burness <rmburness@comcast.net>

Subject: Re: FW: Florin Resource Conservation District

Hi David. It was nice meeting with you last week to talk about the scoping effort the Florin Resource Conservation District is currently undertaking to service its community. The Fish & Wildlife Service has many partnerships with organizations working to conserve the natural resources in the Central Valley and Delta. Through those partnerships, the Refuge provides wetland habitat for migratory birds wintering in the Central Valley as well as protecting and enhancing riparian and oak woodland habitat in the Stone Lakes basin.

The Refuge and our partners have similar interests in supporting the following:

- Protecting wildlife compatible farming: corn/wheat, alfalfa and irrigated pasture for beef and dairy cattle
- Monitoring water quality and mitigating increased urban runoff
- Providing environmental education opportunities to local schools and communities

The Refuge and Friends Group have been partnering on a variety of these projects. I have cc'ed the leadership of our Friends Group: Friends of Stone Lakes NWR. Please feel free to contact Dale or Scott for projects and partners they are working directly with.

There also may be an opportunity for the District to protect land in the north-eastern section of the the District boundary. Mr. Larry Carly (916-681-3628) has indicated that he is interested in donating his 450 acre parcel to an organization that will protect and name it after his family. The Refuge is unable to consider properties outside of our project boundary. I encourage the District to call Mr. Carly.

Bart McDermott

Refuge Manager
Stone Lakes NWR
Elk Grove, CA
916-775-4426 Office
916-869-6632 Cell

http://www.fws.gov/refuge/stone_lakes/

ATTACHMENT G

From: Barbara Washburn [mailto:washburnbt@frontiernet.net]

Sent: Wednesday, November 18, 2015 10:58 AM

To: daranda300@gmail.com

Cc: lakocapa@gmail.com

Subject: following up on phone conversation

Hi David,

I'm following up to our phone conversation with a note per your request.

The LCWC is interested in working with the Florin RCD to hold workshops for residents of Elk Grove and surrounding communities to foster drought tolerant landscaping. As I mentioned on the phone, a set of stormwater management practices known as low impact development (LID) involve infiltrating stormwater where it falls, thereby reducing runoff and fostering groundwater recharge. The LCWC is especially interested in promoting the use of LID practices because stormwater runoff contains pollutants that can kill aquatic life and the sheer volume of runoff degrades aquatic habitat. These very same practices help to increase groundwater recharge, thereby addressing the need to adapt to the drought and the impacts of climate change (less snow, more rain, but insufficient places to store that water). They involve removing some/all of the turf around a house, and replacing the landscaping with native or drought tolerant plants, requiring less water, fertilizer, and pesticides. It can also involve the construction of rain gardens, small depressions in the land in which roof and other runoff generated on site will accumulate and percolate into the subsurface.

The development which occurred in Elk Grove and neighboring areas over the past 20 years did not use LID practices to manage runoff. Retrofits are needed. Workshops such as the ones run by Ecolandscape California (<http://www.ecolandscape.org/>) educate homeowners and business owners about the ways they can remove lawn and enhance the landscape to save water, recharge the aquifer, and reduce pollution in local waterways. Such topics as planning a rain garden and plant selections are a few of the issues addressed in the workshops ELC puts on. They have held workshops in many of the communities in the Sacramento region, but none in the south part of the county - South Sac, Elk Grove, Mather, and surrounding areas.

We have approached the Elk Grove Water District about working together to sponsor such workshops. For a variety of reasons, we were unable to obtain the commitment from EGWD to hold the workshops. We welcome the opportunity to work with the Florin RCD and all others to sponsor and promote these workshops. Working with the RCD on this project would provide the basis for establishing positive working relationships that could evolve into planning for future projects as well. Further, sponsoring such workshops would provide the chance for the Florin RCD to show leadership in advancing thoughtful water management and planning in our region.

Best regards, Barbara
Barbara Washburn, Board of Directors
Laguna Creek Watershed Council
www.lagunacreek.org

ATTACHMENT H

News Release

Nov. 5, 2015

Community Forums Set to help Florin Resource Conservation District Determine Future

Sacramento/Elk Grove – Florin Resource Conservation District (Florin RCD) will hold three community forums **Nov. 17, 18 and 19**, seeking input from the public regarding how the district can best serve a growing community in the years to come.

The interactive meetings will each last from **6 p.m. to 8 p.m.**, and those attending will be encouraged to participate, share ideas and ask questions. The forums are scheduled in three parts of the District as follows:

Nov. 17: Barbara M. Wackford Community & Aquatic Complex, 9014 Bruceville Rd., Elk Grove

Nov. 18: Splash Center, 4426 Excelsior Road, Mather

Nov. 19: Elk Grove Library, 8900 Elk Grove Blvd., Elk Grove

The District operates the Elk Grove Water District, but also provides limited resource conservation services outside the Water District in a farther-reaching jurisdiction. The Florin RCD includes a piece of the Delta region just west of Elk Grove, all of Elk Grove, and sprawls north and east of Elk Grove to include unincorporated Sacramento County along the Jackson Highway to approximately Mather AFB and Rancho Cordova, south through the Vineyard and Cosumnes areas and Galt.

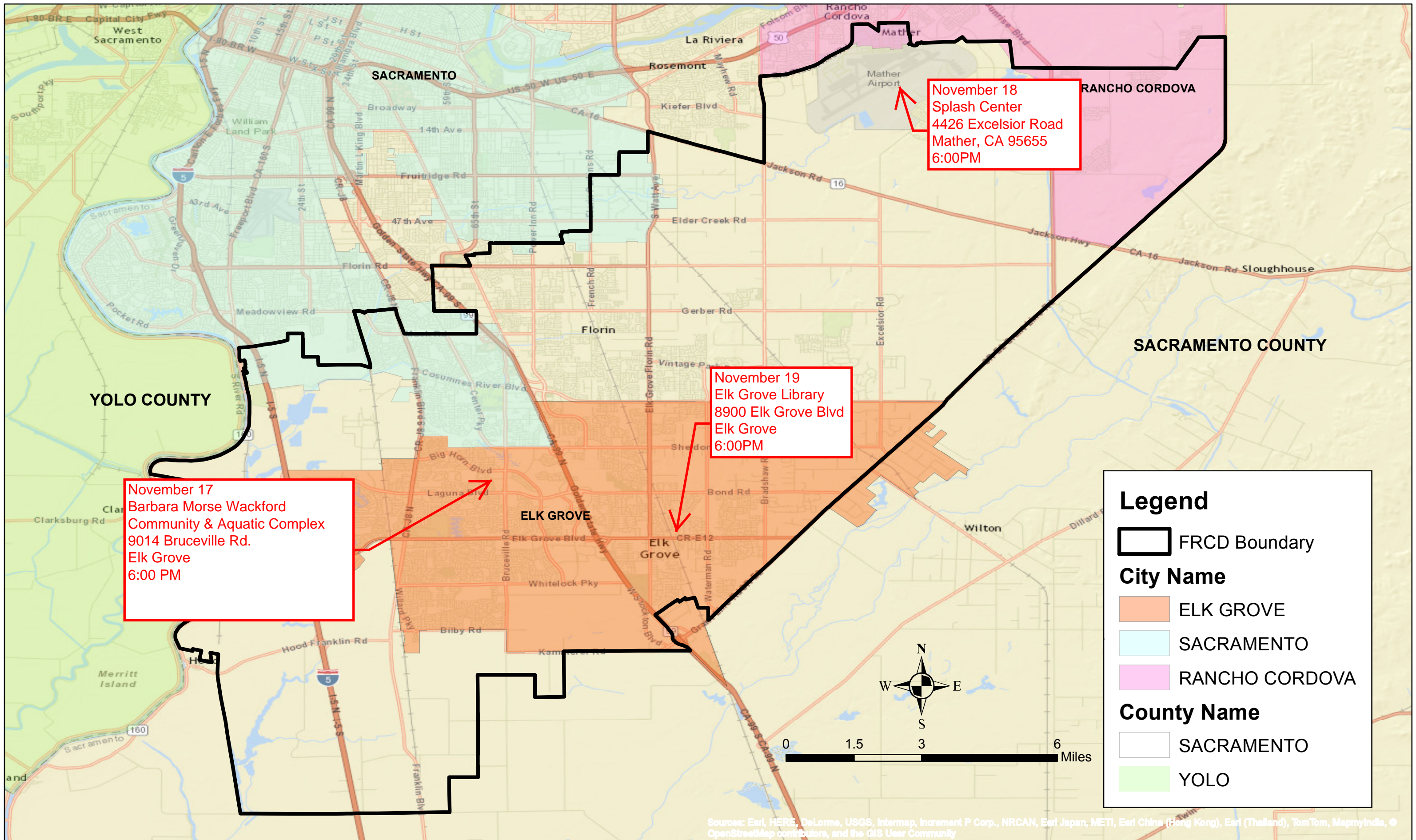
Beyond providing safe, reliable water to the part of Elk Grove east of Highway 99 through the Water District, Florin RCD has little funding but provides such programs as weed abatement, soil erosion conservation education and programs, and water quality services. “Throughout the state, other RCDs are involved in such services as watershed and water quality protection and restoration, improving and preserving wildlife habitat, and assisting with solutions for local agricultural viability,” said Mark Madison, General Manager of Florin RCD. “We are very interested to see if there is a need and desire in our area for Florin RCD to take on any new services.”

Projections that development projects will add 20,000 to 30,000 more homes and additional commercial enterprises within the District – especially in the north and eastern parts – are part of the impetus for the District’s Board of Directors to undertake a visioning process to determine their proper role in a changing region. The Board and General Manager Mark Madison stress that the first step is to talk to residents to get their ideas and concerns about current services and what, if any, additional services

may be important as the community grows. The District also knows that it must consider ideas for which they can also identify revenue sources to pay for them.

Light refreshments will be served. Residents may also learn more about the project by visiting its website at www.frcdstudy.com.

Contact: Mark Madison, General Manager, 916-685-3556



Florin Resource Conservation District Service Needs Assessment
 Public Input Forum Locations, November 17 - 19, 2015 - 6:00PM

Attachment I



Florin RCD Needs Assessment - Opportunities

1 RECOMMENDATIONS IN SUPPORT OF AGRICULTURE AND HEALTHY COMMUNITIES

1.1 PARTNER IN IMPLEMENTATION OF THE SACRAMENTO REGION, FOOD SYSTEM ACTION PLAN¹

Discussion: The Sacramento Regional Community Foundation (herein referred to as Foundation) specializes in bringing engaged community members together to help achieve some of the goals that help enrich and define Sacramento: fostering community generosity, a thriving cultural scene, promoting and expanding accessible higher education, and encouraging the region's movement to provide a healthy, fresh and available food supply. In 2014, the Foundation chose four new strategic initiatives through which they intend to play a significant leadership role, leverage available community investments, and partner with key stakeholders.

The FRCD is well poised with its long-standing, successful history as a government agency, its large and diverse service area and identified community needs to partner with the Foundation, existing nonprofit education organizations and landowners to provide agricultural and economic support services.

1.2 SPECIFIC OPPORTUNITIES INCLUDE:

- 1.2.1.1 The purchase, lease or acquisition of land through development mitigation or donation, for the specific purpose of supporting local urban farming; and
- 1.2.1.2 Evaluation of new farming and land management technologies and associated pilot projects; and
- 1.2.1.3 Provide farmer training, community urban gardening training and youth/ adult career education opportunities.

Funding: State, federal and local grant money is available to assist in land acquisition, planning and implementing projects related to efficient water use, irrigation technologies and related education, runoff control and onsite storm water management. The Foundation supports the educational, healthy living and career development activities through its "Transforming the Creative Economy" and "Connecting the Regional Food Economy" initiatives. Sacramento County's land development regulations require certain projects to dedicate lands for public use for activities such as community gardens and open space corridors which could be owned and maintained by the FRCD with assessments, taxes or fees levied on the parcels created within the new development.

Potential Partners:

- Sacramento Regional Community Foundation (www.sacregcf.org)
- Sacramento Food Bank and Family Services (www.sacramentofoodbank.org)
- Valley Vision, Inc (www.valleyvision.org)
- Sacramento Education Collaborative (<http://readingpartners.org/location/sacramento/>)

¹The Sacramento Region, Food System Action Plan was prepared by the Foundation and Valley Vision www.sacregfoodaction.org

March 2, 2016

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **POTENTIAL DRY WELL ACTIVITIES FOR THE FLORIN RESOURCE CONSERVATION DISTRICT**

RECOMMENDATION

It is requested that the Florin Resource Conservation District Board of Directors consider a motion directing staff to assist with the development of an American River Basin State Water Resource Plan (ARB SWRP).

Summary

Water Code section 10563 requires public agencies to develop a Storm Water Resource Plan (SWRP) as a condition of receiving grant funds for future storm water runoff capture projects. Public agencies in the region are forming a group to develop an SWRP for the American River Basin. The Office of Water Programs at Sacramento State is leading this effort and will apply for Proposition 1 grant funds to develop the ARB SWRP. Staff's involvement in the development of the ARB SWRP would be limited to the portion of the plan involving dry well projects.

At the January 27, 2015 Board meeting, Director Nelson requested that an item be scheduled to discuss the potential for the Florin Resource Conservation District (FRCD) to plan and implement dry wells in either the Elk Grove Water District (EGWD) or FRCD service areas. The Board agreed and directed staff to agendaize an item related to this idea in either February or March, 2015

This item is presented to obtain direction from the Board on the potential activity presented herein. If approved, staff would be directed to assist with the development of the ARB SWRP as it relates to dry well projects.

**POTENTIAL DRY WELL ACTIVITIES FOR THE FLORIN RESOURCE
CONSERVATION DISTRICT**

Page 2

DISCUSSION

Background

Dry wells have traditionally been used by landowners and agencies as a means to dispose of storm water. Dry wells are constructed by installing a perforated pipe into the ground and backfilling around it with gravel or crushed rock. The dry well penetrates through clay soils with poor infiltrations to reach more permeable layers of soil, allowing for more rapid infiltration of storm water. Dry wells are placed in rainwater catchment areas of terrain where rainwater collects and the rainwater can be diverted into the ground through the dry wells. Dry wells have been successfully used in urban environments, most notably in the City of Portland, Oregon.

Present Situation

There are merits and concerns related to dry wells. The City of Portland manages about 9,000 dry wells and uses the dry wells as a best management practice to minimize the damaging effects excessive storm water runoff can have on aquatic ecosystems. Portland also uses dry wells to recharge the groundwater aquifer. Portland's program stands out among others around the country due to the city's extensive oversight and monitoring performed in an effort to protect groundwater quality.

In California, dry wells are used infrequently and with caution due to the concern that the dry wells provide a conduit for contaminants to enter the groundwater. Consequently, there are few storm water guidelines within California that include the use of dry wells. Dry wells are not maintenance-free. There are cost and cost effectiveness considerations related to dry wells.

The City of Elk Grove received a \$490,000 state grant to perform a pilot study on dry wells. The pilot study installed three (3) dry wells and requires a significant amount of testing on dry well flow rates and their impact on pollution of the groundwater supply. Each dry well has three monitoring wells for the purpose of analyzing potential groundwater contamination. The pilot study is ongoing and considerably over budget.

March 2, 2016

**POTENTIAL DRY WELL ACTIVITIES FOR THE FLORIN RESOURCE
CONSERVATION DISTRICT**

Page 3

STRATEGIC PLAN CONFORMITY

The FRCD/EGWD Strategic Plan directs FRCD to assist, manage and produce beneficial resource conservation programs within the FRCD service area. The recommendation made in this staff report conforms with this direction.

FINANCIAL SUMMARY

There is no direct financial impact associated with this item at this time.

Respectfully Submitted,



MARK J. MADISON
GENERAL MANAGER

MJM/bk

Attachments

DRY WELLS

USES, REGULATIONS, AND GUIDELINES IN CALIFORNIA AND ELSEWHERE



Dry Well Description and Use

Dry wells are gravity-fed excavated pits lined with perforated casing and backfilled with gravel or stone (Fig. 1). Dry wells penetrate layers of clay soils with poor infiltration rates to reach more permeable layers of soil, allowing for more rapid infiltration of stormwater. They can be used in conjunction with low impact development (LID) practices to reduce the harmful effects that traditional stormwater management practices have had on the aquatic ecosystem. Dry wells not only aid in stormwater runoff reduction, but they can also increase groundwater recharge, are economical, and have minimal space requirements.

Figure 1. Idealized drawing of stormwater infiltration using a dry well

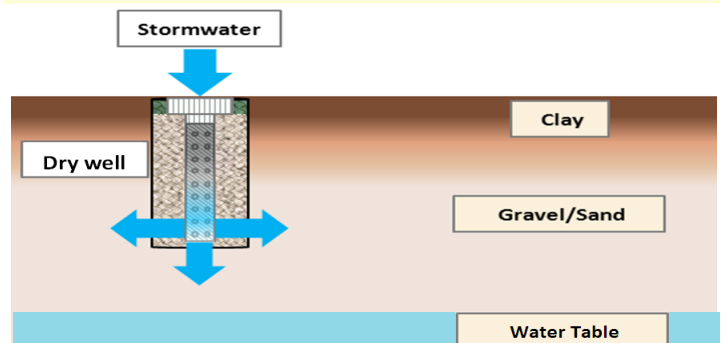


Fig. 2. Dry well installed to receive runoff flowing through a lawn (Source: R. Pitt)

In California, dry wells are used infrequently and with caution due to the concern that they provide a conduit for contaminants to enter the groundwater. In urban environments, scientific reports show a lack of correlation between the use of dry wells and groundwater contamination (Jurgens 2008, Los Angeles 2005). As a consequence, stormwater/LID guidelines often do not include dry wells. Regional Water Quality Control Boards' Standard Urban Stormwater Management Plans (SUSMP) also differ in technical specifications for dry well construction. The California Department of Water Resources' (DWR) well water regulations are interpreted by some to have applicability to stormwater infiltration through dry wells. Due to the desire to maintain high groundwater quality and the lack of clarity about various technical considerations, many are reluctant to incorporate dry wells into stormwater management projects.

U.S. Environmental Protection Agency (EPA) - Region 9 Regulations

Dry wells and other buried infiltrative devices serving lots other than single-family homes are subject to the U.S. Environmental Protection Agency (US EPA) Underground Injection Control (UIC) regulations. A dry well is considered a Class V injection well, which is defined as a conduit for non-hazardous fluids that is deeper than it is wide. Dry wells may be authorized to operate as long as they are registered with the US EPA, and only inject uncontaminated stormwater. The US EPA has no design requirements for dry wells; that responsibility is left to local authorities. However, the following design practices are encouraged:

- Should not be constructed deeper than the seasonal high water table.
- Follow local guidelines for setback distances from the dry well bottom to the water table.
- Go through a thorough site evaluation to prevent the spread of contaminants.
- Utilize pretreatment to remove sediment and the pollutants that they frequently carry.
- Use backfill to improve dry well column stability.

The US EPA has also set forth the following minimum requirements for Class V wells:

- Register injection wells at www.epa.gov/region09/water/groundwater/injection-wells-register.html
- Operate injection wells in a way that will not endanger underground sources of drinking water (USDW).
- Abandoned Class V wells should be properly destroyed, with notification to the US EPA, to prevent movement of contaminated fluids into USDW.

US EPA Regulations (continued)

In California, Class V wells are overseen by the US EPA's Region 9 office. Class V wells already in place that are not in the registry must cease use and the operator must contact the Regional office. An application and inventory form must be submitted, and injection can resume after 90 days, if approved. After an inventory form is submitted, the UIC Program will determine if the user is authorized to "inject". A well will be prohibited if the user endangers drinking water, fails to submit inventory information or an application to the UIC Program, or fails to respond to a written request from the UIC Program. Some dry wells in the State have been constructed without going through this registration process while some counties (e.g., Los Angeles) enforce registration as part of permitting new development.

The Role of the California Regional Water Quality Control Board

The State Water Resources Control Board and the Regional Water Quality Control Boards in California can prescribe requirements for discharges into California waters, including groundwater. Under California's Porter-Cologne Act, the Water Boards have the authority to require a person wishing to operate an injection well to file a report of the discharge. These requirements must implement the Boards' water quality control plans (Basin Plans). The requirements must take into consideration the beneficial uses (domestic water, irrigation, etc.) of the affected water and the water quality objectives necessary to protect these beneficial uses, as well as the need to prevent a nuisance.

California's Anti-Degradation Policy

When evaluating the risk and benefits of using dry wells, California's anti-degradation policy (State Water Resources Control Board Resolution No. 68-16) is also considered. The anti-degradation policy protects high quality water (water that is higher in quality than that prescribed by the Water Boards' plans and policies). Degradation of high quality water is per-



mitted only if the discharge provides a maximum benefit to the people of the State, does not violate the Boards' Basin Plans and policies, and when the discharge is controlled by the best practicable treatment. The maximum benefit to the State is determined on a case by case basis taking into account the beneficial uses of the water, economic and social costs, the environmental aspects of the proposed discharge, and the implementation of feasible alternative treatment or control methods. Factors to be considered when evaluating the use of dry wells for stormwater management could involve determining if they:



- Provide an additional source of water to augment the water supply,
- Reduce the negative effects of runoff flowing to surface waters, and
- Minimally impact groundwater quality.

