

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

**Agenda**

**Wednesday, May 3, 2017**

**6:00PM**

**9257 Elk Grove Blvd.  
Elk Grove, CA 95624**

**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. Closed Session**

- a. PUBLIC EMPLOYEE PERFORMANCE APPOINTMENT (Section 54957)  
Title: General Counsel
- b. CONFERENCE WITH LABOR NEGOTIATORS (Section 54957.6)  
Agency designated representatives: Mark Madison and Stefani Phillips  
Unrepresented employee: Customer Service Representative

**2. Draft Fiscal Year 2017-18 Elk Grove Water District Operating Budget**

(Jim Malberg, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

**3. Draft Fiscal Year 2017-18 Florin Resource Conservation District Budget**

(Jim Malberg, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

Adjourn to Regular Meeting on Wednesday, May 17, 2017 at 6:30 PM.

May 3, 2017

TO: Chairperson and Directors of the Florin Resource Conservation District

FROM: Jim Malberg, Finance Manager/Treasurer

SUBJECT: **DRAFT FISCAL YEAR 2017-18 ELK GROVE WATER DISTRICT OPERATING BUDGET**

### **RECOMMENDATION**

Review and discuss the draft Fiscal Year 2017-18 (FY 2017-18) Elk Grove Water District Operating Budget and provide direction to staff.

### **Summary**

Each year staff develops the draft operating budget of estimated revenues and expenditures and presents the document to the Florin Resource Conservation District Board of Directors (Board). Following the presentation and discussion, staff generally makes revisions and brings the revised document back before the Board at a subsequent meeting(s) for further discussion prior to adopting the budget.

### **DISCUSSION**

#### **Background**

The Elk Grove Water District (EGWD), like most water agencies in the state, continues to face challenges from reduced water sales as a result of the recent drought while some expenditures continue to increase. The District must continue to improve operational efficiencies where ever possible in order to maintain a balanced budget in a challenging business climate.

#### **Present Situation**

Staff is presenting the attached draft FY 2017-18 EGWD Operating Budget (Attachment 1) for review and discussion. The key assumptions are as follows:

1. Revenue projections include a three percent (3%) rate adjustment effective January 1, 2018. This is consistent with the prior four fiscal years and is well below the approved 4.5% rate adjustment approved in the 2013 Water Rate Study. In

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**DRAFT FISCAL YEAR 2017-18 ELK GROVE WATER DISTRICT OPERATING  
BUDGET**

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addition, water consumption projections are based on actual calendar year 2016 amounts increasing by 5% in FY 2017-18.

2. Salary projections currently include an estimated two and one half percent (2.5%) Cost of Living Adjustment (COLA). The Bureau of Labor Statistics is scheduled to release the April 2017 Consumer Price Index for Urban Wage Earners (CPI-W) data approximately May 25, 2017. At that time the COLA adjustment will be updated with the average of the All Cities CPI-W, Western CPI-W and the San Francisco CPI-W from April 2016 – April 2017.


**STRATEGIC PLAN CONFORMITY**

Development and ultimately adopting the FY 2017-18 EGWD Operating Budget is in keeping with the Strategic Plan goals for financial performance.

**FINANCIAL SUMMARY**

There is no financial impact at this time.

Respectfully submitted,



JIM MALBERG  
FINANCE MANAGER/TREASURER

JM

Attachment





May 3, 2017

TO: Chairperson and Directors of the Florin Resource Conservation District

FROM: Jim Malberg, Finance Manager/Treasurer

SUBJECT: **DRAFT FISCAL YEAR 2017-18 FLORIN RESOURCE CONSERVATION DISTRICT BUDGET**

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### **RECOMMENDATION**

Review and discuss the draft Fiscal Year 2017-18 Florin Resource Conservation District Budget and provide direction to staff.

### **Summary**

Each year staff develops the draft budget of estimated revenues and expenditures and presents the document to the Florin Resource Conservation District Board of Directors (Board). Following the presentation and discussion, staff generally makes revisions and brings the revised document back before the Board at a subsequent meeting(s) for further discussion prior to adopting the budget.