Consideration and interpretation of these and related factors are the basis on which the state's anti-degradation policy is applied to dry well use and siting.

Typical Dry Well Guidelines at the Local Level

Dry Wells and Water Well Protection Policy

Throughout California, county environmental management departments are charged with implementing California DWR regulations (Bulletins 74-81, 74-90) to protect wells used to supply drinking water. These regulations are designed to prevent contamination of groundwater through improperly constructed or decommissioned wells. County staff regularly inspect wells and the area around them to evaluate compliance with regulations. The very process that dry wells are designed to facilitate, namely the infiltration of stormwater, stands in contradiction to the goals of Bulletin 74, which prohibits surface water from entering injection wells. Currently, individual county environmental health departments in California use their best professional judgment to evaluate how to manage this challenge.

Local Guidelines

Many requirements and design specifications for dry wells come from guidelines linked to the NPDES (National Pollution Discharge Elimination System) permits, issued by the State or Regional Water Boards. In a few locales, city or county requirements also exist. In Los Angeles County, for example, information on placement and design of dry wells must be submitted as part of the permitting process for new development. Not all cities and counties have such requirements.

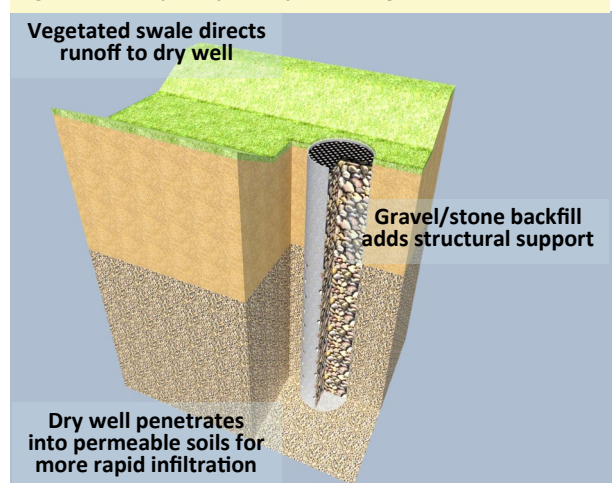
Local Guidelines (continued)

Design specifications differ by city/county, with some standards varying significantly. Local authorities should be consulted for specific guidelines. The following lists some of the common standards of the Los Angeles and San Diego SUSMPs as well as the Placer County LID Manual (documents that are linked to NPDES permits):

- Building setback: 10 – 20 feet minimum
- Soil: not suitable in soils with >30% clay or >40% silt
- Water table: 3 – 10 feet minimum separation between dry well bottom and seasonal high water table
- Public supply wells: 100 feet minimum setback
- Separation (center to center): 100 feet minimum
- Penetration: 10 feet minimum into permeable porous soils
- Dry well surface inlet: 3 inch minimum above bottom of retention basin
- Should not be used at sites with a slope >15%. (San Diego does not recommended sites with slopes >40%).

In 1951, the Regional Water Quality Control Board in the Bay Area restricted the use of dry wells in an effort to protect groundwater quality. Today, the San Francisco Public Utilities Commission recommends constructing drainage wells that are much wider than deep, therefore, they are not technically dry wells. The City of Modesto is a somewhat unique case in California in that they have been using dry wells for over 50 years as one of their principal runoff management tools. Dry wells are carefully scrutinized under the NPDES/MS4 permit. The Central Valley Regional Board requires the City of Modesto to perform extensive monitoring of stormwater and groundwater. The use of dry wells has not directly resulted in groundwater problems in Modesto (Jurgens 2008).

Figure 3. Example dry well system design



Dry Well Regulations in Other States

Over a dozen other states have dry well requirements in place. States surrounding California may provide a helpful overview of statewide dry well requirements currently being implemented. Oregon, for example, permits the use of dry wells, but they must be sited and constructed following their guidelines. Dry wells also must be registered with the state prior to construction and a fee, based on a sliding scale that is proportional to risk, must be paid. Arizona is another state that has used dry wells for many decades. They too have a registration system along with a fee system. The table below compares regulations between Arizona and California, both located in US EPA Region 9.

Arizona	California
Falls under USEPA Region 9 UIC program for Class V injection wells.	Falls under USEPA Region 9 UIC program for Class V injection wells.
Dry wells must be registered with the Arizona Department of Environmental Quality (ADEQ). Fee are required when registering.	Regional Water Quality Control Boards can prescribe discharge requirements for injection wells.
Requires Aquifer Protection Permit and approval by ADEQ prior to construction.	No statewide permitting requirements for the use of dry wells.
Requires information on design, pollutant characteristics, and closure strategy.	Regional Water Quality Control Boards may require a report of discharge and other information. No formal, statewide process for registration or monitoring.
Requires monitoring, recordkeeping and reporting, contingency planning, discharge limitations, a compliance schedule, and closure guidelines.	Injection well requirements must protect beneficial uses (comply with the Anti-Degradation policy).
A general permit covers facilities that have obtained a NPDES/MS4 permit and have a stormwater pollution prevention plan implemented.	Requirements may vary by region and municipality.

Regulations in Other States (continued)

Pennsylvania, New Jersey, Washington, and Hawaii are a few of the other states with dry well regulations and guidelines. In New Jersey, some communities require dry well installation for all new and major remodels related to residential construction. They are typically designed to temporarily store and infiltrate roof runoff. Dry wells in New Jersey are prohibited in industrial or other areas where toxic chemicals might be used. In contrast, in Pennsylvania dry wells are permitted in industrial areas with restrictions, but not along roadways. In Washington, dry wells must be registered and constructed to specifications. The regulations of these states vary with respect to dry well design, use of pretreatment, separation from drinking water sources, distance from the water table, and other factors.

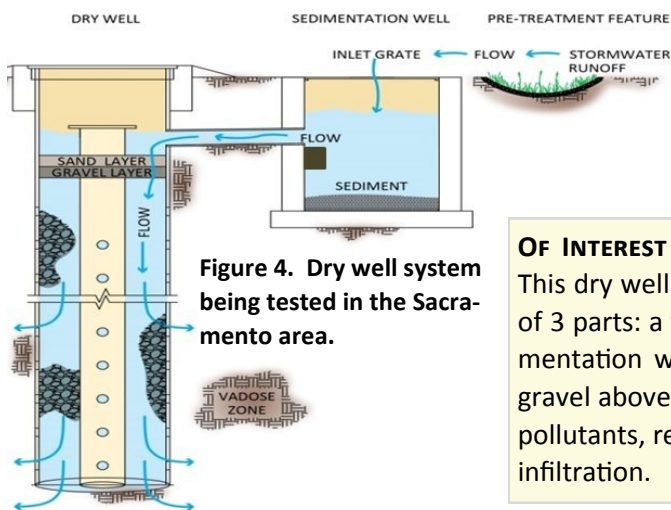


Figure 4. Dry well system being tested in the Sacramento area.

OF INTEREST Most dry wells are not holes in the ground filled with rocks. This dry well system (left) is being tested in the Sacramento area. It consists of 3 parts: a vegetated pretreatment feature, a structural pretreatment sedimentation well, and the dry well itself, which contains layers of sand and gravel above the rocks. The goal of this design is to maximize the removal of pollutants, reduce clogging of the dry well, and promote efficient stormwater infiltration.

Conclusions

Currently there are no uniform state regulations or guidelines for dry wells in California. However, the Regional Water Quality Control Boards have the discretion to issue waste discharge requirements and to interpret and apply the Anti-Degradation policy to the construction of new dry wells. Therefore, most regulations and guidelines occur at the city or county level and vary by region. Available information suggests that dry wells can be used safely if careful site evaluations are performed to determine if a dry well is suitable for the location. They can be an alternative to typical storm drainage systems that provide numerous benefits, including reducing localized flooding, recharging the aquifer, supporting the implementation of LID practices in areas with clay soils, thereby minimizing alterations to the hydrologic cycle which have damaging effects on valuable aquatic resources.

Useful Links and References

General Information

US EPA Class V Injection Well Information

<http://water.epa.gov/type/groundwater/uic/index.cfmv>

US EPA California Injection Well Guidelines

<http://www.epa.gov/region9/water/groundwater/uic-pdfs/calif5d-muniguide.pdf>

Forms and Registration

EPA Region 9 Injection Well Registration

<http://www.epa.gov/region09/water/groundwater/injection-wells-register.html>

Region 9 Injection Well Contact: r9iwells@epa.gov

References

Jurgens, B.C., K.R. Burow, B.A. Dalgish, & J.L. Shelton. 2008. Hydrogeology, water chemistry, and factors affecting the transport of contaminants in the zone of contribution of a public-supply well in Modesto, eastern San Joaquin Valley, California. National Water Quality Assessment Program, U.S. Geological Survey, Scientific Investigation Report 2008-5156.

<http://pubs.usgs.gov/sir/2008/5156/pdf/sir20085156.pdf>

The Los Angeles and San Gabriel Rivers Watershed Council. 2005. Los Angeles Basin Water Augmentation Study, Phase II Final Report. Los Angeles, CA. Posted at:

http://watershedhealth.org/Files/document/265_2005_WAS%20Phase%20II%20Final%20Report_2005.pdf

This factsheet was prepared by the California Office of Environmental Health Hazard Assessment, which is working with the City of Elk Grove on a Proposition 84 funded study of the potential risks to groundwater quality associated with the use of dry wells. Written by Nelson Pi & Ary Ashoor. For more information, contact Barbara Washburn, PhD at barbara.washburn@oehha.ca.gov.

DRAFT 10/7/15



Oregon's Experience with Dry Wells: The Underground Injection Control Program

Background

While over a dozen states around the country oversee dry well programs, one of the most well developed programs is in Oregon. The Oregon Department of Environmental Quality (DEQ) issues permits to municipalities to operate underground injection control (UIC) devices or dry wells. Portland manages about 9,000 public UICs which collect stormwater in a catch basin, filter it through a sedimentation manhole, and release the runoff into a dry well for infiltration 20–40 feet below the ground. Portland developed UICs as a best management practice to minimize the damaging effects of increased stormwater runoff volumes on the aquatic ecosystem as well as to recharge the aquifer. In Portland, the public UICs typically collect stormwater in drainage inlets along the side of the street from the public rights-of-way. In some areas of the City, UICs are the only form of stormwater disposal. Portland's program stood out among others around the country due to the extensive oversight and monitoring performed in an effort to protect groundwater quality. This fact-sheet describes Oregon's UIC Program.

The role of stormwater monitoring in Oregon's UIC Program

The protection of groundwater in Oregon's program rests on monitoring the quality of stormwater. Drinking water standards such as MCLs (maximum contaminant level) are used to determine the maximum allowable concentration of contaminants in stormwater. The assumption is made that if stormwater entering the UIC does not exceed drinking water standards, groundwater quality will be protected. Municipalities in Oregon operate their UIC Program under a permit from the Oregon's DEQ. In June 2005, the DEQ issued a 10-year permit to Portland, which allowed stormwater discharges into city-owned UICs – the first permit of its kind in the nation. The permit established construction, operation and maintenance, and monitoring mandates for the UICs to ensure contamination prevention and groundwater replenishment.

UICs: Construction and Design

The main component of a UIC is the drywell, which is typically a precast, reinforced, concrete cylinder that contains numerous perforations, allowing stormwater to infiltrate into the surrounding subsurface (Fig. 2). Specific features of UICs can vary by site to account for local geologic and hydrological conditions. The drywell is not filled with gravel or other material that might impede the flow or become clogged with fine sediment over time. Most have a solid bottom to permit periodic vacuuming of accumulated sediment. The size and depth of the dry well depends on the amount of infiltrating stormwater, subsurface conditions, and distance to water table.

A second component of the UIC is the sedimentation manhole, a solid concrete cylinder generally 3-4 feet in diameter and 10 feet deep, 4 feet of which extends below the pipe which transfers stormwater to the dry well (Fig. 2). The sedimentation manholes provide pretreatment by allowing sediment in stormwater to settle, thus minimizing suspended solids, and the pollutants they carry, from entering the dry well.

The third component of the system is a catch basin. The design of the catch basins vary, from a street gutter to a vegetated swale or bioretention cell or some combination of the two (Fig. 1). The function of this first portion of the UIC system is to collect water and, in some cases, provide additional pretreatment.



Figure 1. A UIC located in a public right of way. Source: Oregon DEQ UIC program.

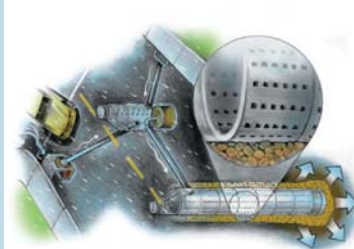


Figure 2. Schematic of typical city UIC system in Portland. Source: Portland Bureau of Environmental Services

DRAFT 10/7/15

Analyte	Study City	A Estimated Conc. in SW (µg/L)	B Safety Factor Applied for Modelling	C Model Input Conc. (µg/L)	D Model Output Conc. @ 5 ft. below UIC (µg/L)	E Percent Reduction
Copper	Bend	43.6	30	1300	<RL	100
Lead	Bend	10.1	50	500	<RL	100
Benz(a)pyrene	Bend	No Detections	-	2	<RL	100
	Portland	0.02	100	2	<RL	100
Naphthalene	Bend	No Available Data	-	10	<RL	100
	Portland	0.05	1240	62	<RL	100
PCP	Bend	0.05	200	10	<RL	100
	Portland	0.6	17	10	<RL	100
DEHP	Bend	0.6	100	60	<RL	100
	Portland	3.8	16	60	<RL	100
2,4-D	Bend	No Detections	-	70	39.2	44
	Portland	0.68	1029	700	2.5	99.6
Toluene	Bend	2	500	1000	525.7	47
	Portland	2.1	476	1000	76.7	99.2
Methoxychlor	Portland	0.1	4000	400	<RL	100

Table 2. Estimated Maximum Concentration of Key Contaminants in the Vadose Zone. The estimate concentration of each contaminant was multiplied by a safety factor in the modeling to account for uncertainty. Bend data represents the mean value over 5 years while Portland data is the 95th upper confidence limit of the mean.

Conclusions

Oregon's Underground Injection Control Program is a well-developed regulatory program designed to oversee the use of UICs for stormwater infiltration. Active UIC programs are found throughout the state; from wet, rainy areas with a high water table, such as Portland and Eugene, to the high desert areas with volcanic geology and low amounts of precipitation, such as Bend. Through a combination of monitoring and modeling, the Dept. of Environmental Quality, which oversees these programs, ensures that the State's groundwater resources are and will continue to be protected. Regulation/permits of UICs thus far have been effective in ensuring groundwater protection. Recently, Portland's monitoring data was reviewed by the DEQ and their permit to continue to operate UICs was renewed for another 10 years.

Some of the keys to the success of Oregon's UIC programs appear to include both thoughtful UIC design and verification components. The use of a variety of pretreatment facilities, designed to capture pollutant-laden sediment, is a key design feature that has led to the low levels of pollutants entering the UICs. Extensive monitoring of stormwater is performed to ensure it meets regulatory levels. Lastly, the use of a conservative one-dimensional model to estimate subsurface fate and transport of pollutants helps to verify that the handful of pollutants that are not removed by pretreatment will not contaminate the aquifer. The combination of these three program components, as well as other requirements and restrictions, has led to the widespread use of one of the newer low impact development practices - drywells.

Useful Links and References

- Portland UIC Program Overview <http://www.portlandoregon.gov/bes/48213>
- City of Portland Underground Injection Controls (UICs) Factsheet <http://www.portlandoregon.gov/bes/article/436258>
- Groundwater Protectiveness Demonstration Tool <https://www.portlandoregon.gov/bes/article/430383>
- OSM Management Plan <http://www.portlandoregon.gov/bes/article/250334>
- Prepared by the Ecotoxicology Program, Office of Environmental Health Hazard Assessment, Cal/EPA. Contributors: A. Ashoor, J. James, A. Bates, & N. Pi. Student Interns: E. Edwards, Grad. Student, LAMR, UC Davis. Prepared as part of a grant to the City of Elk Grove from the State Water Resources Control Board, Prop. 84 Water Bond Funds. For more information, contact Barbara Washburn, PhD, barbara.washburn@oehha.ca.gov.



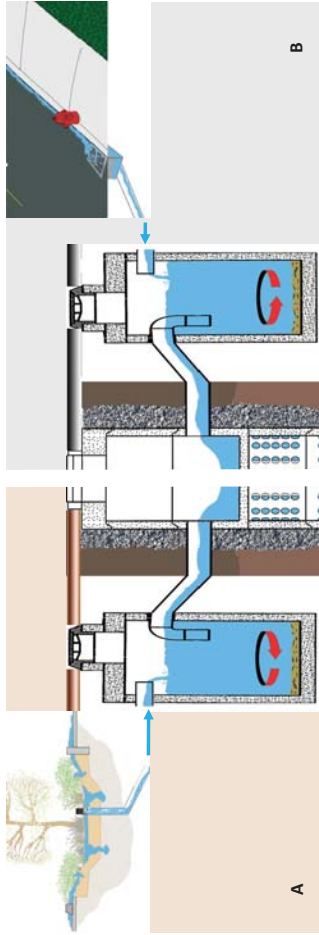


Figure 1. Typical UIC systems used in Oregon. In Oregon, the drywell (center) can extend up to 40 ft. below ground surface, depending on the depth of groundwater. Panel A shows a system more commonly seen in Bend, OR with a vegetated swale collecting stormwater, followed by a sedimentation well, where particulates in the water can settle to the bottom. This promotes an efficient and sustainable system because sediment and associated pollutants are removed as runoff passes through the system. Panel B shows a system commonly seen in Portland. Street gutters collect the stormwater runoff and transport it to the sedimentation well directly. Because Portland receives much more rain than Bend, concentrations of contaminants in stormwater are diluted. This two part UIC has been shown to efficiently remove pollutants from runoff.

Regulations and Permitting

Both public and private UICs must comply with a common set of restrictions. These restrictions affect the placement of UICs, including prohibition of UICs near vehicle maintenance areas and gas and fire stations, as well as within 500 feet of a water supply well. Permit holders must conduct a minimum of two years of stormwater monitoring to verify that runoff entering the UIC does not exceed criteria values. Permittees also must perform groundwater fate and transport modelling to ensure groundwater quality will not be compromised. Lastly, an annual report must be submitted to Oregon DEQ describing the location and monitoring results. If exceedances do occur, source control measures are the first corrective action, followed by retrofitting the UIC to capture the contaminant(s) of concern. If neither is effective, the UIC is decommissioned. There are no requirements for pretreatment, although the majority of UICs include some type of sediment trap (e.g., manhole or swale).

Monitoring Program

The monitoring program in Oregon focuses on analyzing stormwater samples collected after pretreatment. Groundwater monitoring is not an active component of Oregon’s UIC programs. Instead, vadose zone modeling is used to estimate the migration of contaminants through the subsurface. Portland, for example, monitors a randomly selected set of 30 UICs five times each year. Contaminants that are analyzed include metals, volatile and semi-volatile organics, polycyclic aromatic hydrocarbons and pesticides/herbicides, as well as others. Owners of private UICs are also responsible for monitoring and ensuring the safety of groundwater. They must identify pollution sources, prevent stormwater pollution from reaching groundwater, and ensure UIC stormwater discharge receives the appropriate pretreatment. Results of the stormwater monitoring suggest that, in almost all cases, pretreated stormwater met state and local standards and has not posed a risk to groundwater.

Table 1. Number of Exceedances of the Maximum Contaminant Level (MCL) in Stormwater. Over 25,000 runoff samples were collected prior to entering the dry well between 1990-2008 throughout Oregon. Of the 45 analytes tested, 10 exceeded screening levels. Pentachlorophenol, lead, and phthalate were the most common exceedances.

Analyte	MCL (µg/L)	Exceedances
Antimony	6	1
Arsenic	10	2
Benz(a)pyrene	0.2	2
Cadmium	5	8
Chromium	100	3
Di(2-ethylhexyl) phthalate	6	30
Lead	50	78
NO3-N	10000	2
Pentachlorophenol	1	79
Zinc	5000	1

Modeling the Risk of Groundwater Contamination

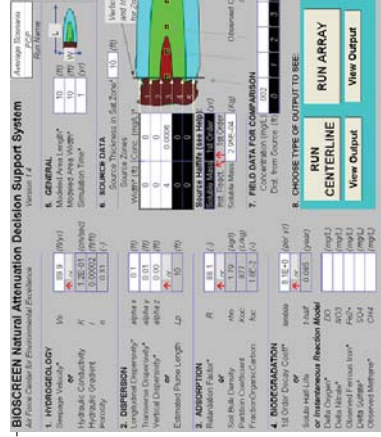
Each UIC permit holder has to assess the potential risk to groundwater posed by the discharge of urban stormwater into UICs. Part of this process involves using a solute based, one-dimensional model, known as the Groundwater Protective-ness Demonstration Tool (GWPD), that estimates how much a pollutant’s concentration in stormwater will decrease as stormwater flows out of the UIC and infiltrates through the vadose zone to the water table. Physical, chemical, and biological characteristics of both the pollutants and the unsaturated soil are used as input parameters. Porosity, soil moisture content, percent organic carbon, and degradation rate, gathered from literature values for the area, are some of the input parameters. The pollutants selected for analysis were chosen based on their frequency of detection, mobility, persistence, and toxicity. Because hydrogeological systems are highly complex, scenarios depicting average and worst-case conditions were created (Table 2).

The values used for the various parameters are conservative. By using a one-dimensional equation for fate and transport, the tool assumes that the stormwater pollutants migrate vertically, whereas lateral movement often predominates, resulting in significant pollutant attenuation. The use of a one-dimensional model both simplifies the calculations as well as assumes a worst-case scenario. Additionally, the pollutant concentrations used in the model were equal to or 10 times higher than the MCL. Actual data from Bend and Portland show that modeled pollutant concentrations in stormwater were often 10-1000 fold lower than the MCL. Lastly, the GWPD tool input assumed a 5 foot separation distance from the bottom of the UIC and the groundwater. In some cases, the separation distance was 5 feet, but in many others it was as great as 100 feet. Taken together, numerous highly conservative factors have been built into the model to ensure protection of groundwater quality.

The results of modeling efforts in a variety of locations produced similar results - even with a 5 foot separation distance and highly permeable geologic material, the great majority of pollutants would be reduced by more than 99% before they reach the water table. There were a few pollutants that commonly varied from this general finding, notably 2,4-D and toluene.

Modeling results can best be understood by examining output from two major cities: Bend and Portland. Table 2 summarizes key findings of the modeling efforts. For each of the measured stormwater concentrations (Col. A), a safety factor was applied (Col. B). The model input concentration represents the theoretical concentration of the contaminant discharged from the UIC (Col. C). Most of these values are equal to 10x the contaminant’s MCL, while others are equal to the MCL. The model output concentration reflects the theoretical contaminant concentration 5 feet below the bottom of the UIC (Col. D). As shown in Table 2, most concentration of pollutants would be less than the reporting limit (RL). Notably, for 2,4-D and toluene, the concentrations 5 feet below the UIC were measurable. The percent reduction (Col. E) refers to the change in concentration of each contaminant from measurement as it entered the dry well (immediately after pretreatment) and at 5 feet below the UIC.

In Bend, for example, the concentrations of 2,4-D and toluene were reduced by 44 and 47% respectively. Although their output concentrations were still far below the MCL, the concentrations of these pollutants would actually be attenuated below detection limits within 40 feet of the bottom of the UIC. The majority of UICs in Bend have greater than 100 feet of separation from the water table.



Screenshot of modeling input parameters. Software is programmed in an Excel spreadsheet environment and based on an analytical solute transport model, has the ability to simulate advection, dispersion, adsorption, and aerobic decay. Posted at: <https://www.portlandoregon.gov/bes/article/430383>

**Scoping for a Stormwater Resource Plan for the American River Basin
Tuesday January 26, 2016
Meeting Minutes**

1. Introductions & Background

Attendee	Organization
Maureen Kerner*	Office of Water Programs (OWP) at Sacramento State
Kevin Murphy*	
Brian Currier	
Delyn Ellison-Lloyd*	City of Roseville, Stormwater Management Program
Rob Swartz*	Regional Water Authority
Carl Werder	Board of Central Groundwater Authority
Barbara Washburn	OEHHA, on behalf of Laguna Creek Watershed Council
Sherill Huun (on-line)	City of Sacramento, Department of Utilities

* *Attended December meeting with State Water Board Staff*

- Water Code section 10563 (as amended by Senate Bill 985) requires public agencies to develop a Storm Water Resource Plan (SWRP) as a condition of receiving grant funds from a bond (approved after January 2014) for storm water and dry weather runoff capture projects. The intent of Senate Bill 985 is to encourage the use of storm water and dry weather runoff as a resource to improve water quality, reduce localized flooding, and increase water supplies for beneficial uses and the environment.
- A subset of this meeting's attendees, along with Dana Booth (County of Sacramento), met with State Water Board staff in December to propose development of a SWRP for the American River Basin (ARB). The ARB SWRP would be based on and integrated with the ARB Integrated Regional Water Management Plan (IRWMP). OWP would apply for a Proposition 1 planning grant to develop the ARB SWRP, with help from regional stakeholders. State Board Staff, which include the Division of Financial Assistance that awards the Prop 1 planning grants, encouraged pursuit of the proposed effort.
- Today's meeting was intended to present a proposed scope and draft cost estimate for developing the ARB SWRP. The meeting attendees represent an initial set of primary stakeholders that would contribute to the project, including providing in-kind services toward the grant's required 50% match.

2. Watershed Boundary

- Meeting attendees discussed the current IRWMP boundaries and whether those boundaries will fulfill the SWRP guidelines for developing the plan based on a watershed scale. The IRWMP boundaries will be used as a starting point, and SWRP planning activities (post-grant award) will include further discussion of the boundaries.
- Related to the extent of the region covered by the ARB SWRP, meeting attendees identified some primary collaborators for SWRP development. Involvement of additional collaborators will be discussed post-grant award as part of the SWRP planning process. See Item 4 below regarding potential collaborators, including matching/in-kind services.

Scoping for a Stormwater Resource Plan for the American River Basin
Tuesday January 26, 2016
Meeting Minutes

3. Proposed Scope for SWRP Development

- OWP presented a proposed scope. Primary tasks are based on Prop 1 grant-required categories. Sub-tasks are based on reviews of the SWRP guideline requirements and identification of items already covered by the ARB IRWMP. See table below.

Task*	Sub Task	Description
1. Project Administration	1.a Project Coordination	Kick Off Meetings
		Project Tracking and Administration
	1.b Reports and Invoices**	Quarterly Invoicing and Reporting
		Annual Reports
		Final Reports (Draft Final, Final, and Final Summary)
	GIS Coordinates	
2. Planning, Design, Engineering, and Environmental	2.a CEQA Compliance**	Categorical Exemption
	2.b Planning	Pre-award Planning
		Watershed Identification (A)
		Water Quality Compliance (B)
		Organization, Coordination, Collaboration (C)
		Quantitative Methods (D)
		Identification and Prioritization of Projects (E)
		Implementation Strategy and Schedule (F)
Education, Outreach, Public Participation (G)		
3. Construction and Implementation	3.a Tool Box Development	Water Quality Projects Analysis
		Stormwater Capture and Use Projects Analysis
		Water Supply and Flood Control Projects Analysis
		Environmental and Community Benefits Analysis
		Integrated-Metrics Based Analysis
		Data Management System
	3.b GIS File and Map Development	GIS Shape files of Applicable Watershed Boundaries
		GIS Shape files of Internal Boundaries within Watershed (municipalities; water, wastewater, and land use agencies, including those not involved in the Plan; groundwater basin boundaries)
		Surface and Ground Water Resources within Watershed
		Map of Native Habitats, Creeks, Lakes, Rivers, Parks, and other Natural/Open Space within Sub-watershed Boundaries
		Map identifying opportunities to augment local water supply through GW recharge or storage
		Map identifying opportunities for source control for both pollution and dry weather runoff volume, onsite and local infiltration, and use of storm water and dry weather runoff.
		Map identifying opportunities to develop, restore, or enhance habitat and open space through storm water and dry weather runoff management, including wetlands, riverside habitats, parkways, and parks.
	Map identifying opportunities to use existing publicly owned lands and easements	
3.c OPTI Update	Expand OPTI	
3.d Project Team Document Reviews	4 Draft SWRPs for Project Team Review	
4. Monitoring and Performance	4.a Performance Assessment and Evaluation Plan**	Performance Assessment and Evaluation Plan
5. Education and Outreach	5.a Stakeholder Input	Engage stakeholders throughout watershed/IRWMP
* Grant requires organization of Tasks as shown		
** Grant-required deliverables		

Scoping for a Stormwater Resource Plan for the American River Basin
Tuesday January 26, 2016
Meeting Minutes

4. Budget and Matching

- OWP's estimate to develop the ARB SWRP is approximately \$350,000 ("Grant Award").
- Grant-required matching is 50% of the total project costs (grant award + matching). Therefore, matching requirement will be \$350,000.
- Matching sources include:
 - RWA cash contribution for OPTI update (\$10,000)
 - In-kind services from collaborating agencies (attend planning meetings, review SWRP drafts, etc.).
 - Cash contributions from collaborating agencies.
 - Major Level In-Kind Service Collaborators: City of Roseville, Regional Water Authority, County of Sacramento, City of Sacramento, and City of Elk Grove.
 - Minor Level: Additional collaborators from Placer Regional Stormwater Coordinating Group (PRSCG) and Sacramento Stormwater Quality Partnership (SSQP) and Valley Foothills Watershed Council.
- Board members from the Florin Resource Conservation District (Tom Nelson) and the Central Groundwater Authority (Carl Werder) and Barbara Washburn (representing Laguna Creek Watershed) want to be involved in SWRP development, but will not be able to contribute in-kind services as their roles are as individual volunteers.

5. Next Steps

- Maureen to develop meeting minutes.
- Maureen to revise in-kind hour estimates and post spreadsheet for collaborators to commit hours and labor rates. Spreadsheet will include suggested hours at two levels (major and minor collaborators).
- Meeting attendees to share in-kind spreadsheet with potential collaborators as appropriate.
- Delyn and Sherill to coordinate with Maureen to present SWRP effort at next PRSCG and SSQP meetings and request involvement.
- Maureen to begin grant application and propose next meeting.

To: Maureen Mathias Kerner
Research Engineer
Office of Water Programs at Sacramento State
6000 J Street, Modoc Hall Room 1001

<Date>

From: <Name>
<Title>
<Agency>
<Address>

Dear Maureen,

<Agency> understands that Sacramento State's Office of Water Programs (OWP) is submitting an application to the State Water Resources Control Board to receive a grant under the Proposition 1 Stormwater Grant Program (SWGPP). Grant funds would be used to develop a Stormwater Resource Plan for the American River Basin. Water Code section 10563 (as amended by Senate Bill 985) requires public agencies to develop a SWRP as a condition of receiving grant funds from a bond for storm water and dry weather runoff capture projects. The intent of Senate Bill 985 is to encourage the use of storm water and dry weather runoff as a resource to improve water quality, reduce localized flooding, and increase water supplies for beneficial uses and the environment. Developing a SWRP for the ARB will allow stakeholders throughout the region a mechanism to be eligible for Proposition 1 implementation grants in 2018.

With this understanding <Agency> will commit X labor hours at \$XYZ/hour of in-kind services and \$XYZ as a cash contribution toward the grant's 50% match requirement. The anticipated timeline for the project is June 1, 2016 through December 31, 2017, with in-kind services needed for a 15-month period from approximately July 1, 2016 to October 31, 2017. In-kind services may include attendance of, preparation for, and travel to and from planning meetings; providing resources for development of GIS files and maps; and review of draft SWRPs.

<Agency> understands that OWP will serve as the lead agency for the grant and manage the associated grant deliverables and contractual requirements, including development and submittal of the grant application. The SWRP will be developed following the SWRP Guidelines published by the State Water Board in December 2015.

Please call me at (XXX) XXX-XXX or email me at XXX@XXX for further information and correspondence.

Sincerely,

<Name>

<Agency>

Background

Spreadsheet Intent	Identify regional agencies that are willing to commit in-kind services or cash contributions to support development of a Stormwater Resource Plan (SWRP) for the American River Basin (ARB). Quantify Commitments.
Regulatory Background	Water Code section 10563 (as amended by Senate Bill 985) requires public agencies to develop a SWRP as a condition of receiving grant funds from a bond (approved after January 2014) for storm water and dry weather runoff capture projects. The intent of Senate Bill 985 is to encourage the use of storm water and dry weather runoff as a resource to improve water quality, reduce localized flooding, and increase water supplies for beneficial uses and the environment. SWRPs are to be submitted to and integrated with the appropriate Integrated Regional Water Management Plan (IRWMP).
Regional Collaboration and Regulator Feedback	Representatives from the Regional Water Authority (this region's IRWMP lead organization), City of Roseville, County of Sacramento, and the Office of Water Programs (OWP) at Sacramento State met with State Water Board staff in December 2015 to propose development of a ARB SWRP . The ARB SWRP would be based on and integrated with the ARB IRWMP. OWP would apply for a Proposition 1 planning grant to develop the ARB SWRP, with help from regional stakeholders. State Board Staff, which include the Division of Financial Assistance that awards the Prop 1 planning grants, encouraged pursuit of the proposed effort.
Draft Approach	OWP will facilitate meetings to plan development of the SWRP such that it is in line with the SWRP guidelines issued by the State Water Board in December 2015. Based on those meetings, OWP will write the SWRP, develop associated tools, and present drafts for review and comment. RWA will coordinate update of the OPTI, the IRWMP management tool, such that it provides a means for tracking SWRP projects.
Draft Scope	See the "Scope" tab for the proposed scope. Primary tasks are based on Prop 1 grant-required categories. Sub-tasks are based on reviews of the SWRP guideline requirements and identification of items already covered by the ARB IRWMP.
Cost	OWP estimates it will cost approximately \$350,000 to manage the grant, facilitate planning, and develop the SWRP and tools and \$350,000 of stakeholder planning and collaboration (a 50% match)
Matching Requirement	Prop 1 grants require a 50% match. This equates to \$350,000.
Potential Matching Sources and Collaborators	<ul style="list-style-type: none"> o RWA cash contribution for OPTI update (\$10,000) o In-kind services from collaborating agencies (attend planning meetings, review SWRP drafts, etc.). o Cash contributions from collaborating agencies. o Major Level In-Kind Service Collaborators: City of Roseville, Regional Water Authority, County of Sacramento, City of Sacramento, City of Elk Grove, and Valley Foothills Watershed Council. o Minor Level: Additional collaborators from Placer Regional Stormwater Collaborative (PRSC) and Sacramento Stormwater Quality Partnership (SSQP) and Valley Foothills Watershed Council
Additional Collaborators	Board members from the Florin Resource Conservation District (Tom Nelson) and the Central Groundwater Authority (Carl Werder) and Barbara Washburn (representing Laguna Creek Watershed) want to be involved in SWRP development, but will not be able to contribute in-kind services as their roles are as individual volunteers.
Next Steps	Inform potential collaborators and stakeholders of this effort. Develop grant application. Get matching commitments from potential collaborators.
Time Frame	Prop 1 planning grant applications Due Date: March 4, 2016.
	Planning grants awarded: spring 2016.
	SWRP planning and development: spring 2016 through fall 2017
	Prepare projects for Prop 1 Round 2 implementation grants: fall 2017 through fall 2018 Prop 1 Round 2 implementation grants awarded: fall 2018

In-Kind Commitments for Development of a Stormwater Resource Plan for the American River Basin
2/25/2016

Identifier	Agency Name	Contact Name	Contact Email	Staff Title	In-Kind Hourly Rate (Direct Costs Only)	In-Kind Hours	Committed Labor Cost	Committed Cash Match	Total Match Commitment
1	VFWC - In Kind	Martha Cowell	mcowell@vin-data.com	Program Manager	\$80.00	180	\$14,400.00		\$14,400.00
2	VFWC - In Kind	Gregg Bates	dccgregg@gmail.com		\$80.00	180	\$14,400.00		\$14,400.00
3	VFWC - In Kind	Eric Berntsen	ekberntsen@gmail.com	Steering Committee Member	\$80.00	120	\$9,600.00		\$9,600.00
4	VFWC - In Kind	Barbara Washburn	washburnbt@frontiernet.net	Steering Committee Member	\$80.00	240	\$19,200.00		\$19,200.00
5	VFWC - In Kind	Alta Tura	saccreeks@gmail.com	Steering Committee Member	\$80.00	60	\$4,800.00		\$4,800.00
6	VFWC - In Kind	Chris Bowles	c.bowles@cbecoeng.com	Steering Committee Member	\$80.00	60	\$4,800.00		\$4,800.00
7	Town of Loomis - In Kind	B. Snipes	BSnipes@loomis.ca.gov	Director of Public Works	\$92.00	40	\$3,680.00		\$3,680.00
8	Placer County Stormwater Qu	M. Keller	mkeller@placer.ca.gov	Stormwater and Floodplain Progr	\$62.00	150	\$9,300.00		\$9,300.00
9	City of Roseville - In Kind	D. Ellison-Lloyd	dellison-lloyd@roseville.ca.us	Senior Engineer	\$89.89	240	\$21,573.60	\$5,000.00	\$26,573.60
10	OWP - In Kind	M. Kerner	maureen.kerner@owp.csus.edu	Research Engineer	\$130.30	120	\$15,636.00		\$15,636.00
11	Florin RCD - In Kind	T. Nelson	tanelson@citlink.net	Board Member	\$80.00	60	\$4,800.00		\$4,800.00
12	RWA - In Kind	R. Swartz	rswartz@rwah2o.org		\$125.00	120	\$15,000.00	\$10,000.00	\$25,000.00
13	City of Rancho Cordova - In K	A. Quynn	aquynn@cityofranhocordova.org	Associate Civil Engineer	\$153.51	120	\$18,421.20		\$18,421.20
14	City of Elk Grove - In Kind	B. Fragiolo	bfragiolo@elkgrovecity.org	Engineering Services Manager	\$120.00	120	\$14,400.00		\$14,400.00
15	County of Sacramento - In Kir	D. Booth	BoothD@saccounty.net	Env. PM	\$100.00	240	\$24,000.00		\$24,000.00
16	Vineyard Area Citizens for Re	C. Werder	carl.l.werder@gmail.com	Volunteer	\$36.90	240	\$8,856.00		\$8,856.00
17	City of Sacramento - In Kind	Sherill Huun	SHuun@cityofsacramento.org	Supervising Engineer	\$82.69	100	\$8,269.00		\$8,269.00
18	City of Sacramento - In Kind	Dalia Fadl	DFadl@cityofsacramento.org	Senior Engineer	\$75.27	100	\$7,527.00		\$7,527.00
19	City of Sacramento - In Kind	Fernando Duenas			\$67.41	40	\$2,696.40		\$2,696.40
20	City of Lincoln - In Kind	A. Frost	Angela.Frost@lincolnca.gov	Senior Administrative Analyst	\$68.26	240	\$16,382.40		\$16,382.40
21	City of Folsom - In Kind	Sarah Staley	sstaley@folsom.ca.us	Associate Civil Engineer	\$86.00	120	\$10,320.00		\$10,320.00
22	City of Folsom - In Kind	Jennifer Schoonover	jschoonover@folsom.ca.us	Envrionmental Specialist	\$41.00	120	\$4,920.00		\$4,920.00
23	SAFCA - In Kind	T. Washburn			\$125.00	180	\$22,500.00		\$22,500.00
24	City of Citrus Heights - In Kind	C. Fallbeck	cfallbeck@citrusheights.net	Principal Civil Engineer	\$80.00	0	\$0.00		\$0.00
25							\$0.00		\$0.00

*Assumes approximately 15 month planning and review period

Total In-Kind	\$290,481.60
Needed	\$340,000.00
Shortage	\$49,518.40

In-Kind Services Examples

- Attend Planning Meetings (up to 10)
- Review and comment on SWRP drafts (up to 4)
- Review and comment on OPTI Update
- Provide information for GIS files and maps (e.g., Native Habitats, Creeks, Lakes, Rivers, Parks, and other Natural/ Open Space)

March 2, 2016

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Ann Siprelle, BBK Legal Counsel

SUBJECT: **EMPLOYMENT AGREEMENT BETWEEN THE FLORIN RESOURCE CONSERVATION DISTRICT AND MARK J. MADISON**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors approve an Employment Agreement between Mark J. Madison and the Florin Resource Conservation District for a term beginning March 1, 2016 and ending December 31, 2021, with a base salary of \$185,000 per year.

Summary

The Board of Directors conducted its annual performance evaluation of General Manager Mark J. Madison for the period of March 1, 2015 through February 29, 2016, and has determined to renew his contract on the terms set forth in the Employment Agreement ("Agreement").

DISCUSSION

Background

The term of the General Manager's current Agreement has an initial five-year term ending February 29, 2016, with an automatic one-year extension if the Board does not give timely notice of termination. The Board did not give notice of termination.

Present Situation

The Board evaluated Mr. Madison's performance and considered proposed terms of a new Agreement during the Board meetings of January 27 and February 24, 2016.