### **DISCUSSION**

#### **Background**

The Florin Resource Conservation District (FRCD) has a fiscal year that runs from July 1 to June 30. For the forthcoming fiscal year, staff initiated a program in April to prepare the FRCD Fiscal Year 2017-18 (FY 2017-18) budget, along with the Elk Grove Water District Operating Budget.

#### **Present Situation**

The proposed FRCD FY 2017-18 Budget (Attachment 1) is included for the Board's review.

### **STRATEGIC PLAN CONFORMITY**

Development and ultimately adopting the FY 2017-18 FRCD Budget is in keeping with the Strategic Plan goals for financial performance.

**DRAFT FISCAL YEAR 2017-18 FLORIN RESOURCE CONSERVATION DISTRICT  
BUDGET**

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**FINANCIAL SUMMARY**

Proposed revenues for the FY 2017-18 are projected to be \$46,234 which includes Grant Revenues of \$46,209. The proposed expenditures for the FY 2017-18 Budget are projected to be \$60,383 which includes grant related expenditures of \$55,058. In addition to the grant expenditures, staff anticipates approximately 328 hours of volunteer services at a value of \$9,050 as part of the grant program.

The proposed FY 2017-18 expenditure details are as follows:

• Salaries & Benefits	\$ 35,858
• Transportation Costs	\$ 2,400
• Meetings/Workshops	\$ 4,700
• Insurance	\$ 3,800
• Supplies & Equipment	\$ 12,100
• Bank Charges	\$ 25
• Accounting Services	\$ 1,500
Total	\$ 60,383

The Fund Balance for the Florin Resource Conservation District is expected to decrease from \$47,339 to \$33,190.

Respectfully submitted,



JIM MALBERG  
FINANCE MANAGER/TREASURER

Attachment

# Attachment 1

## Florin Resource Conservation District Proposed Budgeted Accounts Detail For the Fiscal Year Ending June 30, 2018

Description	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Projected	FY 2017-18 Budget
<b>REVENUES</b>						
4700 Lease Revenue - Elk Grove Florin Property	\$ 5,467	\$ 2,533	\$ -	\$ -	\$ -	\$ -
Other Reimbursements/Property Sale	87,712	10,162	353	-	-	-
Grant Revenue	-	-	-	-	-	46,209
Repair and Maintenance Reserves	-	1,829	-	-	-	-
Interest Earnings	50	110	93	75	30	25
<b>Total Revenues</b>	<b>93,229</b>	<b>14,634</b>	<b>446</b>	<b>75</b>	<b>30</b>	<b>46,234</b>
<b>EXPENDITURES</b>						
5100 Salary & Benefits	-	-	9,747	26,566	21,000	35,858
5300 Airfare	-	498	-	-	143	-
5310 Hotels	-	134	-	-	-	-
5320 Meals	-	42	-	-	125	-
5330 Auto Rental	-	37	-	-	-	-
5340 Seminars & Conventions	-	525	-	-	183	-
5350 Mileage Reimbursement, Parking, Tolls	-	20	-	-	-	2,400
5415 Association Dues	400	300	350	-	150	-
5410 Advertising	175	1,078	-	-	-	-
5280 Meetings	100	250	-	-	-	4,700
5420 Insurance	71	1,508	1,470	2,875	3,618	3,800
5435 Repairs and Maintenance Automotive/Fuel	-	30	-	-	-	-
5475 Supplies & Equipment	256	100	207	-	127	12,100
5455 Postage	-	-	-	-	-	-
5510 Bank Charges	1,729	-	-	30	30	25
5520 Contracted Services	6,500	5,001	19,866	-	14	-
5525 Accounting Services	-	-	249	350	1,408	1,500
5535 Legal Services	26,011	2,361	2,943	-	668	-
5545 Public Relations	1,925	1,920	-	-	-	-
9950 Election Costs	-	9,872	-	12,000	14,059	-
9960 Program Costs	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>37,167</b>	<b>23,676</b>	<b>34,832</b>	<b>41,821</b>	<b>41,525</b>	<b>60,383</b>
Change in Balance	56,064	(9,042)	(34,385)	(41,746)	(41,495)	(14,149)
Beginning Balance	76,198	132,261	123,219	88,834	88,834	47,339
Ending Fund Balance	<u>132,261</u>	<u>123,219</u>	<u>88,834</u>	<u>47,088</u>	<u>47,339</u>	<u>33,190</u>