FINANCIAL SUMMARY

The proposed Agreement is consistent with the FY 2015-16 Elk Grove Water District budget. Future years' budgets will be adjusted as necessary to accommodate the terms of the Agreement.

Respectfully submitted,


ANN SIPRELLE
BBK GENERAL COUNSEL

Attachments

**EMPLOYMENT AGREEMENT BETWEEN THE FLORIN RESOURCE
CONSERVATION DISTRICT AND MARK J. MADISON**

This EMPLOYMENT AGREEMENT (“Agreement”) is made by and between MARK J. MADISON (“General Manager”) and the Board of Directors of the FLORIN RESOURCE CONSERVATION DISTRICT, a resource conservation district (“District”), hereinafter also referred to as “Board of Directors.” The Parties hereto agree as follows:

Section 1. Employment.

1.1 The Board of Directors agrees to employ Mark J. Madison as General Manager of the Florin Resource Conservation District, and he agrees and does accept employment as General Manager upon the terms and conditions set forth herein.

1.2 General Manager agrees to perform the functions and duties of General Manager as currently in effect or as may be established or directed by the Board of Directors. General Manager agrees to perform all such functions and duties to the best of his ability and in an efficient and competent manner.

1.3 It is generally understood that the primary duties and functions of the General Manager are to oversee and manage the Florin Resource Conservation District, including the Elk Grove Water District which is a department of the Florin Resource Conservation District. The General Manager shall devote at least ten percent (10%) of his time to resource conservation activities, and such time will be paid for with funds of the Florin Resource Conservation District separate from those of the Elk Grove Water District.

Section 2. Term of the Agreement.

2.1 This Agreement is effective as of March 1, 2016, and shall be for a term of five (5) years, beginning March 1, 2016 and ending December 31, 2021. Subject to the District’s right to terminate this Agreement and General Manager’s employment at any time pursuant to Section 3 of this Agreement, this Agreement shall automatically be renewed for subsequent one (1) year periods unless the District provides written notice to the General Manager no less than six (6) months prior to the expiration of the current or any extended term that the Agreement will be terminated. Unless otherwise provided herein or by a subsequent written agreement between the Parties, the terms and conditions of this Agreement shall apply to any extended term of this Agreement.

2.2 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Board of Directors to terminate the services of General Manager at any time, subject only to the provisions set forth in this Agreement.

2.3 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the General Manager to resign at any time from his position with the District, subject only to the provisions set forth in this Agreement.

2.4 General Manager agrees to remain in the exclusive employment of the District during the term of this Agreement, and he shall neither accept other employment or become employed by any other person, business, or organization during the term of this Agreement. As used in this section, the term “employed” shall not be construed to include occasional teaching, writing, or consulting on General Manager’s time off, which may be undertaken by the General Manager with the express written consent of the Board of Directors.

Section 3. Termination and Severance Pay.

3.1 General Manager serves at the will and pleasure of the Board of Directors and may be terminated with or without cause at any time. Consequently, nothing in this Agreement shall in any way affect the Board of Directors’ right to terminate the employment of General Manager and this Agreement on an at-will basis, with or without cause, at any time, as provided herein.

3.2 In the event that General Manager and this Agreement are terminated without cause, District agrees to provide General Manager with severance pay or a lump sum cash payment equal to six (6) months base salary, including any annual adjustment, less deductions required by law. Also, in addition to the lump sum payment, Board of Directors shall provide for continuance of the General Manager’s health insurance benefits provided herein for six (6) months from and after the date of termination or until General Manager finds other employment, whichever occurs first. Said continuance of insurance shall be provided at the District’s expense.

3.3 In the event General Manager is terminated for cause, General Manager shall not be entitled to any severance pay or continued benefits. Termination for cause is defined as follows:

- (a) A willful breach of this Agreement.
- (b) Habitual neglect of duties required to be performed under this Agreement.
- (c) Any acts of dishonesty, fraud, misrepresentation or other acts of moral turpitude.
- (d) Refusal or failure to act in accordance with any specific written directive or order of the Board of Directors.

3.4 In the event that General Manager is terminated for cause, General Manager will be presented with written notice of the basis for said cause. Upon receipt of said written notice, General Manager, within five (5) business days, may request a hearing before the Board of Directors. The hearing is not evidentiary in nature and is intended to provide the General Manager with the opportunity to explain his position. No witnesses (on behalf of either the District or the General Manager) will be called or allowed to testify. The sole issue at the hearing shall be limited solely to whether or not there is sufficient information to support a finding of termination for cause such that the General Manager would not be entitled to any severance pay and benefits. Under no circumstances shall the General Manager be entitled to reinstatement as a result of such hearing.

3.5 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of General Manager to voluntarily resign at any time from his position with District, subject only to the provisions set forth in this Agreement. In the event the General Manager voluntarily resigns from his position with the District, then the General Manager shall provide the Board of Directors thirty (30) days' notice in advance, unless the Parties agree otherwise. In the event the General Manager voluntarily resigns, he shall not be entitled to any severance pay or benefits, but the Board of Directors shall pay the General Manager for accrued vacation benefits, personal time off, and unused administrative leave.

3.6 Notwithstanding any other provision herein, in accordance with Government Code Section 53260, the cash payment that General Manager may receive in the event of the termination of this Agreement, as set forth in Section 3.2 above, shall not exceed an amount equal to the monthly base salary of General Manager multiplied by the number of months left on the unexpired term of this Agreement.

Section 4. Salary and Expenses.

4.1 Board of Directors agrees to pay the General Manager for his services rendered a base salary of one hundred eighty-five thousand dollars (\$185,000) per year in installments, less deductions and other applicable withholdings, at the same time as other employees of the District are paid, commencing March 1, 2016. General Manager's base salary shall be increased annually by the same cost of living adjustment, if any, approved by the Board for other District employees.

4.2 Except for the use of his vehicle for the performance of his duties, for which a vehicle allowance is provided under Section 5.9 of this Agreement and a cell phone allowance which is provided under Section 5.10 of this Agreement, District shall reimburse General Manager, within its budget and upon approval of the Board of Directors, for all actual and necessary expenses incurred in connection with the performance of his official duties. General Manager agrees to maintain and submit accurate records of all expenses for which reimbursement is claimed.

Section 5. Benefits.

5.1 Vacation. The General Manager shall receive 15 days of vacation leave per fiscal year on March 1,, which may be accrued and cashed out under the same terms and conditions applicable to District employees generally (see Employee Policy Manual Sections 5.5.2 and 5.5.3).

5.2 Personal Time Off. The General Manager shall receive 12 days of paid personal time off per fiscal year on March 16, which may be accrued and cashed out under the same terms and conditions applicable to District employees generally (see Employee Policy Manual Sections 5.3.2 and 5.3.3).

5.3 Paid Administrative Benefits. The General Manager shall receive 10 days of paid administrative benefits on July 1 of each fiscal year. The General Manager may use paid administrative benefits for personal business and/or other personal reasons. Such paid administrative benefits may not be accrued or cashed out, but must be used, if at all, in the same

fiscal year in which it was received. Upon separation of service, available paid administrative benefits will be paid to the General Manager. (See Employee Policy Manual Section 5.4.2.)

5.4 Retirement. The District agrees to provide for participation in and pay all Employer and Employee contributions in the California Public Employees Retirement System (PERS) described as 2% at 55, not integrated with social security, or if unavailable, an equivalent retirement program. Notwithstanding the foregoing, in the event the District revises its policy to require employees to pay all or a portion of the Employee contribution, such revised policy shall apply to the General Manager in the same way it applies to District employees generally.

5.5 Disability, Life, and Health Insurance; Retiree Benefits. District shall provide and maintain: (1) a life insurance policy in the amount of two times the General Manager's annual salary; and (2) an individual disability insurance policy. General Manager shall receive the retiree health benefits set forth in Section 5.6.3 of the District's Employee Policy Manual ("Policy") in accordance with the terms approved by the Board as of the effective date of this Agreement and the ACWA/JPIA Retirement Policy Guidelines ("Guidelines"). Consistent with the Guidelines, the Parties acknowledge that the Policy shall be amended to reflect that the General Manager's retiree medical benefits shall vest after five (5) consecutive years of service with the District as of March 1, 2011, and retiree dental and vision benefits shall vest after ten (10) consecutive years of service with the District as of March 1, 2011. The District shall provide all other insurance benefits covering the General Manager and his dependents on the same terms and conditions as are provided to all general employees of the District.

5.6 Dues, Subscription and License Fees. To the extent the District's approved annual budget designates sufficient funds for the purposes identified in this section, the District agrees to pay for the professional dues and subscriptions necessary for the General Manager's continued and full participation in national, state, regional and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the District.

5.7 Professional Development. To the extent the District's approved annual budget designates sufficient funds for the following purposes, the District agrees to pay registration fees and travel subsistence expenses of the General Manager for professional and official travel, meetings, and occasions adequate to continue the professional development of the General Manager and to adequately pursue necessary official business and other functions for the District. Upon the prior approval of the Board of Directors, the District also agrees to pay for related tuition, fees, and travel and subsistence expenses of the General Manager for educational degree programs, short courses, institutes, and seminars that are necessary for his professional development and the good of the District.

5.8 Other Leave. General Manager shall be provided with personal time off, holiday leave and bereavement leave as are provided to other employees of the District.

5.9 Vehicle Allowance. General Manager shall provide his own vehicle to be used in the performance of his duties, and District shall provide an automobile allowance of five hundred dollars (\$500.00) per month for said use. The General Manager shall be responsible for paying

for liability insurance as required by State law, fuel, maintenance, repair of his vehicle and other costs associated with the ownership and use of the vehicle.

5.10 Cell Phone Allowance. General Manager shall be provided a monthly cell phone allowance of sixty-five dollars (\$65.00).

Section 6. Performance Evaluation.

The District shall review and evaluate the performance of the General Manager each year within thirty (30) days prior to this Agreement's anniversary date.

Section 7. Bonding.

The District shall bear the full costs of any fidelity or other bonds required of the General Manager under any law or ordinance.

Section 8. General Provisions.

8.1 This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the employment of General Manager by District, and contains all of the covenants and agreements between the parties with respect to the employment of General Manager by District.

8.2 Each party agrees and acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.

8.3 Any modification of this Agreement will be effective only if made in writing and signed by both General Manager and District.

8.4 If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

8.5 This Agreement shall be governed by and construed in accordance with the law of the State of California.

8.6 This Agreement shall be construed as a whole, according to its fair meaning, and not in favor or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible for any particular language in this Agreement.

8.7 General Manager acknowledges that he has had the opportunity to consult legal counsel in regard to this Agreement, that he has read and understands this Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement.

Date: _____

By: _____
Mark J. Madison

**FLORIN RESOURCE CONSERVATION
DISTRICT**

Date: _____

By: _____
Chuck Dawson, Chair
FRCD Board of Directors

APPROVED AS TO FORM:

By: _____
Ann M. Siprelle of Best Best & Krieger
General Counsel

Date: _____

March 2, 2016

TO: Chairman and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT CLASSIFICATION REPORT AND RECOMMENDED ORGANIZATIONAL CHANGES**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 03.02.16.01 approving the Florin Resource Conservation District/Elk Grove Water District Classification Report and authorize changes to the Florin Resource Conservation District's Organizational Chart.

Summary

Early last year, CPS HR Consulting was retained to perform a classification study to evaluate numerous positions in the Florin Resource Conservation District/Elk Grove Water District (District). This evaluation focused on the current job duties within each position relative to the actual duties being performed by the individuals within those positions.

The Classification Report made numerous recommendations which are included in the recommendation actions above. In addition, the General Manager is requesting the Board's approval of one positional change, converting an operator position (currently vacant) into an Administrative Assistant II position.

If approved, the Board would create two new positions to be added to the organizational chart, remove two existing positions from the current organizational chart, authorize the conversion of the currently vacant operator position to an Administrative Assistant position, and change the title of the three "Foreman" positions to "Supervisor" positions.

DISCUSSION

Background

In the Spring 2015, the General Manager became concerned that the District may be using staff in ways not consistent with the duties and responsibilities listed in their job descriptions. After conferring with the ad-hoc policy committee, which includes

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT
CLASSIFICATION REPORT AND RECOMMENDED ORGANIZATIONAL CHANGES**

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Chairman Dawson and Vice-Chairman Nelson, the General Manager then sought proposals from qualified firms to perform a classification study.

After receiving proposals from two qualified firms, CPS HR Consulting was deemed as the most qualified firm to perform the work and they were retained to perform the work

Over the past six months, there have been numerous meetings with the ad-hoc Committee and two meetings with the full Board to review the work and direct certain changes.

Present Situation

The attached Classification Report is now final and presented to the Board for your consideration. This study recommends the following actions:

1. Create a new position of Assistant General Manager

In addition to resolving other potential issues, this new position will create added depth and support at the highest level of the organization. Based on the General Manager's review of other comparable positions at other similar organizations, and concurrence from the Ad-Hoc Committee, it is recommended that salary range for this position be set at Grade 82.

2. Eliminate the Operations Manager position from the Elk Grove Water District Organization Chart

If the new position of Assistant General Manager is approved, the individual occupying that position will assist the General Manager in overall operations management. For this reason, the current Operations Manager position which is frozen but still shown on the District's attached Organizational Chart can be eliminated.

3. Create a new position of Human Resources Administrator

The classification study reviewed the functions, duties, and responsibilities presently performed by the Human Resources Specialist. The study concluded that the actual duties performed were at a significantly higher level than what is expected of a Human Resources Specialist. The study also looked at what other

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT
CLASSIFICATION REPORT AND RECOMMENDED ORGANIZATIONAL CHANGES**

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classification would be most comparable and recommends that the new position be titled as Human Resources Administrator.

Based on the General Manager's review of other comparable positions at other similar organizations, and concurrence from the Ad-Hoc Committee, it is recommended that salary range for this position be set at Grade 70.

4. Eliminate the Human Resources Specialist position from the Elk Grove Water District Organization Chart

If the new position of Human Resources Administrator is approved, the individual occupying that position will assume all previous duties and responsibilities of the Human Resources Specialist. For this reason, the current Human Resources Specialist position shown on the District's attached Organizational Chart can be eliminated.

5. Replace the presently vacant Operator position with an Administrative II position on the Elk Grove Water District Organization Chart

The District has one vacancy within the Utility Division for an operator. Based on a review of the operational needs the General Manager recommends that this position be changed to an Administrative Assistant II position.

At present, the Operations Department, including the Treatment, Utility, and Distribution divisions, has no direct administrative or clerical support. For this reason, field staff devote considerable time to performing certain functions such as data entry, document management, vehicle inspection coordination, and generation of the monthly operations reports. Such time devoted by the field staff detracts for their work in the field and limits the overall productiveness of the field crews.

The Administrative Assistant II position is an existing position within our job classifications and salary schedule, therefore no other actions in that regard are required by the Board.

6. Change the job title of the Water Treatment Foreman to Water Treatment Supervisor

The Classification Report recommends that this job title be changed to more accurately reflect the nature of the position and to bring it into conformance with

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT
CLASSIFICATION REPORT AND RECOMMENDED ORGANIZATIONAL CHANGES**

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similar positions at similar agencies. No change to the salary grade level is recommended at this time.

7. Change the job title of the Water Utility Foreman to Water Utility Supervisor

The Classification Report recommends that this job title be changed to more accurately reflect the nature of the position and to bring it into conformance with similar positions at similar agencies. No change to the salary grade level is recommended at this time.

8. Change the job title of the Water Distribution Foreman to Water Distribution Supervisor

The Classification Report recommends that this job title be changed to more accurately reflect the nature of the position and to bring it into conformance with similar positions at similar agencies. No change to the salary grade level is recommended at this time.

9. Amend the Elk Grove Water District Salary Schedule to incorporate the Assistant General Manager and Human Resources Administrator positions, to change the existing Foreman titles, and to reflect the approved salary of the General Manager

Each year, as part of the budget process, the Board is requested to approve a new salary schedule. If the new positions are created, including the Assistant General Manager and Human Resources Administrator, and the existing Foreman titles are changed to Supervisor, and a new contract is approved for the General Manager, then the FY 2015-16 Salary Schedule should be amended to reflect these changes. The recommended new FY 2014-15 Salary Schedule is attached to this report for the Board's consideration.

Staff and the Ad-Hoc Committee recommend approval of all of the actions listed above.

STRATEGIC PLAN CONFORMITY

The Florin Resource Conservation District/Elk Grove Water District 2012-2017 Strategic Plan contains numerous goals for both the FRCD and the EGWD. The actions listed above comply generally with all of the District's values identified in the Strategic Plan and

March 2, 2016

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT
CLASSIFICATION REPORT AND RECOMMENDED ORGANIZATIONAL CHANGES**

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specifically with the EGWD goal of succession planning under the challenge of Workforce Development

FINANCIAL SUMMARY

The actions listed above will increase the Elk Grove Water District's annual salary and benefit costs by approximately \$27,500 per year. At this time, no budgetary modifications are requested by the Board. If these actions are approved by the Board and implemented, staff will closely monitor the actual salary and benefit expenditures and, if needed, return to the Board at a later date.

Respectfully Submitted,



MARK J. MADISON
GENERAL MANAGER

MJM/mm

attachments

RESOLUTION NO. 03.02.16.01

RESOLUTION OF THE FLORIN RESOURCE CONSERVATION BOARD OF DIRECTORS APPROVING THE FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT CLASSIFICATION REPORT AND AUTHORIZING CHANGES TO THE FLORIN RESOURCE CONSERVATION DISTRICT'S ORGANIZATIONAL CHART

WHEREAS, the District retained CPS HR Consulting to perform a classification study to evaluate numerous positions in the Florin Resource Conservation District/Elk Grove Water District ("District"); and

WHEREAS, CPS HR Consulting has prepared the Florin Resource Conservation District/Elk Grove Water District Classification Report ("Classification Report") providing recommendations; and

WHEREAS, the Board has received and reviewed the Classification Report; and

WHEREAS, based on his review of the Classification Report and an overall review of internal organizational needs, the General Manager has recommended various changes to the District's organizational chart; and

WHEREAS, the General Manager hereby recommends approval of the Classification Report and changes to the Florin Resource Conservation District organizational chart.

NOW, THEREFORE, BE IT RESOLVED that the Florin Resource Conservation District Board of Directors, hereby:

1. Approves the Classification Report; and
2. Authorizes the following changes to the Florin Resource Conservation District organizational chart:
 - I. Create a new position of Assistant General Manager
 - II. Eliminate the Operations Manager position from the Elk Grove Water District Organization Chart
 - III. Create a new position of Human Resources Administrator
 - IV. Eliminate the Human Resources Specialist position from the Elk Grove Water District Organization Chart
 - V. Replace the presently vacant Operator position with an Administrative II position on the Elk Grove Water District Organization Chart
 - VI. Change the job title of the Water Treatment Foreman to Water Treatment Supervisor

- VII. Change the job title of the Water Utility Foreman to Water Utility Supervisor
- VIII. Change the job title of the Water Distribution Foreman to Water Distribution Supervisor
- IX. Amend the Elk Grove Water District Salary Schedule to incorporate the Assistant General Manager, Human Resources Administrator, Water Treatment Supervisor, Water Distribution Supervisor, and to reflect the approved salary of the General Manager

PASSED, APPROVED, AND ADOPTED this 2nd day of March 2016.

AYES:
NOES:
ABSENT:
ABSTAIN:

Chuck Dawson
Chairman of the Board of Directors

ATTEST:

Stefani Phillips
Secretary to the Board of Directors

Attachment 1

Florin Resource Conservation District/Elk Grove Water District

Final Classification Report

March 02, 2016

SUBMITTED BY:
TAMEKA USHER
Project Manager

CPS HR Consulting
241 Lathrop Way
Sacramento, CA 95815
t:916-471-3483 f:916-561-8446
Tax ID: 68-0067209
www.cps hr.us

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I. Background/Introduction

CPS HR Consulting (CPS HR) has been retained by the Florin Resource Conservation District/Elk Grove Water District (the District) to conduct a classification study of several positions. The objective of this study was (i) to determine whether the positions are appropriately classified within the District's classification structure and (ii) to determine the appropriate classification title.

This Final Classification Study Report provides an overview of study tasks; classification background for the analysis; the current classifications; classification analysis, and next steps.

II. Overview/Status of Study Tasks

In conducting the classification study, CPS HR undertook the following tasks:

1. Conduct a meeting with the Human Resources Specialist and the General Manager to ensure a comprehensive understanding of the study goals and objectives and to discuss any concerns with respect to the study and the process. *(completed)*
2. Conduct a detailed analysis of each individual Position Description Questionnaire (PDQ). The PDQs are provided in Appendix A, Position Description Questionnaires. *(completed)*
3. Conduct a telephone interview with each incumbent to obtain a more comprehensive overview of the work performed. *(completed)*
4. Analyze all of the information gathered via the PDQ and the interview with each incumbent to identify the scope and level of work performed as well as the typical duties and the requisite knowledge, skills, abilities, and other job-related characteristics required to perform the work. *(completed)*
5. Develop a recommendation for appropriate classifications. *(completed)*
6. Develop revised classification specifications supporting the classification structure recommendations. The classification specifications include/describe appropriate job definitions; distinguishing characteristics; supervision received and exercised; essential duties and responsibilities statements; knowledge, skills and abilities statements; minimum qualifications; any required training, certifications or licenses; and physical and environmental working conditions. *(completed)*
7. Prepare a Final Classification Report. *(completed)*

III. Classification Background

An accurate and up-to-date classification system provides the District with the necessary tools to make administrative, fiscal control, and human resources decisions. Further, accurate, current, and ADA-compliant classification specifications provide the fundamental and essential building blocks for successfully administering recruitment, performance management, compensation, and succession planning programs. In addition to providing the basis for these types of human resources management and process decisions, position classification can also effectively support systems of administrative and fiscal control. CPS HR has developed a classification structure for the District that is designed to reflect distinct differences in the levels and types of work being performed based on established classification factors and concepts.

This section of the report presents classification guidelines and definitions used by CPS HR in developing proposed classifications for the District's classification needs and is organized as follows:

- General Guidelines and Definitions
- Nature of the Work

General Guidelines and Definitions

Standard Classification Factors

In developing the District's classification/allocation recommendations, each position was first analyzed based on the nature of work performed. Nature of work refers to the occupation, profession, or subject matter field in which each position falls. Positions that perform work of a similar nature are considered to be in the same "job family". Within each job family, the level of the position was then determined. To determine the level of a position, each classification was evaluated using the factors below

- **Decision Making** - This consists of (i) the decision-making responsibility and degree of independence or latitude that is inherent in the position and (ii) the impact of the decisions.
- **Scope and Complexity** - This defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.
- **Contact with Others as Required by the Job** - This measures (i) the types of contacts and (ii) the purpose of the contacts.
- **Supervision Received and Exercised** - This describes the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position.
- **Knowledge, Skills, and Abilities** - This defines the knowledge, skills, and abilities necessary to perform assigned responsibilities.

The factors above were carefully and consistently analyzed in accordance with the importance of the particular factor to the classifications included in the study.

Point in Time Analysis

This classification study primarily captures the essential nature of positions at a single point in time. Therefore, recommendations were not based upon all possible future changes, particularly in a rapidly changing environment where organizational needs, technologies and skill requirements are continuously evolving. CPS HR has, to the extent possible, designed a classification structure in line with the District's current goals, recognizing that other additions or deletions from the plan may take place in the future. Overall, the proposed classification structure, the levels of work, and the functional areas identified should provide a strong foundation for the District's future classification needs.

Preponderant Duties

Some of the District's positions are assigned a wide range of duties and incumbents may have various levels of responsibility at any one time. Therefore, the positions were analyzed based on their preponderant duties. Preponderance is a measure of importance, and the most preponderant duties of a position are those that support the primary purpose of the position. Sometimes the most time-consuming duties of a position are preponderant; however, consideration was given to the responsibility and complexity of certain duties that do not occupy the majority of the incumbent's time.

Classification of the Position, Not the Employee

The District's positions were evaluated based on the duties and responsibilities assigned and does not consider the capabilities of individual employees or the employee's efficiency and effectiveness.

Classification Levels

Position classification represents the grouping of all jobs into a systematic classification structure based on the inter-relationship of the duties performed, nature and level of responsibilities, and other work-related requirements of the jobs. Below are the classification levels, specific to the District's classifications included within this study.

Classification Level

Supervisor

Manager

Director

- **Supervisor-level** classifications describe full, first-line supervisory positions that plan, assign, supervise, and formally review the work of subordinates. This classification assumes responsibility for a variety of personnel actions in such areas as performance evaluation, training, selection, approval of leave, and recommending disciplinary measures. Supervisors may also assist in budget development and administration. Most “working” supervisors also spend a substantial portion of their time performing the more difficult and complex work of the section or unit.
 - The Water Treatment Foreman and Water Distribution Foreman positions are performing duties consistent with the supervisor level.
- **Manager-level** classifications describe full responsibility for planning, organizing, directing, staffing and controlling a major function and/or operations within a department.
 - The Human Resources Specialist is performing duties consistent with the supervisor and manager level. However, given the District’s size, the position is also expected to perform professional human resource duties.
- **Director- level** classification describe a broad responsibility for planning, organizing, directing, staffing and controlling a multiple major function and/or operations within a department.
 - The incumbent currently classified as a Associate Engineer is performing duties consistent with the Director level. However, given the District’s size, the position is also expected to function as a full, first-line supervisor in addition to performing professional level engineering duties.

IV. Current Classifications

Below is a list of the District’s classifications reviewed:

Associate Engineer

The District has one incumbent in the Associate Engineer classification, which has the responsibility of performing professional engineering work in planning, designing, and construction of the District structures and facilities; providing project coordination and direction to technical engineering staff; and serving as a resident engineer on construction projects.

Human Resources Specialist

The District has one incumbent in the Human Resources Specialist classification, which is responsible for overseeing all human resources functions of the District. In addition, the position provides administrative support to the General Manager and Board of Directors.

Water Distribution Foreman

The District has two incumbents in the Water Distribution Foreman classification, who functions as a first-level supervisor over Water Distribution Operators.

Water Treatment Foreman

The District has one incumbent in the Water Treatment Foreman classification, who functions as a first-level supervisor over Water Treatment Operators.

V. Classification Analysis

This section of the report will outline the analysis and classification recommendation for each position included in the study.

■ <i>Incumbent:</i>	<i>Bruce Kamilos</i>
■ <i>Current Classification:</i>	<i>Associate Engineer</i>
■ <i>Recommended Classification:</i>	<i>Assistant General Manager</i>

The primary purpose of the position is to perform and oversee engineering projects for the District; as noted in the PDQ (see Appendix A) and confirmed during a telephone interview, the incumbent spends approximately 45% of his time functioning as a project manager- managing a variety of projects concurrently from conception through construction. The process involves developing the project schedule, monitoring the project progress and budget, obtaining necessary permits and ensuring that quality and deadlines are met. The incumbent spends approximately 25% of his time providing technical supervision and leadership to consultants and District field operations staff. Approximately 20% of his time is spent providing support to the General Manager and approximately 10% of his time is spent preparing designs, plans and specifications for the construction and development of the District's structures and facilities.

In addition to the tasks listed above, the incumbent listed additional duties in his PDQ which greatly exceed 100%. The majority of such duties provide more detail to the duties listed above; however, it is important to note that this position spends a significant amount of time planning and directing the engineering function in addition to supporting the General Manager on a variety of high-level administrative tasks or District-wide initiatives, as requested. These duties include developing the District's long-range capital improvement and asset management programs/plans; developing the engineering operations and capital budgets and overseeing the budget. These duties exceed such expected of a journey level professional Associate Engineer classification.

It is important to note that presently the incumbent is performing a combination of professional and director level duties. Given the District's size, the incumbent performs direct supervision over a single GIS Technician I position in addition to indirect supervision of field operations staff specific to engineering construction projects. Despite the depth of supervision and size of the Technical Services Department, the incumbent is spending a significant amount of time performing duties consistent with a director-level classification.

It is not known at this time whether the District plans to expand the staffing within the Technical Services Department, therefore, it is recommended that an organization assessment be conducted to determine the appropriate level of staffing given the current and anticipated engineering projects. Irrespective of additional staffing, the current duties and responsibilities

are not consistent with those typically assigned to an Associate Engineer. Therefore, we recommend that this position be re-classified to an **Assistant General Manager**.

- | | |
|--------------------------------------|--------------------------------------|
| ■ Incumbent: | Stefani Phillips |
| ■ Current Classification: | Human Resources Specialist |
| ■ Recommended Classification: | Human Resources Administrator |

This position is unique given two functional responsibilities. The incumbent functions as an administrative board support for Florin Resource Conservation District and Elk Grove Water District, for which she receives a stipend. In addition, she has the responsibility to oversee the Human Resources function. The incumbent also has direct supervisory responsibility of one Administrative Assistant II position. Based on the PDQ (which can be found in Appendix A), the incumbent spends approximately 20% of her time supervising an Administrative Assistant II. During the telephone interview, the incumbent acknowledged that the percentage of time spent supervising is high because the employee is new and requires a lot of direct supervision. However, the incumbent expects that the amount of time spent providing direct supervision will decrease. Approximately 15% of her time is spent providing updates to the General Manager regarding Human Resources operations issues. Approximately 10% of her time is spent preparing staff reports and making presentations to the Board of Directors, in addition to completing special projects as requested by the Board and General Manager. The incumbent spends between 2 to 13 hours per month preparing board meeting agenda and packets, coordinating board meetings and preparing meeting minutes. The remaining time, approximately 55%, is spent over Human Resources areas which include recruitment and selection activities, conducting salary studies, safety and OSHA compliance issues, administrator health benefits, workers' compensation and disability programs and helping supervisors and managers with employee relations issues.

The incumbent is performing a combination of technical, professional and manager level duties which are far beyond expected given the current classification. The primary function of the position is to oversee the human resources function for the District. In many cases this is done in collaboration with external consultants. However, there are many professional and manager duties that are performed in-house which require analytical skills, research and interpretation. Such duties include conducting salary review and job analysis, recruitment and selection, etc. Overall, the preponderant scope and impact of the duties and responsibilities are not consistent with those typically assigned to a Human Resources Specialist. Therefore, we recommend that this position be re-classified to a **Human Resources Administrator**.

- | | |
|----------------------------------|---|
| ■ Current Classification: | Water Distribution Foreman and
Water Treatment Foreman |
|----------------------------------|---|

■ **Recommended Classification:**

***Water Distribution Supervisor
and Water Treatment
Supervisor***

CPS HR reviewed the classification specifications for both positions to determine the appropriate classification title. The District's Foreman classifications function as first-level supervisor over entry, journey and advanced journey/lead level operator classifications. The positions are expected to plan, organize, direct, supervise, and train the work of employees within their assigned operational areas.

Four of the six comparable Water Distribution Foreman matches use the supervisory title for the comparable positions. Three of the six comparable Water Treatment Foreman matches use the supervisory title for the comparable positions. Given the duties and responsibilities, CPS HR recommends a classification title of **Water Distribution Supervisor** and **Water Treatment Supervisor**, which is descriptive of the expected duties and responsibilities.

VI. Next Steps

CPS HR has incorporated the suggested changes from the District into this Final Classification Report. In addition new and revised classification specifications were developed for each position included in this study and are provided in Appendix B. The next appropriate step is a presentation to the Board of Directors for review and adoption of the recommendations noted in the classification analysis section.

Compensation recommendations for these classifications are provided as a separate report. Should the District require any further information on the content of this report, please do not hesitate to contact Ms. Tameka Usher at (916) 471-3483.

Appendix A. Position Description Questionnaires

Associate Engineer PDO

CPS HR Consulting Position Description Questionnaire

Employee Name: Bruce Kamilos	Work Phone Number: (916) 585-9385
Work Location: 9715 Railroad Street	Work E-mail Address: bkamilos@egwd.org
Current Classification Title: Associate Civil Engineer	Length of Time in Current Position: 3 years 4 months
Supervisor's Name: Mark Madison	Supervisor's Classification Title: General Manager
Supervisor's Phone Number: (91) 685-3556	Supervisor's E-mail Address: mmadison@egwd.org

EMPLOYEE'S STATEMENT

JOB SUMMARY

1. In three to five sentences, briefly describe the **major** purpose(s) and/or function(s) of your job.

For example:

One of the main purposes of the position is to review civil engineering plans for commercial development. Another is to generate plans for capital improvement, which includes survey work, engineering design, plan drafting, and costing.

Manages a variety of projects simultaneously, from conception through construction, which involves developing project schedules, monitoring project progress and budget, obtaining necessary permits, preparing and maintaining project files, monitoring quality of projects, and insuring deadlines are met.
Prepares designs, plans and specifications for the construction and development of District structures and facilities.

Provides detailed technical supervision, leadership, and support to all of the District's divisions, notably including field operations.
Manages technical staff and the work of outside consultants.
Provides broad, but extensive, support to the General Manager and other staff on District managerial and leadership matters.

ESSENTIAL FUNCTIONS: DUTIES AND RESPONSIBILITIES

2. This is the most important part of this questionnaire! Briefly and accurately number and describe your essential functions. As you provide a description of your essential functions, please use terms that anyone reviewing this form will be able to understand. Avoid abbreviated, vague, or abstract words, such as "assists", "handles", "keeps", or "prepares", unless you describe how you assist, what you prepare, etc. Be specific.

For example:

DO THIS!

- Receives, opens, time stamps, and distributes incoming mail
- Calculates, verifies, and posts billing amounts
- Maintains accurate records on the flow of input information, output records, machine operations,

DON'T DO THIS

- Assists in handling mail
- Prepares final billings
- Keeps records

CPS HR Consulting
Position Description Questionnaire

operator assignments, and staff time

CPS HR Consulting
Position Description Questionnaire

ESSENTIAL JOB FUNCTIONS

List the essential job functions you perform in order of their importance. If you need more space, attach additional pages. Most jobs consist of 8-10 essential functions. However, you are welcome to attach additional information if you wish.

FREQUENCY Provide the approximate percent of time you spend on each essential duty. The total of all percentages should equal 100 percent.

IMPORTANCE 1 = MINOR 2 = AVERAGE 3 = CRITICAL

Essential Functions		Frequency (% of time)	Importance
2.1	<ul style="list-style-type: none"> Manages a variety of projects simultaneously, from conception through construction, which involves developing project schedules, monitoring project progress and budget, obtaining necessary permits, preparing and maintaining project files, monitoring quality of projects, and insuring deadlines are met. 	45%	3
2.2	<ul style="list-style-type: none"> Prepares designs, plans and specifications for the construction and development of District structures and facilities. Signs and stamps project engineering designs, studies, and reports, when appropriate, on behalf of the District as the individual in the lowest responsible charge, 	10%	2
2.3	<ul style="list-style-type: none"> Provides detailed technical supervision, leadership, and support to all of the District's divisions, notably including field operations. 	25%	3
2.4	<ul style="list-style-type: none"> Provides broad, but extensive, support to the General Manager and other staff on District managerial and leadership matters. 	20%	3
Total		100%	
2.1a	<ul style="list-style-type: none"> Acts as interface between District and its customers on capital improvement projects, and numerous other matters. 	2%	2
2.3a	<ul style="list-style-type: none"> Provides direction and supervision to technical engineering support staff. 	6%	3

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2.1b	<ul style="list-style-type: none"> Meets with developers and outside engineers and contractors with design and construction of domestic water and water treatment facilities. 	2%	2
2.1c	<ul style="list-style-type: none"> Analyzes and interprets federal, state, and local regulations pertaining to District projects and operations. 	2%	3
2.1d	<ul style="list-style-type: none"> Develops and implements projects and maintains the District's long-range capital improvement and asset management programs. 	25%	3
2.1e	<ul style="list-style-type: none"> Prepares grant applications to obtain capital project funding from various state and/or federal agencies. 	3%	2
2.3b	<ul style="list-style-type: none"> Assists contractors and the general public with questions regarding water pressure, water quality, fire sprinkler systems, and related issues. 	1%	1
2.4a	<ul style="list-style-type: none"> Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers. This includes the participation with other agencies in the development of Statewide water regulations. 	4%	3
2.4b	<ul style="list-style-type: none"> Represents the General Manager at meetings and conferences as delegated. 	3%	3
2.1f	<ul style="list-style-type: none"> Prepares estimates of probable construction costs. 	2%	2
2.3c	<ul style="list-style-type: none"> Prepares analysis supporting District rates and charges. 	1%	3
2.3d	<ul style="list-style-type: none"> Develops district computer tools and performs computer modeling. Use computer systems and software packages related to engineering, analysis and functions. 	3%	3
2.3e	<ul style="list-style-type: none"> Tracks and reports on District performance metrics, including water demand and production data. 	2%	2
2.1g	<ul style="list-style-type: none"> Ensures project compliance with State and Federal environmental regulations and laws. 	3%	3

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2.3f	<ul style="list-style-type: none"> • Develop engineering operations and capital budgets. 	2%	3
2.1h	<ul style="list-style-type: none"> • Prepares and administers professional services agreements and construction contracts. 	6%	3
2.2a	<ul style="list-style-type: none"> • Prepare and develop plans, specifications, and District engineering standards. 	7%	2
2.2b	<ul style="list-style-type: none"> • Completes technical studies and prepares reports. 	3%	2
2.4c	<ul style="list-style-type: none"> • Provides general support to the General Manager and the District's Leadership Team. Also provides input on the District's vision and future planning. 	13%	3

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3. **Special tasks or other important duties:** List other tasks/duties not listed in Section 2 you perform occasionally as part of your job. If you need more space, attach additional pages.

Task / Duty		Frequency	List Estimated Time Spent in Hours/Week or Days/Month
3.1	(N/A – Previously Covered in Section 2)		
3.2			
3.3			
3.4			

4. **Tasks/duties added to the job in the last year:** List the task/duty number from Sections 2 and/or 3.

2.3e						

IMPACT AND SCOPE

5. **List services and/or any work products directly generated as a result of the tasks and duties you perform** (e.g., policies, guidelines, budgets, reports, letters, memos, computer-generated printouts, profit and loss statements, etc.). List the receiver of each of these services/work products.

Services/Work Product(s)	Receiver(s)
Construction Contracts and Professional Services Agreements	Contractors and Consultants
Plans, Specifications, and Engineering Estimates	Contractors
Technical Reports	General Manager and Board
Computer Modeling Outputs	District Staff and General Manager
Staff Reports	Board
Completed Projects	District
Maps and Analytical Data	District Staff and General Manager
Employee Evaluations	Staff
Operations and Capital Improvement Budgets	Finance Manager & General Manager
Grant Applications	State and Federal Government
Water Demand and Production Reports	Board and State Government
Proposed Permit and Regulation Criteria	Local and State Agencies

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6. **Boards, Commissions, and/or Standing Committees:** List Boards, Commissions, and/or Standing Committees to which you are assigned as part of the duties of your position and indicate your participatory role by checking the appropriate box.

Board / Commission / Committee	Role			
	Chair	Member	Executive Officer	Staff Support
Sacramento Central Groundwater Authority (SCGA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elk Grove Industry Working Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statewide Water Quality Steering Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly FRCD Board Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conservation Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Infrastructure Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7. **Internal contacts:** List persons within the organization, other than your direct supervisor and any direct subordinates, with whom you have regular contact while performing the duties of your position. Briefly describe the purpose for these contacts and the frequency of their occurrence.

Contact	Purpose	Frequency
Richard Salas	Technical Support	Often
Steve Shaw	Technical Support	Often
Jose Carillo	Technical Support	Often
Jim Malberg	Financial Support	Occasionally

8. **External contacts:** List any contacts you regularly make with persons who are external to the organization while performing the duties of your position. Describe the purpose of those contacts and the frequency of their occurrence.

Contact	Purpose	Frequency
Darrell Eck (SCGA)	SCGA Leadership	Occasionally
Darren Wilson (Elk Grove)	Citiwide Utility Coordination	Occasionally
George Apple, CSD Fire Marshall	Building Standards and Fire Codes	Occasionally
Rob Swartz (RWA)	Regional Water Planning and Grant Acquisition	Occasionally

9. **Authority:** What level of authority does your position have to ensure compliance with laws, codes, and standards?
For example:

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- I can halt construction work if I find it out of compliance with standards.
- I issue warnings to residents. After two warnings, I initiate legal action by...
- I arrest individuals breaking the law.

Can sign and stamp plans, specifications, and reports in accordance with State law.
Can control and halt all aspects of design and construction projects.
Can administer discipline to staff.
Can halt District operations if the work does not comply with the District's technical standards.

What corrective action do you take if there's noncompliance or substandard conditions are detected? What options do you have?

Can develop employee action plans to improve performance.
Can recommend discipline up to, and including, termination.
Can revise the District's construction specifications and standard operating procedures.

10. **Budget:** Do you have any duties and responsibilities in the organization budget process (e.g., plan, model, prepare, review, monitor, approve, etc.)?

YES **NO**

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How is your work checked in order to discover/eliminate errors?

The General Manager provides quality assurance checks on technical items. The General Manager and Administrative staff check other reports and documents.

13. **Supervision/direction given:** Do you directly supervise employees?

YES **NO**

Indicate the total number of employees supervised directly: 1 and indirectly: 20

14. **Supervision/direction given:** Do you perform "Lead" duties?

(Lead duties generally include training and providing ongoing guidance to staff; assigning and monitoring work; and assisting in providing information to the supervisor in areas such as employee selection, performance evaluations, and coverage schedules. Lead workers are typically not responsible for hiring/firing, corrective action, or preparing performance evaluations though they provide input for the evaluations.)

YES **NO**

15. List the employees you directly supervise or lead (include name, classification, and status). If you supervise or lead more than ten employees, you may list only the job titles and number of people supervised:

STATUS **FTE = Full-time employee**
PT = Part-time/Intermittent employee
TEMP = Temporary or Contract employee

Name	Job Title	FTE	PT/TEMP
Travis Franklin	GIS Technician	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

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16. **What type of supervision/lead do you provide?** Please select all of the supervisory/lead duties you perform, the level of your authority, and indicate whether you perform this activity for employees, non-employees (e.g. contractors), or both.

Duty	No Authority	Recommend	With Prior Approval	On Own Authority	Employee or Non-Employee
Train others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both
Hire employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee
Plan and/or schedule work for others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees
Plan and/or schedule work for others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee
Assign or delegate work to others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee
Assign or delegate work to others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee
Monitor work of others on specific projects or on a daily basis (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee
Establish rules, procedures, and/or standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both
Approve overtime and/or leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee
Evaluate performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee
Take corrective action	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee
Resolve complaints and/or grievances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Employee
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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PLANNING/DECISION MAKING

17. If you develop or assist in developing policies or procedures for your functional area, or the organization as a whole, describe this activity below:

See Items 2.1d, 2.2a, and 2.4c.

18. List any formal guidelines, standards, regulations, etc. within which your job must be performed. Are there conflicting guidelines? How do you resolve such conflicts? Do guidelines change frequently? Please give an example.

Employee Policy Manual.
Standard Construction Specifications
State engineering laws
State and Federal environmental laws
Various District standard operating procedures

19. Describe the kinds of decisions or problems that occur on a regular basis that you:
a. Approve or resolve on your own:

Project related problems with consultants and/or contractors.
Contract disputes.
Employee performance issues (not regular).

- b. Refer upward to your supervisor or manager:

Legal matters.
Sensitive political matters.

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KNOWLEDGE / SKILLS / ABILITIES

20. List the types of knowledge, skills, and abilities your job requires. (For example, if you were recruiting to fill jobs identical to yours, what knowledge, skills, and abilities would you expect a job applicant to have to be competent on the first day on the job?)

a. Knowledge of:

- Principles and practices of civil engineering with particular emphasis on the design and construction of water development and distribution, water treatment, groundwater systems, and other hydraulic projects and facilities.
- Principles of engineering economics and their practical application to water development, water distribution, and water treatment projects.
- Laws, rules, ordinances, and legislative processes including CEQA requirements governing water rights, water development, water quality, and water treatment.
- Public finance, budget development, and fiscal controls, and capital improvement fiscal planning.
- Contract development and administration.
- Principles and practices and water supply development, chemical and biological aspects of water pollution, and local water issues, including their relationships to State and regional plans.

b. Skill in:

Application of engineering practices. Engineering computer systems and computer-aided design. Economic analysis. Project management. Supervision and leadership. Customer and employee relations.

c. Abilities

- Plan, carry out, and coordinate District engineering projects, particularly as they affect water distribution system development, water conservation, hydrogeology, water quality, and water treatment.
- Develop long-range capital improvement plans.
- Prepare and monitor project budgets.
- Prepare and develop plans, specifications, and District engineering standards.
- Insure proper completion and inspection of major construction projects.
- Prepare and review a variety of engineering studies and reports, and perform hydraulic modeling.
- Write reports, specifications, and contract documents.
- Use computer systems and software packages related to engineering, analysis and functions.
- Regularly use a telephone for communication.
- Use office equipment such as copiers and fax machines.
- Effectively represent the District's engineering functions with the public, other governmental agencies, contractors, developers, and professional engineering consultants.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
- Communicate frequently with District management staff, co-workers and the public in one-to-one and group settings.

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21. **Education / work experience:** Describe any education and/or previous work experience required to perform your job. (For example, what type of background would you expect a successful job applicant to have?)

Bachelor's degree of Science – Mechanical Engineering
30 years in the engineering and water industry.

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22. What licenses or certificates are required by your job?

Does the job require a CLASS B Driver's License?

YES NO

List any other licenses or certificates required by law or your employer to perform your job.

License or Certificate	Required by:	
	Law	Employer
Professional Registration – Mechanical Engineer	<input type="checkbox"/>	<input type="checkbox"/>
Professional Registration – Civil Engineer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Treatment Operators License (T2)	<input type="checkbox"/>	<input type="checkbox"/>
Water Distribution Operators License (D2)	<input type="checkbox"/>	<input type="checkbox"/>

23. Do any other employees perform duties identical to yours? If so, list their names and titles.

Employee	Title
No	

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EMPLOYEE STATEMENT CONCLUSION

If there are other aspects of your job not covered in this questionnaire that are important in understanding your job content please describe below.

N/A

By checking this box, I certify that I am the individual named below who has completed this questionnaire.

 _____ Incumbent's Name	<u>3-20-15</u> _____ Date
--	---------------------------------

Thank you for your cooperation and time spent completing this questionnaire!

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IMMEDIATE SUPERVISOR'S STATEMENT

Review this employee's questionnaire carefully to see that it is accurate and complete. Then fill out Items 1-5 below. Do not fill in these items unless you supervise the employee directly.

Your certification below means that you accept responsibility for the accuracy and completeness with which the entire questionnaire describes the duties and responsibility of the job. If the Employee's Statement does not express your view of the duties, responsibilities and essential functions that you have assigned the employee, please clarify or elaborate below. **Please allow your employees to review your responses if they request to see them.**

There are two essential cautions you should observe:

- Under no circumstances should you change or alter the employee's entries in Employee's Statement.
- Do not make any statements or comments about the employee's work performance, competence, or qualifications. This questionnaire will be used to evaluate the duties that constitute the **position**, not the performance or qualifications of the **employee**.

1. Does the description of the job as given by the employee accurately reflect the tasks, duties, and responsibilities that are actually required of this position? If not, please clarify.

Yes.

2. Do you agree with the other information given by the employee? If not, please clarify.

Yes.

3. How long of an on-the-job learning program is typically required to reach a full-range level?

4-5 years.


4. What additional information should be considered in evaluating the appropriate classification for this position?

The overall support provided to the General Manager as well as the District as a whole.

5. Is reorganization or other changes planned or taking place in your organization that will impact the content or level of this job?

Possibly.

By checking this box, I certify that I supervise the employee who has completed this questionnaire.

 Supervisor's Signature	<u>3-20-15</u> Date	<u>(916) 685-3556</u> Work Phone #
<u>Mark J. Madison</u> Name (Please print)		<u>General Manager</u> Title

Please send this completed PDQ to NAME at EMAIL ADDRESS no later than DATE

CPS HR Consulting
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MANAGEMENT REVIEW

Please review the instructions for the Immediate Supervisor on the previous page.

There are two essential cautions you should observe:

- Under no circumstances should you change or alter the employee's entries in Employee's Statement.
- **Do not make any statements or comments about the employee's work performance, competence, or qualifications. This questionnaire will be used to evaluate the duties that constitute the position, not the performance or qualifications of the employee.**

Since you will not be able to sign this document it is critical that you check the appropriate box and provide comments as appropriate to confirm that you have reviewed it.

Do you agree with the other information given by the employee and/or immediate supervisor? YES NO

If not, please clarify:

Tameka Usher 3-20-15 (916) 685-3556
Manager's Name Date Work Phone #

Please save and send this completed PDQ to Tameka Usher at tusher@cpshr.us

Human Resources Specialist PDQ

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Employee Name: Stefani Phillips	Work Phone Number: 916-585-9382
Work Location: 9257 Elk Grove Blvd. EG, CA 95624	Work E-mail Address:
Current Classification Title: Human Resources Specialist	Length of Time in Current Position: 9 years
Supervisor's Name: Mark Madison	Supervisor's Classification Title: General Manager
Supervisor's Phone Number: 209-663-2075	Supervisor's E-mail Address:

EMPLOYEE'S STATEMENT

JOB SUMMARY

1. In three to five sentences, briefly describe the **major** purpose(s) and/or function(s) of your job.

For example:

One of the main purposes of the position is to review civil engineering plans for commercial development. Another is to generate plans for capital improvement, which includes survey work, engineering design, plan drafting, and costing.

The essential purpose of the position is to establish and implement employee policies; and maintain benefits for the organization of EGWD. Have a key role in contributing input on organizational structure; Review and edit all District staff Employee Performance Evaluations; Establish Budget for the HR Department as providing the figures for salaries/benefits for all staff; impose and support disciplinary action. Secondary to that, but almost as important would be holding the secretary position for the FRCD. In that role, I am an officer of the FRCD; an official clerk for the FRCD; I am to maintain the records for the Board of Directors, coordinate meetings, develop agendas, record minutes, remain in accordance with all regulatory requirements. Supervise the Administrative Assistant II.

ESSENTIAL FUNCTIONS: DUTIES AND RESPONSIBILITIES

2. This is the most important part of this questionnaire! Briefly and accurately number and describe your essential functions. As you provide a description of your essential functions, please use terms that anyone reviewing this form will be able to understand. Avoid abbreviated, vague, or abstract words, such as "assists", "handles", "keeps", or "prepares", unless you describe how you assist, what you prepare, etc. Be specific.

For example:

DO THIS!

- Receives, opens, time stamps, and distributes incoming mail
- Calculates, verifies, and posts billing amounts
- Maintains accurate records on the flow of input information, output records, machine operations, operator assignments, and staff time

DON'T DO THIS

- Assists in handling mail
- Prepares final billings
- Keeps records

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ESSENTIAL JOB FUNCTIONS

List the essential job functions you perform in order of their importance. If you need more space, attach additional pages. Most jobs consist of 8-10 essential functions. However, you are welcome to attach additional information if you wish.

FREQUENCY Provide the approximate percent of time you spend on each essential duty. The total of all percentages should equal 100 percent.

IMPORTANCE 1 = MINOR 2 = AVERAGE 3 = CRITICAL

Essential Functions		Frequency (% of time)	Import ance
2.1	Develops, recommends and maintains District human resources policies, procedures, and systems.	13%	3
2.2	Develops, coordinates, and administers employee health and benefit, Workers' Compensation and disability programs.	15%	3
2.3	Prepares and maintains District salary band records and position classification descriptions.	1%	3
2.4	Develops and maintains records of employee performance reviews.	1%	3
2.5	Organizes, develops, and implements recruitment and interview process; participates in the selection process for District vacancies; maintains eligibility lists	1%	3
2.6	Annually develops and prepares the human resources budget and develops future budget recommendations for the General Manager.	2%	3
2.7	Maintains employee records and tracks compliance with certifications as required for applicable positions.	1%	3
2.8	Maintains accident information and prepares reports in compliance with OSHA and insurance carrier recordkeeping requirements.	2%	3
2.9	Conducts salary reviews and job audits.	2%	2

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2.10	Performs orientation and exit interviews for new and departing employees.	1%	2
2.11	Regularly updates the General Manager regarding human resource operations, problems, policies and administrative information	15%	3
2.12	Interacts with employees; serves as a resource for employee questions and provides Department support in human resource issues; develops and distributes information regarding human resource issues and policies to District staff.	15%	3
2.13	Prepares staff reports and makes presentations regarding human resource issues to the Board of Directors and to employees at staff meetings.	8%	3
2.14	Ensures District Human Resource activities are fully compliant with local, state, and federal regulations, and reports to the General Manager any areas of non-compliance.	1%	3
2.15	Performs special projects as delegated by the General Manager.	2%	2
2.16	Supervise, mentor, and delegate to the Administrative Assistant II (Confidential) human resource and board secretary tasks, as well as monitor the work the position performs for other department managers.	20%	3
2.17			
2.18			
2.19			
2.20			
2.21			

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- Special tasks or other important duties:** List other tasks/duties not listed in Section 2 you perform occasionally as part of your job. If you need more space, attach additional pages.

	Task / Duty	Frequency	List Estimated Time Spent in Hours/Week or Days/Month
3.1	Preparing board meeting agenda and packets	30%	Up to 4 hours a month
3.2	Coordinating board meetings	10%	Up to 2 hours a month
3.3	Attending meetings	30%	Up to 8 hours a month
3.4	Preparing meeting minutes or under delegation	30%	Up to 12 hours a month

4. **Tasks/duties added to the job in the last year:** List the task/duty number from Sections 2 and/or 3.

2.16						

IMPACT AND SCOPE

5. **List services and/or any work products directly generated as a result of the tasks and duties you perform** (e.g., policies, guidelines, budgets, reports, letters, memos, computer-generated printouts, profit and loss statements, etc.). List the receiver of each of these services/work products.

Services/Work Product(s)	Receiver(s)
Policies	Board of Directors and employees
Budgets	Board of Directors and employees
Agenda/Board Packets	Board of Directors and public
Staff Reports	Board of Directors and public
Memorandums	Board of Directors and employees
Government Compensation Report	State of California Controllers Office
Form 700 Submission	County of Sacramento

6. **Boards, Commissions, and/or Standing Committees:** List Boards, Commissions, and/or Standing Committees to which you are assigned as part of the duties of your position and indicate your participatory role by checking the appropriate box.

Board / Commission / Committee	Role			
	Chair	Member	Executive Officer	Staff Support
Board Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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AWWA Diversity and Inclusion Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. **Internal contacts:** List persons within the organization, other than your direct supervisor and any direct subordinates, with whom you have regular contact while performing the duties of your position. Briefly describe the purpose for these contacts and the frequency of their occurrence.

Contact	Purpose	Frequency
Donella Ouellette	Payroll, payables, providing policy direction and collaboration on establishing policies; and providing counsel for the supervisory role.	25%
Jim Malberg	Collaboration on establishing policies	10%
Foremen	Providing counsel and direction on personnel matters.	35%
Staff	Provide counsel, direction, and assistance with personal matters and work related functions.	30%

8. **External contacts:** List any contacts you regularly make with persons who are external to the organization while performing the duties of your position. Describe the purpose of those contacts and the frequency of their occurrence.

Contact	Purpose	Frequency
Best Best and Krieger, LLP (legal counsel)	Legal guidance; review of policies; and staff reports and agendas.	30%
Board of Directors	Guidance; coordination meetings; meetings.	35%
Consultants	Support (computer systems, professional's services, etc.)	25%
Outside vendors	Employee benefit services, PR, community, etc.	10%

9. **Authority:** What level of authority does your position have to ensure compliance with laws, codes, and standards?

For example:

- I can halt construction work if I find it out of compliance with standards.
- I issue warnings to residents. After two warnings, I initiate legal action by...
- I arrest individuals breaking the law.

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This position holds a good degree of authority because it is human resources; upholds and displays the core values established for the organization and which the employees should display themselves; is responsible for developing employee policy and carrying it out; and may issue disciplinary action and advisement and recommendations in personnel related matters.

What corrective action do you take if there's noncompliance or substandard conditions are detected? What options do you have?

Seek legal counsel or consultant advisement and develop an alternative method for achieving compliance or rectifying deficient areas.

10. **Budget:** Do you have any duties and responsibilities in the organization budget process (e.g., plan, model, prepare, review, monitor, approve, etc.)?

YES **NO**

If yes, describe your duties and responsibilities below:

This position is responsible for the Human Resource Department Budget, employee compensation, benefits, and training expense costs for the District.

Amount of operating budget for which you are responsible, if any \$ 3,350,000.00

11. **Project budgets:** Do you have any capital budget responsibilities (e.g. plan, prepare, monitor, approve, etc.)?

YES **NO**

If yes, please list the project and describe your role/duties and size of budget:

Name of Project	Your Role/Duties	Project \$ Amount

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SUPERVISION / DIRECTION

12. **Supervision/Direction received:** Please select **one** of the following type and amount of supervision that best describes the type and amount of supervision that your position receives.

- My supervisor frequently checks my job activities.
- I work alone on routine or regular work assignments and check with my supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.
- I receive occasional supervision while working toward a definite objective that requires use of a wide range of procedures. I plan, and/or determine specific procedures or equipment required to meet assigned objectives, and I solve non-routine problems. I refer only unusual matters to my supervisor.
- I work from broad policies and towards general objectives. I refer specific matters to superior(s) only when interpretation or clarification of organizational policies is necessary.
- I work from general directives or broadly defined missions of the organization.

From whom do you receive work assignments?

Mark J. Madison

General Manager

Name

Title

Board of Directors

Name

Title

How is your work checked in order to discover/eliminate errors?

I use my assistant, finance supervisor, and the general manager depending on the work product to review the work.

13. **Supervision/direction given:** Do you directly supervise employees?

YES NO

Indicate the total number of employees supervised directly: 1 and indirectly: 28

14. **Supervision/direction given:** Do you perform "Lead" duties?

(Lead duties generally include training and providing ongoing guidance to staff; assigning and monitoring work; and assisting in providing information to the supervisor in areas such as employee selection, performance evaluations, and coverage schedules. Lead workers are typically not responsible for hiring/firing, corrective action, or preparing performance evaluations though they provide input for the evaluations.)

YES NO

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Position Description Questionnaire

15. List the employees you directly supervise or lead (include name, classification, and status). If you supervise or lead more than ten employees, you may list only the job titles and number of people supervised:

STATUS FTE = Full-time employee
 PT = Part-time/Intermittent employee
 TEMP = Temporary or Contract employee

Name	Job Title	FTE	PT/TEMP
Cindy Robertson	Administrative Assistant II (Confidential)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

16. **What type of supervision/lead do you provide?** Please select all of the supervisory/lead duties you perform, the level of your authority, and indicate whether you perform this activity for employees, non-employees (e.g. contractors), or both.

Duty	No Authority	Recommend	With Prior Approval	On Own Authority	Employee or Non-Employee
Train others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees
Hire employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees
Plan and/or schedule work for others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees and contractors, consultants
Plan and/or schedule work for others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees
Assign or delegate work to others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees
Assign or delegate work to others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees and consultants
Monitor work of others on specific projects or on a daily basis (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees and contractors
Establish rules, procedures, and/or standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employees
Approve overtime and/or leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees

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Evaluate performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees
Take corrective action	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employees, contractors, consultants
Resolve complaints and/or grievances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PLANNING/DECISION MAKING

17. If you develop or assist in developing policies or procedures for your functional area, or the organization as a whole, describe this activity below:

Develop policies, guidelines, procedures, receive input, plan implantation process, seek review, and provide recommendation via staff report or verbally depending on District regulatory procedures.

18. List any formal guidelines, standards, regulations, etc. within which your job must be performed. Are there conflicting guidelines? How do you resolve such conflicts? Do guidelines change frequently? Please give an example.

The position must work within the State of California and FLSA for labor related matters. Guidelines can change periodically according to new laws becoming existent.

19. Describe the kinds of decisions or problems that occur on a regular basis that you:

- a. Approve or resolve on your own:

Employee matters, issues, training, and scheduling.

- b. Refer upward to your supervisor or manager:

Serious employee matters and issues; and scheduling of employees for workers compensation modified restrictions, etc. (because he acts as Operations Manager).

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Position Description Questionnaire

KNOWLEDGE / SKILLS / ABILITIES

20. **List the types of knowledge, skills, and abilities your job requires.** (For example, if you were recruiting to fill jobs identical to yours, what knowledge, skills, and abilities would you expect a job applicant to have to be competent on the first day on the job?)

a. Knowledge of:

HR - Class and compensation; Employee and Labor/Management relations; HR planning; Equal Employment Opportunity; Staffing; and HR Development.

Board Secretary – Ethics requirements, Conflict of Interest Code, FPPC requirements, Election procedures and requirements.

b. Skill in:

Human resource applications; proficiently use computers and applicable software.

c. Ability to:

Maintain confidentiality; analyze situations and make sound recommendations in support of District goals; maintain appropriate personal interaction with staff in difficult situations; and understand, interpret and apply laws, rules, regulations and ordinances relating to human resources and recommend policies and procedures that are legally compliant;

21. **Education / work experience:** Describe any education and/or previous work experience required to perform your job. (For example, what type of background would you expect a successful job applicant to have?)

Associate of Arts in Business; Human Resource Certification, California State University, Sacramento; Board Secretary Certification, CSDA; and Leadership Elk Grove, 2013.

CPS HR Consulting
Position Description Questionnaire

22. What licenses or certificates are required by your job?

Does the job require a CLASS B Driver's License?

YES NO

List any other licenses or certificates required by law or your employer to perform your job.

License or Certificate	Required by:	
	Law	Employer
Class C Driver's License	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

23. Do any other employees perform duties identical to yours? If so, list their names and titles.

Employee	Title

CPS HR Consulting
Position Description Questionnaire

EMPLOYEE STATEMENT CONCLUSION

If there are other aspects of your job not covered in this questionnaire that are important in understanding your job content please describe below.

By checking this box, I certify that I am the individual named below who has completed this questionnaire.

Incumbent's Name

Date

Thank you for your cooperation and time spent completing this questionnaire!

CPS HR Consulting
Position Description Questionnaire

IMMEDIATE SUPERVISOR'S STATEMENT

Review this employee's questionnaire carefully to see that it is accurate and complete. Then fill out Items 1-5 below. Do not fill in these items unless you supervise the employee directly.

Your certification below means that you accept responsibility for the accuracy and completeness with which the entire questionnaire describes the duties and responsibility of the job. If the Employee's Statement does not express your view of the duties, responsibilities and essential functions that you have assigned the employee, please clarify or elaborate below. **Please allow your employees to review your responses if they request to see them.**

There are two essential cautions you should observe:

- Under no circumstances should you change or alter the employee's entries in Employee's Statement.
- Do not make any statements or comments about the employee's work performance, competence, or qualifications. This questionnaire will be used to evaluate the duties that constitute the **position**, not the performance or qualifications of the **employee**.

1. Does the description of the job as given by the employee accurately reflect the tasks, duties, and responsibilities that are actually required of this position? If not, please clarify.

Yes

2. Do you agree with the other information given by the employee? If not, please clarify.

Yes

3. How long of an on-the-job learning program is typically required to reach a full-range level?

Five years.


4. What additional information should be considered in evaluating the appropriate classification for this position?

This position also serves as an assistant to the general manager on various district issues.

5. Is reorganization or other changes planned or taking place in your organization that will impact the content or level of this job?

Potentially, depending on the results provided by CPS through this class and comp study.

- By checking this box, I certify that I supervise the employee who has completed this questionnaire.

 _____ Supervisor's Signature	<u>3-31-15</u> _____ Date	<u>(916) 685-3556</u> _____ Work Phone #
<u>Mark J. Madison</u> _____ Name (Please print)		<u>General Manager</u> _____ Title

Please send this completed PDQ to NAME at EMAIL ADDRESS no later than DATE

CPS HR Consulting
Position Description Questionnaire

MANAGEMENT REVIEW

Please review the instructions for the Immediate Supervisor on the previous page.

There are two essential cautions you should observe:

- Under no circumstances should you change or alter the employee's entries in Employee's Statement.
- **Do not make any statements or comments about the employee's work performance, competence, or qualifications. This questionnaire will be used to evaluate the duties that constitute the position, not the performance or qualifications of the employee.**

Since you will not be able to sign this document it is critical that you check the appropriate box and provide comments as appropriate to confirm that you have reviewed it.

Do you agree with the other information given by the employee and/or immediate supervisor? YES NO

If not, please clarify:

Wally Wadlin 3-31-15 (916) 685-3556
Manager's Name Date Work Phone #

Please save and send this completed PDQ to Tameka Usher at tusher@cpsshr.us

Appendix B. Final Classification Specifications

Assistant General Manager
FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
JOB DESCRIPTION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION:	Assistant General Manager
DEPARTMENT:	Technical Services
DIRECTLY REPORTS TO:	General Manager
FLSA:	Exempt
DIRECTLY SUPERVISES:	Associate Civil Engineer and GIS Technician
JOB DESCRIPTION DATE:	June 1, 2015

Job Definition

Under direction of the General Manager, this position is responsible for policy planning and implementation; directing, organizing, supervising and coordinating the District's Engineer Division activities; providing highly complex assistance to the General Manager and Board of Directors; and functions as the District Engineer. Position performs other related duties as assigned.

Examples of Duties:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the General Manager, as directed, with all aspects of the District's policies, procedures, programs and operations; and assumes the duties and responsibilities of the General Manager in his/her absence.
- Provides assistance with the oversight of day-to-day operations and maintenance of the water system.
- Supports development of the annual operating budgets for the Technical Services Division and oversees the District's ongoing compliance with approved budgets.
- Manages development and implementation of departmental goals, objectives, policies, and priorities; provides supervision and direct oversight of all engineering and technical service activities and engineering functions conducted by the Technical Services Division of the District.
- Develops, designs, plans and reviews specifications for construction and development of District structures and facilities.
- Acts as project representative between District and its customers on various capital improvement projects including, but not limited to: answering questions, providing information, reviewing disputes and/or claims, and recommending reasonable dispute and/or claim resolutions.

- Prepares and supervises the preparation and estimate of project cost and materials for competitive bidding and budgetary purposes; orders necessary materials for construction.
- Prepares comprehensive oral and written technical reports and statistical support data relating to District projects, programs and issues, such as the District long-range master plans and environmental assessment reviews.
- Performs a variety of supervisory tasks for professional, technical and/or clerical staff.
- Assists with the administration of personnel-related matters, including employee selection, performance reviews, employee training, employment procedures, employer- employee relations and classification/compensation studies.
- Manages and oversees risk management functions for the District in coordination with other District managers.
- Prepares staff reports and makes oral presentations to the Board of Directors; attends meetings with outside agencies and administrators to coordinate activities and carry out directives of the Board; serves as a technical adviser to the Board.
- Signs and stamps project engineering designs, studies, and reports when appropriate, on behalf of the District as the individual in the lowest responsible charge.
- Negotiates with developers and outside engineers, contractors and consultants on behalf of the District with design and construction of domestic water and water treatment facilities; and resolves contractor disputes.
- Analyzes and interprets federal and state regulations pertaining to District projects.
- Prepares grant applications to obtain capital project funding from various state and/or federal agencies.
- Assists contractors and the general public with questions regarding water pressure, water quality, fire sprinkler systems, and related issues.
- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.
- Signs and stamps project engineering designs, studies, and reports, when appropriate, on behalf of the District as the individual in the lowest responsible charge.
- Prepares grant applications to obtain capital project funding from various state and/or federal agencies.
- Represents the General Manager at meetings and conferences as delegated.
- Provides support to the General Manager in making presentations regarding engineering issues and/or capital improvement projects to the Board of Directors.
- Prepares analysis supporting District rates and charges.
- Performs computer modeling.
- Analyzes groundwater hydrology, well operation and design.
- Other duties as assigned.

Knowledge of:

- Principles and practices of civil engineering with particular emphasis on the design and construction of water development and distribution, water treatment, groundwater systems, and other hydraulic projects and facilities.

- Principles of engineering economics and their practical application to water development, water distribution, and water treatment projects.
- Laws, rules, ordinances, and legislative processes including CEQA requirements governing water rights, water development, water quality, and water treatment.
- Techniques for preparing designs, plans, specification, estimates, reports and recommendations.
- Developing engineering designs, construction standards and specifications.
- Cost estimating and contract administration; and technical report writing.
- Principles and practices of public administration and finance, including administrative analysis, budget development and fiscal controls, capital improvement fiscal planning, and policy and program development.
- Principles of supervision, training, budget preparation and program development and implementation.

Ability to:

- Plan, carry out, and coordinate District engineering projects, particularly as they affect water distribution system development, water conservation, hydrogeology, water quality, and water treatment.
- Plan, organize and coordinate the work of District staff to achieve efficient operations and meet District goals.
- Prepare, administer and monitor District budgeting, project budgets and fiscal control process.
- Develop long-range capital improvement plans.
- Prepare and develop plans, specifications, and District engineering standards.
- Insure proper completion and inspection of major construction projects.
- Prepare and review a variety of engineering studies and reports, and perform hydraulic modeling.
- Understand, interpret and prepare legal property description, engineering reports, map preparations and regulations.
- Exercise leadership, authority and supervision tactfully and effectively.
- Supervise, train and evaluate assigned staff.
- Write reports, specifications, and contract documents.
- Use computer systems and software packages related to engineering, analysis and functions.
- Regularly use a telephone for communication.
- Use office equipment such as copiers and fax machines.
- Effectively represent the District's engineering functions with the public, other governmental agencies, contractors, developers, and professional engineering consultants.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
- Communicate clearly and concisely, both orally and in writing
- Communicate frequently with District management staff, co-workers and the public in one-to-one and group settings.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Physical Requirements:

- Travels occasionally by airplane and frequently by automobile in conducting District business.
- Frequently walks on uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Sits for extended time periods.
- Hearing and vision required to be within normal ranges with or without correction.

Required Education and Experience:

- A Bachelor's Degree in Civil Engineering or a related field from an accredited college or university.
- Six (6) or more years of responsible professional engineering experience in planning, design and construction of water system development and distribution, water treatment, and water treatment facilities. Two (2) of the six (6) years must be performing administrative and supervisory duties and responsibilities.

Required Certifications and Licenses:

- Possession of a valid Class C California Driver's License and a clean 5 year Department of Motor Vehicle record.
- Possession of registration as a Professional Civil Engineer within the State of California

Desirable Certifications and licenses:

- Possession of State of California Water Distribution Operators Certificate.
- Possession of State of California Water Treatment Operator Certificate.

Human Resources Administrator
FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
JOB DESCRIPTION

*FRCO/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION:	Human Resources Administrator
DEPARTMENT:	Human Resources
DIRECTLY REPORTS TO:	General Manager
FLSA:	Exempt
DIRECTLY SUPERVISES:	Administrative Assistant II (Confidential)
JOB DESCRIPTION DATE:	March 12, 2008
JOB DESCRIPTION REVISED:	June 1, 2015

Job Definition

Under direction of the General Manager, this position has two functional responsibilities. (i) oversees all human resources functions of the District and (ii) performs specialized communication, secretarial and administrative support duties for the General Manager and Board of Directors; and performs other related duties.

Examples of Duties:

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing practices. Management retains the right to add, remove, or change duties at any time.

Human Resources

- Develops, recommends, and maintains District human resources policies, procedures, and systems.
- Develops, coordinates, and administers employee health and benefits, Workers' Compensation, and disability programs.
- Prepares and maintains District salary band records and position classification descriptions.
- Develops and maintains records of employee performance reviews.
- Organizes, develops, and implements recruitment and interview process; participates in the selection process for District vacancies; maintains eligibility lists.
- Annually develops and prepares the human resources budget and develops future budget recommendations for the General Manager.
- Maintains employee records and tracks compliance with certifications as required for applicable positions.
- Maintains accident information and prepares reports in compliance with OSHA and insurance carrier recordkeeping requirements.

- Conducts salary reviews and job audits.
- Performs orientation and exit interviews for new and departing employees.
- Regularly updates the General Manager regarding human resources operations, problems, policies and administrative information.
- Interacts with employees; serves as a resource for employee questions and provides Department support in human resources issues; develops and distributes information regarding human resources issues and policies to District staff.
- Organizes, schedules, coordinates, and directs the work of subordinates.
- Supervises, trains, motivates, coaches and evaluates assigned staff.
- Prepares staff reports and makes presentations regarding human resources issues to the Board of Directors and to employees at staff meetings.
- Ensures District Human Resources activities are fully compliant with local, state, and federal regulations, and reports to the General Manager any areas of non-compliance.
- Performs special projects as delegated by the General Manager.

Board Support:

Performs a wide variety of complex, confidential, and self-initiated administrative support and communication duties that serve the needs of the Board of Directors, including overseeing or preparing agendas, information packets, legal notices and the taking and transcribing of official minutes.

- Serves as the clerk to the District's Board of Directors.
- Answers or redirects oral and written communications on behalf of the Board of Directors.
- Maintains official files, records, reports filings and the retrieval and management of General Manager and Board records.
- Takes dictation, summarizes, and types minutes of meetings from electronic recording devices and handwritten notes; ensures compliance with applicable laws (e.g., Brown Act, Public Records Act, FPPC reporting, and disclosure requirements).
- Operates a variety of audio and visual equipment.
- Researches and prepares correspondence, memoranda, reports, e-mails, policies and procedures and other miscellaneous documents.
- Responds to customer or citizen inquiries, concerns and complaints.
- Supervises clerical and technical positions and directs consultants.
- Arranges and schedules meetings for the General Manager, Board Chair, and members of the Board of Directors.
- Makes conference travel arrangements, lodging and other reservations and processes Board members' claims for reimbursements.
- Prepares and composes resolutions, certifications, and other necessary documents.

Knowledge of:

General

- Principles and practices of supervision, training and performance evaluation.
- Budget development and fiscal controls.
- Modern office practices and technology.

Human Resources

- Principles and practices of public employment administration, including employee health and welfare benefit administration.
- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment systems.
- Techniques of position classification and salary administration.
- Recruitment and selection methods and procedures.
- Equal employment opportunity and affirmative action requirements and guidelines.
- Personnel policy and procedure development and implementation.

Board Support

- Pertinent state and local laws, codes, regulations reporting and disclosure requirements including, but not limited to, the Brown Act, the Public Records Act, the Political Reform Act, election laws and procedures relating to the District and Board of Directors.
- Methods and policies of records retention.
- The functions and operating procedures of local governance bodies and committees.
- Legal terminology, forms and procedures related to agendas, meetings and actions of the Board of Directors.

Ability to:

General

- Analyze situations carefully, recommend solutions, and adopt effective courses of action.
- Maintain confidential information and records.
- Supervise, train and evaluate assigned staff.
- Organize data, maintain records, and prepare reports.
- Analyze situations and make sound recommendations in support of District goals.
- Maintain appropriate personal interaction with staff in difficult situations.
- Communicate effectively both oral and written.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to human resources and recommend policies and procedures that are legally compliant.
- Proficiently use computers and applicable software.
- Establish and maintain cooperative working relationships.
- Pass pre-employment physical, drug and alcohol examination, and background check.
- Communicate orally with co-workers, and the public in face-to-face, one-to-one and group settings.
- Uses a telephone for communication.
- Use office equipment such as computer terminals, copiers, and facsimile machines.

Human Resources

- Maintain confidentiality.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to human resources and recommend policies and procedures that are legally compliant.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Board Support

- Accurately record and transcribe information and actions in official written minutes and other applicable documents.
- Work tactfully and effectively with elected and appointed officials, the public and staff.
- Take dictation and type at a speed consistent with timely completion of assignments and job duties.
- Screen and effectively route calls, mail, complaints and requests for information.
- Coordinate travel, training and meeting schedules and arrangements for the General Manager, Board of Directors and others as needed.

Physical Requirements:

- Sits or stands for extended time periods.
- Hearing and vision within normal ranges.

Desirable Education and Experience:

- Completion of a Bachelor of Science Degree from an accredited college or university in business administration, human resources management, or a closely related field.
- Specialized training, coursework or certificate in human resources, labor management issues, benefit administration or other related topic is desirable.
- Five plus (5+) years of increasingly responsible experience in personnel system development and administration, including experience with recruitment and selection, position classification, compensation benchmarking, equal employment opportunity, and benefit administration is desirable.

Required Licenses:

Possession of a valid Class C California Driver's License.

Water Distribution Supervisor

FLORIN RESOURCE CONSERVATION DISTRICT/ ELK GROVE WATER DISTRICT JOB DESCRIPTION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION:	Water Distribution Supervisor
DEPARTMENT:	Distribution
DIRECTLY REPORTS TO:	General Manager or Assistant General Manager
FLSA:	Non-exempt
DIRECTLY SUPERVISES:	Water Distribution Operators
ADDITIONAL DUTIES:	Duties as assigned
JOB DESCRIPTION DATE:	May 9, 2007
JOB DESCRIPTION REVISION DATE:	June 1, 2015

Job Definition

Under general direction, this supervisory position plans, organizes, directs, supervises, and trains the District personnel assigned to the operations and maintenance functions of the district, water distribution system. This position is responsible for the maintenance of existing facilities and the installation of new water mains and appurtenances; and other duties as assigned/required.

Examples of Duties:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.

- Plans, organizes and supervises the work of staff assigned to field customer service and water distribution system, maintenance, and repair.
- Directs crews performing emergency repair work.
- Coordinates work with outside repair services.
- Insures the maintenance of an adequate inventory of repair parts and supplies.
- Inspects and coordinates the work of water service, maintenance, and repair crews.
- Maintains a variety of files and records.
- Provides supervisory training and work evaluations for assigned staff.
- Works with other District staff in coordinating water pressure complaints, water quality complaints, disconnects, new service installations, and reconnects.
- Supervises emergency shut-downs and repair work.
- Inspects time reports for proper allocation of time.
- Assists with development and administration of budgets.
- Represents the District with the public, contractors, and representatives of other government agencies.

- Holds periodic staff meetings for the purpose of technical, procedural or safety related training.
- Performs duties as assigned or required.

Knowledge of:

- Disinfection procedures and protocol; Bacteriological sampling and collection; and chain of custody procedures.
- Operating principles, methods, materials, and equipment used in water system installation, maintenance, construction, and repair work.
- Principles of supervision, training and performance evaluation.
- All aspects of water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc.) and applicable local, state and federal regulations.
- District policies, procedures and standards.
- Mathematical principles related to water measurement and distribution systems.
- Laws, regulations and ordinances applicable to water treatment and distributions operations.
- Principles of work safety.
- Principles of employee training and supervision.

Ability to:

- Travel regularly by vehicle when performing work on or inspecting District facilities and field operations.
- Organize, schedule, coordinate and direct the work of subordinates.
- Supervise, train, motivate, coach and evaluate assigned staff.
- Regularly work in an outdoor environment, with exposure to dust, dirt, and significant temperature changes.
- Carry, push, reach, and lift equipment and parts weighing up to 75 pounds.
- Stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Communicate orally with District management, co-workers, and the public in a variety of settings.
- Develop information and prepare reports.
- Establish and maintain cooperative working relationships.
- Regularly use a telephone for communication with district staff, outside vendors and contractors.
- Build consensus among personnel through an exchanges of ideas and facts.
- Use office equipment such as computer terminals, copiers, and FAX machines.
- Walk on uneven terrain.
- Sit for extended periods of time.
- Hear and see within normal ranges.

Physical Requirements:

- Carry, push, reach, and lift equipment and parts weighing up to 90 pounds.

- Stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Walk on uneven terrain.
- Sit for extended periods of time.
- Hear and see within normal ranges.

Required Education and Experience:

- A minimum of two years' experience with EGWD, while possessing a State of California Water Distribution Operators certificate D3, State of California Water Treatment Operators certificate T2, and demonstrated knowledge/ability, or
- Five years of increasingly responsible work experience in water pipeline construction work, supervisory experience, and performing work in the operation, maintenance, and repair of water distribution/treatment facility systems possessing a State of California Water Distribution Operators certificate D3/T2.

Minimum Required Personal Protective Equipment:

- Hardhat
- Safety glasses
- Ear protection
- Steele toed/composite boots
- Class II safety shirts
- Long blue jeans

Required Certifications and Licenses:

- State of California Water Distribution Operators certificate D3.
- State of California Water Treatment Operators certificate T2.
- Possession of a valid Class C California Driver's License.

Water Treatment Supervisor

FLORIN RESOURCE CONSERVATION DISTRICT/ ELK GROVE WATER DISTRICT JOB DESCRIPTION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION:	Water Treatment Supervisor
DEPARTMENT:	Operations
DIRECTLY REPORTS TO:	General Manager or Assistant General Manager
FLSA:	Non-exempt
DIRECTLY SUPERVISES:	Water Treatment Operators
ADDITIONAL DUTIES:	Duties as assigned
JOB DESCRIPTION DATE:	August 9, 2006
JOB DESCRIPTION REVISED:	June 1, 2015

Job Definition

Under general direction, this supervisory position plans, organizes, directs, supervises and trains the work of District personnel assigned to water treatment plants and water production facilities.

Examples of Duties:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.

- Plans, organizes and supervises the work of staff assigned to water treatment plants and to perform water production facility operations and maintenance work.
- Assumes responsibility for production logs and the development of required operating reports.
- Performs full range of water production operation, maintenance, and repair tasks.
- May direct emergency operation and repair work.
- Provides consultation and input for the planning and development of new District water production and treatment facilities.
- May respond to customer complaints regarding low pressure, high pressure, and water quality.
- Maintains an adequate inventory of necessary parts, supplies and chemicals to ensure continuity of water production facility operations.
- Inspects plants and facilities and ensures proper operating conditions.
- Maintains a variety of files and records.
- Oversees the proper conduct of standardized water quality control tests; may collect water quality samples for laboratory testing.
- Holds periodic staff meetings for the purpose of technical, procedural or safety related training.
- Represents District's water production facility functions with the public, contractors, and representatives of other government or public agencies.

- Performs all related duties as assigned or required.

Knowledge of:

- Operations, services and activities of conventional and microfiltration water treatment systems.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Occupational hazards and standard safety precautions necessary in the work.
- Principles and procedures of record keeping and reporting.
- Standard principles of biology, chemistry and mathematics as related to water treatment.
- District policies, rules, regulations and procedures.
- Principles and practices of budget development and monitoring.
- Common public relations courtesies and effective customer service

Ability to:

- Travel regularly by vehicle when performing work on or inspecting District treatment plants or other water production facilities.
- Organize, schedule, coordinate and direct the work of subordinates.
- Supervise, train, motivate, coach and evaluate assigned staff.
- Regularly work in an outdoor environment, with exposure to dust, dirt, and significant temperature changes.
- Be able to carry, push, reach, and lift equipment and parts weighing up to 90 pounds.
- Stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Communicate orally with District management, co-workers, and the public in a variety of settings.
- Regularly use a telephone for communication with district staff, outside vendors and contractors.
- Build consensus among personnel through an exchanges of ideas and facts.
- Use office equipment such as computer terminals, copiers, and FAX machines.
- Walk on uneven terrain.
- Sit for extended periods of time.
- Hear and see within normal ranges.

Required Education and Experience:

Three years of supervising water treatment operators.

Desirable Education and Certifications:

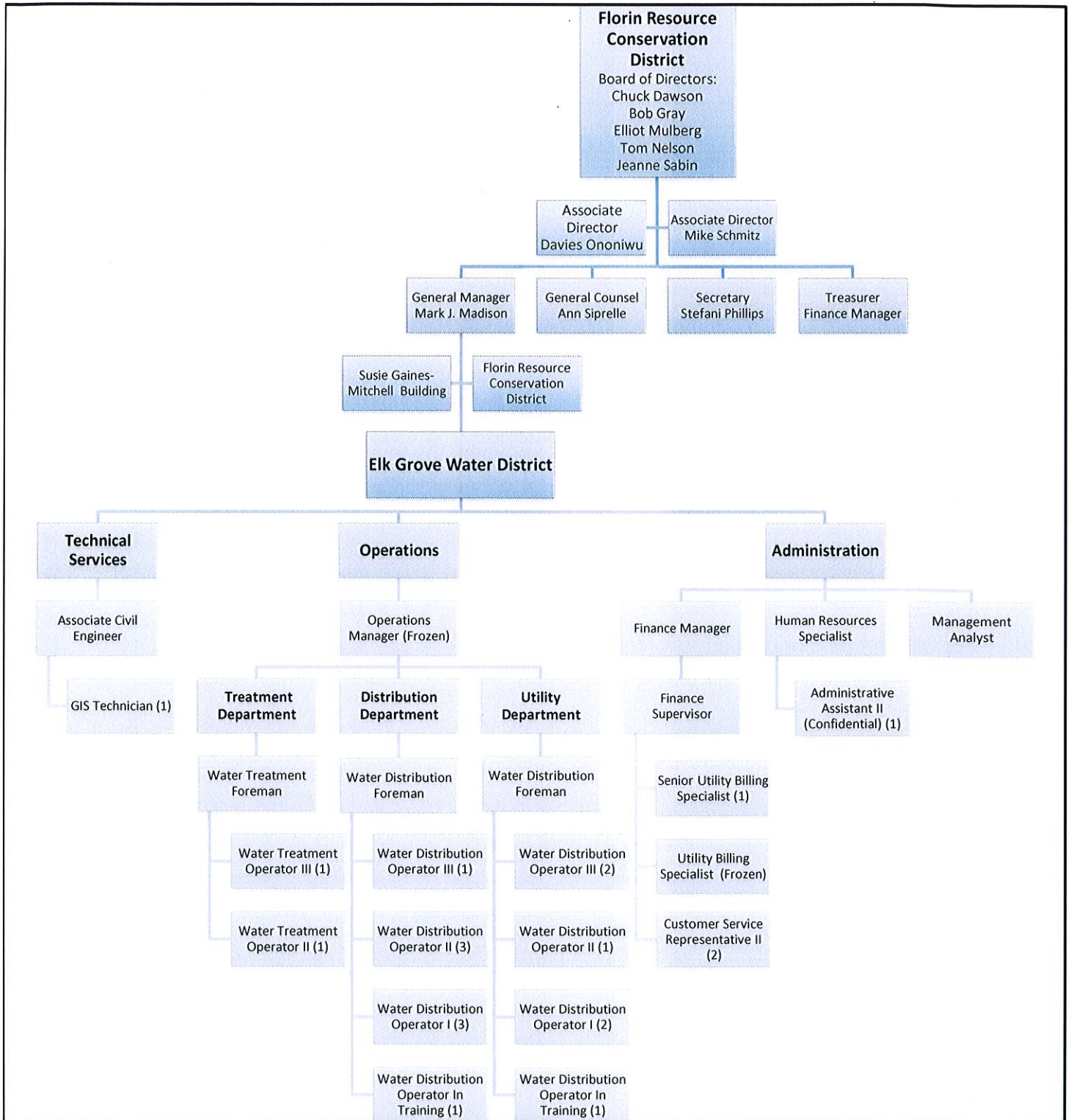
- High school diploma or equivalent.
- State of California Water Distribution Operators certificate D2.
- State of California Water Treatment Operators certificate T3.

Required Licenses:

Possession of a valid Class C California Driver's License.

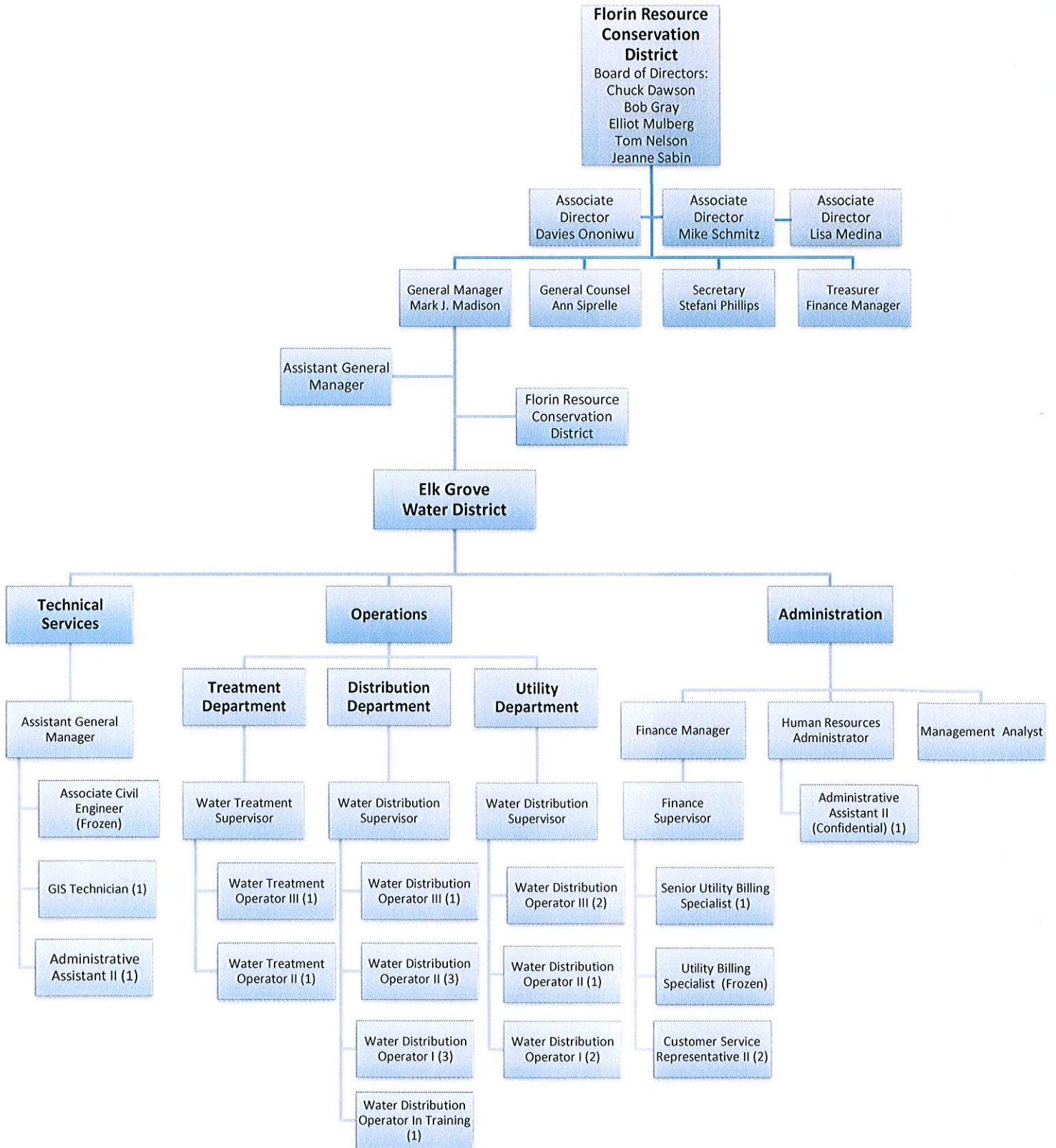
Florin Resource Conservation District Current Organization Chart

Attachment 2



Florin Resource Conservation District Proposed Organization Chart

Attachment 3



ELK GROVE WATER DISTRICT
Non-Exempt Positions
Annual, Bi-Weekly & Hourly Wage
As of July 1, 2015

Position	Grade	Step I	Step II	Step III	Step IV	Step V
Administrative Assistant I	35	\$ 38,022.40	\$ 39,924.52	\$ 41,920.75	\$ 44,016.78	\$ 46,217.62
		\$ 1,462.40	\$ 1,535.56	\$ 1,612.34	\$ 1,692.95	\$ 1,777.60
		\$ 18.28	\$ 19.19	\$ 20.15	\$ 21.16	\$ 22.22
Administrative Assistant II	41	\$ 44,012.80	\$ 46,217.60	\$ 48,526.40	\$ 50,960.00	\$ 53,497.60
		\$ 1,692.80	\$ 1,777.60	\$ 1,866.40	\$ 1,960.00	\$ 2,057.60
		\$ 21.16	\$ 22.22	\$ 23.33	\$ 24.50	\$ 25.72
CIP Worker (Temporary)	46	\$ 49,732.80	\$ 52,228.80	\$ 54,849.60	\$ 57,574.40	\$ 60,465.60
		\$ 1,913.14	\$ 2,008.80	\$ 2,109.24	\$ 2,214.70	\$ 2,325.44
		\$ 23.91	\$ 25.11	\$ 26.37	\$ 27.68	\$ 29.07
Conservation Coordinator	50	\$ 54,849.60	\$ 57,574.40	\$ 60,465.60	\$ 63,481.60	\$ 66,664.00
		\$ 2,109.24	\$ 2,214.70	\$ 2,325.44	\$ 2,441.71	\$ 2,563.79
		\$ 26.37	\$ 27.68	\$ 29.07	\$ 30.52	\$ 32.05
Customer Service Specialist I	31	\$ 34,486.40	\$ 36,212.80	\$ 38,022.40	\$ 39,915.20	\$ 41,912.00
		\$ 1,326.47	\$ 1,392.80	\$ 1,462.44	\$ 1,535.56	\$ 1,612.34
		\$ 16.58	\$ 17.41	\$ 18.28	\$ 19.19	\$ 20.15
Customer Service Specialist II	37	\$ 39,915.20	\$ 41,912.00	\$ 44,012.80	\$ 46,217.60	\$ 48,526.40
		\$ 1,535.56	\$ 1,612.34	\$ 1,692.95	\$ 1,777.60	\$ 1,866.48
		\$ 19.19	\$ 20.15	\$ 21.16	\$ 22.22	\$ 23.33
Financial Services Specialist I	56	\$ 63,481.60	\$ 66,664.00	\$ 69,992.00	\$ 73,486.40	\$ 77,168.00
		\$ 2,441.71	\$ 2,563.79	\$ 2,691.98	\$ 2,826.58	\$ 2,967.91
		\$ 30.52	\$ 32.05	\$ 33.65	\$ 35.33	\$ 37.10
Financial Services Specialist II	62	\$ 73,486.40	\$ 77,168.00	\$ 81,016.00	\$ 85,072.00	\$ 89,336.00
		\$ 2,826.58	\$ 2,967.91	\$ 3,116.31	\$ 3,272.12	\$ 3,435.73
		\$ 35.33	\$ 37.10	\$ 38.95	\$ 40.90	\$ 42.95
GIS Technician I	51	\$ 56,180.80	\$ 58,988.80	\$ 61,942.40	\$ 65,041.60	\$ 68,286.40
		\$ 2,160.69	\$ 2,268.72	\$ 2,382.16	\$ 2,501.26	\$ 2,626.33
		\$ 27.01	\$ 28.36	\$ 29.78	\$ 31.27	\$ 32.83
Intern I	7	\$ 19,198.40	\$ 20,155.20	\$ 21,174.40	\$ 22,235.20	\$ 23,337.60
		\$ 738.63	\$ 775.56	\$ 814.34	\$ 855.06	\$ 897.81
		\$ 9.23	\$ 9.69	\$ 10.18	\$ 10.69	\$ 11.22
Intern II	24	\$ 29,078.40	\$ 30,534.40	\$ 32,073.60	\$ 33,675.20	\$ 35,360.00
		\$ 1,118.40	\$ 1,174.40	\$ 1,233.60	\$ 1,295.20	\$ 1,360.00
		\$ 13.98	\$ 14.68	\$ 15.42	\$ 16.19	\$ 17.00
Meter Reader	37	\$ 39,915.20	\$ 41,912.00	\$ 44,012.80	\$ 46,217.60	\$ 48,526.40
		\$ 1,535.56	\$ 1,612.34	\$ 1,692.95	\$ 1,777.60	\$ 1,866.48
		\$ 19.19	\$ 20.15	\$ 21.16	\$ 22.22	\$ 23.33

ELK GROVE WATER DISTRICT

Non-Exempt Positions

Annual, Bi-Weekly & Hourly Wage

As of July 1, 2015

Position	Grade	Step I	Step II	Step III	Step IV	Step V
Operations Foreman	60	\$ 69,992.00	\$ 73,486.40	\$ 77,168.00	\$ 81,016.00	\$ 85,072.00
		\$ 2,691.98	\$ 2,826.58	\$ 2,967.91	\$ 3,116.31	\$ 3,272.12
		\$ 33.65	\$ 35.33	\$ 37.10	\$ 38.95	\$ 40.90
Operator in Training	37	\$ 39,915.20	\$ 41,912.00	\$ 44,012.80	\$ 46,217.60	\$ 48,526.40
		\$ 1,535.56	\$ 1,612.34	\$ 1,692.95	\$ 1,777.60	\$ 1,866.48
		\$ 19.19	\$ 20.15	\$ 21.16	\$ 22.22	\$ 23.33
Senior Utility Billing Specialist	56	\$ 63,481.60	\$ 66,664.00	\$ 69,992.00	\$ 73,486.40	\$ 77,168.00
		\$ 2,441.71	\$ 2,563.79	\$ 2,691.98	\$ 2,826.58	\$ 2,967.91
		\$ 30.52	\$ 32.05	\$ 33.65	\$ 35.33	\$ 37.10
Utility Billing Specialist	46	\$ 49,732.80	\$ 52,228.80	\$ 54,849.60	\$ 57,574.40	\$ 60,465.60
		\$ 1,913.14	\$ 2,008.80	\$ 2,109.24	\$ 2,214.70	\$ 2,325.44
		\$ 23.91	\$ 25.11	\$ 26.37	\$ 27.68	\$ 29.07
Water Distribution Supervisor	60	\$ 69,992.00	\$ 73,486.40	\$ 77,168.00	\$ 81,016.00	\$ 85,072.00
		\$ 2,691.98	\$ 2,826.58	\$ 2,967.91	\$ 3,116.31	\$ 3,272.12
		\$ 33.65	\$ 35.33	\$ 37.10	\$ 38.95	\$ 40.90
Water Distribution Operator I	46	\$ 49,732.80	\$ 52,228.80	\$ 54,849.60	\$ 57,574.40	\$ 60,465.60
		\$ 1,913.14	\$ 2,008.80	\$ 2,109.24	\$ 2,214.70	\$ 2,325.44
		\$ 23.91	\$ 25.11	\$ 26.37	\$ 27.68	\$ 29.07
Water Distribution Operator II	51	\$ 56,180.80	\$ 58,988.80	\$ 61,942.40	\$ 65,041.60	\$ 68,286.40
		\$ 2,160.69	\$ 2,268.72	\$ 2,382.16	\$ 2,501.26	\$ 2,626.33
		\$ 27.01	\$ 28.36	\$ 29.78	\$ 31.27	\$ 32.83
Water Distribution Operator III	56	\$ 63,481.60	\$ 66,664.00	\$ 69,992.00	\$ 73,486.40	\$ 77,168.00
		\$ 2,441.71	\$ 2,563.79	\$ 2,691.98	\$ 2,826.58	\$ 2,967.91
		\$ 30.52	\$ 32.05	\$ 33.65	\$ 35.33	\$ 37.10
Water Treatment Supervisor	60	\$ 69,992.00	\$ 73,486.40	\$ 77,168.00	\$ 81,016.00	\$ 85,072.00
		\$ 2,691.98	\$ 2,826.58	\$ 2,967.91	\$ 3,116.31	\$ 3,272.12
		\$ 33.65	\$ 35.33	\$ 37.10	\$ 38.95	\$ 40.90
Water Treatment Operator I	46	\$ 49,732.80	\$ 52,228.80	\$ 54,849.60	\$ 57,574.40	\$ 60,465.60
		\$ 1,913.14	\$ 2,008.80	\$ 2,109.24	\$ 2,214.70	\$ 2,325.44
		\$ 23.91	\$ 25.11	\$ 26.37	\$ 27.68	\$ 29.07
Water Treatment Operator II	51	\$ 56,180.80	\$ 58,988.80	\$ 61,942.40	\$ 65,041.60	\$ 68,286.40
		\$ 2,160.69	\$ 2,268.72	\$ 2,382.16	\$ 2,501.26	\$ 2,626.33
		\$ 27.01	\$ 28.36	\$ 29.78	\$ 31.27	\$ 32.83
Engineering Technician I	52	\$ 57,574.40	\$ 60,465.60	\$ 63,481.60	\$ 66,664.00	\$ 69,992.00
		\$ 2,214.40	\$ 2,325.60	\$ 2,441.60	\$ 2,564.00	\$ 2,692.00
		\$ 27.68	\$ 29.07	\$ 30.52	\$ 32.05	\$ 33.65

ELK GROVE WATER DISTRICT
Non-Exempt Positions
Annual, Bi-Weekly & Hourly Wage
As of July 1, 2015

Position	Grade	Step I	Step II	Step III	Step IV	Step V
Water Treatment Operator III	56	\$ 63,481.60	\$ 66,664.00	\$ 69,992.00	\$ 73,486.40	\$ 77,168.00
		\$ 2,441.71	\$ 2,563.79	\$ 2,691.98	\$ 2,826.58	\$ 2,967.91
		\$ 30.52	\$ 32.05	\$ 33.65	\$ 35.33	\$ 37.10
Water Utility Supervisor	60	\$ 69,992.00	\$ 73,486.40	\$ 77,168.00	\$ 81,016.00	\$ 85,072.00
		\$ 2,691.98	\$ 2,826.58	\$ 2,967.91	\$ 3,116.31	\$ 3,272.12
		\$ 33.65	\$ 35.33	\$ 37.10	\$ 38.95	\$ 40.90
Water Utility Operator I	46	\$ 49,732.80	\$ 52,228.80	\$ 54,849.60	\$ 57,574.40	\$ 60,465.60
		\$ 1,913.14	\$ 2,008.80	\$ 2,109.24	\$ 2,214.70	\$ 2,325.44
		\$ 23.91	\$ 25.11	\$ 26.37	\$ 27.68	\$ 29.07
Water Utility Operator II	51	\$ 56,180.80	\$ 58,988.80	\$ 61,942.40	\$ 65,041.60	\$ 68,286.40
		\$ 2,160.69	\$ 2,268.72	\$ 2,382.16	\$ 2,501.26	\$ 2,626.33
		\$ 27.01	\$ 28.36	\$ 29.78	\$ 31.27	\$ 32.83
Water Utility Operator III	56	\$ 63,481.60	\$ 66,664.00	\$ 69,992.00	\$ 73,486.40	\$ 77,168.00
		\$ 2,441.71	\$ 2,563.79	\$ 2,691.98	\$ 2,826.58	\$ 2,967.91
		\$ 30.52	\$ 32.05	\$ 33.65	\$ 35.33	\$ 37.10

ELK GROVE WATER DISTRICT
Exempt Positions
Annual Salary
As of July 1, 2015

Position	Grade	Step I	Step II	Step III	Step IV	Step V
Assistant General Manager	82	\$ 119,704	\$ 125,694	\$ 131,976	\$ 138,570	\$ 145,517
Associate Civil Engineer	69	\$ 87,152	\$ 91,499	\$ 96,075	\$ 100,880	\$ 105,934
Finance Manager	79	\$ 111,238	\$ 116,792	\$ 122,637	\$ 128,752	\$ 135,200
Finance Supervisor	71	\$ 91,499	\$ 96,075	\$ 100,880	\$ 105,934	\$ 111,238
General Manager	---	\$ 185,000				
Human Resources Administrator	70	\$ 89,336	\$ 93,787	\$ 98,488	\$ 103,418	\$ 108,576
Human Resources Specialist	62	\$ 73,486	\$ 77,168	\$ 81,016	\$ 85,072	\$ 89,336
Management Analyst	66	\$ 81,016	\$ 85,072	\$ 89,336	\$ 93,787	\$ 98,488
Operations Manager	75	\$ 100,880	\$ 105,934	\$ 111,238	\$ 116,792	\$ 122,637